

## ALL COVID-19 Emergency Response Funding (ESP-CV/CRF-ESP)

**NOTE:** This is a copy of reporting questions required to be completed by entities receiving ALL COVID-19 Emergency Response Funding (ESP-CV/CRF-ESP). This document is intended to assist providers in preparing responses for the report. Reports MUST be submitted electronically.

This survey is intended to gather information about services provided utilizing COVID-19 Emergency Response Funding (ESP-CV/CRF-ESP) from the Office of Economic Opportunity (OEO) at the Department of Human Services (DHS). Reports generated from this survey will be used to communicate information to stakeholders about the impact of COVID-19 Emergency Response Funds.

All entities who received ESP-CV and/or CRF-ESP funds are required to submit ONE report reflective of ALL COVID-19 Response Funds received. Do not submit a report until ALL awarded funds (ESP-CV and/or CRF-ESP) are fully expended.

ONLY ONE REPORT WILL BE SUBMITTED FOR ALL COVID-19 RESPONSE FUNDING RECEIVED. The due date of the report depends on the timeframe in which funds were utilized. Again, only ONE report is submitted per entity.

**\*\*March 15th:** Report deadline if COVID-19 Response Funds were expended for activities April 1, 2020-December 31, 2020.

**\*\*August 15th:** Report deadline if COVID-19 Response Funds were expended for activities April 1, 2020-June 30, 2021.

By providing an e-mail address below, you will receive a copy of the report submission.

If you have any questions about completing the report, please contact Katelyn Warburton ([katelyn.warburton@state.mn.us](mailto:katelyn.warburton@state.mn.us)).

Survey information and questions can be found below.

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1. E-mail address:

2. Provider name:

3. Provider type: (select one)

- Tribal Government
- Local Unit of Government
- Non-profit Organization

4. If you used any COVID-19 Response Funds (ESP-CV + CRF-ESP) for hotel/motel vouchers and/or other shelter units, please check all that apply:

- Maintained existing shelter capacity
- Increased shelter capacity
- Offered first month's rent/damage deposit
- Kept people safer in a congregate setting
- Allowed extended length of stay in shelter
- Increased hours of operation at existing shelter facility
- Helped families stay together
- Increased available services
- Moved people from unsheltered homelessness into a shelter unit
- Moved people from shelter into a housing unit
- Covered damage deposits required by hotels to use as shelter space
- Decompressed shelter space
- Offered culturally specific shelter
- Created isolation/quarantine space

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- Provided stable location for guests to stay to help prevent transmission of COVID-19
- Increased access to technology for telehealth appointments, submission of unemployment applications, connection to service providers, access to email, job search, etc...
- Not Applicable
- Other:

5. If you used any COVID-19 Response Funds (ESP-CV + CRF-ESP) for meals, snacks, food transportation, etc. please check all that apply:

- Transportation increased accessibility of food (i.e. delivery of food)
- More food was distributed
- Added equipment to accept, store, and/or deliver more food
- Able to serve BIPOC (Black, Indigenous, People of Color) communities
- Able to offer more culturally specific foods
- Not Applicable
- Other:

6. If you used any COVID-19 Response Funds (ESP-CV + CRF-ESP) to support salaries, staff positions, volunteers, etc. please check all that apply:

- Replaced a decreased volunteer force with additional paid staff to maintain existing services
- Hero pay/hazard pay for staff
- Increased staff to extend hours of operation
- Hired staff/security at new shelter settings opened in response to COVID-19 including new congregate shelters, new hotel-to-home projects, new day shelters.
- Not Applicable
- Other:

7. If you used any COVID-19 Response Funds (ESP-CV + CRF-ESP) to improve the safety of your facility, please check all that apply:

- Updated HVAC system, and/or made other improvements to filtration and/or ventilation to reduce risk of airborne transmission
- Installed plexiglass dividers
- Replaced furniture with materials that can be easily cleaned
- Divided rooms to allow for social distancing
- Not Applicable
- Other:

8. If you used any COVID-19 Response Funds (ESP-CV + CRF-ESP) for hygiene, sanitation, and/or cleaning supplies, please check all that apply:

- Supplied staff with PPE (*e.g. masks, face shields, etc.*)
- Supplied guests with PPE (*e.g. masks, face shields, etc.*)
- Purchased cleaning supplies to disinfect and sanitize.

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- Increased availability of portable restrooms/hand-washing stations for encampments
- Hired cleaning company to sanitize and clean high-touch areas/shared spaces and/or assist with room turnover for new guests.
- Paid fees for cleaning services provide by external business(s)
- Not Applicable
- Other:

### **MAINTAINED SHELTER UNITS**

*The intention of this question is to determine how many EXISTING units (shelter units available prior to COVID-19) would be lost without the COVID-19 emergency response funds (OEO, DHS). Information about new/expanded capacity (existing prior to COVID-19) will be asked about it in future sections of this survey.*

9. Were funds used to maintain existing shelter units (shelter units established prior to the COVID-19 pandemic)? (yes/no)

*If yes,*

10. How many shelter units (existing prior to the COVID-19 pandemic) were maintained as a result of ESP-CV and/or CRF-ESP funds received?

### **HOTEL/MOTEL UNITS**

11. Did you provide hotel/motel units with these funds? (yes/no)

*If yes,*

12. How many households (unduplicated) were served in hotel/motel units funded with ESP-CV and/or CRF-ESP funds?

### **Demographic Details**

Please provide the following demographic information about the **HEAD OF HOUSEHOLD**.

Racial, economic, and other inequities increase susceptibility to the COVID-19 pandemic. Please complete this section to provide demographic information on the population served through ALL COVID-19 EMERGENCY RESPONSE Funds allocated by the Office of Economic Opportunity. Racial and ethnic categories utilized by HUD have been modified for the purposes of collecting demographic information, with the recognition that limitations exist in using these categories. Further details about reporting racial identifiers can be found here (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>).

### **Race**

13. For head of households ONLY, please provide the numbers served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) who identify as the following racial categories:

- a. American Indian/Alaska Native:
- b. Asian:
- c. Black/African American:
- d. Native Hawaiian/Other Pacific Islander:
- e. White:

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- f. Biracial/Multiracial:
- g. Racial information not reported/not collected:

### Ethnicity

Please provide the following demographic information about the **HEAD OF HOUSEHOLD**.

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14. Please provide the number of households served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) who identify as the following ethnic categories. For the purposes of this report, please document only the ethnic identification of the head of household:

- a. Hispanic/Latino:
- b. Non-Hispanic/Non-Latino:
- c. Ethnicity information not reported/collected:

### Age

15. Please provide the number of households served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) of the following household types:

- a. Single Adults (age 25 and older):
- b. Single Youth (age 18-24):
- c. Single Minor Youth (age 17 and younger):
- d. Adult (age 25 and older) headed Families with children:
- e. Youth (age 18-24) headed families with children:
- f. Minor Youth (age 17 and younger) headed families with children:

### **FIRST MONTH'S RENT/DAMAGE DEPOSIT**

16. Did you provide first month's rent/damage deposit with these funds? *(yes/no)*

*If yes,*

17. How many households (unduplicated) were served with first month's rent/damage deposit assistance utilizing ESP-CV and/or CRF-ESP funds?

### Demographic Details

Please provide the following demographic information about the **HEAD OF HOUSEHOLD**.

Racial, economic, and other inequities increase susceptibility to the COVID-19 pandemic. Please complete this section to provide demographic information on the population served through ALL COVID-19 EMERGENCY RESPONSE Funds allocated by the Office of Economic Opportunity. Racial and ethnic categories utilized by HUD

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have been modified for the purposes of collecting demographic information, with the recognition that limitations exist in using these categories. Further details about reporting racial identifiers can be found here (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>).

### Race

18. For head of households ONLY, please provide the numbers served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) who identify as the following racial categories:

- a. American Indian/Alaska Native:
- b. Asian:
- c. Black/African American:
- d. Native Hawaiian/Other Pacific Islander:
- e. White:
- f. Biracial/Multiracial:
- g. Racial information not reported/not collected:

### Ethnicity

Please provide the following demographic information about the **HEAD OF HOUSEHOLD**.

Racial, economic, and other inequities increase susceptibility to the COVID-19 pandemic. Please complete this section to provide demographic information on the population served through ALL COVID-19 EMERGENCY RESPONSE Funds allocated by the Office of Economic Opportunity. Racial and ethnic categories utilized by HUD have been modified for the purposes of collecting demographic information, with the recognition that limitations exist in using these categories. Further details about reporting racial identifiers can be found here (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>).

20. Please provide the number of households served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) who identify as the following ethnic categories. For the purposes of this report, please document only the ethnic identification of the head of household:

- a. Hispanic/Latino:
- b. Non-Hispanic/Non-Latino:
- c. Ethnicity information not reported/collected:

### Age

21. Please provide the number of households served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) of the following household types:

- a. Single Adults (age 25 and older):
- b. Single Youth (age 18-24):
- c. Single Minor Youth (age 17 and younger):
- d. Adult (age 25 and older) headed Families with children:
- e. Youth (age 18-24) headed families with children:
- f. Minor Youth (age 17 and younger) headed families with children:

### OTHER SHELTER UNITS

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*This section refers to shelter units created in response to the COVID-19 pandemic that do NOT include hotel/motel units and/or first month's rent/damage deposits.*

22. Did you provide other NEW shelter units with ESP-CV and/or CRF-ESP funds (excluding hotel/motel units and first month's rent/damage deposits)?

*If yes,*

23. How many households (unduplicated) were served in new shelter units established with ESP-CV and/or CRF-ESP funds (excluding hotel/motel units and first month's rent/damage deposit)?

### Demographic Details

Please provide the following demographic information about the **HEAD OF HOUSEHOLD**.

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### Race

24. For head of households ONLY, please provide the numbers served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) who identify as the following racial categories:

- a. American Indian/Alaska Native:
- b. Asian:
- c. Black/African American:
- d. Native Hawaiian/Other Pacific Islander:
- e. White:
- f. Biracial/Multiracial:
- g. Racial information not reported/not collected:

### Ethnicity

Please provide the following demographic information about the **HEAD OF HOUSEHOLD**.

Racial, economic, and other inequities increase susceptibility to the COVID-19 pandemic. Please complete this section to provide demographic information on the population served through ALL COVID-19 EMERGENCY RESPONSE Funds allocated by the Office of Economic Opportunity. Racial and ethnic categories utilized by HUD have been modified for the purposes of collecting demographic information, with the recognition that limitations exist in using these categories. Further details about reporting racial identifiers can be found here (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>).

25. Please provide the number of households served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) who identify as the following ethnic categories. For the purposes of this report, please document only the ethnic identification of the head of household:

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- a. Hispanic/Latino:
- b. Non-Hispanic/Non-Latino:
- c. Ethnicity information not reported/collected:

### Age

26. Please provide the number of households served in hotel/motel units through ALL COVID-19 EMERGENCY RESPONSE FUNDS (ESP-CV and CRF-ESP) of the following household types:

- a. Single Adults (age 25 and older):
- b. Single Youth (age 18-24):
- c. Single Minor Youth (age 17 and younger):
- d. Adult (age 25 and older) headed Families with children:
- e. Youth (age 18-24) headed families with children:
- f. Minor Youth (age 17 and younger) headed families with children:

### **FOOD**

27. Did you prepare/provide snacks/meals with these funds? NOTE: If funds awarded under “food” were for transportation, storage, etc. NOT purchasing food, you can answer “no” to this question. (Yes/No)

*If yes (NOTE: This section should include information only ANY meals/snacks provided with any COVID-19 Emergency Response Funding (CRF-ESP/ESP-CV/CRF-Food),*

28. Please estimate the number of meals provided with ALL COVID-19 Emergency Response (ESP-CV/CRF-ESP) funding:

29. Were snacks provided with any of the COVID-19 Emergency Response (ESP-CV + CRF-ESP) funding:  
Yes/No

### **FISCAL**

*This section is intended to gather information on ALL ESP-CV and CRF-ESP funds.*

30. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **AWARDED** for SHELTER CAPACITY:

31. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **EXPENDED** for SHELTER CAPACITY:

32. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **AWARDED** for HYGIENE/SANITATION AND CLEANING SUPPLIES:

33. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **EXPENDED** for HYGIENE/SANITATION AND CLEANING SUPPLIES:

34. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **AWARDED** for STAFFING:

35. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **EXPENDED** for STAFFING:

36. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **AWARDED** for FOOD:

37. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **EXPENDED** for FOOD:

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38. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **AWARDED** for CAPITAL:

39. TOTAL amount of ALL COVID-19 Emergency Response Funds (ESP-CV/CRF-ESP) **EXPENDED** for CAPITAL:

*End of survey.*

Thank you!

Thank you for submitting a report for the COVID-19 Emergency Response Funds (ESP-CV and/or CRF-ESP) awarded by the Office of Economic Opportunity (DHS). Unless you have been contacted by someone from the OEO housing team for a fiscal review, no further action is required at this time. Should you have any questions or concerns, please contact Katelyn Warburton ([katelyn.warburton@state.mn.us](mailto:katelyn.warburton@state.mn.us)).