



## STAFF REPORT

**Report To:** Board of Supervisors **Meeting Date:** January 21, 2021

**Staff Contact:** Nicki Aaker (naaker@carson.org)

**Agenda Title:** For Possible Action: Discussion and possible action regarding ratification of the submission of a grant application to the Nevada Housing Division of the Department of Business and Industry, requesting \$195,131 from the Emergency Solutions Grant – COVID program. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Carson City Department of Health and Human Services ("CCHHS") submitted a grant application due to a short application window. Funds are for an 18-month period with a total amount of \$195,131. Funds from this grant would be used to continue: (1) providing shelter for homeless individuals testing positive for COVID-19 during the isolation period to protect others from contracting the disease; and (2) paying rent for three portable restrooms, along with extra cleanings. These portables were placed strategically in Carson City where homeless individuals gather since public restrooms are not available and park restrooms were required to be closed. In addition, this grant will be able to provide assistance to individuals/families that will be unable to pay rent when the eviction moratorium imposed by the Governor is lifted which will help prevent further homelessness.

**Agenda Action:** Formal Action / Motion **Time Requested:** 10 minutes

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### **Proposed Motion**

I move to ratify submission of the grant application.

### **Board's Strategic Goal**

Quality of Life

### **Previous Action**

CCHHS is currently receiving and has previously received the Emergency Solutions Grant from the Nevada Housing Division for homelessness prevention and rapid rehousing. These grants have been received since 2012.

### **Background/Issues & Analysis**

The City's grant policy requires any grant applications over \$50,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff. However, the application was due 12/24/2020 and there was not time to bring the request to the Board prior to submittal. CCHHS is the coordinated entry agency for Carson City and collaborated with other social services agencies prior to the pandemic to assist individuals in need who could follow the guidelines set forth by the specific program. CCHHS has 8 years of experience using Community Management Information System (CMIS), the database used to collect data for this grant. During the pandemic, CCHHS has continued to collaborate with social services agencies to assist Carson City residents that are COVID-19 positive with needs during quarantine or isolation using CARES Act funding to pay

for sheltering positive homeless individuals and the portable restrooms. This grant will allow us to continue to provide these services.

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 354.598005(3)

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** Grant Fund 2756574-501225 - ESG COVID - Grant Number to be determined if approved and awarded.

**Is it currently budgeted?** No

**Explanation of Fiscal Impact:** The amount in which CCHHS applied is not budgeted. No fiscal match is required and no additional full-time staff will be hired.

Not applying for the grant would lead to a decrease in the current delivery of services provided during this pandemic which were previously paid by the Carson City CARES Act grant, including the sheltering of homeless individuals testing positive for COVID-19 and providing portable restroom facilities for the homeless.

**Alternatives**

Do not ratify submission of grant application for the Emergency Solutions Grant - COVID grant. Not applying would lead to a decrease in the current delivery of services up to and including service termination.

**Attachments:**

[ESG-CV Application.pdf](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)

Admin user has an error in question section titles. Needs a ~ character.



Nevada Housing Division  
Nevada Housing Division  
**ESG-CV**  
Deadline: 12/24/2020

### Carson City Health and Human Services

Jump to: [Pre-Application](#) [Application Questions](#) [Budget](#) [Tables](#) [Documents](#)

**\$ 195,131.00** Requested

**Project Contact**

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**Additional Contacts**

*none entered*

**Carson City Health and Human Services**

900 E. Long Street  
Carson City, NV 89706

**Carson City Mayor**

Lori Bagwell  
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Telephone 775-887-2110  
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Web [gethealthycarsoncity.org](http://gethealthycarsoncity.org)  
DUNS 073787152  
SAM  
Expires 8/28/2019

### Pre-Application [top](#)

**1. Applicant Corporate Status**

*Proof of nonprofit status, as registered with the Nevada Secretary of State or a tax-exemption letter from the Nevada Department of Taxation and a copy of a current non-profit designation from the IRS.*

- Private Non-Profit 501(c) (3)
- Local Government
- Tribal Government
- Public Housing Authority
- None of the above- Not Eligible

**2. Please enter the requested funding amount for each activity you are requesting funds for Program Year 2020 (SFY21).**

*Format reply i.e. \$50,000. All fields must have an entry, if not requesting funds, enter 0. Totals must match Budget in application.*

9855	Street Outreach
0	Emergency Shelter
165520	Homeless Prevention
0	Rapid Rehousing
7000	HMIS
12756	ADMIN (7% or less of total request)
195,131.00	<b>TOTAL</b>

**3. Please enter the estimated number of unduplicated beneficiaries for each activity funded.**

<input type="text" value="100"/>	Street Outreach
<input type="text" value="0"/>	Emergency Shelter
<input type="text" value="140"/>	Homeless Prevention
<input type="text" value="0"/>	Rapid Re-Housing
<input type="text" value="240.00"/>	<b>TOTAL</b>

**4. Program Jurisdiction. Please specify all cities and counties your ESG program will serve.**

Carson City, Nevada

**5. Do you have a State of Nevada Business License? If this information was provided in the previous 2020 ESG application, attachment is not required.**

*Attachment A: State of Nevada Business License, if your agency is exempt please upload a letter indicating the exemption.*

- Yes
- No
- This information was provided in the 2020 ESG application

**6. Are you a registered vendor with the State of Nevada? You must have a vendor registration prior to funding. If this information was provided in 2020 application, attachment is not required.**

*Attachment B: Notice from Controller confirming Vendor Registration. To register as a vendor for the state of Nevada please visit <http://controller.nv.gov/VendorDB/About/Forms/>*

- Yes/Pending
- No
- Yes, this information was provided in the 2020 ESG application

**7. Does your agency currently receive ESG funding from NHD?**

- Yes
- No
- other:

**Documents Requested \***

Required? **Attached Documents \***

Attachment A (New Applicants Required): State of Nevada Business License or a Letter Indicating Exemption

Attachment B (New Applicants Required) Vendor Registration Confirmation. Applicants who are registered vendors: Please provide a statement on agency letterhead confirming vendor status.

Attachment C (New Applicants required): Proof of non-profit status from Nevada Secretary of State or a tax-exemption letter from the Nevada Department of Taxation and a copy of a current non-profit designation from the IRS.

**Application Questions** [top](#)

**1. Select the activities in which you are requesting funds. Select all that apply.**

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid-Rehousing
- HMIS
- Administrative

**2. Describe in detail the mission of the applicant organization and how homelessness programs fit within that mission.**

*If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

Carson City Human Services Mission is: To protect and improve the quality of life for our Community through disease prevention, educations and support services. Carson City Human Services addresses the quality of life needs for low-income and at risk families. To improve on those needs involves housing for the homeless or maintain housing for those at risk of becoming homeless. The agency completes this objective through case management that prioritizes housing first; addressing employment and education, and supportive services i.e. Food Stamps, Medicaid, and Social Security Disability, focusing on the ultimate goal-long term stabilization. In addition to housing CCHHS manages a workforce program assisting applicants with removing barriers that prevent employment. CCHHS also works with jail diversion programs by assessing and re-housing participants in order to comply with sobriety and mental health needs.

CCHHS is the lead agency in COVID 19 response. The includes response to the general public as well and the health and safety of the homeless population. Counties are required to have a plan in place on housing those individuals who need to quarantine and do not have a place to quarantine.

**3. Provide verified current and overall number of COVID-19 cases in your service area. Positive cases, deaths and demographics of those infected (age/sex/race). Please provide citation of data in response.**

As of 12/23/2020 Carson City reports a total of 4,673 cases; 2,566 active cases; 2,061 recovered cases; and 46 deaths. Total population is 56,546; 8% of the population of Carson City has tested positive for COVID19.

18 deaths have been males over the age of 70 yrs old, followed by 9 males between 60 and 69 yrs old and two between 50 and 59 yrs old. Females deaths 13 over the age of 70 yrs old, followed by 2 between 60 and 69 yrs old and two between 40 and 59 yrs old.

In positive cases between ages 0 to 19 there were 207 males; 181 females; and 9 genders unknown. Between ages 20 to 29 there were 385 males; 280 females and 40 genders unknown. Between ages 30 to 39 there were 542 males; 241 females; and 75 genders unknown. Between ages 40 to 49 there were 401 males; 218 females and 74 genders unknown . Between ages 50 to 59 there were 437 males; 207 females and 40 genders unknown. Between ages 60 to 69 there were 283 males; 165 females and 40 genders unknown. For over 70 years old there were 215 males; 161 females and 10 genders unknown. Ages for 57 males and 63 females is unknown and a total of 342 did not identify age or gender.

Races were not reported.

(Carson City Health District, <https://gethealthycarsoncity.org/carson-city-covid-19-data/>)

**4. Describe the current economic impact COVID-19 has had on your service area. Include unemployment data, business closures and any other impacts that support the funding of programs and/or services identified.**

In February to April 2020 279,000 jobs were lost in Nevada. Within the following 5 months, only 164,000 jobs were recovered. The Leisure and Hospitality sector showed job loss of 14.0% from February to September with the sectors of Information at 13.5% loss and Professional and Business Services at 12.2% loss.

In January 2020, mortgage defaults were under 20,000 in the State of Nevada, in February 2020 it reached nearly 45,000 in Nevada.

In Carson City, the unemployment rate went from 4.1% in February 2020 to 21.1% in April 2020. By October 2020 the unemployment rate recovered to 6.6%.

The Federal government responded with CARES Act; Families First Coronavirus Response Act; Paycheck Protection Program; and the Coronavirus Preparedness and Response Supplemental Appropriation Act. The CARES Act increased personal incomes in Nevada by 15.6% (+\$24.5 billion from Q2 2019).

In October 2020, the spending funds Nevadans used: Regular Income at 26.3%; Credit Cards at 15.0%; Savings at 14.9%; Stimulus Payments at 11.9%; unemployment insurance at 9.5%; borrowing from friends and family at 8.3%; SNAP at 4.8%; money saved from a deferred payment 3.3% and 5.9% did not report.

(Source: Nevada Association of Counties (NACo) annual conference presentation November 2020 by Guy Hobbs of Hobbs, Ong, and Associates, Inc.).

Food at home prices increased 3.6 percent over the 12 months ending November 2020. All six major grocery store food group indexes increased over the period. Food away from home prices rose 3.8 percent over the last year.

Energy service prices rose over the last 12 months, with prices for natural gas increasing 4.4 percent and electricity prices rising 1.6 percent.

These data are from the Consumer Price Index program and are not seasonally adjusted.

(source: <https://www.bls.gov/cpi/home.htm>)

**5. Explain why your program should be awarded ESG-CV funds. Describe the need and the degree of urgency for the proposed service or program. What would the consequences be if the proposed project or program is NOT funded?**

*Please attach a timeline of the service/program milestones/responsible party.*

Carson City Health and Human Services (CCHHS) is currently a recipient of ESG funding and has the info-structure in place to execute immediately. CCHHS is a lead agency in Carson City's response to COVID 19. CCHHS incorporates the Public Health Preparedness Division, Public Health Clinic Division, Human Services Division, and the Epidemiology Division. The combination enables CCHHS to do a whole approach in responding to the needs of the Carson City community during this

pandemic.

The CARES ACT provided agencies with funding for emergency needs, however it expires on 12/31/2020 and the housing allotment has been distributed. Without additional funding of ESG-CV Carson City will need to remove portable restrooms that have been distributed throughout the city to prevent homeless from defecating in the streets due to public closures. Without additional funding, Carson City will not be able to provide private sheltering for homeless individuals that must be quarantined due to a positive test. This will spread the virus within the homeless community as well as those assisting the homeless. Homeless Prevention funding is needed because the current high numbers of applicants will exceed our current funding. Current applications are showing past due amount between \$3,000 and \$8,000. Without the additional funding to assist with past due and current rent more households will be evicted.

**6. Does your organization receive Federal HUD funds directly?**

*If Yes, provide name, purpose and amount of funding (this does not include ESG received through NHD)*

- No
- Yes, explain:
- This information was provided in the 2020 ESG application

**7. Has the organization received State or Federal ESG funds in the last 4 years (PY15 - PY19)?**

*If Yes, enter information in Tables Tab: Previous ESG Funding*

- Yes
- No
- This information was provided in the 2020 ESG application

**8. Has the organization ever declared bankruptcy?**

*If yes, what is or what was your discharge date?*

- No
- Yes, explain:
- This information was provided in the 2020 ESG application

**9. All applicants are required to have evidence of financial accountability. Applicable documentation: most recent A-133 Audit, Audited Financials or an Annual Certified Financial Statement.**

*Submit Attachment: Evidence of Financial Accountability. If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

- A-133
- Audited Financials
- Annual Certified Financial Statement
- This information was provided in the 2020 ESG application, and is not required.

**10. Will there be expansion of programs or services offered by your organization as a result of ESG-CV funding? If yes, identify and describe the expanded programs or services that will be provided?**

*Respond N/A if there will be no expansion of services.*

The expansion of services will be continuing to provide portable restrooms for the homeless. This was implemented in April 2020 and paid for CARES ACT funding which expires December 31, 2020. There is not another budget item that can continue this service. Because of the closure of businesses homeless individuals were defecating in the streets, sidewalks, and door entries. Because of CDC cleaning protocols during this pandemic the Carson City Parks and Recreation Dept. did not have enough staff to meet the cleansing protocols and park bathrooms remain closed. Often an inmate program is utilized to assist in parks and recreation but because of the pandemic, those programs have been suspended.

CCHHS will expand Homeless Prevention to include temporarily housing homeless individuals who have tested positive into one of the Emergency Shelters in Carson City. To do so we must relocate the individuals/families that are in that particular shelter into motel rooms during the time the positive person(s) must quarantine. Motels have refused to house any positive individuals. Currently we have one motel that is willing to house a positive individual depending upon vacancy. Depending upon available funding, it may be less to rent the motel room on a monthly basis and not have to move several individuals and pay for more rooms. As numbers are currently spiking, this may be a more feasible economic option. Motel rooms are averaging \$70 per night; the monthly rate to keep a room available is \$750/month. The needs are constantly changing and CCHHS will look at the best economical solution per case.

The individuals/families needing Homeless Prevention due to eviction notices will follow our normal guidelines with the exception allowed by ESG and HUD. CCHHS through ESG-CV funds will assist with up to 6 months of past due rent when applicable and prepare a spend down plan with each household to assure stability after assistance.

**11. Will there be NEW programs or services offered by your organization as a result of ESG-CV funding? If yes, describe the new programs or services that will be provided?**

*Respond N/A if there will be no NEW services.*

N/A

**12. Please provide a brief description of the proposed Emergency Shelter Program for which your agency is requesting ESG-CV funds. (Respond NA if not applying for Emergency Shelter funds)**

*Indicate qualified Essential Services, Shelter Operations, Renovations, etc (i.e. case management, education services, maintenance, rent, labor, materials, etc.)*

N/A

**13. Please provide a brief description of the proposed Street Outreach Program for which your agency is requesting ESG-CV funds. (Respond NA if not applying for Street Outreach funds)**

*Include number of persons to be served and number of households to be served. Indicate qualified services i.e. engagement, case management, emergency health services, emergency mental health services, transportation, services for special populations.*

The Street Outreach will include providing three portable restrooms distributed in common areas of homeless individuals. Due to COVID 19, many businesses are closed or are limited to how many patrons are allowed in. Carson City Parks and Recreations were required to lock park restrooms because of lack of staff availability for cleaning and the cleaning recommendation by the CDC.

The ESG-CV grant will provide funding to be able to pay rent on three portables for 18 months. The rent amount includes 3 cleanings of each portable every week.

**14. Please provide a brief description of the proposed Rapid Re-Housing Program for which your agency is requesting ESG-CV funds. (Respond NA if not applying for Rapid Re-Housing funds)**

*Indicate qualified services i.e. application fees, deposits, utility payments, case management, short and medium term rental assistance, etc.*

N/A

**15. Please provide a brief description of the proposed Homelessness Prevention program for which your agency is requesting ESG-CV funds. (Respond NA if not applying for Homelessness Prevention funds)**

*Indicate qualified services i.e. application fees, deposits, utility payments, case management, short and medium term rental assistance, moving costs, etc.*

A. Short term rental assistance for individuals who need to be quarantined but do not have a place to quarantine to. Carson City has partnered with FISH emergency shelter; when an individual does not have a place to quarantine to, FISH will provide a shelter for the quarantined person and individuals currently in the shelter are relocated to motel rooms for the duration of the quarantine. Most motels have refused to allow a COVID positive person to be housed in the motels with the exception of one motel depending upon availability. When funding is approved, CCHHS may continuously rent the room that can house up to two individuals needing to be quarantined.

B. Before individuals/families can go back to shelter, there are costs to decontaminate and clean the shelter.

C. Rental Assistance will be provided to individuals/families that are at risk of homelessness due to the impact of COVID 19 to the household or community. Due to eviction moratoriums, past due rent amounts are exceeding the \$5,000 mark. If awarded, CCHHS will encourage families to apply if they are falling behind in rent.

D. Case Management services will be provided to applicants to assist with negotiating with property managers, budgeting, and employment services.

**16. Please explain how ESG-CV funds will be used to support your data collection activities for your program. (Respond N/A if not applying for funds to support HMIS/or comparable data base)**

*Indicate qualified services i.e. salaries for operating HMIS or other approved, travel to attend HMIS training, purchasing equipment, etc.*

CCHHS utilizes HMIS/CMIS as the database for recording ESG funding as well as other housing funding. The ESG-CV households assisted will also be entered into HMIS/CMIS for recording keeping. This will include any rental assistance, case management assistance time and case notes as well as data points showing stability. The Street Outreach will be tracked in financial reporting. The Bitfocus Intake and Exit information will be entered which will show progress toward resources made while housing assistance is being given.

The funding will be used for staff time and salaries for data entry, analysis, and reporting of the ESG-CV funds. This is in addition to and will be tracked separately than the current ESG grants. The additional grant will require additional data collection and reporting which will be covered by this additional funding.

CCHHS is the coordinated entry agency for the Carson City community and completes assessments in CMIS on applicants. Works closely with the CoC matchmaker on sending and receiving referrals. All homeless that have completed the VISPDAT are referred to the community que. Any homeless individuals that are assisted with ESG- CV will also be given a ViSPDAT and entered into the community que for permanent housing.

It will be critical to have all data and funding balances current. This grant has specific spend-down benchmarks that must be met and modification quickly completed when necessary. Without assurance that the data quality is 100% and in real time, the benchmarks could be missed causing a loss of funding before the end of the grant period.

**17. Please describe how your organization will help participants exit your program to permanent housing rather than returning to the street.**

In Homeless Prevention applicants will be assisted for 3-6 months and will be assisted with wrap around services including employment assistance and budgeting. They will progressively pay more of their rent each month.

**18. Summarize how the combined proposed activities will prevent, prepare and/or respond to the Coronavirus epidemic? Please explain how ESG-CV funds will be used to support the program as a whole, and specifically benefit your target population.**

The proposed activities will prevent the spread of the Coronavirus in the homeless community by providing a safe place to isolate when needed. Without this option, individuals may not reveal they are positive so they can get into shelters, move around in public places, and continue to utilize services for the homeless such as diners and food pantries. Providing a place to quarantine and bringing COVID education, services/food to them provides a safer community. Preventing homelessness keeps individuals and families in safe environments during this pandemic. Through case management, we will educate on how to prevent Coronavirus, respond and prepare with budgeting education and when needed our Workforce Program will offer employment services.

Currently, CCHHS is conducting the testing, contract tracing, and investigations within the various divisions. The Human Services Division is the main resource for the investigators to refer individuals/families that are under quarantine. Many households are new to needing assistance to meet their basic needs and don't know where to go. Having services all in one agency can be less confusing for families learning to navigate.

**19. Describe your organization's capacity to implement the proposed program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)**

CCHHS is prepared to implement the proposed programs. As an agency previously receiving ESG funding, data collecting and reporting is in place. The current staff working under and with ESG will also implement this program including the fiscal staff. The Human Services Division Manager will work closely with FISH for the relocation of shelter individuals when needed in order to quarantine someone.

The experience and capacity for CCHHS to implement the expansions of ESG is in place saving onboarding and training costs. In place we have two case managers with ESG experience, 2 Office Specialists that will work on data collection, Division Manager, Department Director, and 2 fiscal staff that have ESG experience with guidelines and fiscal policy.

**20. Please indicate which of the following services the organization currently provides directly. Check all that apply**

*If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

- Rental Application Fees
- Security Deposits
- Last Month's Rent/Payment of Arrears
- Utility Deposit
- Utility Payments/Payment of Arrears
- Moving Costs
- Housing Search and Placement
- Housing Stability and Case Management
- Mediation
- Legal Service
- Credit Repair
- Short-Term Rental Assistance
- Medium-Term Rental Assistance
- Mortgage Assistance
- Property Tax Arrears/Seizure of Property Notice
- Other:
- See 2020 ESG application

**21. Please describe any changes to intake processes for all proposed services that address COVID-19 restrictions or safety measures.**

*Please provide a sample of your intake process, and any changes as an attachment.*



We have developed an electronic application that can also be submitted electronically. We have restructured face to face interviews by providing a large interview room with sneeze guard in place. Between interviews the room is sanitized and wiped down. PPE is provided to applicants as needed including cloth re-washable face masks.

In addition, intake interviews may be conducted over the phone when needed. CCHHS also has the ability for a video conference if requested.

CCHHS has remained open during the pandemic and as a government agency closure is not expected. As part of the Carson City Health Department, the Human Services Division is expected to be part of the disaster response teams and need to adjust accordingly to be accessible.

Staff is required to wear masks and social distance whenever physically corresponding with another individual. Internal and external meetings are held virtually. Employees are required to stay home if they are feeling ill or have temperatures over 100 degrees. Employees are required to take their temperatures daily and record results.

CCHHS and Carson City follow CDC and the State of Nevada Governor directives.

**22. How does your organization track and retain records for applicants who were not admitted into the program? How are the applicants notified of denial of services?**

*Submit Policy and Procedure. Indicate section and/or page numbers in attached Policy and Procedure. If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

When there is a homeless applicant; a file is open during the Coordinated Entry process and they are entered into CMIS as well as Elogic a case management database. As verifications of identification, disability, and homelessness are presented they are downloaded into CMIS and Elogic hoping the documentation will follow the person should he/she not stay in the area. When it is determined he/she is eligible for ESG, an apartment search begins, applicants are encouraged to search on their own as well. The applicant is encouraged to check in with the case manager each week, make sure we are updated with any telephone or contact information, and advised that if they do not check in, the Community Que in CMIS may close their file to available housing. These files are kept for one year however, remain in the databases and everything can be reprinted if necessary. If the applicant does not check in with case manager she will attempt to call the person or leave a message. If contact cannot be made, the file is closed after an additional 30 days of no contact. For the re-housing program, there are very few denials, the lack of housing prevents CCHHS from rehousing individuals. The only applicants denied have come to Carson City exclusively for housing and were sent from other counties, the CCHHS case manager will contact the county who sent them to Carson City and review options and find out why they were denied in their county and attempt to do a warm hand off. In addition, referrals for emergency shelter are made.

For ESG prevention applicants, a complete application is done, referrals are made if unable to assist and a record is maintained in the database.

If the applicant is not eligible for ESG due to income guidelines, the household is screened for an alternative housing program that CCHHS manages. If the applicant remains not eligible, a denial letter is issued with the appeal process attached.

**23. How are clients terminated from your program? Describe the policy and outline the termination process.**

*Submit Policy and Procedure. Indicate section and/or page numbers in attached Policy and Procedure. If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

Case managers prepare participants that may be reaching a 24 month mark. Part of that preparation is working on budgeting as the spend down progresses. Most of our participants have exited the program prior to reaching 24 months either with a Housing Choice Voucher or stable income. A termination letter is sent through the mail to the participant and to the landlord thirty days prior to the date the rent is due. Participants successfully exiting the program are in verbal communication with their case manager as well.

For individuals that are not cooperating, the case manager will attempt to contact by phone calls, going by the home, leaving messages, sending email, whichever way available to contact the person. This is usually throughout a month, then a thirty day notice is sent via the US postal service or attached to the person's front door. If the person contacts at that point, the termination is delayed. If no contact is made, the case manager may try again to call or go by to visit. The case manager will speak with landlord reviewing any behaviors the landlord may be aware of and if no contact remains, the rent voucher is not approved and the termination occurs.

**24. Briefly describe your agency's record keeping system with relevance to the proposed program. Also describe your agency's auditing/monitoring procedure, specifically those for the proposed program.**

*Submit Policy and Procedure. Indicate section and/or page numbers in attached Policy and Procedure. If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

See 2020 ESG application

**25. Do you currently participate in HMIS? It is a requirement of ESG to use HMIS.**

*If using a comparable data base (for domestic violence agencies) please identify comparable data base as Other. If a comparable data base is being used this data base must be able to export SAGE reporting.*

- Yes
- No
- Other:

**26. Describe your experience using HMIS (Clarity/Bitfocus) or other identified system. Specify experience in case management, wait list usage, and training attended.**

*If applying for HMIS/Data funds identify need: Data Entry, Training, and/or Program Costs*

8 years of experience using CMIS. CCHHS is the coordinated entry agency for the Carson City community and completes assessments in CMIS on applicants. Works closely with the CoC matchmaker on sending and receiving referrals. All homeless that have completed the VISPDAT are referred to the community que. RNCoc argues that even if ESG can house someone under a score of 5 it should not go to the community que. Because ESG will rehouse a lower score, CCHHS continues to refer to community que because most often an individual finds and qualifies on their own for housing and is approved for a unit by the landlord, for CCHHS to rehouse we need to pull from the community que under ESG regulations. Many times higher scores will qualify for Shelter Plus Care programs managed by CCHHS.

Trainings:

2020 HMIS Data Standards Updates in Clarity Human Services in Sept. 2019

Clarity Connect in October 2019

Coordinated Entry March and April 2020

**27. Provide a list of community partnerships and any other local collaborative efforts and their relationship to your clients/organization. Include partner agency name, service provided, contact information, MOU if applicable, and years of partnership.**

*If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

CCHHS is the Health Department for Carson City therefor partners with additional partners during the response to COVID-19. This includes all first responders, health agencies/clinics, and hospitals.

CCHHS Human Services Division reached out to FISH, the agency that manages an emergency shelter, Salvation Army, NRHA, and other agencies to identify the current needs of the community for ESG-CV.

Anthem/Blue Cross provided a grant to offer incentives to property managers, MOU. Nevada Rural Housing Authority acts as Matchmaker in coordinated entry process and rolls ESG clients to Housing Choice/TBRA vouchers when applicable. Nevada State Bank offers participants Financial Literacy education workshops; community volunteers offer Nutrition and Health Relationship educational workshops. Northern Nevada Dream Center and Salvation Army offer food bank services, furnishings for RRH, and clothing as needed. Carson City MOST does homeless outreach--CCHHS purchased two bicycles for MOST to approach homeless in a more friendly way. CCHHS Community Services Block Grant provides funding for a Community Health Worker who assists participants with medical barriers and engages them in case planning for healthy habits.

**28. Describe your agency/entity's role in centralized coordinated entry planning, and regional Continuum of Care.**

*If this information was provided and has not changed from 2020 ESG application please respond with "See 2020 ESG application"*

See 2020 ESG application

**29. Describe how your organization plans to increase equity, improve outreach and performance outcomes for people from previously underserved or poorly served racial and ethnic groups.**

CCHHS encourages to participate in capacity building and equity training whenever opportunities arise. Educating employees of the social determinants of health and the causes of exclusion, including the complexities of race, ethnicity, and class.

**Budget [top](#)**

<b>Budget</b>	<b>Emergency Shelter (A)</b>	<b>Prevention (B)</b>	<b>Street Outreach (C)</b>	<b>Rapid Rehousing (D)</b>	<b>Data Collection (E)</b>
Essential Services (Enter \$ in column A)			\$ 9,855.00		\$ 0.00
Operations (Enter \$ in column A)		\$ 11,520.00			
Rental Assistance (Enter \$ in column B and/or D)		\$ 75,000.00			
Relocation & Stabilization (Enter \$ in column B and/or D)		\$ 54,000.00			
Case Management (Enter \$ in column A, B, C and/or D)		\$ 25,000.00			
Financial Assistance (Enter \$ in column B)					
Reporting-personnel costs (Enter \$ in column E)					
Other Data Collection expenses (Enter \$ in column E. Explain in narrative)					\$ 7,000.00
Engagement/services (Enter \$ in column C)					
Administration - 7% Cap (Enter \$ in a funded column)		\$ 11,586.00	\$ 690.00		\$ 480.00

<b>Total</b>	\$ 0.00	\$ 10,545.00	\$ 0.00	\$ 7,480.00
	177,106.00			

Tables [top](#)

### Previous ESG Funding

State Fiscal Year	SFY 17	SFY 18	SFY 19	SFY 20
Total Award Amount	\$ 56,171.52	\$ 46,859	\$ 43,050	\$ 33,705
Funds Expended to Date	\$ 56,171.52	\$ 46,859	\$ 8,384	\$ 32,126.71
<b>Total</b>				

### Unduplicated persons to be served

Programs	Emergency Shelter	Homelessness Prevention	Rapid Re-housing	Street Outreach
Total Number Unduplicated individuals served		140		100

Documents [top](#)

#### Documents Requested \*

#### Required? Attached Documents \*

Evidence of Financial Accountability; Most recent A-133 Audit, Audited Financials or an Annual Certified Financial Statement

Agency Fiscal Policy and Procedure

Organizational Chart

Agency Participant Application/Intake Policy and Procedure

Non-profit agencies: Board of Directors list, including mailing addresses, email contacts if available, and titles; dated copies of the last 4 Board of Director's meeting minutes

Non-profit agencies: must provide current financial statements that include the income and expense statement, balance sheet and the cash flow statement

Timeline of the Service/Program Milestones/Responsible Party



[Timeline of the Service](#)

Policy Surrounding Denial of Services

Client Termination Policy

Record Retention Policy & Auditing and Monitoring Policy and Procedure

Rehousing and Coordinated Investment Planning Tool (RCIPT)  
[download template](#)

[Rehousing and Coordinated Investment Planning Tool](#)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 320875

