2022-2023 DCA Emergency Solutions Grants Program Required Forms/Documents



Emergency Shelter

- **✓ Coordinated Entry**
 - ✓ Diversion and Prevention Screening Tool
 - √ VI-SPDAT Single
 - **✓VI-SPDAT Family**
 - √Y-SPDAT Youth
 - ✓ Prioritization Spreadsheet
- ✓ HMIS Client Intake Form (for each person in the household)
- ✓ HUD-5380 VAWA Notice of Occupancy Rights
- **✓ HUD-5382 VAWA Certification**

Emergency Shelter Required Forms/ Documents

- **✓ Homeless Certification**
 - ✓ Third Party Written Homeless Certification
 - ✓ Staff Certification of Homelessness/Domestic Violence
 - ✓ Self Certification of Homelessness Certification
- ✓ Individual Service Plan (ISP)
- **√** Case Notes
- **✓ Discharge Form**
- √90 day follow up
 - ✓ After being discharged from the ESG project
 - ✓ There is a 10-day grace period (before/after the 90th day)

Emergency Shelter Required Forms/ Documents

✓ Please contact the Coordinated Entry System Coordinators to learn if CE is implemented and/or in the planning process in the counties served by your agency.

Coordinated Entry Notes

- ✓ Amanda Brand
 - ✓ Amanda.Brand@dca.ga.gov
- ✓ Isaac L. Davis
 - ✓ Isaac.Davis@dca.ga.gov

Coordinated Entry System Coordinators

- ✓ Third Party Written Homeless
 Certification form
 - ✓ This form is <u>ONLY</u> required if a letter from the Facility is not provided

- ✓ The certifying agency must be recognized by the local (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation.
- ✓ The certifying agencies are listed on the Homeless Inventory Count List (HIC list) which is provided by DCA.
 - ✓DCA is currently using the 2019 HIC list

- ✓ Letter from Facility/Program where the client is staying <u>MUST</u> include the following:
 - ✓ Letterhead (preferably)
 - ✓ Date letter was typed/written
 - ✓ Facility/Program type (e.g., Emergency Shelter, Transitional Housing, Institutional Care Facility)
 - ✓ Entry and Exit date of the client in the Facility/Program
 - ✓ Printed Name (person writing the letter)
 - Signature (person writing the letter)

- ✓ Letter from Facility/Program where the client is staying *MUST* include the following CONT'D:
 - ✓ Organization Name
 - ✓ Organization Address
 - ✓ Job title
 - ✓ Telephone
 - ✓ Email Address

- ✓ Documentation (Letter) of Unsheltered Living Situation from Individual MUST include the following:
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- ✓ Documentation (Letter) of Unsheltered Living Situation from Individual MUST include the following CONT'D:
 - ✓ The writer of the letter must also include a description of the client's current living situation.

Hotel/Motel Vouchers

- **✓ Coordinated Entry**
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 - **✓VI-SPDAT Family**
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Street Outreach

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Street Outreach Required Forms/ Documents

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Support Services Only

- √ Coordinated Entry
 - ✓ Diversion and Prevention Screening Tool
 - √ VI-SPDAT Single
 - **✓VI-SPDAT** Family
 - √Y-SPDAT Youth
 - ✓ Prioritization Spreadsheet
- ✓ HMIS Client Intake Form (for each person in the household)
- ✓ HUD-5380 VAWA Notice of Occupancy Rights
- **✓ HUD-5382 VAWA Certification**

Support Services Only Required Forms/ Documents

- √ Homeless Certification
 - ✓ Third Party Written Homeless Certification
 - ✓ Staff Certification of Homelessness/Domestic Violence
 - ✓ Self Certification of Homelessness Certification
- ✓ Individual Service Plan (ISP)
- **√** Case Notes
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 - ✓ The writer of the letter must also include a description of the client's current living situation.

Homelessness Prevention

- **✓ Coordinated Entry**
 - ✓ Diversion and Prevention Screening
- ✓ HMIS Client Intake Form (for each person in the household)
- ✓ HUD-5380 VAWA Notice of Occupancy Rights
- **✓ HUD-5382 VAWA Certification**
- ✓ DCA ESG/ESG-CV Homeless Prevention Screening Tool

- **✓ Homeless Certification**
 - √ At-Risk of Homelessness Certification
 - ✓ Staff Certification of
 Homelessness/Domestic Violence
 - ✓ Self Certification of Homelessness Certification
- ✓ Individual Service Plan (ISP)
- √ Case Notes
- ✓ Habitability Standards Inspection Checklist

- **✓ Rental Assistance Agreement**
- ✓ Violence Against Women Act (VAWA)
 Addendum
- **✓ Client's Fully Executed Lease**
- ✓ Rent Reasonableness Checklist and Certification
- **√90 Day Recertification**
- ✓ Utility Allowance Form
- ✓ Homeless Prevention Income Calculation Worksheet
- ✓ Verification of Homelessness

√Income

✓ Third Party Documentation (e.g., Paystubs, Letter from Employer, Letter from Social Security Administration, Department of Labor Quarterly Report, etc.)

or

- √ Verification of Income form
 - ✓ Required if third party documentation is obtainable.

or

- √ Self-Declaration of Income form
 - ✓ Required if third party documentation or Verification of Income form cannot be obtained/completed.

✓ Lead-Based Paint Forms/Documents:

- ✓ Lead-Based Paint Document Checklist
- ✓ Lead-Based Paint Instructions for Property Owners
- ✓ Lead-Based Paint Instructions for Tenants
- ✓ Lead-Based Owner Certification
- ✓ Lead-Based Requirements Guidance
- ✓ Lead-Based Screening Worksheet

✓ Lead-Based Paint Forms/Documents CONT'D:

- ✓ Protect your Family from Lead in your Home Pamphlet
 - ✓ Documentation showing clients received the "Protect Your Family from Lead in Your Home" pamphlet should be in the client's file

✓ Lead-Based Paint Forms/Documents CONT'D:

- ✓ HUD Visual Assessment Training Certification
 - ✓ Documentation showing the ESG Case Managers have completed the HUD Visual Assessment Training for grant year 2022-2023, if not documented on the Lead Screening Worksheet.
 - https://apps.hud.gov/offices/lead/training/vis ualassessment/h00101.htm?utm_medium= email&utm_source=govdelivery

- **✓ Discharge Form**
- √ Follow-up
 - √90 day follow up
 - ✓ After being discharged from the ESG project
 - ✓ There is a 10-day grace period (before/after the 90th day)
 - √180 day follow up
 - ✓ After being discharged from the ESG project
 - ✓ There is a 10-day grace period (before/after the 180th day)

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Coordinated Entry System Coordinators

Landlord

- ✓ Requiring a dated letter from the landlord/leasing office with contact information (email and/or telephone number);
- ✓ Letter to include the amount owed by participant and any other lease violations;
- ✓ If applicable, When did they file for eviction?;
- ✓ Letter to include they will stop the eviction relating to the matter(s) listed;
- ✓ A copy executed lease;
- ✓ Signed and/or email stamped.

AND

Homelessness Prevention At-Risk of Homelessness Note

AND...

Participant

- ✓ Written statement on why they are being evicted;
- ✓ How much they think they owe?;
- ✓ A copy of their executed lease;
- ✓ Signed and/or email stamped.

AND

Homelessness Prevention At-Risk of Homelessness Note

AND...

Case Manager/Intake Worker

- ✓ Written summary of conversations with landlord and participant;
- ✓ Written statement of due diligence, if case manager/intake worker could not get in contact with landlord, the statement must include the following:
 - Conversation with participant;
 - ✓ When (date and time) and How (i.e., email, voicemail, stop leasing office, certified letters, etc.);
- ✓ Attach all copies of any correspondence between case
 manager/intake worker (i.e., email, certified letter(s), etc.) to letter.

Homelessness Prevention At-Risk of Homelessness Note



Rapid Re-Housing

- **✓ Coordinated Entry**
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- ✓ Habitability Standards Inspection
 Checklist

- **✓ Rental Assistance Agreement**
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- √ Client's Fully Executed Lease
- ✓ Rent Reasonableness Checklist and Certification
- ✓ Utility Allowance Form
- ✓ Rapid Re-Housing Income Calculation Worksheet

√Income

✓ Third Party Documentation (e.g., Paystubs, Letter from Employer, Letter from Social Security Administration, Department of Labor Quarterly Report, etc.)

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- √ Verification of Income form
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LaDrina M. Jones ESG Program Team Lead LaDrina.Jones@dca.ga.gov

- ✓ ESG Program Questions
 ✓ Eligible Items Questions
 ✓ Required Document Questions
 ✓ Compliance Questions
 - Dr. Harvinder Makkar Special Needs Housing Manager Harvinder.Makkar@dca.ga.gov

Supervisor of: ✓ LaDrina M. Jones

Christy Lovett

Legal Consultant Christy.Lovett@dca.ga.gov

- ✓ Violence Against Women's Act (VAWA) Questions
 ✓ Fair Housing Questions
 ✓ Language Access Plan Questions

Heather Smith

Grants Compliance Manager Heather.Smith@dca.ga.gov

- ✓ Reimbursement Request Questions
 ✓ Contractual Questions

 - ✓ Some GrAAM Questions

Chandra Woods
HMIS Data Analyst
Chandra.Woods@dca.ga.gov
BoSHMIS@dca.ga.gov

✓ HMIS Questions

Jimmecia Douglas
DV HMIS Data Analyst
Jimmecia.Douglas@dca.ga.gov
GADV@dca.ga.gov

✓ Domestic Violence (DV) Comparable Database Questions

Isaac L. Davis

Coordinated Entry System Coordinator Isaac.Davis@dca.ga.gov

✓ Coordinated Entry (CE) questions
✓ i.e. VI-SPDAT, Prevention/Diversion, implementation, etc.

Amanda Brand

Coordinated Entry System Coordinator Amanda.Brand@dca.ga.gov

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Thank You All You Do!