

2015-2016 Emergency Solutions Grants Program Implementation Workshop

Objectives

Planning vs. Implementation

Planning

1. Reduce unsheltered homelessness.
2. Align with the goals of the Federal plan “Opening Doors”.
3. Improve HMIS data quality and use it to inform our strategies.

Implementation

1. Ensure every homeless household works towards the goal of permanent housing.
2. Increase client income.
3. Increase access to mainstream benefits.
4. Increase utilization of proven interventions such as rapid re-housing.

2015 Homeless Count Results

Overall Homeless

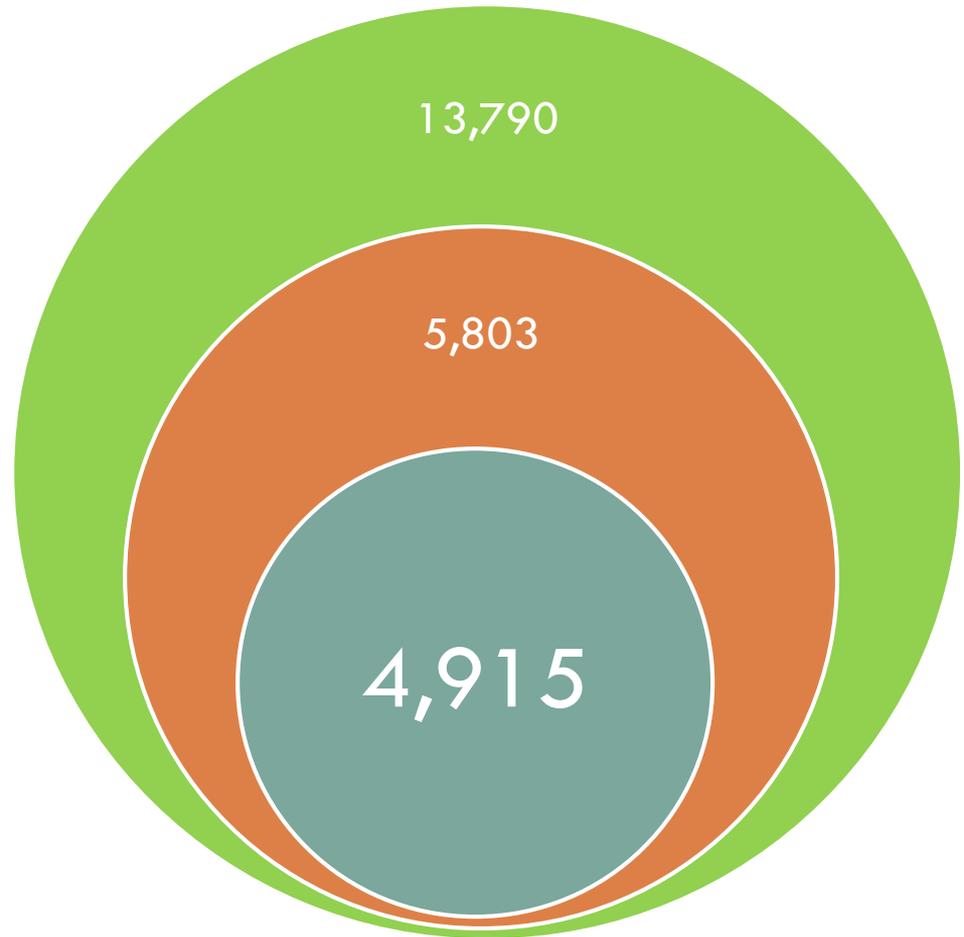
13,790

Unsheltered Homeless

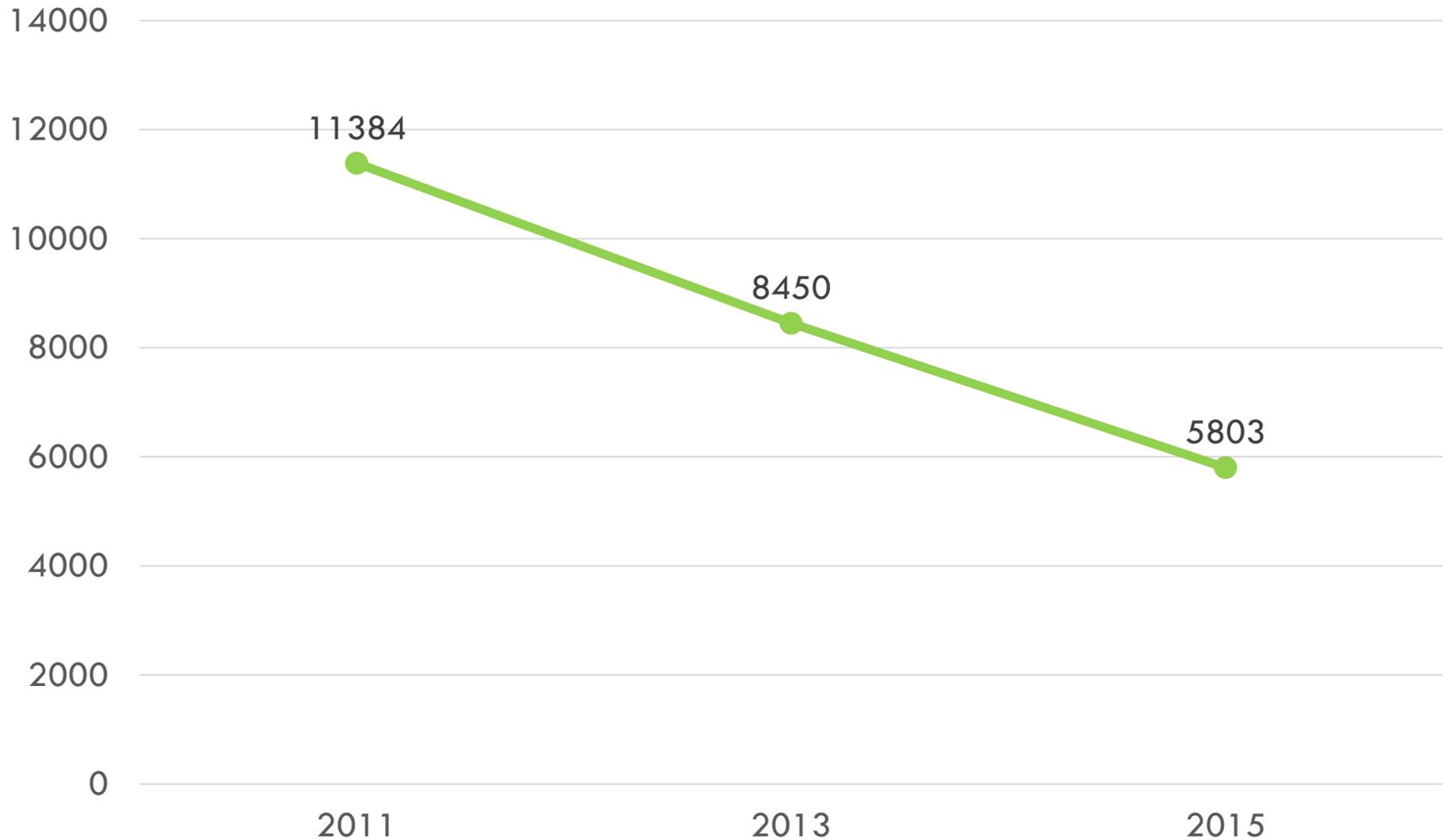
5,803

Unsheltered Individuals

4,915



2011 - 2015 PIT Unsheltered Count



Unsheltered Point In Time Count

Demographics

- 72% Males
- 8% Children
- 41% Black or African American, 55% White, 4% other racial backgrounds
- 4% Hispanic
- 22% Youth
- 13% Veterans
- 26% Chronic

Family Separation

Preventing Involuntary Family Separation in Emergency Shelters

576.102 (b) *Prohibition against involuntary family separation.*

The age, of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.

- Providing a hotel/motel stay is not an appropriate substitute

Education Policy

Ensure that any agency protocols or policies do not infringe on the rights of homeless families.

- ❑ Families have a reasonable choice in deciding the school or community education program that children should be enrolled in.
- ❑ Make reasonable accommodations in allowing families to access programs either before or after school.
- ❑ Liaise with local education provider to ensure that the schools and other community agencies are aware of the resources available to homeless families.
- ❑ The case management plan must include any needs the assessment has identified, goals to eliminate any challenges and issues, and document any progress made towards achieving the goals.
- ❑ Make sure a person in the agency takes responsibility to ensure that all homeless families understand the implications of this policy, and their decision-making rights under it.

Equal Access to Housing Regs

- ❑ Must make housing available without regard to actual or perceived sexual orientation, gender identity, or marital status
- ❑ Prohibits entities from inquiring about an applicant's or occupant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available
- ❑ Clarifies definition of “family” and “household,” which identifies who is eligible for HUD's core programs, includes persons regardless of actual or perceived sexual orientation, gender identity, or marital status

DCA ESG Priorities

DCA priorities for Federal ESG funds are:

1. Rapid Re-housing (rental assistance and stabilization services)
2. Emergency Shelter (operations and essential services)
3. HMIS

****DCA reserves the right to emphasize funding for DCA ESG Entitlement communities.**

DCA ESG Priorities

Priorities for State Housing Trust Fund dollars are:

1. Hotel/motel vouchers
2. Transitional housing

(For populations for which rapid re-housing is not a preferred intervention.)

***DCA reserves the right to set aside a reasonable amount of funding for Project Homeless Connect projects throughout the state.*

DCA ESG Priorities

Additional Priorities:

- DCA is currently working to develop a plan to significantly lower veteran homelessness within the next few months.
- Sub-grantees will be encouraged to participate in DCA's Veteran Rapid Re-Housing Challenge.
- We are currently identifying potential resources.
- New projects focusing on serving youth are a priority in the BoS.

Determining Homeless Status of Youth

- ❑ Youth are not responsible for obtaining their own documentation. Instead, intake workers are responsible for documenting the youth's homeless status by verifying the information provided by the youth starting at the initial interview.
- ❑ If at any point the youth does not want someone to be contacted because he or she fears for their safety – the intake worker **SHOULD NOT** contact the person and should document the youth's feelings and statements in the case file.
- ❑ If the intake worker cannot obtain a higher level of documentation (e.g., a letter from a third-party) the youth can self-certify and the intake worker should document their effort to obtain a higher level of documentation, including notes about why they were not able to.
- ❑ If the intake worker is able to obtain documentation at any point during the youth's participation in the project, then the information should be added to the case file to back up intake documentation.
- ❑ When documenting category 4, the intake worker needs to ask only enough questions to know what is going on – they should rely on the youth's own statement about his or her feelings and concerns. If the youth indicates there is a safety risk then no further documentation of the safety risk is needed – the intake worker should simply document what the youth stated.

Determining Homeless Status of Youth

DETERMINING HOMELESS STATUS OF YOUTH QUICK GUIDE		
Category	 Living situation	Types of Documentation (responsibility of intake worker to obtain the highest level of documentation possible in each situation)
Category 1 Literal Homelessness	<ul style="list-style-type: none"> Shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity Street or other place not meant for human habitation (ex. car, garage, park, abandoned building) An institution (ex. jail, hospital, juvenile detention) that the youth is exiting and where youth was resident for 30 days or less AND the youth resided in emergency shelter or place not meant for human habitation immediately prior to entering that institution 	<ul style="list-style-type: none"> Third party documentation, such as: <ul style="list-style-type: none"> HMS or victim services provider database printed record Written statement by housing or services provider such as homeless liaison, street outreach worker, or shelter provider, or Intake worker direct observation recorded in the file, or Certification of homelessness by youth AND documentation of intake worker's attempts to verify information, or (if exiting institution) Discharge paperwork or a written or oral statement from staff of the institution with beginning and end dates of the time the youth spent in the institution OR certification by youth that they exited institution AND documentation of intake worker's attempts to verify information. Also documentation of shelter or place not meant for human habitation prior to entering institution. <p>NOTE: A youth asking for emergency shelter or street outreach can self-certify their homelessness. This could be a sign-in sheet for shelter with a certification on top that the people signing in are homeless. No further documentation or attempts to verify are required to access emergency shelter.</p>
Category 2 Imminent Risk of Homelessness	<ul style="list-style-type: none"> In own housing, but being evicted within 14 days A hotel or motel paid for by the youth, family or friends where the youth cannot stay for more than 14 days (often due to lack of ability to continue paying) With family or friends and being asked to leave within 14 days <p>Additionally, the youth must have no safe alternative housing, resources or support networks to maintain or obtain permanent housing.</p>	<p>Documentation that youth will lose their housing within 14 days:</p> <ul style="list-style-type: none"> Notice of eviction or equivalent legal document, or Proof of inability to continue to pay for hotel or motel, or Statement by youth that they cannot continue to stay at the place they have been AND written or oral verification from owner or renter of housing obtained by intake worker OR documentation of intake worker's attempts to verify information; and <p>Documentation that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks. Youth can self-certify this.</p>
Category 3 Homeless Under other Federal Statutes	<p>Youth who do not qualify as homeless under the other 3 Categories but who:</p> <ul style="list-style-type: none"> Are homeless under other federal statutes including the Runaway & Homeless Youth Act Have not had their own place with a lease, ownership interest or occupancy agreement in the last 60 days Have moved two or more times in the last 60 days Can be expected to have continued housing instability because of a disability, substance use addiction, history of domestic violence or child abuse, or two or more barriers to employment 	<ul style="list-style-type: none"> Certification of homeless status by the non-profit, or state or local government entity, responsible for administering homeless assistance under other federal statutes, and Certification by the youth that they have not had a lease or other agreement for housing in the last 60 days with written documentation (e.g., from an outreach worker or homeless liaison) OR documentation of intake worker's attempts to verify information, and Certification by the youth that they have had two or more moves in the last 60 days with written documentation OR documentation of intake worker's attempts to verify information, and Documentation of special needs (e.g., copy of SSI check, third party verification, direct observation) or at least two barriers to employment <p>NOTE: HUD must approve CoC Program funded projects to serve youth under Category 3. ISG funded projects do not require HUD approval.</p>
Category 4 Fleeing Domestic Violence	<p>Youth fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:</p> <ul style="list-style-type: none"> Trafficking for housing Trafficking Physical abuse Violence (or perceived threat of violence) because of the youth's sexual orientation <p>Additionally, the youth must have no safe, alternative housing, resources or support networks to maintain or obtain permanent housing.</p>	<p>For providers that are not victim service providers:</p> <ul style="list-style-type: none"> Statement by youth that they are fleeing because of domestic or other violence AND If the safety of the youth is not jeopardized, verification of the statement through written observation by the intake worker or staff at other organizations including law enforcement, housing or service provider, social worker, homeless liaison or legal assistance provider youth has sought assistance from OR documentation of intake worker's attempts to verify information and certification of the statement by the youth or intake worker <p>For victim service providers:</p> <ul style="list-style-type: none"> Statement by youth that they are fleeing domestic or other violence AND Certification of the statement by the youth or intake worker <p>All providers must obtain a youth's self-certification that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks. The intake worker should obtain any available documentation or statements supporting the youth's certification.</p>

NOTE: Additional guidance on documenting homeless status can be found at [Criteria and Recordable Requirements for Definition of Homeless - HUD Exchange](#). Youth who are not determined to be homeless under one of the Categories above may be considered [at-risk of homelessness](#) and eligible for homelessness prevention services funded through ESC.

- October 28, 2015
2:00 pm- 3:30 pm
- <https://www.hudexchange.info/training-events/courses/determining-homeless-status-of-youth-webinar/>

2015 ESG Application Scoring

Applications were scored against the following criteria:

1. Continuum / Entitlement Priorities
2. Project design and implementation
3. HMIS Proficiency
4. Grant Monitoring History
5. Organizational documentation & capacity
6. Project Performance Measures
7. Participation –CoC, Homeless Coalition, DCA training

2015 ESG Scoring Database

FileMaker Pro - [ESGApps2015 (HTF)]

File Edit View Insert Format Requests Scripts Window Help

Find Requests 1 Total New Request Delete Request Perform Find Cancel Find Saved Finds

Layout: Review Summary View As: Matching records: Include Omit Insert: Operators

2015 ESG PROGRAM REQUESTS - REVIEW SUMMARY

Applicant / Org ID	Program Name / HMIS Program Key / Program Type	DV	Requested / Match / Total	Approving Gov't / CoC for This Program / Counties Served	Funded 2014? / SFY14 Award / SFY14 Balance	Organization Threshold Denial? / Comments
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Services Type	<input type="text"/>	RECOMMENDED AMT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SCORING - Scheme Calculation:

Review Status (Calculated) -- Use "Find" to locate "Complete" vs. "Incomplete":

- 1. CoC or ESG Priority** High Medium Low
(Always Applicable)
 Weighted Score: of
- 2. Monitoring Performance** N/A
 Score: /5 Weighted Score: of
- 3. Financial Performance** N/A
 Score: /5 Weighted Score: of
- 4. Program Design, Feasibility, and Strategy**
(Always Applicable)
 Score: /4 Weighted Score: of
- 5. Performance Measures** N/A *Calculated Value =*

 - Hard to Serve and Recidivism: /2 N/A
 - Score, Income Increase: /2 N/A
 - Score, Financial Progress: /2 N/A
 - Score, Projected Served: /1 N/A
- 6. Continuum of Care** N/A
 Score, Training:
 Score, Continuum of Care:
 Score, Homeless Counts:
 Score, Coalitions:
 Weighted Score by Scheme:
- 7. Participation** N/A

SCORING TOTAL (of)

100 Find 2:07 PM

2016-2017 Application Process



- Low barriers and housing first approaches will be weighted more heavily.
- Lack of spending may result in an overall reduction of state funds and will be weighted more heavily in individual application review.
- We encourage sub-grantees to apply for SOAR funding and prioritize veterans and youth homelessness.

Coordinated Entry (CE)

- ❑ ESG sub-recipients should follow the CE established in the location of the project
- ❑ Many are not yet fully established but are in pilot phases or are being rolled out in pieces
- ❑ Balance of State CoC
 - ❑ Will adopt a regional model
 - ❑ Will utilize technology, especially HMIS, as much as possible
 - ❑ Has adopted the ESG intake form and BHSA as the assessment tool

Housing Support Standards

A set of requirements for all DCA sub-grantees. Training will be provided via webinar.

These standards encompass 7 main topics:

- Program Philosophy
- Training and Supervision
- Access to Services
- Screening and Intake
- Service Planning and Delivery
- Case Closing and Follow Up
- Documentation

Housing Support Standards

- ❑ Project ensures that individuals have access to essential services (either in-house or through *formal* arrangements with other providers)
 - ❑ *Including housing services, skills training, support*
 - ❑ *services, health services, employment and vocational services*
- ❑ Resource Directory is updated and available to staff
- ❑ Consumers have access to crisis support 24/7
- ❑ Project provides only those services for which they are qualified to provide
- ❑ Participation in Local/Regional Planning through CoC

Required Forms

- ❑ DCA requires ESG sub-recipients to use common forms located on DCA ESG Grantees Only webpage
- ❑ Helps ensure common information is collected and common assessment of households is conducted across the state
- ❑ Helps monitoring team evaluate projects fairly
- ❑ Includes: intake form, homeless verification, property-related forms, special accommodations for Street Outreach projects, Barriers to Housing Stability Assessment, etc.
- ❑ Stems from coordinated entry

Written Standards for Projects

- A CoC must establish written standards for providing assistance, including minimally:
 - Policies and procedures for:
 - Evaluating eligibility for assistance
 - Determination & prioritization of which individuals/families will receive Transitional Housing, Rapid Re-housing, and Permanent Supportive Housing assistance
 - Standards for determining percentage or amount of participant rent contribution associated with Rapid Re-Housing assistance
- Must be followed according to project location- by CoC
- BoS CoC has not formally adopted written standards yet
- In the meantime, develop and follow your own written standards

Who is Homeless?

4 CATEGORIES:

- “(1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided; (qualify for ES, RRH, Services, some Outreach, Hotel/Motel Vouchers)
- (2) Individuals and families who will imminently lose their primary nighttime residence; (court order resulting from eviction that requires vacating within 14 days of application) (qualify for ES, TH, Prevention)-

Who is Homeless?

- (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; **(may qualify for ES, Hotel/Motel Vouchers, TH, Services, Prevention)**

- (4) individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.” **(may qualify for ES, TH, Supportive Services, Hotel/Motel Voucher, RRH if also meet CATEGORY1, may qualify for Prevention if at risk)**

Who is Chronically Homeless?

An “individual” or “family” that is ...

- ❑ Head of household has a specific (see regulations) disability AND
- ❑ (With the exception of persons in institutions)
 - ❑ are currently living in place not designed or ordinarily used as a regular sleeping accommodation, in a safe haven, or emergency shelter;
 - ❑ continuously unsheltered or in a shelter for past 1 year, or
 - ❑ have 4 separate homeless episodes of a minimum of 15 days in the past 3 years

Persons who were chronically homeless at entry remain chronically homeless at exit, if an institutional stay is less than 90 days.

Who is At-Risk of Homelessness? (Prevention)

- ❑ The household has income below 30 percent of median income for the geographic area;

AND

- ❑ the individual or family has insufficient resources immediately available to attain housing stability.

- ❑ Sufficient resources or support networks are family, friends, or faith-based or other social networks immediately available to prevent them from moving to a shelter or living outside

AND

Who is At-Risk of Homelessness? (Prevention)

...AND

□ Meets one or more of following:

1. Moved frequently for economic reasons
2. Living with others due to economic hardship
3. Notice of eviction (within 21 days)
4. Living in hotel/motel (at own cost)
5. Living in overcrowded housing (as defined by HUD)
6. Exiting an institution
7. Otherwise lives in housing that is unstable (see ESG Guidebook for more info)

Homeless Verification

Recordkeeping Requirements for the Definition of “Homeless” in 24 CFR Parts 582 and 583

HUD acknowledges that the recordkeeping requirements established in the proposed rule are detailed and have not previously been established by HUD in codified regulation. However, recipients of grants have always been required to keep records proving the eligibility of program participants. **The monitoring finding that most often requires repayment of grant funds by recipients is failure to maintain adequate documentation of homeless eligibility;** therefore, to assure that program compliance and funding is directed to those individuals intended to be the beneficiaries of funding under the McKinney-Vento Act programs, the recordkeeping requirements set forth in this final rule are important and necessary.

Homeless Verification

HUD prefers this order for homeless verification:

1. Third Party verification

- ❑ Written, including documents already available
- ❑ Oral

2. Intake Staff Observations

3. Self-Certification (with staff certifying due diligence)

- ❑ Lack of third party documentation **SHOULD NOT** be a barrier to either Outreach services or admittance to a shelter

ESG Performance Measures

1. Reduce the unsheltered count within our service area.
2. Create and increase stable housing outcomes by placing homeless individuals and families in permanent housing.
3. Prevent homelessness leading to a decrease in the unsheltered count locally.
4. Increase long term stability for clients in permanent housing by assisting them to increase income and access to benefits.

These goals will be used to implement performance measures specific to each project type.

Contracts

- ❑ Each contract was emailed to the Applicant Primary Contact and the Agency Primary Contact. If you have not yet received your contract you should contact Patricia Wright at patricia.wright@dca.ga.gov .
- ❑ Each contract contains:
 - ❑ Exhibit A – Budget pages
 - ❑ Exhibit B – Sites
 - ❑ Exhibit C – Resolution
 - ❑ Exhibit D - HMIS
 - ❑ Exhibit E – Homeless Definition and Recordkeeping
 - ❑ Exhibit F – General and Special Conditions
 - ❑ Apricot requirements, homeless participation
 - ❑ Georgia Common Point of Access to Social Services (COMPASS)
 - ❑ Georgia Housing Search
 - ❑ Records Retention requirements
 - ❑ Quarterly reimbursement requests
 - ❑ Drug & Alcohol Testing

Environmental Reviews

Who is required to complete Environmental Reviews?

□ According to 24 CFR Part 58:

□ All HUD-funded projects and activities

- Organizations receiving funds from the following sources:
CoC, ESG, and HOPWA
- Rapid rehousing, prevention, short-term rental assistance, facility based projects [emergency shelter (including federally funded hotel/motel voucher projects), transitional housing, S+C, SHP]

Environmental Reviews

- Complete the appropriate ER form
 - Sections that agencies should complete are in red
 - Whenever possible, please complete the form in Word, and not by hand
- Email the completed form to ERRequest@dca.ga.gov
- DCA will finish completing and certify the form
- DCA will email a copy of the form back to the agency for the file

Monitoring

On-site visits will be conducted annually. Agencies will be contacted prior to the on-site review for a mutually convenient date and time. The purpose of on-site monitoring visits are to:

- ❑ Review grantee performance in meeting stated project goals
- ❑ Review grantee performance with sound fiscal management and accounting practices
- ❑ Identify areas in need of improvement
- ❑ Forge a working partnership between DCA and grantee through clear communication and support
- ❑ Technical Assistance

Monitoring

- Client Data and Eligibility
- Implementation of Organizational Policies and Procedures
- Reimbursement Review
- Fair Housing & Equal Opportunity (FHEO) Compliance
- Habitability/ HQS Inspections

What happens next?

1. Read guidebook, regulations, adopt forms on DCA ESG grantees web page.
2. Fully execute contract and send back to DCA.
3. Develop written policies and procedures according to regulation.
4. Get appropriate staff in place and trained.
5. Ensure your HMIS set up is correctly.
6. Participate in DCA trainings.
7. Serve clients!

Proposed DCA Trainings

- ❑ ESG Administrative practices and requirements (webinar)
- ❑ Rapid Re-Housing; 101, Implementation
- ❑ Transitional Housing
- ❑ Ending Veteran Homelessness
- ❑ SOAR Training
- ❑ Street Outreach
- ❑ Housing Counseling
- ❑ Georgia Housing Search
- ❑ Other?? **Please reach out soon if you need assistance!!!!**

ESG Resources

- ❑ **DCA ESG Grantees Only website:**

<http://www.dca.state.ga.us/housing/specialneeds/programs/ESGGranteesOnly.asp> or www.dca.ga.gov

→ Homeless and Special Needs → Emergency Solutions Grant → ESG Grantees Only web page

- ❑ **HUD One CPD:**

<https://www.onecpd.info>

- ❑ **National Alliance to End Homelessness:**

<http://www.endhomelessness.org/>

- ❑ **Georgia Housing Search:**

www.georgiahousingsearch.org

- ❑ **COMPASS:**

<https://compass.ga.gov/selfservice/>

DCA Contact Information

Senior Management

- ❑ Camila Knowles, Commissioner
- ❑ Carmen Chubb, Deputy Commissioner for Housing
- ❑ Shawn Williams, Division Director

Housing Trust Fund Staff

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