
ESG-CV Funds

Information Session

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Welcome

- If you are online, please type in your **name, agency, and email** in the chatbox.
- If you are joining over the phone, please email me (slim@cityofmadison.com) your contact info.
- This meeting will not be NOT recorded. But presentation materials and Q&A summary will be posted on the HSC website.
- If you have a question, type it in the chatbox. Send to “Everyone”. I will address questions as we go if I can. Callers can ask questions at the end of the presentation during Q&A.
- Please mute while not speaking.

Let's get started!

Agenda

- ESG overview
- ESG-CV overview
- ESG-CV funds available
- RFP timeline
- Eligible activities
- Eligible participants
- Eligible costs per program type
- Dane CoC funding priorities
- ESG Requirements
- Waivered requirements
- Q&A

Emergency Solutions Grant (ESG)

What ESG Is:

- Funding to support individuals and families experiencing homelessness or at risk of homelessness who meet the HUD definitions of homelessness
- Federal HUD funding with many rules and requirements
- Critical resource to help the most vulnerable population

What ESG Is NOT:

- Easy funding to spend freely

ESG-CV

- Emergency Solutions Grant (ESG) Supplemental Funding authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Distributed to ESG recipients- state and local governments
- To be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance, as well as support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19
- To be used for ESG eligible activities for ESG eligible participants

ESG-CV Funds Available

- \$4 billion available nationally
- Approximately \$4.8 million available for Madison/Dane County
 - Dane County Continuum of Care (CoC) will receive \$1,887,265 allocated to the State of Wisconsin; additional funding may be allocated by the State
 - City of Madison will receive \$2,890,929
- Some funds will be used to cover COVID-19 response costs incurred by existing homeless services programs
- Over \$4 million will be available through a Request for Proposal (RFP) process facilitated by the City of Madison

RFP Timeline

- HUD has not released the federal register that will specify the funding rules including grant period yet. It is expected to be released in the next few weeks.
- Once the federal register comes out, RFP and applications will be issued shortly.
- The City will host another information session with all updated information.
- Agencies will have about two weeks to submit their application after the RFP release.
- Dane County CoC is responsible for making allocation decisions for State ESG-CV funds; City of Madison Common Council is responsible for approving the allocation decisions for City ESG-CV funds.
- Application review and making and approving allocation decisions will take about 2 weeks for the Dane County CoC funds.

Eligible Activities

- A. Street Outreach
- B. Emergency Shelter
- C. Homelessness Prevention
- D. Rapid Re-housing
- E. Homeless Management Information System (HMIS)
- F. Administration

Eligible Participants

Component	Eligible Homeless or At Risk Categories
Street Outreach	<ul style="list-style-type: none"> • Category 1 Homeless- Literally Homeless • Must be living on the streets or other places not meant for human habitation and be unwilling or unable to access services in emergency shelter
Emergency Shelter	<ul style="list-style-type: none"> • Category 1 Homeless – Literally Homeless • Category 2 Homeless – Imminent Risk of Homeless • Category 3 Homeless – Homeless under Other Federal Statutes • Category 4 Homeless – Fleeing/Attempting to Feel Domestic Violence
Homelessness Prevention	<ul style="list-style-type: none"> • Category 2 Homeless – Imminent Risk of Homeless • Category 3 Homeless – Homeless under Other Federal Statutes • Category 4 Homeless – Fleeing/Attempting to Feel Domestic Violence • At-Risk Homelessness • Must have an annual income below 30% of Area Median Income at program entry (But ESG-CV can serve people with income up to 50% Area Median Income)
Rapid Rehousing	<ul style="list-style-type: none"> • Category 1 Homeless – Literally Homeless

Eligible Costs by Program Type

A. Street Outreach

- **Eligible costs:** engagement, case management, emergency health services, emergency mental health services, and transportation
- Services for special populations (homeless youth, victim services, and services for living with HIV/AIDS) are eligible, so long as the costs of providing these services are above mentioned eligible costs.

B. Emergency Shelter

- **Essential services:** case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation
- **Shelter operations:** maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and other supplies necessary for shelter operation. If no appropriate emergency shelter is available for a homeless individual or family, a hotel or motel voucher for that individual and family
- **Renovation** of a building to serve or that currently serves as an emergency shelter (labor, materials, and tools). ESG-CV funds may also be used to provide temporary shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to COVID-19.

C. Homelessness Prevention

- **Short-term and/or medium-term rental assistance** necessary to prevent individuals and families from moving into an emergency shelter or living in a place not meant for human habitation. Eligible costs include short-term (up to 3 months of rent) and medium-term rental assistance (up to 24 months of rent), and rental arrears (one-time payment for up to 6 months of rent in arrears)
- **Housing relocation and stabilization financial assistance:** rental application fees, security deposits (no more than 2 months' rent), last month's rent, utility deposits, utility payments (up to 24 months of utility payments or up to 6 months of utility payments in arrears), and moving costs
- **Housing relocation and stabilization services:** housing search and placement, housing stability case management, mediation, legal services, and credit repair

D. Rapid Re-housing

- **Short-term and/or medium-term rental assistance** to help homeless individual or family move to permanent housing as quickly as possible and achieve stability in that housing. Eligible costs include short-term (up to 3 months of rent) and medium-term rental assistance (up to 24 months of rent), and rental arrears (one-time payment for up to 6 months of rent in arrears)
- **Housing relocation and stabilization financial assistance:** rental application fees, security deposits (no more than 2 months' rent), last month's rent, utility deposits, utility payments (up to 24 months of utility payments or up to 6 months of utility payments in arrears), and moving costs
- **Housing relocation and stabilization services:** housing search and placement, housing stability case management, mediation, legal services, and credit repair

E. Homeless Management Information System (HMIS)

- HMIS participation is a statutory requirement for ESG-funded service providers
- **Eligible costs:** equipment & software, training & overhead, staffing cost to operate HMIS (completing data entry, monitoring and reviewing data quality, completing data analysis, reporting to HMIS lead, training), HMIS lead activities
- Costs to operate a comparable database for victim service providers or legal services providers is also eligible

F. Administration

- Agencies may request a percentage of the proposed budget on ESG administrative expenses related to the planning and execution of ESG activities. The percentage will be specified in the RFP, likely not to exceed 4% of the total budget.
- **Eligible costs:** staffing costs for general management, oversight and coordination, including preparing program budget and schedules, developing systems for assuring compliance with program requirements, developing interagency agreements and agreements with sub-recipients, monitoring program activities for progress and compliance with program requirements, preparing reports, coordinating the resolution of audit and monitoring findings, evaluating program results

Dane County CoC Funding Priorities (Program Design)

- Programs targeting people who are at higher risk for severe illness (older adults and people who have serious underlying medical conditions) if contracting COVID 19
- Programs serving populations highly impacted by COVID 19 but underserved
- Programs not funded by other funding sources
- Programs utilizing a peer support model

Dane County CoC Funding Priorities (Project Type)

- Prevention legal services
- Prevention short term financial assistance not covered by other resources (e.g. utility payments and move in costs)
- Street outreach supplies
- Shelter staffing cost
- Medium to long-term space and operation cost for appropriate congregate shelter for single men
- Rapid Re-housing for single adults who qualify for vulnerable population hotels prioritizing youth (age up to 24) and older adults (age 65+)
- Entry cost assistance for people in congregate shelters, non-congregate shelters and unsheltered

ESG Requirements

All requirements specified in the HUD ESG Interim Rule remain in effect for the ESG-CV funds except for the requirements waived by HUD.

The ESG Interim Rule can be found here:

https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf

Coordinated Entry

- Coordinated Entry (CE) is a system designed to ensure that all people experiencing a housing crisis have fair and equal access to housing assistance, and are quickly identified, assessed for, and connected to housing and homeless assistance based on their strengths and needs.
- CE uses standardized tools and practices, incorporates a system-wide housing first approach, and coordinates assistance so that those with the most severe service needs are prioritized.
- CE is established locally (Dane County CoC) following the HUD's guidance.
- ESG funds require participation in the local CE system. This will include following the Dane County CoC CE policies to fill housing vacancies and disperse financial assistance.

Dane CoC Written Standards

- All projects must comply with applicable sections of the local Written Standards.
- Dane County CoC Written Standards and COVID-19 Supplemental Written Standards can be found on the Homeless Services Consortium of Dane County website:
<https://www.danecountyhomeless.org/governance>.

Housing First

- While HUD encourages agencies to offer treatment and supportive services when necessary to assist vulnerable populations, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which the funds are used.

HMIS

- Agencies must enter client level data into Homeless Management Information System (HMIS) and adhere to data quality procedures as stipulated in the [Wisconsin HMIS Policies and Procedures](#). In Wisconsin, the HMIS designated by the HUD CoC is Wisconsin Service Point (WISP).
- Victim service providers cannot participate in HMIS and Legal Services Organizations may choose to not participate in HMIS. Providers which do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports.

Program Participant Eligibility Documentation

- Agencies must document participant eligibility according to the HUD standard.
- For example, Category 2 Imminent Risk of Homelessness must be documented in the following ways:
 - A court order resulting from an eviction notice notifying the individual or family that they must leave; OR for individuals and families leaving a hotel/motel – evidence they lack the financial resources to stay; OR a documented and verified oral statement
 - AND certification that no subsequent residence has been identified and self-certification that the individual lacks the financial resources and support necessary to obtain permanent housing

Record Keeping and Retention

- Agencies must be able to collect and report participant-level demographic and service data as described in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of participant records for both paper files and electronic databases.
- Program and financial records must be maintained for a minimum of five years after the final expenditure under the contract.

Financial Backup Documentation

- For each expense, backup documentation sufficient to demonstrate that the agency was charged a certain amount on a certain date must be available. Such documentation will be requested at agency monitoring.
- Examples of backup documentation for common expenses:
 - Rent checks: signed lease OR invoice from landlord OR other agency document authorizing monthly rent payment on behalf of the participant
 - Employee payroll: original timesheet demonstrating hours worked and to which program they were allocated; AND payroll register OR other document demonstrating how much employee was paid, pre-tax

Reporting

- Agencies will be required to submit a monthly performance report and invoice to the City of Madison.
- At the end of the program year, agencies must submit the Consolidated Annual Performance and Evaluation Report (CAPER) generated from HMIS to HUD.
- All emergency shelters and Rapid Rehousing programs must complete a census for the fourth Wednesday of the month on the Housing Inventory Chart (HIC) maintained by the Dane County CoC.

Rent Assistance Specific Requirements

- Violence Against Women's Act (VAWA) addendum and notification
- Habitability standards and lead screening inspection
- Rent reasonableness certification
- Fair market rent certification
- Rental Assistance Agreement with the landlord

To Sum It Up: Client File Checklists

- Client file checklists per program type (Street Outreach, Emergency Shelter, Prevention, Rapid Re-housing) that summarize the ESG requirements and other forms can be found in the State of Wisconsin EHH website:

<https://doa.wi.gov/Pages/LocalGovtsGrants/Emergency-Solutions-Grant-Transitional-Housing-Program-Homelessness-Prevention-Program-ETH.aspx>

(Scroll down to “Client File Checklist”)

Waived Requirements (the ones we know so far)

- **Match:** ESG funds require 100% cash or in-kind match, but the ESG-CV funds are exempt from the requirement. No match is required for this RFP.
- **Re-evaluation of homelessness prevention assistance:** Homelessness prevention assistance is subject to re-evaluation of each program participant's eligibility not less than once every three months. The HUD waiver allows the agencies to conduct the required re-evaluations not less than once every 6 months for the duration of the grant term.

Waived Requirements (cont.)

- **Housing stability case management:** Program participants receiving homelessness prevention or Rapid Rehousing assistance must meet with a case manager not less than once per month. This requirement is waived through the duration of the grant term. Staff should attempt to connect to program participants via phone, text, email or other virtual means, if in-person meeting is difficult to arrange.
- **Fair Market Rent:** ESG rental assistance cannot be provided unless the total rent is equal to or less than the FMR established by HUD. This requirement is waived for homeless prevention assistance or Rapid Rehousing assistance lease executed by September 30, 2020.

Q&A

- Please submit your questions in the chat box.
- If you have additional questions that we did not address today, email them to slim@cityofmadison.com.
- Presentation materials and summary of the Q&A will be posted on the HSC website and the link will be sent to HSC Listserv in a few days.

Thank you!

If you have a project idea that will help our community prevent and end homelessness and you are not familiar with ESG requirements and framework, please contact Sarah Lim (slim@cityofmadison.com) prior to the RFP release.