



Understanding the Emergency Solutions Grants Program CAPER

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Webinar Format, Materials & Evaluation

- Webinar will last approximately 60 minutes
- A recorded version of this webinar, as well as the presentation materials, will be available on the OneCPD website (www.onecpd.info)
- Feedback survey will be emailed to all participants



Course Catalog

Featured Courses

Webinar

Basics of a Part 58 Environmental Review for HUD-Assisted Projects Webinar

This webinar is a basic orientation to HUD's Part 58 regulations on environmental review responsibilities of Responsible Entities.

Webinar

HOPWA Financial Management Online Training

This webinar covers the overall financial management process for HOPWA grantees.

Webinar

CoC Program: Understanding the Role of the Collaborative Applicant Webinar

This webinar provides an overview of the role of the collaborative applicant and explains the collaborative applicant's relationship to the Continuum of Care.

Webinar

Implementing the HEARTH Act: The Emergency Solutions Grants Program

This webinar provides a big-picture overview of HUD's policy priorities for ESG, along with a review of key requirements and some FAQs.

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- All
- Program
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Submitting Questions

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- Questions after the webinar?
 - Submit to OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/my-question/>



Purpose of Today's Webinar

Provide guidance to HMIS System Administrators on how to generate an HMIS report for the ESG Program CAPER.



Learning Objectives

1. ESG Program CAPER

- Understand the data collection and reporting requirements
- Review the ESG Program CAPER screens in IDIS

2. Generating the *ESG - CAPER Subrecipient Report* from HMIS

- Understand how your HMIS projects must be set up to generate this report
- Identify resources available to help with the *ESG - CAPER Subrecipient Report*



Understanding the ESG Program CAPER

OVERVIEW: ESG PROGRAM & CAPER REPORTING REQUIREMENTS

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The HEARTH Act:

- Renamed the Emergency Shelter Grants program the Emergency **Solutions** Grants program
- Required data to be entered in HMIS (or a comparable database for victim or legal services providers) for all persons served and activities assisted with ESG



ESG Overview

- HUD directly funds four types of recipients: States, urban counties, metropolitan cities, and U.S. territories.
 - State recipients subgrant funds to two types of subrecipients: local governments and private nonprofit organizations.
 - Metropolitan cities, urban counties, and territories may spend funds directly and/or subgrant funds to nonprofit subrecipients.
 - An urban county may also carry out activities through any of its member governments.



ESG Overview

ESG funds can be used for five distinct components, plus Administrative activities:

- Street Outreach
- Emergency Shelter
- Rapid Re-housing
- Homelessness Prevention
- HMIS



CAPER Overview

ESG accomplishments are reported to HUD via the Consolidated Annual Performance and Evaluation Report (CAPER)

- ESG is one part of the jurisdiction's report.
- One complete CAPER report is submitted to HUD by the **recipient**.
- The CAPER is due within 90 days after the end of the recipient's program year.



ESG and the CAPER

- HUD realizes that many jurisdictions did not have 100% participation in HMIS by all ESG subrecipients in time for the 2012 CAPER.
- Initial release of the ESG CAPER report is short and based primarily on universal data elements.



ESG and the CAPER

- The **recipient** is required to submit one aggregated, consolidated CAPER to HUD on all ESG-funded activities.
 - Not yet required to provide an HMIS-generated report at the recipient level.
 - CAPER Aggregation Tool enables recipients to compile multiple subrecipients' data together.
 - CAPER Generation Tool is an application that can be run to export data from HMIS into a report.



ESG and the CAPER

- The **subrecipient** is required to provide the recipient with data on its ESG-funded project, using either the:
 - *ESG – CAPER Subrecipient Report* programmed into the HMIS system by the vendors; or
 - CAPER Generation Tool.



ESG & CAPER Reporting Overview

ESG recipients should provide HMIS system administrators with:

A list of subrecipients funded with ESG.

The components that were funded by ESG for each subrecipient:

- Street Outreach
- Emergency Shelter
- Rapid Re-housing
- Homelessness Prevention

The CAPER reporting period = the recipient's reporting period

Report on all activities from all components funded by ESG throughout the reporting period.



Understanding the ESG Program CAPER

HMIS SET-UP FOR ESG PROJECTS



HMIS Set-up

EMERGENCY SHELTER

HMIS project type =
Emergency Shelter

Categories under emergency shelter:

- **Intake/Exit Shelter & Hotel/Motel** – Set up is similar to that of a housing program (counts persons from intake to exit). One person may have multiple intakes during the year.
- **Mass Shelter** – Set up to ensure that the bed nights are counted through a bed registry or service transaction.



HMIS Set-up

ESSENTIAL SERVICES

HMIS project type =

Emergency Shelter

OR

Services Only

OR

Day Shelter

Notes on essential services:

- **Services only** – set up to count all shelter residents
- **Day shelter** – set up to capture only those persons served with any service in the day shelter during the reporting period.



HMIS Set-up

TRANSITIONAL HOUSING

HMIS project type =
Transitional Housing

Notes on transitional housing:

- **Intake/Exit** – set up is similar to that of a housing program (counts persons from intake to exit). One person may have multiple intakes during the year.



HMIS Set-up

STREET OUTREACH

HMIS project type =
Street Outreach

Notes on street outreach:

- **Date of Contact & Date of Engagement elements** – all street outreach projects, including those funded by ESG, should be gathering contact and engagement information.



HMIS Set-up

Notes on Rapid Re-housing:

RAPID RE-HOUSING • **Intake/Exit** – set up as a housing program that counts persons from intake to exit. One person may have multiple intakes during the year.

HMIS project type =
Rapid Re-housing



HMIS Set-up

HOMELESSNESS PREVENTION

HMIS project type =
Homelessness
Prevention

Notes on Homelessness
Prevention:

- All persons served with Homelessness Prevention funding should have an active record in HMIS at some point during the reporting period.



Understanding the ESG Program CAPER

ESG PROGRAM CAPER: CR-65



ESG Program CAPER: CR-65

- Each ESG recipient must complete ESG CAPER screens in IDIS. The ESG section of the CAPER includes financial information, which is not expected to be generated through HMIS.
- The ESG CAPER screen in IDIS that relies on HMIS data is referred to as
- “CR-65.”



ESG Program CAPER: CR-65

- The CR-65 CAPER screen includes:
 - **Question 4: Persons Served**
 - **Question 5: Gender**
 - **Question 6: Age**
 - **Question 7: Subpopulations**



ESG Program CAPER: CR-65

Consolidated Annual Performance Evaluation Report

CR-65 - ESG 91.520(g)- Persons Assisted

Save | Save and Return | Cancel

4. Persons Served

4a. Complete for Homelessness Prevention Activities: 4c. Complete for Shelter:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

4b. Complete for Rapid Re-Housing Activities:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

4d. Totals for all Persons Served with ESG:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

Data is broken out by ES, HP, RRH, and the Total Served

***Note that Street Outreach is missing, but the data is still required.**



ESG Program CAPER: CR-65

Consolidated Annual Performance Evaluation Report

CR-65 - ESG 91.520(g)- Persons Assisted

Save | Save and Return | Cancel

4. Persons Served

4a. Complete for Homelessness Prevention Activities:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

4b. Complete for Rapid Re-Housing Activities:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

4c. Complete for Shelter:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

4d. Totals for all Persons Served with ESG:

Number of Persons in Households	Total
Adults	<input type="text"/>
Children	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

Persons can be reported in more than one table in 4a – 4c.



ESG Program CAPER: CR-65

5. Gender - Complete for All Activities

	Total
Male	<input type="text"/>
Female	<input type="text"/>
Transgendered	<input type="text"/>
Unknown	<input type="text"/>
Total	<input type="text" value="0"/>

- The gender table represents the gender of all persons served.
- The total of this question should equal the total of question 4d “Total of All Persons Served with ESG”
- Persons entered into an HMIS with Don’t know, Refused OR Other are recorded as “Unknown” for the CAPER until the fix is released in IDIS
- Pending fix in IDIS: Adding “Don’t Know/Refused/Other” and “Missing Information” categories



ESG Program CAPER: CR-65

6. Age - Complete for All Activities

Number of Persons in Households	Total
Under 18	<input type="text"/>
18-24	<input type="text"/>
Over 24	<input type="text"/>
Don't Know/Refused	<input type="text"/>
Missing Information	<input type="text"/>
Total	<input type="text" value="0"/>

- The age table represents the ages of all persons served.
- The total of this question should equal the total of question 4d “Total of All Persons Served with ESG”
- Pending fix in IDIS: Changing “Over 24” to “25 and over”



ESG Program CAPER: CR-65

7. Special Populations Served - Complete for All Activities

Subpopulation	Total	Total Persons Served - Prevention	Total Persons Served - RRH	Total Persons Served in Emergency Shelters
Veterans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Victims of Domestic Violence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elderly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chronically Homeless	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons with Disabilities:				
Severely Mentally Ill	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chronic Substance Abuse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Disability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (Unduplicated if possible)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



ESG Program CAPER: CR-65

Special considerations:

- Subrecipients that received funding under multiple component types
- Comparable database
- Reconciling data from multiple subrecipients running the same type of projects within one community



Next Steps

- Review the HMIS Programming Instructions for ESG CAPER Reporting.
- Confirm that your HMIS is able to generate data across multiple project types for the ESG CAPER.
- Work with ESG Program recipients to ensure that you have identified:
 - all subrecipients; and
 - all of the project types that have been funded for each subrecipient.
- Verify that the project types in your system are set correctly for each ESG subrecipient.

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Reference materials OneCPD.info

- Webinar – Introduction to the ESG Program
https://www.onecpd.info/resources/documents/ESG_OverviewWebinar_one_11.17.pdf
- Webinar – HMIS and the ESG Program (2011)
https://www.onecpd.info/resources/documents/HMIS_three_10.18.pdf
- ESG Program Reporting Update (2012)
https://www.onecpd.info/resources/documents/ESGReporting_6.25.12.pdf
- ESG CAPER Reporting - HMIS Programming
<https://www.onecpd.info/resources/documents/ESGCAPERHMISProgrammingInstructions.pdf>
- ConPlan Manual (pages 216-217)
http://www.hud.gov/offices/cpd/about/conplan/pdf/conplan_manual.pdf



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