



**TRIBAL HUD-VASH
KICKOFF MEETING FOR GRANTEEES
February 4, 2016**

Presenters for HUD

- Deana O'Hara – Senior Advisor, ONAP Headquarters
- Nick Zolkowski – Management Analyst, ONAP Headquarters
- Lori Roget – Director, Grants Management, Northern Plains ONAP

Agenda-HUD

- Implementation Plan Review
- IHP/APR and FFR's (SF-425)
- LOCCS
- 50058 Reporting Tool

Agenda-VA

- Case Managers Role
- Education and Groups
- Other Case Management Activities
- Data
- Documentation
- Role of VA Summary

Implementation Plan

- Condition of grant award
- Must be submitted by March 8, 2016 to access funds
- Submitted to the AONAP GM Director
- AONAP reviews and sends a copy to HQ
- Once HQ reviews funds can be accessed

Implementation Plan

- **Staffing and Administration**
 - Describe how the program will be staffed and administered
 - Include how reporting will be managed

Implementation Plan

- **Case Management** – how you will provide case management services to program clients
 - Location
 - Case Management Service Provider
 - Delivery

Implementation Plan

- **Tenant Based Rental Assistance**
 - ID what types of units are available
 - ID the anticipated market area for these units.
- **Project Based Rental Assistance Units**
 - **Existing Units:** ID the type of unit, address, bedroom size and rent
 - **New Units:** include information requested in Tribal HUD-VASH application

Implementation Plan

- **Partnerships**

- Describe any additional partners, not including VA, that will participate in the implementation of the Tribal HUD-VASH demonstration program

IHP/APR Requirement

- Include as a Separate Program Activity
- Amend Prior Submission (Section 16), if Necessary
- Include Program Description (Section 3) and Budget Information (Section 5)
- Use “Other Federal Funding” Category on Sources Table
- Use “Other Funding” Column on Uses Table
- Break Out Planning and Administration

IHP/APR Sample Language

- **Program Name:** FY 2015 HUD VASH Supportive Housing Program
- **Unique Identifier:** VASH-2015-01
- **Program Description:** This program is designed to provide subsidized rental assistance to Native American Veterans who are in need of supportive services and are homeless or at risk of homelessness. All participants are required to be screened by the Veterans Administration (VA) to confirm eligibility for this program prior to participation. The program will be implemented in accordance with the _____ (GRANTEE's) HUD VASH Implementation Plan dated _____. The rental assistance will target available units in the area, whether privately or tribally owned.

IHP/APR Sample Language

- **Eligible Activity Number:** 17 (Tenant Based Rental Assistance)*
- **Intended Outcome Number:** 5 (Address Homelessness)
- **Who Will Be Assisted:** Native American Veterans who are homeless or at risk of being homeless that have been referred to the program by the VA or its designee. Family incomes may not exceed 80 percent of the local area median income.

IHP/APR Sample Language

- **Types and Level of Assistance:** Eligible Veterans will receive a rent subsidy so that their payments do not exceed 30 percent of their monthly adjusted gross income.
- **Planned and Actual Outputs for 12-Month Program Year:** Use planned number of households to be served.

IHP/APR Sample Budget

- **Sources of Funding Table**
 - Use Line Item 8 (Other Federal Funds)
- **Uses of Funding Table**
 - Use Column M (Other Funds To Be Expended)
 - Break out administrative costs as Planning and Administration under Column M

Federal Financial Reports (SF-425)

- **Submit a Separate Quarterly Report**
- **Use Program Guidance 2015-04**
- **No Investment Authority**
- **Program Income Possible**
 - TDHE/Tribally Owned Properties
 - Project-Based Rental Assistance

LOCCS ACCESS

- **2 Budget Line Items**
 - 1606-Administration Fee
 - 1640-Rental Assistance Payments (RAP)
- **Draw Down As Needed**
 - Monthly for RAP (Residents Must Be in Place)
 - Periodically for Administration Fee
 - Designed to Last 12 Months
- **Review Threshold in Place Pending Compliance with Terms of Grant Agreement Addendum**

Reporting Tool

- Based off of HUD 50058 MTW form
- Will be a desktop application (Microsoft Access database)
- Complete during
 - Initial signups
 - Annual re-examinations
 - Changes in payment or units
 - Withdrawal from program

Reporting Tool

- Type of information that will be collected:
 - Personal information on veteran and family members in unit
 - Location of the unit (address)
 - Information about the unit (# of bedrooms, type of unit, etc.)
 - Tenant's expected monthly contribution towards rent (only final number needed; is not calculated in the tool)

Reporting Tool

- Input information, save as a file, and send the file to HUD as an email attachment
- Hope to have direct upload capabilities developed in the near future
- Instructions with screen shots will be sent with tool on how to fill out form and submit

VA Implementation for Case Management

**Presented by
Teresa Pittman, LCSW
Tribal HUD VASH
Subject Matter Expert**

The Role of VA

- Tribal HUD-VASH is a cooperative partnership between the Department of Housing and Urban Development, providing the housing subsidy support part of the program, and the Department of Veterans Affairs, responsible for providing the case management and supportive services to the Veteran participants.
- VA is mandated to ensure Veterans receive appropriate services
- VA will ensure appropriate staff are providing the case management services
 - Hiring Full Time Equivalent case managers
 - Contracting with tribes for the case managers

VA Central Office (VACO)

- Coordination with HUD's ONAP Office
- Guidance to field on program implementation
- Development of contracting Statement of Work and Sole Source Justification for sites to use to expedite the contracting process
- Staffing plan developed and to field for request for funding
- Funding provided to VAMCs for procuring case managers
- Requesting Points of Contact from medical facilities covering invited Tribes to coordinate and partner with those tribes
- Development of technical assistance for implementation

VA Central Office (VACO)

- Implementation calls with field staff
- Cultural competence and assistance from the Office of Tribal Government Relations for connecting with tribes, advising POCs and implementation support
- Development of a Tribal HUD-VASH manual
- Providing support to field staff to resolve concerns
- Development of technical assistance
- Orientation and Clinical Training for case managers

Network Homeless Coordinators

- Regional leadership at the Veterans Integrated Service Network (VISN)
- Monitor local hiring and contracting
- Provide support for local staff – work with facility leadership
- Troubleshoot problems
- Liaison between local and VACO levels
- Subject Matter Expert all Homeless Programs
- Oversee outcomes
- Ensure HOMES and Documentation compliance

Local VAMC

- Coordinate with tribes
- Develop/learn processes involved with the tribal housing entity/tribe for Tribal HUD-VASH
- Work with tribes to determine case management choices and obtain the case manager (tribal member, where possible)
- Determine where the case manager will be located
- Establish VA eligibility determination processes
- Orientation for case manager

Local VAMC

- Implementation of the clinical side of the program
- Obtain the case managers
- Support documentation computer access
- Ensure appropriate credentials for case managers
- Program oversight by local VA Homeless Program
- Training
- Clinical Supervision
- Clinical consultation with other VA services
- VAMC health care resources

Finding Veteran Participants

- VA Homeless Programs has been identifying homeless Veterans since 1987
- VA has effective Outreach strategies that include partnering with community groups who are the most likely to have contact with homeless Veterans
- VA also outreaches to places where homeless Veterans are living – campgrounds, food distribution locations (churches, soup kitchens), shelters, etc.
- VA works with Veterans to determine VHA eligibility
- Ineligible Veterans are given a “warm handoff” to other resources for assistance

Tribal HUD-VASH Eligibility

VA determines the following initial Tribal HUD-VASH Eligibility –

1. Homeless or “at risk” of homelessness per the Federal definition
2. VHA eligible Veteran
3. Needs case management services (functional limitations preventing the Veteran ability to sustain in housing independently without the case management support)
4. The Veteran’s agreement to participate in HUD-VASH

Additionally, the case manager will be evaluating who most needs the program

- a) Limited resources
- b) Targeting those with the most need – chronically homeless, literally homeless, unsheltered homeless get first priority
- c) Health status, disabilities and functional limits on independence

Housing First

- VA follows the Housing First model, which has been shown to be a more effective model at ending homelessness among individuals with significant mental health and substance use disorders.
- Old model was the “Linear” model that required the individual to obtain treatment (usually residential) until they were “housing ready.” Veterans had to demonstrate “readiness.”
- Housing First follows principle “Housing is a basic human right.”
- Houses the individual first, then wraps services around the individual to keep them housed.

VA Case Management Overview

Case Managers Role—Clinical

- The case manager will provide or obtain clinical services
 - Assessment of clinical needs (physical, emotional and substance use disorders, social concerns, legal concerns, etc.)
 - Develop a plan with the Veteran identifying those goals that the Veteran would like to accomplish, including sustaining tenancy
 - Coordinate clinical care with health care resources
 - Provide clinical care within their scope of practice (skill building, therapeutic interventions, education)
 - Work with Veterans to help them gain readiness for areas the Veteran is not yet ready to tackle, such as substance use
 - Ensure safety (such as suicide prevention)

Case Managers Role – Housing

- Case managers will be expected to help Tribal HUD-VASH participants to obtain housing
 - Gather documentation
 - Help with applications
 - Support in meeting with the housing entity/authority/tribe
 - Assist with housing search
 - Help with requesting the unit for inspection
 - Facilitate the standard lease and steps for subsidy assistance
 - Support planning the move into the unit
 - Help with utilities, as needed
 - Plan for meeting tenancy requirements

Case Managers Role – Tenancy

- Veterans must meet their tenancy requirements and the housing authority's/tribes' housing rules
- The case manager will work with the Veteran to:
 - Develop a plan for payment of rent verification
 - Discuss meeting cleanliness and safety requirements
 - Address behavioral issues that might endanger tenancy (Allowing neighbor's peaceful enjoyment of their units)
 - Planning for emergencies (water heater leak, etc.)
 - Strategies for working with the landlord/manager

Education and Groups

- Case managers also may run educational sessions or groups
- Education may be around tenancy or independent living skills
- Groups may be:
 - Treatment (a Substance Use Disorder group, for example)
 - Skill building (Communication skills, money management, time management)
 - Open for problem solving or discussing general concerns
 - Socialization
 - Support Groups

Other Case Management Activities

- Home Visits
 - Checking on the Veterans functioning and working on addressing concerns and needs.
- Transportation
 - Helping Veterans to do housing search or get to clinical appointments
 - May be directly transporting the Veteran or may be helping to arrange for transportation
- Addressing needs – obtaining food, cooking simple recipes, socialization, etc.

Data

- Case managers are expected to enter data into the Homeless Operations Management and Evaluation System (HOMES).
- HOMES is an extensive data system that tracks the program's outcomes to show if the program is meeting the objectives and to help determine where there might be problem areas that need attention.
- HOMES also helps to identify locations with best practices.
- Will be able to pull data by zip codes to identify Tribal HUD-VASH vs. regular HUD-VASH outcomes.
- Data for tribal Homelessness is almost non-existent, so HOMES is one way to show need in tribal areas.

Documentation

- Because Tribal HUD-VASH is part of the Veterans Health Administration and is providing clinical interventions and assistance to homeless Native American Veterans, case managers are required to document encounters in the Veteran's VA medical record.
- Both the VA hired and the contracted case managers will be expected to document in HOMES and the VA medical record.
- Workload, which will eventually be evidence for funding the case managers salary, must be entered.

Role of VA Summary

- Implement the VA side of Tribal HUD-VASH
- Coordinate with tribes
- Obtain case manager
- Orient and train case managers for Tribal HUD-VASH
- Provide Outreach and case management services to Native American Veterans in tribal locations
- Input data for program evaluation
- Ensure Veteran housing stability