



**DEHCR**

**Division of Energy, Housing and Community Resources**

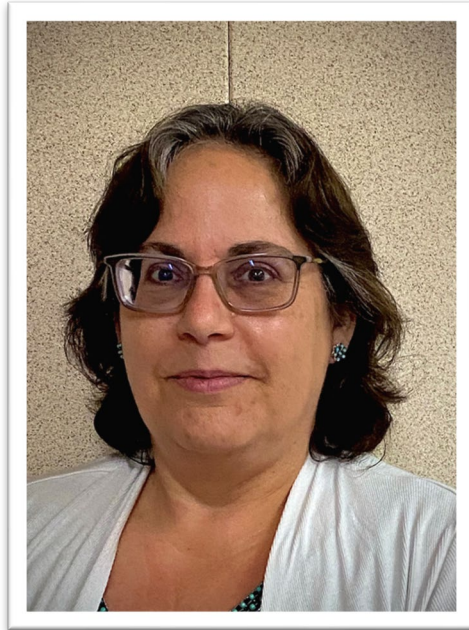
# Housing Stability Services Meeting

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OCTOBER 4, 2023

# Introductions

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**Robyn Thibado**  
*Section Chief*



**Kathleen Spencer**  
*Grants Specialist - Advanced*

# Agenda

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**Program Managers and  
Housing Stability  
Contacts**



**Housing Stability  
Spreadsheet**



**Invoicing and  
Reimbursement**



**Housing Stability  
Activities**



**Best practices – Agency  
discussion**

# Program Managers and Housing Stability Contacts

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## PROGRAM CONTACT

Program and budget updates

## HOUSING STABILITY CONTACT

Direct client services

DEHCR referrals

# Housing Stability Spreadsheet

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- Review the new spreadsheet
- Submit the completed spreadsheet to *[heat@wisconsin.gov](mailto:heat@wisconsin.gov)*

# Housing Stability

Total Clients Served This Month:

Total New Clients This Month:

This template is to be utilized to capture all households being assisted through "Housing Stability" services. Under the "Services" tab, choose the type of service and provide a one or two sentence summary. The Reporting Guidance from the U. S. Department of Treasury states on page 29, "Each ERA Recipient must report this data broken out by race, ethnicity, and gender of the primary applicants for assistance. Definition: The number of unique participant households that received housing stability services during the reporting period. This includes housing stability services provided directly by the Recipient or by any subrecipients or contractors."  
**NOTE: Households served do not need to complete an application if they are only receiving Housing Stability services.**

Household Name	Service	Amount	Phone	Street Address	City	ZIP Code	Notes

- JANUARY
- FEBRUARY
- MARCH
- APRIL
- MAY
- JUNE
- JULY
- AUGUST
- SEPTEMBER



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# Invoicing and Reimbursement

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- Discussion about *services* and *operations*

# Treasury Guidance

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## Eligibility:

*...the ERA2 statute does not restrict the provision of housing stability services to “eligible households.” As a result, grantees are not required to document a household’s eligibility if the grantee provides the household with no assistance other than housing stability services paid with ERA2 funds. However, for both ERA1 and ERA2, a grantee must collect any demographic or other information from the household needed to fulfill the grantee’s reporting obligations. (FAQ #1)*

## Services:

*...housing stability services include those that enable households to maintain or obtain housing. Such services may include, among other things, eviction prevention and eviction diversion programs; mediation between landlords and tenants; housing counseling; fair housing counseling; housing navigators or promotoras that help households access ERA programs or find housing; case management related to housing stability; housing-related services for survivors of domestic abuse or human trafficking; legal services or attorney’s fees related to eviction proceedings and maintaining housing stability; and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing. Grantees using ERA funds for housing stability services must maintain records regarding such services and the amount of funds provided to them. (FAQ #23)*

# WERA Program Guide

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## Process for Housing Stability

ERA 2 does NOT require Housing Stability services be related to the COVID-19 pandemic and does not restrict the provision of housing stability services to eligible households. Clients served do not have to have a WERA application. Agencies providing housing stability services must document on the Housing Stability spreadsheet the household name, service, amount of any assistance (legal fees, etc), phone, address, and notes. Households shall only be entered into the Housing Stability spreadsheet the first time they receive services.

## Payment of Housing Stability

- Agencies will submit monthly invoices for housing stability costs.
- The Housing Stability spreadsheet shall be submitted to [heat@wisconsin.gov](mailto:heat@wisconsin.gov) quarterly by the 5th of the month after the end of each month.

# WERA Program Guide

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## Process for Legal Services/Housing Stability

If an applicant requests any legal services/housing stability assistance, the Sub-Grantee working with the applicant will refer them to Legal Action, Judicare, or other service appropriate to the needs of the applicant. The Sub-Grantee must have a WHEAP and WERA application completed to determine eligibility and proceed with all necessary services.

## Payment of Legal Services/Housing Stability

- The agency assisting the applicant with legal services/housing stability shall submit an invoice to the Sub-Grantee for reimbursement.
- The Sub-Grantee will enter the Housing Stability Code (HSS) into the first month of service for the applicant. Only one month shall be entered for the service.
- WERA2 is the only source of funding to be used.
- The Sub-Grantee will record the service cost and be reimbursed by DEHCR for the service.
- Sub-Grantee must keep all supporting documentation on file for review when requested by DEHCR.

*Any court fees or other legal fees not invoiced by a legal services agency and paid for by the tenant may be reimbursed under WERA2-OHC, "Other Housing Costs," during the application process.*

# Housing Stability Activities

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## ELIGIBLE ACTIVITIES

Case management

Eviction prevention and diversion

Mediation

Fair housing counseling

Housing navigators

Legal services / attorney's fees

## INELIGIBLE ACTIVITIES

Direct rental assistance

Direct utility payments

# Housing Stability Activities

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## Case Management Core Elements:

- Intake
- Needs assessment
- Service planning
- Following up
- Evaluate outcomes

## Case Management can include (but is not limited to):

- Assist with rental applications (Section 8, LIHTC)
- Making a budget plan
- Referrals to other community resources
- Teaching life skills (directly related to housing)
- Home visits

# Best Practices - discussion

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- Processes?
- Forms?
- Coordinated Entry?
- Ideas?



Questions?