CHRP Partners Meeting – Program Launch

July 7, 2020

Welcome

Please take a moment to change your Zoom display name to your first and last name followed by the agency you are here representing.

1. Click on the "participants" button at the bottom of your screen

2. Hover your mouse over your name (tap if on mobile) until the "More" button appears

3. Click on "More," then "Rename"

4. First Name Last Name, Agency (Irene Marsh-Elmer, Lake County Community Development)

If you have questions at any time, please type them in the chat box.

Thank you!

Introductions

- Irene Marsh-Elmer - imarshelmer@lakecountyil.gov
  - *Main point of contact*
  - *Questions about the program rules, documents, administration*
  - *General questions about ServicePoint or the ServicePoint Referral Network*
  - *Vouchers and reporting*

- Danielle Selvais – dselvais@lakecountyil.gov
  - *ServicePoint technical assistance*

- Louis Figueroa – lfigueroa@lakecountyil.gov
  - *Contracts, initial vouchers*
  - *ServicePoint technical assistance*

- Brenda O'Connell – boconnell@lakecountyil.gov

Goals for Program Launch

01

Quickly respond to the need

02

Remain as consistent as possible across providers

03

Ensure recipients have access to everything they need

Next Steps

Documents
- Submit signed contract
- Submit initial voucher
- SAM.gov registration

Train new users in ServicePoint
- Entering CHRP beneficiaries training is available on the CHRP website
- Receiving and sending referrals training is available on the CHRP website

Begin Program
- Accept referrals
- Process applications
- Enter and Exit clients in ServicePoint
- Communicate via bi-weekly meetings

URL: https://www.lakecountyil.gov/4476/Lake-County-COVID-Housing-Relief-Program

Contents:

- Program Manual (has been updated since last sent out)

- All forms

- Training video, workflow chart, and presentations

Website

Voucher – template available on website

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Backup documentation – instructions in Program Manual

-Direct: Application, Landlord Verification Form

-Project Delivery: Timesheets, payroll

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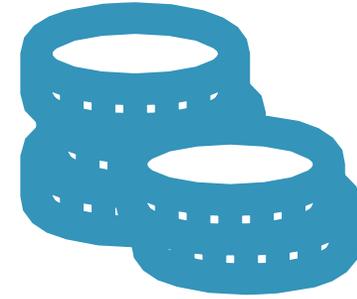ServicePoint **Client Served Report**

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First Report due August 7, 2020 for expenses from 7/1/2020-7/31/2020

Reporting Requirements

Township Budgets

- Townships will be required to submit an additional document with each monthly report showing that they are also spending Emergency Assistance funding from the Township budget.
- Townships **will not** be required to spend down their entire Emergency Assistance program funding prior to spending CHRP funds.

Questions?

Reach out to Irene Marsh-Elmer at
imarshelmer@lakecountyil.gov