



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

2021 Coronavirus Emergency Solutions Grant (ESG-CV) Program Funded Agency Training Webinar

AIDAN RICH
GRANT SPECIALIST



Important Dates

Funded Training Q&A Session

- Thursday, December 17th 1:00 pm – 2:00 pm
- [Sign-up here](#)

Finance and Compliance Training Video

Finance and Compliance Training Q&A Session

- Friday, December 18th 9:00 am – 10:30 am
- [Sign-up here](#)

CI Department

Steve Whitson
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2021 Coronavirus Emergency Solutions Grant Program Funded Agency Training

Agenda

- Part I: Grant Agreement Documents
- Part II: Program Administration
- Part III: Grant Administration
- Part IV: Fair Housing Act

Part I

GRANT AGREEMENT DOCUMENTS

Grant Agreement Documents Due Dates

Application Interval	Interval Date Range	Grant Documents Due Date
1	10/5/20-10/31/20	1/4/21
2	11/2/20-11/30/20	2/1/21
3	12/1/20-12/31/20	3/1/21
4	1/1/21-1/29/21	4/5/21
5	2/1/21-2/26/21	5/3/21
6	3/1/21-3/31/21	6/7/21

Grant Agreement Documents Overview

Grant Agreement

Riders

Exhibits

Attachments

CI and ESG-CV Forms

Additional Documents

Submission

Grant Agreement

Grant Agreement

- Terms and requirements for grant
- Full and complete agreement submission to MHDC
- Will accept scanned copies initially
- Require physical copy of Agreement

Grant Agreement: Riders

Rider A: Additional Representations, Covenants and Warranties by Grantee

- Separated by program component
- Outlines required documents for fund disbursement
- Outlines required documents to maintain in grant year

Rider B: Identity of Interest Restrictions

- Conflict of Interest statement
- Requires original signature

Rider C: Identity of Interest Restrictions*

Grant Agreement : Exhibits

Exhibit 1: Workforce Eligibility Affidavit

- Affidavit of Work Authorization
- Notarized, requires original signatures

Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

- Certifies agency eligibility to receive funds
- Requires original signature

Grant Agreement : Exhibits

Exhibit 3: ESG-CV Program Certifications

- Certifies agency will account for ESG-CV funds separately
- Certifies agency has provided accurate information
- Requires original signature

Exhibit 4: ESG-CV Information

- Outlines federal funds obligation from DSS to MHDC

Grant Agreement : Attachments

Attachment B: FFATA

- Promotes transparency of Federal Funding uses
- Requires original signature

Grant Agreement: CI and ESG-CV Forms

CI-100: Direct Deposit Form

- If currently funded, must provide new form

CI-101: Authorized Signature Form

- Signatures for all ESG-CV documents
- Authorizing official of this form must also be a signed

CV-200: Program Guidelines Certification

- Certifies the agency has completed Program Guidelines
- Requires original signature

Grant Agreement : ESG-CV Forms

CV-215: Temporary Emergency Shelter Status Verification*

- Certifies the Temporary Shelter meets HUD guidelines
- Requires signature from agency and public health official

Environmental Review

- Certification of exemption from Environmental Review Activities

Grant Agreement : Additional Documents

Documents Provided by Grantee:

- Blank Voided Check
- Certificate of Insurance
 - Current Liability Insurance coverage
- United Way 211 Registration
 - Agency profile print out from United Way 211 website
- Complete E-Verify MOU*
 - Full MOU including electronic signature
- Agency's Program Guidelines

Grant Documents: Submission

Before submitting grant documents ensure:

- All grant document signatures are originals
- Any grant document signatures are also a signee on the CI-101: Authorized Signature Card
- Any grant document notary is **not** a signee on any grant document
- All required documents on the grant documents checklist are completed
- Grant agreement is printed single-sided

Grantee is responsible for reviewing and understanding contents of grant agreement

Grant Agreement: Submission

Grant Agreement

Rider A

Rider B

Rider C

Exhibit 1

Exhibit 2

Exhibit 3

Exhibit 4

Attachment B

CI-100: Direct Deposit Form

CI-101: Authorized Signature Card

**ESG-200: Program Guidelines
Certification**

**CV-215: Temporary Emergency Shelter
Status Verification**

Agency Program Guidelines

Blank Voided Check

Certificate of Insurance

E-Verify MOU

United Way 211 Registration

Current Certificate of Insurance

Grant Agreement : Submission

Completed grant agreement packet must be received by:

Application Interval	Interval Date Range	Grant Documents Due Date
1	10/5/20-10/31/20	1/4/21
2	11/2/20-11/30/20	2/1/21
3	12/1/20-12/31/20	3/1/21
4	1/1/21-1/29/21	4/5/21
5	2/1/21-2/26/21	5/3/21
6	3/1/21-3/31/21	6/7/21

1. Submit original documents via Grant Interface
2. Submit physical copies to our office via mail

Grant Agreement : Communication

- Phone (816) 759-6632
- Email aidan.rich@mhdc.com
- Mail Missouri Housing Development Commission
Attn.: Community Initiatives Department
920 Main Street
Suite 1400
Kansas City, MO 64105

If any grant deadline falls on a weekend or holiday, the due date will become the next business day

Part II

PROGRAM ADMINISTRATION

Program Administration: Eligible Beneficiaries

Street Outreach

Standard Emergency Shelter

Temporary Emergency Shelter

Homelessness Prevention

Rapid Re-Housing

<https://www.hudexchange.info/programs/esg/esg-requirements/>

Program Administration: Eligible Uses

Street Outreach

- Services must be provided in the streets
 - Engagement
 - Case Management
 - Emergency health and mental health services
 - Transportation
 - Services for special populations
 - Health Training
 - Hazard Pay
 - Volunteer Incentives
 - Handwashing Stations and Portable Bathrooms

Program Administration: Eligible Uses

Standard Emergency Shelter

- Essential Services
 - Case management
 - Child care, education, employment, and life skills services
 - Legal services
 - Health, mental health, and substance abuse services
 - Transportation
 - Services for special populations
- Operations
 - Maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, supplies, furnishings
 - Hotel/motel vouchers
- Health Training, Hazard Pay, and Volunteer Incentives

Program Administration: Eligible Uses

Temporary Emergency Shelter

- Essential Services
 - Housing search services
 - Housing placement services
 - Counseling
- Operations
 - Same but without hotel/motel vouchers
- Leasing and Renovation
 - Leasing existing property/structures
 - Renovation costs
- Health Training, Hazard Pay, and Volunteer Incentives

Program Administration: Eligible Uses

Homelessness Prevention and Rapid Re-Housing Housing Relocation and Stabilization Services

- Financial Assistance

- Moving costs
- Rent application fees
- Security deposit
- Last month's rent
- Utility deposit
- Utility payments
- Utility arrears

- Services

- Housing search/placement
- Housing stability case management
- Mediation and legal services
- Credit repair

- Rental Assistance

- Short term: up to 3 months
- Medium term: 3 – 12 months
- Rental arrears

Program Administration: Eligible Uses

Homelessness Prevention and Rapid Re-Housing

- Additional Activities
 - Health Training
 - Hazard Pay
 - Volunteer Incentives
 - Landlord Incentives

Program Administration: Eligible Uses

HMIS

- Computer hardware, software, and software licenses
- Rent Office space, utilities, and equipment
- Obtaining technical support
- Salaries for HMIS operation
- Staff travel (training and program participant intake)
- Participation fees charged by the HMIS Lead Agency
- Health Training

Program Administration: Eligible Uses

Administration

- General management, oversight, and coordination
- Only staff/overhead costs specifically associated with the administration of the entire ESG-CV program are eligible
 - Administrative expenses associated within a program component, such as, working with clients or HMIS staff, are eligible under that specific program component

Program Administration: Program Guidelines

Program Guidelines must be written policies and procedures and may not be forms used for client documentation

Grantees must have...

- Program Guidelines addressing each Standard applicable to their ESG-CV program before ESG-CV funds will be disbursed
- Policies/procedures that address each Standard as defined by HUD in regulations: 24 CFR Part 576.400(e)
- Written Standards examples on our ESG-CV page
- CV-200 provides a good checklist

Program Administration: CoC Participation

- Grantees should attend at least 75 percent of local Continuum of Care meetings
- Participation tracking sheet may be required at grant closeout
 - Only one sheet may be required per grant
 - Agency responsibility to get CoC representative signature in a timely manner
- CoC feedback to MHDC on agency participation is included in application scoring
 - CoC feedback can include: attendance at meetings, participation on committees, leadership for other activities (PITC, CE, PHC), etc.

Program Administration: Resource Coordination

- Coordination with homeless services and mainstream resources
- Grantee will assist homeless individuals in obtaining permanent housing, appropriate supportive services, and other federal, state, local, and private assistance available for such individuals
- Documentation of coordination efforts must be included in client files
- Requirement outlined in 24 CFR 576.400 (b) and (c)

Program Administration: Prioritization

- Individuals and families with the greatest need receive priority for any type of assistance available
- Grantees should have a prioritization policy to outline how clients most in need are prioritized for services
 - Determined by the CoC's Coordinated Entry prioritization policy
- Policies should be in place in order to ensure that ESG-CV funding is being utilized in the most effective service provision methods

Program Administration: Housing First

- Reduce barriers that adversely impact the ability of programs to serve persons that need assistance the most
- Eligibility criteria should not screen people out for assistance because of perceived barriers to housing, i.e.,
 - lack of employment or income
 - drug or alcohol use
 - criminal record
 - COVID-19

Housing First Assessment Tool:

<https://www.usich.gov/tools-for-action/housing-first-checklist>

Program Administration: Coordinated Entry Participation

- If any agencies in the CoC receive federal funding, the local continuum of care is required to operate a centralized or coordinated intake/assessment system
- Agencies must utilize the intake tool identified by the CoC
- Requirement outlined in 24 CFR 576.400 (d)

Program Administration: Habitability Standards

Shelter and Housing Standards

- All standard emergency shelters and any unit assisted with funds must meet basic habitability standards
- Requirements outlined in 24 CFR 576.403
- Temporary shelters do not need to meet these requirements

Basic Habitability Standards

- Structure and materials
- Access
- Space and security
- Interior air quality
- Water Supply
- Sanitary Facilities
- Thermal environment
- Illumination and electricity
- Food preparation
- Sanitary conditions
- Fire safety

Program Administration: Habitability Standards

- Standard emergency shelters must have completed habitability standards on file
- An inspection of standards is conducted during compliance visit
- Units receiving rental assistance under Rapid Rehousing or Homelessness Prevention must have completed habitability standards in each client file
 - It is the agency's responsibility to ensure deficiencies are addressed by landlords before assistance is received

Program Administration: Equal Access Rule

- Nondiscrimination and equal opportunity
- Individuals or groups of individuals regardless of age, gender identification, sexual orientation, or marital status must be served
- Household identifying as a family at a family shelter must be served as a family
- No inquiry or “proof” related to family status, gender identification and/or sexual orientation
- Requirements outlined in 24 CFR 5.105(a)

Program Administration: Involuntary Family Separation

- Prohibition against involuntary family separation
- The age of a child under 18 must not be used as a basis for denying any family's admission to or services of an ESG-CV funded program
- Requirements outlined in 24 CFR 576.102(b)

Program Administration: VAWA Protections

- Survivors must not be denied assistance or terminated due to being a victim of domestic violence, dating violence, sexual assault, or stalking
- Protections against adverse effects of abuse
- Notification of VAWA protections to all applicants, program participants
- Emergency transfer plan must be developed
- Requirements outlined in 24 CFR 576.409

Program Administration: Other Federal Requirements

Environmental Review

- MHDC will complete the Environmental Review form prior to ESG-CV funds being disbursed
- Requirements outlined in 24 CFR Part 576.407(d)

Uniform Requirements

- Must comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR Part 200)
- Requirements outlined in 24 CFR Part 576.407(c)

Program Administration: Case Management

- Case management services should be directed towards the housing stability needs of clients and include:
 - Goal planning
 - Prioritization of client needs
 - Client progress
- Documentation of client services and how agency is addressing the needs of clients and progress towards housing must be included in client files
- Case management cannot be required to receive assistance, but it is required that the program offer services to clients and document frequent efforts of offering services

Part III

GRANT

ADMINISTRATION

Grant Administration: Documentation Overview

MHDC provides forms for agencies to utilize:

<http://www.mhdc.com/ci/CARES/ESGCV.htm>

- Required forms:
 - MHDC CI-108 – MHDC Consent form
 - CoC's HMIS consent form
- Each required documentation must be included, whether a form is provided or not

Grant Administration: Program Participant Documentation

Required documentation of...

- Initial evaluation to determine the eligibility of each individual or family's eligibility for ESG-CV program
- Ineligibility for each individual or family determined ineligible for ESG-CV program
- Re-evaluation of participant's eligibility
- Homeless status or at-risk of homelessness status
- Annual income

Grant Administration: Program Participant Documentation

Required documentation of...

- Client need for assistance
- Services and assistance provided to each program participant
- Types and amounts of services and/or assistance provided
- That the provision of services or assistance are eligible under the program component
- Compliance with termination of assistance requirement

Grant Administration: Program Participant Documentation

Required documentation of...

- Use of local coordinated entry system
- Connecting participants to mainstream and other resources for supportive services
- Case management services
- Housing plan for stability in permanent housing

Grant Administration: Program Participant Documentation

Required documentation of...

- ID for all program participants 18 and older (RRH, HP)
- Social Security Number for each program participant (RRH, HP)
- Social Security Number for all salary payments (RRH, HP)
- MHDC Consent Form CI-108

Grant Administration: Housing Standards Documentation

Required documentation of...

- Lease and rental assistance agreements for the provision of rental assistance
- Payments made to owners for the provision of rental assistance
- Rent reasonableness for all housing units
- Compliance with shelter and housing standards

Grant Administration: Supporting Financial Documentation

Supporting documentation for all costs charged to ESG-CV grant can be found in ESG-CV Desk Guide

- Street Outreach pg. 26
- Standard Emergency Shelter pg. 31
- Temporary Emergency Shelter pg. 37
- Homelessness Prevention pg. 43
- Rapid Rehousing pg. 49
- HMIS pg. 53
- Administration pg. 56

Grant Administration: Compliance

Site Visit

- MHDC will conduct at least one monitoring visit* per grant term
 - May be a scheduled or unscheduled visit
- Program and accounting staff need to be available
- Information for review must be available in hard copy
 - Client Files
 - Financial Documentation
 - Receipts, invoices, payroll, bank statements

Grant Administration: Compliance

Scheduled Visits:

- Agency will be contacted to schedule first visit
- If unavailable 3+ times for scheduling, a compliance issue will arise

Unscheduled Visits:

- Conducted based on Risk Factor Analysis
- Visit will be conducted based on information on Site Contact Form

Grant Administration: Compliance

Desk Review

- Sent by the Compliance Officer after 25% of grant is expended
- Compliance Officer will schedule review before end of grant period
 - Grant Contact
 - Executive Director
- Responsibility of agency to keep contacts updated

Grant Administration: Compliance

Desk Review

- Client File Documents*
- Shelter Operations/Admin/HMIS/Employee Salaries and Benefits
- Physical Inspection (if possible)
- Exit Interview
- Compliance Report

Compliance Resources

<http://www.mhdc.com/ci/compliance/index.htm>

Out of Compliance Process

Common Reasons for noncompliance:

1. Missing information in:

- Client files
- Financial Documentation

2. Ineligible clients assisted

3. Use of funding on ineligible expenses

- Funding is frozen until reason for non-compliance is remedied
- Agency must submit Corrective Action Plan documenting actions to remedy compliance findings
- Technical Assistance visit will be conducted if it is determined that further guidance is needed

Compliance Training:

<http://mhdc.com/ci/esg/fad/index.htm>

Grant Administration: HMIS/Comparable Database

- Data on all persons served and activities assisted under ESG-CV must be entered into HMIS/comparable database
- It is the responsibility of the grantee to ensure that all required data is compliant with HMIS Data Standards
<https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>
- Victim service provider or a legal services provider may use a comparable database

Grant Administration: Quarterly Reports

- HMIS Lead agencies will submit two CAPERs on a quarterly basis for all Non-DV agencies in their CoC.
 - Quarterly Consolidated Annual Performance Evaluation Report (QCAPER)
 - Beginning of Report Quarter – Ending of Report Quarter
 - Cumulative Consolidated Annual Performance Evaluation Report (CCAPER)
 - Project Start date – Ending of Report Quarter
- Agencies are responsible for correcting data issues and must work with HMIS Lead Agency to ensure both CAPERs are functioning properly.
- DV Agencies submit both CAPERS directly into Sage themselves

Grant Administration: Closeout

All required grant closeout documentation must be received by September 01, 2022

- Required Grant Closeout Documentation:
 - All funds expended
 - CoC Participation Form (if applicable)
 - Final QCAPER and CCAPER Reports (submitted into SAGE)

Grant Administration: Recapture

- Agency must spend at least...
 - 25 percent of grant amount by April 01, 2021
 - 50 percent of grant amount by October 01, 2021
 - 100 percent of Emergency Shelter funds by January 31, 2022
 - 80 percent of grant amount by March 31, 2022
- Otherwise, MHDC may recapture all or a portion of the ESG-CV Funds provided
- Funding left unspent at end of grant term is considered recaptured
- History of recaptured funds can impact the score of future funding applications

Part IV

FAIR HOUSING ACT

Fair Housing Act

- Your agency should determine if any local rules, regulations, ordinances, or laws exist related to fair housing and are applicable to the project.
- Your agency has an affirmative duty to comply with all local, state, and federal fair housing laws, including:
 - The Federal Fair Housing Act:
<https://www.justice.gov/crt/fair-housing-act-2>
 - The State of Missouri Human Rights statutes (RSMo § 213.040.1 et al.) <http://revisor.mo.gov/main/Home.aspx>

Fair Housing Act

Additional information regarding compliance with fair housing may be located at the following:

The Department of Housing and Urban Development

- Website: <https://portal.hud.gov/hudportal/HUD>
- Fair Housing and Equal Opportunity for All Brochure: https://portal.hud.gov/hudportal/documents/huddoc?id=FHEO_Booklet_Eng.pdf
- Fair Housing Poster: https://portal.hud.gov/hudportal/documents/huddoc?id=Fair_Housing_Poster_Eng.pdf
- Outreach Tools: https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing
- YouTube Channel*: <https://www.youtube.com/user/HUDchannel>

The Missouri Commission on Human Rights

- Website: <https://labor.mo.gov/mohumanrights>

Missouri Housing Development Commission

- Website: <http://mhdc.com/>
- Information and links are available by clicking on the Equal Housing Opportunity logo

*Please be aware that not all videos may have been posted by HUD.



Fair Housing Act

Questions regarding fair housing or your obligations may be directed to the following organizations:

- Kansas City Regional Office (HUD):
400 State Avenue, Room 200
Kansas City, KS 66101-2406
Phone: (913) 551-5462
- St. Louis Regional Office (HUD):
1222 Spruce Street, Suite 3.203
St. Louis, MO 63103-2836
Phone: (314) 418-5400
- Missouri Commission on Human Rights
3315 W. Truman Blvd., Rm 212
P.O. Box 1129
Jefferson City, MO 65102-1129
Phone: 573-751-3325
mchr@labor.mo.gov

Fair Housing Act

Although resources have been provided to assist in educating about the duty to comply with fair housing laws, it is important that you consult with your legal counsel to ensure that any project remains in compliance with fair housing laws at all times.

MHDC does not represent or warranty that the resources provided are current or accurate, only that they represent information available from other government agencies who provide education on and/or monitor compliance with fair housing laws.

At no time does MHDC certify your compliance with fair housing laws, through this presentation of information or otherwise, and MHDC assumes no responsibility or liability for your failure to comply with any fair housing law.

Contact Information

Aidan Rich

Grant Specialist

Missouri Housing Development Commission

920 Main Street, Suite 1400

Kansas City, MO 64105

(816) 759-6632

aidan.rich@mhdc.com



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MHDC ESG-CV Program Information

<http://www.mhdc.com/ci/CARES/CARES%20ACT.htm>