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

<table>
<thead>
<tr>
<th>Year</th>
<th>Shelter Activities</th>
<th>Rapid Re-housing</th>
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<tbody>
<tr>
<td>FY 2009</td>
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<td>FY 2010</td>
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<td>FY 2011*</td>
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<td>FY 2012</td>
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<tr>
<td>FY 2013</td>
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Amounts given in millions

Shelter Activities
Rapid Re-housing
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)
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

<table>
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<tr>
<th>Performance Objective</th>
<th>Emergency Shelter Program</th>
<th>Transitional Housing Program</th>
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<tbody>
<tr>
<td><strong>Permanent Housing:</strong> Percentage of discharged clients who exited to a permanent housing destination</td>
<td>50%</td>
<td>65%</td>
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<tr>
<td><strong>Income:</strong> 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.)</td>
<td>25%</td>
<td>65%</td>
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<tr>
<td><strong>Length of Stay:</strong> The average length of stay while at emergency shelter or transitional housing program.</td>
<td>40 days or less</td>
<td>170 days or less</td>
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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)
- IHCDA 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 IHCDA)
  - 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.*
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
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)
   - IHCDA will respond within 5 business days. If approved, will send Budget Amendment. Sign and send back via mail. IHCDA 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 IHCDA
Award Monitoring

- IHCDA 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

<table>
<thead>
<tr>
<th>Report</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Semi-Annual Report</td>
<td>February 2014</td>
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</tbody>
</table>

- 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?

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AHASS@IHCDA.IN.GOV