

Application Workshop and Homeless CoC Planning Session

Thanks to our Host!

1

Welcome From DCA

- Carmen Chubb – Asst. Commissioner for Housing
- Don Watt, Director, Office of Special Housing Initiatives

Housing Trust Fund Staff

- John Bassett – New S+C
- Jonathan Cox – HPRP Coordinator
- Brian DiNapoli – HPRP Pay Requests
- Chantell Glenn – S+C Payments, S+C Contracts
- Elayne Miller – Pay Requests, Grantee Contracts, ESG Amendments
- Tina Moore – Reports, Continuum of Care
- Lindsey Stillman – HMIS, Continuum of Care, Research, HSS
- Phillis Thomas – Site Visit Manager, Findings, HOPWA, TA
- Dave Totten – HMIS
- Bonnie Woods – Site visits, S+C applications
- Patricia Wright – Financial Mgmt., S+C amendments, Grantee Contracts

2

DCA Customer Service Initiative

How's Our Service?

On February 8th, DCA launched its new – Customer Service Management System. You can access it via our main web page at www.dca.ga.gov.

It is the goal of DCA to provide Exceptional Customer Service. We welcome any comments you have that will enable us to serve you better.

3

Upcoming Changes for 2011 or 2012 – The Hearth Act

- On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs. The bill was included as part of the Helping Families Save Their Homes Act.
- HUD will have up to 18 months to develop regulations to implement the new McKinney program.
- There will be changes to both the Emergency Shelter Grant (ESG ... to be renamed the "Emergency Solutions Grant") and Continuum of Care (CoC) Programs.
- Homelessness prevention and rapid re-housing will be significantly expanded.
- Definitions are changing, thus eligibility changes
- More information at www.endhomelessness.org

4

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- DCA is not funding these activities in 2010
- The Recovery Act included \$33 million dollars for Homeless Prevention and Rapid Re-Housing (HPRP) Activities in Georgia
- 11 local government entitlements
- 152-county balance of state implementation
- 7 balance of state HPRP grantees
- Full information at <http://www.dca.ga.gov/housing/specialneeds/programs/HPRP.asp>

5

Housing Opportunities for Persons With AIDS (HOPWA)

- Due to time constraints, HOPWA will not be discussed in detail
- DCA funds are allocated by HUD for a 127 county area that DOES NOT INCLUDE metro Atlanta and metro Augusta
- DCA funds regional projects only
- Organizational review criteria is equivalent to ESG
- Questions, contact Phillis Thomas, phillis.thomas@dca.ga.gov, 404-679-0651

6

HSS and HMIS Requirements

Discussion of Fundamental Requirements for Implementation of –

1. Housing Support Standards (HSS), and
2. Homeless Management Information Systems (HMIS)

7

Housing Support Standards

- ALL ESG grantees (existing and returning) must adhere to Housing Support Standards
 - Including Service Only Programs
- Standards available on DCA website as well as Implementation Guide
- The activities and outcomes related to the standards are tracked in Pathways Compass
 - Procedures for Family Violence Agencies Under Development

8

Housing Support Standards

The **Housing Support Standards** are a set of requirements for all DCA grantees. These standards encompass seven main topic areas.

- A. Program Philosophy
- B. Training & Supervision
- C. Access to Services
- D. Screening & Intake
- E. Service Planning & Delivery
- F. Case Closing & Follow-Up
- G. Documentation

9

Housing Support Standards

- Support Standards seek to ensure all individuals/families served through DCA funded programs receive access to quality services that will improve their housing stability and move them along the continuum of care and out of homelessness
- Emphasize development of housing goals, connection to services and tracking progress

10

Housing Support Standards

General Timelines for maintaining data in Pathways:

Initial Intake in Pathways	One Week after Intake
Barriers to Housing Stability Assessment	One Week after Intake
Set Housing Stability Goals	One Week after Intake
Update Goals	Twice a Month
Update Current Status	Intake As Necessary Discharge 90 Days after Barriers Assessment (Emergency and Services) 180 days after Assistance for Prevention 30, 90 and 180 days after Discharge (Transitional and Permanent Supportive Housing)
Participant Discharge from Pathways	One Week after Discharge

11

Housing Support Standards

- All Current Grantees **SHOULD BE IMPLEMENTING** the Housing Support Standards
- Adherence to standards will be monitored through:
 - On site monitoring visits
 - Participation in training
 - Review of Pathways data
 - Reports at the end of the year
- DCA will also use information to evaluate ability of programs to increase and maintain the housing stability of its consumers
- Implementation will be part of application scoring

12

HMIS Participation

- All DCA-funded agencies and agencies participating in the Balance of State Continuum of Care must actively participate in Homeless Management Information Systems (HMIS) through use of Pathways COMPASS
- HMIS Policy and Standard Operating Procedures can be found on DCA Website

<http://www.dca.state.ga.us/housing/specialneeds/programs/hmis.asp>

13

HMIS Participation

- Mandated by HUD through Continuum of Care Process
- Data will be reported to HUD on an annual basis through Annual Homeless Assessment Report
- AHAR used by Congress to determine future funding levels
- Data used by Continuum and Statewide for planning

14

DCA HMIS Policy

- Follow Standard Operating Procedures
- Enter all consenting clients into HMIS
 - 75% of ALL clients in all homeless programs (regardless of DCA funding) at a minimum
- Shelter and Housing programs must ENROLL and DISCHARGE clients in a timely manner
- Comply with current privacy and security standards
- Maintain documentation of authorization
 - Including REFUSALS

15

DCA HMIS Policy

- DCA staff will monitor compliance with policy through:
 - Site Visits
 - System Utilization Reports
- HMIS Findings may result in withholding of payments
- Pathways will also be used to monitor compliance with Housing Support Standards and Program Performance
- Family Violence Agencies are not required to participate – should use ALICE
- Funding and funding levels will be based, in part, on HMIS participation

16

Questions About HMIS or HSS

Go to: "www.dca.ga.gov"
Then "Homeless and Special Needs"
Then "HMIS" Or
"Housing Support Standards"

or contact
Lindsey Stillman (HMIS or HSS), 404-327-6813
lindsey.stillman@dca.ga.gov

17

DCA Emergency Shelter Grants Application Guidelines for 2010

18

Reminders/Changes for 2010

- \$3.5 MD Available
- Continued emphasis on HSS and HMIS!
- Extreme demand for funds
- Thresholds remain, but applications will be scored by completeness of the application, previous program and HMIS compliance, capacity of the organization, procurement of outside resources, budget, performance history and project type.
- Lower scoring projects will not be funded

19

Reminders/Changes for 2010

- Continued use of ESG for HMIS fees
- Emphasis on Housing Support Standards (HSS)
- Generally, limited ESG funds are not intended for start-up
- No ESG funds for development
- Read the Application Guidelines in full for complete details!!!

20

2010 Application Guidelines

- The ESG application contains 4 supplements;
 - I. Shelter,
 - II. Transitional,
 - III. Supportive Services programs and
 - IV. Project Homeless Connect
- Submit only the supplement or supplements relevant to your funding request(s)!

21

General ESG Requirements

- The purpose of ESG is to be the first step in the Continuum of Care
- Nonprofit applicants, including religious organizations, must have 501(c)(3), provide programs in a manner free from religious influences, and meet viability standards established by DCA (as required by State Law)

22

Emergency Shelter Grants (ESG)

Want to know more?

- ESG general info – <http://www.dca.ga.gov/housing/specialneeds/programs/emergencysHELTERgrants.asp>
- ESG grantee info – <http://www.dca.ga.gov/housing/specialneeds/programs/ESGGranteesOnly.asp>

23

Who's Eligible for Homeless Assistance? HUD Dictates Three (3) Classes of Eligibility:

	Chronic Set-Asides (S+C, SHP & Other)	S+C, SHP & Other Permanent Housing	Shelter or Transitional
1 st Priority - Chronic	Yes	Yes	Yes
2 nd Priority - Entering From Shelters or Unsheltered, & Disabled	No	Yes	Yes
3 rd Priority - All Others	No	No	Yes

24

Eligible “Chronically Homeless” 1st Priority - 3 Tests:

Test 1: A chronic homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four (4) episodes of homelessness in the past three (3) years.

25

1st Priority - Chronically Homeless Test 2:

Test 2: To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time (year). An episode is a separate, distinct and sustained stay on the streets and/or in an emergency homeless shelter.

26

1st Priority - Chronically Homeless Test 3:

Test 3: A disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living. A chronically homeless person must be unaccompanied and disabled during each episode.

27

Eligible “Chronically Homeless” Persons Who can benefit from S+C and other HUD Permanent Supportive Housing Programs?

To Document Chronic Homelessness:

This person is “chronically homeless.” If box is checked, attach documentation. Note that most S+C providers and others with CoC SHP grants have goals for serving chronically homeless persons. Your ability to provide reasonable documentation may assist this person with permanent housing.

Per 2005 CoC Guidelines: A chronic homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time (year). An episode is a separate, distinct and sustained stay on the streets and/or in an emergency homeless shelter.

Per 2005 CoC QA: A disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living. A chronically homeless person must be unaccompanied and disabled during each episode.

28

2nd Priority -- Homeless, Entering From Shelters or Unsheltered, and Disabled

1. Unsheltered ... sleeping outside or in places not suitable for human habitation (condemned buildings, cars, tents, buildings other than houses, sidewalks, etc.), or
2. In a shelter, or
3. Persons living in transitional housing who entered as unsheltered or from a shelter (1 or 2, above)

Obtain disability documentation upon entry, if possible. This will improve resources for placement. Documentation format at web site previously given.

29

2nd Priority – Homeless, Entering From Shelters or Unsheltered, and Disabled

The person has a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such a nature that ability to live independently could be improved by more suitable housing conditions, or

On SSI, SSDI, or Developmentally Disabled

30

What is a HUD - Qualifying Developmental Disability?

The person has a developmental disability, which is a severe, chronic disability that -- (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments; (ii) Manifested before the person attained age 22; (iii) Is likely to continue indefinitely; (iv) Results in substantial functional limitations in three or more of the following areas of major life activity: (A) Self-care; (B) Receptive and expressive language; (C) Learning; (D) Mobility; (E) Self-direction; (F) Capacity for independent living; and (G) Economic self-sufficiency; and (v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated.

31

Eligible "Homeless" Persons Who can benefit from S+C or SHP Permanent Housing Through Continuum of Care?

Eligibility for HUD SHP & S+C Permanent Housing Placement for Projects Funded in 2005 (and beyond):

Documentation is attached to show that this person is admitted to the program directly from the streets (see Part II.A.), from "shelter" (see Part II.B.), or from transitional housing having entered transitional housing from the "streets" or from "shelter" (see Part II.B.).

3rd Priority - Eligible for Shelter or Transitional Housing ONLY

4. Persons within one week of eviction
5. Homeless entering a crisis or detox center (short stay, < 30 days)
6. Persons discharged from an institution who, absent your assistance, would have to spend the night on the street
7. A person fleeing family violence, or someone who is forced from their home
8. A person < 18 who is kicked out by family, a roommate or a landlord

33

3rd Priority - Continued

In short, a person is homeless if, **you can prove with adequate documentation,** that without your assistance the person would have to spend the night in a shelter or in an unsheltered location.

Documentation format on DCA ESG website

34

Who is not "Homeless"

- Persons housed or with resources for housing
- In housing paying excessive rent, in substandard or overcrowded housing
- Living long-term with immediate family, relatives or friends
- Living in a congregate living facility (other than a shelter)
- Living in a hospital or institution (for > 30 days) where the institution has a policy that requires housing placement at discharge
- Youth or adults in state's custody

35

Nonprofits must get "Local Approval" from your City or County Government for all of your activities

- In accordance with Federal Law and DCA policy, Nonprofits are eligible to receive funds only if their applications are approved by their local jurisdiction (City or County)
- Format is included in the application package.

You must use DCA Format!!

36

Threshold, Scoring and Award Factors for ESG

New for 2009!

In addition to threshold considerations, DCA developed and implemented a scoring system. Again this year, requests will be scored by program, and lower scoring requests will not be funded.

37

Threshold Factors for ESG

Include, but are not limited to:

- HMIS non-participation or substantial non-compliance
- Application substantially incomplete
- Consistent lack of performance (bed utilization, persons served, etc.)
- Consistent non-compliance (financial, reporting, other)
- Organization lacks capacity
- Ineligible applicant – lacks 501c3
- Failure to Obtain Local Approval
- Ineligible populations or activities
- Insufficient Match
- Others

38

Scoring and Award Factors for ESG

Include, but are not limited to ...

Application completeness

Non-Entitlement Areas

Participation in Collaborative Meetings

- Participation in CoC Planning
- Participation in Homeless Count and/or Project Homeless Connect

Organizational Experience and Capacity

- Record of services to homeless population
- Extent to which program serves exclusively (100%) "homeless" persons
- Organizational stability and ability to manage programs
- Board of Director Capacity and Involvement
- Degree of Collaboration with other Agencies
- Degree of compliance demonstrated during DCA monitoring visits or in desk audits and past performance on grants

39

Scoring and Award Factors for ESG

Factors include, but are not limited to:

- Project Narrative
 - Need for Project and Population Served
 - Availability of services in the mainstream
 - Clear Goals and Objectives
 - Connection to DCA Funding Priorities and consistency with local need, conformance to local plans, and service delivery strategy including connection to local CoC priorities
 - Demonstrated ability of the agency to move homeless individuals into housing; or demonstrated ability of the organization to increase housing stability of homeless individuals; attainment of income and employment (including supportive); and demonstrated ability of the agency to provide necessary services to homeless individuals, or to assure provision of services through documented MOU's or letters of agreement with other service providers.

40

Matching Requirements

Revised for 2009 and again 2010

DCA funds may not exceed 50% of the cost of the program. Match can be cash, non-cash or leveraged value.

41

Deadline

- Applications are due on Monday, April 5, 2010 either to (1) DCA offices before 5 p.m., or to (2) your local USPO, UPS, Fed Ex office, etc. If you use a carrier, you must obtain a tracking number and carrier receipt! See Application Guidelines for complete details.
- **Send one original and one copy, keep an extra in case we need it!**
- **We will notify you of application receipt by April 15, 2010. If you do not receive this receipt, you must immediately contact DCA!**
- **Late Applications will not be Accepted - Do not be late!!**

42

ESG Application Forms

Include Organizational Information

- Application Checklist
- Summary
- Certifications
- Organizational Information & Attachments
- Organizational Narrative
- Program Locations
- Environmental Information

Include Supplements only if you are applying for funds in that program area!

- Supp I, Emergency Shelter
- Supp II, Transitional Housing
- Supp III, Supportive Services
- Supp IV, Project Homeless Connect

43

Application Forms

All Forms are On-Line as WORD Documents

- As whole document, or
- Chopped-up into sections ... Instructions, Org Data, Sites, Supplements and Attachments
- www.dca.ga.gov
- Go to "Homeless and Special Needs"
- Go to "Emergency Shelter Grants"
- Enjoy!

44

Attachment Checklist, Page 13

- **DO NOT OVERLOOK THESE SUBMISSIONS.** Failure to submit this information or to verify that we have it on file can result in rejection of, or a lower score for, your application
- Include overall agency budget ... program budgets are different!
- NPO Submissions ... if you are a current year grantee and if you have updated your financials since last submission (4/09), you may only need to send updated board info and minutes from meetings

45

Application Forms, Page 14

- List the "contact person" within your organization that can best answer application questions
- Also name the board chair, the executive director, and the HMIS administrator
- Prepare a table of contents referencing the Checklist
- Hand number each page of your application, including attached pages and use the "page or tab reference" to guide DCA to the proper documentation

46

Application Forms ... Page 15

- Use the legal name for your organization. Give us the common name if there is one
- Suppressed street addresses will not be disclosed
- List requests for up to 5 programs on this page. Include the program name and the total amount of funds requested by single type of program. Omit supplements if funds for that program are not requested
- MULTIPLE supplements, one for each emergency, transitional or service program
- Obtain appropriate authorization for application submission

47

For Example ...

6. Funds Requested -- Attach the appropriate supplement for each program for which funds are requested.					
Program Name (With the exception of Project Homeless Connect, shelter and transitional housing program names must match the Program Name in Pathways Compass. This is preferred for supportive service programs. First time applicants and family violence agencies list program name.)	Amount(s) Requested				
	Note - Only one column entry per row!				
	Attach Supplement I, Emergency Shelter, or	Attach Supplement II, Transitional Housing, or	Attach Supplement III, Supportive Services, or	Attach Supplement IV, Project Homeless Connect	
a.					
b.					
c.					
d.					
e.					
Total each column this line:					
Total DCA Funds Requested (Total of Columns I, II, III and IV):					5

48

Organizational Information Pages 17-22

- Typical questions ask the applicant to discuss **General** information about applicant's organization
- For this, and for all narratives, make them informative. Keep them concise. Attach additional pages, as necessary.
- Discuss -
 - Mission
 - Programs and Services
 - Locations
 - Staffing
 - HMIS and HSS
 - Collaboration
 - Other

49

Sites – Summary Information and Environmental Conditions, Pages 23, 24 & 25

- **Page 23** includes basic site information. Include separate form for each site where applicant controls the site and DCA funds are requested. If applicant does not control the site or if applicant is not requesting DCA funds for this site, please do not complete page 23.
- If locations are contiguous or across the street, show as one location ... but only if they have the same characteristics ... meaning that the checklist answers are all the same! Correlate local approvals with locations where DCA funding is requested.
- There must be a matching Environmental Information Form (including associated maps) for each page 23 site included in the application. This form is included as page 25.

50

Sites – Summary Information and Environmental Conditions, Pages 23 - 25

- **Page 24** is used, in part, for planning and Continuum of Care inventory. In this inventory, please include information for all homeless programs, not just those that are part of your DCA funding request.
- On this form, there may be multiple programs per site.
- Keep HMIS Program data in manner consistent with this data – Should match Program Profiles
- In lieu of page 24, use Excel form available with ESG documents online.

51

Sites – Summary Information and Environmental Conditions, Pages 23 - 25

- **Page 25** - Complete an Environmental Information Form for all sites (from page 23) where DCA funds are requested. Include all sites where you control the location and operate housing or services.
- Again, page 23 submissions should match up with page 25 submissions.
- If locations are contiguous or across the street, show as one location ... but if they have the same characteristics ... meaning that ownership and the checklist answers are all the same!
- Two maps are required with this form!!! (Google and Floodplains maps ... color, please)

52

Supplement I, Shelter Operations, Beginning Page 26

- Use DCA's "Shelter" definition
- Complete supplement based only on information for the program you are requesting funding. Must match line item for program shown on page 24.
- Provide a separate supplement for each program request
- Remember to be informative about THIS PROGRAM. This is not an agency discussion.
- Keep narratives concise.
- Attach additional pages directly behind each form, if needed

53

Supplement I, Shelter Budget ... Pages 33-34

- Review "maximum grant amounts" in application guidelines ... shelter \$50k per site
- Please ask for reasonable amount. This will make your budgeting and listed matching resources more relevant! Study past grants for your program or similar programs.
- Carefully plan your budget (both for ESG and overall) and make budget requests within line items where funds can be readily utilized
- Operating staff costs may not exceed 10% and supportive service costs may not exceed 30% of ESG budget
- Maintenance & Security may be 100% Dedicated Staff Cost

54

Supplement I, Shelter Budget, Pages 33-34, continued

- Costs are only eligible to the extent that they are “reasonable and justifiable” and directly related to **approved program costs**. Administrative costs are ineligible. If costs such as “Internet” are distributed across “Programs” and “Administration,” Grantee must maintain adequate (to DCA’s satisfaction) documentation to show distribution of costs
- Name all sources of funds that make up the “Total Budget for this Program.” Project all amounts by funding agency (public and private) and program name

55

Supplement II, Transitional Housing, Page 35

Complete in the same manner as
Supplement I
Limit \$25k per program

56

Supplement III Supportive Services, p. 44

- Provide a separate services supplement for each service request
- Only check one box (one service per supplement!)
- Provide narrative and supportive information to describe how this program serves homeless persons only
- S+C grantees, except HOPWA grantees or S+C grantees that pay themselves rents, may apply for services only funds.

57

Supplement III, Support Services

- Housing Support Services (HSS)
- Outreach
- Assessment Centers
- Child Care
- Health Care
- Mental Health/Substance Abuse
- Employment
- Other

58

Supplement III Support Services

- Review “maximum grant amounts” in application guidelines.
 - \$25k per program for ‘services’
 - Limit of 2 service programs per agency.
- Service grants are limited to those organizations that provide collaborative services for many homeless providers in the same service area
- Cannot duplicate services available in mainstream
- DHR “core” and “specialty” providers not likely to receive funds for MH or AD

59

Supplement III – Supportive Services Budget - Pg. 49

- This is a program budget, not agency budget
- The budget ... make sure that you have a separate description (full supplement) for each program.
- We can’t fund programs that are not described
- Show sources of cash for all program costs

60

Supplement IV
Project Homeless Connect, Pg. 51

1-Day, 1-Stop

One-Stop Services to Mobilize Civic Will
and End Homelessness in Your Community

61

Why Establish
Project Homeless Connect

Engage civic leaders in solutions to homelessness
Enhance quality of life for the entire community
Seed/improve a results-based 10-Year Plan
Transform homeless service delivery systems
Increase public knowledge and awareness
Debunk myths and stereotypes
Increase investment/momentum toward solutions
Re-engage our homeless neighbors
Offer quality of life resources

62

Project Homeless Connect
Community: Engage New Partners

✓ Veterans Stand Down - a full partner

Business community
Foundations
Civic leaders
Media
State government agencies
Federal government agencies
Citizens from all walks of life

63

Project Homeless Connect
Community: Engage New Partners

Ensure that the resources are on site to
provide increased access to benefits and
services, including housing, health care,
treatment, social security, VA benefits
and healthcare, workforce, training and
employment programs, education, re-
entry and more

64

Project Homeless Connect
WHAT ARE SOME KEY SERVICES BEING OFFERED AT
PROJECT HOMELESS CONNECT EVENTS?

Housing/ Shelter/ Stabilization
Family Reunification
Employment/ Job Readiness
Medicaid, Social Security Benefits
Welfare and Veterans Benefits
Medical, Dental, Orthopedic Services
Drug/Alcohol/Mental Health Treatment
Legal Counsel/ Therapeutic Courts
Teen and Youth Services
DMV for Identification Cards
Elder/ Family / Childcare Services

65

Project Homeless Connect
WHAT ARE SOME KEY SERVICES BEING OFFERED AT
PROJECT HOMELESS CONNECT EVENTS?

Pet Care
Credit Counseling/ Banking
Transportation
Case Management/ Triage
Mail, Phone, Voicemail
Services
Food and Beverage
Haircuts, Massage, Foot Care
Showers/ Hygiene Kits
Eye Exams / Eyeglasses
Bicycle / Wheelchair Repair

66

Project Homeless Connect

Not limited to one agency within DCA
Region

Additional info available after allocations

Information and Best Practices - online

Questions: Contact Phillis Thomas, 404-
679-0651 or email
phillis.thomas@dca.ga.gov

67

- Thanks from DCA!
- Questions???

68