



DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Kenneth C. Holt, Secretary

Owen McEvoy, Deputy Secretary

April 8, 2021

Emergency Housing Program & HSP FY22 Application Training



AGENDA

- 3:00 Rental Assistance Programs Overview
- 3:30 EHP & HSP Application Narratives and Budgets
- 3:50 Project Portal Application Refresher - HSP FY2022
- 4:10 Discussion/ Question & Answer

Rental Assistance Overview

Emergency Housing Program

The EHP was funded under the State RELIEF Act, which provided \$15 million in additional funding for up to 30 days of emergency housing in order to respond to the economic crisis caused by the Covid-19 pandemic. ***Funding will be advanced in June, or as soon as grant agreements are executed.***

Program Activities

- **Hotel/Motel.** Vouchers and master leases to secure hotel/motel rooms to de-congregate shelters.
- **Emergency Shelter.** Operations of the shelter, such as rent and utilities, as well as services provided by the shelter, including case management.
- **Rental Assistance.** Eligible costs include Security Deposits, Current Month's Rent and Future Rent (30 days at a time), but does not include rental arrears, utilities or case management services.
- **Admin.** Admin funding (up to 10% of award) can be used to help cover any administrative costs including financial reporting, processing rental applications, and managing data collection and reporting through an HMIS database. The Lead Agency may retain all funding requested for administrative costs, or may subgrant that funding to any agencies that are involved in carrying out those functions.

Homelessness Solutions Program

- One consolidated funding source for Federal (Emergency Solutions Grants) and state homelessness services dollars. Statutory funding restrictions are built into program design and budget.
- Program activities
 - Outreach
 - Shelter
 - PSH Case Management (cap increased to 15% of award for all grantees)
 - Rapid Rehousing
 - Homelessness Prevention
 - Homeless Management Information System (HMIS)

ESG-CV

Covid relief funds, similar in scope to ESG, funded by the CARES Act

- Program activities
 - Shelter & Outreach (60% cap lifted under Federal guidelines)
 - Rapid Rehousing (50% of state ESG-CV-2 allocation, 12 months RA)
 - 100% of RRH (or HP) funds can be spent on Services
 - Homelessness Prevention (increased to 50% AMI, restricted by CDC moratorium and state funding guidelines)
 - Homeless Management Information System (HMIS) (no funding cap)
 - COVID-19 mitigation ([see HUD update on Eligible ESG and ESG-CV Program Costs](#))
- No budget modification required to move funds between sub-activities (e.g., rental assistance to services)

Rental Assistance Programs Overview

Grant	Start date	End date	Eligible Activities	Restrictions
HSP FY22	July 1, 2021	December 31, 2022	Shelter, Outreach, RRH, HP, Admin, PSH Case Management (See HSP Policy Guide for more details)	<i>Funding caps and floors for specific eligible activities</i>
ESG CV-2*	October 1, 2020	September 30, 2022	Shelter, Outreach, RRH (Rental Assistance, Financial Assistance, Services)	HP restricted under moratorium and state funding guidelines, up to 12 months rental assistance
Emergency Housing Program	March 2021	June 30, 2022	Shelter and Hotel/Motel, Rental Assistance, Admin Checks - 30 days at a time	Rental Arrears, Utilities, Case Management Services
ERAP-1	March 2020	September 30, 2022	Rental Arrears Assistance up to 12 months Prospective Rent Assistance up to 3 months at a time Utility and Home Energy Arrears Assistance up to 12 months , Admin (up to 8% including Case Management). Total assistance per household cannot exceed 15 months.	Moratorium does not affect eligibility

Client Eligibility - Rental Assistance Programs

Grant	% AMI	COVID impact/ financial hardship	HP limited under CDC moratorium	HUD Definition Homelessness/ at-risk of homelessness (RRH/HP)
HSP FY22	30%	Not required	No (state funds), Yes (ESG-HP)	Yes
ESG CV-2*	50%	Not required	Yes	Yes
Emergency Housing Program	50%	Not required	No	No, can serve families who are doubled up or living in hotels, couch-surfing
ERAP-1	80%	COVID impact or Financial hardship required	No	No, can serve families who are doubled up or living in hotels

Recommendations for Rapid Rehousing in a Pandemic

1. Incentivize and reduce risks for landlords

- a. Increase rental assistance agreements up to 12 months for ESG-CV-2 (24 ESG-CV-1).
- b. Signing bonuses up to 2 months of rent (ESG-CV)
- c. Security deposits up to 3 months of rent (ESG-CV)
- d. Cost to repair damages incurred by program participant not covered by security deposit or incurred while program participant is staying in the unit; and (ESG-CV)
- e. Costs of extra cleaning or maintenance of a program participant's unit or appliances (ESG-CV)

2. Expect lower caseloads and greater assistance needs for clients

- a. Clients are less likely to be employed, may require longer-term assistance and additional assistance securing housing and employment.

3. Consider single-room leases

- a. Single room leases can help challenging clients build rental history, secure employment and provide a bridge to Permanent Supportive Housing or more comfortable permanent housing.

4. Look at opportunities to braid funding

- a. ESG-CV has no limit on services or HMIS, presenting an opportunity to cover case management costs for other rental assistance programs and to bring in new providers requiring an initial HMIS investment.

QUESTIONS?

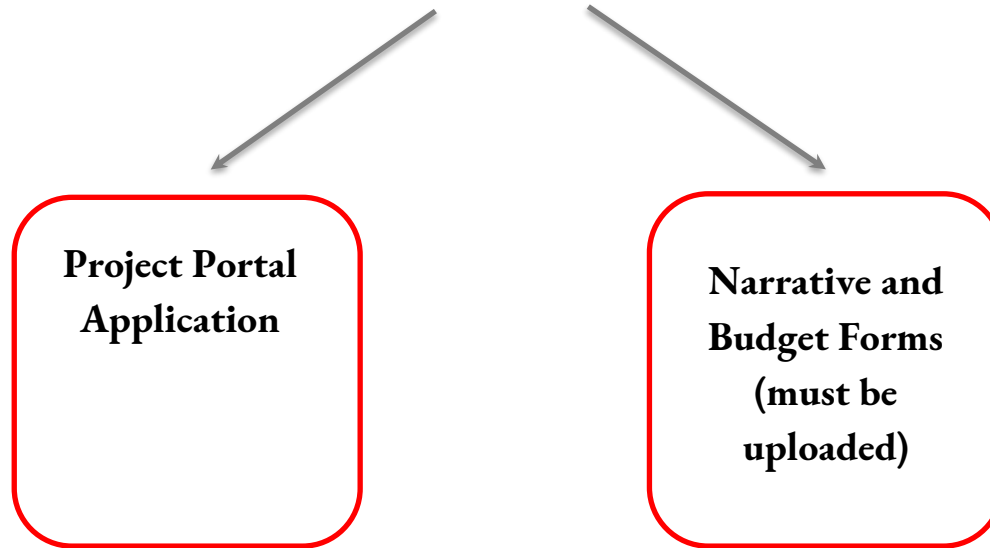
Application Process

Application Process - Emergency Housing Program

1. Allocations were made by formula, and no written application is required.
2. Completed budget, HMIS reporting and projected households served template is due May 3rd, 2021 along with your completed EHP Grant Agreement (to be mailed by Friday).
3. [See the budget application here](#)
4. Streamlined application and grant agreement are designed for expedited review and processing. *100% of funds will be advanced in June or on receipt of grant agreement.*



2 Components to Application



Application Process - Homelessness Solutions Program

1. Complete the application narrative:

<https://drive.google.com/file/d/1dVAII0QzKDYdS4o6LvOFpb00Tz40Fslj/view?usp=sharing>

- a. Section I - Program Narrative
 - i. Overall Plan - Subsections 1-6
 - ii. HSP Activities - Subsection 7-8
 - iii. Data Performance - Subsection 9
- b. Section II - Matching Funds and Grant Requirements
 - i. 25% match requirement
 - ii. Attach support documents for matching funds



HSP Application



Matching Funds



Must be used to meet HSP goals:

Reducing the number of people who become homeless

Shortening the length of time people are homeless

Reducing the number of people who return to homelessness

HSP Application



Matching Funds

- Only state source allowable: Emergency Assistance Program (EAP) and Emergency Assistance for Families with Children (EAFC)
- Only federal source allowable: Community Services Block Grant (CSBG)
- Otherwise: local / private contributions

HSP Application

- ❖ Upload documents in your Project Portal organizational profile:
 - Signature authority (Authorizing resolution, corporate resolution)
- ❖ Non-profit organizations:
 - Articles of Incorporation and Bylaws
 - Federal Tax Exemption Determination Letter
 - Certificate of Good Standing
 - List of Board of Directors
 - Agency Organizational Chart
 - Most Recent A-133 or Independent Financial Audit
 - W-9 Form

Application Process - Homelessness Solutions Program

1. Complete the application budget form:

<https://drive.google.com/file/d/1u8VeysypmevX2NFFvkS6bxF5Kfein6Ce/view?usp=sharing>

Note: CoCs will be able to make budget modifications throughout the expenditure period to change funded projects and/or activities and subactivities between project types (outreach, shelter, etc). You do not need to submit a budget modification if you are only moving funds between subactivities.

	Subgrantee 1	Subgrantee 2	Subgrantee 3	Subgrantee 4	Subgrantee 5	Subgrantee 6
Street Outreach						
Services						
Point-in-Time Count						
Point-in-Time Count						
Homeless Resource Day						
Homeless Resource Day						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Shelter						
a) Essential Services						
b) Shelter Operations						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
PSH Case Management						
PSH Case Management						
Rapid Re-Housing						

Application Process - Homelessness Solutions Program

1. Complete the persons served form

<https://drive.google.com/file/d/1u8VeysypmevX2NFFvkS6bxF5Kfein6Ce/view?usp=sharing>

[illegible]

Youth Application

The Department is planning to award \$1 million dollars in FY2022 HSP funding to providers working with unaccompanied youth and young adults experiencing homelessness or at risk of homelessness. **Youth funding is competitive, and grantees must complete a separate youth application for up to \$250,000.**

Eligible activities include:

- Street and community-based outreach and drop-in programs for youth
- Emergency shelter for youth
- Short (up to 3 months) or medium-term (up to 24 months) rental assistance for youth
- Case management for youth
- Other activities eligible for HSP that are geared specifically towards eligible youth
- Other activities serving youth who are homeless or at-risk of homelessness, pending Department approval

Youth application is virtually unchanged from 2021, but we have added a question to confirm all programs serving or planning to serve unaccompanied minors are registered with the State.



QUESTIONS?

Project Portal Refresher

Project Portal Application

The screenshot shows the Project Portal Application interface for the Maryland Department of Housing and Community Development. The header features the Maryland logo and the department name. Below the header is a navigation bar with tabs: MY HOME, MY APPLICATIONS, MY AWARDS, MY REQUESTS FOR PAYMENT, MY CERTIFICATIONS, and MY AWARD PROGRESS REPORTS. To the right of these tabs are links for My Training Materials, My Organization(s), My Profile, and Logout, along with a SHOW HELP button.

Welcome Gabrielle
Authorized Official
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Gabrielle, please choose an option below.

View Available Funding Opportunities

You have **1** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Project Portal Application

 [Back](#)

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Community Development and Services Application FY2021 for County Commissioners of Carroll County

Description:

Community Development and Services (CDS): The CDS application serves as a common template for the Department of Housing and Community Development in support of multiple Division of Neighborhood Revitalization funding programs, including:

- Community Development Block Grant (CDBG)
- Community Services Block Grant (CSBG)
- Emergency Rental Assistance Program (ERAP)
- Emergency Solutions Grant - CARES 2 (ESG-CV2)
- Homelessness Solutions Program (HSP)
- Maryland Affordable Housing Trust (MAHT)
- Maryland Housing Counseling Fund (MHCF)
- Maryland Town Manager Circuit Rider Program (CR)
- Neighborhood Housing Services (NHS)
- Operating Assistance Grant – Main Street Improvement Program (OAG-MIP)
- Operating Assistance Grant – Technical Assistance Grant Program (OAG-TAG)

Additional information about each of these programs, including application forms and guidelines, may be found on the [DHCD website](#).

Each program has separate opening and closing/deadline dates. Click on the [FY 2021 Application Schedule](#) to view these dates.


No applications will be accepted after the program's due date.

Select the "Apply Now" button below to begin an application to one of the DHCD funding programs listed above.

APPLY NOW

NOT INTERESTED


Project Portal Application

MARYLAND
Department of Housing and Community DevelopmentTest Site

[MY HOME](#) [MY APPLICATIONS](#) [MY AWARDS](#) [MY REQUESTS FOR PAYMENT](#) [MY CERTIFICATIONS](#) [MY AWARD PROGRESS REPORTS](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)


[SHOW HELP](#)

 [Back](#)









Community Development and Services Application FY2021 Menu - Forms

Please complete all required forms below.

Document Information: [HSP-2021-ETOI-00038](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Training Documents, Print Versions and Resource Links				
	DHCD ProjectPortal Training Document			
	Print Application Forms (Blank Sample)			
	Print Application Forms (for your records)			
	DHCD Website (for Program Information)			
Application Forms				
	Application Information		Grant System 3/17/2020 2:50:12 PM	Ms. EMILY BUTTON 3/17/2020 5:31:33 PM
	Application Budget			
	Application Attachments and Authorization			
	Submit or Cancel the Application			

Project Portal Application

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You are here: > [Community Development and Services Application FY2021 Menu](#) > [Forms Menu](#) > [Application Forms](#)

APPLICATION INFORMATION

APPLICANT ORGANIZATION INFORMATION

Review the applicant organization information below.

Organization Legal Name: Emily's Test Organization, Inc.

Organization Name: Emily's Test Organization

Federal ID #: 12-9876543

DUNS #:

Organization Address - Street: [REDACTED]

Organization Address - City: HYATTSVILLE State: MD Zip: 20781

Organization Address - County: Prince George's County

Organization Web Address: www.emilyssavesworld.org

Is the applicant organization information correct? * ☒ Yes ☐ No

Is the organization address listed above the same as the mailing address? * ☒ Yes ☐ No

Provide the Primary Contact information for this application. Should the Department have any questions about this application, this person will be contacted by DHCD Program Staff.

Contact Name: Prefix: * First: * MI: Last: * Suffix:

Project Portal Application

APPLICATION DETAILS

The Community Development and Services System supports multiple programs. All programs may not be open at this time and you may not be eligible for all programs. **Please Do Not Apply for a specific program unless** (1) you have previously submitted an eligible application and/or discussed eligibility requirements with program staff or (2) you have been notified by program staff that the window is open for applications.

Select the DHCD Program for this application: *

Enter a Name for this application's Program or Project:

Provide a short program/project name for this application, limited to 100 characters.

Program name

12 of 100

For Program name enter: "Agency Name - HSP SFY 22 Program Application" *

Enter a Short Description for this application's Program or Project:

Provide a short description for this application, limited to 250 characters

Program will do things.

23 of 250

"Agency Name is applying for Homelessness Solutions Program funding, which will provide services and housing to prevent and end homelessness for Maryland residents."

Program/Project Subsequent Phase?

Check the box if this application represents a subsequent Phase of a program or project, previously-funded through this same DHCD Program?

☐ Phase

Project Portal Application

APPLICATION REQUEST AMOUNTS

What type of funds are you requesting? *

☐ Capital ☒ Operating/Non-Capital ☐ Both

Capital Amount Requested:

Operating/Non-Capital Amount Requested: *

Total Amount Requested: \$100,000.00

Total Program/Project Cost: *

Leverage: \$100,000.00

PROGRAM/PROJECT ADDRESS LOCATION

Is the Program/Project Address of this application the same as the Organization Address (as listed above)? *

* If there is no site-specific address (or to be determined at a later date), answer Yes below to use your Organization Address as the primary Project/Program Address; or

* If there is a site-specific address - separate from your Organization Address - where the program/project activities will occur, answer No below and provide details; or

* If there is a prohibition on disclosing the site address, please answer "No" below and enter the word "Confidential" into the Street and City fields.

☒ Yes ☐ No

Select All the Counties served by the Program/Project: *

Hold the "Shift" or "Ctrl" keys and click the county names to select multiple.

Statewide

Allegany

Anne Arundel

Baltimore City

Baltimore

Calvert

Caroline

Carroll

Leverage equals 25% of grant award for purposes of this section

Project Portal Application

PROGRAM/PROJECT ADDRESS DESIGNATIONS

In which federal, state, or local designation(s) will this program/project activities occur? *

Check all that apply. If none of the activities will occur in any of the designations listed below, check the box for "None of the Above"

For assistance identifying program/project locations and designations, visit and enter an address using the [DHCD Neighborhood Revitalization Mapper Tool](#) website.

☐ Arts & Entertainment District
Name: *

☐ Base Realignment and Closure Zone (BRAC)
Name: *

☐ Enterprise Zone
Name: *

☐ Local Historic District
Name: *

☐ Maryland Heritage Area
Name: *

☐ Maryland Scenic Byway
Name: *

☐ National Register Historic District
Name: *

Find your National Historic District by visiting the [National Park Service](#)

☐ National Road Segment
Name: *

Project Portal Application

APPLICATION COMMUNITY NEEDS, STRATEGIES, AND OUTCOMES

In order to answer the questions below, please first review the "[CDS Application Questions, Key Terms and Definitions](#)" for guidance.

Briefly describe the Community Investment Needs that will be addressed by this program or project. *

Things

See application narrative
section 1, question 1

6 of 2000

What is your overarching Strategy to address the community need(s)? What specific Activities will be undertaken to address the need(s)? *

Stuff

See application narrative
section 1, question 3

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What specific Outputs will result from investment in this strategy and set of activities? *

Outputs

See "total served" tab in budget attachment

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Project Portal Application





What are the broader Outcomes you anticipate will result from this investment? What impact will this investment have on the community need(s) identified above? *

Outcomes

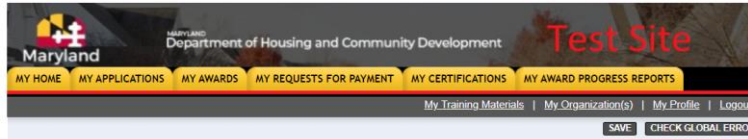
See “total served” tab in budget attachment.

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Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Application Information		System, Grant 3/17/2020 2:50:12 PM	BUTTON, Ms. EMILY 3/17/2020 5:31:33 PM
	Application Budget			
	Application Attachments and Authorization			
	Submit or Cancel the Application			

Project Portal Application



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APPLICATION BUDGET

Instructions:

- Please complete this page, then click **Save** button.
- Required fields are marked with an *.

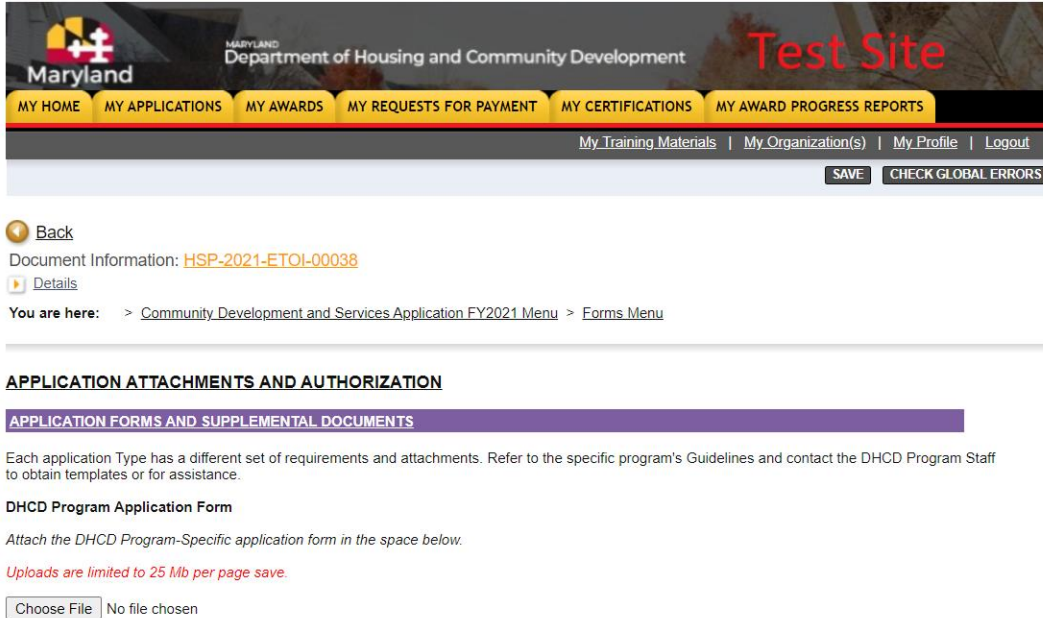
APPLICATION PROGRAM/PROJECT BUDGET TABLE

Instructions: Complete program/project budget indicating activity by line item and source of funding.

Capital Amount Requested: \$0
Operating/Non-Capital Amount Requested: \$100,000.00
Total Amount Requested: \$100,000.00
Total Program/Project Cost: \$200,000.00

Activity/Use of Funds	Requested Amount(s)		Additional Source(s) of Funds			Totals By Activity/ Use of Funds
	Capital Amount	Operating/Non-Capital Amount	Applicant Amount	Other Source Amount	Name of Other Sources	

Project Portal Application



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APPLICATION ATTACHMENTS AND AUTHORIZATION

APPLICATION FORMS AND SUPPLEMENTAL DOCUMENTS

Each application Type has a different set of requirements and attachments. Refer to the specific program's Guidelines and contact the DHCD Program Staff to obtain templates or for assistance.

DHCD Program Application Form

Attach the DHCD Program-Specific application form in the space below.

Uploads are limited to 25 Mb per page save.

No file chosen

Project Portal Application

APPLICATION ATTACHMENTS AND AUTHORIZATION

APPLICATION FORMS AND SUPPLEMENTAL DOCUMENTS

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DHCD Program Application Form

Attach the DHCD Program-Specific application form in the space below.

Uploads are limited to 25 Mb per page save.

No file chosen

DHCD Program Application Supplemental Forms

Attach all supplemental application materials, select the attachment category, and provide a brief description for each attachment, as required. Click "Save" and additional rows will appear.

Refer to the DHCD Program Guidelines, checklists, and website for more information, or contact the DHCD Program Staff for assistance.

Reminder: Some of the required organizational documents (Articles of Incorporation, IRS Determination, Board List, etc.) are stored on your Organization Profile/Organization Uploads page and should be maintained at that location.

Uploads are limited to 25 Mb per page save.

<u>File Attachment/Upload</u>	<u>Attachment Category</u>	<u>File Description</u>
<input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>

ADDITIONAL SUPPORTING DOCUMENTS

Attach any additional or supporting documents below and provide a brief, identifying file description for each attachment. Additional rows will appear after saving.

Uploads are limited to 25 Mb per page save.

<u>File Attachment/Upload</u>	<u>File Description</u>
<input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>

Project Portal Application

Project Portal Application

#1

SAVE CHECK GLOBAL ERRORS

Attach any additional or supporting documents below and provide a brief, identifying file description for each attachment. Additional rows will appear after saving.

Uploads are limited to 25 Mb per page save.

File Attachment/Upload	File Description
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>

APPLICATION AUTHORIZATION

Review the application pages to make sure all required questions have been answered and required documents attached; and then enter your name and title. Click "Save" prior to submitting the application.

On the following page, click the "Submit Application."

Authorizing Signature Name:

Authorizing Signature Title:

Reminder: Click the Save button before clicking the Submit button below.

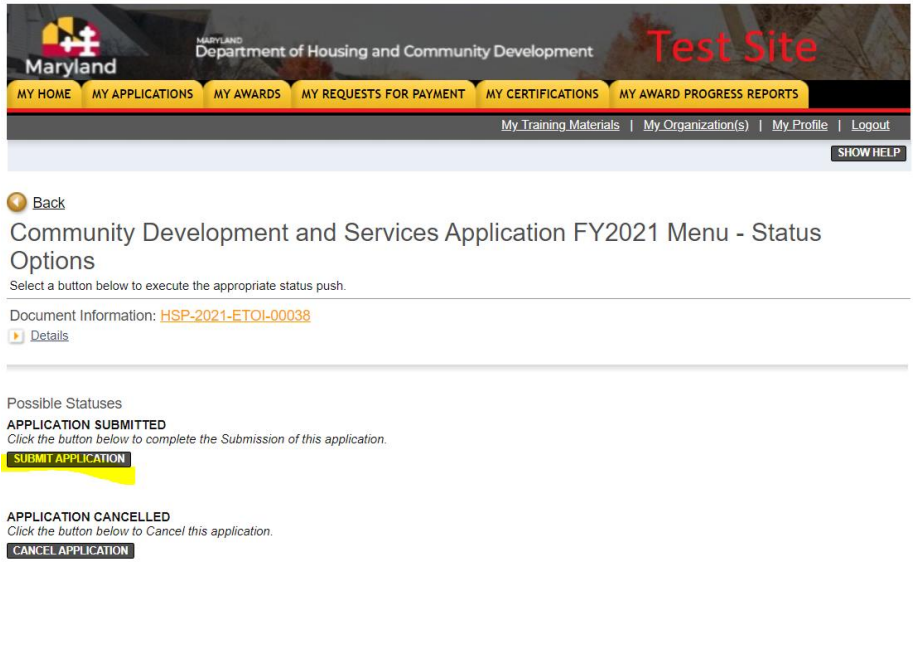
CLICK HERE TO SUBMIT OR CANCEL THIS APPLICATION

#2

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Application Information		System, Grant	BUTTON, Ms. EMILY
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Community Development and Services Application FY2021 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [HSP-2021-ETOL-00038](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED
Click the button below to complete the Submission of this application.

SUBMIT APPLICATION

APPLICATION CANCELLED
Click the button below to Cancel this application.

CANCEL APPLICATION

APPLICATION PROCESS AND REQUIREMENTS

Grant	Grant Start/End	Application deadline	Application process	Award / Grant agreement
EHP	May 1, 2021- June 30, 2022	May 3, 2021	Submitted to PM <ul style="list-style-type: none"> Budget template Grant agreement 	Pre-allocated, grant agreement executed on receipt
HSP FY22	July 1, 2021 - Dec. 31, 2022	May 17, 2021	Project Portal & uploads <ul style="list-style-type: none"> Narrative Budget Youth application Non-profit documentation 	Estimated level-funding pending threshold review, competitive youth application. Award letters and grant agreements to follow
ESG-CV-2	October 1, 2020 - September 30, 2022	April 1, 2021	Submitted to PM <ul style="list-style-type: none"> Narrative Budget Grant agreement 	Agreements received and under review

Monitoring update

- Monitoring deadline extended to **April 15th, 2021**
- Monitoring plans should include the following:
 - Risk assessments attached for all subgrantees
 - Analysis explaining selection of subgrantees for monitoring
 - Proposed monitoring schedule

QUESTIONS?