

2016-2017 Emergency Solutions Grants Program Implementation Workshop

Georgia Department of
Community Affairs

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

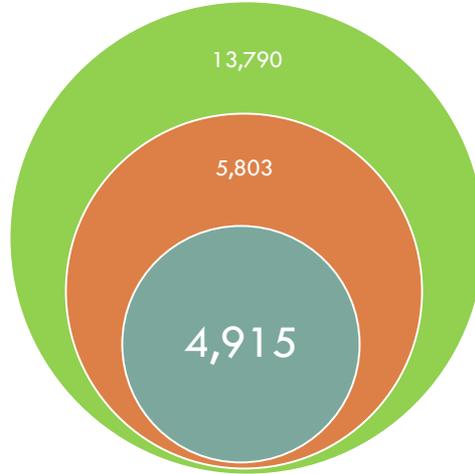
1. Ensure every homeless household works towards the goal of permanent housing.
2. Increase client income.
3. Increase access to mainstream benefits.
4. Increase utilization of proven interventions such as rapid re-housing.

2015 Homeless Count Results

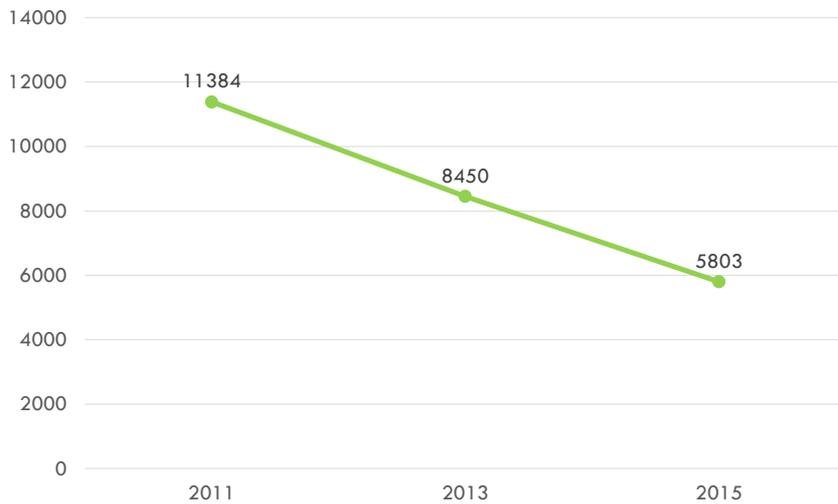
Overall Homeless

Unsheltered Homeless

Unsheltered Individuals



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

2017 Point In Time Count

- To be conducted in January 2017
- Information on participation to be sent out by DCA
- Participating agencies may receive points on ESG applications

DCA ESG Priorities

- ❑ DCA is currently working to house all Veterans identified on the Balance of State Veterans Registry.
- ❑ Sub-grantees will be encouraged to participate in DCA's Veterans Housing Blitz.
- ❑ Projects participating in Veterans housing initiatives are a priority in the BoS.
- ❑ New projects focusing on serving youth are a priority in the BoS.
- ❑ All programs are expected to set goals according to relevant performance measures.
- ❑ ESG programs are included in System Performance Measures for the CoC.

2016 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

Fair Housing

- DCA shall not on account of race, color, sex, religion, national origin, family status, disability or age deny any family or individual the opportunity to apply for or receive assistance under HUD's Program.
- This applies to ALL programs.

Limited English Proficiency

- A housing provider violates the Fair Housing Act if the provider uses a person's LEP to discriminate intentionally because of race, national origin, or another protected characteristic.
- Because of the close link between LEP and national origin or race, justifications for language-related restrictions in a Fair Housing Act case must be closely examined to determine whether the restriction is in fact a proxy or pretext for race or national origin discrimination.
- Intentional discrimination may involve imposing restrictions, targeting individuals for unfair or illegal housing-related services, or failing to comply with the requirement to provide housing-related language assistance services to LEP persons.
- A housing provider also violates the Fair Housing Act when the provider's policy or practice has an unjustified discriminatory effect, even when the provider had no intent to discriminate. That is, even policies that appear neutral on the surface that potentially restrict access to LEP individuals can be seen as in violation to the act.
- The LEP guidance covers the three steps used to analyze claims that a housing provider's use of LEP results in an unjustified discriminatory effect in violation of the act, which includes: assessing the discriminatory effect; evaluating whether the challenged policy or practice is necessary to achieve a substantial, legitimate, nondiscriminatory interest; and evaluating whether there is a less discriminatory alternative.

Language Access Plan

- DCA's Language Access Plan defines the actions to be taken to ensure meaningful access to agency services, programs, and activities on the part of persons who have limited English proficiency.
- Funded programs are expected to follow requirement of the Language Access Plan.

I Speak Cards

2004 Census Test	United States Census 2010
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Ինչպե՞ս ենք նշում՝ կատարե՞ք այս քանակազանգ, եթե խոսում կամ կարդում եք հայերեն:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/> ឈ្មោះអ្នកក្នុងប្រអប់នេះ បើអ្នកមាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/> Motka i kahhon ya yangin òntòngnu' manaitai pat òntòngnu' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/>	6. Simplified

Equal Access Rule

- ❑ 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

Equal Access to Housing Guidance

- ❑ HUD FAQ ID 1529
 - ❑ Clarifies that "family" includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.
 - ❑ Further clarifies that while it is acceptable for a shelter or housing program to limit assistance to households with children, it may not limit assistance to only women with children. Such a shelter or program must also serve the following family types, should they present, in order to be in compliance with the Equal Access Rule:
 - Single male head of household with minor child(ren)
 - Any household made up of two or more adults presenting with minor child(ren)
 - ❑ Programs serving families are not required to serve families with only adult members, provided that all adult-only families are treated equally.

Gender Identity Rule

- ▣ Agencies operating single-sex facilities are required to provide all individuals, including transgender individuals and other individuals who do not identify with the sex they were assigned at birth, with access to programs, benefits, services, and accommodations in accordance with their gender identity without being subjected to intrusive questioning or being asked to provide documentation.
- ▣ Providers must establish, amend, or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals' privacy and security), so that equal access is provided to individuals based on their gender identity. This requirement includes tenant selection and admission preferences.

Fair Housing and LAP Resources

- ▣ DCA Fair Housing / LAP
 - ▣ <https://www.dca.ga.gov/main/FairHousing.asp>
- ▣ HUD Fair Housing
 - ▣ http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp
- ▣ HUD Limited English Proficiency resources
 - ▣ <http://www.hud.gov/offices/fheo/lep.xml>
- ▣ HUD Gender Identity Rule Technical Assistance
 - ▣ <https://www.hudexchange.info/homelessness-assistance/resources-for-lgbt-homelessness/>

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.

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.

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
- ❑ Housing Support Standards may be supplanted by written standards adopted by you 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, 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
- Checklist available on ESG Grantees Only website

Policies and Procedures

- Written policies and procedures should be developed for each ESG program
- Imagine a program instruction manual for a new employee
- Defines activities, who is responsible, and steps to be taken
- May incorporate written standards, but should also cover other program operations, including but not limited to:
 - Grants Management
 - Financial Management
 - Administration
 - Program Specific Items

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, rare in Balance of State)**
- (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?

A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act, who ...

- Lives in a place not meant for human habitation, a safe haven, or an emergency shelter; **AND**
- Has been homeless and living as described above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years;
 - Combined occasions equal at least 12 months;
 - Each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described above.
 - Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility.

An individual who has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria above before entering that facility, is chronically homeless.

A family with a head of household who meets the criteria set forth above is chronically homeless.

Qualifying Disabilities for Chronic Homelessness

- Disability that is expected to be long-continuing or of indefinite duration; substantially impedes ability to live independently; and could be improved by the provision of more suitable housing
 - Severe physical, mental, or emotional impairment
 - Diagnosable substance abuse disorder
 - PTSD
 - Brain injury
- Developmental disability
- HIV/AIDS

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 2 or more times in previous 60 days 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 (more than 2 persons for SRO/efficiency, more than 1.5 persons per room for larger housing)
 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

DCA Homeless Verification Forms

- Homeless Certification (Third Party Verification)
- At-Risk Homeless Certification (Third Party Verification, Prevention Only)
- Staff Certification of Homeless/Domestic Violence/At Risk (Intake Staff Observations)
- Self Certification of Homeless/Domestic Violence/At Risk (Self Certification with Staff Due Diligence)

DCA Chronic Homeless Forms

- ❑ Chronic Homeless Certification (Third Party Verification)
- ❑ Certification of Chronic Homelessness (Staff Observations)
- ❑ Self-Statement of Chronic Homelessness (Self Certification)

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	Type of Documentation (reasonability of stable worker is central to the type of documentation needed in each situation)
Category 1 Shared Homelessness	<ul style="list-style-type: none"> Shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity. Shelter or other place not meant for human habitation (e.g. garage, work, abandoned building). An institution (e.g. jail, hospital, psychiatric hospital) that the youth is residing and where youth was resident for 30 days or more OR the youth spent the majority of the last 60 days in a residential institution immediately prior to entering that institution. 	<ul style="list-style-type: none"> Third party documentation, such as: <ul style="list-style-type: none"> MHC or state service provider database printed record Written statement by housing or service provider such as homeless shelter, street outreach worker, or shelter provider, or health worker (street clinician) regarding the type of institution or facility in which the youth is residing or where the worker attempts to verify information. Written verification (checklist) prepared by a shelter or street outreach worker staff of the institution beginning and end dates of the stay and the youth spent in the institution OR use of photo to verify the youth's actual residence AND documentation of stable worker's attempt to verify information. Also documentation of shelter or place not meant for human habitation prior to entering institution. <p>NOTE: A youth staying in emergency shelter or street outreach can self-certify that homelessness. This will be a sign to look for either with a certification OR to list that the youth spent in the institution. No further documentation or attempts to verify are required to access emergency shelter.</p>
Category 2 Homelessness	<ul style="list-style-type: none"> In own housing, but being evicted within 14 days. Evicted or soon paid for by city, county, family or friend when the youth cannot pay for more than 14 days (youth able to pay for 14 days or less). With family or friend 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>	<ul style="list-style-type: none"> Documentation that youth will lose their housing within 14 days: <ul style="list-style-type: none"> Eviction summons or judgment legal document. Proof of eviction or payment of rent. Statement by youth that they cannot continue to stay at the place they have been told written or oral verification from center or person of housing obtained by stable worker OR documentation of stable worker's attempt to verify information and 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.
Category 3 Homelessness	<ul style="list-style-type: none"> Youth who do not qualify as homeless under the other 2 categories but are otherwise homeless. Including the Runaway & Homeless Youth Act. Have not had their own place with a lease, ownership or occupancy agreement for the last 60 days. Have moved two or more times in the last 60 days. Can be expected to leave current housing imminently because of instability, substance abuse, family or domestic violence or child abuse, or two or more services to employment. 	<ul style="list-style-type: none"> Certification of homeless status by the non-profit, state or local government entity responsible for administering homeless assistance services and other resources. Certification by the youth that they have not had a lease or other agreement for housing in the last 60 days written documentation (e.g. from an outreach worker or homeless liaison) OR documentation of stable worker's attempt to verify information, and Documentation by the youth that they have not had their own place with a lease or other agreement OR documentation of stable worker's attempt to verify information and Documentation of social needs (e.g., copy of ID card, birth party verification, dental documentation) or other social services to employment. <p>NOTE: Youth that require social services to maintain or obtain housing under Category 3. ESH funded projects do not require HUD approval.</p>
Category 4 Homelessness	<ul style="list-style-type: none"> Youth fleeing or attempting to flee their housing OR the place they are staying because of domestic violence, sexual violence, intimate partner violence, or other violence or other reasons related to violence that has taken place in the home or place they are fleeing or attempting to flee, including: <ul style="list-style-type: none"> Harassment or housing Physical abuse Stalking or sexual 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>	<ul style="list-style-type: none"> For providers that are not shelter service providers: <ul style="list-style-type: none"> Statement by youth that they are fleeing domestic or other violence AND Statement by youth that they are fleeing domestic or other violence through written statement by the house worker or staff or other professional housing care professional, health worker, homeless liaison or legal assistance provider youth has sought assistance from OR documentation of stable worker's attempt to verify information. For shelter service providers: <ul style="list-style-type: none"> Certification of the statement by the youth or stable worker OR provider must include youth's self-certification that the youth has no safe alternative housing resources or other resources, etc. or family or other support networks. The stable worker should obtain any available documentation or statements supporting the youth's certification.

- <https://www.usich.gov/tools-for-action/webinar-determining-homeless-status-of-youth-for-hud-programs>
- <https://www.hudexchange.info/resource/4783/determining-homeless-status-of-youth/>

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 Kathy Tremblay at kathleen.tremblay@dca.ga.gov.
- ▣ Each contract contains:
 - ▣ Exhibit A – Budget pages
 - ▣ Exhibit B – Sites
 - ▣ Exhibit C – Resolution
 - ▣ Exhibit D - HIMS
 - ▣ 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

Lead Based Paint

- Programs must ensure that units are in compliance with HUD's lead based paint requirements
- Exemption of shelters depends on configuration of the shelter space
- Required forms are located on the ESG Grantees Only website
- The forms will help you determine if any exemptions apply to your unit

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
- Equal Access Rule
- Habitability/ HQS Inspections
- Limited English Proficiency Compliance

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 is set up correctly.
6. Participate in DCA trainings.
7. Serve clients!

Proposed DCA Trainings

- ESG Administrative practices and requirements (webinar)
- Rapid Re-Housing; 101, Implementation
- Retooling Transitional Housing
- Retooling Emergency Shelters
- Landlord Engagement
- Housing Support Standards
- Fair Housing/Limited English Proficiency
- Other?? **Please reach out soon if you need assistance!!!!**

Training Attendance

- Appropriate staff members should attend trainings.
- New programs should send staff members to applicable in-person trainings whenever possible.
- PLEASE TAKE ADVANTAGE OF WEBINARS!

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 Exchange:**
<https://www.hudexchange.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

Office of Homeless & Special Needs Housing

- Katie Arce, (404) 679-3102, katherine.arce@dca.ga.gov
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