

 **Emergency Solutions Grants (ESG) Program Components and Activities**

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Presenters: <ul style="list-style-type: none">•Michael Roanhouse•Brett Gagnon•Janet Pershing•Irene Pijuan	Resource Advisors: <ul style="list-style-type: none">•Fred Berman•Susan Ziff
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 **Webinar Format**

- Webinar will last approximately an hour.
- A recorded version of this can be found on HUD's Homelessness Resource Exchange at <http://hudhre.info> after December 21, 2011
- Feedback survey will be e-mailed following this webinar.

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 **Submitting Questions in the Webinar**

- Audience members are muted due to the high number of participants
- If you have technical difficulty with the audio or video portions of this Webcast, try:
 - Logging off, then logging in again
 - Using the phone for audio
 - Requesting TA through the "questions" function in the "Go To Webinar" toolbar

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 **Submitting Questions in the Webinar**

- To pose a question for the ESG Resource Advisors during this webinar, use the “Questions” function in the “GoToWebinar” toolbar.
- Many questions will be answered in subsequent webinars, or have been answered in previous webinars, and in other materials to be posted on the HRE.
- ESG Resource Advisors will only have time to answer some questions

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 **Submitting Questions After the Webinar**

- If you have a question that is not answered during the webinar, you may submit it to HUD’s Virtual Help Desk at <http://hudhre.info/helpdesk>.
 - Select “Emergency Solutions Grants” as your Program/System
 - Select appropriate sub-topic

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 **Objectives of the Webinar**

Webinar participants will be able to:

- Describe ESG’s eligible activities and costs.
- Describe basic eligibility requirements for each ESG component.
- Describe key requirements as they relate to eligible costs.
- Locate additional ESG-related information and tools on the HRE.





General Overview






5 Components & Administration

Component	Serving...	
	Those who are Homeless	Those who are at risk of Homelessness
1. Street Outreach	✓	
2. Emergency Shelter	✓	
3. Homelessness Prevention		✓
4. Rapid Re-housing	✓	
	Collecting Data On...	
5. Homeless Management Information System (HMIS)	✓	✓
Administration		






Recipients and Subrecipients

Component/Activity	State Recipient			Metro City/Urban County/Territory Recipient	
	Eligible Subrecipient Per Component/Activity...				
	State Agency	GP Local Gov.	Non-profit	MC/UC Agency	Non-profit
1. Street Outreach	No	Yes	Yes	Yes	Yes
2. Emergency Shelter	No	Yes	Yes	Yes	Yes
3. Homelessness Prevention	No	Yes	Yes	Yes	Yes
4. Rapid Re-housing	No	Yes	Yes	Yes	Yes
5. Homeless Management Information System (HMIS)	Yes	Yes	Yes	Yes	Yes
Administration	Yes	State must Share	State may Share	Yes	MC/UC may share




Program Components

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1. Street Outreach



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Street Outreach

Overarching Principles

- **Eligible Program Participants:** Unsheltered individuals and families, meaning those who qualify under paragraph (1)(i) of the definition of "homeless"
- **Overview of Eligible Activities:** Essential services* to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

* Essential services must be included under the street outreach component in the interim rule to be eligible costs with ESG funds

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 **Street Outreach**

Eligible Costs Overview

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation
- Services to Special Populations

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 **Street Outreach**

Engagement

Activities to locate, identify and build relationships with **unsheltered homeless people** for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

Eligible Costs

- ✓ Initial assessment of needs and eligibility
- ✓ Providing crisis counseling
- ✓ Addressing urgent physical needs
- ✓ Actively connecting and providing info and referral
- ✓ Cell phone costs of outreach workers

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 **Street Outreach**

Case Management

Assessing housing and service needs, and arranging /coordinating/ monitoring the delivery of individualized services.

Eligible Costs

- ✓ Using the centralized or coordinated assessment system
- ✓ Initial evaluation / verifying and documenting eligibility
- ✓ Counseling
- ✓ Developing / securing / coordinating services
- ✓ Helping obtain Federal, state, and local benefits
- ✓ Monitoring / evaluating participant progress
- ✓ Providing information and referral to other providers
- ✓ Developing an individualized housing / service plan

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 **Street Outreach**

Emergency Health Services

Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.

Eligible Costs

- ✓ Assessing participants' health problems and developing treatment plans
- ✓ Assisting participants to understand their health needs
- ✓ Providing or helping participants obtain appropriate emergency medical treatment
- ✓ Providing medication and follow-up services

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 **Street Outreach**

Emergency Mental Health Services

Outpatient treatment of urgent mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants unable or unwilling to access emergency shelter or an appropriate healthcare facility.

Eligible Costs

- ✓ Crisis interventions
- ✓ Prescription of psychotropic medications
- ✓ Explain the use and management of medications
- ✓ Combinations of therapeutic approaches to address multiple problems

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 **Street Outreach**

Transportation

Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services.

Eligible Costs

- ✓ Transporting unsheltered people to emergency shelters or other service facilities
- ✓ Cost of a participant's travel on public transit
- ✓ Mileage allowance for outreach workers to visit participants
- ✓ Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle
- ✓ Costs of staff to accompany or assist participants to use public transportation

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Street Outreach

Services to Special Populations

Otherwise eligible Essential Services that have been tailored to address the special needs of **homeless youth, victims of domestic violence** and related crimes/threats, and/or **people living with HIV/AIDS** who are literally homeless.

Eligible Costs

- ✓ Engagement
- ✓ Case Management
- ✓ Emergency Health Services
- ✓ Emergency Mental Health Services
- ✓ Transportation

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2) Emergency Shelter



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Emergency Shelter

Overarching Principles

- **Eligible Program Participants:** Individuals and families who are homeless.
- **Overview of Eligible Activities:** Essential services to persons in emergency shelters*, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.

* Essential services must be included under the emergency shelter component in the interim rule to be eligible costs with ESG funds

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 **Emergency Shelter**

Eligible Costs Overview

- Essential Services
- Renovation
- Shelter Operations
- Assistance Required under "URA"

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 **Emergency Shelter**

Essential Services

Services provided to individuals and families who are in an **emergency shelter**.

- Case Management
- Child Care
- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services
- Legal Services
- Life Skills
- Mental Health Services
- Substance Abuse Treatment Services
- Transportation
- Services for Special Populations

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 **Emergency Shelter**

Essential Services
Case Management

Assessing, arranging, coordinating, monitoring individualized services.

Eligible Costs

- ✓ Using the centralized or coordinated assessment system
- ✓ Initial evaluation including verifying and documenting eligibility
- ✓ Counseling
- ✓ Developing, securing and coordinating services including Federal, state, and local benefits
- ✓ Monitoring and evaluating program participant progress
- ✓ Providing information and referrals to other providers
- ✓ Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
- ✓ Developing an individualized housing and service plan




 **Emergency Shelter**

Essential Services
Child Care

Licensed child care for program participants with children under the age of 13, or disabled children under the age of 18.

Eligible Costs

- ✓ Child care costs
- ✓ Meals and snacks
- ✓ Comprehensive and coordinated sets of appropriate developmental activities

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 **Emergency Shelter**

Essential Services
Education Services

Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention.

Eligible Costs

- ✓ Educational services / skill-building
- ✓ Screening, assessment and testing
- ✓ Individual or group instruction
- ✓ Tutoring
- ✓ Provision of books, supplies and instructional material
- ✓ Counseling
- ✓ Referral to community resources

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 **Emergency Shelter**

Essential Services
Employment Assistance and Job Training

Services assisting participants secure employment and job training programs.

Eligible Costs

- ✓ Classroom, online and/or computer instruction
- ✓ On the-job instruction
- ✓ Job finding, skill-building
- ✓ Reasonable stipends in employment assistance and job training programs
- ✓ Books and instructional material
- ✓ Employment screening, assessment, or testing
- ✓ Structured job-seeking support
- ✓ Special training and tutoring, including literacy training and pre-vocational training
- ✓ Counseling or job coaching
- ✓ Referral to community resources

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 **Emergency Shelter**

Essential Services
Outpatient Health Services

Direct outpatient treatment of medical conditions provided by licensed medical professionals.

Eligible Costs

- ✓ Assessing health problems and developing a treatment plan
- ✓ Assisting program participants to understand their health needs
- ✓ Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- ✓ Providing medication and follow-up services
- ✓ Providing preventive and noncosmetic dental care

 

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 **Emergency Shelter**

Essential Services
Legal Services

Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.

Eligible Costs

- ✓ Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
- ✓ Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- ✓ Filing fees and other necessary court costs

 

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 **Emergency Shelter**

Essential Services
Legal Services *continued*

Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing:

- ✓ Child support
- ✓ Guardianship
- ✓ Paternity
- ✓ Emancipation
- ✓ Legal separation
- ✓ Resolution of outstanding criminal warrants
- ✓ Appeal of veterans and public benefit claim denials
- ✓ Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

 

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 **Emergency Shelter**

Essential Services
Life Skills Training

Critical life management skills necessary to assist the program participant to function independently in the community.

Eligible Costs

- ✓ Budgeting resources
- ✓ Managing money
- ✓ Managing a household
- ✓ Resolving conflict
- ✓ Shopping for food and needed items
- ✓ Improving nutrition
- ✓ Using public transportation
- ✓ Parenting

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 **Emergency Shelter**

Essential Services
Mental Health Services

Direct outpatient treatment of mental health conditions by licensed professionals.

Eligible Costs

- ✓ Crisis interventions
- ✓ Individual, family or group therapy sessions
- ✓ Prescription of psychotropic medications or explanations about the use and management of medications
- ✓ Combinations of therapeutic approaches to address multiple problems.

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 **Emergency Shelter**

Essential Services
Substance Abuse Treatment Services

Substance abuse treatment services provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors.

Eligible Costs

- ✓ Client intake and assessment
- ✓ Outpatient treatment for up to thirty days
- ✓ Group and individual counseling
- ✓ Drug testing

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 **Emergency Shelter**

Essential Services
Transportation

Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.

Eligible Costs

- ✓ Cost of a program participant's travel on public transportation
- ✓ Mileage allowance for service workers to visit participants
- ✓ Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes and maintenance for the vehicle
- ✓ Travel costs of staff to accompany or assist program participants to use public transportation

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 **Emergency Shelter**

Essential Services
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.

Eligible Costs

- ✓ 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

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 **Emergency Shelter**

Rehabilitation and Renovation

Renovating buildings to be used as emergency shelter for homeless families and individuals.

Eligible Costs

- ✓ Labor
- ✓ Materials
- ✓ Tools
- ✓ Other costs for renovation, including soft costs
- ✓ Major rehabilitation of an emergency shelter
- ✓ Conversion of a building into an emergency shelter

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Emergency Shelter

Rehabilitation and Renovation
Minimum Period of Use

	Use Requirement	Building Valuation
Major Rehabilitation	10 year*	If rehab costs exceed 75% of the value of the building before rehab
Conversion	10 year*	If rehab costs exceed 75% of the value of the building after rehab
Other Renovation	3 year	If rehab costs are 75% or less of the value of the building before rehab

* Recorded deed or use restriction required

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Emergency Shelter

Shelter Operations

Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate.*

<i>Eligible Costs</i>	✓ Maintenance (including minor or routine repairs)	✓ Food
	✓ Rent	✓ Furnishings
	✓ Security	✓ Equipment
	✓ Fuel	✓ Supplies necessary for the operation of the emergency shelter
	✓ Insurance	✓ Hotel or motel voucher for family or individual*
	✓ Utilities	

*Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

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Emergency Shelter

Assistance required under "URA"

Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as described in subpart E of the interim regulations.

<i>Eligible Costs</i>	✓ Costs of providing URA assistance under § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds*
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*Persons that receive URA assistance are not considered "program participants" for the purposes of this part of ESG, and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part under ESG.

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 **Street Outreach and Emergency Shelter**

Maintenance of Effort

Recipients and subrecipients that are units of general purpose local government cannot use their ESG funds to replace funds the local government provided for street outreach or emergency shelter services during the immediately preceding 12-month period unless HUD determines the local government is in a severe financial deficit.*

*Additional clarification is provided in the User Guides and will be covered in the General Requirements Webinar.

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 **Street Outreach and Emergency Shelter**

Minimum Period of Use

Street Outreach: Street outreach services must be provided for at least the period of time for which ESG funds are committed for that purpose.

Emergency Shelter: Where ESG funds are used solely for essential services or shelter operations, services or shelter must be provided to homeless individuals and families at least for the period during which the ESG funds are provided.

Example: If the recipient commits to providing street outreach for an entire year, or if the recipient contracts with a subrecipient to provide street outreach services for an entire year, then the specified street outreach services must be provided for the entire one-year period.

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 **Street Outreach and Emergency Shelter**

Expenditure Limits

- Combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed the greater of:
 - 60% of that federal fiscal year's total ESG grant award
 - The amount of FY 2010 grants funds committed to homeless assistance activities.

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 Quiz: Street Outreach and Emergency Shelter

1. Services that are routinely provided in a sheltered setting to unsheltered persons can be billed as Street Outreach.

True	False
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 **3) Homelessness Prevention and 4) Rapid Re-Housing**



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 **Rapid Re-housing and Homelessness Prevention**

Overarching Principles

- **Eligible Program Participants:**
 - **Rapid Re-housing:** Individuals and families who are *literally homeless*, meaning those who qualify under paragraph (1) of the definition of homeless.
 - **Homelessness Prevention:** Individuals and families who are *at imminent risk, or at risk, of homelessness*, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below, 30% of AMI
- **Overview of Eligible Activities:** Short- and medium-term rental assistance and housing relocation and stabilization services. Staff salaries related to carrying out rapid re-housing and homelessness prevention activities are also eligible.

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 **Homelessness Prevention**

Defined Purpose

- To **prevent** persons from becoming homeless in a shelter or an unsheltered situation
- To help such persons **regain stability** in their current housing or other permanent housing

Eligible Participants

- Extremely low income individuals and families (household income below 30% of family AMI) **at risk of becoming homeless** and moving into an **emergency shelter** or **place not meant for human habitation**.

Eligible Activities

- Housing Relocation and Stabilization Services
- Short- and Medium-Term Rental Assistance

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 **Rapid Re-Housing**

Defined Purpose

- To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then,
- To help such persons **achieve stability** in that housing

Eligible Participants

- Literally homeless individuals and families (currently living in an **emergency shelter** or **place not meant for human habitation**)

Eligible Activities

- Housing Relocation and Stabilization Services
- Short- and Medium-Term Rental Assistance

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 **Homelessness Prevention and Rapid Re-Housing**

Housing Relocation and Stabilization Services

<u>Financial Assistance</u>	<u>Services</u>
<ul style="list-style-type: none"> Moving costs Rent application fees Security deposit Last month's rent Utility deposit Utility payments 	<ul style="list-style-type: none"> Housing search & placement Housing Stability Case Management Mediation Legal Services Credit repair

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Homelessness Prevention and Rapid Re-Housing

Housing Relocation and Stabilization Services

Mediation

Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

Eligible Costs ✓ Time and/or services associated with mediation activities

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Homelessness Prevention and Rapid Re-Housing

Housing Relocation and Stabilization Services

Legal Services

Legal services that are necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.

Eligible Costs ✓ Hourly fees for legal advice and representation
 ✓ Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees
 ✓ Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
 ✓ Filing fees and other necessary court costs
 ✓ Subrecipient's employees' salaries and other costs necessary to perform the services, if the subrecipient is a legal services provider and performs the services itself

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Homelessness Prevention and Rapid Re-Housing

Housing Relocation and Stabilization Services

Legal Services *continued*

Legal representation and advice may be provided for:

✓ Landlord/tenant matters	✓ Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking
✓ Child support	✓ Appeal of veterans and public benefit claim denials
✓ Guardianship	
✓ Paternity	
✓ Emancipation	
✓ Legal separation	
✓ Resolution of outstanding criminal warrants	

The services must be necessary to resolve a legal problem that prevents a participant from obtaining or maintaining permanent housing.

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Homelessness Prevention and Rapid Re-Housing

Housing Relocation and Stabilization Services

Credit Repair

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.*

Eligible ✓ Credit Counseling
Costs ✓ Other related services

*Assistance cannot include the payment or modification of a debt.

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Homelessness Prevention and Rapid Re-Housing

Housing Relocation and Stabilization Services

Requirements and Restrictions

- Participants must meet with a case manager at least once a month for the duration of assistance, *except where funding under VAWA or FVSP prohibits the recipient or subrecipient from making shelter or housing conditional upon the receipt of services.*
- Participants must be assisted, as needed, in obtaining:
 - Appropriate supportive services like medical or mental health treatment or services essential for independent living
 - Mainstream benefits like Medicaid, SSI, or TANF

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Homelessness Prevention and Rapid Re-Housing

Short- and Medium-Term Rental Assistance

Types of Rental Assistance	Length of Assistance
Short Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3 year period, including any payment for last month's rent

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Homelessness Prevention and Rapid Re-Housing

Short- and Medium-Term Rental Assistance

- **Tenant Based Rental Assistance**
 - program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance
- **Project Based Rental Assistance**
 - recipients or subrecipients identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units

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Homelessness Prevention and Rapid Re-Housing

Short- and Medium-Term Rental Assistance **Requirements and Restrictions**

- Compliance with FMR limits and Rent Reasonableness
- Compliance with Minimum Habitability Standards
- Rental Assistance Agreement and Lease Standards:
 - The rental assistance agreement must set forth the terms under which rental assistance will be provided.
 - Each participant receiving rental assistance must have a legally binding, written lease (between the owner and participant) for the rental unit, unless the assistance is solely for rental arrears.
 - Project-based rental assistance leases must have an initial term of one year.

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Homelessness Prevention and Rapid Re-Housing

Short- and Medium-Term Rental Assistance **Requirements and Restrictions**

- **Cannot Use with Other Subsidies**
 - No rental assistance can be provided to a household receiving rental assistance from another public source for same time period (*except 6 months of arrears*)
 - Rental assistance may not be provided to a participants who are currently receiving replacement housing payments under the URA (Uniform Relocation Assistance).

Example: Persons living in public housing units, using housing choice vouchers, or residing in project based assisted units *cannot* receive monthly rental assistance under ESG.

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Homelessness Prevention and Rapid Re-Housing

Short- and Medium-Term Rental Assistance Requirements and Restrictions

- **Late Payments**
 - 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 recipient or subrecipient must make timely payments to owners in accordance with the rental assistance agreement.
 - The recipient or subrecipient is solely responsible for paying (with non-ESG funds) late payment penalties that it incurs.

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Homelessness Prevention and Rapid Re-Housing

Housing Relocation and Stabilization Services and Short- and Medium-Term Rental Assistance Requirements and Restrictions

- **Maximum Period of Use**
 - The **total period** for which any program participant may receive the services must not exceed **24 months during any 3-year period**
- **Discretion to Set Cap**
 - The recipient may also set a **maximum dollar amount** and **maximum period** for which a program participant may receive any of the types of assistance or services described within the regulatory maximums

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Quiz: Homelessness Prevention and Rapid Re-housing

1. Both Homelessness Prevention and Rapid Re-Housing provide for rental assistance and relocation/stabilization.

True	False
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2. Which persons are potentially eligible for rapid re-housing assistance, subject to local priorities and available funding?

A. Literally homeless persons (e.g., living in a shelter or park)

B. Persons at imminent risk of homelessness

C. Persons at risk of homelessness

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5) HMIS



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HMIS

Overarching Principles

- **Overview of Eligible Activities:**
 - **Recipients and subrecipients:** All recipients and subrecipients may pay the costs of contributing data to the CoC's HMIS.
 - **Recipients and subrecipients that use comparable databases:** Victim service providers and legal service providers may use ESG funds to pay the costs of establishing and operating a comparable database.
 - **Recipients that are HMIS Lead Agencies:** Recipients that have been designated the HMSI Lead Agency by the CoC may pay the costs of establishing, hosting, customizing, and upgrading the HMIS.

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HMIS

Participation Requirement

- The HEARTH Act makes **HMIS participation** a statutory requirement for ESG recipients and subrecipients.
- Victim service providers cannot, and Legal Services Organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.

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 **HMIS**

*Eligible Costs For Recipients and Subrecipients**

- ✓ **Hardware, Equipment and Software Costs**
 - Purchasing or leasing computer hardware
 - Purchasing software or software licenses
- ✓ **Staffing: Paying salaries for operating HMIS, including:**
 - Data collection
 - Completing data entry
 - Monitoring and reviewing data quality
 - Completing data analysis
 - Reporting to the HMIS Lead
 - Training staff on using the HMIS or comparable database
 - Implementing and complying with HMIS requirements.

* State recipients may **not** retain funds for these costs. 67

 

 **HMIS**

Eligible Costs For Recipients and Subrecipients Continued*

- ✓ **Training and Overhead**
 - Obtaining technical support
 - Leasing office space
 - Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to the HMIS
 - Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
 - Paying staff travel costs to conduct intake
 - Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead.

* State recipients may **not** retain funds for these costs. 68

 

 **HMIS**

Additional Eligible Costs for Recipients That Are Also the HMIS Lead Agency*

Eligible Costs For HMIS Lead Agencies

- ✓ Hosting and maintaining HMIS software or data
- ✓ Backing up, recovering, or repairing HMIS software or data
- ✓ Upgrading, customizing, and enhancing the HMIS
- ✓ Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems
- ✓ Administering the system
- ✓ Reporting to providers, the Continuum of Care, and HUD
- ✓ Conducting training on using the system or a comparable database, including traveling to the training

* State recipients that are HMIS Lead Agencies may retain funds to carry out these activities. 69

 

 **HMIS**

Comparable Database Costs for Victim Services Providers or Legal Services Providers

If the subrecipient is a victim services or a legal services provider that use a comparable database, it may use ESG funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.*

Eligible Costs ✓ Activities already defined under this component that allow for the establishment and operation of a comparable database

***Information entered into a comparable database must not be entered directly into or provided to an HMIS.**

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 **HMIS**

General Restrictions

Activities funded under this component must comply with HUD's standards on participation, data collection and reporting under a local HMIS.*

This includes compliance with:

- ✓ 2004 HUD Data Standards and Technical Notice
- ✓ March 2010 Revised Data Standards Notice

* Additional information, including links to the aforementioned standards and notices, can be found in the ESG HMIS User Guide.

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 **HMIS**

Administrative Activities



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 **Administrative Activities**

Recipients may use up to **7.5%** of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities.

This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid rehousing activities, as those costs are eligible as part of those activities.

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 **Administrative Activities**

Eligible Costs Overview

- General Management / Oversight / Coordination
- Training on ESG Requirements
- Consolidated Plan
- Environmental Review

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 **Administrative Activities**

General Management, Oversight, and Coordination

Costs of overall program management, coordination, monitoring, and evaluation.

Eligible Costs	<ul style="list-style-type: none">✓ Travel costs incurred for monitoring of subrecipients✓ Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services✓ 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.✓ Staff salaries, wages, and related costs of staff engaged in eligible program administration activities
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 **Administrative Activities**

Other Eligible Costs

Training on ESG Requirements	✓ Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.
Consolidated Plan	✓ Costs of preparing and amending the ESG and homelessness related sections of the consolidated plan in accordance with ESG requirements and 24 CFR part 91.
Environmental Review	✓ Costs of carrying out the environmental review responsibilities under § 576.407

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 **Administrative Activities**

Sharing Requirement

- If the recipient is a State:
 - The recipient **must** share its funds for administrative costs with subrecipients that are units of general purpose local government.
 - The recipient **may** share its funds for administrative costs with subrecipients that are private nonprofit organizations.
- If the recipient is a territory, metropolitan city, or urban county
 - The recipient **may** share its funds for administrative costs with its subrecipients.

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 **Quiz: HMIS and Administrative Activities**

1. The HMIS component can fund HMIS participation fees.

True	False
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2. State ESG recipients must share funding for administrative costs with nonprofit subrecipients.

True	False
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Indirect Costs

- ESG grant funds may be used to pay indirect costs in accordance with OMB Circular A-87 (2 CFR part 225), or A-122 (2 CFR part 230), as applicable.
- Indirect costs may be applied to each eligible activity using the direct cost base specified in the approved cost allocation plan.

Indirect costs charged to an activity with an expenditure limit

Indirect Costs + Direct Costs = Total Costs
Total Costs are then compared to the Expenditure Limit

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Upcoming Webinars

ESG Webinar	Date
Determining and Documenting Homeless and At-Risk Status, Income, and Disability (for ESG, SHP, and S+C)	12/20
ESG Substantial Amendment	12/27
ESG General Administrative and Program Requirements	1/10
Recordkeeping Requirements for Homeless, At Risk of Homelessness, Income, and Disability	TBD

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Anticipated User Guides

- Street Outreach
- Rapid Re-housing
- Emergency Shelter
- Homelessness Prevention
- HMIS
- Administrative Activities
- Consolidated Plan
- IDIS
- Determining and Documenting Homeless and At-Risk Status, Income, and Disability (for ESG, SHP, and S+C)

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 **Additional Resources**

- Resources on www.hudhre.info will eventually include all of the following:
 - User Guides
 - McKinney-Vento Act, as amended by the HEARTH Act
 - All published program regulations
 - Webinar recordings
 - At-a-glance charts and sample forms
 - Link to the ESG Help Desk

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 **Webinar Evaluation**

- You should now be able to:
 - Describe ESG's eligible activities and costs.
 - Describe basic eligibility requirements for each component.
 - Describe key requirements as they relate to eligible costs.
 - Locate additional ESG-related information and tools on the HRE.
- Please complete the on-line survey to rate how well this webinar met its objectives

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