

# EMERGENCY SOLUTIONS GRANT (ESG) RAPID RE-HOUSING & HOMELESS PREVENTION AWARD TRAINING

**ESG Grant Administration**

**Training: September 1st, 10:30-11:30am EDT**

Audio: Dial 1-800-992-0185 Access Code: 3752212

**Please mute your phone by pressing \*1.**

Presenter: Emily Harris-Shears

**317-234-7579, [eharrisshears@ihcda.in.gov](mailto:eharrisshears@ihcda.in.gov)**

# TOPICS COVERED

- Required documentation
- Key program requirements
- Eligibility-RRH & HP
- Homeless documentation
- Eligible activities
- Housing habitability check
- Re-evaluation requirements
- Rent reasonable & rent calculation
- Termination & grievance policies
- Match
- HMIS
- Claims
- Budget modifications
- Upcoming trainings

# ALLOCATION SUMMARY-RRHP

Amount requested (for RRHP) \$1,660,000

Amount available: \$1,512,344

Difference: \$147,656

Average award \$189,043

Award amount – determined by formula based on request amount, average score, and amount of funds available

“Clean slate” every year—awards not based on the previous year’s amount

# SCORE SUMMARY- OVERALL NOTES

Most frequently lost points:

- Completeness, not following instructions (12 pts. lost for incomplete application); incomplete or incorrect attachments. We increased this due too many conditional letters last year. Much better this year.
- Financial mgmt. system-division of fiscal tasks
- Vague descriptions, lacking sufficient specific detail
- Late reports (5 pt. deduction)

\*\*Please have someone review your application before you submit it! Please ask clarification questions on what's needed for attachments!\*\*

# REQUIRED DOCUMENTATION

1. **Homeless Documentation** – utilize form or HMIS intake form
  2. **I-HOPE or Coordinated Entry Assessment**
  3. **HMIS intake**
  4. **Arizona Self Sufficiency Matrix** – inside HMIS
  5. **Housing Plan** – inside HMIS
  6. **Locating Housing** – Utilize “Request for Unit Approval” to help household find apartment with assistance from coordinator
  7. **Housing Inspection** – Habitability Form
  8. **Lead Based Inspection** - (if applicable)-Utilize form
  9. **Rent Reasonable check** - Utilize GoSection 8
    - Copy/print and place in file
- \***Rent cannot be over FMR** – [utilize most up to date FMR - 2015](#). Utilities are included in FMR calculation

# REQUIRED DOCUMENTATION

10. **Income information collected** – place in file

- **Income calculation form**
- **Zero Income form**

11. **Utility Allowance-** Only needed if utilities are not included in rent

12. **Lease Agreement Forms** –

- RAP (rental assistance program contract) – between tenant & sub-recipient;
- RAP between landlord & sub-recipient

13. Save a copy of the tenant's **lease with the landlord** in the file.

14. Provide **termination policy & procedures** and appeals process.

15. **Case Management required monthly.** Utilize HMIS service case management for time spent with each household/person

# KEY PROGRAM REQUIREMENTS

## -Intake & Assessment--RRH & HP

- **I-HOPE**: use for those who need a new unit and all RR programs. Continue to utilize as a referral tool for best type of housing until the Coordinated Assessment tool is available. Use to screen in, not screen out.
- If your community is participating in early phases of Coordinated Entry, use the common assessment in lieu of I-HOPE
- Concerns about tenants being able to sustain housing should be addressed through program design rather than by screening people out of receiving assistance.
  
- **Housing Stability Assessment**-Use Arizona Self Sufficiency Matrix in HMIS – lead to goals for Housing Plan

# ELIGIBILITY CRITERIA: RAPID RE-HOUSING

## Category 1. Literally Homeless:

- Sleeping in a place not designed for or used as a regular sleeping accommodation, including a car, park, abandoned building, bus or train station, airport, camping ground, etc.

OR

- Living in a shelter designed to provide temporary living arrangements (including emergency shelter, congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or by government programs)

OR

- Exiting an institution where they:
  - resided for  $\leq 90$  days **AND**
  - were residing in an emergency shelter or place not meant for human habitation immediately prior to entering the institution

# ELIGIBILITY CRITERIA

## RAPID RE-HOUSING

### Category 4:

- Fleeing, or is attempting to flee domestic violence **AND**
- No subsequent residence has been identified **AND**
- No resources or support networks to obtain permanent housing

*Category 4:* This is not a new homeless eligibility category, but it has been expanded to include people who are fleeing or attempting to flee domestic violence, as well as sexual assault, stalking or other dangerous or life-threatening situations related to violence.

# DOCUMENTING HOMELESSNESS & AT RISK – RR & HP

## Documentation Sources: (in order of preference)

- 3<sup>rd</sup> Party Written Verification – notices/statements on letterhead, signed & dated
- 3<sup>rd</sup> Party Oral Verification – recorded oral statement by intake staff, 3<sup>rd</sup> party providing verification, signed and dated by intake staff as true and complete
  - Recommend standardized form for program
- Intake Observations – intake staff notes observations & assessments, signed and dated by intake staff as true and complete
  - Recommend standardized form for program
- Self Certification – individual/head of household statement, written, signed and dated as true and complete. Okay for Criteria 4 category of homeless

# DOCUMENTING DUE DILIGENCE RR & HP (RECORD INTAKE STAFF EFFORTS)

- If you cannot obtain 3<sup>rd</sup> party documentation (in all cases except DV), must show due diligence
- Should describe efforts to obtain 3<sup>rd</sup> party documentation:
  - May include phone logs, e-mail correspondence, copies of certified letters, etc.
  - Outcome of effort, including obstacles
  - Signed and dated by intake staff as true and complete

# DOCUMENTATION EXAMPLES – BY CATEGORY – RAPID RE-HOUSING

- **Category 1** – referrals from other service providers, written observation by an outreach worker, institution letter stating begin and end dates of residence.
- **Category 4** – oral statement documented by self-certification or intake worker certification. Statements do **not** need to be verified.
- Copies of the documents from local emergency shelters, transitional housing programs or day shelters. This includes domestic violence programs.

# DOCUMENTATION TIPS RR & HP

- Use checklist to make documentation easier for front line, intake staff
- Check for existing documentation
  - HMIS
  - Discharge paperwork (hospital, jail, etc)
- Use tracking forms when possible
- Must be able to document due diligence in attempting to obtain documentation (emails, phone logs, copies of letters, etc) and outline the outcome and any barriers encountered – staff should sign and date as true and complete

# INCOME REQUIREMENT FOR RAPID RE-HOUSING

- There is no income threshold with Rapid Re-housing:
  - Households with income, pay 30% of their adjusted gross income.
  - Households without income are not required to contribute financially to their rent until an increase in income occurs

# HOUSING RELOCATION & STABILIZATION SERVICES: FINANCIAL ASSISTANCE COSTS

ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

## ***(1) Rental application fees:***

ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.

## ***(2) Security deposits:***

ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.

## ***(3) Last month's rent:***

*If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period .*

**\*1<sup>st</sup> month's rent** is part of rental assistance activity

# HOUSING RELOCATION & STABILIZATION SERVICES: FINANCIAL ASSISTANCE COSTS

## ***(4) Utility deposits:***

ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

## ***(5) Utility payments:***

ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month.

This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments.

Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

# HOUSING RELOCATION & STABILIZATION SERVICES – FINANCIAL ASSISTANCE

## ***(6) Moving costs:***

ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

Even though this is not rental assistance, a Housing Habitability has to be completed for the above financial assistance items.

NOT required to review Rent Reasonableness nor be within HUD FMR because rental assistance was not provided.

Case Management is also required – at least 1 x month while funds are being provided.

# HOUSING RELOCATION & STABILIZATION SERVICE COSTS

ESG funds may be used to pay the costs of providing the following services:

## *(1) Housing search and placement:*

Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

- (i) Assessment of housing barriers, needs, and preferences;
- (ii) Development of an action plan for locating housing;
- (iii) Housing search;
- (iv) Outreach to and negotiation with landlords/owners;
- (v) Assistance with submitting rental applications and understanding leases;
- (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
- (vii) Assistance with obtaining utilities and making moving arrangements; and
- (viii) Tenant counseling

# HOUSING RELOCATION & STABILIZATION SERVICE COSTS

## *(2) Housing Stability Case Management:*

ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or assist a program participant in overcoming immediate assistance **cannot exceed 30 days** during the period the program participant is seeking permanent housing and **cannot exceed 24 (18 months IHCDA)** months during the period the program participant is living in permanent housing.

# HOUSING STABILITY CASE MANAGEMENT - ACTIVITIES

- Using the centralized or coordinated entry system as phased in to evaluate needs of households applying for or receiving homelessness prevention or rapid re-housing assistance
- Conducting the initial evaluation including verifying and documenting eligibility (getting 3<sup>rd</sup> party documentation of homelessness), for individuals and families applying for rapid re-housing assistance
- Counseling
- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan, including planning a path to permanent housing stability
- Conducting re-evaluations

# HOUSING STABILITY CASE MANAGEMENT

## Housing Stability Case Management-Activities:

While providing RR or HP assistance to a program participant, the sub-recipient **must:**

- Meet with the participant **at least once monthly** to check in on housing related goals and insure the household can access support and resources as needed
- Develop a **housing plan** (utilize HMIS) to assist the program participant in retaining permanent housing after the ESG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area.
  - The Arizona Matrix tool (in HMIS) can be a helpful tool to establish goals for the housing plan

# HOUSING STABILITY CASE MANAGEMENT

*The sub-recipient is exempt from this requirement under paragraph if the Violence Against Women Act of 1994 or the Family Violence Prevention and Services Act prohibits that sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.*

# MAINSTREAM RESOURCES & HOUSING PLAN

## Connecting program participants to mainstream and other resources:

Mainstream resources including but not limited to:

- Medicaid
- SNAP/Food Benefits
- WIC
- SSI/SSDI
- Childcare or public school
- Head Start
- Work One/Vocational Rehabilitation
- Food Banks/Meal Programs
- Hoosier Wise Insurance
- Health Clinic's

Case Management required **at least 1x a month** for **rental assistance** and also for just **financial**

**assistance**. Increase case management as indicated by the barriers noted in the Arizona Home

Tool and focusing on those needs & goals in the housing plan. Adjust Housing Plan as needed.

# HOUSING RELOCATION & STABILIZATION SERVICE COSTS

## *Mediation:*

ESG funds may pay for 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 the program participant currently resides.

## *Legal services:*

Eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

# HOUSING RELOCATION & STABILIZATION SERVICE COSTS

## *Credit repair:*

ESG funds may pay for credit counseling and other 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. This assistance does not include the payment or modification of a debt.

# SERVICES: HOUSING HABITABILITY

## **Minimum standards for permanent housing: Utilize Habitability form**

- The recipient or sub-recipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards:
  - (1) **Structure and materials**
  - (2) **Space and security**
  - (3) **Interior air quality**
  - (4) **Water supply**
  - (5) **Sanitary facilities**
  - (6) **Thermal environment**
  - (7) **Illumination and electricity**
  - (8) **Food preparation**
  - (9) **Sanitary conditions**
  - (10) **Fire safety**

# HOUSING HABITABILITY & LEAD PAINT

Housing Habitability is **REQUIRED** for any ESG fund to help participant to remain or move into housing. **If security deposit, utility deposit, utility payments, last month's rent, application fees, moving costs, rental assistance are provided- an inspection is required**

## **LEAD PAINT:**

- Lead-based paint remediation and disclosure.
- Utilize form. Should be signed by landlord if: children (6 and below) staying in home and the home is older than **1978**.

# HOUSING & RELOCATION STABILIZATION: RENTAL ASSISTANCE

## **Short-term and medium-term rental assistance:**

(a) the recipient or sub-recipient may provide a program participant with up to 24\* months of rental assistance during any 3-year period.

**IHCDA limits a maximum of 12 months of continuous subsidy**

**If client loses income suddenly, reevaluate income again for their 30% adjusted gross income share.**

(1) **Short-term rental assistance** is assistance for **up to 3 months of rent.**

(2) **Medium-term rental assistance** is assistance for more than **3 months but not more than 24 months. (12 months for IHCDA)**

(3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

(4) Rental assistance will be tenant based

# HOUSING & RELOCATION STABILIZATION: RENT ASSISTANCE

## Use with other subsidies:

- **Except for a one-time** payment of rental arrears on the tenant's portion of the rental payment, **rental assistance cannot be provided** to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, **through other public sources**. Examples: S+C, Section 8, TBRA – all rental assistance programs.
- Cannot pay rent payment if tenant is also receiving HUD-VASH rental assistance. However, if HUD-VASH doesn't cover security or utility deposit, then ESG RRH can pay security and utility deposit.

# HOUSING & RELOCATION STABILIZATION: RENTAL ASSISTANCE

## Rent restrictions:

- Rental assistance cannot be provided if the rent **exceeds** the Fair Market Rent established by HUD, as provided and **complies with HUD's standard of rent reasonableness. Fair Market Rent rates include utilities in the number.**
- HUD FMR come out every October. See HUD's website or IHCDA website for most up to date FMR standards.

Rental Assistance can also include: utilities (excluding telephone), security deposit or other fees required under the lease, (other than late fees and pet fees) and, **if** the tenant pays separately for **utilities**, the monthly allowance for utilities (excluding telephone). Monthly allowances are released by IHCDA. Will be posted on the IHCDA website under ESG RR. They are released every May.

# HOUSING & RELOCATION STABILIZATION: RENTAL ASSISTANCE PAYMENT (RAP)

## **Rental Assistance Agreement:**

Rental assistance payments only to an **owner with whom the sub-recipient has entered into a rental assistance agreement**. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section:

The rental assistance agreement must provide that during the term of the agreement, the owner must give your agency a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

## **Required lease forms:**

1. Required RAP between landlord and your agency
2. Required RAP Agreement between tenant and sub-recipient regarding payment and who is responsible for which housing costs and amounts-Useful to prevent confusion for the tenant.
3. Copy of signed lease between tenant and landlord.

# HOUSING & RELOCATION STABILIZATION: RENTAL ASSISTANCE

## Late Payments:

- The sub-recipient **must make timely payments** to each landlord/owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.
- **The sub-recipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.**

# HOUSING & RELOCATION STABILIZATION: RENTAL ASSISTANCE

## **(g) Lease:**

- Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant.
- Where the assistance is solely for rental arrears, **IHCDA still requires a copy of the lease.**

# RENT REASONABLE

Determines whether the rent being charged for an assisted unit is both:

- a) reasonable in relation to rents being charged for comparable unassisted units with similar features and amenities; **and**
- b) not more than rents currently being charged by the same owner for comparable unassisted units.

• Utilize GoSection8 software for Rent Reasonable checks.

- Efficient
- Accurate
- Time saver
- No cost to you
- Training available
- Utilize GoSection8 website to do the rent reasonable checks at [www.Gosection8.com](http://www.Gosection8.com)

GoSection8 is now required for all rent reasonable checks. No longer accept paper forms of checks.

# RENT CALCULATION

- Income to include:

Wages, salaries, overtime rates, bonuses, incentive payments, tips, self employment, AFDC, welfare, social security, unemployment, worker's compensation, child support, interest, dividends, Assets, etc. (See HUD Rental Calculation form for all Income inclusions, exclusions)

- Clients pay 30% of their adjusted gross income.

- Resources: Utilize Rental calculation manual provided by HUD (will be on IHCDA website) Calculation Tool provided. Accepted Forms of Verification & Documents of Expenses – see form

# INCOME RE EVALUATION: RAPID RE-HOUSING

## ReEvaluation:

Re-evaluation of participants eligibility and the types and amounts of assistance not less than once **annually** for program participants with rapid rehousing. IHCDA's program maximum is 12 months reevaluations are not required/expected

# HOUSING & RELOCATION STABILIZATION: RENTAL ASSISTANCE

## **(h) Tenant-based rental assistance:**

- (1) A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.
- (2) The recipient may require that all program participants live within a particular area for the period in which the rental assistance is provided . **The client is within the area the sub-recipient is serving** and selected with the application to IHCDA.
- (3) The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:
  - (i) The program participant moves out of the housing unit for which the program participant has a lease;
  - (ii) The lease terminates and is not renewed; or
  - (iii) The program participant becomes ineligible to receive ESG rental assistance.

# BUDGET ACTIVITY: ADMINISTRATION-RR &HP

## **General management, oversight and coordination:**

Costs of overall program management, coordination, monitoring, and evaluation. These costs include the following:

(i) Salaries, wages, and related costs of the recipient's staff, the staff of Sub-recipients, or other staff engaged in program administration. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involve program administration assignments, or the pro-rata share of the salary, wages, and related costs of each person whose job includes *any program administration* assignments.

Program administration assignments include the following:

## BUDGET ACTIVITY: ADMINISTRATION-RR &HP

- (A) Preparing program budgets and schedules, and amendments to those budgets and schedules;
- (B) Developing systems for assuring compliance with program requirements;
- (C) Developing interagency agreements and agreements with sub-recipients and contractors to carry out program activities;
- (D) Monitoring program activities for progress and compliance with program requirements;
- (E) Preparing reports and other documents directly related to the program for submission to HUD;
- (F) Coordinating the resolution of audit and monitoring findings;
- (G) Evaluating program results against stated objectives; and
- (H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (A) through (G) of this section.

## BUDGET ACTIVITY: ADMINISTRATION-RR &HP

- (ii) Travel costs incurred for monitoring of sub-recipients;
- (iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
- (iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

Only ESG training that is covered under administration is that training provided by HUD only.  
This usually just applies to IHCDA – recipient.

# TERMINATING ASSISTANCE.

*If a program participant* violates program requirements as outlined in **the program agreement**, the sub-recipient may terminate the assistance in accordance with a formal process established by the sub-recipient that recognizes the rights of individuals affected.

The sub-recipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

Required to have a policy and procedure for termination and appeals

# TERMINATING ASSISTANCE: GRIEVANCE PROCEDURES

To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:

- (1) Written notice to the program participant containing a clear statement of the reasons for termination;
  - (2) A review of the decision,(Appeals process) in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision;
  - (3) Prompt written notice of the final decision to the program participant.
- (c) Ability to provide further assistance. Termination under this section does not bar the sub-recipient from providing further assistance at a later date to the same family or individual.

IHCDA will not be involved in appeals

# ESG RAPID RE-HOUSING: MATCH

Matching contributions may be obtained from any source, including any source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

(i) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds.

-The only Federal funds that we are aware of that can be utilized for match are CDBG & CSBG.

(ii) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

**Send in Quarterly Match form – every 3 months.**

# RECORD RETENTION

## Period of record retention:

*All* records pertaining to each fiscal year of ESG funds must be retained for the greater of **five (5) years** or the period specified below. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

Documentation of each program participant's qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served

# HMIS ENTRY

Attend the HMIS training for RR and HP components if you are new agency receiving the fund. If need more training or have never utilized these components before in HMIS, go to the training.

At this time, enter only ENROLLED/ELIGIBLE persons into HMIS for ESG RR & HP Program.

For those not enrolled, utilize log sheet.

HUD requires tracking those NOT ELIGIBLE also. ClientTrack will devise a plan for HMIS to cover those who are not eligible. We will provide training at that time when it goes into affect.

- **HMIS Staff:** **Jill Robertson**, HMIS Manager  
**Lori Wood**, HMIS/ DV-ClientTrack Master Trainer  
**Michelle Milliken**, At Work Solutions, Inc.

Questions? E-mail [HMISHelpDesk@ihcdaonline.com](mailto:HMISHelpDesk@ihcdaonline.com)

# HMIS & DV/CLIENTTRACK NEW USER & UPGRADE TRAININGS-SEPTEMBER 2015

- Several session times available at each location:
  - New user sessions will be available at each location for first time users
  - All existing users are required to attend a 2015 upgrade session

**To register:** The training dates, locations and times are listed on the News Page of ClientTrack. Click the Eventbrite link to register

HMIS - <https://ihcdaonline.com/IndianaUW/>  
DV ClientTrack - <https://ihcdaonline.com/IDV/>

**September 10**-Alexandria, IN  
**September 14**-Fort Wayne, IN  
**September 16**-Alexandria, IN  
**September 21**-Lafayette, IN  
**September 23**-Terre Haute, IN  
**September 29**-Evansville, IN  
**September 30**-Bloomington, IN

# CLAIMS PROCESS

- ❑ Claims Management Contact: [Shonda Banner sbanner@ihcda.in.gov](mailto:Shonda Banner sbanner@ihcda.in.gov)
- ❑ Claims Help Desk: [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov)
- ❑ Claims are submitted electronically through IHCDA Online
- ❑ 60 days to submit claim
- ❑ Payment by reimbursement only, within 5-7 business days from receipt
- ❑ No more than 18 monthly claims per grant 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.

# BUDGET MODIFICATIONS

Two types:

## 1. Line Item:

a) Sub-recipients can modify the amounts among line items *within* an activity like Housing Relocation & Stabilization activities: items under Financial Assistance and Services.

There is no limit on the number of line item budget modifications that can be submitted throughout the award period.

# BUDGET MODIFICATIONS

## 2. Changing between activities:

- a) Sub-recipients may change allocations *between* activities in the budget (such as moving money from Financial Assistance or Services to Rental Assistance Activity)

**To do:** fill out budget modification form and brief explanation of why the request is being made. Submit via email.

These changes would alter the budget as set up in the original program agreement, and therefore requires the agreement to be officially amended.

IHCDA will need to make changes in DMS and also IDIS (HUD financial software) – and that is why they are required to be approved. It will delay payment if these steps are missed.

*Sub-recipients are limited to no more than three (3) budget grant amendments during the course of the agreement.*

# GOVERNANCE STRUCTURES

**Continua of Care (CoC)-** HUD recognizes 3 CoC's in State of Indiana:

- 1) Balance Of State 2) Indianapolis 3) St. Joseph County

## **Balance of State CoC**

- Governed by **CoC Board** (meets monthly at IHCD)A)
  - <http://www.indianabos.org/> website for updates
- Quarterly General Membership Meetings (at IHCD)A)
- **Regional Planning Councils (RPC) on the Homeless** (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 Sub-recipients are required to attend at least 75% of RPC meetings annually.**

# REGIONAL PLANNING COUNCIL CHAIRS-BOS

- 1A-Sharron Liggins: [sharronliggins@aol.com](mailto:sharronliggins@aol.com)
- 1- Caroline Shook: [cshook@housing-opportunities.com](mailto:cshook@housing-opportunities.com)
- 2- Tara Morris: [elkmhc@aol.com](mailto:elkmhc@aol.com)
- 3- Jae Hampton: [jae.hampton@uwacin.org](mailto:jae.hampton@uwacin.org)
- 4- Marie Morse: [marie@homesteadcs.org](mailto:marie@homesteadcs.org)
- 5- Pam Isaac: [pam@fsahc.org](mailto:pam@fsahc.org)
- 6- Susie Kemp: [shkemp.49@gmail.com](mailto:shkemp.49@gmail.com)
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# IHCDA FOCUS TRAININGS

- **Survey Monkey to assess training needs/wants will be sent to all sub-recipients in the next few weeks- please look for this email and complete**
- **Rapid Re-Housing Learning Environment**

**THANK YOU FOR JOINING US!**

**Questions?**

# CRITERIA FOR HOMELESS PREVENTION – AT RISK OF HOMELESSNESS

# ELIGIBILITY CRITERIA: HOMELESS PREVENTION

## “At Risk of Homelessness definition”

Homeless Prevention is targeted to individuals and families at risk of homelessness; specifically, this includes those that meet the criteria under the “at risk of homelessness” definition or as well as those who meet the criteria in **categories (2), (3), and (4)** of the “homeless” definition **AND** have an annual income below 30 percent of family median income for the area.

**Category 2:** Individual or family who will imminently lose their primary nighttime residence, provided that:

- 1) Residence will be lost within 14 days of the date of application for homeless assistance; **AND**
- 2) No subsequent residence has been identified; **AND**
- 3) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

# ELIGIBILITY CRITERIA-HP

**Category 3)** Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under another federal definition. (Such as: Runaway and Homeless Youth Act , Head Start Act, Violence Against Women Act of 1994, Public Health Service Act , Food and Nutrition Act , Child Nutrition Act , McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); **AND**

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance

(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; **AND**

(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers. Has one or more of the following chronic disabilities:

chronic physical or mental health conditions; substance addiction histories of domestic violence or childhood abuse; child with a disability. Two or more barriers to employment, which include: lack of a high school degree or GED, illiteracy, low English proficiency, history of incarceration or detention for criminal activity, history of unstable employment.

# ELIGIBILITY CRITERIA-HP

**Category 3 continued.** These may include: At Risk of Homelessness:

- a) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; **OR**
- b) Is living in the home of another because of economic hardship; **OR**
- c) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; **OR**
- d) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; **OR**
- e) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; **OR**
- f) Is exiting a publicly funded institution or system of care; **OR**
- g) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan

# ELIGIBILITY CRITERIA - HP

## Category 4)

Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **AND**
- (ii) Has no other residence; **AND**
- (iii) Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing.

# INCOME REQUIREMENT - HP

- The household's income **must be at or below 30%** of the area median income to qualify for HP funds.

# HOMELESS PREVENTION DOCUMENTATION REQUIREMENTS

# DOCUMENTATION REQUIREMENTS FOR HP

## Category 2: Third Party is still best evidence of HP eligibility

At least one of the following stating that the household must leave within 14 days:

- A court order resulting from an eviction notice or equivalent notice, or a formal eviction notice;
- For individuals in hotels or motels that they are paying for, evidence that the individual or family lacks the necessary financial resources to stay for more than 14 days; or
- An oral statement by the individual or head of household stating that the owner or renter of the residence will not allow them to stay for more than 14 days.
- The intake worker must verify the statement either through contact with the owner or renter, or documentation of due diligence in attempting to obtain such a statement.
- Certification by the individual or head of household that no subsequent residence has been identified.
- Self-certification or other written documentation that the individual or head of household lacks the financial resources and support networks to obtain other housing.

# DOCUMENTATION REQUIREMENTS HP

## Category 3:

- A nonprofit, state, or local government entity that administers the other federal statute must certify that household qualifies as homeless under that statute's definition.
- To document that the individual has not had a lease, occupancy agreement, or ownership interest in housing in the last 60 days, certification by the individual or head of household, written observation by an outreach worker, or referral by a provider.
- To document that the individual or family has moved two times in the past 60 days, a certification from the individual and supporting documentation, including records or statements from each owner or renter of housing, shelter or housing provider, or social worker, case worker, or appropriate official of an institution where the individual or family resided. Where these statements are unobtainable, the intake worker should include a written record of his or her due diligence in attempting to obtain them.
- Evidence of barriers includes: Written diagnosis from a licensed professional, employment records, department of corrections records, literacy, and English proficiency tests.
- For disability, any of the above, written verification from the Social Security Administration (or a disability check receipt), or observation of the intake worker of disability, which must be confirmed within 45 days by an appropriate professional.

# INCOME RE-EVALUATION: HP

## Re-Evaluation:

Re-evaluation of participant's eligibility and the types and amounts of assistance not less than once **every 3 months with HP Funds**. With no more than IHCDA program's maximum of 12 months provided. For 12 months, their income has to be reevaluated 4 x.

Must establish that:

Program participant does not have an annual income that exceeds 30% of median family income.

***THANK YOU FOR JOINING US!***

**QUESTIONS?**