

EMERGENCY SOLUTIONS GRANT (ESG) 2013-14 SHELTER PROGRAM AWARD TRAINING

ESG GRANT ADMINISTRATION

7/15/13 , 3:00-4:00PM, EDT

OR

7/17/13, 11:00AM-12:00PM, EDT

1-800-992-0185, Access Code: 6598172#

Indiana Housing and Community Development Authority

Presenter: **Angie Hass**

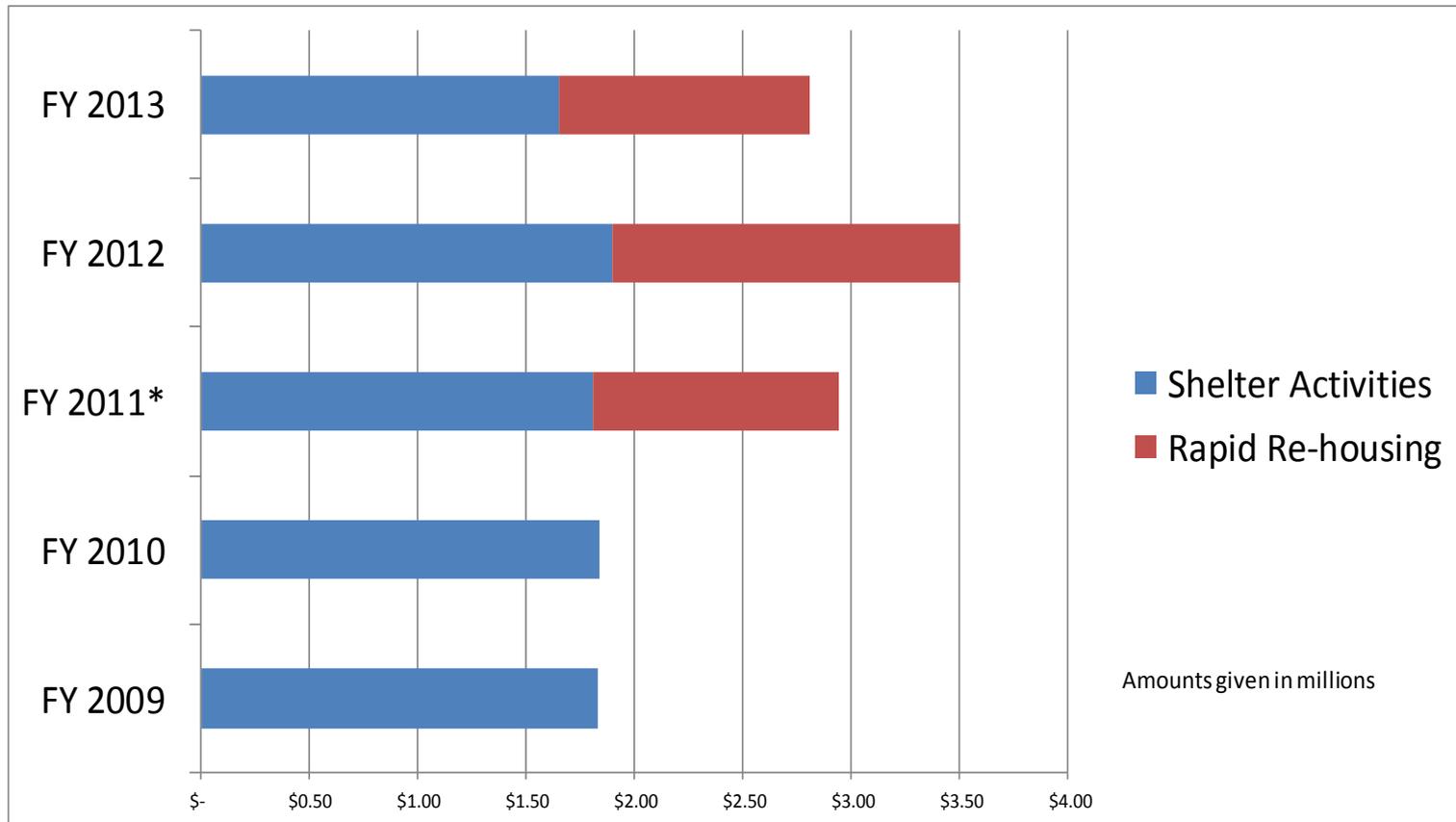
317-234-7579, ahass@ihcda.in.gov

Guest speaker: Michelle Milliken!

Agenda

- Summary of Allocations
- Review Award Agreement & Documents
- Program Requirements
- Performance Objectives
- HMIS & DV Database Requirement
- Governance Structures
- Homeless Definition review
- Activities
- Claims, Budget Modifications
- Reporting, Monitoring, Match
- Civil Rights, Lead Based Paint
- Upcoming Trainings

ESG Allocations through the years



Allocations – Shelter Program FY13

- Indiana ESG Program received \$2,780,819 (23% less than FY12 \$3,609,214). Of this plus rollover funds, IHCDA is allocating \$1,657,525 (FY12 \$2,165,528) to ESG Shelter Program and Outreach Program. The rest goes to Rapid Re-housing Program and 6% to IHCDA grant administration.
- Requests = \$3,073,515 (FY12 \$2,552,377)
- 54% of Requests Funded (FY12 85%)
- Avg. Award = \$27,172.54 (FY12 = \$36,092.14)
- Award amount – resulted from request amount, average score, and amount of funds available
- ES Funded=44, TH =10, DS=4, DV=23
- Counties = 30

Score Summary- Overall Notes

Most frequently lost points:

- ▣ Completeness, not following instructions (3 pts. lost for incomplete application)
- ▣ No specified housing plan; not utilizing self sufficiency matrices
- ▣ Financial mgmt. system-division of fiscal tasks
- ▣ High Barrier Shelter-many mandatory commitments
- ▣ Vague descriptions, lacking sufficient specific detail
- ▣ Late reports (1 pt. for each day late)
- ▣ Unclaimed funds of \$100 or more in 2012 grant cycle (3 pts. lost)

ESG Contracts & Award documents

- Review Contract/Agreement
 - Award Term: 7/1/13-6/30/14
 - Compliant with HEARTH
 - Exhibit A: Claims, HMIS/Databases, PIT, Match, Confidentiality, Fees, Occupancy Agreements, Access to those with Limited English Proficiency, RPC Coordination
 - Exhibit B-Fill out what you want budgeted in ES, OP
 - Budget Activity Plan- limited to Shelter Activity for now, those who originally applied for RRH will amend their contract
 - Certification of local approval

ESG Program Requirements

- ❑ Funds can serve homeless only
- ❑ Document homelessness
- ❑ 100% match (must be documented)
- ❑ Termination/Grievance Procedure
- ❑ Participation of Homeless Persons in organization
- ❑ Keep accurate financial, service delivery records
- ❑ Working e-mail and access to Internet, Microsoft Office
- ❑ Non- domestic violence shelter must use HMIS, DV must use comparable database by **1/1/2014**
- ❑ Must attend Award Trainings/Webinars
- ❑ Must submit Semi-Annual Report and Annual & Close-out Report

Requirements (continued)

- Participation in state-wide Point-in-Time count (held in late Jan.)
- Ensuring Confidentiality
- Building and Habitability Standards
- Use HMIS system (domestic violence shelters use comparable database)- Must enter not just for ESG program, but all homeless programs in agency. Enter client data within 2 weeks of intake.

NEW since HEARTH- Program Requirements

- Cannot use the age of a child under 18 to deny any family's admission to an emergency shelter.
- DV shelters are required to use a client-level database, comparable to HMIS, by **January 1, 2014**.
- Agreements & future ESG allocations will be performance-based.
- New subrecipients cannot use occupancy agreements or leases with homeless participants.

Performance Objectives

Performance Objective	Emergency Shelter Program	Transitional Housing Program
Permanent Housing: Percentage of discharged clients who exited to a permanent housing destination	50%	65%
Income: Percentage of discharged clients who increased or maintained their income upon exit. Sustaining no income should not be counted. (SSI/SSDI, employment, TANF, child support, cash veterans benefits, etc.)	25%	65%
Length of Stay: The average length of stay while at emergency shelter or transitional housing program.	40 days or less	170 days or less

HMIS (Homeless Management Information System)

- Secure, confidential Web-based data collection system that tracks data on the nature and extent of homelessness in your individual program(s), your community, and also statewide and nationally.
- All ESG subrecipients (except Victim Service Providers) are **required** to enter client data into HMIS on *regular and consistent basis*=within 2 weeks of client intake
- Indiana CoC's HMIS Software Vendor: **ClientTrack**
- **HMIS Staff:** Jill Robertson, HMIS Manager
Michelle Milliken, At Work Solutions, Inc.
Questions? E-mail HMISHelpDesk@ihcdaonline.com
- **Features of Client Track:**
 - User-friendly, customizable, easy to **generate reports**
 - **Case Management Tool:** Can track employee hours, client goals, outcomes, and manage case loads
 - **Arizona Self-Sufficiency Matrix-** built in vulnerability matrix to quantify clients' progress over time
 - Easy to track and report on **Match**

Domestic Violence Database Requirements

- Must meet by **January 1, 2014**
- Must be comparable to HMIS system (collect same universal data elements, produce aggregate, client-level, unduplicated reports)
- IHADA has created separate ClientTrack program, available to DV shelters who cannot meet the requirement with their current database. Will be available in August.

Governance Structures

- **Continua of Care (CoC)-** HUD recognizes 3 CoC's in State of Indiana:
 - Balance Of State 2) Indianapolis 3) St. Joseph County
- **Balance of State CoC**
 - Governed by **Indiana Planning Council on Homeless** (meets quarterly at IHCD)
 - **Regional Planning Councils (RPC) on the Homeless** (former CoC, 15 total). RPC structures reflects local planning priorities and is a regionally-based homeless assistance programs planning group
- **Goals:** Coordinate efforts of identifying needs of local homeless populations (rental assistance, education and services, permanent supportive housing, affordable housing; gaps in services, and identify the resources needed to fill gaps and strategies to obtain them.)
- ESG Subrecipients are required to attend at least 75% of RPC meetings annually.

Homeless definition

- **Category 1:** Literally homeless
- **Category 2:** Imminent Risk of Homelessness
- **Category 3:** Homeless Under Other Federal Statute
- **Category 4:** Fleeing/Attempting to Flee DV

- I will post online easy to read sheet from HUD showing homeless definition and recordkeeping requirements.

- *NOTE: “At Risk of Homeless” definition does *not* fall under the definition of Homeless, and is not included in Indiana’s ESG program

ESG Eligible Activities

1. **Emergency Shelter** (*limited to 60% of total allocation*)
 - a) Essential Services
 - b) Operations
2. **Rapid Re-housing***: Housing Relocation & Stabilization Services
 - a) Financial Assistance
 - b) Services
 - c) Rental assistance (first month & arrears only)

*Will amend contracts for those who requested these funds. Only \$30,000. available to split between shelters.

Shelter: Essential Services (ES)

Essential services provided **directly** to individuals and families who are in an emergency shelter, including salaries to provide direct services noted below:

- ❑ **Case management**
- ❑ **Child Care**
- ❑ **Education Services**
- ❑ **Employment Assistance and Job Training**
- ❑ **Outpatient Health Services**
- ❑ **Legal Services**
- ❑ **Life Skills Training**
- ❑ **Mental Health Services**
- ❑ **Substance Abuse Treatment Services**
- ❑ **Transportation**
- ❑ **Services for Special Populations**-Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and people living with HIV/AIDS in emergency shelters.

Essential Services: Ineligible Activities

- Salaries of employees **not** working directly with clients
- Staff recruitment/training
- Transportation costs not directly associated with service delivery
- Transportation-gas cards

Shelter: Operations (OP)

Eligible operating costs of the shelter building related to the provision of emergency housing

- Including: Maintenance (minor or routine repairs), rent, security, fuel (for shelter not vehicle), equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter
- Payment of short-term motel/hotel stays where no appropriate emergency shelter is available
- No more than 10% of each subrecipient's total award can be utilized for operations staff salaries
 - ▣ Excludes maintenance and security salary costs

OPERATIONS: Ineligible Activities

- ❑ Recruitment or ongoing staff training
- ❑ Depreciation
- ❑ Costs associated with the organization rather than the facility (ex: advertisements, pamphlets about organization, survey)
- ❑ Public Relations or fund raising
- ❑ Staff training, entertainment, conferences, retreats
- ❑ Bad debts/late fees
- ❑ No Mortgage payments
- ❑ Financial Audits
- ❑ Vehicle Maintenance or Fuel

What is Rapid Re-housing and why should we use it?

- Housing relocation and stabilization services and short term, one-time financial assistance, as necessary, to help a homeless individual or family move as quickly as possible out of shelter system and into permanent housing and achieve stability in that housing.
- It works! Communities that have most successfully decreased homeless numbers have employed Rapid Re-housing programs as a central part of the solution.
- Directly reduces homelessness, frees up space in emergency shelter to be able to more effectively and rapidly triage people through emergency crisis center
- Helps your shelter program to reduce length of stays and be able to serve more people
- Funded RR programs are required to execute MOU's with all ESG funded shelters in service area.

Rapid Re-housing Activities

- **Financial Assistance** (Short-term only)
 - Security, Utility Deposits
 - Utility Payments & Arrears
 - Last Month's Rent
 - Rental Application Fees
 - Moving costs (truck rental, moving company, short term storage)
- **Services**
 - Housing Search & Placement
 - Housing Stability Case Management
 - Legal Services
 - Credit Repair
- **Rental Assistance** (One time payment only)
 - First Month's Rent (need to sign lease agreement w/ landlord)
 - Rental Arrears (up to 6 months; sign form with landlord, tenant, proof of arrears)

Rapid Re-housing: Ineligible Activities

- ❑ Housing/services to persons who don't meet HUD's literally homeless definition
- ❑ Direct payments to individuals needing assistance
- ❑ Long term assistance
- ❑ Ongoing Rental Assistance (ineligible for the ESG Shelter Program Subrecipients only)

Claim Process

- *New Claims Management Contact: Shonda Banner sbanner@ihcda.in.gov*
- Claims are submitted electronically through IHCDA Online; supporting documentation and signature page will have to be scanned and submitted electronically or mailed in.
- 60 days to submit claim
- Payment by reimbursement only, within 5-7 business days from receipt
- No more than 12 monthly claims per year. Cannot combine months.
- Can skip a month (Sept.), but once skipped and next month is claimed (Oct.), cannot go back and claim for skipped month (Sept.)
- Must be PAID or INCURRED in month claimed.
- *Will give a detailed webinar training about how to submit claim in August, when the funds become available.*

Budget Modifications

1. Changing budget from what is listed in Exhibit B of Award Agreement
 - Process:
 - Submit request on letterhead with justification and with Authorized Signature, AND
 - Submit revised Budget modification form ([partner website](#))
 - IHCDCA will respond within 5 business days. If approved, will send Budget Amendment. Sign and send back via mail. IHCDCA will adjust internal system and send back executed copy via e-mail
 - Maximum of one per year! (excludes RRH amendment)
2. Move funds among line items within the activities
 - No limit on number, no need to notify IHCDCA

Award Monitoring

- IHCD required to monitor 25% of shelters annually.
- Send monitoring checklist in advance. Will be contacted before monitoring visit: Give about 2 or more weeks notice.
- Emphasis on financial records, cost allocation, compliance with federal requirements such as homeless documentation, match documentation.
- Basic Health /Safety habitability inspection
- “Financial Management for Nonprofits” guide is a good resource to improve financial capacity. Found online on partner website under ESG important documents.

ESG Reports

Report	Due Date
Semi-Annual Report	February 2014
Annual Report & Close-out Report	July 31, 2014

- Late Reports- lose 1 point on application for every day late
- Submit reports by e-mail preferably
- More information will be provided closer to the dates. Will be given at least 2 weeks to complete report.

Match

- 100% match required
- **NEW** ESG Match Documentation Form to track match. All match listed on form must be well documented upon monitoring.
- Match must directly benefit ESG beneficiaries and must be expended (cash) or provided (in-kind) during the award term
- Cannot use funds used to match previous ESG Grant, must be within current grant year
- Cannot use federal funds to match (except CDBG)
- Eligible Match:
 - **Cash/Grant** (United Way, donations, Foundations, etc.)
 - **In-Kind**
 - Value of any donated material or building
 - Value of any lease on a building
 - Any salary paid to staff to carry out the ESG program
 - Value of time and services of volunteers to carry out the ESG program at rate of \$5/hr. (professional services-medical/legal- at reasonable and customary rate)

Civil Rights / Accessibility

- Required to maintain compliance with civil rights and fair housing laws
- Required to make ESG funded facilities and services available to all on a nondiscriminatory basis and publicize this fact
 - If not, must establish additional procedures that will ensure these persons are referred to appropriate facilities
 - If cannot provide handicap accessible services, must provide a procedure to refer people to accessible facilities/services
- All ESG Subrecipients required to post Equal Housing Opportunity poster

Lead Based Paint (LBP) Requirements

- All requirements are in your manual however there is a section just for ESG Lead requirements.
- Most emergency shelters are exempt from the lead-based paint regulations, however encouraged to test for lead if frequented by children less than 6 and building is older than 1978.
- Applies to: Longer-term Transitional Housing in an apartment with one or more bedrooms AND has family residents who are in a program that requires continual residence of more than 100 days.

IHCDA sponsored Upcoming Trainings Opportunities

- **ESG Shelter Program Award Webinars (Required)**
Grant Administration Webinar (7/15,7/17)
- **Documenting RRH in HMIS** (TBD)
- **Claims Submission Webinar** (August 2013)
- **Statewide Housing & Community Development Conference** (9/30/13-10/2/13)

THANK YOU FOR LISTENING!

QUESTIONS?

ANGIE HASS

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