

Public Notice
Federal Fiscal Year 2014/State Fiscal Year 2015
Emergency Solutions Grants (ESG)
Housing Opportunities for Persons with AIDS (HOPWA)
Program Goals and Method of Distribution

The State of Georgia Department of Community Affairs (DCA) is currently preparing its Federal Fiscal Year 2014 Annual Action Plan that details how the State proposes to use the Emergency Solutions Grants (ESG) and the Housing Opportunities for Persons with AIDS (HOPWA) Programs resources during the State Fiscal Year 2015, which begins July 1, 2014.

The draft FFY2014 Goals and Method of Distribution for each program includes the other program specific requirements such as the proposed methods of funding distribution and the program priorities for funding. Comments regarding these and other issues will be accepted for a 30-day period for review and consideration prior to the beginning of these application submission periods.

The State encourages citizens and other interested parties to review the draft document and to submit their written comments no later than Monday, February 17, 2014 at 5:00 p.m. All written comments should be emailed to housingplanning@dca.state.ga.us or mailed to:

FFY2014 ESG and HOPWA Goals and Action Steps
c/o Georgia Department of Community Affairs
Office of Program and Public Affairs
Attn: Tina Moore
60 Executive Park South NE
Atlanta, GA 30329-2231

Additionally, the public may contact DCA directly at (404) 327-6870 or through the TDD line at (404) 679-4915 to receive a written copy of these proposed goals and action steps.

The Georgia Department of Community Affairs is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. For a reasonable accommodation or if you need an alternative format or language, please contact Staci Tillman at: (404) 679-3114 or email fairhousing@dca.ga.gov.

Georgia Department of Community Affairs (DCA)
Proposed Goals and Action Steps for the
Emergency Solutions Grants (ESG)
Housing Opportunities for Persons with AIDS (HOPWA) Programs

EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)

PROCESS FOR MAKING SUB-AWARDS

Method of Distribution

As a threshold consideration, all applicants must demonstrate how their housing or service programs directly serve persons who are “homeless,” and demonstrate how the housing and services provided will improve housing stability for those persons. Applicants must describe homeless verification methods, and how they will track outputs and outcomes (stable housing) for persons served.

Both HUD- and HTF ESG funds are available to nonprofit organizations (including community and faith-based organizations) and local government entities. Agencies must demonstrate collaboration with local mainstream service providers and local provider groups that are dedicated to housing and service interventions that serve persons experiencing homelessness. Agencies must also participate in HUD-mandated continuum of care planning appropriate to the jurisdiction where their activities are located.

Funding decisions will be based on a number of factors, including but not limited to, those stated below in the “Rating and Selection” section. Thresholds for program consideration generally include the eligibility of the described population to be served, the eligibility of described activities, minimum criteria for organizational capacity, community or service area need, HMIS performance, past or projected program performance, responsiveness to timeliness and information requested, as well as other relevant factors, as determined by DCA. Threshold considerations may also include any of the “Rating and Selection” criteria named in the section below.

Matching Requirements

All applicants are expected to provide at least a 100% match consisting of documented non-McKinney resources. Match may include the value of any lease on a building, any salary paid to staff to carry out the program, and the value of the time and services contributed by volunteers to carry out the program at a rate determined by DCA. Exceptions may be considered by DCA on a case by case basis.

Deadlines and Award Authority

Application documents will be available on or about February 28, 2014. The application process, including deadlines for ESG and HOPWA funding will be announced separately, on the DCA ESG and HOPWA webpage. Funding announcements will be made by June 30, 2014. Applications submitted after the deadline established by DCA will not be considered

for funding. The Commissioner of DCA or staff designated by the Commissioner shall have the authority to make awards from funds allocated by HUD or state reserved by the HTF Commission.

Application Notice and Submission Requirements

DCA will solicit information about application submission and application development workshops by email from every person on the “contacts” mailing list associated with its homeless programs. Notices will also be emailed to local government representatives, regional commissions, DCA regional representatives, and other groups with local and regional interests. Notice will be published on the DCA website, and all persons receiving notice will be asked to share the notice with others within the state, their region or their community with an interest. Application development workshops will be held in at least four (4) locations around the state. Multiple webinars will be conducted by DCA staff to provide applicants with remote assistance with the application process.

Rating and Selection

A competition for funds will be implemented that will include, but not be limited to, the threshold criteria named in the “Method of Distribution” section, as well as other considerations such as project location related to demonstrated need, participation in collaborative networks and planning processes, and cost benefit analysis and recidivism rates for currently funded programs, etc. Lower scoring applications may not be funded.

General funding decisions for all agencies will be based upon:

- Geographical location;
- Past performance (outputs/outcomes);
- Past performance with DCA agreements, DCA ESG policies and rules, Federal/state/local laws, regulations, policies;
- Compliance and past performance with HMIS (family violence agencies must demonstrate performance through the HUD format Annual Performance Report in ALICE);
- Need based on data derived from the Homeless Point in Time Count conducted by DCA and its partners;
- Program strategy;
- 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 services;
- The consistency to which the organization utilizes networks to avoid duplication of housing and services;
- Participation in appropriate Continuums of Care;
- Direct cash match provided for ESG activities;
- The value of other non-cash contributions;
- The priorities established by the local Continuum of Care;
- Sound operating procedures, accounting policy and controls;
- Organizational and financial policy, stability and capacity; and,
- ESG Entitlement jurisdiction

DCA staff will utilize a points system during application review to ensure that the limited pool of funding received is used in the most effective way possible. Individual scores by program may be assessed for completeness of the application; past performance relevant to the program type; implementation strategy (narrative describing need, clients served, local coordination, goals, outputs, outcomes, etc.); procurement of outside resources; the 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 (HSS), and other relevant factors. Applicants requesting funds for multiple programs may receive funds for some, but not all, programs.

In addition to all other federal, state and local laws and regulations, all activities must be implemented in full compliance with pertinent HUD ESG Program regulations published at 24 CFR § 576.

Local Approval

In accordance with Federal law governing the ESG program, all nonprofit applicants must obtain approval(s) from appropriate local government jurisdictions. While coordination and collaboration is always expected, if not required, local government approval is not needed for programs proposed by instrumentalities of the state, including community service boards, public housing authorities, etc. For nonprofits, approval is only needed from the jurisdiction in which the principle site of the central service location is located. All approvals must be made in formats prescribed by DCA. Documentation of approval, or at a minimum the initiation of the approval process, must be included in the application. Applications from nonprofits for programs that do not adequately address local approval may be rejected for threshold considerations.

Collaboration

Applicants must participate in Continuums of Care (CoC) appropriate to their program(s). There are 9 CoCs in Georgia. Applicants must also participate in coordinated intake/assessment, referral, and case management systems within their service area 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 expectation is that each grantee or its community partner: a) assesses consumer needs and barriers to housing; b) seeks the prevention of homelessness for non-homeless consumers, c) works to move homeless individuals into rapid re-housing, transitional housing, permanent supportive housing, or other affordable housing appropriate to the needs of the consumer; d) documents and tracks referrals to housing and service providers; and e) tracks participant progress and outcomes, including post-discharge follow up contacts recorded in HMIS. Organizations will be required to document these efforts through DCA's HMIS implementation by the Pathways Community Network Institute. Family violence agencies may not participate in HMIS, but instead, must document these efforts through an alternative method. Grantees must also adhere to DCA's published Housing Support Standards (HSS). Information regarding these Standards and how to implement them can be found on the DCA website at the following link:

<http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp>

Minimum Compliance Criteria

Applications must be submitted electronically on forms provided by DCA and according to the schedule established by DCA. The applicant must provide required certifications and provide all supporting documentation requested by DCA. Each applicant must demonstrate to the satisfaction of DCA that it complies with Federal, State and local laws and regulations, and that it is capable of carrying out applicable programs. All returning grantees must be in substantial compliance with existing DCA agreements. DCA reserves the right to sanction individuals and organizations with a history of non-compliance.

Funding Guidelines

Subject to final federal appropriations, approximately \$3.3 million dollars is expected to be available for programs funded under the HUD ESG program. The HTF Commission has reserved approximately \$2.5 million dollars available for the HTF ESG program. The following amounts have been established as guidance for funding requests. All of the “Rating and Selection” factors, including distribution by “Eligible Service Area” will be considered in evaluating funding requests. 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 - \$50,000 per program or \$1,000/\$500 per average family/person per night
- Transitional Housing - \$30,000 per program or \$700/\$300 per average family/person per night
- Essential Services - \$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 - \$25,000

Required Written Standards

DCA requires that each grantee establish and consistently apply policies and procedures for each ESG program administered by the grantee.

In addition, the Balance of State ESG Entitlement (Entitlement) will work with the Balance of State CoC to establish standards for all programs in the geographic area, including ESG programs.

At a minimum, written standards for **ALL PROGRAMS** will include:

1. Standard policies and procedures for evaluating eligibility.
2. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid rehousing assistance providers; other homeless assistance providers; and mainstream service and housing providers (*see § 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and Integrated to the maximum extent practicable*);
3. Participation in HMIS or ALICE. The grantee must ensure that data on all persons served and all activities assisted under ESG are entered into the Pathways Compass HMIS. If the

grantee is a victim service provider, the agency may use ALICE, to collect client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data.

Additional standards for STREET OUTREACH:

1. Standards for targeting and providing essential services related to street outreach:

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Additional standards for EMERGENCY SHELTER:

1. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, [*e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest].
2. Policies and procedures for assessing, prioritizing, and reassessing needs for essential services related to emergency shelter:

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Additional standards for PREVENTION and RAPID RE-HOUSING:

1. Policies and procedures for determining and prioritizing homelessness prevention and rapid re-housing assistance;
2. Standards for determining what percentage or amount of rent and utilities costs, **if any**, each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
3. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time, **if at all**
4. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, **if any**, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months in the program; or the maximum number of times the program participant may receive assistance.

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TERMINATION, COMPLAINTS, APPEALS AND CONFIDENTIALITY POLICIES

As part of each program's policies and procedures, grantees must develop policies regarding termination of assistance to participants, complaints, appeals, and confidentiality procedures.

These policies will be reviewed for compliance by the DCA monitoring team on site visits.

Terminating Assistance

If a program participant violates program requirements, the grantee may terminate the assistance in accordance with a formal process established by the grantee, and approved by the recipient, that recognizes the rights of individuals affected. The grantee must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

Prevention and Rapid Re-Housing Terminations

To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination

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2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; **and**
3. Prompt written notice of the final decision to the program participant.

Ability to Provide Further Assistance

Termination does not bar the grantee from providing further assistance at a later date to the same family or individual.

DCA EDUCATION POLICY

All grantees of ESG funding are expected to comply with the Georgia Balance of State Education Policy which lays out the requirements of agencies to ensure families access education resources:

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DESCRIPTION OF COC

Georgia Balance of State Continuum of Care is made up of 152 counties, both urban and rural. The collaborative applicant for the Continuum is the Department of Community Affairs. The collaborative applicant is currently establishing a Governance Charter that will be published in the next four weeks and establishing a coordinated assessment system to enable homeless households to access the best fit intervention available. It is anticipated that this will be implemented in the next 9-12 months.

PERFORMANCE STANDARDS

DCA has established the primary goal of reducing the number of unsheltered homeless individuals and families. The information contained below outlines goals, strategies and performance measures to be utilized for all ESG sub-recipients.

Overall Goals

1. Reduce the number of unsheltered individuals and families, as established in the Homeless Point in Time Count, within the BoS ESG Entitlement. Since 2011, the number of unsheltered households has decreased by 25%. This goal will continue to be achieved by placing emphasis on high utilization of emergency shelters and transitional housing beds. This will be measured in HMIS. In addition, the Entitlement will:
 - a) Right-size length of stay for clients in emergency shelters and transitional housing programs. Length of stay should generally be no longer than 90 days for shelters and 1 year for Transitional Housing. Currently, length of stay for emergency shelter programs is 30 days on average and 190 days on average for transitional housing programs. This will be measured in HMIS.
 - b) Increase placements into permanent housing for homeless individuals and families from Emergency Shelter and Transitional housing each year. This will be measured in HMIS.
2. Prevent individuals and families from becoming homeless – either unsheltered or sheltered. Follow-up checks will be made at 3 months and 6 months post discharge to ensure that households assisted do not become homeless.
3. Maintain or increase the percentage of individuals and families remaining housed for 3 months. In 2013, 91% of prevention and rapid re-housing participants leaving for permanent destinations remained for 3 months. This will be measured in HMIS by using our recidivism methodology.

Performance Measurements

ESG programs with different eligible activities will require different assessment standards. DCA diligently works with sub-recipients to ensure a level of HMIS data completeness by which an accurate evaluation of program performance can continually be measured. Baselines for performance measure criteria, such as increases in cash income and non-cash benefits during program enrollment, have been established in the last year. DCA will review all available data annually to evaluate performance.

*For Emergency Shelter programs, overall performance will be measured based on the following standards:

1. An overall bed utilization rate of 80%.
2. The average length of stay of the households served should be no longer than 60 days.
3. An increase in the percentage of discharged households that secure permanent housing at exit each year.
4. An increase in the percentage of households that increase cash and non-cash income during program enrollment.

For Transitional Housing programs, overall performance will be measured based on the following standards:

1. An overall bed utilization rate of 80%.

2. The average length of stay for households served should generally be no longer than nine months. An increase in the percentage of discharged households that secured permanent housing at exit each year.
3. An increase in the percentage of households that increase cash and non-cash income during program enrollment.

For Rapid Re-Housing programs, overall performance will be measured based on the following standards:

1. An increase in the percentage of discharged households that secured permanent housing at program exit each year.
2. An increase in the percentage of discharged households permanently housed three months after exit.
3. An increase in the percentage of households that increase cash and non-cash income during program enrollment.

For Homelessness Prevention programs, overall performance will be measured based on the following standards:

1. An increase in the percentage of discharged households that maintained permanent housing at program exit each year.
2. An increase in the percentage of discharged households permanently housed three months after exit.
3. An increase in the percentage of households that increase cash and non-cash income during program enrollment.

For Street Outreach programs, overall performance will be measured based on the following standards:

1. An increase in the number of contacts with unduplicated individuals made during outreach.
2. An increase in the percentage of discharged households that access permanent housing.
3. An increase in the percentage of households that increase cash and non-cash income during program enrollment.

*Programs serving the chronically homeless, or chemically dependent clients, or shelters with minimal barriers to entry may be held to different standards than programs providing other levels of assistance.

CONSULTATION WITH COC

Allocation of ESG funds each year

The Georgia Balance of State Entitlement staff hosts annual discussions with the Continua of Care (CoCs) concerning the needs of each Continuum. The Continua are asked to rank the eligible activities according to their local need, and submit these to the Entitlement. This is reflected in the Entitlement's scoring of applications and award recommendations.

In addition, the Balance of State stakeholders such as the CoC leads, local government officials and non-profit organizations serving the homeless will meet with Entitlement staff to review the Entitlement's vision, and plans for the forthcoming year. This half day workshop allows Continua to plan their interventions to complement those of the Entitlement.

Developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds

Due to improved HMIS data completeness, the Entitlement established a baseline for ESG sub-recipients during the past year. With the established baseline the Entitlement was able to analyze performance measures for Fiscal Year 2012 against Fiscal Year 2013. Principal successes in 2013 over 2012 were:

- increases in income during program enrollment for emergency shelter, transitional and rapid re-housing programs,
- increases in mainstream benefits during program enrollment for emergency shelter, transitional, prevention, and rapid re-housing programs,
- increases in exits to permanent destinations for emergency shelter, transitional housing and rapid re-housing programs, and
- an increased number of households remaining in permanent housing 3 months after discharge for rapid re-housing.

Developing funding, policies, and procedures for the operation and administration of the HMIS

The Georgia HMIS Project is a statewide collaborative effort to implement HMIS across eight of the nine Georgia Continua of Care. The Georgia Housing and Finance Authority (GHFA) is the Lead Agency for the Georgia HMIS Project, the Balance of State Continuum of Care and the Balance of State ESG Entitlement. DCA administers the programs of the GHFA.

The Steering Committee is made up of representatives from each of the eight Continuum of Care, the DCA HMIS Project Manager, and Pathways Community Network Institute (our HMIS vendor) staff. The role of the steering committee is to oversee HMIS implementation and request enhancements to the Pathways HMIS.

As the administrative agent of the HMIS lead agency, DCA is responsible for soliciting feedback from agencies and stakeholders and communicating that feedback to the Steering Committee. Within this, DCA also meets with Entitlement staff to review funding priorities, operating policies and procedures and operational issues. The CoC representative reports on this feedback to the Steering Committee.

DCA also runs monthly conference calls for all CoC and Entitlement leads, as well as an HMIS annual conference in which both Entitlement and Continuum staff present and lead discussion.

The HMIS budget includes funding for a Data Services Specialist specifically focused on providing training and improving data quality for programs within the ESG Entitlement. This funding and these efforts have been integral in providing a basis for evaluation of the ESG program.

ESG Housing Goals

Through the ESG program, the State expects to be able to provide assistance to a number of

persons through the following types of assistance:

FFY2013 ESG GOALS	
Activities	Persons Assisted
Outreach assistance	900
Rapid Re-Housing assistance	2,000
Homeless Prevention assistance	600
Housing assistance (emergency shelter and transitional housing)	18,000

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Method of Distribution

The Georgia Housing and Finance Authority (GHFA) is the recipient of the State's HOPWA allocation. GHFA contracts with DCA to administer the programs funded by the HOPWA allocation. The State anticipates receiving \$1,964,378 from HUD to implement HOPWA activities. The HOPWA Program provides resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of low-income persons with acquired immunodeficiency syndrome (AIDS) and persons in their family. HOPWA funding is provided through sub-grants to nonprofit agencies (project sponsors) within the communities. These agencies are responsible for designing their own rules for programs, their program policies and design must be within the scope of HOPWA regulations and guidance from HUD.

By formula, HOPWA funds are allocated to eligible states and Eligible Metropolitan Statistical Areas (EMSAs) that meet the minimum number of cumulative AIDS Cases. States and metropolitan areas coordinate use of HOPWA funds with their respective Consolidated Plans, a collaborative process, which establishes a unified vision for community development actions. In Georgia, HUD provides HOPWA formula funds to two (2) other government entities in addition to DCA. HOPWA eligible metropolitan areas receive their HOPWA allocations directly from the Department of Housing and Urban Development and have specific guidelines and separate processes not included within the State's program. Subject to availability of funds, and on a second priority basis, programs operating within the Atlanta and Augusta EMSAs may be eligible to receive GHFA HOPWA funds.

The first and largest formula recipient in Georgia is the City of Atlanta. Atlanta receives a formula share for the Atlanta "Eligible Metropolitan Statistical Area" (EMSA) and makes numerous sub-grants within twenty-eight (28) counties. Those counties include Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Haralson, Heard, Henry, Jasper, Lamar, Meriwether, Newton, Paulding, Pickens, Pike, Rockdale, Spalding and Walton. In the Atlanta EMSA, Living Room performs intake and assessment, and assists people living with HIV/AIDS and their families or partners to access housing and service programs. For more information, contact the Living Room at (404) 382-8991 or by email at livingroomatl@aol.com. You may also contact Mr. Richard Willis for Grant Administration questions at the City of Atlanta at rdwillis@atlantaga.gov or (404) 330-6112 x 5062.

The smallest recipient is the Augusta-Richmond County government. Augusta-Richmond County receives a formula share for four (4) Augusta MSA counties, including Burke, Columbia, McDuffie and Richmond. For more information on Augusta's programs, contact Ms. LaSandra Corley of Augusta-Richmond County at (706) 821-1797 or by email at lcorley@augustaga.gov.

The State of Georgia currently funds nine (9) regional programs. Sponsors and areas covered are listed below.

Georgia HOPWA Project Sponsors and Area of Coverage

<u>Sponsor Name</u>	<u>Regional Location</u>	<u>Contact Name</u>	<u>Phone</u>
Action Ministries, Inc.	Northeast Georgia	Ms. Alison Poole apoole@actionministries.net	(404) 219.5718
AIDS Athens, Inc.	Athens	Ms. Olivia Long olivia@AIDSathens.org	(706) 542.2437
Comprehensive AIDS Resource Encounter, Inc. (CARE)	Jesup/Dublin	Ms. Arlene Mutchler arlene@jesupcare.com	(912) 530.8078
Homeless Resource Network, Inc.	Columbus	Ms. Liz Dillard-Alcantara Liz@homelessresourcenetwork.org	(706) 571.3399
Living Room, Inc.	Northwest Georgia	Mr. Dolph Goldenburg dolph.goldenburg@livingroomatl.org	(678) 536.8979
Lowndes Co. Board of Health (a/k/a South Health District 8-1)	Valdosta	Ms. Terri Ball teball@dhr.state.ga.us	(229) 245.8711 x207
Lutheran Services of Georgia	Albany	Mr. Phillip Hogan phogan@lsga.org	(404) 875.0201
River Edge CSB	Macon	Ms. Cynthia Patterson cpatterson@river-edge.org	(478) 471.6009
Union Mission, Inc. (Savannah)	Savannah	Ms. Ayana Eady aeady@unionmission.org	(912) 230.0123 x1409

Compliance Criteria

Local government entities are eligible to apply for HOPWA funds. To the extent determined under State law by 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. Generally, it is the intent of the State to make all activities eligible under the HOPWA program, subject to the program purpose and eligible beneficiaries. Sponsor administrative costs are limited to 7% of the grant amount.

Grantees must comply with the HUD HOPWA Program Regulations at 24 CFR Part 574, as amended. Program requirements include, but are by no means limited to, the following:

- 1) 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.
- 2) All funds will be reimbursable to grantees based upon actual program expenses with supporting documentation (retained by grantee).

- 3) Expenses are only eligible to the extent that they benefit “eligible persons” under the HOPWA program, as defined herein.
- 4) Environmental - All grants are subject to environmental review in accordance with the federal regulations governing HOPWA programs.
- 5) 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.

Eligible Activities

Eligible activities are those named in current HUD regulations (24 CFR 574.300) for the HOPWA Program that include but are not limited to the following: housing, housing or fair housing information, acquisition, rehabilitation, limited new construction, rental assistance (including shared housing), homelessness prevention, supportive services (to include health, mental health, assessment, drug and alcohol, day care, personal assistance, nutritional services, etc.), general case management, housing operating subsidies, and technical assistance.

Selection Process and Application Submission Requirements

Applications will be solicited through a Notice of Funds Availability of State HOPWA Application Guidelines for the FFY2014/SFY2015 Program Year. This notice will be emailed to known HIV/AIDS service and housing providers, public health departments, local governments, and other interested parties. Faith-based organizations have full access to the selection process as described in regulations and within the application. Applications must be submitted on forms 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 applicable programs. DCA may require additional information during the review process and applicants are expected to comply with these requests.

DCA will hold a **HOPWA Application Q&A Session in Athens, Atlanta and Macon**. Additional information including date, location and time will be provided via email through the Notice of Funding Availability scheduled to be released in late January.

The application process, including deadlines for ESG and HOPWA funding will be announced separately, on the DCA ESG and HOPWA webpage.

DCA staff will review all HOPWA applications and funding decisions will be announced by June 30, 2014, for applications that are complete and submitted on or before each of the deadlines. Please direct questions regarding this process to Phillis Thomas at 404.679.0651 or by email phillis.thomas@dca.ga.gov or Whitney Mitchell at 404.679.0564 or by email whittney.mitchell@dca.ga.gov.

NOTE: Federal FY2014 funding authority is still pending authorization by Congress. Award announcement may be delayed pending budget authorization by Congress.

Requirements for Georgia HOPWA applicants and project sponsors are:

- The HOPWA program is the only Federal Program dedicated to addressing the housing needs of persons with HIV/AIDS. DCA has implemented a number of changes to HOPWA reporting requirements that strengthen the focus on consumer outcomes, all of which complement the agency's larger initiative to establish a priority for DCA – driven performance measures and funding decisions.
- Absent disabilities, the HOPWA TBRA Program must be a time-limited comprehensive program not to exceed five years designed to prevent homelessness and to help low-income people with HIV and AIDS to live independently. The HOPWA applicants must submit policies and procedures for this program during the application process. Policies and procedures must provide consideration for persons with a disability or other extenuating circumstances that will require ongoing assistance beyond five years.
- Consumers participating in the HOPWA Program must receive the support of a qualified case manager whose primary responsibilities are to assist clients with accessing a variety of services, including Housing Choice vouchers and support services. Provide clients with appropriate referrals. Assist clients in the development of a Housing Stability Plan. Follow-up with clients, as needed, maintains detailed case notes, records, correspondence and telephone log and utilize a case tracking system maintenance and follow-up. Job descriptions must be submitted with your application.
- Within fifteen (15) days of the start of any HOPWA assistance, the consumer with the help of the HOPWA case manager will develop and commit to an individualized Housing Plan. The primary goal of the Housing Plan is to assist the consumer in maintaining independence from HOPWA at the end of the time-limited assistance. Documentation of efforts to help the clients to maintain affordable housing must be maintained in the client's file. The HOPWA provider reserves the right to refuse further assistance if the consumer does not demonstrate an effort to implement all or a portion of his or her Housing Plan. Policies and procedures addressing this requirement must be submitted with the application.

Compliance with House Bill (HB) 87

Recently enacted Georgia State Law (House Bill (HB) 87, the "Illegal Immigration Reform and Enforcement Act of 2011" signed into law by Governor Nathan Deal on May 13, 2011, for contracts signed on or after July 1, 2011) requires DCA and GHFA to only contract with entities that are registered with the e-verify program and to obtain an affidavit from the entity certifying participation in the e-verify program. Any subsequent subcontractors (or subcontractors of subcontractors) utilizing DCA or GHFA funds must also participate in the e-verify program and must provide a sworn Affidavit with the e-verify I.D. number. A copy of O.C.G.A. 13-10-91 is on the DCA website for reference. DCA-funded organizations must complete and execute a "*Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1).*" Note that this Affidavit must be executed by the person that executes the DCA HOPWA application. It is necessary also that any subcontractors (and subcontractors of subcontractors) utilizing funds under the Agreement provide (to you, and then from you to DCA) the "*Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3).*"

Federal Reporting Requirements

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act of 2006 requires sub-recipients receiving federal funds to register with Dun and Bradstreet (D & B) to obtain a D-U-N-S number and complete or renew their registration in the Central Contractor Registration. To find information on how to obtain a D-U-N-S number and register in CCR please visit the following websites:

- http://www.grants.gov/applicants/request_duns_number.jsp
- and
- www.ccr.gov/startregistration.aspx

Completing these registration processes is free, but may take up to 10 days to complete. A D-U-N-S number and confirmation that your agency is active in CCR is required as part of this year's application. No awards will be made without this information.

Compliance with Fair Housing Laws

All HOPWA project sponsors are expected to comply with the fair housing requirements including all applicable provisions of the Americans with Disabilities Act (Title 42, United States Code Sections 12101–12213) and implementing regulations at Title 28, CFR, Part 35 (States and local government grantees) and Part 36 (public accommodations and requirements for certain types of short-term housing assistance).

Maximum Grant Amounts and Funding Factors

There are no minimum and maximum funding amounts established for this program in FFY2014, and there are not predetermined funding amounts by type of assistance. Applicants are advised to scale their requests based on housing need for eligible persons, organizational capacity, funding history, the types of activities proposed, number of counties served, participation in state or regional referral networks, and other relevant factors as determined by the applicant and DCA. For HOPWA, as a first priority, funding will be limited to programs located within the State's 127 county entitlement area. Subject to availability of funds, and on a second priority basis, programs operating within the Atlanta and Augusta EMSAs may be eligible to receive GHFA HOPWA funds.

Applicants can submit an application requesting funding for Operations, Housing Assistance, Service Activities, and Administrative Costs. Project sponsor administrative costs are limited to 7% of the grant amount.

Community Facilities, Off-site Housing Assistance, and Supportive Service funding decisions and funding amounts will be based upon the following factors:

- The availability of other HOPWA providers within the service area;
- Performance Outcomes;
- Consistency with local need, conformance to local plans, and service delivery strategy;
- Other funding for programs available to the applicant from Federal, State and local government sources;
- 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;

- Participation in the State’s collaborative HMIS initiative (encouraged for HOPWA-only projects, but not “required”);
- 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);
- The complexity or nature of the request;
- Organizational development 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; and
- Participation in appropriate Continuums of Care.
- Sound operating procedures, accounting policy and controls
- Organizational and financial policy, stability and capacity

All applicants are encouraged to provide 50% of the cost of each program with other cash, in-kind services or donations. The matching requirement may be waived at the discretion of DCA on a case-by-case basis. Awards are made at the sole discretion of the DCA. Funding decisions are final and not subject to appeal. Applications must be approved by appropriate local government jurisdictions. Incomplete or ineligible applications, including applications that do not adequately address local approval(s) and consolidated plan certification(s), may be returned unprocessed.

Funding determinations under the HOPWA program are made using a “threshold” method for selecting grantees. Applicants must meet a capacity test, and funding decisions for all nonprofit agencies shall also be based upon the following factors: the complexity or nature of the request; organizational development 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 HIV/AIDS (as applicable) services; the extent to which the organization utilizes networks to avoid duplication of housing and services; participation in appropriate Continuums of Care; sound operating procedures, accounting policy and controls; and organizational and financial policy, stability and capacity. An additional “threshold” measure applies under the HOPWA program. Under HOPWA, relative need is examined and new applicants are denied funding when they propose to duplicate services within a service area where HOPWA programs are already being carried out by eligible sponsors.

Funds will generally cover the period beginning on July 1, 2014 and ending on June 30, 2015. Development activities created using HOPWA funds would require long-term commitments for continued service to HOPWA-eligible persons in accordance with HUD regulations. If all contract conditions are met, payments to recipient organizations will be made on a reimbursement basis. Exceptions may be made on a case-by-case basis by DCA staff.

HOPWA project sponsors will be expected to provide performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of

providing housing assistance and support to persons living with HIV/AIDS and their families. HOPWA grantees must also report the source(s) of cash or in-kind leveraged federal, state, local or private resources used in the delivery of the HOPWA program and the amount of leverage dollars. Project sponsors must also meet Federal, State financial, and other reporting requirements

All activities must be conducted in full compliance with program regulations published at 24 CFR § 574, as well as all Federal, State and local laws and regulations.

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.

Agencies receiving HOPWA funds must maintain (for a four-year period) financial records sufficient to ensure proper accounting and disbursing of amounts received from HOPWA funds and make the records available to HUD or DCA for inspection.

ESG and HOPWA grantees are strongly encouraged to document disability at first encounter as HUD places preference for persons with disabilities in its Continuum of Care programs. DCA's current disability verification format (required for DCA S+C programs) is on-line at the following link:

http://www.dca.ga.gov/housing/specialneeds/programs/documents/2_DCA_Disability_Verification_REV02_12.doc

In general, HUD defines a person with disabilities as a household composed of one or more persons at least one of whom is an adult who has a disability. (1) A person shall be considered to have a disability if he or she has a disability that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual's ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) is either (A) a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, posttraumatic 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 conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

HOPWA Housing Goals and Projected Outcomes

Through the HOPWA program grant awards, the State expects to be able to provide HOPWA housing assistance to a total of 457 households through the following types of housing assistance (the number will not match the total housing goal by type of assistance due to the anticipation of some households receiving more than one type of assistance):

FFY2014 HOPWA HOUSING GOALS

Activities	Households Assisted
Short-term rent, mortgage and utility assistance to prevent homelessness	224
Tenant-based rental assistance	93
Units provided in housing facilities that are being developed, leased or operated with HOPWA funds	115
Permanent Housing Placement	25
Total	457

As a result of persons projected to be served through HOPWA grants awarded, the State expects participants to meet the following housing stability goals (by type of housing assistance):

FFY2014 HOPWA – Projected Outcomes	
Type of Housing Assistance	Housing Stability (persons determined to be stable at the end of the operating year)
Short-term rent, mortgage and utility assistance to prevent homelessness	80%
Tenant-based rental assistance	93%
Units provided in facilities that are being developed, leased or operated with HOPWA funds	73%

Monitoring

DCA monitors the Grantee’s participation in the Program to ensure compliance with program regulations promulgated by HUD at 24 CFR, Part 574 for HOPWA programs designed to benefit persons with HIV related needs. Effective oversight and monitoring recipients is an important function of DCA.

Efforts connected with HOPWA have continued strengthening existing programs through, in part, diversification of housing programs within sponsor agencies, and renewed and targeted monitoring efforts. Grantees receiving HOPWA funding, will receive an on-site monitoring visit each contract year. After each monitoring visit is complete, DCA will send correspondence documenting findings and/or concerns, project accomplishments, areas of deficiencies and technical assistance needs, these areas will be highlighted in the report and serves to confirm issues discussed during the on-site monitoring review process and to give grantees notice of deficient areas requiring attention.

DCA relies upon thorough application review and reimbursement of funds expended in lieu of advancing funds. Desk audits are often performed at DCA to test compliance. On-site monitoring, therefore, is largely limited to eligibility of beneficiaries and a comparison of program records with the programmatic claims of the applicant.

HOMELESS & OTHER SPECIAL NEEDS ACTIVITIES

DCA is committed to reducing and ending homelessness in the State of Georgia with a specific focus on the following:

- Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs;
- Addressing the emergency shelter and transitional housing needs of homeless persons;
- Preventing low income individuals and families with children (especially those of extremely low income) from becoming homeless;
- Helping homeless persons make the transition to permanent affordable (independent living) or supportive housing, including shortening the length of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again; and
- Helping low-income individuals and families to avoid becoming homeless, especially extremely low-income individuals and families who are:
 - A. Being discharged from publicly funded institutions and systems of care, such as healthcare facilities, mental health facilities, foster care and other youth facilities, and correctional programs and institutions; and
 - B. Receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs.

DCA Objectives and Action Steps

DCA anticipates Outreach services to provide services to 900 individuals or households during its next year. It anticipates in future years awarding more Grants and serving greater numbers.

In order to reach out to homeless persons (especially unsheltered persons) and assessing their individual needs, DCA will undertake the following:

- Expand DCA's harm reduction program for statewide implementation to ensure persons who are chronically homeless have the widest range of interventions available to them;
- Continue to provide technical assistance in assisting street outreach programs establish policy and procedure as outreach programs begin work. DCA acts as a facilitator when street outreach teams, including PATH teams find impediments to getting homeless people the services or resources they need such as Permanent Supportive Housing;
- Target Street Outreach to be strongly focused on street based Engagement and Case Management that should lead to one goal, supporting homeless households in achieving some form of permanent, sustainable housing. To this end, DCA will prioritize funding towards Street Outreach teams that collaborate with Rapid Re-Housing programs to provide one seamless service.

To address the emergency shelter and transitional housing needs of homeless persons, DCA will:

- Provide housing necessary for Georgia's homeless to break the cycle of homelessness to provide housing to an estimated 18,000 homeless individuals (transitional and shelter) through implementation of Georgia's ESG Program;
- Provide decent affordable housing to an estimated 2,000 persons who would otherwise be living on the street or in shelters/transitional housing programs through implementation of the Rapid Re-Housing Program funded through Georgia's ESG Program;
- Continue to work with providers to increase the accessibility to the Rapid Re-Housing program for households with children throughout the State; and
- Through the administration of the Balance of State (152 County) Continuum of Care Plan, DCA will continue to monitor the housing stability of CoC funded transitional housing providers and provide technical assistance to agencies that fall below 70% housing stability (clients leaving transitional housing that move to a permanent destination).

In order to prevent low income individuals and families with children (especially those of extremely low income) from becoming homeless, DCA will:

- Provide homeless prevention assistance necessary to prevent eligible Georgians from becoming homeless. The program intends to serve an estimated 310 households through implementation of Georgia's ESG Program;
- Continue to work with providers to increase the accessibility to Homeless Prevention programs for households with children throughout the State, particularly Community Action Agencies that are able to provide multiple services to households with children.
- Continue to strengthen connections with regional providers, such as Community Action Agencies, with the goal of all counties within the continuum having access to prevention and rapid re-housing resources appropriate to the level of need of the county.

To help homeless persons make the transition to permanent affordable (independent living) or supportive housing, including shortening the length of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again, DCA will:

- Continue to educate DCA Grantees in the housing first model and encourage them to prioritize Rapid Re-Housing funds towards ending homelessness;
- Provide technical assistance in the implementation of Outreach and Rapid Re-Housing grants towards increasing the number of homeless households served;
- Target Prevention dollars to communities that are able to demonstrate most need;
- Through the use of HMIS data, continue to monitor the length of time households are homeless, and then establish targets for agencies to assist households into permanent housing;
- Continue DCA's research into recidivism, and establish further research to assist agencies at a program level towards reducing the level of recidivism;
- Continue DCA's long term goal of increasing the number of Permanent Supportive housing units by 5% each year.