


# ESG-CV Funding -Overview

## HMIS Impacts

### Kick-off Call

---

10/01/2020



Updated  
10/15/2020  
with direction for  
KS-505 Client CV  
tracking

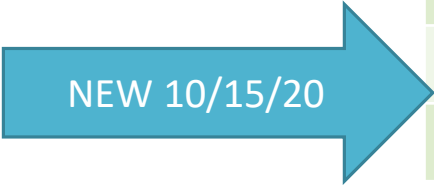
---

Sherry Ellis  
HMIS Administration  
MARC

# Agenda

---

Content	Slide #
ESG-CV in Summary	3
Roles and Responsibilities	4
Agency Responsibilities	5
MARC – HMIS Administrative Responsibilities	6
Project Setup	7
Services tracked in HMIS	8 - 12
Other HMIS Considerations (Intake, AMI)	13
Aggregate Reporting (FYI)	14
Next Steps	15
Documenting Clients in ESG-CV Programs	16
ESG-CV Supplemental Assessment Form	17



NEW 10/15/20

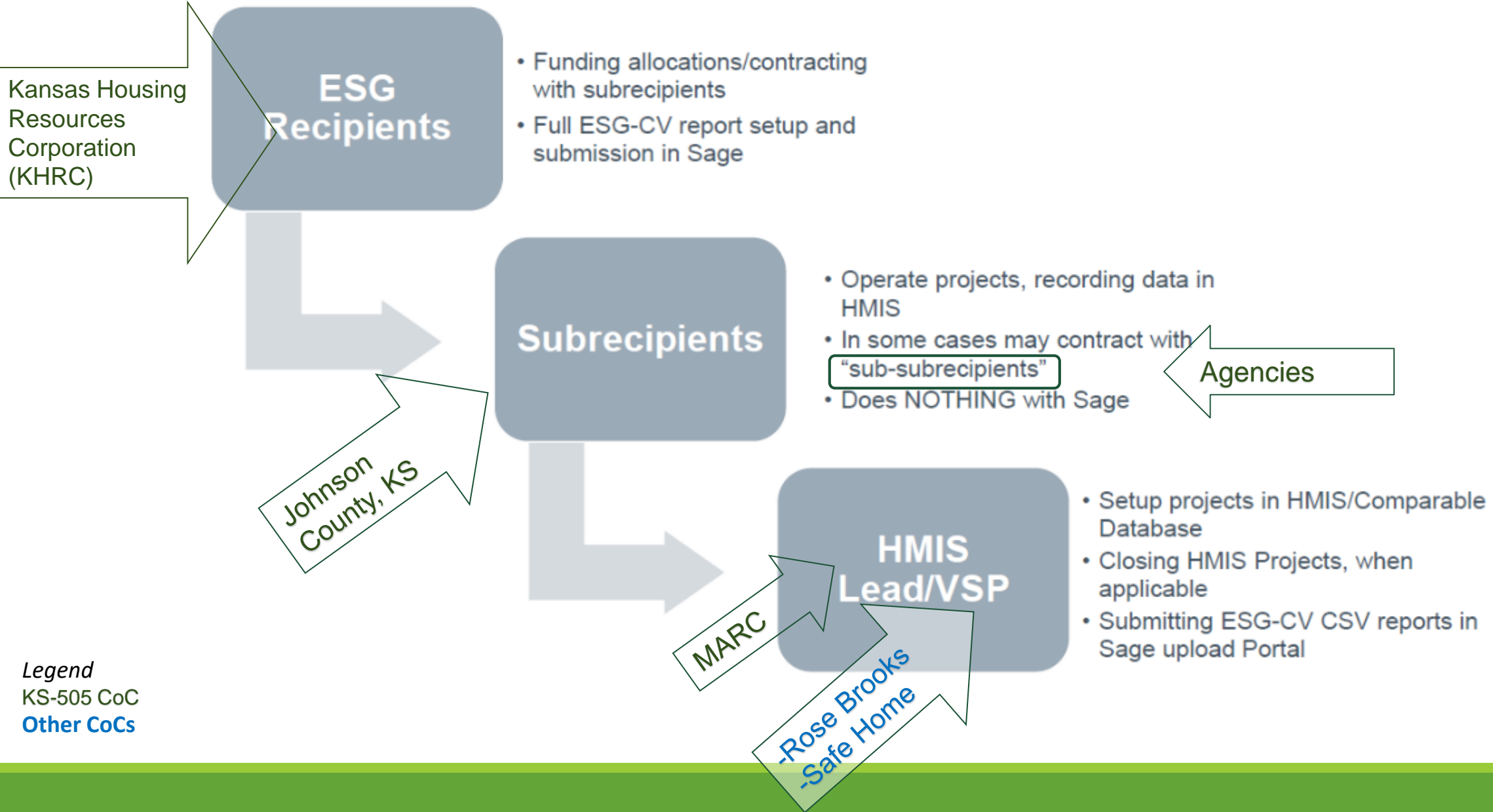
# ESG-CV In Summary

- Cares Act is allocating \$4B for unique service to prevent, prepare for and respond to corona virus under the ESG program.
  - Round 1 - \$1B of funds to recipients of FY2020 ESG
  - Round 2 - \$2.96B allocated directly to states and units of general local gov.

Today's topic →

HUD Recipient	Tracked in MARC Supported HMIS	Agency	Funds Awarded			
			Street Outreach	Emergency Shelter	Homeless Prevention	Rapid Rehousing
KHRC	KC Metro HMIS	Catholic Charities of NEKS			\$ 10,000	
		Hillcrest Ministries of MidAmerica				\$ 57,500
		Johnson County Mental Health	\$98,120			\$ 40,000
		restart, Inc.	\$35,245			
		other	RoseBrooksCenter	Rose Brooks		
<b>NOT TRACKED IN A HMIS SUPPORTED BY MARC</b>						
KHRC	no	Safehome, Inc.		\$ 40,000		\$ 20,000
KHRC	no	Mid America Regional Council				
KHRC	no	JoCo Community Development				

# Roles and Responsibilities



# Agency HMIS Responsibilities

---

1. Receive funding from the recipient or subrecipient.
2. Work with your HMIS Administration on program setup.
  - **HMIS Administration will reach out to you to coordinate.**
3. Serves clients, enter data into HMIS.
  - **Ensuring good data quality completeness, accuracy, timeliness**
4. No interaction with Sage\* - no federal reporting requirements.
  - \*non-Victim Service Providers (VSP) only

# MARC HMIS Administration Responsibilities

---

## **ESG-CV Written Standards for MARC HMIS Administration**

As the HMIS Lead Agency for KS-505 we plan to administer our ESG-CV funds to perform the following:

- 1 Establish program(s) for grant recipients who utilize HMIS based on HUD guidelines.
- 2 Provide agencies with training and information to ensure they are HUD compliant on reporting and client assistance requirements.
- 3 Provide HMIS support for agencies utilizing our HMIS to track and report on ESG-CV funds awarded.
- 4 Monitor agencies to ensure compliance with data quality standards.
- 5 Fulfill HMIS Lead Agency reporting requirements for bundled CSV reporting.

# Project Setup

## HMIS Project set-up and management

- › Open a new project in the HMIS for each new project.
  - A new project may be a temporary emergency shelter, RRH or homelessness prevention.
  - Existing emergency shelter projects and street outreach\* projects may be funded; these are not new projects and do not need a new project created for them in HMIS.
  - If a new shelter or street outreach project was created with ESG-CV funding – then a new project must be created in the HMIS.
  - Be sure to close a newly opened project when ESG-CV funding has ended.

\*Street outreach projects may not mix funding between multiple jurisdictions. You may only use an existing project for a single funder. See ESG Manual for more info on project setup.

SECTION III: ESG-CV PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Eligible Activities	
<div style="border: 2px solid green; padding: 5px; display: inline-block;"> <b>Street Outreach Component (24CFR §576.101)</b>            Services delivered on the street to persons living unsheltered         </div>	
Engagement	Activities to locate, identify, and build relationships with <b>unsheltered homeless people</b> for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
Case Management	Assessing housing and service needs and arranging/coordinating/monitoring the delivery of individualized services.
Emergency Health Services	Direct outpatient treatment of medical conditions by licensed medical professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
Emergency Mental Health Services	Direct outpatient treatment of mental health conditions by licensed professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
Transportation	Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.
Services to Special Populations	Otherwise eligible Essential Services, as listed above, that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

Services Tracked in HMIS –

Street Outreach Essential Services



Eligible Activities

Emergency Shelter Component (24CFR §576.102)

Services delivered to homeless persons in temporary shelter, rehabilitation of that shelter, and operation of shelters

<p>Essential Services</p>	<ul style="list-style-type: none"> <li>• Case Management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> <li>• Outpatient health services</li> </ul>
<p>Shelter Operations</p>	<ul style="list-style-type: none"> <li>• Maintenance &amp; repairs</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Supplies necessary for the operation of the shelter</li> <li>• Hotel/Motel –when no appropriate shelter is available</li> <li>• Temporary Emergency Shelters (through leasing of temporary structures, or other means) to prevent, prevent, or</li> <li>• Utilities</li> <li>• Food</li> <li>• Furnishings</li> <li>• Insurance</li> </ul>

# Services Tracked in HMIS –

## Emergency Shelter

*(Temporary Emergency Shelters are not being covered in this presentation)*

### Additional Flexibilities: Hotel/Motel

- Hotel/motel costs may include:
  - Renting hotel or motel room directly or through a hotel or motel voucher;
  - Cleaning of hotel or motel rooms used by program participants;
  - Repairs for damage caused by program participants above normal wear and tear of the room (could include bedbugs or other pest remediation)
- Hotel/motel costs can be provided **under ES component** to individuals and families:
  - Experiencing homelessness;
  - Receiving rapid re-housing assistance under the Continuum of Care (CoC) or ESG programs;
  - Receiving homelessness prevention under the ESG program; or
  - Residing in permanent supportive housing

# Services Tracked in HMIS –

# Rapid Rehousing and Homelessness Prevention

## Eligible Activities

### For both Rapid Re-housing and Homelessness Prevention Components

#### Housing Relocation and Stabilization Services (24CFR §576.105)

##### (a) Financial Assistance

Rental Application Fees	• Application fees that are charged by the owner to all applicants
Security Deposits	• Equal to no more than 2 months' rent.
Last Month's Rent	• Paid to the owner of housing at the time security deposit and first month's rent if necessary, to obtain housing. (Is counted toward the 24 months of assistance in 3 years.)
Moving Costs	• Funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or temporary storage fees for a maximum of 3 months after the participant begins to receive services but before they move into permanent housing. Arrearages are not eligible.
Utility Deposits	• Standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
Utility Payments	• Up to 24 months of utility payments per participant, per service (i.e. gas, electric, water/sewage), including up to 6 months of arrearages, per service.

##### (b) Services Costs

Housing Search and Placement	<ul style="list-style-type: none"> <li>• Assessment of housing barriers, needs and preferences</li> <li>• Development of an action plan for locating housing</li> <li>• Housing search and outreach to, and negotiation with owner</li> <li>• Assistance with submitting rental applications and understanding leases</li> <li>• Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness</li> <li>• Assistance with obtaining utilities and making moving arrangements</li> <li>• Tenant counseling</li> </ul>
Housing Stability Case Management	<p>Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability.</p> <ul style="list-style-type: none"> <li>• Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation.</li> <li>• Counseling</li> <li>• Developing, securing and coordinating services including Federal, state, and local benefits</li> <li>• Monitoring and evaluating program participant progress</li> <li>• Providing information and referrals to other providers</li> <li>• Developing an individualized housing and service plan</li> <li>• Assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing</li> </ul>

##### (b) Services Costs Continued

Mediation	<p><i>Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which they currently reside.</i></p> <ul style="list-style-type: none"> <li>• Time and/or services associated with mediation activities</li> </ul>
Legal Services	<p><i>Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.</i></p> <ul style="list-style-type: none"> <li>• Hourly fees for legal advice and representation</li> <li>• Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees.</li> <li>• Client intake, preparation of cases for trial, provision of legal advice, representation at hearings and counseling</li> <li>• Filing fees and other necessary court costs</li> <li>• Subrecipient's employees' salaries and other costs necessary to perform the services if the subrecipient is a legal services provider and performs the services itself.</li> </ul> <p>Note: Legal services related to mortgages are not eligible</p> <p>Legal representation and advice may be provided for:</p> <ul style="list-style-type: none"> <li>• Landlord/tenant matters</li> <li>• Child support</li> <li>• Guardianship</li> <li>• Paternity</li> <li>• Emancipation</li> <li>• Legal separation</li> <li>• Resolution of outstanding criminal warrants</li> <li>• Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking.</li> <li>• Appeal of veterans and public benefit claim denials</li> </ul>
Credit Repair	<ul style="list-style-type: none"> <li>• Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems.</li> <li>• Assistance <b>cannot</b> include the payment or modification of a debt.</li> </ul>
Requirements and Restrictions for Services	<ul style="list-style-type: none"> <li>• Participants must <b>meet with a case manager at least once a month*</b> for the duration of assistance, except where funding under the Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVSP) prohibits the recipient or subrecipient from making shelter or housing conditional upon receipt of services.</li> <li>• Participants must be assisted as needed, in obtaining: <ul style="list-style-type: none"> <li>- <u>Appropriate supportive services</u> like medical or mental health treatment or services essential for independent living.</li> <li>- <u>Mainstream benefits</u> like Medicaid, SSI, or TANF</li> </ul> </li> </ul> <p>*Subject to waivers published by HUD on 4/1/2020, as amended.</p>

Short- and Medium-Term Rental Assistance (24CFR § 576.106)	
Types of Rental Assistance	Length of Assistance
Short Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	Limited to 3 -12 months
Payment of Rental Arrears	One-time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3-year period, including any payment for last month's rent.
Requirements and Restrictions	<ul style="list-style-type: none"> <li>• Compliance with Fair Market Rents (FMR) limits and Rent Reasonableness</li> <li>• Compliance with Minimum Habitability Standards</li> <li>• Rental Assistance Agreement and Lease Standards: <ul style="list-style-type: none"> <li>- The rental assistance agreement must set forth the terms under which rental assistance will be provided</li> <li>- Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears.</li> <li>- Project-based rental assistance leases must have an initial term of one year.</li> </ul> </li> <li>• Cannot Use with Other Subsidies <ul style="list-style-type: none"> <li>- No rental assistance can be provided to a household receiving rental assistance from another public source for the same period (except 6 months of arrears)</li> <li>- Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under the Uniform Relocation Assistance (URA).</li> </ul> </li> <li>• Late Payments <ul style="list-style-type: none"> <li>- The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.</li> <li>- The recipient or subrecipient must make timely payments to owners in accordance with the rental assistance agreement.</li> <li>- The recipient or subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.</li> </ul> </li> </ul>

# Services Tracked in HMIS –

# Rapid Rehousing and Homelessness Prevention Continued

## Landlord Incentives

- Budget only under RRH and HP components
- Linked to assistance provided per household
- Not intended to hold open specific units (this would be project-based rental assistance, which is eligible under ESG)
- Can be used with other funding (e.g., CoC, CDBG-CV, CRF) so long as there isn't a duplication of benefits and all applicable ESG requirements are met

## Landlord Incentives

- Funds may be used to pay for landlord incentives that are reasonable and necessary to obtain housing for individuals and families at risk of or experiencing homelessness.
- A recipient may not use ESG-CV funds to pay the landlord incentives an amount that exceeds three times the rent charged for the unit.
- Eligible landlord incentive costs include:
  - Signing bonuses equal to up to 2 months of rent;
  - Security deposits equal to up to 3 months of rent;
  - Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
  - Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

Services Tracked  
in HMIS –

Rapid Rehousing  
and  
Homelessness  
Prevention  
Continued



# Other HMIS Considerations

---

- ❑ ESG-CV Client Intake Discussion

See latest starting at slide 16

- ❑ Income Limit Raised to 50% AMI

JoCo 2020 CV AMI

## Alternative Requirement: At Risk of Homelessness Definition

### Income Limit Raised to 50% AMI

- Alternative requirement also applies to annual ESG used for COVID response
- Income eligibility determination is **prospective, not retrospective**
- Helpful tool and guidance: income calculator on HUD Exchange which has not yet been updated with the increased income limit

# Aggregate Reporting (FYI)

---



**REMINDER:**  
Non-VSP agencies **do not submit** ESG-CV reporting to Sage.



**HMIS administration or VSP** will submit one aggregate report for each of these project types:

- Temporary Emergency Shelter
- Emergency Shelter
- Street Outreach
- Rapid Rehousing
- Homeless Prevention

**ESG-CV reporting will un-duplicate, by component, persons served at a local level** and include:

- .CSV for each component funded, run for the quarter.
- .CSV for each component funded, run from the project start date to the end of the reporting quarter.
- .Narrative information on each component funded.

# Next Steps

---

- ❑ Work with your HMIS Administrative Team to ensure proper/timely setup of ESG-CV funds in HMIS.
- ❑ Ensuring good data quality -completeness, accuracy, and timeliness in entering info in HMIS.
- ❑ Support your HMIS Administrative Team data requests for any corrections so they can submit reporting in a timely fashion.
- ❑ Work with your HMIS Administrative Agency to support monitoring requests for data quality reviews
- ❑ Review Quick Reference Guide (QRG) available on ESG-CV funds or reach out to your friendly, helpful HMIS Administrative Team for support!
- ❑ ESG-CV client documentation follow-up?

# Documenting Clients In ESG-CV Projects

Added  
10/15/2020

*The below information is specifically for KS-505 Sub-recipients who received funds through Jo Co from KHRC. All other HMIS users should reach out to their funders for direction.*

HUD requires you to document the client's connection\* to coronavirus at the activity level.

We will document that information using the **ESG-CV Supplemental Assessment Form**.

- This is a printed document that should be kept with the client's other documentation.
- The information will not be entered into HMIS.
- It has been designed to assist agencies in compiling the *ESG CV Demographic Reporting Tool* required by KHRC.
- The **ESG-CV Supplemental Assessment Form** will be provided initially to each agency via email and will be available from [kcmetrohmis.org](http://kcmetrohmis.org).

## THE PROCESS TO DOCUMENT CLIENTS IN ESG-CV

❖ **During Enrollment** - For each client who enrolls in a program supported by ESG-CV funds complete the **ESG-CV Supplemental Assessment Form**. *(note, a few pieces of information are already asked in the standard Intake form, simply copy that information forward; it is being recorded here so the form maybe used to more easily compile the ESG CV Demographic Reporting data)*

❖ **During Program Exit** – Complete an additional **ESG-CV Supplemental Assessment Form** for each client. Here is where you capture information about the period of time when the client was enrolled in the program.





## ESG-CV Supplemental Assessment Form

Please print clearly

Entry \_\_\_ Exit \_\_\_ Date \_\_\_\_\_

Client Name \_\_\_\_\_

HMIS ID # \_\_\_\_\_

* Race	White	* Ethnicity	Hispanic
	African American		Not Hispanic
	Native American		
	All Other Races		

### \*\* For the Client

2a \_\_\_ Yes \_\_\_ No Since 03/16/20 through today have you experienced any COVID-19 symptoms (fevers, coughs, difficulty breathing or other symptoms)?

2b \_\_\_ Yes \_\_\_ No Have you been tested for COVID-19?

3a \_\_\_ Yes \_\_\_ No \_\_\_ N/A If tested, did you test positive for COVID-19?

3b \_\_\_ Yes \_\_\_ No \_\_\_ N/A If you tested positive, have you received treatment?

### \*\* For the Case Manager

4 \_\_\_ Yes \_\_\_ No \_\_\_ N/A Is/was this person being referred to isolation and quarantine "beds" within your system?

5 \_\_\_ Yes \_\_\_ No \_\_\_ N/A Is/was this client appeared symptomatic or tested positive for COVID-19 received permanent housing?

\* Captured for use with Kansas Housing ESG CF Demographic Reporting Tool

\*\* matching question number reference to Kansas Housing ESG CV Demographic Reporting Tool

# ESG-CV Supplemental Assessment Form