



STATE OF GEORGIA

Emergency Solutions Grants (ESG)

For State FY 2014

Program Guidelines

March 11, 2013

INTRODUCTION

The Georgia Department of Community Affairs has developed a single application process for the distribution of HUD ESG funds, plus State matching funds for ESG provided through the State Housing Trust Fund for the Homeless (HTF). Utilizing both Federal and State funding resources, and although Federal fiscal year 2013 appropriations have not yet been made for this program, approximately \$5.6 million dollars is expected to be available.

Applications will be accepted within nine (9) funding categories

- I. Emergency Shelter Operations and Services,
- II. Transitional Housing Operations and Services,
- III. Supportive Service Programs for Homeless Persons,
- IV. Homelessness Prevention,
- V. Rapid Re-Housing,
- VI. Project Homeless Connect,
- VII. Street Outreach and Associated Services,
- VIII. Hotel/Motel Vouchers,
- IX. HMIS

Program policy, eligible beneficiaries, eligible activities and other criteria have been revised as a result of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. HUD has issued “interim regulations” to guide us until final regulations are released. HUD continues to issue implementation guidance for the program on the HUD HRE website that takes the form of regulations. Based on the new law, key changes that applicants and July 1, 2013 ESG grantees must honor include:

- Housing and service programs to serve persons in permanent supportive housing, including Shelter Plus Care, are not eligible for ESG assistance;
- Organizations that provide HUD HEARTH funds (ESG or CoC) for emergency shelter to families with children under age 18 shall not deny admission to any family based on the age of any child under age 18;
- Homelessness and “at risk of homelessness” eligibility changed in 2012 as a result of the HEARTH Act;
- Additional changes may be issued as HUD continues its HEARTH implementation;
- HUD funds will no longer be available for services other than those specified as a part of “Outreach” and “Shelter” components; and
- HUD ESG funds will no longer be available for transitional housing. Transitional housing is a Continuum of Care program; however the State Housing Trust Fund will provide a small amount of funding for this intervention.

It is essential that applicants prepare application documents in accordance with the instructions contained herein and as outlined at the workshop sessions. Applications should be clear, thorough and sufficiently detailed to provide all information requested. Failure to answer all questions may result in threshold rejection or denial of your application. Of the nine (9) applications listed above, only submit Applications where ESG funds are requested. *For example, if your organization is proposing to provide emergency shelter only, you should submit only Application I. In this example, your organizations would not submit Applications II through IX.*

The first action recommended for applicants is to read the sections on local government approval and certification of consistency with local consolidated plans. Applicants should immediately make appropriate contact within local governments to assure timely coordination. All current or previously funded ESG applicants (including those not currently receiving funds), with the exception of victim service providers (see

below) are required to be in full compliance with DCA HMIS implementation guidelines and adhere to Housing Support Standards at the time of application. All grantees are expected to be in compliance with the HEARTH regulations. New grantees who have never received ESG funds from DCA, must be in full compliance with HMIS within 3-months or assistance will be terminated.

REMINDERS FOR 2013

Victim Service Providers

DCA will work to ensure the confidentiality of records pertaining to any individual served by a victim service provider who receives housing or services under any project assisted. The address or location of any family violence facility assisted under this program will, except with written authorization of the person or persons responsible for the operation of such facility and program, not be made public. The term 'victim service provider' means a community-based organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs. Agencies of this type are expected to provide de-identified data generated from ALICE to comply with program requirements.

Homelessness Prevention and Rapid Re-Housing

Of the \$5.6 million dollars expected to be available for awards this year, DCA expects to make about approximately \$500,000 available for homelessness prevention and \$2 million dollars available for rapid re-housing. DCA is expecting to make primary prevention and re-housing investments within its congressionally mandated 153-county balance of state Emergency Solutions Grants (ESG) entitlement area. This area has been historically underserved. Based on the 2011 homeless census, approximately 8,000 persons were homeless within this 153 county area. Moreover, there is a congressional requirement to spend 40% of the total federal allotment of ESG on prevention and rapid re-housing activities

Application Rating Criteria / Thresholds

The Georgia Department of Community Affairs wants to ensure that the limited pool of funding received is used in the most effective way possible to help organizations provide the necessary services to the homeless individuals and families of the state of Georgia. In order to do this, funds awarded will be based on points awarded within various criteria. Individual scores by program may be assessed for completeness of the grant application, past performance (including bed utilization and reporting, as determined by review of HMIS data), implementation strategy (data and narrative describing need, clients served, local coordination, goals, outputs, outcomes, etc.), procurement of outside resources, extent to which programs result in increased housing stability for clients, organizational development and experience, budgeting and financial reporting, efficient and effective use of HMIS, adherence to DCA Housing Support Standards, and other relevant factors. Applicants requesting funds for multiple programs may receive funds for one, but not all programs.

In addition, there are certain conditions, which may result in an application being rejected without being scored. These threshold requirements include, but are not limited to, missing deadlines, incomplete applications, the extent to which the program serves exclusively (100%) homeless persons, lack of demonstrated need for the activities within the service area or continuum of care, 501(c)3 status for nonprofit agencies, serious, recurrent or outstanding findings of noncompliance, or noncompliance with the DCA HMIS policy.

New Grantees

DCA may conduct a site inspection during the review process. Limited ESG funds are not intended for start-up, and DCA wishes to avoid duplicative efforts. Generally, first time applicants are expected to have homeless programs established prior to participating in the application process.

Project Homeless Connect

Eligible applicants may receive funding to coordinate and sponsor a one-day, one-stop Project Homeless Connect event to deliver services to people experiencing homelessness in the community. Project Homeless Connect events are designed to facilitate understanding and cooperation among homeless service providers, volunteers, homeless individuals and families, community leaders, local government, housing agencies, funding agencies, human service agencies, ecumenical groups and others with an interest in homeless issues.

At a minimum, the event should provide an array of social services including healthcare, legal aid, housing assistance, job opportunities, benefits enrollment opportunities and quality of life resources with the underlying idea to get as many as possible on a track to self-sufficiency and, ultimately, into permanent housing. Limited funding is available. DCA will not fund duplicative efforts.

Housing Support Standards

All DCA grantees must demonstrate basic standards of care. The DCA Housing Support Standards are not comprehensive nor are they meant to replace standards and guidelines required by licensing agencies. Rather, through the implementation of these basic standards, we hope to see a reduction across Georgia in the amount of time participants experience homelessness and an increase in each participant's housing stability as they are moved through the Continuum of Care.

Housing Support Services

Housing Support Service programs provide services focused on increasing a client's housing stability and self-sufficiency. Services should include: assessment, housing stability plan development; with an emphasis on acting as a liaison to secure and maintain housing; connection to mainstream resources and services; coordination with other providers; monitoring of progress; and advocating on behalf of the client. Goals established should emphasize increasing housing stability toward permanent housing and access to mainstream resources. Services should also focus on building a set of supports that can help prevent the recurrence of a housing crisis.

Immigration and Security

Georgia law requires contractors and subcontractors to file affidavits that they have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor. Contractors must also file an affidavit to assure that they have legal status in the U. S.

FOR FURTHER INFORMATION – DCA HTF STAFF LISTING

Bassett, John	(404) 679-3170	john.bassett@dca.ga.gov
Cox, Jonathan	(404) 679-0571	jonathan.cox@dca.ga.gov
DiNapoli, Brian Andrew	(404) 327-6811	brian.dinapoli@dca.ga.gov
Hahn, Christy	(404) 679-5293	christy.hahn@dca.ga.gov
Miller, Elayne	(404) 679-4942	elayne.miller@dca.ga.gov
Mitchell, Whitney	(404) 679-0564	whittney.mitchell@dca.ga.gov
Moore, Tina L.	(404) 327-6870	tina.moore@dca.ga.gov
Moseley, Gary	(404) 327-6847	gary.moseley@dca.ga.gov
Rodriguez, Jason	(404) 679-3102	Jason.rodriguez@dca.ga.gov
Thomas, Phillis	(404) 679-0651	phillis.thomas@dca.ga.gov
Totten, Dave	(404) 679-4945	dave.totten@dca.ga.gov
Woods, Bonnie H.	(404) 679-3150	bonnie.woods@dca.ga.gov
Wright, Patricia L.	(404) 327-6856	patricia.wright@dca.ga.gov

Overview of Definitions

(All are more fully described in the Application Guidelines.)

Emergency Shelter - Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

Transitional Shelter - Facilities created for homeless individuals and families to facilitate the movement to permanent housing. It is housing in which homeless persons may live up to 24 months and receive supportive services that enable them to live more independently.

Housing Support - Case management-type support focused on assisting someone in obtaining housing or maintaining current housing.

Chronic Homeless - 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 homeless in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation and/or in an emergency shelter during that time.

Individual Beds - Beds set aside for unaccompanied adults or unaccompanied youth. Does not include beds reserved for families (see definition below).

Family - A household composed of two or more related persons, at least one who is a child accompanied by an adult or a juvenile parent.

Family Unit - Secure sleeping place for one family (room, apartment, house). Each family unit should have at least two beds (see definition of family). If a shelter houses more than one family in one room, you should consult DCA for assistance in determining the number of units.

Family Beds - Beds reserved for members of a family. These beds are contained within a family unit.

HMIS - Homeless Management Information System (HMIS) - in Georgia, the system currently used by six (6) of the seven (7) continuums of care for HMIS is Pathways COMPASS. All DCA-funded homeless service providers must use Pathways Compass and follow DCA HMIS standards in order to comply with DCA requirements for reporting and HSS compliance.

HMIS Program Name - The name that your agency assigned to a particular program when setting the program up within the Pathways system (for example, "Emergency Shelter" or "Hope House"). It would be the program that you enroll your consumers into when you enter them into Pathways. All programs (except Project Homeless Connect) should have a program name listed in HMIS.

Victim service provider - The term 'victim service provider' means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

TABLE OF CONTENTS

Introduction	ii
Reminders for 2013	iii
DCA Staff Listing	iv
Definitions	v
SECTION 1: Deadlines and Submission Requirements	1
SECTION 2: Local Government Approvals	1
SECTION 3: Consolidated Plan Certification – Local Contacts	2
SECTION 4: ESG Program Purpose	4
SECTION 5: Program Funding Priorities	4
SECTION 6: Eligible Applicants – Qualifications	4
SECTION 7: Nonprofit Organizations – Capacity Considerations	5
SECTION 8: Eligible Activities and Beneficiaries	5
SECTION 9: Serving Families with Children	12
SECTION 10: Rapid Re-Housing and Homelessness Prevention	12
SECTION 11: Project Homeless Connect	12
SECTION 12: Funding Limits	13
SECTION 13: Application Rating Criteria	13
SECTION 14: Matching Requirements	14
SECTION 15: Other Application Guidance and Requirements	15
(HMIS, HSS, Outcome Expectation, Faith-Based Activities, Open Records Act, Serving Persons with Disabilities, State and Federal Reporting Requirements)	
SECTION 16: Financial Reporting Requirements for Nonprofits	17

SECTION 1: DEADLINES AND SUBMISSION REQUIREMENTS

Application Deadlines – DCA will have a 2-part application process for 2013, as follows:

Part 1 – Notice of Intent and Organizational Information – Due Sunday, March 31, 2013 Online Before 5:00 p.m. -- Prospective (new and returning) ESG applicants must submit an **online** “Notice of Intent (NOI)” to apply. This NOI is an online form to gather information on your organization, including legal name, application contact name, contact information and basic information about prospective programs. Once the applicant submits their online NOI, they will receive a login and password by email from DCA that will enable the organization to file the required Organizational documents.

Organizational submissions will provide DCA with information about the applicant agency that includes current Georgia Secretary of State Registration, IRS 501c3 determination, agency Articles of Incorporation, organization’s board list, organization’s board meeting minutes (most recent three meetings), organization’s staff list, organization’s full annual budget, organization’s financial statement for the most recently completed fiscal year, and other information that may be required by DCA. Family violence organizations should submit all documents online with the exception of the site information which should be mailed as a paper submission.

To file the Notice of Intent and organizational documentation, go to <http://htf.dca.ga.gov/HF/HTFOnline/HTFOnlineLogin2013.htm> .

APPLICANTS THAT DO NOT MEET THE PART 1 DEADLINE WILL NOT BE FUNDED. THERE WILL BE NO TECHNICAL SUPPORT FOR PART 1 OF THE APPLICATION AFTER FRIDAY, MARCH 29 AT 5:00PM.

Part 2 – Program Applications – Due Tuesday, April 30, 2013, Online Before 5:00 p.m. –

PDF application forms will be provided online on or about March 11, 2013. Program submissions must be made to the satisfaction of DCA by prospective applicants prior to this April 30, 2013 deadline. Separate program applications must be made for each program type; e.g. shelter, transitional housing, etc. Submissions will include, but are not limited to, an application summary of all program funding requests and required certifications. Local government approval(s) (by program), and as applicable, Certification of Consistency with local HUD consolidated plans will be due also at this time.

Submission Requirements/Completeness -- To receive funding consideration, applications must be submitted on online PDF formats provided by DCA. The applicant must also provide required certifications and provide all supporting documentation requested by DCA. Each applicant must demonstrate to the satisfaction of DCA that it is in compliance with Federal, State and local laws and regulations, and that it is capable of carrying out requested programs.

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

SECTION 2: LOCAL GOVERNMENT APPROVAL(S)

Nonprofit organizations are eligible to receive funds only if such funding is approved by the local government jurisdiction where programs are based or where applicants control program sites (housing, service centers, etc.). Community-based state entities, local boards and authorities are not subject to the local approval requirement. Ultimate responsibility for local approval remains with the Applicant. This responsibility cannot be assigned by the Applicant.

In issuing approval, the local government may use its discretion regarding the depth of each review. Factors that may be considered by local governments in granting approval might include participation in local provider networks, local Continuum of Care Planning, past performance, etc. Approval may also be subject to local codes and ordinances. Local approval subject to locally specified conditions is acceptable and welcomed by

DCA, provided that the local government clearly authorizes DCA to proceed with funding. Applications that do not adequately address local approval may be denied or returned unprocessed.

Which local government “approves” my application? To determine the appropriate approving local jurisdiction(s) the applicant must determine whether or not the program or applicant-controlled program site is located within the corporate limits of a city. If so, then the appropriate approving jurisdiction is that city. If not, the appropriate approving jurisdiction is the county. If the applicant proposes ESG funding for primary program sites in multiple jurisdictions, then multiple jurisdictional approvals may be necessary. Contact DCA and proceed based upon written guidance if you should have questions about local approval.

In most cases the authority to issue local government approval is vested in the agency head responsible for the HUD Consolidated plans. Please refer to the next section for this information. If your program is located in one of these jurisdictions, you should contact the designated representative(s). Otherwise, please contact the city/county administrator/manager, or the senior elected official, as appropriate to each jurisdiction.

Incomplete or ineligible applications, including applications that do not adequately address local approval(s) may be denied or returned unprocessed. With regard to local approval, DCA will consider an application to be “complete” if the application contains a letter from appropriate approving jurisdiction(s) that:

- The nonprofit applicant has complied with its request(s) for application and program information and that the approval process has been initiated,
- The applicant has identified each program under consideration, and
- The approving jurisdiction includes a timetable for completion of the process on or before June 1, 2012.

SECTION 3: CONSOLIDATED PLAN CERTIFICATION

All applicants for housing and service programs located within local HUD Consolidated Plan jurisdictions must obtain “certification of consistency” with the local HUD Consolidated Plan. Local HUD Consolidated Plan jurisdictions are the cities of Albany, Atlanta, Brunswick, Dalton, Gainesville, Hinesville, Johns Creek, Macon, Rome, Sandy Springs, Savannah, Valdosta and Warner Robins, the counties of Cherokee, Clayton, Cobb (including Marietta), DeKalb, Fulton (including Roswell) and Gwinnett, and the consolidated governments of Athens-Clarke, Augusta-Richmond and Columbus-Muscogee. Contacts are listed on the following page.

<p>Athens-Clarke County Samanta Carvalho Unified Government of Athens-Clarke County P. O. Box 1868 Athens, GA 30603 Phone: 706.613.3155 x 1205 Fax: 706. 613.3158 Samanta.Carvalho@athensclarkecounty.com</p>	<p>Augusta-Richmond County Ms. Vicki Johnson Augusta-Richmond County 925 Laney - Walker Blvd., 2nd FL Augusta, GA 30901 Phone: 706.821.1797 x1887 Fax: 706.821.1784 vjohnson@augustaga.gov</p>	<p>City of Albany Ms. Latoya Cutts City of Albany 230 South Jackson St. Suite 315 Albany, GA 31701 Phone: 229.483.7650 Fax: 229.430.2737 lacutts@albany.ga.us</p>
<p>City of Atlanta Ms. Julie Boyd 68 Mitchell Street, SW Suite 15100 Atlanta, Georgia 30308 Phone: 404.330.6112 x5072 Fax: 404.658.6249 jboyd@atlantaga.gov</p>	<p>City of Brunswick Mr. William M. Weeks P. O. Box 550 601 Gloucester Street Brunswick, GA 31521-0550 Phone: 912.267.4610 Fax: 912.267.5549 bweeks@cityofbrunswick-ga.gov</p>	<p>Cherokee County Ms Marianne Pieper Community Services Agency 1130 Bluffs Parkway Canton, GA 30114 Phone 770-721-7806</p>
<p>Clayton County (includes all jurisdictions within County) Sule Carpenter 1671 Adamson Parkway, Suite 101 Morrow, GA 30260 Phone: 770.473.5732 sulecarpenter@co.clayton.ga.us</p>	<p>Cobb County (all jurisdictions) Ms. Eryca Fambro 121 Haynes Street, Marietta, GA 30060 Phone: 770.528.1460 Fax: 770.528.1466 efambro@cobbcountycdbg.com</p>	<p>Columbus-Muscogee County Mr. Mark McCollum P.O. Box 1340 Columbus, GA 31902 Phone: 706.225.3914 Fax: 706.653.4486 mmccollum@columbusga.org</p>
<p>City of Dalton Ms. Gaile R. Jennings P.O. Box 248 Dalton, GA 30722-0248 Phone: 706.876.1677 Fax: 706.876.1440 GJennings@dwcdc.org</p>	<p>DeKalb County (all jurisdictions) Ms. Melvia W. Richards 150 East Ponce de Leon Ave., Suite 330, Decatur, GA 30030 Phone: 404.286.3366 Fax: 404.286.3337 mwrichards@co.dekalb.ga.us</p>	<p>Fulton County (except Atlanta and Sandy Springs) Mr. Leonard Westmoreland 1135 Jefferson Street, NW Atlanta, GA 30318 Phone 404-613-0416 Leonard.Westmoreland@fultoncountyga.gov</p>
<p>Gainesville, City of Mr. Chris Davis P.O. Box 2496 Gainesville, GA 30503 Phone: 770.531.2693 Fax: 770.538.2494 cdavis@gainesville.org</p>	<p>Gwinnett County (all jurisdictions) Mr. Craig Goebel One Justice Square 446 West Crogan Street Suite 275 Lawrenceville, GA 30046-2439 Phone: 678.518.6060 craig.goebel@gwinnettcounty.com</p>	<p>Hinesville, City of Mr. Kenneth Howard 115 East M.L.K. Jr. Drive Hinesville, GA 31313 Phone: 912.876.3564 Fax: 912.369.2416, khoward@cityofhinesville.org</p>
<p>Johns Creek, City of Ms. Susan Canon 12000 Findley Road, Suite 400 Johns Creek, GA 30097 (678) 512-3278 Fax (678) 512-3303 Susan.canon@johnscreekga.gov</p>	<p>City of Macon Ms. Wanzina Jackson 200 Cherry Street, Suite 300 Macon, GA 31201 Phone: 478.751.7190 Fax: 478.751.7390 wanzina.jackson@macon.ga.us</p>	<p>Rome, City of Ms. Bekki Fox P.O. Box 1433 607 Broad Street Rome, GA 30162 Phone: 706.236.4477 Fax: 706.236.4448 Email: bfox@rome.ga.us</p>

City of Savannah Ms. Keri Reid PO Box 1027 2203 Abercorn St. Savannah, GA 31401 Phone: 912 651 6520 Fax: 912 651 6525 kreid@savannahga.gov	City of Sandy Springs Ms Patrice Dickerson 7840 Roswell Road, Bldg 500, Sandy Springs, GA 30350 Phone 770-206-1513 Fax 678-731-6601 Vann.mcneill@ch2m.com	Valdosta, City of Ms. Mara Register P.O. Box 1125 300 N. Lee Street Valdosta, GA 31603 Phone: 229.259.3571 Fax: 229.259.3539 register@valdostacity.com
City of Warner Robins Ms. Sherri Windham P. O. Box 1488 Warner Robins, GA 31099 Phone: 912.929.1118 Fax: 912.929.6944 swindham@warner-robins.org	Henry County Mr. Michael Harris, 140 Henry Parkway, McDonough, GA, 30253 mharris@co.henry.ga.us	

SECTION 4: PROGRAM PURPOSE AND DESCRIPTION

The HEARTH Act and resulting ESG Interim regulation (ESG Interim Rule) renamed and significantly modified the Emergency **Solutions** Grants (HUD ESG) program. The revised program maintains support for a crisis response system through emergency shelters, but places an emphasis on identifying and preventing homelessness and returning those who experience homelessness back into the community as quickly as possible.

SECTION 5: PROGRAM FUNDING PRIORITIES

DCA priorities for Federal ESG funds for State Fiscal Year 2014 are rapid re-housing (rental assistance and stabilization services), emergency shelter (operations and essential services), and HMIS. DCA reserves the right to emphasize funding for DCA ESG Entitlement communities.

Priorities for State Housing Trust Fund dollars are hotel/motel vouchers and 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.

SECTION 6: ELIGIBLE APPLICANTS - APPLICANT QUALIFICATIONS

Eligible Applicants: Local units of government are eligible to apply. To the extent determined under State law by HTF and DCA, private, secular or faith-based nonprofit organizations are also eligible to apply for funds. Nonprofit organizations must demonstrate collaboration with local mainstream service providers and local homeless provider groups. Applicants are expected to participate in continuum of care planning appropriate to the jurisdiction where their activities are located to the satisfaction of those jurisdiction(s).

According to Federal law and regulation, the term "*private nonprofit organization*" means a secular or religious organization described in section 501(c) of Title 26 that is exempt from taxation under Subtitle A, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance in a manner that is free from religious influences.

According to the State law, '*nonprofit organization*' means any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The term nonprofit organization includes nonprofit institutions of higher education and hospitals.

While all programs must be provided in a manner that is free from religious influences, it should be noted that the Georgia Constitution allows the State Housing Trust Fund for the Homeless to expend funds “... for programs of purely public charity for the homeless, including programs involving the participation of churches and religious institutions ...”.

Under State law, DCA must collect and evaluate organizational and financial information from nonprofit organizations in order to establish the capacity of the nonprofit organization prior to making an award, and to report funding amounts to the Georgia Department of Audits and Accounts.

Additional Eligibility Criteria Current or past DCA grantees must be in compliance with all DCA programs and grant agreements to apply for and receive funds under this program.

SECTION 7: NONPROFIT ORGANIZATIONS – CAPACITY CONSIDERATIONS

DCA is required by state law to perform due diligence around organizational capacity before making awards to nonprofit organizations. Funding decisions for non-profit agencies will be based, in part, on a review of the following:

- The complexity or nature of the request,
- Organizational structure, operating processes and capacity,
- The extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors,
- Professional management,
- The consistency of the organization’s identity or its mission to the provision of homeless or HIV (as applicable) services,
- The extent to which the organization utilizes networks to avoid duplication of housing and services,
- Participation in appropriate provider groups and Continuums of Care,
- Sound operating procedures, accounting policy and controls;
- The presence and accuracy of financial management systems, accounts, funds, reports, tax returns, etc.,
- Unrestricted financial resources available to the agency; and
- Organizational and financial policy, controls, stability and capacity.

SECTION 8: ELIGIBLE ACTIVITIES AND BENEFICIARIES

This section is based on the HEARTH Act and is subject to change based upon further refinement of regulations or other rules issued by HUD.

A. HUD ESG Eligible Activities

- (1) **Street Outreach** – ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under § 576.2. The eligible costs and requirements for essential services consist of:
 - a. **Engagement.** The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs,

including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

b. Case management. The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

c. Emergency health services. (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. (iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

d. Emergency mental health services: (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community. (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

e. Transportation. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following: (i) The cost of a program participant's travel on public transportation; (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants; (iii) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and (iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

- (2) **Emergency Shelter** - ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, operating emergency shelters and issuing hotel/motel vouchers.

Hotel/Motel Vouchers – to be used in the absence of adequate or appropriate shelter based upon documented needs in areas where rapid re-housing or outreach programs exist. Recipients awarded with this funding must have a direct connection to a program making placements into permanent housing and must be located within the Georgia Balance of State CoC.

Services:

- a. Case management. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of: (A) Using the centralized or coordinated assessment system as required under § 576.400(d); (B) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; (C) Counseling; (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits; (E) Monitoring and evaluating program participant progress; (F) Providing information and referrals to other providers; (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.
- b. Child care. The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
- c. Education services. When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
- d. Employment assistance and job training. The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. Learning skills include those skills that can be used to secure and retain a job. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
- e. Outpatient health services. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.
- f. Legal services. (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. (B) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, and appeal of veterans and public benefit claim denials. (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. (E) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs

the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. (F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

g. Life skills training. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

h. Mental health services. (A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. (B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. (C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. (D) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

i. Substance abuse treatment services. (A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

j. Transportation. Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following: (A) The cost of a program participant's travel on public transportation; (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants; (C) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

k. Shelter operations. Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

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.

- (3) **Rental Assistance** – See 24 CFR 576.104 – 106 for detailed and further guidance. Includes the provision of short-term or medium-term payments for rents or utilities. Assistance may be tenant or project-based. Beneficiaries may include homeless individuals or families (rapid re-housing), or individuals or families at risk of homelessness (homelessness prevention). Regional implementations are preferred for this activity.
- (4) **Stabilization Services** – See 24 CFR 576.104 – 106 for detailed and further guidance. Includes services associated with rental assistance, to include housing search, mediation or outreach to landlords, legal services, credit repair, providing security or utility deposits, utility payments, rental

assistance for a final month at a location, assistance with moving costs, or other activities (including hotel/motel vouchers) that are effective at:

- (a) stabilizing individuals and families in their current housing (homelessness prevention); or
 - (b) (quickly moving such individuals and families to other permanent housing (rapid re-housing).
- (5) **HMIS** – See 24 CFR 576.107 for detailed and further guidance. Includes costs of contributing data to the Pathways COMPASS Homeless Management Information System (HMIS) or ALICE in support of the efforts of an emergency shelter or a rapid re-housing program. These funds are reserved for Balance of State Continuum of Care or DCA ESG Entitlement areas for Federally-funded ESG programs with large implementations; those serving a high volume of clients or programs with particularly demanding HMIS requirements such as prevention. Eligible costs include: software, data entry, limited assistance obtaining HMIS technical assistance and training, and user fees.

B. HTF ESG Eligible Activities

In addition to the HUD ESG Eligible Activities named in the preceding section, HTF ESG Eligibility Activities may also include:

- (1) Hotel/Motel Vouchers – to be used in the absence of adequate or appropriate shelter based upon documented needs in areas where rapid re-housing or outreach programs exist. Recipients awarded with this funding must have a direct connection to a program making placements into permanent housing and must be located in Continuum of Care (CoC) other than the Georgia Balance of State CoC.
- (2) Transitional Housing - maintenance, operation, insurance, provision of utilities, provision of furnishings or the provision of essential services related to Transitional Housing.
- (3) Essential Services - the provision of essential services, limited to employment, transportation, child care, aftercare case management, and SSI/SSDI Outreach And Recovery benefits services. These programs must be directly connected to programs moving clients into permanent housing.
- (4) Project Homeless Connect - funding to coordinate and sponsor a one-day, one-stop Project Homeless Connect event to deliver services to people experiencing homelessness in the community. At a minimum, the event should provide an array of social services including healthcare, legal aid, housing assistance, job opportunities, benefits enrollment opportunities and quality of life resources with the underlying idea to get as many as possible on a track to self-sufficiency and, ultimately, into permanent housing.

C. Definition of “Homeless” Individual or Family

Category 1

(1) A “homeless” individual or family is generally defined as follows:

- a. an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- b. an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- c. a *homeless, as defined above*, individual or family *immediately thereafter* living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- d. an individual who resided in a shelter or place not meant for human habitation [*see a. and b. above*] and who is exiting an institution where he or she ... resided *less than 90-days*;

Category 2

- e. an individual or family who—
 - (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by:
 - (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - (B) has no subsequent residence identified; and
 - (C) lacks the resources or support networks needed to obtain other permanent housing; and

Category 3

- f. unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who--
 - (A) have experienced a long term period without living independently in permanent housing,
 - (B) have experienced persistent instability as measured by frequent moves over such period, and
 - (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Category 4

- (2) Notwithstanding any other provision of this section, any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

Exclusion

- (3) Exclusion – Eligible persons do not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

D. Definition of “At Risk” Individual or Family

An “at risk” individual or family is generally defined as follows:

Category 1

- (1) has *family* income below 30 percent of median income for the geographic area;
- (2) has insufficient resources immediately available to attain housing stability; and
- (3) meets one or more of the following criteria:
 - (i) has moved frequently because of economic reasons;
 - (ii) is living in the home of another because of economic hardship;
 - (iii) has been notified that their right to occupy their current housing or living situation will be terminated;
 - (iv) lives in a hotel or motel;
 - (v) lives in severely overcrowded housing;
 - (vi) is exiting an institution; or
 - (vii) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness (as defined in the Consolidated Plan for the jurisdiction).

Category 2

Such term includes all families with children and youth defined as homeless under other Federal statutes. Note that there are limits on expenses within this category in continuums where homelessness (sheltered and unsheltered) is 1/10 or more of 1% of the total population (reference CPD-12-001).

Category 3

This category includes children/youth who qualify as homeless under the Education for Children and Youth program (Section 725(2) of the McKinney-Vento Act) and the parents or guardians of that child/youth if living with him/her.

E. Definition of “Chronically Homeless” Individual or Family

The term ‘chronically homeless’ means, with respect to an individual or family, that the individual or family:

- (1) is currently homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- (2) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year OR on at least 4 separate occasions in the last 3 years; and
- (3) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability [as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)], post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions

A person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days shall be considered “chronically homeless” if such person met all of the requirements described above prior to entering that facility.

F. Definition of “Homeless Individual with a Disability”

The term ‘homeless individual with a disability’ means an individual who is “homeless,” as otherwise defined herein, and has a disability that -

- (1) meets all four of the following criteria:
 - a. is expected to be long-continuing or of indefinite duration;
 - b. substantially impedes the individual's ability to live independently;
 - c. could be improved by the provision of more suitable housing conditions; and
 - d. is either
 - (A) a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post traumatic stress disorder, or brain injury;
 - (B) a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); OR
 - (C) the disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.

For all ESG activities only “homeless persons” are eligible to receive benefits. Organizations receiving funds must maintain DCA-prescribed documentation to support benefit to homeless persons.

SECTION 9: SERVING FAMILIES WITH CHILDREN

Organizations that provide HUD HEARTH funds (ESG or CoC) for emergency shelter to families with children under age 18 shall not deny admission to any family based on the age of any child under age 18.

SECTION 10: RAPID RE-HOUSING AND HOMELESSNESS PREVENTION

Rapid Re-Housing programs are designed to help those who are homeless quickly transition out of homelessness into permanent housing. The primary goal is to stabilize a program participant in permanent housing as quickly as possible and to provide wrap-around services after the family or individual obtains housing. Individuals or households receiving this funding must have an income level at or below 50% AMI. Enrollment in a rapid re-housing program should rely heavily on a guided case management plan to ensure long term stability for program participants. First preference for this funding will be given to applicants who demonstrate an effective implementation plan that will increase household incomes for program participants and those who demonstrate low barriers to entry for program participants.

Homelessness prevention services are most efficiently used when targeted to those at greatest risk of losing housing due to an eviction notice. Households receiving this funding must have an income level below 30% AMI, must demonstrate that they do not have sufficient resources or support networks to prevent them from moving to an emergency shelter or other place defined under Category 1 of the homeless definition. Enrollment in a prevention program should typically last no longer than 2-6 months and relies heavily on a guided case management plan to ensure long term stability for program participants. First preference for this funding will be given to applicants who demonstrate an ability to negotiate with landlords as the first step in resolving eviction crises. First preference will also be given to applicants who demonstrate an implementation plan to effectively target households at greatest risk of homelessness. Successful applicants will demonstrate a plan to effectively increase household incomes for program participants.

SECTION 11: PROJECT HOMELESS CONNECT

Eligible applicants as noted above may receive funds to coordinate and sponsor a one-day, one-stop Project Homeless Connect event that will deliver services to people experiencing homelessness in the community. Project Homeless Connect events are designed to facilitate understanding and cooperation among homeless service providers, volunteers, homeless individuals and families, community leaders, local government,

housing agencies, funding agencies, human service agencies, ecumenical groups and others with an interest in homeless issues.

Only one agency per community, service area or region (at DCA discretion) may receive these funds. Funded agencies are expected to demonstrate collaboration in making application for funds.

At a minimum, the event should provide an array of social services including healthcare, legal aid, housing assistance, job opportunities, benefits enrollment opportunities and quality of life resources with the underlying idea to get as many as possible on a track to self-sufficiency and, ultimately, into permanent housing.

Why Establish Project Homeless Connect?

- » Connect our homeless neighbors with needed resources
- » Connect and collaborate with myriad agencies providing resources
- » Increase public knowledge and awareness
- » **All applicants must submit a proposed date and location for the event.**

General administration of the applicant agency is not an eligible ESG activity. Only program costs are eligible, and costs are eligible only to the extent that they are eligible under Federal ESG regulations (24 CFR 576.21).

SECTION 12: FUNDING LIMITS

*DCA will make minimum grant awards of \$20,000 for all eligible activities except HMIS, Project Homeless Connect, and Hotel/Motel Voucher grants. Maximum grant amounts are as follows:

- Emergency Shelter, up to \$50,000 per program or \$1,000/\$500 per average family/person per night
- Transitional Housing, up to \$30,000 per program or \$700/\$300 per average family/person per night
- Essential Services, up to \$75,000 per program
- Short- and Medium-Term Rental Assistance and Stabilization Services, average costs per family/household will vary by region according to rent reasonableness and fair market rents for the area and approval by DCA
- Project Homeless Connect, \$2,000
- HMIS, up to \$25,000
- Hotel/Motel Vouchers, up to \$25,000

SECTION 13: RATING CRITERIA

Funding decisions and amounts will be based upon the following:

1. Threshold Criteria

There are certain considerations that may result in an application being automatically returned or denied for funding without being scored. These threshold requirements include, but are not limited to –

- Substantially incomplete application, as determined by DCA,
- Serving ineligible populations (not homeless by HUD definition and verification standard);
- Lack of 501c3 status for nonprofit agencies,
- Outstanding or repeated findings of noncompliance;
- Substantial failure to implement HMIS/ALICE or failure to address HMIS/ALICE findings;
- For DV agencies a failure to submit HUD Annual Performance Report (APR) for entire prior or current program year by application deadline

2. Rating Criteria

Individual scores by program may be assessed for --

- Completeness of the grant application,
- Lack of barriers to program entry,
- Proven track record of serving program participants with high needs,
- Cost benefit analysis of prior programs,
- Extent to which the applicant demonstrates an understanding of the new HEARTH regulations and HUD priorities for the ESG program
- Past performance including --
 - monitoring compliance,
 - HMIS or ALICE compliance,
 - bed utilization, and
 - the ability to meet reporting deadlines successfully
- Strength of program design and implementation strategy. Applicants should use of reputable data to describe need (homeless counts), clients served, local coordination, goals, outputs, outcomes, etc.),
- Procurement of outside resources,
- Extent to which programs result in increased housing stability / permanent housing outcomes for clients,
- Organizational development and experience,
- Budgeting and financial reporting,
- Efficient and effective use of HMIS, adherence to HMIS policy and procedures, and ability to deliver data of high quality
- Adherence to DCA housing support standards, and
- Other relevant factors.
- Applicants requesting funds for multiple programs may receive funds for some, but not all, programs.
- Extent to which program serves exclusively (100%) “homeless” persons;
- For services, the degree to which the application demonstrates that mainstream services for transportation, childcare, mental health, addiction, etc. Are not available for the program;
- Consistency with local need, conformance to local plans, and service delivery strategy;
- Extent to which proposal meets priorities outlined in the continuum of care plan appropriate to the project;
- Other funding for programs available to the applicant from Federal, State and local government sources (SHP, CJCC, DHR, CDBG, etc.);
- Amount of funds requested, prior award amounts and prior utilization of funds;
- Degree of compliance demonstrated during DCA monitoring visits or in desk audits;
- Relative quality of housing or standards for services to be provided;
- Amount of funds requested;
- Level of service (numbers of persons, hours of service, etc.);
- Standard costs for housing and services;
- Value of applicant’s contributions (cash and in-kind);
- Demonstrated ability of the agency to move homeless individuals into housing; or demonstrated ability of the organization to increase housing stability of homeless individuals
- Demonstrated ability of the agency to provide necessary services to homeless individuals or through documented MOU’s or letters of agreement with other service providers.

The lowest scoring applications will not be funded.

SECTION 14: MATCHING REQUIREMENTS

All applicants must provide at least a 100% match consisting of documented non-McKinney resources. In addition to cash, match may include the value of any lease on a building, the actual value of professional services, any salary paid to staff to carry out the program, and the value (use \$5 per hour until further notice)

of the time and services contributed by volunteers to carry out the program. DCA will update amount if new guidance is received from HUD

SECTION 15: OTHER APPLICATION GUIDANCE AND REQUIREMENTS

A. Homeless Management Information Systems (HMIS) Compliance

In conjunction with entitlement communities, continuums of care, other partners throughout the State and the Pathways Community Network, DCA will continue to support agency level implementation and use of HMIS via a HUD SHP grant for state-wide HMIS implementation.

Applicants with existing DCA ESG or S+C awards must be in compliance with DCA's HMIS policy, as updated from time to time and posted on the DCA website. New applicants must be in full compliance prior to grant agreement and drawdown of funds. Those implementing HMIS must note that substantial failure to address DCA's written HMIS concerns or findings may result in application rejection without scoring. Per page 24 in the ESG Guidebook, DV providers must provide DCA with data from the HUD Annual Performance Report (APR) in ALICE that meets the same standards required of agencies using HMIS.

B. Housing Support Standards and Performance Measurement

All ESG applicants and grantees must comply with DCA's Housing Support Standards in order to receive and retain funds. These standards are posted on the DCA website and are updated from time to time by DCA staff.

The Housing Support Standards require participation in coordinated outreach, intake, referral, and case management systems within the continuum of care in order to provide, in conjunction with other providers, appropriate housing and supportive services to better enable homeless persons to achieve success and end their homelessness. The standards require most grantees to: a) assess consumer needs and barriers to housing; b) work to move homeless individuals into transitional housing, permanent supportive housing, or other permanent housing; c) document and track referrals to housing and service providers; and d) track participant progress and outcomes; including post-discharge outcomes.

Organizations will be required to document these efforts through the Pathways COMPASS system. Family violence agencies that are exempt from participating in HMIS are required to document these efforts through an alternative method. Information regarding the Standards and how to implement them can be found on the DCA website at <http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp>.

D. Faith-Based Activities

Faith-based and religious organizations may not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

Organizations that are religious or faith-based are eligible on the same basis as any other non-profit organization. These organizations may not engage in inherently religious activities, such as worship, religious instruction or proselytization as a part of programs or services funded under the ESG or HOPWA programs. If an organization conducts such activities, the activities must be offered separately in time or location from the programs or services funded under the ESG and HOPWA programs. Participation in these programs must be voluntary for clients.

Faith-based or religious organizations will retain their independence from Federal, State and local governments, and may carry out their missions, including the definition, practice and expression of religious beliefs, provided that no ESG or HOPWA funds are used to support any inherently religious activities, such as worship, instruction or proselytization. Organizations may use space in their facilities to provide ESG or HOPWA services without removing religious art, icons, scriptures or other religious symbols. Organizations

may also retain authority over internal governance, including terms in organization name, selection of board members on a religious basis, and religious references in mission statements and other governing documents.

E. Georgia Open Records Act

All records created as a result of the submission of an Application to participate are subject to disclosure under the Georgia Open Records Act and the applicant expressly consents to such disclosure. The Applicant agrees to hold harmless the State Housing Trust Fund for the Homeless, the Georgia Housing and Finance Authority and the Georgia Department of Community Affairs against all losses, costs, damages, expenses, and liability of any nature or kind (including but not limited to attorney's fees, litigation and court costs) directly or indirectly resulting from or arising out of the release of any information pertaining to the Applicant's submission of an Application and implementation of any activities as a result of funding under this program, pursuant to a request under the Georgia Open Records Act.

F. Persons With Disabilities

ESG grantees are strongly encouraged to document disability at first encounter. This is because HUD places much preference for persons with disabilities in its Continuum of Care programs. DCA's disability verification format (required for DCA S+C programs) is on line at [http://www.dca.ga.gov/housing/specialneeds/programs/downloads/ShelterPlusCare/2_DCA_Disability_Verification_\(REV09-06\).doc](http://www.dca.ga.gov/housing/specialneeds/programs/downloads/ShelterPlusCare/2_DCA_Disability_Verification_(REV09-06).doc).

In general, HUD finds a person with disabilities to be an adult who is either (1) on SSI/SSDI, (2) with developmental disability, or (3) based on physician certification, *a person with 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.*

G. State and Federal Financial Reporting/Audit Requirements for Nonprofit Agencies

On July 1, 1998 Senate Bill 474 became effective as law (OCGA Title 50, Chapter 20) in Georgia. This chapter is entitled Relations With Nonprofit Contractors. The law states that *"The intent of this chapter is to provide auditing and reporting requirements for nonprofit organizations which provide services and facilities to the state, to ensure the financial accountability of nonprofit contractors, and to develop adequate information concerning nonprofit contractors. The General Assembly finds that the state has a right and a duty to monitor nonprofit organizations which contract with the state to ensure that their activities are in the public interest and to ensure that public funds are used for proper purposes."*

H. Other State and Federal Requirements

Program requirements include, but are by no means limited to, the following:

To the extent practicable, as determined by DCA, grantees must comply with the HUD Emergency Solutions Grant Program Regulations at 24 CFR Part 576, as amended.

- 1) All grants to non-profit organizations are subject to the administrative requirements and cost principals outlined in OMB Circulars A-110 and A-122. These requirements for local governments are outlined in 24 CFR, Part 85 and OMB Circular A-87.
- 2) Costs requested for reimbursement via automatic deposit by DCA must be "reasonable and justifiable," and are only eligible to the extent that they are consistent with the program approved by DCA.
- 3) All funds will be reimbursable to grantees based upon actual program expenses with supporting documentation (retained by grantee).

- 4) Expenses are only eligible to the extent that they benefit “homeless persons” under the ESG program, as defined or referenced herein.
- 5) All grants are subject to environmental review in accordance with the federal regulations governing ESG programs.
- 6) Provisions of House Bill (HB) 87 The Illegal Immigration Reform and Enforcement Act of 2011, including Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) and Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3) must be met.
- 7) All grants are subject to the Federal Requirements of the ESG regulations at 24 CFR 576.407.
 - (a) The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).
 - (b) Affirmative outreach. The recipient or subrecipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the recipient or subrecipient intends to use to make known the availability of the facilities, assistance, and services will to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the recipient or subrecipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient and its subrecipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

SECTION 16: FINANCIAL COMPLIANCE FOR NONPROFIT AGENCIES

According to the State law, *'nonprofit organization'* means any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The term nonprofit organization includes nonprofit institutions of higher education and hospitals. For financial reporting purposes, guidelines issued by the American Institute of Certified Public Accountants should be followed in determining nonprofit status.

As a result and among other requirements, DCA must obtain minimum organizational and financial information from nonprofit organizations in order to establish the viability of the nonprofit organization and to report award and funding amounts to the Georgia Department of Audits and Accounts.

In return for funds, and among other requirements, nonprofit organizations must make appropriate reports to the state auditor and to each state agency from which it received funds for each fiscal year within 180 days from the close of the nonprofit organization’s fiscal year. Reporting formats vary based upon the amount of “state funds” received by nonprofit organizations during the organization’s fiscal year.

This law also sets forth responsibilities of the state auditor and covers measures to be taken by state agencies if there are matters of non-compliance. Copies of the law and associated guidance are available upon request by calling Patricia Wright of DCA at (404) 327-6856. For further compliance information nonprofit applicants are encouraged to first contact their own internal auditors. Additional information may be obtained from the State Office of Audits as follows: Georgia Department of Audits and Accounts, Non-Profit and Local Government Audits Division, 270 Washington Street SW, Suite 1-156, Atlanta, GA 30334-8400. The contact is Mr. Edward Blaha; phone (404) 651-5115, Email blahaef@audits.ga.gov.