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Department of Business & Industry  
**HOUSING DIVISION**  
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April 22, 2015

## **PROGRAM BULLETIN**

### EMERGENCY SOLUTIONS GRANT PROGRAM

TO: ESG Sub-Recipients

RE: 2014 Annual Reports

*Sent via electronic mail*

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Attached please find the 2014 ESG Annual Report. This report will need to be completed for clients served July 1, 2014 through June 30, 2015, and submitted to the Division by July 20, 2015. It is being provided ahead of time so agencies can become familiar with what will be needed since the report is due within a few weeks of the end of the grant year. Information received and data obtained will help to determine if the Division met the goals and objectives of the ESG program.

Agencies will need to run the *ESG CAPER* report, the *HUD APR* report, and the *Client Demographic* report for *each program* in order to obtain the data needed. Contact Bitfocus if you need help running these reports. Attach copies of all reports to the Annual Report and submit to the Division once completed.

#### **Utilization Rates**

Emergency shelter and transitional housing for homeless programs will need to provide utilization rates and lengths of stay in shelters. Since there isn't a report in Clarity that can be processed to obtain this information, the following instructions must be used to gather the utilization rate.

To calculate *utilization rates* for emergency and transitional housing beds funded through the ESG program you will need to use the following calculations:

a. *Determine the total available beds for your program*

If you have a program with 5 total beds that was operational for the full 12 months, then you will have an available bed total of 1825 ( $5 \times 365 = 1825$ ). If the program was not available during the entire scope of the year, you will need to determine the actual number of *nights* the beds were available and multiply that by the total number of beds.

b. *Determine the total bed nights provided*

In Clarity, run the HSNG-101 Housing Census report for the 12 month date range. The total at the bottom of the report represents the actual bed nights provided.

c. *Determine your utilization rate*

Utilization = total bed nights provided during the 12 month period divided by the total number of beds available for the year.

### **Length of Stay**

In order to determine if emergency shelter clients who exited into transitional housing or permanent housing stayed in the shelter less than 45 days you will need to run the HUD APR Report in Clarity, and click on the drop down list in Section Q29a2 of the report under “exited to TH” or “exited to PH” to review each client for the “length of stay”. This has to be done manually in order to calculate average length of stay for clients who exited to permanent or transitional housing.

### **Homeless prevention and rapid re-housing clients, and emergency shelter clients who exited a shelter into transitional or permanent housing**

In order to provide the number of clients who have returned to homelessness after exiting a homeless prevention or rapid re-housing program, or who exited from a shelter into transitional or permanent housing and have become homeless again, you will need to review your client’s histories in HMIS to see if they have fallen back into homelessness after they exited. If you’re your agency reaches out to clients after 6 months of assistance and to determine if they have become homeless, then you can use that data as well. Unfortunately there isn’t a report in Clarity that can provide this information so it will have to be gathered manually.

Thank you in advance for your help with these reports. Please contact Soni Bigler via email at [sbigler@housing.nv.gov](mailto:sbigler@housing.nv.gov), or by telephone at 775-687-2042 or 1-800-227-4960 extension 2042 for questions regarding this Program Bulletin.

Thank you.

NEVADA HOUSING DIVISION