Informational Workshop

2020 Emergency Solutions Grants Application Process

Georgia® Department of Community Affairs

February 2020

Office of Homeless and Special Needs

Workshop Content

- Organizational Documents
  - Christy Walker
  - Heather Smith
- ESG Application process & Introduction to HSOnline
  - Marion Goulbourne

Organizational Documents

Georgia® Department of Community Affairs

February 2020

Marion Goulbourne

Objective

- The requirements for fully completing the HSOnline Organizational Information of the 2020 ESG Application

Background

- **Why do we collect this information?**

  Title 50. State Government

  Chapter 20. Relations with Nonprofit Contractors

  §50-20-1. Legislative intent

  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 the public funds are used for proper purposes.

Background

- Why do we collect this information?

§ 50-20-3. Requirements from nonprofit contractors; audits; political activities

(a) Before entering into a financial agreement with a nonprofit organization, the head of the contracting state organization shall require the nonprofit organization to furnish financial and such other information as he or she may deem necessary to establish whether or not the nonprofit organization is financially viable and capable of providing services contemplated in the contract and that the agreement does not violate Chapter 10 of Title 45 related to conflicts of interest. Such information may include financial statements, Internal Revenue Service exempt status determination letters, Internal Revenue Service exempt organization information returns, and other related materials.

Background

- § 50-20-2. Definitions

(5) "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.

Section 6: 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;

Section 6: Organizations – Capacity Considerations

- 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.

Organizational Documents Requested

Georgia Department of Community Affairs
HOUSING SOLUTIONS ONLINE

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Home Page
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NOI_ID 6369

Organizational Document Update Panel

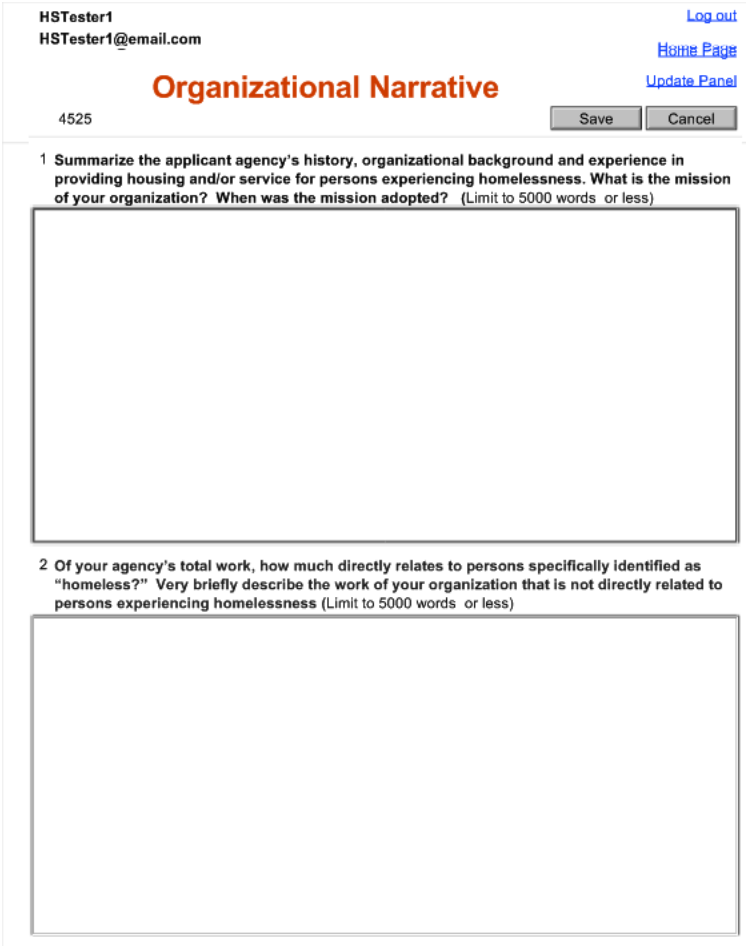
Welcome
dtester@email.com

Update Document Online	Update Document	Document	Date Submitted
Organizational Narrative	Online		
Contact Information	Online		
List of Board Members	Online		
Update Documents with Upload			
Articles of Incorporation	Upload		
Certificate of Incorporation	Upload		
501c3 Ruling	Upload		
Financial Procedures Manual	Upload		
Minutes of Last 3 Board Meetings	Upload		
List of Organizational Staff	Upload		
Staff Job Descriptions	Upload		
IRS Form 990	Upload		
Financial Audit and Management Letter from recent audit	Upload		

Organizational Narrative

- Complete the narrative for questions 1-5.
- Please read the questions carefully and answer all aspects of each question.
- This is your opportunity to provide brief but clear summaries about your organization and the work you do!

Organizational Narrative



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HSTester1@email.com

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Update Panel

Organizational Narrative

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Save | Cancel

1 **Summarize the applicant agency's history, organizational background and experience in providing housing and/or service for persons experiencing homelessness. What is the mission of your organization? When was the mission adopted?** (Limit to 5000 words or less)

2 **Of your agency's total work, how much directly relates to persons specifically identified as "homeless?" Very briefly describe the work of your organization that is not directly related to persons experiencing homelessness** (Limit to 5000 words or less)

Organizational Narrative Cont'd

3 Does your agency have a recent strategic plan that was approved by the Board of Directors? If yes, describe Board, staff and community involvement. Provide some examples of the primary features of this plan. (Limit to 5000 words or less

AAAAAAAAA

4 Describe agency's executive leadership, Board of Directors and program staff. Describe –

- How your governing authority (typically a board of directors) is representative of your community;
- Key responsibilities of your Board members (fundraising, governance, strategic planning, etc) and divisions of responsibility;
- The qualifications of your executive leadership;
- The qualifications and experience of program staff

Note that providing a simple list of directors and staff is insufficient to answer this question.

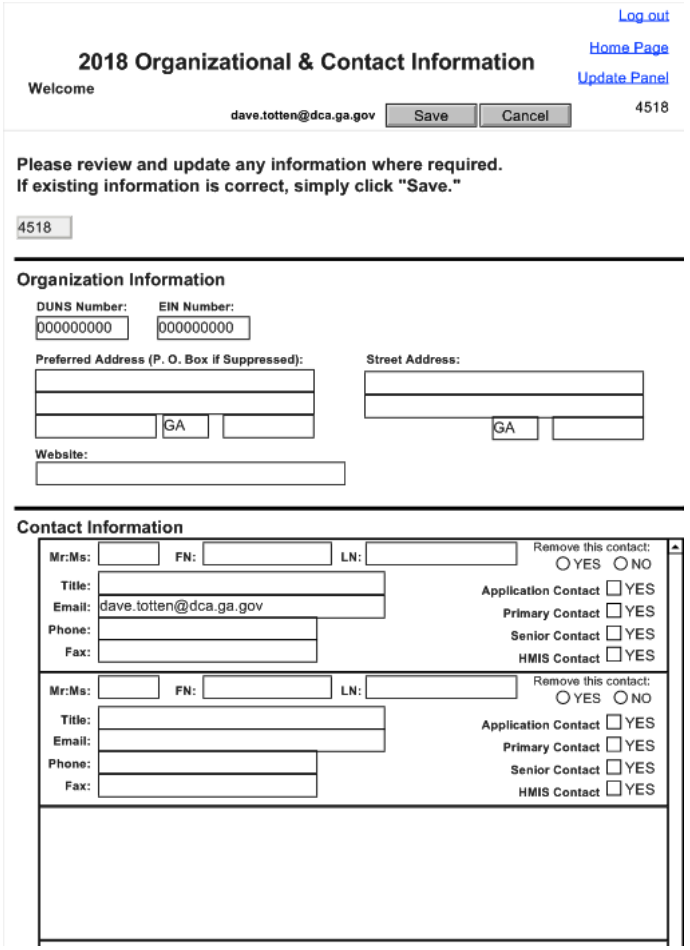
AAAAAAAAAA

Organizational Narrative Cont'd

5 Furnish the name and title of the person assigned to maintain the organization's financial records; include the address and telephone number if outside person or business is used.

AAAAAAAAA

Contact Information



Organizational and Contact Information

- Complete all fields
- DUNS (format xxx-xxx-xxx) and EIN (format xx-xxxxxxx) are different!
- Contact information should be complete as this information is used to contact the appropriate persons when disseminating information
- DV Agencies, please note information regarding street address/P.O. Box

Board Members

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List of Board Members

Welcome

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Enter the following Organizational Documentation:

Complete list of organization's current Board or governing members (officers identified). Information must include name, address, office held, term of office, compensation, profession, qualification, race, gender, ethnicity and homeless/formerly homeless status.

*Mr./Ms.		First Name		Last Name		Office Held	
*Term of Office		Compensation		Profession			
Qualification		Race		Gender		Ethnicity	
Street		City		Zip		Homeless / Formerly Homeless	○ YE ○ NO

*Mr./Ms.		First Name		Last Name		Office Held	
*Term of Office		Compensation		Profession			
Qualification		Race		Gender		Ethnicity	
Street		City		Zip		Homeless / Formerly Homeless	○ YE ○ NO

List of Board Members

- Complete each field –

*"Term of office" is not length of service but rather the stated term in the Articles of Incorporation or the organization's By-Laws for the Board Member

*"Qualification" may include advocacy or expertise related to the Board Member's profession or in the non-profit/homeless arena. An example might be an Educator that is/has been the liaison for homeless children/families in a school system

*"Ethnicity" for this purpose will be Hispanic or non-Hispanic

* Board member list will accept more than one board member

*"Homeless/Formerly Homeless" - see requirements on next slide

Homeless Participation on the Board of Directors or other equivalent policy making entity

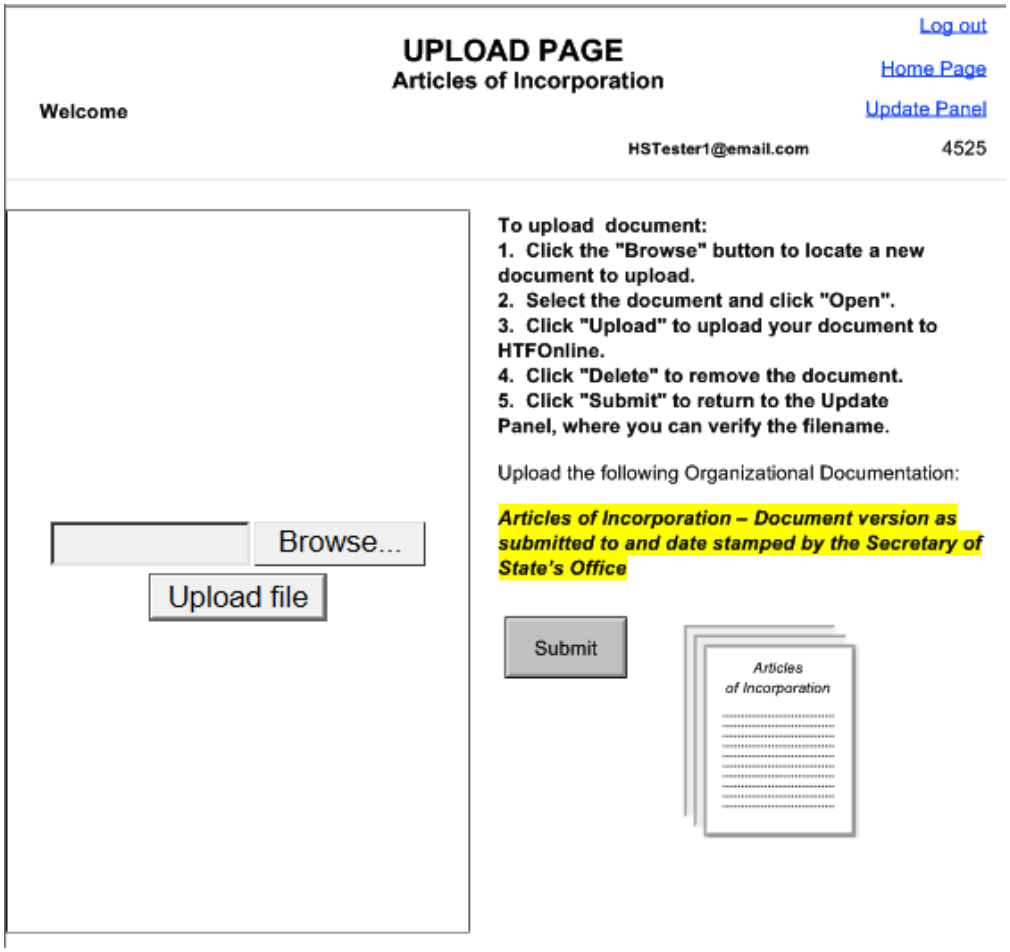
- **§ 576.405 Homeless participation.**
- (a) Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).
- (b) If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.
- (c) To the maximum extent practicable, the recipient or sub-recipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

Articles of Incorporation

- Original Articles of Incorporation as submitted to the Secretary of State's Office at the time of Incorporation (should be stamped by the SoS office with date).
- Articles of Incorporation may be "Re-Stated" if the organization has changed its name or some component of the Original Articles of Incorporation (should also be stamped by the SoS office with date).
- ONLY Articles of Incorporation should be uploaded to the category.

***Not applicable for units of local government, quasi-state organizations**

Upload Page


Log out
UPLOAD PAGE
Articles of Incorporation
Home Page
Welcome
Update Panel
HSTester1@email.com
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To upload document:
1. Click the "Browse" button to locate a new document to upload.
2. Select the document and click "Open".
3. Click "Upload" to upload your document to HTFOnline.
4. Click "Delete" to remove the document.
5. Click "Submit" to return to the Update Panel, where you can verify the filename.
Upload the following Organizational Documentation:
Articles of Incorporation – Document version as submitted to and date stamped by the Secretary of State's Office
Browse...
Upload file
Submit
Articles of Incorporation

Certificate of Incorporation

- This document is issued by the Secretary of State at the time of incorporation, certifying that an organization "has been duly incorporated under the laws of the State of Georgia on the effective date….by the filing of Articles of Incorporation in the office of the Secretary of State ….."
- ONLY Certificate of Incorporation should be uploaded to the category.
- This is also called "Certificate of Existence." You purchase thru Secretary of State website for a $10 fee. Please refer to this link https://ecorp.sos.ga.gov/

***Not applicable for units of local government, quasi-state organizations**

***Not the same as the Annual Registration with the Secretary of State's office (we will confirm current status with the registration and no action is necessary by the applicant)**

501(c)3 Determination Letter

- This is a "threshold" determinant - without this **final determination** (with the exception below, local governments and quasi-state organizations) organizations will not be considered for funding.

***Not applicable for units of local government, quasi-state organizations**

Financial Procedures Manual

- At a minimum, this policy manual should include information regarding –

  - Internal Controls/Financial Oversight
  - Accounts Payable procedures
  - Accounts Receivable procedures
  - Procurement
  - Basis of Accounting and Financial Statement preparation
  - Budgeting
  - Grants Management

  Do NOT submit a Personnel Manual or Employee Handbook

Minutes of Last 3 Board Meetings

- Should be recent and in accordance with a schedule specified in the Articles of Incorporation or organization's By-Laws (monthly, quarterly, etc)
- Gives a snapshot of the participation of the Board Members as well as how business is conducted
- Three sets of minutes are required! *Meetings should have taken place in calendar year 2019 or early 2020.*

List of Organizational Staff

- Include list of current program staff, support staff (might include financial staff), as well as, the upward chain of management
- Must include both name and position
- Do NOT send an organizational chart

Staff Job Descriptions

- Must include Position Job Description
- Time Distribution Analysis – percentage of time spent in support of activities
- Level of Compensation

*Complete ONLY if requesting DCA funding to support staff positions

IRS Form 990

- All other non-profit organizations (as required) must submit Form 990 by the 15th day of the 5th month following the end of the fiscal year.
  - Example 1 – fiscal year end 12/31 – due May 15
  - Example 2 – fiscal year end 6/30 - due November 15
  - Example 3 – fiscal year end 9/30 – due February 15

  For Part 1 submission purposes, using the above examples, Examples 2 and 3 Forms 990 for the period ending 6/30/18 and 9/30/18 should be available for upload. Form 990 for Example 1 may or may not be available as it is not due until May 15, 2019. If not available, Form 990 for the period ending 12/31/17 is appropriate for upload.

***Not applicable for local governments, certain religious organizations, quasi-state organizations**

Required Financial Statements

(Read Georgia Code (O.C.G.A.), Title 50, Chapter 20)

- Organizations that expend greater than $100,000 in state funds must submit (independently) audited financial statements

Required Financial Statements

Organizations that expend less than $100,000 in state funds must (at a minimum) submit the following –

1. Statement of Financial Position
2. Statement of Activities (including an analysis of sources of revenue)
3. Statement of Cash Flows
4. Schedule of State Awards Expended
5. If annual financial statements are reported upon by a public accountant, the accountant's report must accompany them. If not, the annual financial statements must be accompanied by the statement of the president or person responsible for the nonprofit organization's financial statements:

   (A) Stating the president's or other person's belief as to whether the statements were prepared on the basis of generally accepted accounting principles and, if not, describing the basis of preparation; and

   (B) Describing any respects in which the statements were not prepared on a basis consistent with the statements prepared for the preceding year.

Organizational Documentation

- If you can't advance from the Registration to the confirmation page, it means that some fields still need to be entered.
- If you need to update the Registration after initial submission, you can do so via the Org Doc home page.
- ALL organizational documents MUST be completed in their entirety.

Document Orientation

- **Please ensure that uploaded documents are "oriented" properly, not upside-down, not sideways. View your upload and if not "oriented" properly, delete, and reload correctly.**

Thank You

- Thank you for your attention and participation!

  Please visit our website at:

  https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing

for additional information about the Emergency Solutions Grant

2020-2021 EMERGENCY SOLUTIONS GRANT PROGRAM

Georgia® Department of Community Affairs

February 2020

Marion Goulbourne

Emergency Solutions Grant (ESG)

Application Process

Emergency Solutions Grant Program

- Emergency Solutions Grant (ESG) is a HUD formula grant program that provides funding for persons identified as homeless or "at risk of homelessness" for the following program components:
  - Street Outreach
  - Emergency Shelter
  - Rapid Re-housing
  - Homeless Prevention
  - Homeless Management Information System
- Additionally, the State Housing Trust fund provides funding for the following program components:
- Hotel/Motel Voucher
- Supportive Services

ESG Policy Requirements

- A greater level of collaboration between ESG entitlements and Continua of Care (CoCs).
- A results-oriented approach with a greater emphasis on the Housing First approach.
- A minimum of 40% of DCA ESG funds must be spent for homelessness prevention and rapid re-housing.
- If you serve families, you must serve ALL families!
- No Federal funding is available for Transitional Housing projects.
- Continua of Care must establish and enforce performance criteria for ESG projects.
- **All ESG** projects must utilize the coordinated entry system designated by the CoC for the geographic location of each project.

Eligible Applicants

- Local or regional entities; including nonprofits (secular and faith-based), local governments, local government entities (community service boards, etc.) and authorities, community action agencies.
- Nonprofit applicants for emergency shelter must receive approval of local government(s) where the project is located.
- Nonprofit applicants, including religious organizations, must have 501(c)(3), provide programs in a manner free from religious influences, and meet threshold and ongoing viability standards established by DCA (as required by state law).

Minimum and Maximum Funding Awards by Project Type

Type of Funding	Minimum – Maximum Award Amounts
Emergency Shelter	No minimum- $60,000
Supportive Services	No minimum - $25,000
Prevention	$30,000 – no limit
Rapid Re-Housing	$30,000 – no limit
Street Outreach	$30,000 - $50,000
Hotel/Motel	No minimum - $60,000
HMIS	No minimum - $40,000

Minimum and maximum award amounts are subject to change from year to year.

Who is Homeless?

4 CATEGORIES:

- (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter, or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- (2) individuals and families who will imminently lose their primary nighttime residence (within 14 days);

Who is Homeless? (cont.)

- (3) unaccompanied youth and families with children and youth who are defined as homeless **under other federal statutes** who do not otherwise qualify as homeless under this definition; but who meet the following criteria:

Who is Homeless? (cont.)

Category 3 (continued)

- Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- Have experienced persistent instability as measured by 2 moves or more during the 60-day period immediately preceding the date of application; **AND**
- 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 (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.
- NOT APPLICABLE IN THE STATE OF GEORGIA

Who is Homeless? (cont.)

- (4) individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member."

Who is Chronically Homeless?

An "individual" or "family" that is …

- is currently homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- 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**, as long as the **combined occasions equal at least 12 months** and each break in homelessness separating the occasions is at least 7 consecutive nights of not living as described in paragraph (1) ; and
- 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

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

Who is At-Risk of Homelessness?

(1) The household has income below 30 percent of area median income (AMI) for the geographic area; AND

(2) the individual or family has insufficient resources immediately available to attain housing stability.

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

Who is At-Risk of Homelessness? (cont.)

AND:

- Meets one or more of following:
  1. Moved frequently for economic reasons
  2. Living with others due to economic hardship
  3. Notice of eviction (within 21 days)
  4. Living in hotel/motel (at own cost)
  5. Living in overcrowded housing (as defined by HUD)
  6. Exiting an institution
  7. Otherwise lives in housing that is unstable (as defined by DCA)
- Families with children, and youth defined as homeless under other Federal statutes.

Applications Will Not Be Considered

- The deadline is missed.
- HMIS or DV comparable database non-participation.
- Application substantially incomplete.
- Ineligible applicant – such as lacks 501(c)(3) or Housing Authorities
- New organizations should have been in business and fully operational for 2 years and able to produce minimum financial statements and filings with the IRS for that period, financial policies and procedures, program policies and procedures.
- Failure to obtain Local Approval or Certification of Consistency, as applicable.
- Serving ineligible populations (not homeless by HUD definition and verification standard).

Applications Will Not Be Considered

- Insufficient or ineligible match amount or source.
- Non-compliance with coordinated entry.
- Use of projected project income or client fees as a match source.
- Inability to keep families intact for service.
- Inability to abide by all Equal Access and LEP requirements.

***See Application Guidelines for complete information.**

Scoring and Award Factors

Poor performance in any of these areas negatively affects scores and awards amounts:

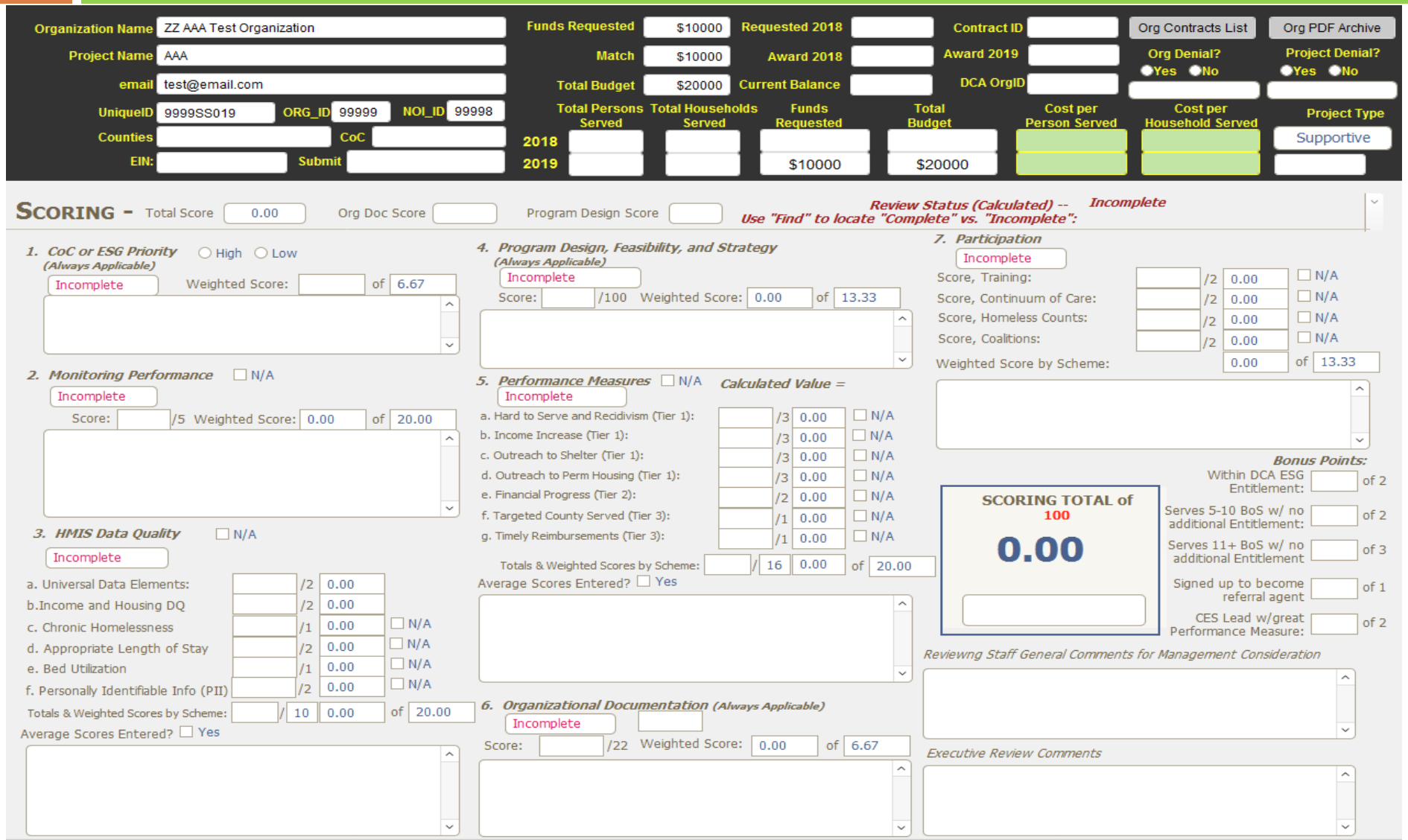
- Completeness of the grant application
- Use of reputable data to describe need (homeless counts), clients served, local coordination, goals, outputs, outcomes, etc.
- CoC or ESG Entitlement priorities
- Efficient and effective use of HMIS, adherence to HMIS policy and procedures, and ability to deliver data of high quality
- Adherence to DCA Housing Support Standards
- Staffing and match levels promote ability to serve number of participants projected
- Organizational experience, capacity, and stability, including
  - Capacity and oversight of Board of Directors
  - Budgeting and financial reporting

***See Application Guidelines for complete information.**

Scoring and Award Factors

- Agency participation in:
  - CoC Planning
  - Homeless Count
  - DCA-sponsored trainings for current ESG subgrantees
- Ability to design and successfully manage project under current regulations and priorities for the overall ESG program
- Project and agency performance including --
  - Monitoring compliance
  - Compliance with HMIS or DV comparable database policies and procedures
  - Ability to meet project requirements and goals successfully
  - Ability to spend past grant awards in timely manner
  - Increases in income and benefits during project enrollment
  - Exits to permanent destinations
  - Returns to homelessness

2019 Application Scoring-DCA Database



DCA ESG Grant Cycle Change

- DCA ESG Grant cycle will be changed from the State Fiscal Year to the Federal Fiscal Year
  - Upcoming grant cycle July 1, 2020-September 30, 2021
  - Following years grant cycle October 1-September 30

Match Requirements

- All applicants must provide at least a 100% match consisting of documented non-McKinney resources.
- Is PROJECT-specific, must benefit recipients of project in application.
- 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 project, and the value of volunteer hours. The latter should equal the cost necessary to provide the services in question.

HUD Consolidated Plan Consistency

- All applicants proposing projects located within the 22 **local** HUD Consolidated Plan jurisdictions must obtain "Certification of Consistency" with local plans from local government officials.
- Local Consolidated Planning jurisdictions include 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), Gwinnett and Henry, and the consolidated governments of Athens-Clarke, Augusta-Richmond and Columbus-Muscogee.
- Forms will be posted on ESG webpage.

Deadlines- Important Dates

- Online application system opens Tuesday, **March 3**
- System registration closes Tuesday, **March 24 at 5:00 pm**
- All content is due on Tuesday, **April 7 at 12:00 pm**
- The link to Housing Solutions Online will be sent to the DCA list serve, and posted on the ESG website on Tuesday, March 3, 2020.
  - Links and Supporting materials will be posted on ESG main webpage:
    - https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/emergency-solutions-grants
    - Paper submissions will NOT be accepted.

2020 Applications

- There are 6 applications:
  I. Emergency Shelter
  II. Supportive/Essential Services
  III. Homelessness Prevention
  IV. Rapid Re-Housing
  V. Street Outreach
  VI. Hotel/Motel Vouchers

Note: HMIS is not a separate application. Request can be made in the Shelter or Rapid Rehousing applications if you are applying for one of these project types.

General Instructions – All Applications

- Include organization's legal name and contact information.
- Include project name – this **MUST** be consistent with HMIS or DV Comparable Database.
- List sites consistent with sites from organizational submissions.
- Name local approving and consolidated planning jurisdictions, as applicable.
- Read manual (Application Guidelines) for details on projects, process, requirements.
- Be sure to answer all (sub)questions of application questions.

Application -Emergency Shelter

- Focus on ensuring a positive housing outcome to permanent housing.
- Ensure high bed utilization by eliminating barriers/requirements to entry.
- Shelters that serve families must serve all eligible families and may not refuse services based on the age of children, size of the family, marital status, or family composition.
- May apply for up to $60,000 per project.

Emergency Shelter

Shelter Operations

Costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate.

- Rent
- Furnishings
- Fuel
- Utilities
- Maintenance
- Food
- Security
- Insurance
- Equipment
- Hotel or motel voucher

Emergency Shelter

Shelter Services

Services provided to shelter program participants.

- Case Management
- Child Care
- Life Skills
- Substance Abuse Treatment
- Legal Services
- Services
- Mental Health Services
- Services for Special Populations
- Education Services
- Outpatient Health Services
- Transportation
- Employment Assistance and Job Training

Application-Supportive Services

- Service projects must be directly connected to projects moving clients into permanent housing.
- **ONLY** proscribed types of services are eligible for funding.
- Must follow all ESG requirements:
  - Utilize the coordinated entry instrument established by the Continuum of Care.
  - Required to enroll participants into projects in HMIS.

- Up to $25,000 per project.
- Limit 1 Service application per agency.
- Only 1 Service type per application allowed.

Supportive Services

Eligible activities are limited to:

- Case management
- Transportation
- Child care

(Applications must clearly identify the activity requested for funding.)

Applications-Prevention and Rapid Re-Housing

Financial Assistance

- Moving costs
- Rent application fees
- Admin fees
- Security deposit
- Last month's rent
- Utility deposit
- Utility payments
- Rental assistance

Housing Relocation and Stabilization Services

- Housing Search & Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit repair

Rapid Re-Housing and Prevention

- Participants can be assisted for up to 1 year. Length of stay to be determined based on household need.
- Agencies are required to:
  - provide case management services to participants at least monthly
  - re-certify participant eligibility at least every 90 days (for Prevention)
  - establish a formal plan for long-term stability for each participant at discharge, and
  - follow up post discharge
- Proposed budgets should include a reasonable ratio of client financial assistance to housing relocation and stabilization services.
- Applications should include reasonable ratio of households served to funding amount requested.
- The minimum award amount will be $30,000.

Application-Rapid Re-Housing

Housing is not the end of the process… it's the beginning.

- Provide services to move literally homeless participants into permanent housing to remain there for the long term.
- RRH providers should be attached to Street Outreach efforts, Emergency Shelters, and other community supports and services to identify participants.
- Case management and consistent follow up are essential.
- Can be a regional or local implementation.

Application-Homelessness Prevention

- Follow HEARTH definition of "at risk" for eligibility
- Or CATEGORY 2 of homeless definition
  - persons who will imminently lose their primary nighttime residence within 14 days
- Services to households facing eviction from housing they rent.
- Client must have lease in name.
- Stabilize households in existing homes and ensure that participants can remain in their housing for the longer term.
- If remaining in existing home is not possible, relocation assistance to appropriate housing can be provided.
- DCA will not fund duplicative efforts.

Application-Street Outreach

Eligible activities may include:

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation
- Services to Special Populations (Essential Services during outreach)

Street Outreach

- Use unsheltered homeless data for your county from Georgia's 2019 Point-In-Time Count.
- Describe specific street populations you intend to serve, including the geographic locations where Outreach teams will engage clients.
- Outreach should use housing-first approach -
  - Focused on moves into permanent housing, rather than alleviating the difficult conditions they experience on the street. (This is not a mobile feeding program.)
- The bulk of the funding will be for engagement and case management, rather than provide emergency services.
- Funding will be prioritized to areas where PATH teams do not exist.

Street Outreach projects can apply for $30,000 - $50,000 per project.

Application-Hotel/Motel Vouchers

- Exclusively for homeless clients who need immediate housing and NO APPROPRIATE shelter is available.
  - Will have to provide evidence/justification about shelter availability
- Intended primarily for clients served by RRH and outreach projects.
- Can be used for challenges such as:
  - Time of placement
  - Households with special needs
  - High barrier clients that will be turned away from current shelters
  - No shelter available for participants who have been through coordinated assessment
- Short stays until preferred housing option becomes available; no longer than 30 days.
- Case management service dollars available.
- Up to $60,000

HMIS Information

- Costs of contributing data to Eccovia ClientTrack or DV comparable database (designated by DCA).
- Eligible costs may include: Data Entry. Cost to attend relevant training can be requested
- Reserved for BoS CoC area.
  - For Emergency Shelters or Rapid Re-housing projects.
  - Projects with large implementations; those serving a high volume of clients, etc.
- Up to $40,000

HMIS Requirements

- Increased importance placed on HMIS in application review process. Performance measures are in HMIS.

- If you want to have a competitive application this year, make certain your data is accurate and complete. It will also be used to evaluate performance!

- Data will be taken directly from HMIS by DCA and data will be requested from the agencies.

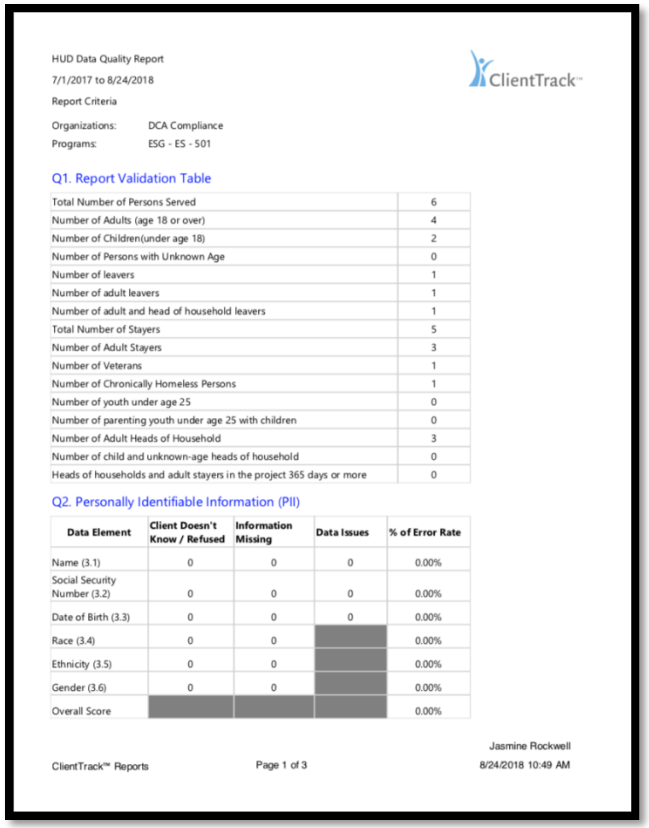
- If your agency or project names in HMIS are inconsistent with what you provided in your application, we may not find it or fund it.

- All agencies currently receiving ESG funds must submit HUD Data Quality from 7/1/2019 through 3/31/2020 for scoring.

Emergency Solutions Grant Application Scoring: HMIS Sections

You will be scored on…

- HMIS Data Quality
- Performance Measures



HUD Data Quality Report
7/1/2017 to 8/24/2018
Report Criteria

Organizations: DCA Compliance
Programs: ESG - ES - 501

ClientTrack™

Q1. Report Validation Table

Total Number of Persons Served	6
Number of Adults (age 18 or over)	4
Number of Children(under age 18)	2
Number of Persons with Unknown Age	0
Number of leavers	1
Number of adult leavers	1
Number of adult and head of household leavers	1
Total Number of Stayers	5
Number of Adult Stayers	3
Number of Veterans	1
Number of Chronically Homeless Persons	1
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of Adult Heads of Household	3
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	0

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	0	0	0	0.00%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	0	0		0.00%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				0.00%

Jasmine Rockwell
8/24/2018 10:49 AM

ClientTrack™ Reports Page 1 of 3

HMIS Data Quality

- *HUD Data Quality Report is* required for each project
  - Ex. If you are submitting applications for emergency shelter and rapid rehousing, you should submit two separate reports.
  - Do not include a report with more than one project even if you are submitting more than one emergency shelter application. Each project will still need a separate report.
- Make sure to write in the full project name when asked to do so.
  - Example: HMIS Project name: **Test Org Emergency Shelter DCA(ESG-ES-501)** instead of ESG Emergency Shelter
  - Points will be deducted if you submit an incomplete project name for a project that is already in HMIS.

HMIS Data Quality Cont'd

- Appropriate length of stay will be reviewed.
- *HUD Data Quality Report* scored sections:
  - Q2. Personally Identifiable Information (PII)
  - Q3. Universal Data Elements
  - Q4. Income and Housing Data Quality
  - Q5. Chronic Homelessness
  - Q6. Timeliness

Performance Measures

- You will be scored on sections:
  - Hard to serve and Recidivism
  - Income Increase
  - Outreach Destination (Outreach Only)
  - Bed Utilization (ES Only)

Housing First

- The Housing First approach prioritizes placement in permanent housing over therapeutic outcomes.
- Housing First projects will have low barriers to entry and participation.
- Housing First projects will focus on permanent housing placement as quickly as possible.
- Projects demonstrating a commitment to the Housing First approach will be prioritized.

Housing Support Standards

- Ensure that quality case management takes place and include (among other requirements):
  - Common assessment
  - Establish and track client progress and goals
  - Post-discharge follow-up contacts
    - ALL ESG subgrantees, (including service only projects), must adhere to.
- Many related activities and outcomes are tracked in ClientTrack.

Required Training

- Current ESG subgrantees are required to participate in DCA-sponsored training.
- Failure to comply will affect application scores.
- Includes topics such as, but not limited to:
  - ESG Implementation and Administration
  - Coordinated Entry
  - Fair Housing, VAWA and LAP
  - Training specific to program type

Housing Solutions Online (HSO)

- An email will be sent to the DCA list serve when HSO is open. The link to HSO will also be posted on the ESG website.
- You will have until **Tuesday, March 24, 2020** to request log-in information.
- You will have about 4 weeks to complete and upload all required documents, including completed applications.
- After each session, click "log out" instead of simply closing the window. Otherwise, you might have technical difficulties when you log in next time and you will slow the system down for other users.

Housing Solutions Online (HSO) (cont.)

- All applications will be completed in HSOnline system.
- Users will be able to save work and log back in later to complete an application.
- It will be more important than ever to log out when session is complete.
- Multiple simultaneous users may create technical challenges.

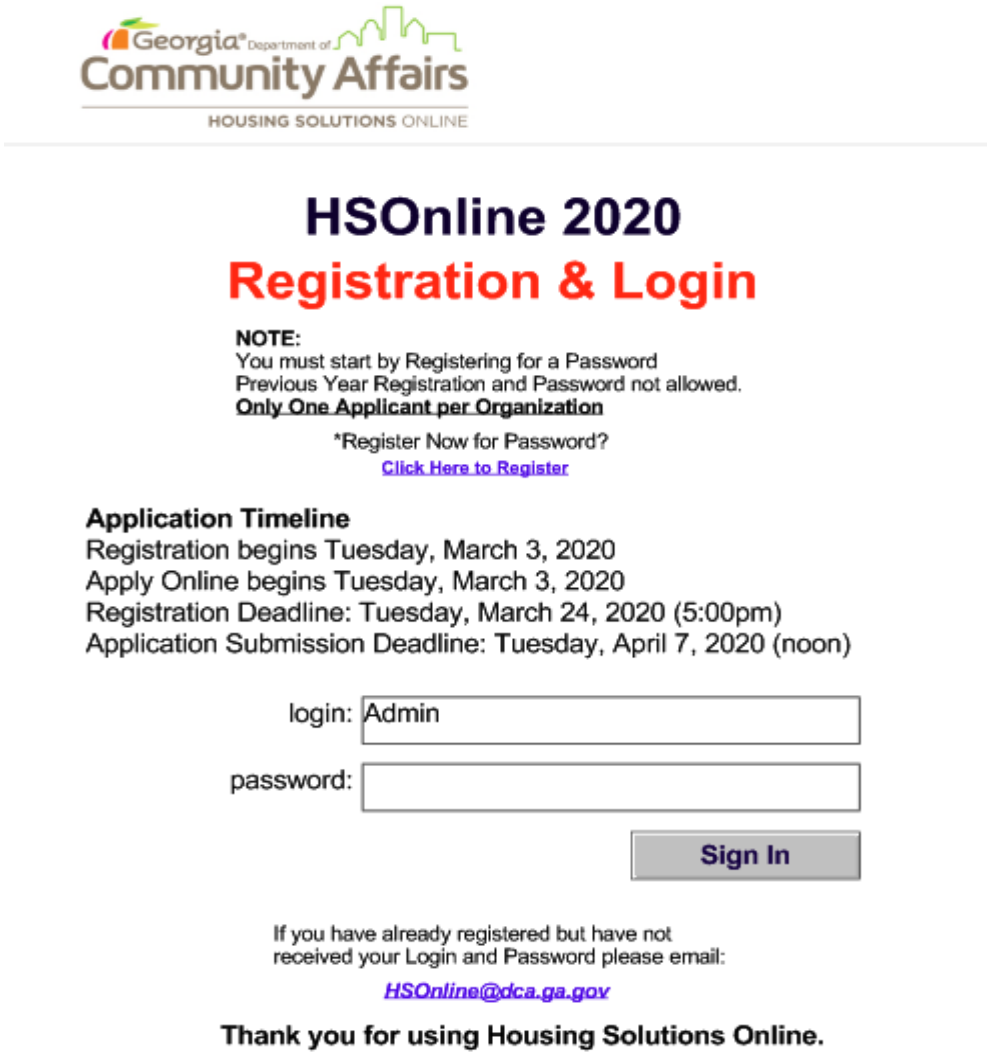
Hints

- DO NOT wait until the last minute.
  - It can take up to 24 hours to receive your login and password via email.
  - Users will also receive a pop-up message with login and password.
- The system can become very slow when many applicants are logged on at the same time.
- Add HSOnline@dca.ga.gov to your address book so that the login email isn't flagged as spam.

More Hints

- Required documents are uploaded *individually*.
- This gives applicants another chance to verify they have all the correct documents uploaded before submitting.
- Certification of Consistency and Local Approval forms will be uploaded into the upload panel of HSOnline.

Housing Solutions Online Application System



Registration

Georgia Department of Community Affairs
HOUSING SOLUTIONS ONLINE

Home Page

5182
01/29/2019 12:05:26 PM
Confirmation #5999

Registration 2020

Registration will close at 5PM March 24, 2020
Please allow up until the next business day to receive your Login and Password
All applications and supporting materials will be due at 5pm on April 7, 2020

Organization (Legal Name)*	Tester3 Agency
9-Digit DUNS #	333 - 333 - 333 *Example: 123-456-789*
9-Digit EIN #	33 - 3333333 *Example: 12-3456789*
Application Contact Name	
Application Contact Email	
Application Contact Phone	
Senior Official Name	
Senior Official Email	
Senior Official Phone	
Please Check YES if Senior Official is new	○ YES ○ NO
Is this a domestic violence (DV) agency?	○ YES ◉ NO
Are you applying to be funded for staff costs?	○ YES ◉ NO
Has this agency ever received funding from DCA?	○ YES ◉ NO
Is this agency a unit of local government or a public community service board?	○ YES ◉ NO

Once you submit this registration, you will receive a Confirmation online with your login credentials. DCA needs to ensure that your online organizational file and contact information is complete. If your email and EIN# are already in DCA's organization contact database you will be able to login and begin the application process immediately. If we do not already have your email and EIN# on file you will need to notify us by email and allow 24 hours to update our database.

Submit and Advance to Confirmation Page

Your registration must be completed by 5PM March 24, 2020
Your application must be completed by 5pm on April 7, 2020

(If the "Submit" button does not take you to the confirmation page, then you are missing information on your Registration. Please correct the form and try again.)

HSOnline@dca.ga.gov

Registration Confirmed

Log out
Home Page

Submitted on 01/29/2019 12:05:26 PM

Registration Confirmed 5999

Applicants are able to request log-in information until 5pm on March 24, 2020
All applications and supporting materials will be due April 7, 2020

Account Name: tester3@email.com
Password: jhlrnddk

Copy your Account Name and Password in a secure location.

Click here to Complete Application.

Contact us: HSOnline@dca.ga.gov

Agency (Legal Organization Name)*	Tester3 Agency
9-Digit DUNS #	333 - 333 - 333 *Example: 123-456-789*
9-Digit EIN #	33 - 3333333 *Example: 12-3456789*
Application Contact Name	
Application Contact Email	
Application Contact Phone	
Is this a domestic violence (DV) agency?	○ YES ◉ NO
Are you applying to be funded for staff costs?	○ YES ◉ NO
Has this agency ever received funding from DCA?	○ YES ◉ NO
Is this agency a unit of local government or a public community service board?	○ YES ◉ NO

Thank you for registering for Housing Solutions Online. Your Login and Password are listed above. You will use these credentials to log into Housing Solutions Online and complete your application. _For security reasons it may take 24 hours to initialize login if your organization's contact information is not currently stored in the DCA Contacts database. After 24 hours you may contact support at:

All sections of the Application must be completed by [deadline date].

USE THE PRINT FUNCTION ON YOUR BROWSER TO SAVE THIS CONFIRMATION AND LOGIN CREDENTIALS AS A HARD COPY PRINT OUT FOR YOUR FILES

Home Page

Log out
4519
6369

2020 Applicant Home Page

Welcome **Organization**

dtester@email.com

What would you like to do?

View My Registration

Complete My Organizational Documentation

Apply for Grants Online

Upload Supplemental Documentation

Final Submission and Summary Page

PDF of Submitted Applications

Number of reviewers currently online: **1**

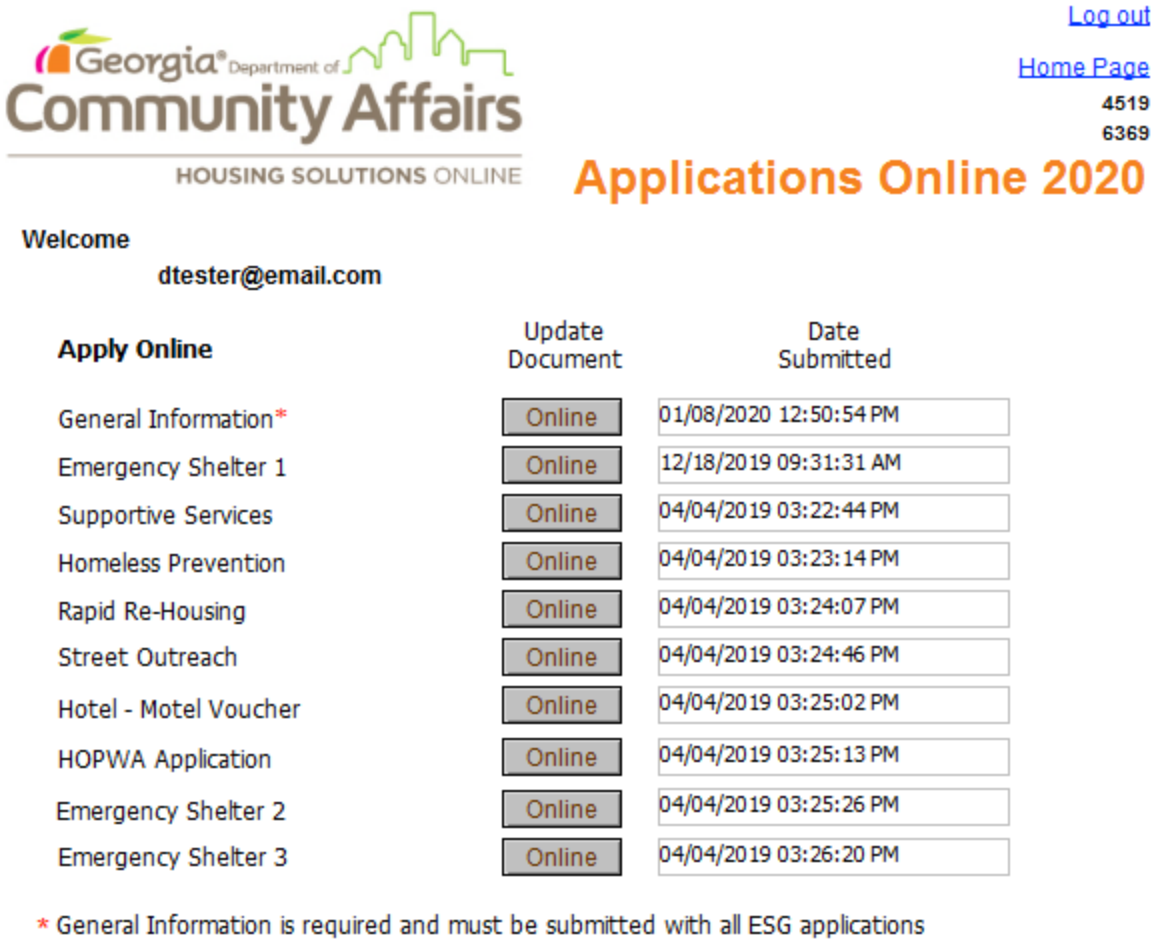
Note:
Please be advised that the online system will time out after 15 minutes of inactivity. Therefore save your work often by clicking Save, clicking Submit, or going to another page. We recommend that for online forms and documents (like the Narrative), you work off-line in a word processor, then copy and paste each section of your work into **HOUSING SOLUTIONS** ONLINE

Application Timeline

Tuesday March 24, 2020 (5pm) – Deadline for Registration

Tuesday April 7, 2020 (noon) – Deadline for Application Submission

Applications Online



Application in PDF for Download

Georgia Department of Community Affairs

HOUSING SOLUTIONS ONLINE

HSTester1@email.com Log out

Home Page

4525

5540

Applications in PDF for Download

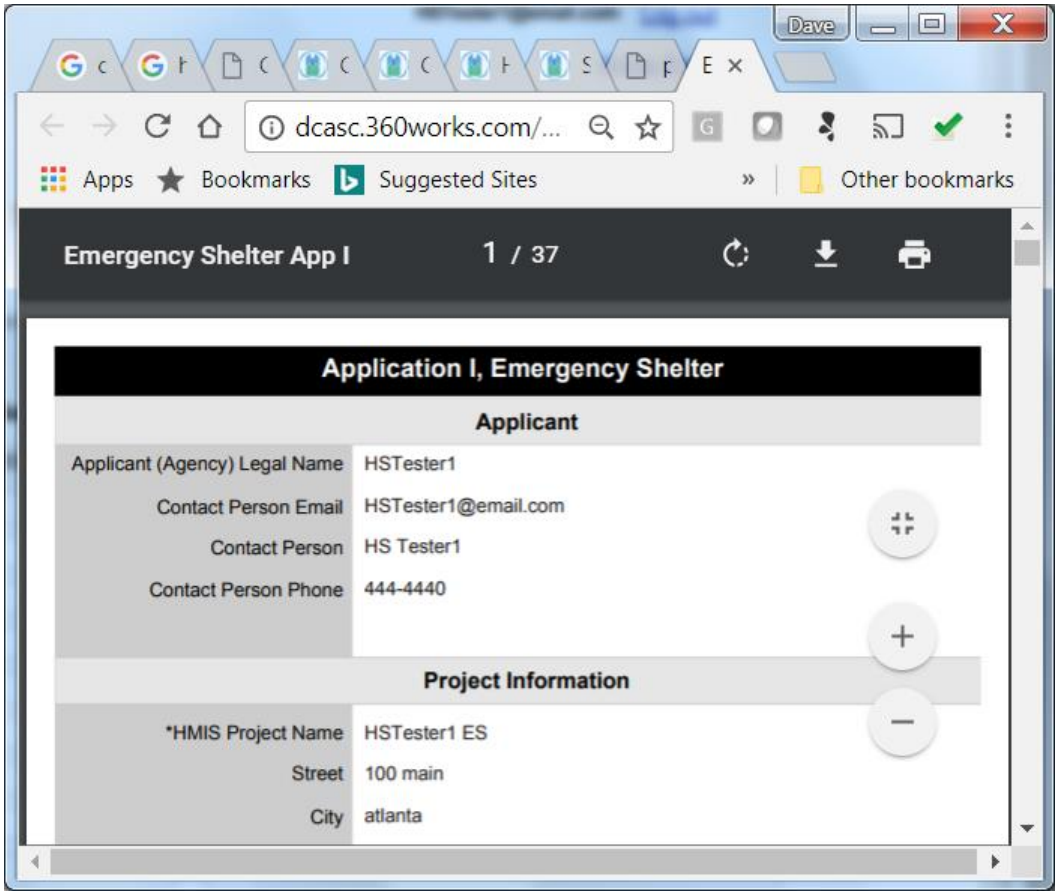
HSTester1

Use this List to Confirm and Verify Submission of each Application

Applications Submitted Online	Date Submitted	Click on PDF to Review
Emergency Shelter Application I	02/05/2018 10:53:07 AM	4525 Emergency Shelter App I
Services Only Application III		
Prevention Application IV		
Rapid Re-Housing Application V		
Street Outreach Application VI		
Hotel - Motel Voucher Application VII		
HMIS Application VIII		
HOPWA Application X		
Emergency Shelter Application I B		
Emergency Shelter Application I C		

Total Number of Applications Submitted 1

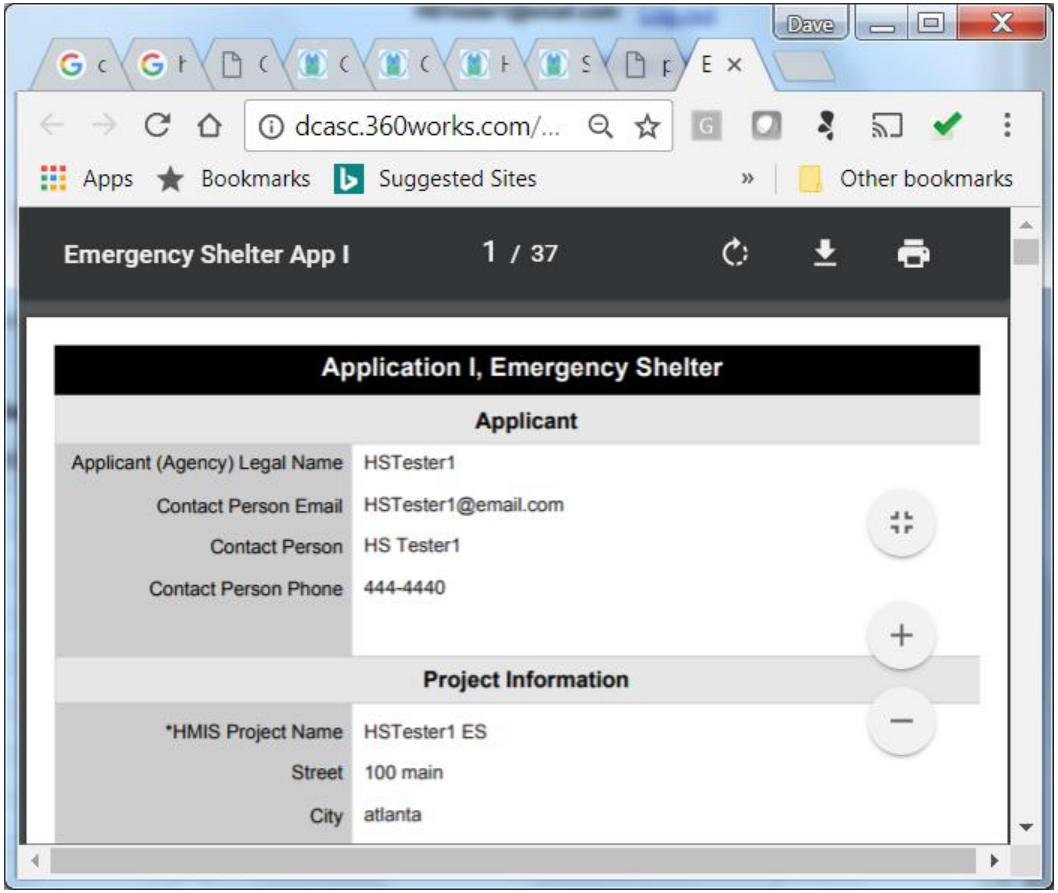
Please Allow 5 minutes for Rendering



Application in PDF for Download

4525_Emergency Shelter App I.pdf

Delete



General Information

Home	General Information (page 1 of 17)	Next >

2020 ESG Application General Information

Applicant

Applicant (Agency) Legal Name	
Person to Sign Contract	
Title	
Contract Signer Email	
Contract Signer Phone	
*Please Note	above information is for person responsible to sign contract if funded

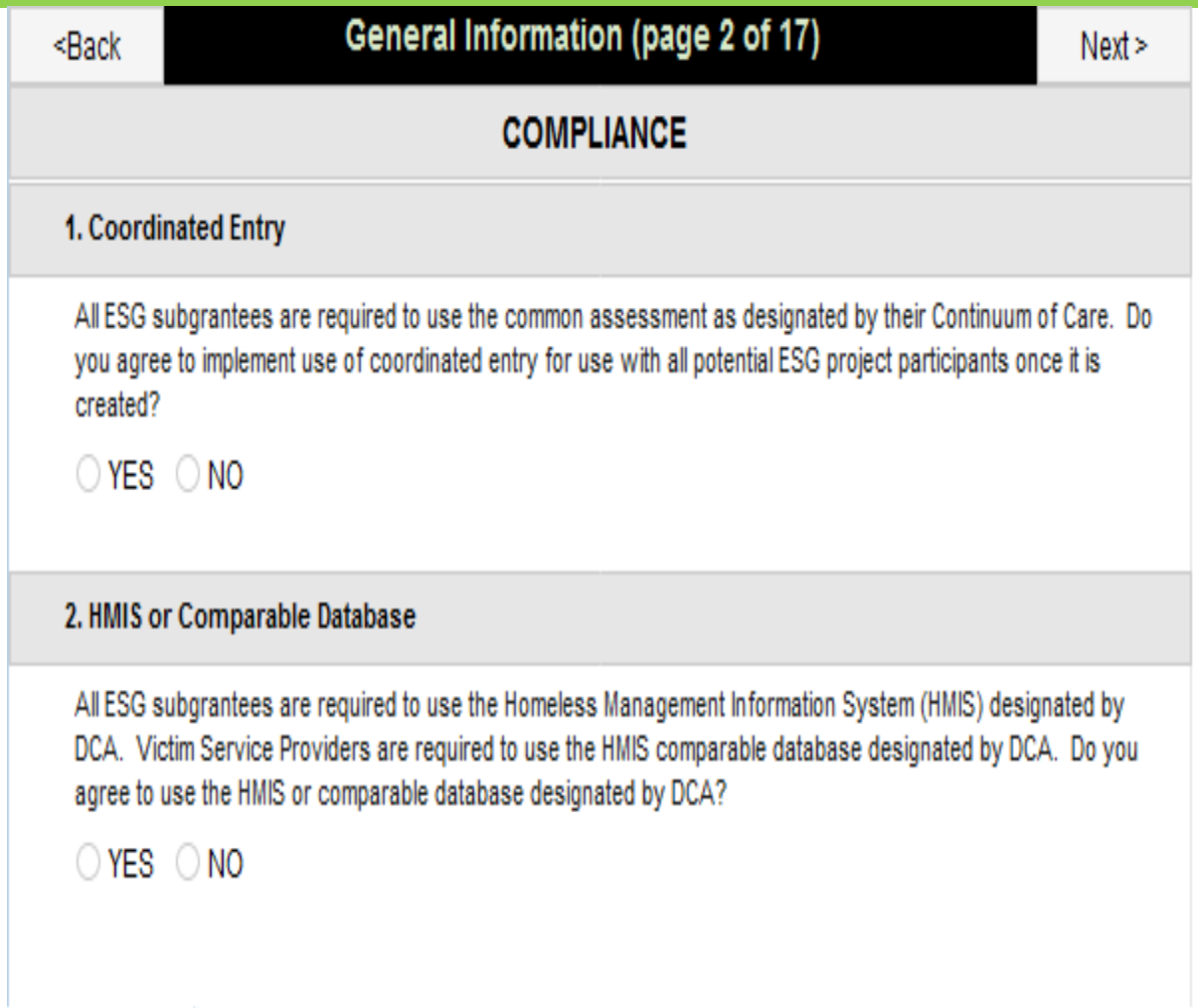
Person to contact for referral purpose

Name	
Email Address	
Phone Number	

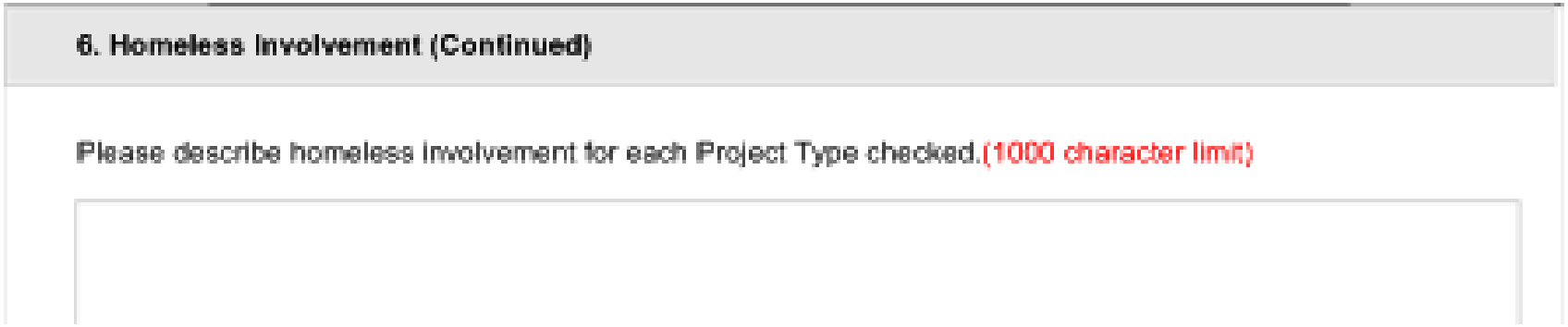
ESG Project(s) Applying for:

- ☐ Emergency Shelter (s)
- ☐ Homeless Prevention
- ☐ Hotel Motel Voucher
- ☐ Rapid ReHousing
- ☐ Street Outreach
- ☐ Supportive Services

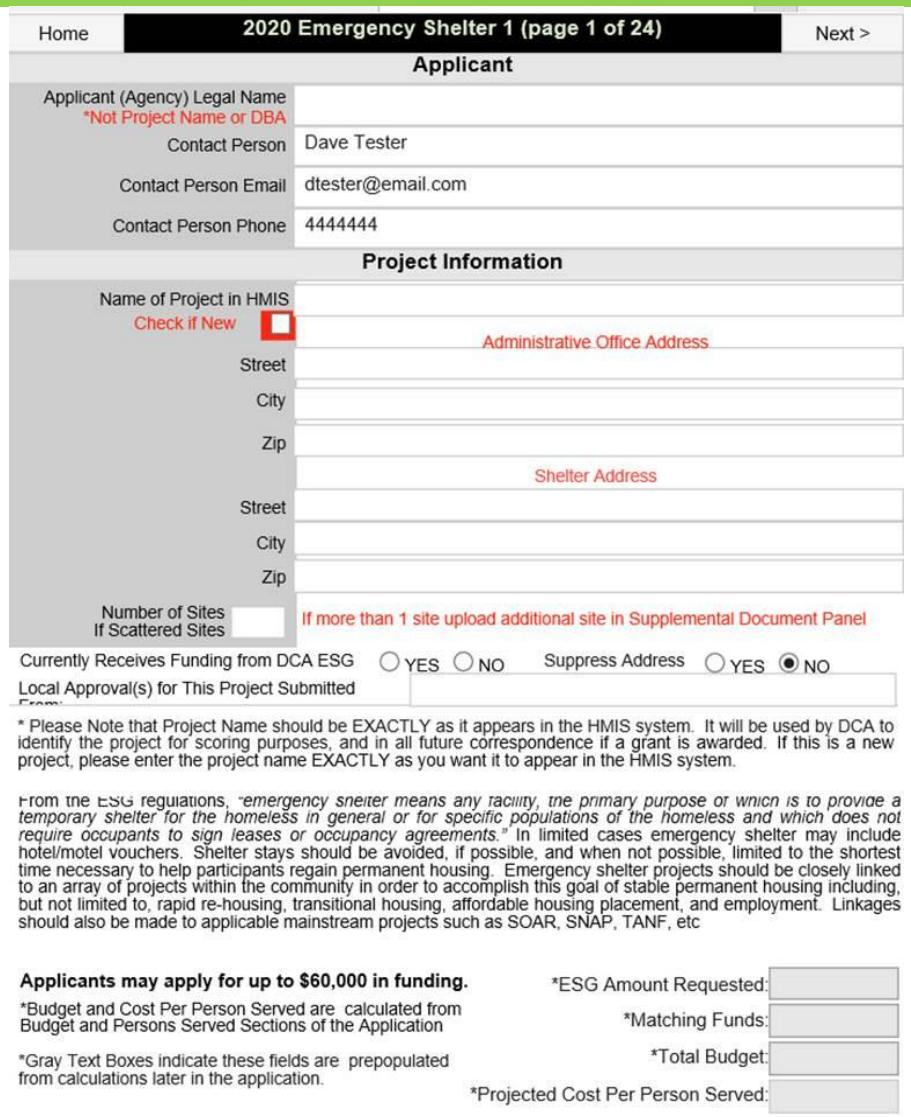
General Information



General Information



ESG Applications



Home | 2020 Emergency Shelter 1 (page 1 of 24) | Next >

Applicant

Applicant (Agency) Legal Name *Not Project Name or DBA	
Contact Person	Dave Tester
Contact Person Email	dtester@email.com
Contact Person Phone	4444444

Project Information

Name of Project in HMIS	
Check if New	☐
Administrative Office Address	
Street	
City	
Zip	
Shelter Address	
Street	
City	
Zip	
Number of Sites If Scattered Sites	

If more than 1 site upload additional site in Supplemental Document Panel

Currently Receives Funding from DCA ESG ○ YES ○ NO Suppress Address ○ YES ◉ NO

Local Approval(s) for This Project Submitted From:

* Please Note that Project Name should be EXACTLY as it appears in the HMIS system. It will be used by DCA to identify the project for scoring purposes, and in all future correspondence if a grant is awarded. If this is a new project, please enter the project name EXACTLY as you want it to appear in the HMIS system.

From the ESG regulations, *"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."* In limited cases emergency shelter may include hotel/motel vouchers. Shelter stays should be avoided, if possible, and when not possible, limited to the shortest time necessary to help participants regain permanent housing. Emergency shelter projects should be closely linked to an array of projects within the community in order to accomplish this goal of stable permanent housing including, but not limited to, rapid re-housing, transitional housing, affordable housing placement, and employment. Linkages should also be made to applicable mainstream projects such as SOAR, SNAP, TANF, etc

Applicants may apply for up to $60,000 in funding.

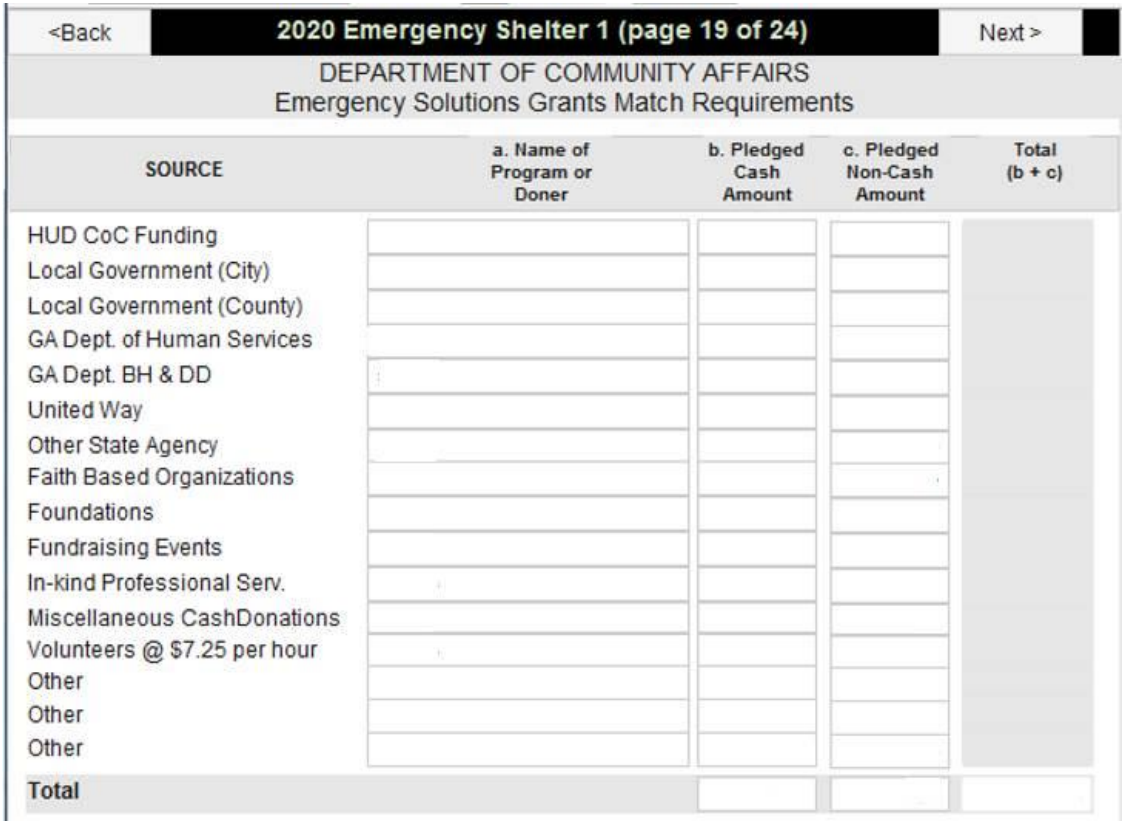
*Budget and Cost Per Person Served are calculated from Budget and Persons Served Sections of the Application

*Gray Text Boxes indicate these fields are prepopulated from calculations later in the application.

*ESG Amount Requested:	
*Matching Funds:	
*Total Budget:	
*Projected Cost Per Person Served:	

Application-Match Information

A 100% match is required. The applicant may include the value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the project of the recipient, and the value of the time and services contributed by volunteers to carry out the project according to guidance provided by DCA in the application guidelines. Complete the table below to show 100% match of the total funds requested in the budget.

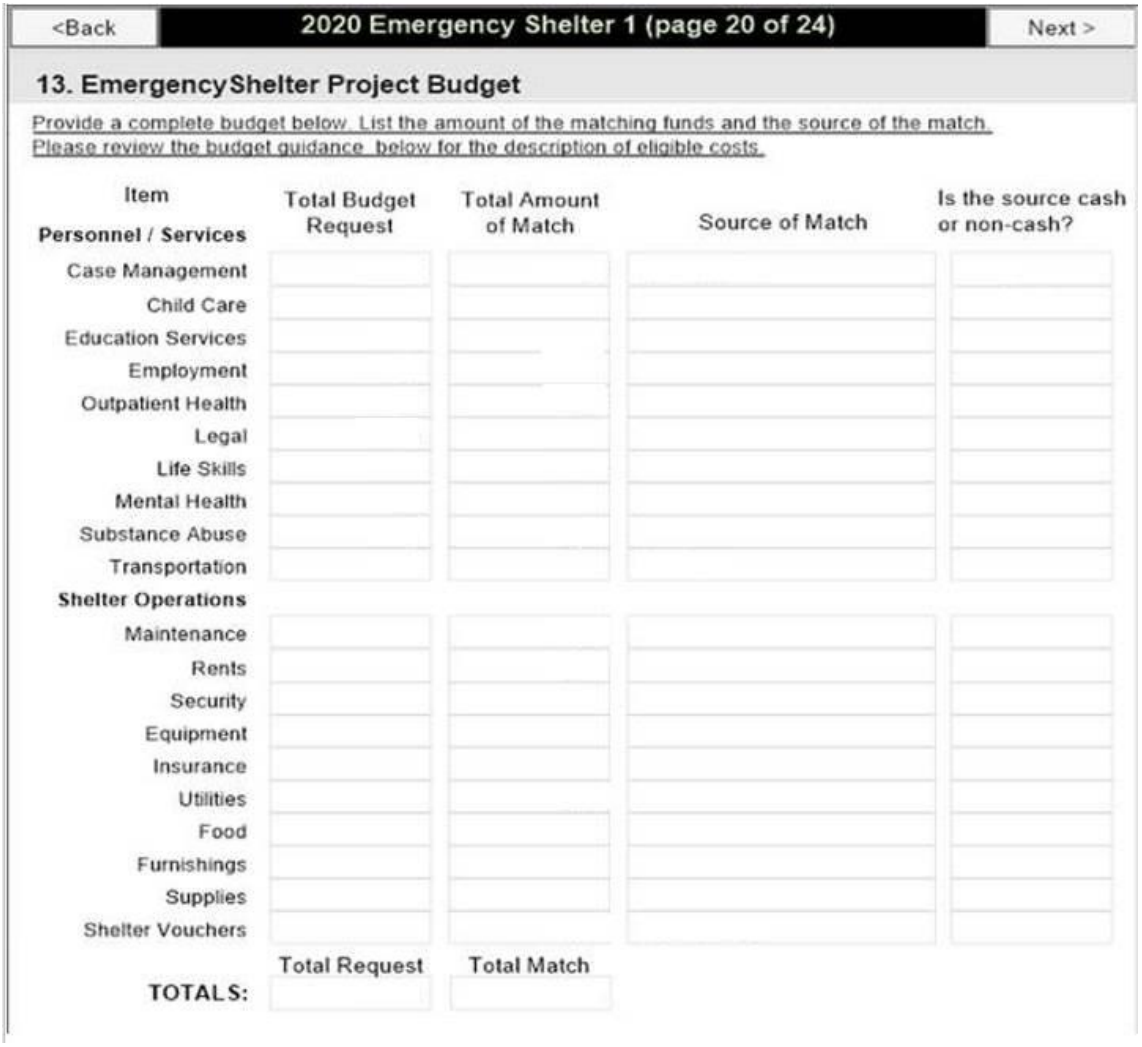


<Back | 2020 Emergency Shelter 1 (page 19 of 24) | Next >

DEPARTMENT OF COMMUNITY AFFAIRS
Emergency Solutions Grants Match Requirements

SOURCE	a. Name of Program or Doner	b. Pledged Cash Amount	c. Pledged Non-Cash Amount	Total (b + c)
HUD CoC Funding				
Local Government (City)				
Local Government (County)				
GA Dept. of Human Services				
GA Dept. BH & DD				
United Way				
Other State Agency				
Faith Based Organizations				
Foundations				
Fundraising Events				
In-kind Professional Serv.				
Miscellaneous CashDonations				
Volunteers @ $7.25 per hour				
Other				
Other				
Other				
Total				

Application Budget Information



<Back | 2020 Emergency Shelter 1 (page 20 of 24) | Next >

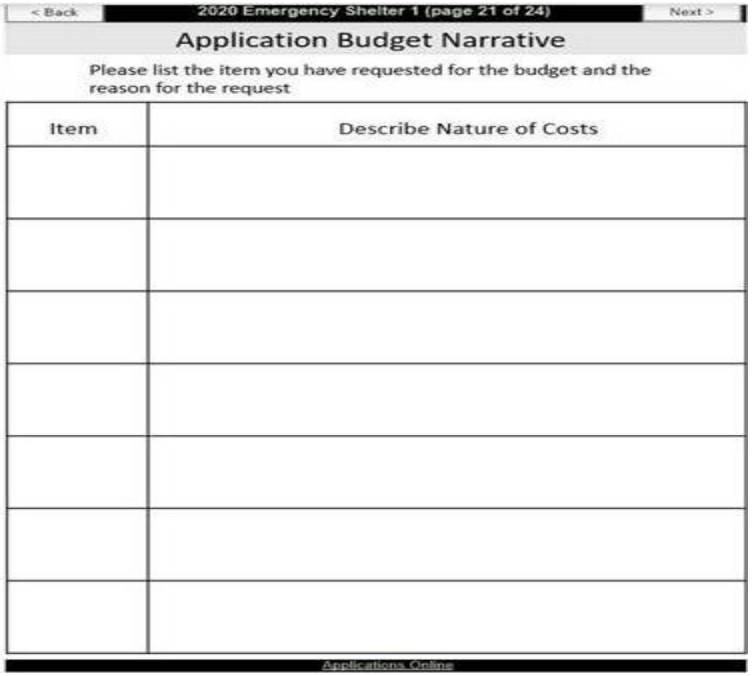
13. Emergency Shelter Project Budget

Provide a complete budget below. List the amount of the matching funds and the source of the match.
Please review the budget guidance below for the description of eligible costs.

Item	Total Budget Request	Total Amount of Match	Source of Match	Is the source cash or non-cash?
Personnel / Services				
Case Management				
Child Care				
Education Services				
Employment				
Outpatient Health				
Legal				
Life Skills				
Mental Health				
Substance Abuse				
Transportation				
Shelter Operations				
Maintenance				
Rents				
Security				
Equipment				
Insurance				
Utilities				
Food				
Furnishings				
Supplies				
Shelter Vouchers				
	Total Request	Total Match		
TOTALS:				

Application Budget Narrative

- Please list the item you have requested for the budget and the reason for the request


< Back | 2020 Emergency Shelter 1 (page 21 of 24) | Next >

Application Budget Narrative

Please list the item you have requested for the budget and the reason for the request

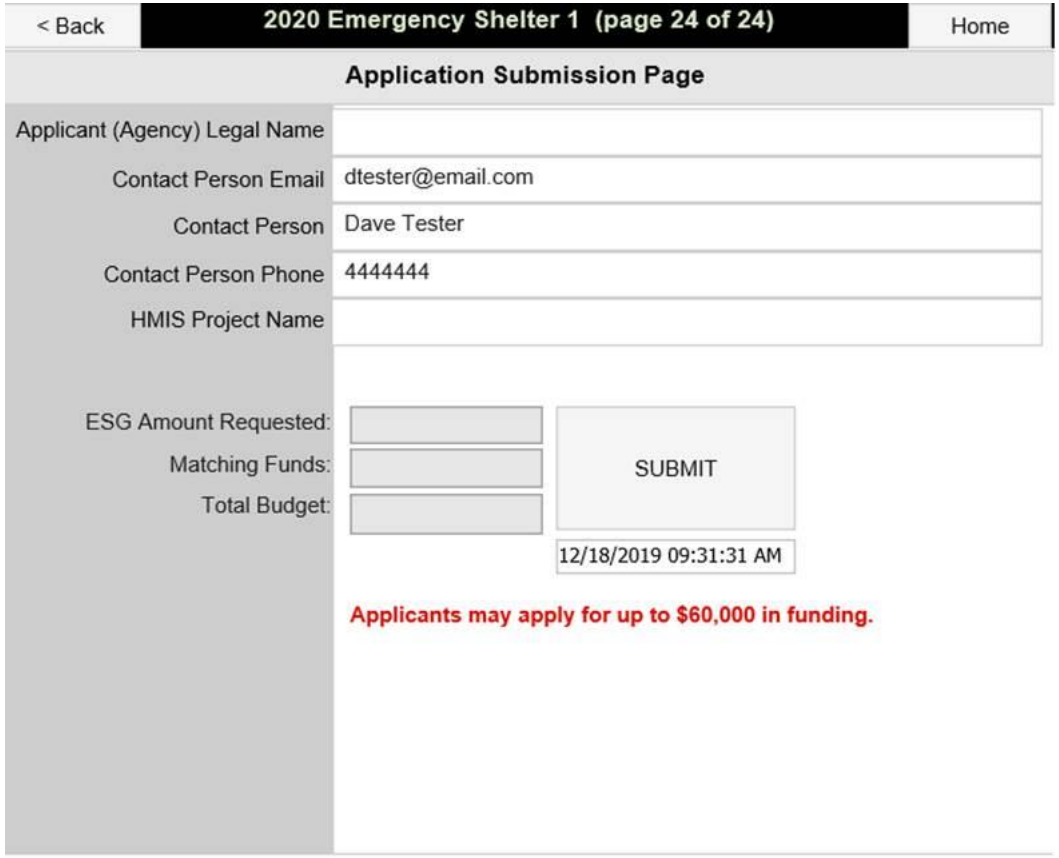
Item	Describe Nature of Costs

Applications Online

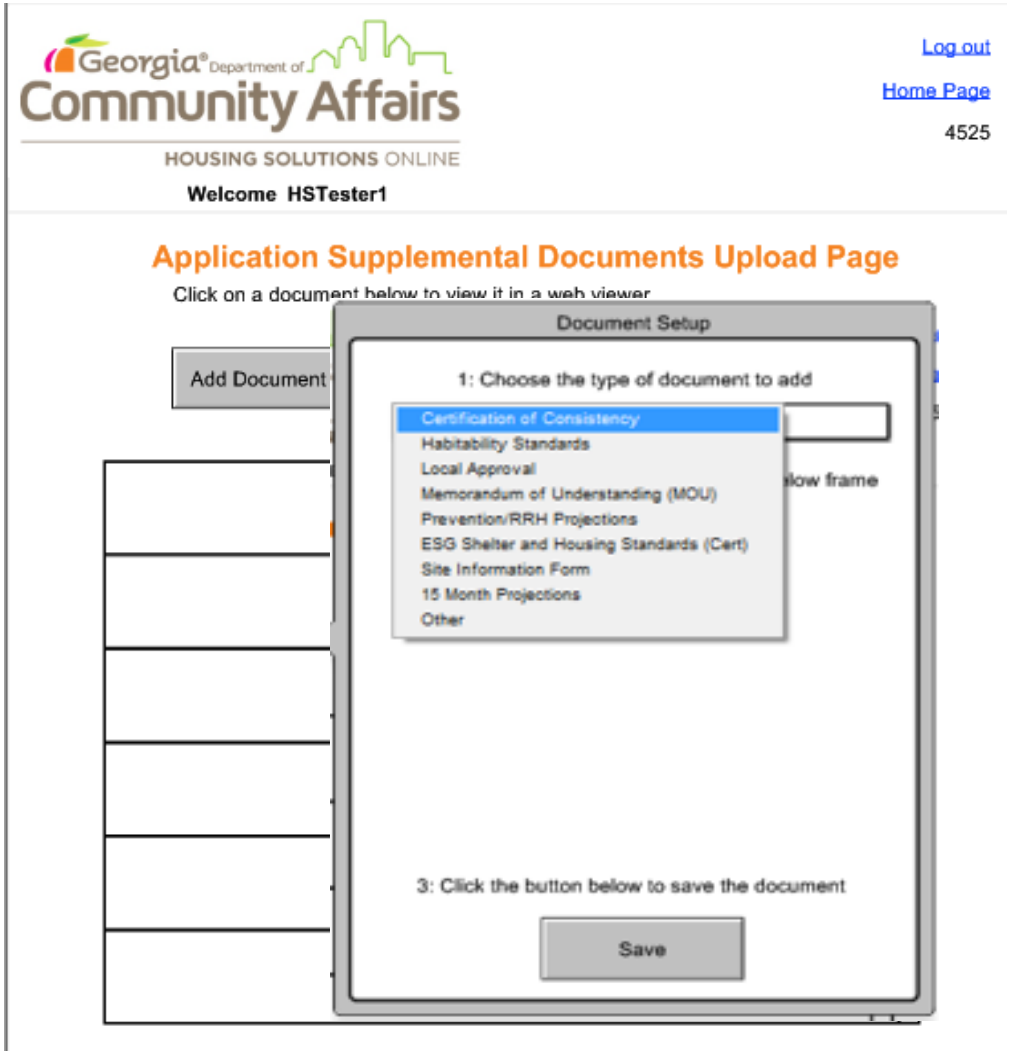
Ex. Case Management - This budget will be used to pay the case manager's salary

Utilities - This budget will be used to provide for 12 months of GA Power electric bills at the shelter

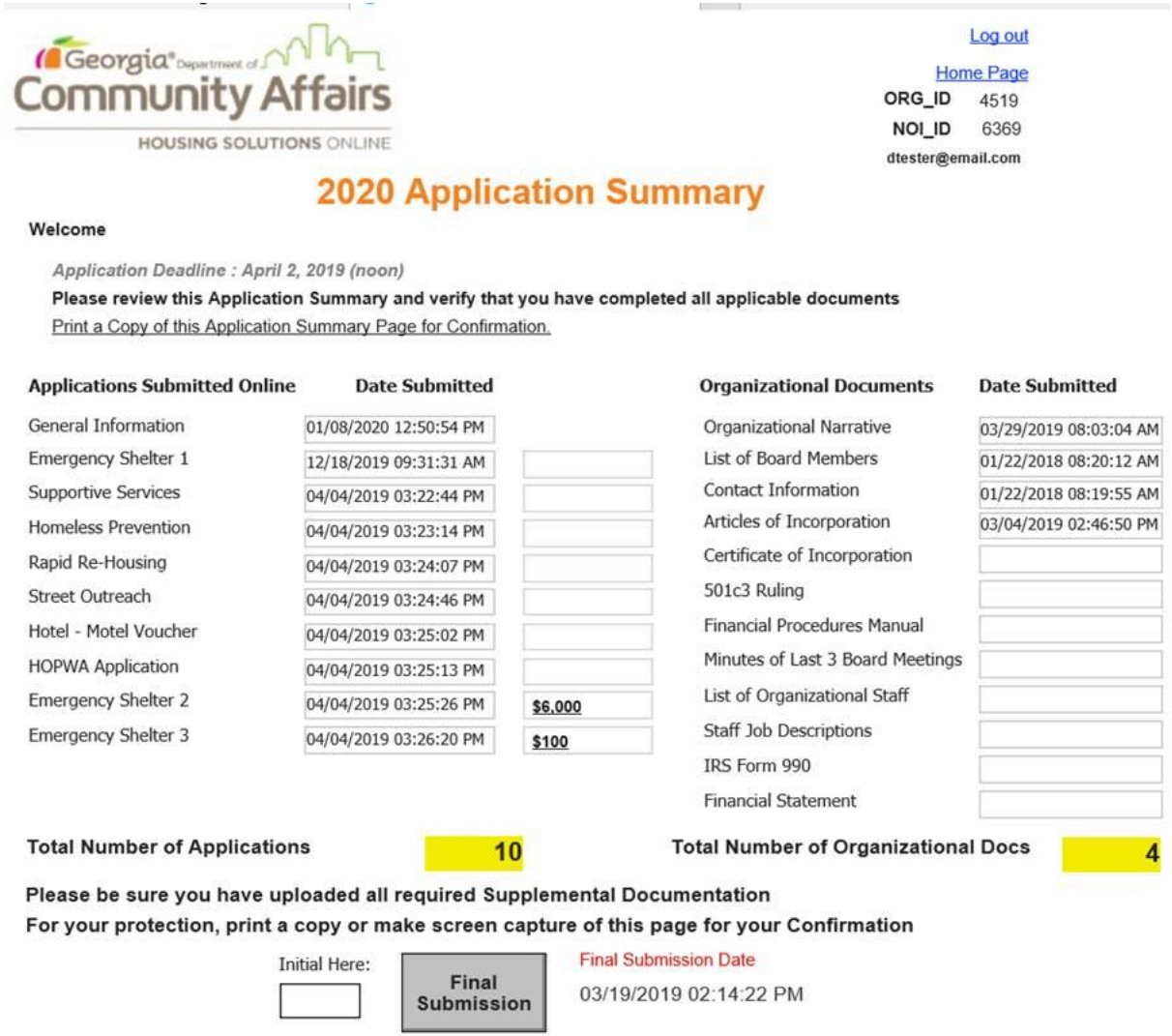
Emergency Shelter Submit Page



Supplemental Documents Upload



Application Summary Final Submission



Georgia Department of Community Affairs
HOUSING SOLUTIONS ONLINE

Log out
Home Page
ORG_ID 4519
NOI_ID 6369
dtester@email.com

2020 Application Summary

Welcome

Application Deadline : April 2, 2019 (noon)

Please review this Application Summary and verify that you have completed all applicable documents

Print a Copy of this Application Summary Page for Confirmation.

Applications Submitted Online	Date Submitted	
General Information	01/08/2020 12:50:54 PM	
Emergency Shelter 1	12/18/2019 09:31:31 AM	
Supportive Services	04/04/2019 03:22:44 PM	
Homeless Prevention	04/04/2019 03:23:14 PM	
Rapid Re-Housing	04/04/2019 03:24:07 PM	
Street Outreach	04/04/2019 03:24:46 PM	
Hotel - Motel Voucher	04/04/2019 03:25:02 PM	
HOPWA Application	04/04/2019 03:25:13 PM	
Emergency Shelter 2	04/04/2019 03:25:26 PM	$6,000
Emergency Shelter 3	04/04/2019 03:26:20 PM	$100

Organizational Documents	Date Submitted
Organizational Narrative	03/29/2019 08:03:04 AM
List of Board Members	01/22/2018 08:20:12 AM
Contact Information	01/22/2018 08:19:55 AM
Articles of Incorporation	03/04/2019 02:46:50 PM
Certificate of Incorporation	
501c3 Ruling	
Financial Procedures Manual	
Minutes of Last 3 Board Meetings	
List of Organizational Staff	
Staff Job Descriptions	
IRS Form 990	
Financial Statement	

Total Number of Applications 10

Total Number of Organizational Docs 4

Please be sure you have uploaded all required Supplemental Documentation

For your protection, print a copy or make screen capture of this page for your Confirmation

Initial Here:

Final Submission

Final Submission Date
03/19/2019 02:14:22 PM

DCA Application Technical Assistance Webinars

Applications and Organizational Documentation

DCA will conduct an application workshop via webinar.

- Thursday, February 27, 2020 10:00 am – 12:00 pm

Application Q&A

DCA will conduct webinars to answer questions concerning the applications.

Webinar registration will be available on the ESG webpage.

ESG Guidelines

- ESG Application Guideline Manual will be emailed and placed on the ESG Page on the DCA website
- DCA will reserve a minimum of 80% of federal funds to be awarded to the DCA ESG entitlements area.
- State Housing Trust Fund ESG funds are not prioritized to service providers operating in the DCA ESG Entitlement, but are available to applicants across the state.

Fair Housing

- It is the policy of the Georgia Department of Community Affairs (DCA) to comply fully with all federal, state, and local nondiscrimination laws and to operate in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. Specifically, DCA shall not on account of race, color, sex, religion, national origin, family status, disability or age deny any family or individual the opportunity to apply for or receive assistance under HUD's Program.

Homeless Participation

- To the maximum extent practicable (see also conflicts of interest prohibitions), grantees must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG.
- This involvement may include *employment or volunteer* services.

Affirmative Outreach

- …grantees 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 grantee intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, grantee must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services.

Language Barriers

- …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, grantees are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

ESG Contact Information

- Marion Goulbourne

Marion.goulbourne@dca.ga.gov

- LaDrina Jones

LaDrina.Jones@dca.ga.gov

- Jasmine Rockwell

Jasmine.Rockwell@dca.ga.gov

Georgia®
Department of
Community Affairs