Emergency & Transitional Housing Program - Fall 2020

INFORMATIONAL SESSION
DECEMBER 1, 2020
Emergency and Transitional Housing

- Pilot Program (December 2019)
  - Spring and Fall Application Cycle

- Provide limited short-term funds for housing
  - Emergency Housing: Up to 2 weeks
  - Transitional Housing: Up to 6 months

- Eligible participants: People under P&P supervision who are facing homelessness

- Housing providers apply to be included on an ETH Approved Provider List

- Probation & Parole can refer their clients to available ETH housing
ETH Program – To Date

- Program began in December 2019
- 20 Approved ETH Providers
- 9 Parishes
- As of September 30th, 2020:
  - 178 ETH participants
  - Spent over $260,000 for transitional housing
  - Funded 13,908 bed days
ETH Fall 2020 Application Cycle

• ETH Fall 2020 application for housing providers is now open

• Program guidelines and application were published online, as of November 13th, 2020
  • Updated on 11/23/20

• ETH providers who applied in December 2019; will need to reapply.
  • An email was sent to those providers

• ETH Application Deadline- December 18th at 4:30 pm (Central Time)
  • Applications emailed to jriprograms@la.gov
  • Rolling Deadline- Reviewed/ Approved as they are submitted.
Fall 2020 Application Round

Applicants must (page 2):

◦ Be in good standing with La. Sec. of State
◦ A registered vendor on LaGov
◦ Submit a completed Vendor Profile Form with application (See Appendix A)
◦ Submit a signed IRS Form W-9
◦ Must be currently operational as an emergency and/or transitional housing facility; properly zoned as such or similar designation.
◦ Submit IRS 501(c)3 designation (be a non-profit)
◦ Submit a copy of all house polices, rules and procedures
◦ Submit a notarized Vendor’s Published Price Affidavit

*Bold- New for Fall 2020
Changes with Fall 2020 Application Round

ETH Program Revisions (page 3)

- Participants **may not** be required to work as a payment for housing during the period enrolled in the ETH Program
- ETH Providers shall not require residents to turn over their SNAP benefits for household use
- Participants must sign an Participant Acknowledgement form upon enrollment into ETH Program
  - Explanation of compensation made on their behalf
  - Any Resident responsibility for housing/housing costs beyond the ETH period
  - Explanation of what the ETH funds do and don’t cover
Changes with Fall 2020 Application Round

Daily per diem increase from $19.54 to $20.84 (room and board)

Opportunity for up to $26.10 per day (additional form is required)

- Reasonable and necessary to aid ETH participants in finding and securing long term housing
- Operating expenses for the facility is higher than the max per diem; therefore accepting individuals would be detrimental to the operation of the transitional housing facility
- Approval is not guaranteed
- Still cannot go over the $5,000 cap
Changes with Fall 2020 Application Round

**P&P Reporting Fee**

- Extra $1.00 per person per day
- Still can’t go over the $5,000 per month

**Calculating the Overall Per Day Per Participant Amount:**

- Approved Daily Per Diem: $20.84 per participant per day
- P&P Reporting Fee: $1.00 per participant per day

*Total Per Day Amount for Invoicing:* $20.84 + $1.00 = $21.84 per participant per day

**Calculating Total Invoice Amount for March**

- 7 people * 31 days = 217 bed days
- 217 bed days * $21.84 per day = $4,739.28

*Total Invoice Amount for March:* $4,739.28
Fall 2020 Application Components
Fall 2020 Submissions

• The following constitutes a complete application (Checklist on page 11):
  • A complete Emergency & Transitional Housing Application (Appendix B)
  • Proof of ownership of the housing facility
  • Copy of housing policies, rules and regulations
  • Copy of a signed IRS Form W-9
  • Completed Vendor Profile Form (from the LaGov Vendor Portal)
  • A notarized Vendor’s Published Price Affidavit: (Appendix D)
  • Proof of non-profit status (i.e. IRS 501(c)3 designation)
  • If applicable, Request for Additional Per Diem Funding form and required budgetary documentation

• ETH Application Deadline- December 18th at 4:30 pm (Central Time)
  • Applications emailed to jrip@la.gov
  • Rolling Deadline- Reviewed/ Approved as they are submitted.
Use the Checklist!

Emergency & Transitional Housing Application Checklist
Submit all the following documents to iricprograms@la.gov with the subject line “Fall 2020 - ETH Program - [Organization Name]” by December 18th, 2020 at 4:30 pm (CT).

☐ Completed Emergency & Transitional Housing Application (Appendix B)
☐ Proof of ownership of each housing facility (e.g. copy of lease agreement in the organization’s name, tax assessor record, etc.)
☐ Copy of your housing policies, rules and regulations
☐ Copy of a signed IRS Form W-9
☐ Completed Vendor Profile Form from the LaGov Vendor Portal, updated within that last twelve months
☐ A notarized Vendor’s Published Price Affidavit
  - A blank affidavit can be found in Appendix D of the Program Guidelines and Application
☐ Proof of non-profit status (i.e. IRS 501(c)(3) designation)
☐ If applicable, a Request for Additional Per Diem Funding (Appendix C) and the suggested budgetary documentation
1. A complete ETH Application

The Emergency & Transitional Housing Application can be found in Appendix B of Program Guidelines.

- Asks for important information (referral contact, required fees, daily per diem requested etc.).

- Please complete all questions.

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### Appendix B: Emergency & Transitional Housing Application

**Organization Contact Information**

- Organization Name:
- Legal Name (if different):
- Office Number:
- Address:
- City:
- State: Zip:
- Federal Tax ID:
- Vendor Subtitle #:

**Authorized Contact Person (person who can sign on behalf of the organization):**

- Name:
- Email Address:
- Title:
- Phone Number:

**Housing Contact Person (person to be listed on referral list, if application is approved):**

- Name:
- Email Address:
- Title:
- Phone Number:
2. Proof of ownership of housing facility

Please provide proof of ownership for each housing facility.

- A copy of a lease agreement in the organization’s name

- Or, a copy of a tax assessor record

- If you have another form of proof of ownership, please contact the JRI Office.
3. Housing Polices, Rules, Regulations

Submit a copy of each facility’s housing polices, rules and regulations. (May also be

- This can include participant expectations, fines or fees owed, safety requirements, house rules,

- This is likely the information that you provide to participants upon intake at the facility (e.g. a Resident’s Manual)
4. IRS W-9 Form - Signed

Submit a recently signed IRS W-9 form

- This form can be found online at the IRS website.
- Make sure that you sign and date the form.
- Make sure you complete the appropriate “federal tax classification.”
  - For nonprofits, you will likely select “Other” and include a note that you are a nonprofit under 501c3.
5. Completed Vendor Profile Form

You must submit a completed vendor profile form:

◦ The Form has to be updated within the past twelve months.

◦ Information about completing the vendor profile form can be found in Appendix A of the ETH Application.

◦ You must be registered as a vendor with the State of Louisiana in order to be eligible for ETH reimbursement.
6. A notarized Vendor Published Price Affidavit

You must submit a copy of the notarized Vendor Published Price Affidavit

- Located in Appendix D of the ETH Application
- Complete 1 affidavit per published price
  - If you have 2 facilities that have 2 different published prices, please submit 2 affidavits.
- Please submit a copy of the affidavit, and keep the original for your records.
- You must this form.
7. Proof of nonprofit designation

You must submit proof of your nonprofit status

- A copy of your IRS 501(c)3 designation
8. If Applicable, Request for Additional Per Diem Amount

If your published price is above the $20.84 per participant per day amount, you may request additional per diem funding.

- See Appendix C of the ETH Application
- You must submit additional budgetary information

Appendix C: Request for Additional Per Diem Amount

We understand that the ETH per diem may not cover all recurring costs for housing an ETH participant. If your vendor published price is above the daily ETH per diem rate, you may request for additional per diem amount for transitional housing using the form below.

Additional Per Diem Requests will be reviewed and may be approved based on at least one of the following criteria:

- The requested per diem amount is reasonable and necessary to aid ETH participants in finding and securing long term housing. This would include employing additional staff to assist participants in identifying and applying for rental units or long term housing programs.

- Operating expenses for the facility (i.e. rent, utilities, essential staff) is higher than the maximum per diem ($20.84 per participant per day). Therefore, accepting individuals into the ETH program at the allocated per diem rate would be detrimental to the operation of the transitional housing facility.

We cannot guarantee that a request for additional per diem will be granted.

Regardless of per diem rate, maximum compensation allowed per housing provider is $5,000 per month. A provider cannot invoice OHS&R for more than $5,000.00 in any given month, regardless of the per diem rate, or the number of locations or facilities. Therefore, by requesting a higher per diem amount per participant, you may be limiting the number of ETH participants and the number of bed days that you can accommodate for ETH reimbursement each month.

In order to be considered for an additional per diem amount, you must submit supporting documentation that details the operational costs of your facility and how illustrates the need for the additional per diem amount (e.g. operational budget, funding sources etc.). You must attach the documentation to your ETH Application.

Additional Per Diem Funding Request

I am requesting the following per diem amount for transitional housing:

<table>
<thead>
<tr>
<th>Per Diem (No More than $20.10)</th>
<th></th>
<th>per participant per day</th>
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Fall 2020 Submission

• ETH Application Deadline- December 18th at 4:30 pm (Central Time)
  • Applications emailed to jriprograms@la.gov
  • Rolling Deadline- Reviewed/ Approved as they are submitted.
ETH Application Review Process

Submission to JRI Office
• Application reviewed for completeness

Under Review
• JRI Office reviews application and confirms with P&P suitability.
• If incomplete, will contact provider for missing information.

Approved
• Provider is added to the ETH Approved Provider list available to P&P
ETH Participant Referral Process

- ETH Provider is Approved.
- 2 ways to receive participant referrals
  - Direct Referrals
  - Indirect Referrals
Direct Referral and Invoicing Process

Direct Referral Process

1. **P&P Agent contacts ETH provider**
2. **P&P Agent “Refers” the participant**
3. **ETH participant is approved to stay up to 6 mos or the end of supervision date (whichever is sooner)**
4. **Provider submits invoice by the 10th of the following month**

**Invoice submission includes:**

- Invoice template (signed)
- Participant Acknowledgement Form (new participants only)
Indirect Referral and Invoicing Process

**Indirect Referral Process**

1. Someone other than P&P Agent contacts ETH provider (e.g. the participant, family member, DOC Facility)
2. ETH provider contacts P&P Agent for indirect referral approval
   - Must receive written confirmation of approval prior to accepting the stay (via email)
3. ETH participant is approved to stay up to 6 mos or the end of supervision date (whichever is sooner)
4. Provider submits invoice by the 10th of the following month

**Invoice submission includes:**

- Invoice template (signed)
- Indirect referral confirmation email
- Participant Acknowledgement Form (new participants only)
Questions?
Thank you for attending!