

ESHAP Diversion training

May 5, 2021 2-4PM

May 6, 2021 9-11AM



MaineHousing
MAINE STATE HOUSING AUTHORITY

Agenda

- Introduction
- Rapid Resolution Refresher
- Emergency Rental Assistance
- Program Eligibilities and Forms
- Financial Reporting Requirements
- HMIS Reporting
- Wrap-up



Introduction



Rapid Resolution Refresher





Housing Navigator Training



MaineHousing
MAINE STATE HOUSING AUTHORITY

Applicant eligibility

**INCOME
GUIDELINES**

**COVID-RELATED
FINANCIAL PROBLEMS
or
QUALIFYING FOR
UNEMPLOYMENT
AFTER 3/13/2020**

**TROUBLE MAKING
RENT/UTILITY
PAYMENTS
or
BEING HOMELESS**



What's covered?



HOUSING STARTUP COSTS

Application fees/security deposit
Relocation costs
3 months prospective rent



UNPAID & CURRENT UTILITY BILLS

Eligible utilities: electricity, water,
sewer, trash, heat, and internet

Households that applied to the ERA program
while housed are eligible for back rent.



Application process



Application process, cont.

Signature of Applicant *	<input type="text" value="Sign"/>
Applicant Print Name Here *	<input type="text" value="Meaghan Test"/>
Date *	Date and time will be captured on form submission
Did someone help you fill out this application? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Helper name:	Contact information of person helping you, if applicable: <input type="text"/>
Organization (if applicable):	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>



Application process, cont.



CAA staff:
pull app from system
contact the provider listed
on the application



Application process, cont.

Landlord email:



- notifies landlord which tenant applied
- provides landlord application & attestation
- requests W-9 & signed lease OR proof of ownership
- info re: process



Application process, cont.



CAA staff process information
& follow-up as needed



Application process, cont.

Once applicant is approved or denied:



Approved: landlord should get payment within 2 weeks as long as the lease is signed



Denied: the applicant may appeal.



Landlord role



- sign and return application/attestation form
- send W-9
- provide signed lease/rental agreement OR ownership proof
- send the applicant a copy of their signed application/attestation form



Hotel rentals



Up to 15 months of hotel expenses covered if the applicant:

- lost their home due to COVID
- does not have a primary residence



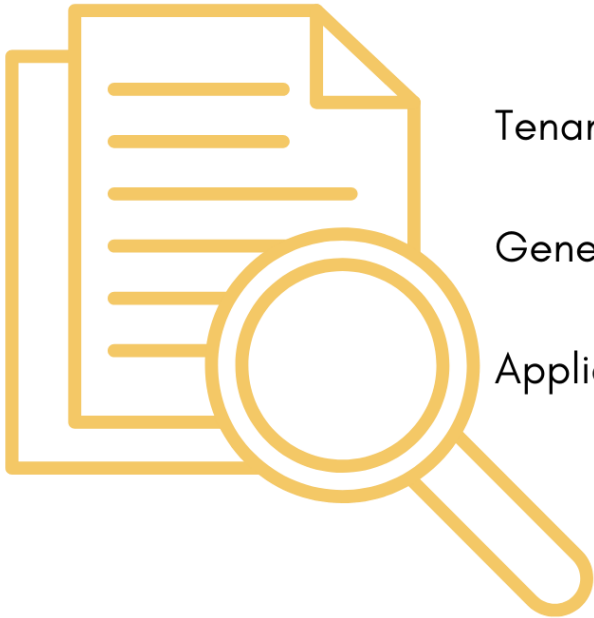
Hotel expenses



- paid monthly to the hotel management
- applicant must recertify monthly



More info



Tenant & Landlord FAQs: mainehousing.org/covidrent

General questions: call MaineHousing at 1-800-452-4668

Application-specific questions: call your CAA



Eligible Activities

- Staffing
- Client Financial Assistance
 - Rental Application Fees
 - Security Deposits
 - Last Month's Rent
 - Utility Deposits
 - Utility Payments, up to 6 months of arrears
 - Moving Costs
- Mediation
- Legal Services
- Credit Repair



Eligible Activities

Don't be afraid to ask about eligibility if the costs don't fit neatly into one of those boxes. Email Mike with any questions!

Actual photo of Mike reading through HUD regs:



Client Eligibility

- Clients/households must meet definition of “at risk of homelessness” under Definitions 2,3, or 4 of 24CFR§576.2
 - *Households who meet Definition 1, Literal Homelessness, are NOT eligible. Refer to shelter, RRH, or other program*
- Clients under Definitions 2 and 3 must be under 30% AMI to be eligible



Documentation

- Diversion packet
 - Homelessness questionnaire
 - Income questionnaire
 - Services provided form
- Homeless Status Verifications
- Income Verifications



Confirming eligibility

- If there is only a single contact with a client, the diversion packet will suffice for eligibility determination. They are self declarations by the client, and will be recorded as such
- If any follow-up work is done with the client, back up documentation for “at risk” status and income will be required.



Reporting/ Recordkeeping

- The Diversion Packets should be saved in the client file. We will also ask you to submit a copy of all Packets to esgcvprograms@mainehousing.org once per quarter, at the same time as your financial reporting
- Further records should be kept in a client file, and recorded in HMIS/Comparable



Diversion Financial Reporting

The Why:

- ✓ HUD requires quarterly data and financial reporting for all ESG-CV funds in a report called the CAPER.
- ✓ MaineHousing is responsible for submitting that report and must submit fiscal data, by expense category, the month after the quarter closes.



Diversion Financial Reporting

The What:

- ✓ Providers will need to report on total expenditures in each HUD defined category in the quarter.
- ✓ Category descriptions are included on the reporting form (*reach out to MH with questions on specific expenses*).



Diversion Financial Reporting

The How:

- ✓ Complete the Financial Reporting Form in **Excel** format
- ✓ Send the completed form to ESGCVprograms@mainehousing.org
- ✓ The reporting form is cumulative – please submit it the same way & the form will calculate for you!



Diversion Financial Reporting

The When:

- ✓ The report is due to MaineHousing no later than 15 days after the close of each quarter.
- ✓ On months where the 15th falls on a weekend, the report is due on the last business day prior to the 15th
- ✓ The final report is due on June 15, 2022

Report Due Dates:

Q2 - July 15, 2021 ● Q3 - October 15, 2021 ● Q4 - January 14, 2022

Q1 - April 15, 2022 ● Final Report - June 15, 2022



But Kelly, something doesn't add up....



Diversion Financial Reporting

- ✓ Report on your quarterly expenses to the best of your ability.
- ✓ We will not (and HUD will not) be matching these against future fiscal compliance documents/requests.
- ✓ HUD wants to get a picture of how well states are spending their ESG-CV monies and what types of activities they are spending them on.

