

# Emergency & Transitional Housing Program- Fall 2020

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INFORMATIONAL SESSION

DECEMBER 1, 2020



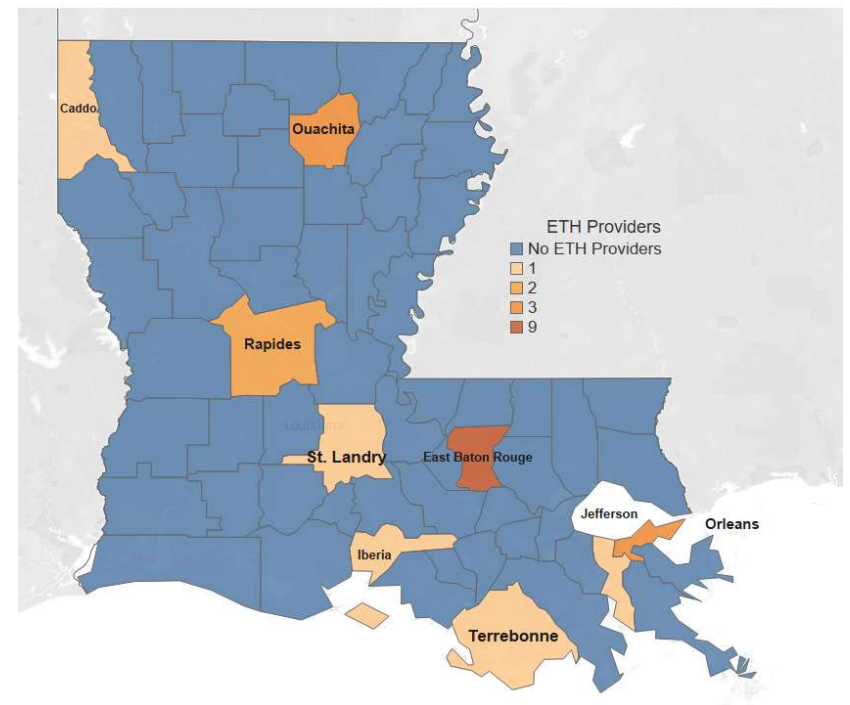
# Emergency and Transitional Housing

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- 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

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- ETH Fall 2020 application for housing providers is now open
- Program guidelines and application were published online, as of November 13<sup>th</sup>, 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 18<sup>th</sup> at 4:30 pm** (Central Time)
  - Applications emailed to [jriprograms@la.gov](mailto:jriprograms@la.gov)
  - Rolling Deadline- Reviewed/ Approved as they are submitted.

# Fall 2020 Application Round

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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

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## 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 a 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

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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

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## 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

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# Fall 2020 Submissions

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- 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 18<sup>th</sup> at 4:30 pm (Central Time)**
  - Applications emailed to [jriprograms@la.gov](mailto:jriprograms@la.gov)
  - Rolling Deadline- Reviewed/ Approved as they are submitted.

# Use the Checklist!

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## Emergency & Transitional Housing Application Checklist

Submit all the following documents to [jriiprograms@la.gov](mailto:jriiprograms@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,<sup>5</sup> 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

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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.

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 Supplier #:			
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

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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.

State of \_\_\_\_\_ Rev. 133C5EE

**RESIDENTIAL RENTAL  
LEASE AGREEMENT**

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This Lease Agreement (this "Agreement") is made as of this \_\_\_\_\_, by and between \_\_\_\_\_ ("Landlord") and \_\_\_\_\_ ("Tenant"). Each Landlord and Tenant may be referred to individually as a "Party" and collectively as the "Parties."

**1. Premises.** The premises leased is \_\_\_\_\_ located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_ (the "Premises").

# 3. Housing Polices, Rules, Regulations

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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)

***PROVIDER***  
**Policy & Procedure**  
**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.

The image shows a screenshot of the IRS Form W-9, titled "Request for Taxpayer Identification Number and Certification". The form is dated December 2014 and is issued by the Department of the Treasury, Internal Revenue Service. It includes a header with the form number "W-9" and a note to "Give Form to the requester. Do not send to the IRS." The form is divided into several sections: 1. Name (as shown on your income tax return), 2. Business name/disregarded entity name, 3. Federal tax classification (with checkboxes for Individual/sole proprietor, C Corporation, S Corporation, Partnership, Trust/estate, and Limited liability company), 4. Exemptions (with checkboxes for Exempt payee code and Exemption from FATCA reporting code), 5. Address (number, street, and apt. or suite no.), 6. City, state, and ZIP code, 7. List account number(s) here (optional). Below these sections is "Part I Taxpayer Identification Number (TIN)", which includes instructions on how to enter the TIN and a field for the Social Security Number (SSN) with a grid for digits and dashes. The form is marked with "Print or type" and "See Specific Instructions on page 2." on the left side.

# 5. Completed Vendor Profile Form

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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



Vendor Profile Data

Company Data

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# 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.

Emergency and Transitional Housing Program  
Vendor's Published Price Affidavit



Parish of \_\_\_\_\_  
STATE OF LOUISIANA

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in this state and parish, personally appeared \_\_\_\_\_, who after being duly sworn, stated under oath that:

1. He/She is authorized to apply for the Emergency and Transitional Housing (ETH) program on behalf of:

\_\_\_\_\_  
(Organization Name)

2. Attested that the published price for room and board at this facility for one (1) resident is

\$ \_\_\_\_\_ per  Day  Week  Month (check one)

*A published price is the amount charged of each resident for room and board. Other fees or deposits can be disclosed on the ETH Application.*

3. He/She understands the per diem amount allowed for the ETH program shall not be higher than the applicant's published price.

\_\_\_\_\_  
(Signature of Affiant)

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_  
Louisiana.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

# 7. Proof of nonprofit designation

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You must submit proof of your nonprofit status

- A copy of your IRS 501(c)3 designation

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

OCT 03 2003

Date:

INTRAFAMILY INTERNATIONAL INC  
C/O MICHAEL R ASSEL  
PO BOX 21917  
GREENWOOD, NC 27420

Employer Identification Number:  
SS-0828446  
DLN:  
17083260054013  
Contact Person:  
DALE T SCHABER ID# 31179  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Form 990 Required:  
Yes  
Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

# 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 incurring 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 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 DPS&C 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/or 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:

Per Diem (No More than \$26.10) \$ \_\_\_\_\_ per participant per day

# Fall 2020 Submission

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- ETH Application Deadline- **December 18<sup>th</sup> at 4:30 pm** (Central Time)
  - Applications emailed to [jriprograms@la.gov](mailto:jriprograms@la.gov)
  - Rolling Deadline- Reviewed/ Approved as they are submitted.


# ETH Application Review Process

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## Submission to JRI Office

- Application reviewed for completeness
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## Under Review

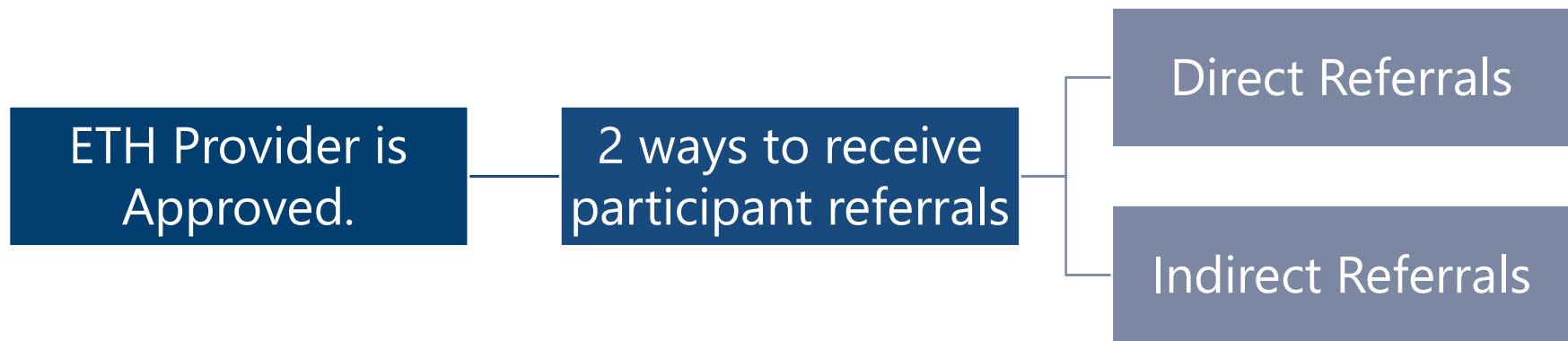
- JRI Office reviews application and confirms with P&P suitability.
  - If incomplete, will contact provider for missing information.
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## Approved

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

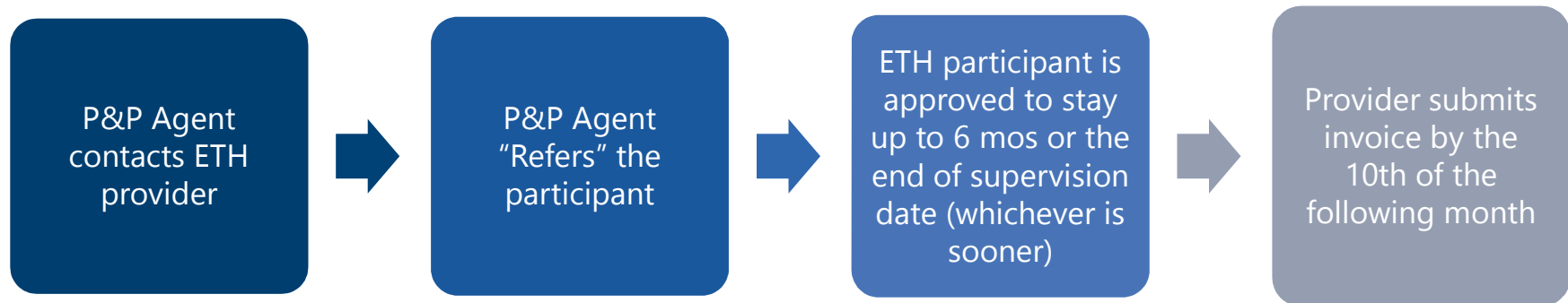
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# Direct Referral and Invoicing Process

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## Direct Referral Process



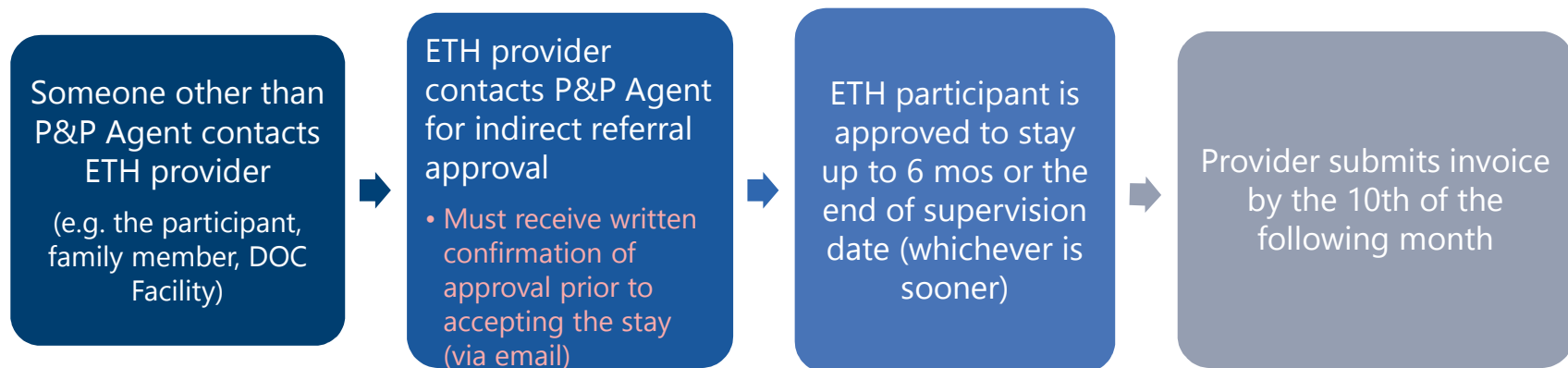
### Invoice submission includes:

- ✓ Invoice template (signed)
- ✓ Participant Acknowledgement Form (new participants only)

# Indirect Referral and Invoicing Process

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## Indirect Referral Process



### Invoice submission includes:

- ✓ Invoice template (signed)
- ✓ Indirect referral confirmation email
- ✓ Participant Acknowledgement Form (new participants only)



# Questions?

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Thank you for attending!