ESG-CV Housing Search and Location Guidance
Created by the Capacity Building Implementation Team

Purpose: Approximately $15,480,572 in RRH funds have been awarded to Austin homelessness providers, translating to 488 units of RRH, to assist households impacted by COVID-19 quickly connect to permanent housing.

Goal: COA ESG-CV funds must be fully utilized by September 30th, 2022. TDHCA ESG-CV funds must be fully utilized by March 31st, 2022. To ensure that all households receive the full 12 months of rental assistance allowable, and to ensure that all ESG-CV funds a spent, TDHCA projects must have 100% bed utilization by March 31st , 2021, and COA ESG-CV project must have 100% bed utilization by September 30th, 2021. **To that end, 417 households must be moved into permanent housing by September 30th, 2021.**

Agency	Funding Source	Minimum # of Units funded (Bed Utilization)	Households Enrolled as of 4/14/2021	Households Housed as of 4/14/2021*	Difference
DACC	COA ESG-CV	130	40	4	-126
BSS+	COA ESG-CV	200	0	0	-200
Family Eldercare	TDHCA ESG-CV 1	55	80	54	-1
Family Eldercare	TDHCA ESG-CV 2	45	0	0	-45
Foundation Homeless	TDHCA ESG-CV 2	16	17	0	-16
LifeWorks	TDHCA ESG-CV 2	42	13	0	-29
Total		488		58	-417

*According to Q8a of the ESG CAPER Report (Households without a "Move-in" in HMIS are not captures as housed in the system. See Appendix A.)

Short Term Objective
To achieve this ambitious goal, ESG-CV Housing Search and Location Staff, locally referred to as Landlord Outreach Staff, must work collaboratively and cooperatively to identify household barriers, identify open units in the community, complete rent reasonability assessments, negotiate household approval, submit participant applications to available units, coordinate move in date, document copy of the lease, and ensure payment to the landlord in a timely manner.

Long Term Objective
Once households are successfully moved into housing, ESG-CV Housing Search and Location Staff should continue to provide coordination and support to landlords, mediate issues between the project and the landlord, establish alternative screen criteria for project participations, and assist in the rehousing and mutual recission mediation of households facing evictions.

ESG-CV Landlord Engagement Hub Option
If the ESG-CV funded partners choose to coordinate landlord engagement activities collectively, staff should organize, track, and delegate engagement activities; track available units, sizes, costs, and amenities; and address landlord concerns in a timely manner.

ESG-CV Eligible Costs:

- Rental Application fees (24 CFR 576.105(a)(1))
- Landlord Incentives (CPD Notice 20 – 08(III)(E)(f)
- Last Month's Rent (24 CFR 576.105(a)(3))
- Utility deposit (24 CFR 576.105(a)(4))

Housing Search and Placement Eligible Costs:

24 CFR 576.105(b)(1) - (1) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

> (i) Assessment of housing barriers, needs, and preferences;
> (ii) Development of an action plan for locating housing;
> (iii) Housing search;
> (iv) Outreach to and negotiation with owners;
> (v) Assistance with submitting rental applications and understanding leases;
> (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
> (vii) Assistance with obtaining utilities and making moving arrangements; and
> (viii) Tenant counseling.

HUD Landlord Engagement Resources:

- COVID-19 Homeless System Response: Landlord Engagement Spotlight: RentConnect in Miami-Dade County (PDF)
- COVID-19 Homeless System Response: Landlord Engagement Strategies in the Time of COVID-19 (PDF) | Spanish Version (PDF)
- COVID-19 Landlord Engagement Homeless System Response Fact Sheet (PDF) | Spanish Version (PDF)
- COVID-19 Landlord Engagement: Reset your Community's Critical Partnerships During COVID Response (PDF) | Spanish Version (PDF)
- COVID-19 Tenant Guidance Rent Repayment Plans (PDF) | Spanish Version (PDF)
- Tools for Landlords Tenants Impacted by COVID-19 (PDF) | Spanish Version (PDF)

Further Resources:
- Landlord Engagement & Recruitment Desk Book

Appendix A: ESG CAPER Programming Specifications

https://files.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf

Q8: Households Served

Q8a: Number of Households Served

Report Relevance: CoC-APR and ESG-CAPER

Changes from APR V1.4: Added row 3

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	Total Households					
3	For PSH – RRH – the total households served who moved into housing					

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.20	Housing Move-In Date	Only used when reporting on project types 3 and 13.

Universe: Active households in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

Programming Instructions:

1. Q8a reports the total number of households served during the report date range. Information on households served must be reported in total and by household type. The "Total number of households" column is an unduplicated count of distinct households served during the report date range. See Determining Each Client's Household Type and Counting Distinct Households for additional instruction.
2. Use the latest possible month if the month appears more than once in the report date range (i.e. if the range is more than one year).
4. For row 3, when the project type is 3 or 13 (Permanent Supportive Housing or Rapid Re-Housing):
    a. Count all households where the head of household record indicates a [housing move in date] <= [report end date].
    b. If the [housing move in date] is blank or > [report end date], do not count that client.
3. For all other project types, include row 3 but leave cells B3 through F3 blank or with zeros. Therefore the CSV version of this table should always have the same number of rows and columns.