



# OHIO

**Balance of State  
Continuum of Care**

## **COVID-19 HMIS Project Administration**

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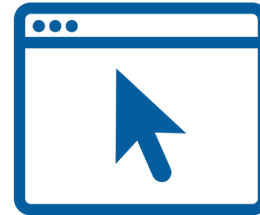
# Webinar Information



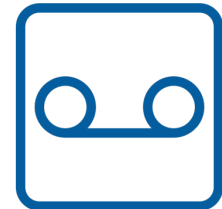
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# Agenda

- Funding Sources and Project Setup
- Activities
- New Project Setup Process

# Funding Sources and Project Setup

# Funding Sources Overview

OHFA COVID-19 Emergency Housing Assistance Program	Community Development Block Grant (CDBG) Funding	OMHAS Criminal Justice Housing Program	Emergency Solutions Grant – CARES Act (ESG-CV)
<ul style="list-style-type: none"> <li>• Homelessness Prevention and Rapid Re-housing</li> <li>• Hotel/Motel Overflow via OHFA Funds</li> <li>• Emergency Rental Assistance (ERA)</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel/Motel Overflow via CDBG</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness Prevention and Rapid Re-housing</li> <li>• Hotel/Motel Overflow via OMHAS Funds</li> <li>• Emergency Rental Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness Prevention and Rapid Re-housing</li> <li>• Emergency Shelter</li> <li>• Temporary Emergency Shelter</li> </ul>

# OHFA COVID-19 Emergency Housing Assistance Program

The COVID-19 Emergency Housing Assistance Program created and funded by the Ohio Housing Finance Agency (OHFA) makes funding available to HCRP Leads and their partners for rapid re-housing, homelessness prevention, emergency rental assistance, and, on a limited basis, for hotel/motel stays for high-risk individuals. You can find OHFA's program guidelines [here](#).

# OHFA COVID-19 Emergency Housing Assistance Program

## Homelessness Prevention and Rapid Re-housing

Households who qualify for HCRP HP or HCRP RRH, but whose expenses will be paid with the OHFA dollars will be entered into the appropriate HCRP HP or HCRP RRH project in HMIS.

Users are to enter the household into their HCRP HP or HCRP RRH project in the normal way. When entering the Service Transaction, pick the Funding Source of “OHFA” and enter the amount used for that Service.



# OHFA COVID-19 Emergency Housing Assistance Program

## Hotel/Motel Overflow via OHFA Funds

On a limited basis, projects may use OHFA funds to move at-risk households into a hotel/motel (not as part of an RRH project stay).

If you plan to utilize OHFA funds in this way and you do not have an Emergency Shelter Overflow provider, please submit a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org).

HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "OHFA" and enter the amount used for the hotel/motel unit.

# OHFA COVID-19 Emergency Housing Assistance Program

## Emergency Rental Assistance (ERA)

HCRP Leads and partners may use OHFA funding to provide emergency rental assistance (ERA) to households and individuals with income up to 50% AMI.

1. Target households could include those who experienced a decline in income or job loss stemming from COVID-19
2. Do NOT need to meet at-risk of homelessness definition. This is considered a non-homeless-dedicated project

# OHFA COVID-19 Emergency Housing Assistance Program

## Emergency Rental Assistance (ERA) (continued)

If your agency is intending to assist households with ERA dollars, then please send a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) and once it is approved, the HMIS Team will create a new provider for you.

HMIS users will enter the household into their new OHFA ERA project. Add Service Transactions to the head of household's record and select the Funding Source of "OHFA" and enter the amount used for the service.

# OHFA COVID-19 Emergency Housing Assistance Program

## Reporting

Projects who are receiving OHFA money will have to send custom reporting to OHFA at some point in the future. These workflows will give us the ability to create what we can in a reasonable way.

Once the grant is over, the HMIS Team will create custom reporting to match as closely as makes sense to what OHFA is saying they want.

# Community Development Block Grant (CDBG) Funding

In Ohio, ODSA has sub-granted CDBG funds to local communities and providers and permits those funds to be used for the following activities:

1. Motel stays to help de-concentrate shelters
2. Emergency shelter operations, staffing, and supplies.
  - a. *These activities and costs do NOT need to be captured at the client-level in HMIS*

# Community Development Block Grant (CDBG) Funding

## Hotel/Motel Overflow via CDBG

Projects may use CDBG funds to move households into a hotel/motel in order to help de-concentrate a congregate shelter or to move a medically vulnerable shelter resident into a safer hotel unit.

# Community Development Block Grant (CDBG) Funding

## Hotel/Motel Overflow via CDBG (continued)

If you plan to utilize CDBG funds in this way and you do not already have an Emergency Shelter Overflow provider, please submit a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) so an ES overflow project can be created.

HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "CDBG" and enter the amount used for the hotel/motel unit.

# OMHAS Criminal Justice Housing Program

The OMHAS Criminal Justice Housing Program created and funded by OHFA and Ohio Mental Health and Addiction Services (OMHAS) makes funding available to HCRP Leads and their partners for rapid re-housing, homelessness prevention, emergency rental assistance, and hotel/motel stays for individuals who are exiting a correctional facility or have exited a correctional facility in the last 180 days. You can find OHFA's program guidelines [here](#).



# OMHAS Criminal Justice Housing Program

## Homelessness Prevention and Rapid Re-housing (HP&RR)

Households who qualify for HCRP HP or HCRP RRH, but whose expenses will be paid with the OHFA dollars will be entered into the appropriate HCRP HP or HCRP RRH project in HMIS.

Users are to enter the household into their HCRP HP or HCRP RRH project in the normal way. When entering the Service Transaction, pick the Funding Source of “OHFA - Corrections” and enter the amount used for that Service.

# OMHAS Criminal Justice Housing Program

## Emergency Rental Assistance (ERA)

Households who qualify for ERA will be entered into the appropriate ERA project in HMIS.

Users are to enter the household into their ERA project in the normal way. When entering the Service Transaction, pick the Funding Source of “OHFA – Corrections” and enter the amount used for that Service.

If you plan to utilize OHFA funds in this way and you do not have an ERA provider, please submit a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org)

# OMHAS Criminal Justice Housing Program

## Hotel/Motel Overflow via OMHAS Funds

Projects may use OHFA/OMHAS funds to move individuals exiting a correctional facility with a quarantine order into a hotel/motel (not as part of an RRH project stay).

If you plan to utilize OHFA funds in this way and you do not have an Emergency Shelter Overflow provider, please submit a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org).

HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "OHFA - Corrections" and enter the amount used for the hotel/motel unit.

# OMHAS Criminal Justice Housing Program

## Reporting

OHFA is requiring the collection of the following data in addition to what is collected in HMIS:

1. The type of correctional facility from which the individual exited
2. The individual's exit/release date from the correctional facility

This data is not collected in HMIS and should be collected using OHFA's COVID-19 Data Reporting Form.

# Emergency Solutions Grant – CARES Act (ESG-CV)

Emergency Solutions Grant stimulus funding (ESG-CV) funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act makes funding available to ESG grantees to provide HP, RRH and Emergency Shelter assistance to households impacted by COVID-19.

# Emergency Solutions Grant – CARES Act (ESG-CV)

## Homelessness Prevention and Rapid Re-housing

There should not be any new agencies using ESG-CV funds for HP or RRH.

If your agency is assisting households with ESG-CV dollars, then please send a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) and once it is approved, the HMIS Team will create a new provider for you. A separate form should be sent for each project, HP and RRH.

HMIS users will enter the household into their new ESG-CV HP and ESG-CV RRH projects. Add Service Transactions to the head of household's record and select the Funding Source of "ESG-CV" and enter the amount used for the service.

# Emergency Solutions Grant – CARES Act (ESG-CV)

## Emergency Shelter

ESG-CV funds applied toward Emergency Shelter do not need to be tracked separately in HMIS. Use your existing ES provider and follow the regular workflow.

If you do not have an existing ES provider, then please send a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) and once it is approved, the HMIS Team will create a new provider for you. All clients being served with ESG-CV dollars must be tracked in HMIS or, if the subgrantee is a Victims Service Provider, in a comparable database.

# Emergency Solutions Grant – CARES Act (ESG-CV)

## Temporary Emergency Shelter

Temporary Emergency Shelter, which could include paying for temporary stays in hotels/motels in lieu of a congregate shelter stay, funded by ESG-CV must be tracked separately in HMIS. If your agency is assisting households with ESG-CV dollars, then please submit a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org).

HMIS users will enter the household into their new ESG-CV ES Overflow project. Add Service Transactions to the head of household's record, select the Funding Source of "ESG-CV", and enter the amount used for the service.



# Emergency Solutions Grant – CARES Act (ESG-CV)

## Reporting

ESG recipients are required to submit quarterly reports on ESG-CV funded projects. The quarterly reports include an ESG-CV CSV report generated in HMIS. ESG-CV reporting requires the HMIS Lead, rather than the subrecipient, to generate the CSV reporting on a quarterly basis.

# Activities

# Shelter and Congregate Facilities De-concentration

**Hotel/Motel Overflow (CDBG, OHFA, ESG-CV or potentially FEMA-funded)**

Any congregate facility that has been using hotel/motel units to help deconcentrate their facility to provide safe physical distancing can track these households in HMIS.

# Shelter and Congregate Facilities De-concentration

If your agency already has an Emergency Shelter Overflow project in HMIS, you can enter these households into that project and follow the normal workflow. Otherwise, please send a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) and once it is approved, the HMIS Team will create a new provider for you.

# Shelter and Congregate Facilities De-concentration

HMIS users will enter the households being housed in hotel/motel rooms following the standard shelter entry/exit workflow, then the user will record a Motel Voucher Service Transaction. Select a Funding Source of “COVID-19 De-concentration”, “CDBG”, “ESG-CV” or “OHFA” (see corresponding sections above), depending on which funding source you plan to use and enter the amount paid for the hotel/motel unit.

# Isolation/Quarantine

## Isolation/Quarantine Units

- Isolation units are for those who have tested positive for the Coronavirus and must be isolated.
- Quarantine units are for those who have been exposed to the virus, but have not yet tested positive.
- In most communities, hotel/motel units are used for I/Q purposes. It is possible that costs associated with creating and supporting I/Q units will be eligible to be reimbursed with FEMA funds.
- Providers should maintain as much documentation related to I/Q unit costs as possible, including client-level documentation that supported the need for I/Q. Providers may also be providing I/Q services using the funding sources described above.

# Isolation/Quarantine

If you plan to provide Isolation/Quarantine units and you do not already have an Emergency Shelter Overflow project in HMIS, or you are using ESG-CV to fund the project, please submit a [New Project Form](#) to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) and once it is approved, the HMIS Team will create a new provider for you.

# Isolation/Quarantine

If your agency is only providing isolation/quarantine units in your existing facility, please contact the HMIS Team to discuss options for project set-up and data entry.



# Isolation/Quarantine

HMIS users will enter households assisted in off-site Isolation/Quarantine units following the standard shelter entry/exit workflow, then the user will record a Motel Voucher Service Transaction. Select a Funding Source of “FEMA – I/Q,” “CDBG,” “ESG-CV” or “OHFA” and enter the amount paid.

# Isolation/Quarantine

If your community has established I/Q units for anyone in the community who cannot isolate or quarantine at home, not just for those experiencing homelessness, contact the HMIS and CoC teams to discuss project set-up, if you are intending to use HMIS to track client level data.

# New Project Setup Process

# New Project Form

When completing a [New Project Form](#) for a new COVID-19 related project, please complete the form using instructions for the following fields:

# New Project Form

OHFA ES Overflow and ERA <http://hmis.cohhio.org/index.php?pg=kb.page&id=204>

<b>New Project Program Type</b>	Select “Emergency Shelter” if the project is for an ES Overflow project. If the project is for Emergency Rental Assistance, leave this section blank, as these projects are not homeless dedicated and we will set it up as a Project Type of “Other”.
<b>Homeless Dedicated</b>	All three conditions are met for ES Overflow projects. None of the conditions are met if the project is an Emergency Rental Assistance project.
<b>New Project Start Date</b>	Enter a date after 4/2/2020.
<b>Bed and Unit Counts</b>	Unless your Emergency Shelter Overflow project is a single-site facility with a set number of beds, leave this section blank.
<b>Funding Source</b>	Select “Local or Other Funding Source (please specify below)” by specifying the funding source and the grant start date.

# Funding Source Additions

If you would like to make changes to a project including adding a funding source, email the CoC HelpDesk at [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org).

# Questions?

# Ohio Balance of State

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