


# Georgia Department of Community Affairs (DCA)

WELCOME

Emergency Shelter/Solutions  
Grants Program Administrative  
Workshop



# ESG Information

Can be found and will be updated periodically on our website:

<http://www.dca.state.ga.us>

- Select Homeless & Special Needs listed under **Promoting Housing Options**
- Select Emergency Solutions Grants (Homeless Programs) (2<sup>nd</sup> from top)
- Select Grantee only web page

# DCA

The Office of Special Housing Initiatives  
administers the Emergency Solutions Grants  
Program

Assistant Commissioner for Housing  
Carmen Chubb

Director, Office of Special Housing Initiatives  
Don Watt

# Housing Trust Fund Staff

## **John Bassett – Director, Housing Trust Fund**

- ✓ Jonathan Cox– S+C
- ✓ Brian DiNapoli - S+C Payments, S+C Amendments
- ✓ Christy Hahn– HPRP
- ✓ Elayne Miller – ESG, HOPWA Payments, Contracts, Amendments
- ✓ Whittney Mitchell – ESG, HOPWA, S+C Monitoring
- ✓ Tina Moore – Annual Reports, Continuum of Care
- ✓ Gary Moseley – HQS Inspections S+C, HOPWA, ESG
- ✓ Phillis Thomas – ESG, HOPWA, S+C Compliance and Monitoring
- ✓ Dave Totten – HMIS contract management
- ✓ Bonnie Woods – ESG, HOPWA, S+C Monitoring
- ✓ Patricia Wright – Financial Mgmt., Findings, Compliance
- ✓ Tamisha Cox – Information and referral services (consultant)
- ✓ Jason Rodriguez – Data analysis (consultant)

# ESG Administrative Workshop

## AGENDA

Emergency Shelter/Solutions Grants Program Overview

ESG Administration

Contract Execution

Reimbursements

Annual Reporting

Housing Support Standards

HMIS Requirements

Onsite Program Review

HTF Online

New ESG Programs-Prevention and Rapid Re-Housing

# What is ESG?

- ✓ The Emergency Shelter/Solutions Grant (ESG) program is a HUD funded program designed to be the *first step* in a continuum of assistance to prevent homelessness.
- ✓ ESG helps homeless individuals and families to move toward independent living
- ✓ ESG is one of 3 major homeless assistance programs. Other HUD programs in GA include: Supportive Housing Program (SHP) and Shelter Plus Care (S+C) Program. For descriptions of these programs, please visit the HUD website at -  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/homeless/programs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless/programs)

# ESG Objectives

- ✓ Increase the quality of emergency shelters and other interventions for homeless individuals and families
- ✓ Operate homeless facilities and provide social services
- ✓ Prevent homelessness where possible
- ✓ Aid in the transition from temporary housing options to permanent housing as quickly as possible

# The HEARTH Act

## Homeless Emergency Assistance and Rapid Transition to Housing Act

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs

Changes Emergency “Shelter” Grant to Emergency “Solutions” Grant

- *Rapid Re-Housing becomes eligible activity*
- *Definition of homelessness changes - broadens, includes those “at risk of homelessness”*
- *If service providers work with families, you must serve children of ALL ages!*

# The HEARTH Act

- *Increased emphasis on collaboration between homeless service agencies and education authorities*
- *Increased emphasis on helping clients access mainstream benefits and increase incomes during program enrollment*

HUD has **NOT** yet issued regulations to implement the new McKinney program

We have no clear idea about timeframe...it could occur mid-year in ESG cycle

Changes will also influence HMIS data requirements

# ESG Eligible Activities

Federal funds awarded for ESG can be used in four general categories:

1. Maintenance and operation of emergency shelters and transitional housing for the homeless for maintenance, insurance, rent, etc.
2. Supportive Services
3. Rental Assistance (for Prevention and Rapid Re-Housing clients only)
4. Stabilization services-(associated with rental assistance) such as housing search, mediation or outreach to property owners

# ESG Eligible Activities

Operating Costs - Funds can be used for a broad array of emergency shelter and transitional housing operating costs. Examples include:

- ✓ Shelter Maintenance
- ✓ Operations
- ✓ Rent
- ✓ Repairs
- ✓ Security
- ✓ Transportation
- ✓ Equipment
- ✓ Insurance
- ✓ Utilities
- ✓ Food
- ✓ Furnishings
- ✓ Operations Staff – **no more than 10% of the total grant amount**

# ESG Eligible Activities

## Supportive (Essential) Services

- ✓ Includes services to support homeless individuals and families, **OUTSIDE** of services associated with housing program funds. *(i.e. Transitional Housing includes wrap around services for clients; Supportive Services assist homeless persons not enrolled in that housing program)*
- ✓ Supportive Services includes program staff salaries and services associated with obtaining other federal, state and local assistance for homeless individuals and families

# ESG Eligible Activities

These services may include (but are not limited to):

- ✓ Outreach
- ✓ Day Centers
- ✓ Child Care
- ✓ Health Care
- ✓ Mental Health/Substance Abuse
- ✓ Employment
- ✓ Housing Support Services
- ✓ Family support services for homeless youth
- ✓ Victim services

# Contract Execution

- ✓ Read the **ENTIRE** Contract carefully
- ✓ **SIGN** the first page of the contract
- ✓ Complete all Exhibits and sign as per the instructions
- ✓ Return the **ENTIRE** document (both originals) to DCA
- ✓ Contract return deadline date **SEPTEMBER 30, 2011**



# ESG Reimbursement Process

- ✓ You have received your fully executed contract from DCA and a copy of your first reimbursement request
- ✓ Reimbursement request should cover eligible expenses incurred from July 1, 2011 through June 30, 2012
- ✓ Reimbursement requests should be submitted monthly for larger awards (over \$20,000) and at least quarterly for smaller awards
- ✓ Match must be reported on each request for reimbursement and is limited to documented non-McKinney resources. For guidance see page 10 at the following link -  
[http://www.dca.ga.gov/housing/SpecialNeeds/programs/documents/ApplicationGuidelines-Final\\_000.pdf](http://www.dca.ga.gov/housing/SpecialNeeds/programs/documents/ApplicationGuidelines-Final_000.pdf)
- ✓ Reimbursement requests should be mailed to Elayne Miller. Faxed or emailed reimbursement requests are not accepted at this time

# ESG Reimbursement Process

Included with the contracts from DCA are:

- ✓ A two-page reimbursement form for each program funded
- ✓ You must complete both pages
  - ✓ The 1<sup>st</sup> page of the request and a balance letter will be emailed to you once the payment has been processed by DCA
  - ✓ The 2<sup>nd</sup> page (Summary of Reimbursable Items) must be completed and is available in Excel – if you need a copy please let us know, we will email it to you

# ESG Reimbursement Process- NEW

- ✓ When submitting a reimbursement request you must also submit a Program Enrollment and Discharge Export taken directly from HMIS (email to Christy Hahn at [christy.hahn@dca.ga.gov](mailto:christy.hahn@dca.ga.gov) )
- ✓ The reporting period should begin July 1, 2011 through the approximate date of your request
- ✓ Client level data will be evaluated at this time

# ESG Reimbursement Process

## Common Reasons for Returned Request

- No.1 Inappropriate signatures
- No. 2 Did not include service date
- No. 3 Ineligible activities
- No. 4 Requested more than balance
- No. 5 Using wrong form



# ESG Reimbursement Process

To make a change to the program budget (Exhibit A Budget), you must:

- ✓ Prepare letter explaining the change needed
- ✓ Attach the current budget marked to reflect requested changes
- ✓ Attach a revised budget narrative explaining the changes by line item

When revising Exhibit A, please remember to:

- ✓ Review your original application and regulations
- ✓ Show the line items as an “eligible” cost, and then “explain the cost”

***Do not leave this process up to us; your payment will be delayed***

# ESG Electronic Reimbursement Submission – Pilot Project

- Prior to the end of the grant year, we anticipate launching a pilot project to receive electronic submissions of reimbursement requests
- More information to follow

# ESG Reporting Requirements

What are the ESG reporting requirements

AND

Why are they necessary?



# ESG Annual Reporting

Annual report of unduplicated number of clients served by each PROGRAM is required

i.e. “Our Agency, Inc. Transitional Housing” and “Our Agency, Inc. Homeless Prevention” programs must be reported separately

- The same reporting form is used for each type of ESG Program until further notice
- The report will cover the current program year - July 1, 2011 – June 30, 2012

# ESG Annual Reporting

- ✓ This data collection is required for **ALL** of the following programs:
  - ✓ Emergency Shelter
  - ✓ Transitional Housing
  - ✓ Supportive Services
  - ✓ Homeless Prevention
  - ✓ Rapid Re-Housing
- ✓ HOPWA Grantees are required to complete the HOPWA Annual Progress Report (APR)
- ✓ There will be special requirements for family violence facilities

# ESG Annual Reporting

## Grantee Responsibility

- ✓ Have data available for monitoring visits
- ✓ You will be asked to submit data annually and at different points during the year, i.e. # of new clients quarterly
- ✓ Only report data for DCA funded programs
- ✓ Collect this specific data on clients served throughout the year in HMIS (in addition to other data in HMIS)

# Housing Support Standards

Standards ensure that everyone served through DCA funded programs receives services directed towards moving them out of homelessness and improving their long-term housing stability

- ✓ Standards focus on the development of housing goals, connection to services and tracking progress
- ✓ Are performance measurements of programs
- ✓ Required of ALL Grantees

# Housing Support Standards

- ✓ Requirements vary across different program types
- ✓ Individualized information will follow
- ✓ If you have questions, contact Christy Hahn (404-679-52933; [christy.hahn@dca.ga.gov](mailto:christy.hahn@dca.ga.gov)) or John Bassett (404-679-3170; [john.bassett@dca.ga.gov](mailto:john.bassett@dca.ga.gov))
- ✓

# HMIS Participation

- ✓ All DCA-funded agencies **MUST** actively participate in Homeless Management Information Systems (HMIS) through use of Pathways COMPASS
  - ✓ Must have 80% or more clients entered into system
  - ✓ Must have a unique **program** set up in HMIS for each program type
  - ✓ Must discharge clients within one week of actual discharge
  - ✓ Requirements will vary across program types

# HMIS Participation



- ✓ HMIS Compliance will be monitored through:
  - ✓ On-Site Monitoring Visits
  - ✓ Desk Audits and reimbursement requests
  - ✓ Quarterly monitoring of “Universal” and “Program Level” Data Elements and Housing Support Standards
  
- ✓ ESG-specific HMIS Policy is being finalized and will be available on the grantees web page

# On-site Program Review



ESG Program

# On-site Program Review

## Purpose of the Monitoring Visit

- ✓ Review grantee performance in meeting stated program goals
- ✓ Review grantee performance in 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
- ✓ To provide technical assistance as needed

# On-site Program Review

## What is Reviewed?

- ✓ Policies and Procedures
- ✓ Homeless documentation
  - ✓ verification of homelessness form
  - ✓ 3<sup>rd</sup> party homeless documentation
- ✓ Income verification
- ✓ Homeless or formerly homeless person on Board
- ✓ Termination and grievance policies and procedures
- ✓ Evidence of Adequate Financial Management System
- ✓ Pathways participation
  - ✓ Authorizations received
  - ✓ Ability to generate reports on Pathways system
  - ✓ Timeliness of data entry



# On-site Monitoring Review

- ✓ Exit Interview - At the end of the monitoring visit, DCA staff will discuss any findings or concerns identified during the course of the monitoring visit
- ✓ A finding is a violation of statutory, regulatory, or valid handbook requirements
- ✓ A concern or observation is defined as a deficiency in performance

# On-site Program Review

In the event there are Findings or Concerns, we may:

- ✓ Issue a warning letter
- ✓ Place restricted conditions on future reimbursements
- ✓ Repayment
- ✓ Reduce grant amount
- ✓ Suspend Grantee's participation

# HTF Online -Required Documents

The following organizational information is due annually during the online application submission or as requested during the grant cycle to capture current information -

- ✓ Complete list of the current **Board of Directors**
- ✓ **Board Meeting Minutes** for 3 most recent meetings
- ✓ **Financial Statements** for the most recently completed fiscal year - audited or un-audited as required. **CAVEAT** - must be submitted to GA Dept of Audits within 180 days of the completion of the organizations' fiscal year for state funds expended that exceed \$25,000
- ✓ A copy of the organization's **Form 990** for the most recently completed fiscal year

# HTF Online -Required Documents

- ✓ Update as needed during the online application submission or as requested during the grant cycle–

1. Financial Management policies and procedures
2. Procurement policies and procedures
3. Operation policies and procedures
4. Amended Articles of Incorporation
5. Amended Certificate of Incorporation



Deficiencies remaining from the current year Online application submission must be corrected. HTF staff will continue working with grantees to successfully complete the requirements.

# ESG Prevention

*Purpose: To help prevent the incidence of homelessness in a community.*

- ✓ Funds that have been allocated for Homeless Prevention may **NOT** be used for any other Services program
- The client must be experiencing circumstances that lead you to believe that they have **ABSOLUTELY NO** other housing or financial supports and **WOULD** end up in shelter

# ESG Prevention

Evictions don't necessarily lead to homelessness...

Don't give financial assistance right away!

- Shinn et al. study showed that only 20% of families with eviction notices become homeless
- Targeting clients is key, then use stabilization services first

# ESG Prevention

ESG funds can be used to support a variety of activities (see Definitions 24 CFR 576.3), including, but not limited to:

- ✓ Short-term rental, utility assistance, etc. for households:
  - ✓ With eviction notices
  - ✓ Who are at 30% AMI
  - ✓ Who would become homeless BUT FOR this assistance (no other options)
  - ✓ Who are experiencing AT LEAST one, preferably more than one, additional hardship
  
- ✓ Mediation/outreach to landlords and housing search, legal services
  
- ✓ Other innovative activities designed to prevent the incidence of homelessness

# Rapid Re-Housing

**Prevention=Screen clients “out,” not provided on first come, first served basis**

**Rapid Re-Housing=Screen clients “in”**

- RRH is meant to serve those with the greatest needs-literally homeless
- Outreach and community education is vital to identifying clients

# Prevention and Rapid Re-Housing

- ✓ Your internal policies should indicate the length of time that assistance will be provided to households
  - \*\*Please refrain from issuing “one-time only” assistance. Ongoing case management is necessary for a full recovery in MOST cases
- ✓ Policies should also indicate the average dollar amounts that will be provided per household
- ✓ The name on a lease or utility bill should match the name of the client or a person who lives in the property for which the assistance is being requested
- ✓ Have HMIS requirements similar to HPRP

# ESG

# QUESTIONS??

# Housing Trust Fund Staff

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# THANK YOU

Thank you for all that you do to meet the needs of homeless individuals and families in Georgia.

We want your suggestions and comments on this workshop. You will receive an email soliciting your feedback soon.