



# Office Hours: COVID-19 Planning and Response

August 14, 2020



# Housekeeping

- A recording of today's session, along with the slide deck and a copy of the Chat and Q&A content will be posted to the HUD Exchange within 2-3 business days
- Event information for upcoming Office Hours, along with copies of all materials can be found here:

<https://www.hudexchange.info/homelessness-assistance/diseases/#covid-19-webinars-and-office-hours>

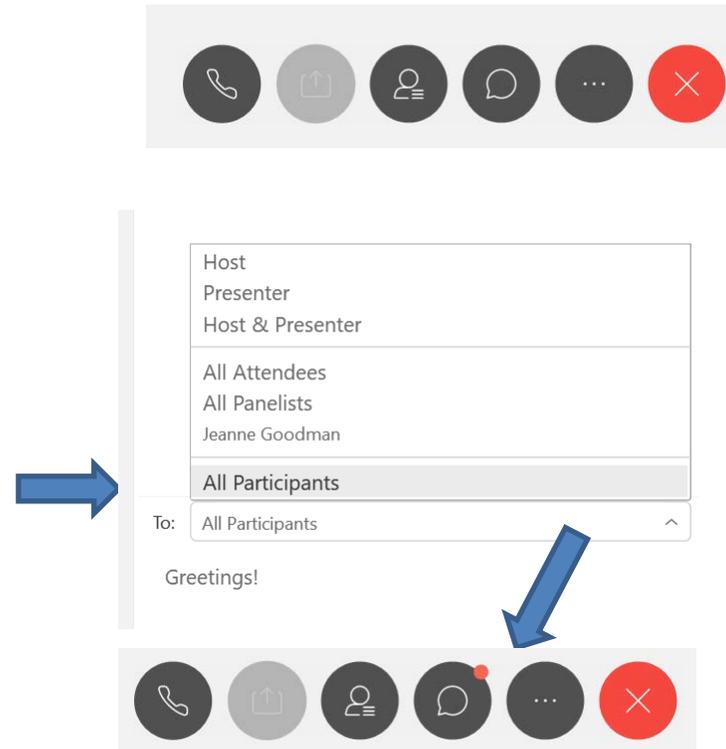
- To join the webinar via the phone, please call in using:  
1-855-797-9485      Access code: 610 976 677

# Chat Feature

Select the Chat icon to make a comment or ask a question.

Be certain the To field is set to **All Participants**

An orange dot on the Chat icon indicates that you have unread messages.



# Speakers & Resource Advisors

## Department of Housing and Urban Development

- Office of Special Needs Assistance Programs
  - Norm Suchar
  - Karen Deblasio
  - Brett Esders
- SRC Presenters
  - Ann McCreedy
  - Janis Ikeda

## Centers for Disease Control and Prevention

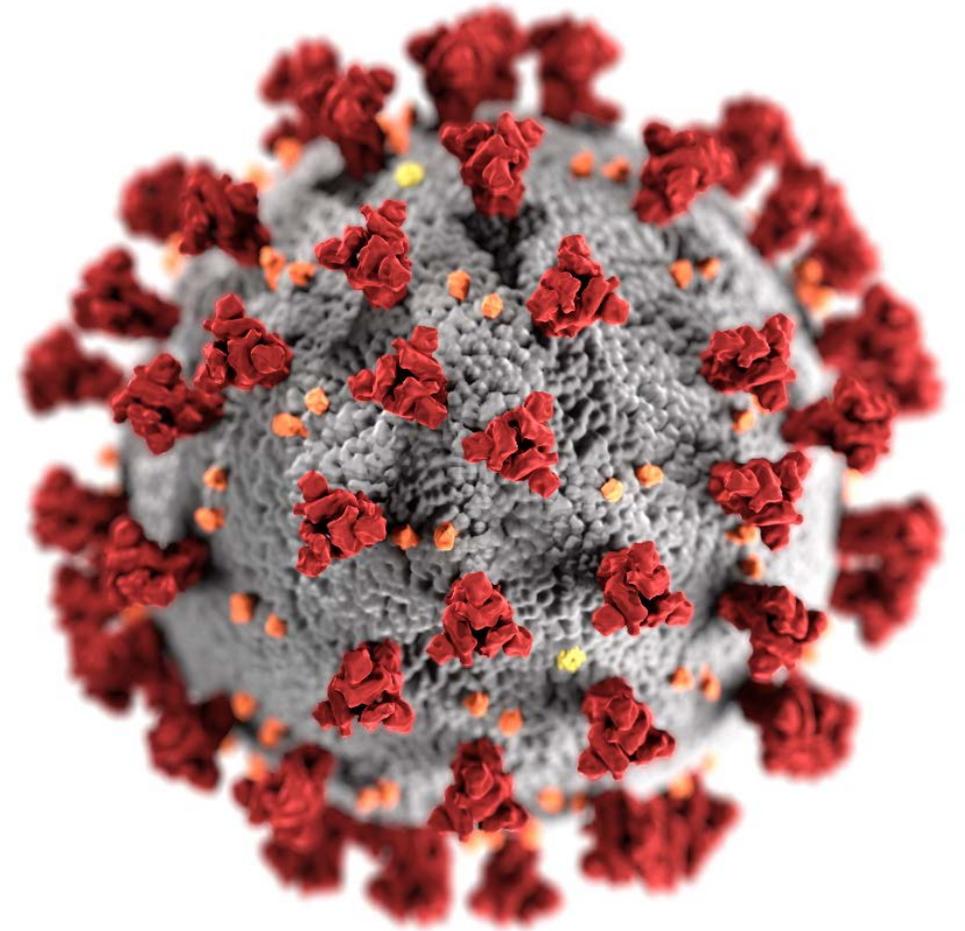
- Emily Mosites, PhD MPH- COVID-19 At-Risk Population Task Force, Senior Advisor on Health and Homelessness



# COVID-19 and Homelessness

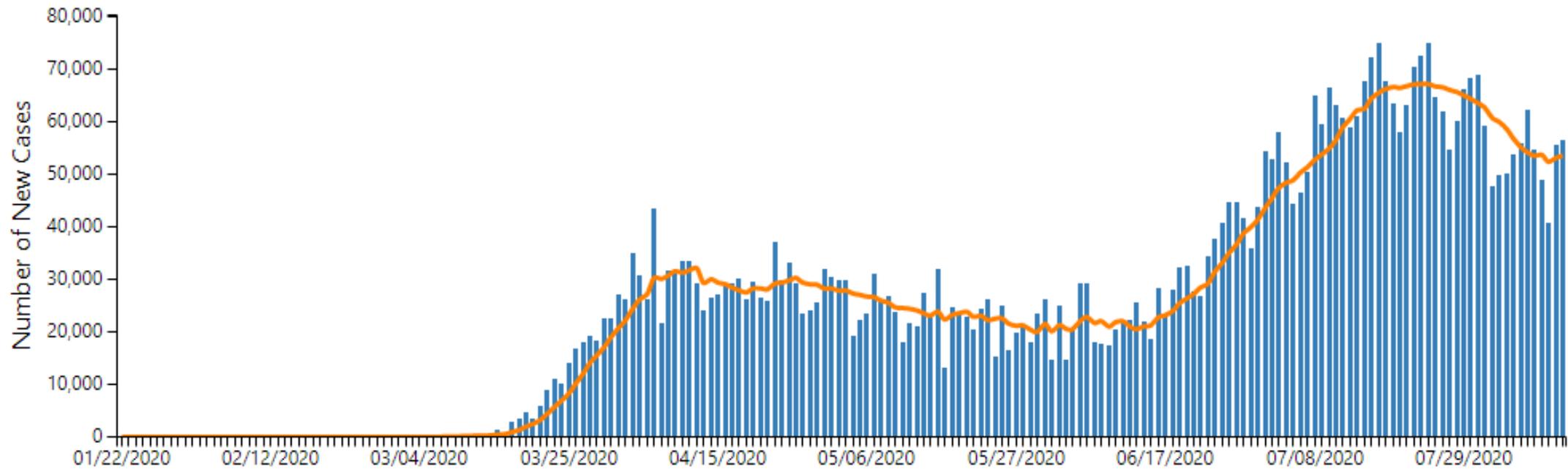
## Guidance Updates

Homelessness Unit  
Disproportionately Affected Populations Team  
COVID-19 Response



For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

# 5.2 million cases reported in the United States\*



\*as of 8/13/20



# COVID-19 testing at homeless shelters



208

Total Testing Events Submitted



9476

Total Clients Tested



8.59%

Client COVID-19 Positivity Rate



1929

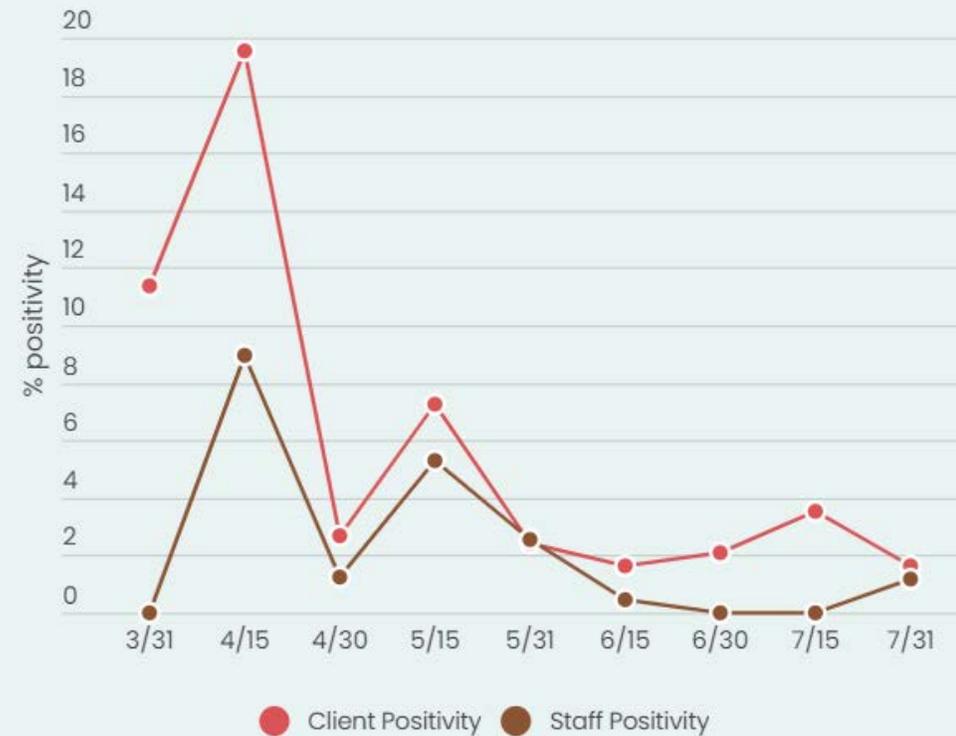
Total Staff Tested



4.51%

Staff COVID-19 Positivity Rate

### Client and Staff Positivity Trends, Bi-Weekly



Visit the [Universal COVID-19 Testing at Homeless Service Sites](#) dashboard online for more information.



# CDC guidance related to homelessness

On CDC COVID-19 site under “Community, work, and school”

- **Shelters**
- **Unsheltered**
- **Reopening**
- **Testing**



# New posters

On CDC Homeless Resources site under “Communications Resources”

## How You can Protect Others from COVID-19 in Shelters: When to Wear a Mask

Wear a **mask\*** any time you are not in an individual room, on your bed or mat, eating, or sleeping.



## How You can Protect Others from COVID-19 in Shelters: During Meals

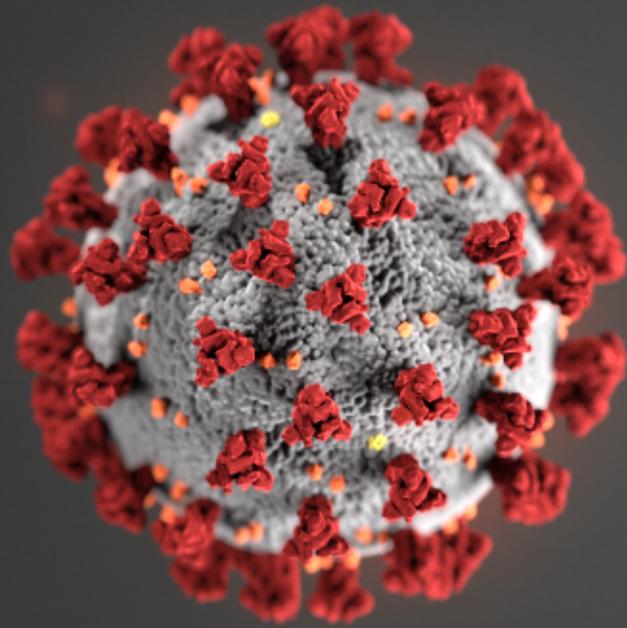
Wear a **mask\*** as much as possible when not eating



\*Masks should not be placed on children under age 2, anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Stay at least **6 feet** away from others in meal service areas





For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.



# GRANT MANAGEMENT GUIDANCE

- *SUB-RECIPIENT AGREEMENTS*
- *PROJECT DESCRIPTION SET UP IN IDIS SET-UP*



# SUB-RECIPIENT AGREEMENTS: 3 Keys to Agreements

1. Written expectations
  - Timeline/Target dates
2. Measurable terms and clear responsibilities
  - Scope of work – only one!
3. Enforcement mechanisms
  - Accountability matters

# Required Provisions

## 24 C.F.R. §570.503

1. Signed prior to disbursement
2. Statement of work
3. Records and reports
4. Program income
5. Uniform requirements (§570.502)
6. Other
7. Suspension and termination
8. Reversion of assets

Must be more than titles.

Operationalize!

Provisions should be detailed.

Regulations should be cited.

What we're covering today

# THE OLD METHOD

# Example 1: Scope of Work

The Subrecipient will be responsible for providing day care and related services to eligible children over the period of January 1, 2020 to December 31, 2020. With funding from the Year 2020 CDBG program of the City of Pawnee, the Subrecipient will make available the equivalent of 10 full-time day care slots during this period. The day care services will be provided at the Subrecipient's main day care center at 123 ABC St. The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

# Scope of Work Cont'd.

**For day care services:** A pro rata share of the Subrecipient's allowable monthly expenses for the provision of day care services as supported by a cost allocation plan prepared in accordance with 2 CFR Part 200 and the Department of Health and Human Services Publication OASMB-5. FTE day-care slots may be used as the allocation basis for the plan if it can be shown that this basis provides for an equitable distribution of the indirect costs. Aggregate monthly billings are limited to \$7,500.00.

**For transportation services:** The actual direct costs and any allocable indirect costs incurred by the Subrecipient for the provision of day care-related transportation for authorized, enrolled children from low- and moderate-income families during the month in question, up to an aggregate limit of \$500.00 per month.

# THE NEW METHOD



# Example 2: Scope of Work

The Subrecipient will be responsible for providing day care and related services to eligible children over the period of January 1, 2020 to December 31, 2020. With funding from the Year 2020 CDBG and CDBG-CV programs of the City of Pawnee, the Subrecipient will make available the equivalent of 10 full-time day care slots during this period. **The Subrecipient may reallocate up to 25% of its budget to other eligible line items in order to prevent, prepare for, and respond to the Coronavirus.** The day care services will be provided at the Subrecipient's main day care center at 123 ABC St. The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee

# Scope of Work Cont'd.

**For day care services:** A pro rata share of the Subrecipient's allowable monthly expenses for the provision of day care services as supported by a cost allocation plan prepared in accordance with 2 CFR Part 200 and the Department of Health and Human Services Publication OASMB-5. FTE day-care slots may be used as the allocation basis for the plan if it can be shown that this basis provides for an equitable distribution of the indirect costs. Aggregate monthly billings are limited to \$7,500.00. **An emergency cost allocation plan may be implemented in order to prevent, prepare for, and respond to the Coronavirus.**

**For transportation services:** The actual direct costs and any allocable indirect costs incurred by the Subrecipient for the provision of day care-related transportation for authorized, enrolled children from low- and moderate-income families during the month in question, up to an aggregate limit of \$500.00 per month.

# Takeaways

Incorporate, “**prevent, prepare for, and respond to coronavirus,**” when possible.

Allow for flexibility in the reallocation of eligible budget line items.

- **NOTE:** This may require additional training regarding eligible activities OR you may wish to provide subrecipients with a list of eligible activities as a guide.

# Takeaways

Remember cost allocation plans and allow subrecipients to adjust them in response to conditions “on-the-ground”.

- **NOTE:** Allocation plans are historically a high-risk area where subrecipients and grantees alike don't properly document them. Providing training to your subrecipients in this process is very important.

# ***NEW TOOL: Grants Management-IDIS***

## **Sample Language for the ESG-CV Project Description in IDIS**

Purpose of this document is to provide language that ESG recipients may consider using for their FY 2020 ESG CV project description in the Information Disbursement and Information System (IDIS)

- Focuses on Ap-35 screen

<https://www.hudexchange.info/resource/6118/covid19-homeless-system-response-sample-language-for-the-esgcv-project-description-in-idis/>

# Summary Guidance

**Write the project description broadly:** Identify the components being funded to prevent, prepare for, and respond to coronavirus (no requirement to include exact funding amounts or identify specific subrecipients)

**Expedite access:** Complete activity, funding, and subrecipient setup after submitting the Substantial Amendment or Annual Action Plan for ESG-CV funding

# Summary Guidance Continued

**Build in flexibility:** Include contingency language (allowing for programmatic decisions contingent upon unknown factors)

**Sample contingency language is provided for:**

- Re-programming ESG CV activities
- Pending waiver request
- Disaster policy
- ESG CV notice updates

# More Information

[Setting Up a Substantial Amendment for CARES Act Funding](#): Instructions for incorporating CARES Act funds into a substantial amendment or new Consolidated Plan/Annual Action Plan

[IDIS Fact Sheet for ESG and ESG-CV Funds Setup](#): Information to assist recipients with setting up their annual FY 2020 grant along with their ESG-CV grant

[Troubleshooting HESG Project Setup in IDIS](#): Describes how recipients can avoid common challenges during ESG project setup in IDIS

[Using a Disaster Policy to Fund Infectious Disease Preparedness and Response with ESG](#): Describes additional ideas to build in flexibility to the consolidated planning submission for ESG-CV

# HUD TECHNICAL ASSISTANCE SPOTLIGHT

- *HIGH ACUITY- TRANSITION FROM SHORT TERM TO LONG TERM SUBSIDY*
- *ADVANCING RACIAL EQUITY THROUGH ASSESSMENTS AND PRIORITIZATION*



# High Acuity: Transition from Short-term to Long-term Subsidy

## DOs

- Focus on building a trusting relationship with the goal of housing stability
- Place admin burden on staff and not the participant
- Address potential barriers such as criminal background or poor credit
- Include copies of each housing application in participant files

## DON'Ts

- Assume all participants will need PSH or lead them in that direction
- Prioritize the work of planning for transition or applying for subsidized housing until immediate needs have been met (including connecting to ongoing, community based and/or familial supports)

# Advancing Racial Equity through Assessments and Prioritization

- Start with CE staff and leadership – representative staffing; inclusion of culturally-specific organizations; training and support around anti-bias approaches, cultural humility, understanding White-dominant culture, recognizing and dismantling structural racism;
- Consider equity in content, phrasing, and scoring of questions; include space for discussing lived experience
- Consider factors disproportionately impacting BIPOC – high vulnerability to COVID-19, zip codes that serve as indicators of marginalization, involvement with child welfare, foster care, and carceral systems
- Racial Equity Impact Assessment

# New Resources Posted

- [High Acuity: Transition from Short-term to Long-term Subsidy](#)
- [Advancing Racial Equity through Assessments and Prioritization](#)
- [Targeted Rehousing Strategy Overview](#)
- [Sample Language for the ESG-CV Project Description in IDIS](#)
- [Justice Partnerships and Reentry Solutions](#)

# Key Websites

**HUD:** <https://www.hudexchange.info/homelessness-assistance/diseases/infectious-disease-prevention-response/>

**CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/index.html>

**NHCHC:** <https://nhchc.org/clinical-practice/diseases-and-conditions/influenza/>

**USICH:** <https://www.usich.gov/tools-for-action/coronavirus-covid-19-resources/>

**VA:** <https://www.publichealth.va.gov/n-coronavirus/index.asp>

**HRSA:** <https://bphc.hrsa.gov/emergency-response/coronavirus-frequently-asked-questions.html>

# Federal Partner Contacts

For additional information or assistance, contact:

- Centers for Disease Control and Prevention:  
[www.cdc.gov/COVID19](https://www.cdc.gov/COVID19); 1-800-CDC-INFO (232-4636); TTY: 1-888-232-6348
- Department of Housing and Urban Development:  
[HUD Exchange Ask-A-Question \(AAQ\) Portal](#)
- Department of Veterans Affairs High Consequence Infection (HCI) Preparedness Program:  
[vhahcigeneral@va.gov](mailto:vhahcigeneral@va.gov)



# Q & A

