



**ESG Application Webinar**  
**2022 - 2023**

**DCA**

**Emergency Solutions Grants Program**



# Webinar Content

- ✓ Organizational Documents
  - ✓ Courtney Buntyn, Heather Smith
- ✓ ESG Application process in eCIVIS Grants Portal
  - ✓ LaDrina M. Jones



# Organizational Documents



# Objective

- ✓ The requirements for fully completing the Organizational Documents of the 2022 ESG Application in eCivis

# Background

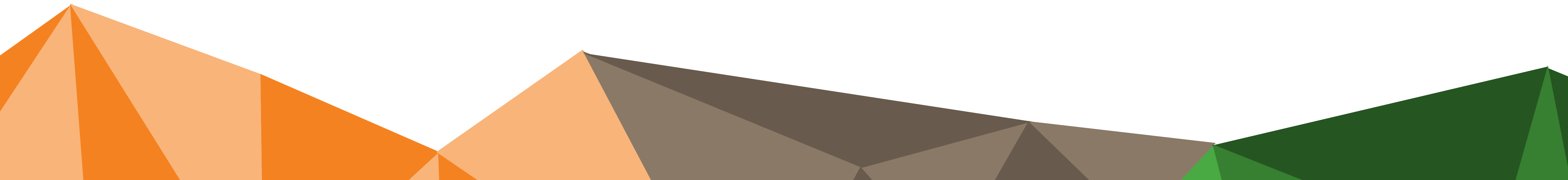
## ✓ Why do we collect this information?

**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

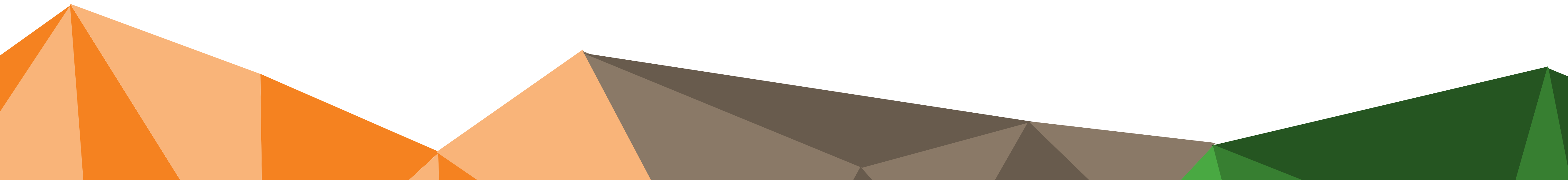
## ✓ § 50-20-2. Definitions

(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

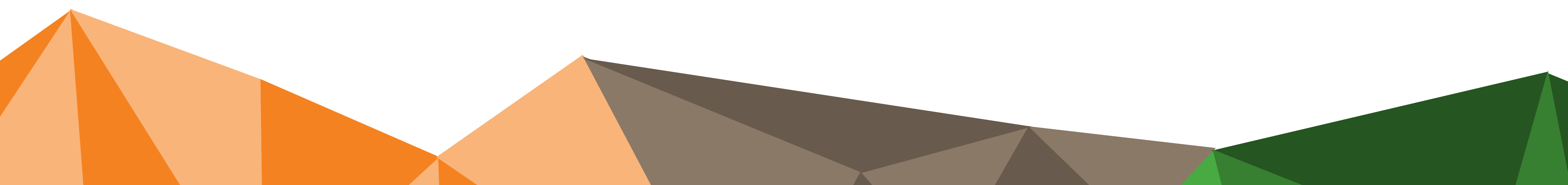
DCA is required by state law to perform due diligence around organizational capacity before making awards to nonprofit organizations. Funding decisions for non-profit agencies will be based, in part, on a review of the following:

- ✓ 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

1. Organizational Narrative
2. Contact Information
3. List of Board Members
4. Articles of Incorporation
5. Certification of Incorporation
6. 501C3 Ruling
7. Financial Procedures Manual
8. Minutes of Last 3 Board Meetings
9. List of Organizational Staff
10. Staff Job Descriptions
11. IRS Form 990
12. Financial Audit and Management Letter from Recent Audit

Please upload a copy of your organization's Articles of Incorporation \*

Please upload a copy of your organization's Certificate of Incorporation \*

Please upload a copy of your organization's 501(c)(3) rating \*

Please upload a copy of your organization's Financial Procedures Manual \*

Please upload the minutes of your last three (3) Board Meetings \*

Please upload a list of Organizational Staff \*

Please upload a copy of your organization's Staff Job Descriptions \*

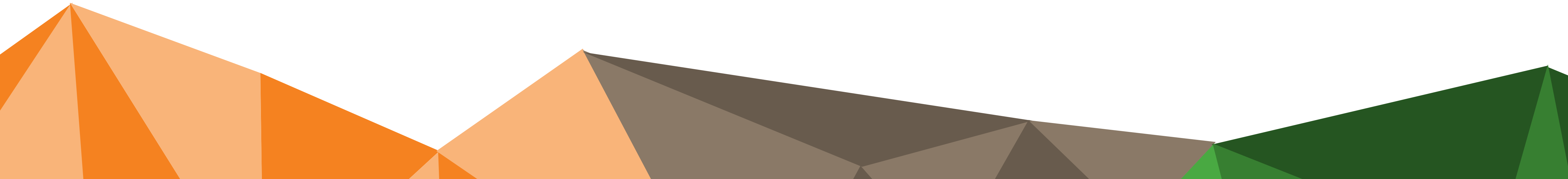
Please upload a copy of your organization's IRS Form 990 \*

Please upload a copy of your organization's recent annual financial statement audit and management letter \*

**\* NOTE:** If one of these sections does not apply to your organization, you will need to upload a word document stating that you are exempt from that section.

# 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!

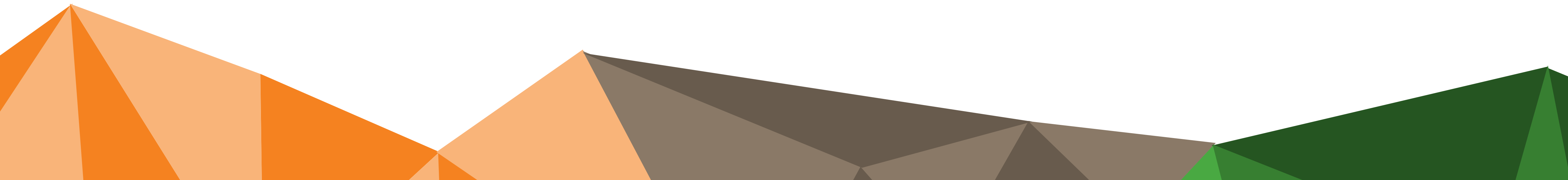


# Organizational Narrative

## Organizational Narrative

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? \*

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. \*

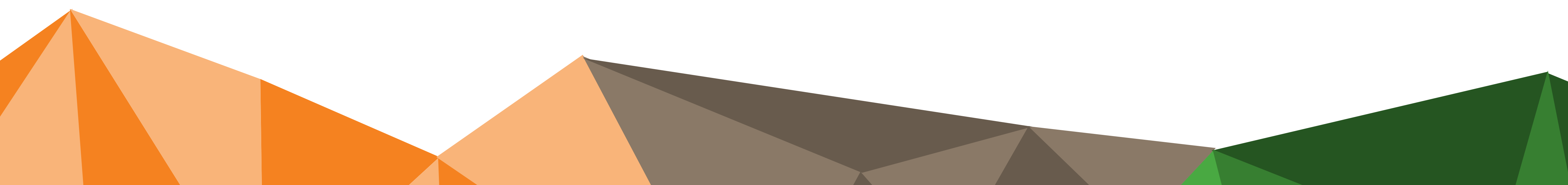


# Organizational Narrative Cont'd

Does your agency have a recent strategic plan that was approved by the Board of Directors? If yes, describe Board, staff, and community involvement. Please provide some examples of the primary features of this plan. \*

Describe your agency's executive leadership, Board of Directors, and program staff. Describe: 1) How your governing authority (typically a Board of Directors) is representative of your community, 2) Key responsibilities of your Board members (fundraising, governance, strategic planning, etc.) and divisions of responsibility, 3) The qualifications of your executive leadership, and 4) The qualifications and experience of program staff. Note: Providing a simple list of directors and staff is insufficient to answer this question. \*

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. \*



# Contact Information

Please complete all requested contact information.

New Profile

Applicant Information

Linked Applicant \*

Type to search...

Applicant (Agency) Legal Name \*

\*Not Project Name or DBA

Primary Person to Sign Contract \*

Primary Contract Signer Title \*

Primary Contract Signer Email Address: \*

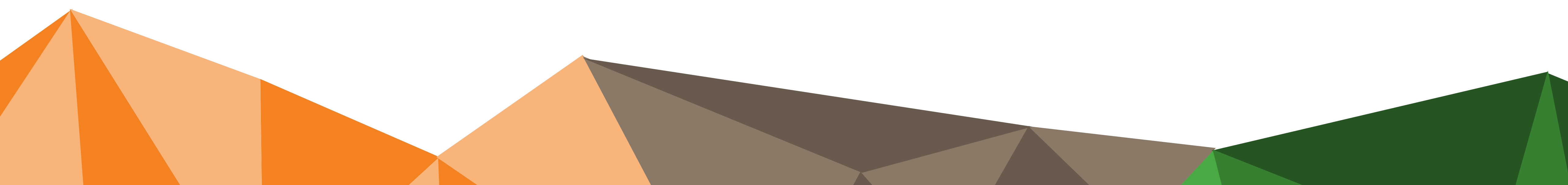
Primary Contract Signer Direct Phone \*

Secondary Person to Sign Contract \*

Secondary Contract Signer Title \*

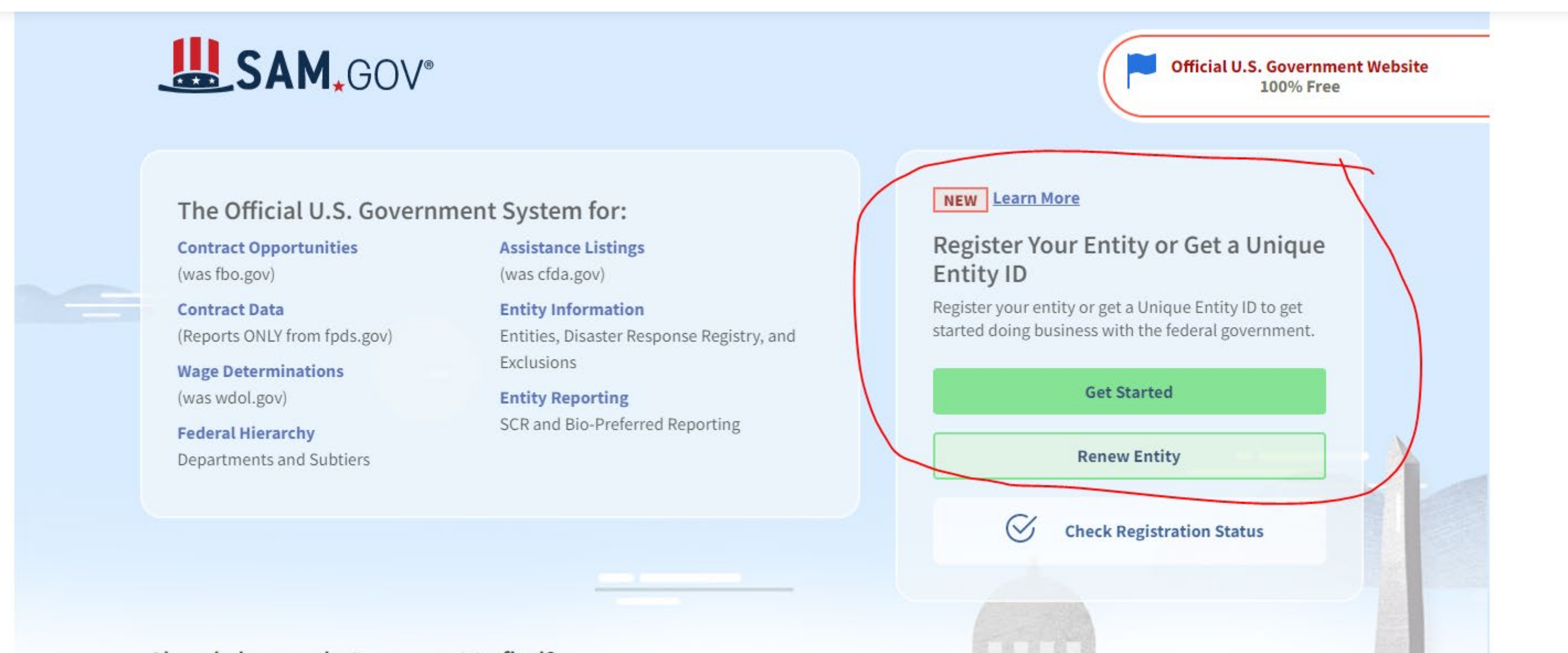
Save New Profile

# Organizational and Contact Information

- ✓ **DUNS Number** (This is an optional field starting this year because HUD now requires all organizations to use the UEI SAM Number. If you have a DUNS Number, list it in this field on the GRAAM Application)
  - ✓ **EIN Number** (Required)
  - ✓ **UEI SAM Number** (Required by HUD)
  - ✓ **Contact information should be complete as this information is used to contact the appropriate persons when disseminating information**
  - ✓ **DV Agencies** (There is an option to suppress address in application)
- 

# SAM.GOV Registration

All applicants will need to register on SAM.gov and obtain a Unique Entity ID (SAM) number. Please list your UEI (SAM) number on your eCIVIS application in the required field. Please visit [www.sam.gov](http://www.sam.gov) to register for this number. If you are already registered with SAM.GOV and have a DUNS number, then your UEI SAM number is located within your SAM.GOV account.





# Board Members

Please upload the board member worksheet into the application and select whether or not each member is homeless or formerly homeless. The board member worksheet is located in the “Files section” of the application and on the DCA website.

## Board Member Worksheet

Organization Name:	
Program Name:	

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:
Address: Enter address here...		
Homeless/Formally Homeless? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

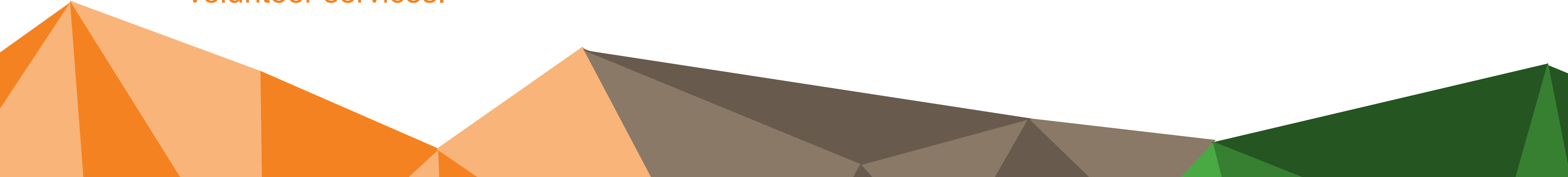
Mr./Ms.:	First Name:	Last Name:
Office Held:	Term of Office:	Compensation:
Profession:	Qualification:	
Race:	Gender:	Ethnicity:
Address: Enter address here...		
Homeless/Formally Homeless? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

# 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/Formely Homeless" - see requirements on next slide

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

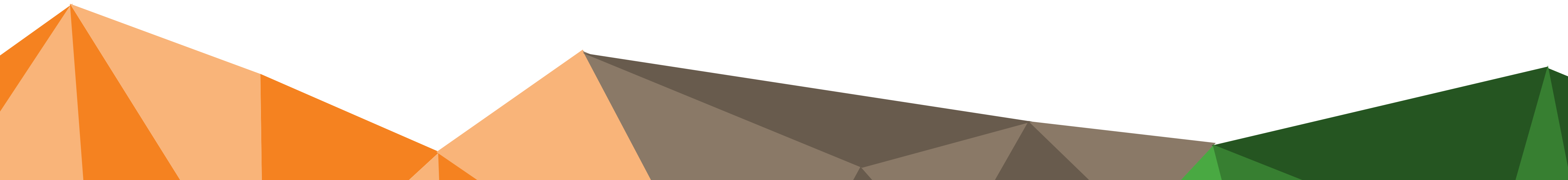
## ✓ § 576.405 Homeless participation.

- (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

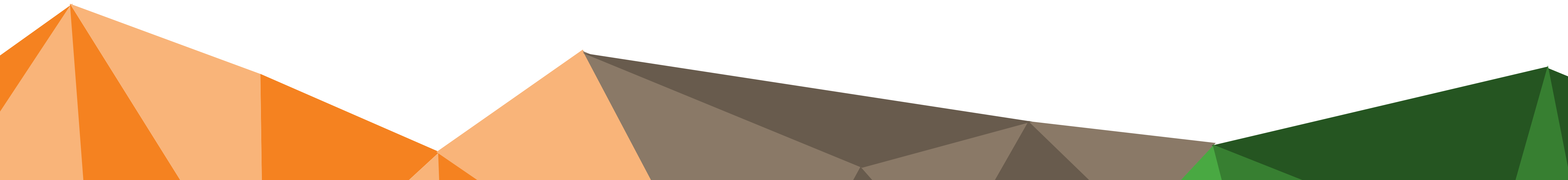


# Certificate of Incorporation

- 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

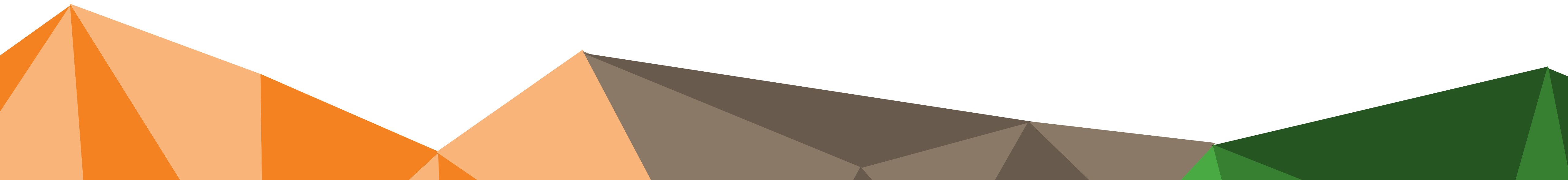
\***Not the same as the Annual Registration** with the Secretary of State’s office (we will confirm current status with the registration and no action is necessary by the applicant)



# 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

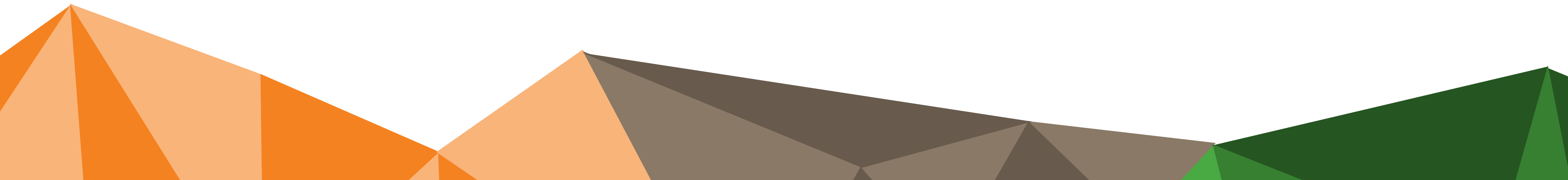
❖ At a minimum, this policy manual should include information regarding –

- 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 2021 or early 2022.

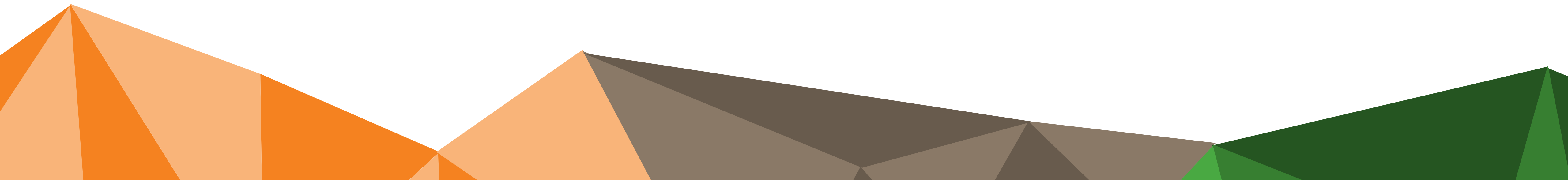




# List of Organizational Staff

- 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

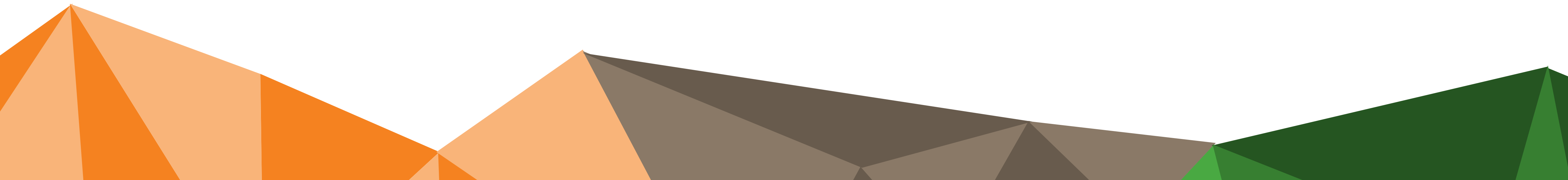
**Do NOT send an organizational chart**



# 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 submission purposes using the above examples:

Examples 2 and 3 Forms 990 for the period ending 6/30/21 and 9/30/21 should be available for upload.

Form 990 for Example 1 may or may not be available as it is not due until May 15, 2022. If not available, Form 990 for the period ending 12/31/20 is appropriate for upload.

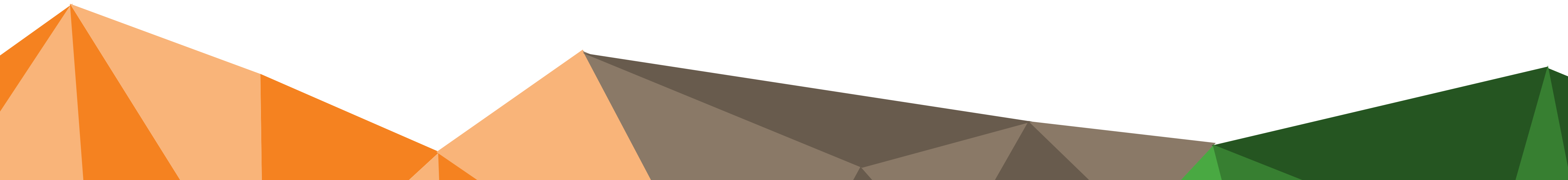
\*Not applicable for local governments, certain religious organizations, quasi-state organizations



# 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

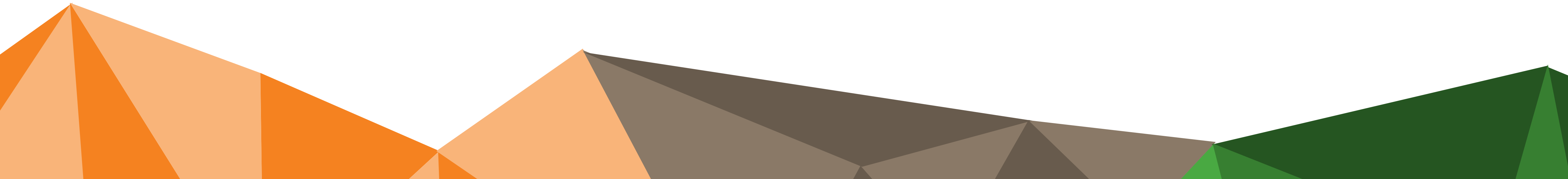
- 1) Statement of Financial Position
- 2) Statement of Activities (including an analysis of sources of revenue)
- 3) Statement of Cash Flows
- 4) Schedule of State Awards Expended
- 5) If annual financial statements are reported upon by a public accountant, the accountant's report must accompany them. 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

- The submit button is only available after all required fields are complete.
- ALL organizational documents MUST be completed in their entirety.
- Please ensure all information is accurate and complete because no revisions can be made once the application has been submitted

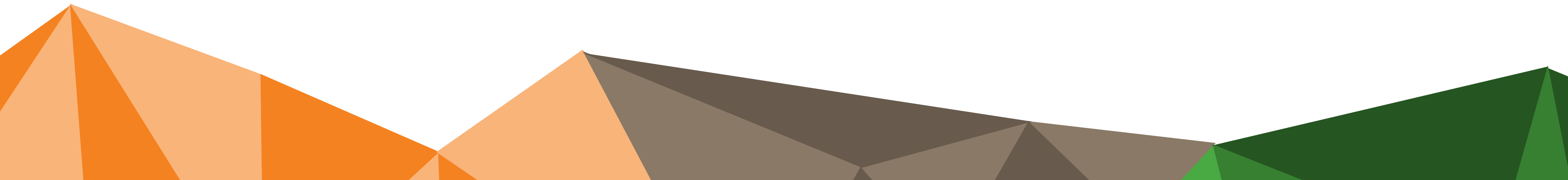
# Document Orientation

- 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.



# **Emergency Solutions Grants (ESG) 2022 - 2023**

## **Application Process in eCivis Grant Portal**





# Emergency Solutions Grants Program

- ✓ Emergency Solutions Grants (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

- ✓ **HMIS**- There will not be a separate HMIS application competition this year.
- ✓ Minimum and maximum award amounts are subject to change from year to year.

Type of Funding	Minimum – Maximum Award Amounts
Emergency Shelter	No Minimum - \$60,000
Supportive Services	No Minimum - \$30,000
Prevention	\$30,000 – No Limit
Rapid Re-Housing	\$30,000 – No Limit
Street Outreach	\$30,000 - \$50,000
Hotel/Motel	No Minimum - \$20,000
HMIS	No Minimum - \$40,000

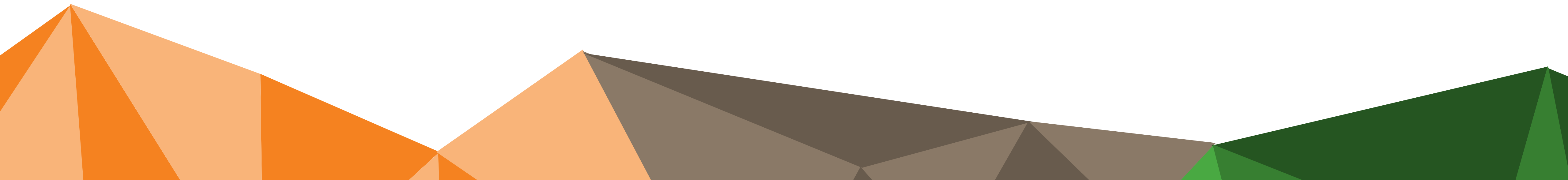
# Who is Homeless?

## 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:



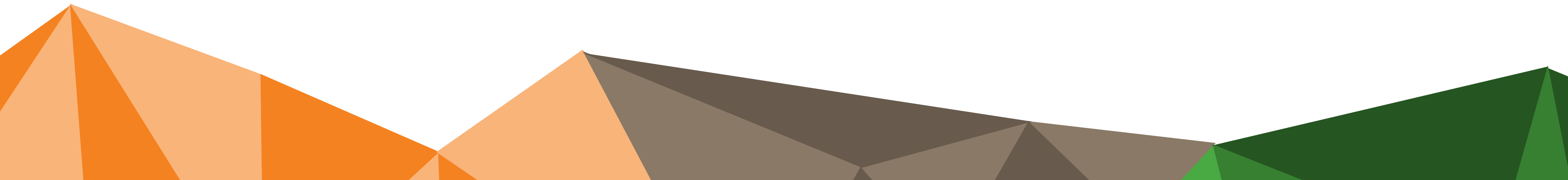
# Who is Homeless? (cont.)

## 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.”



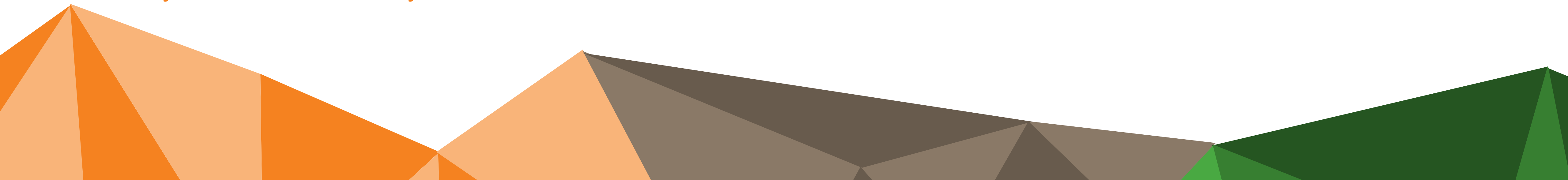


# Who is Chronically Homeless?

An “individual” or “family” that ...

- ✓ is 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?

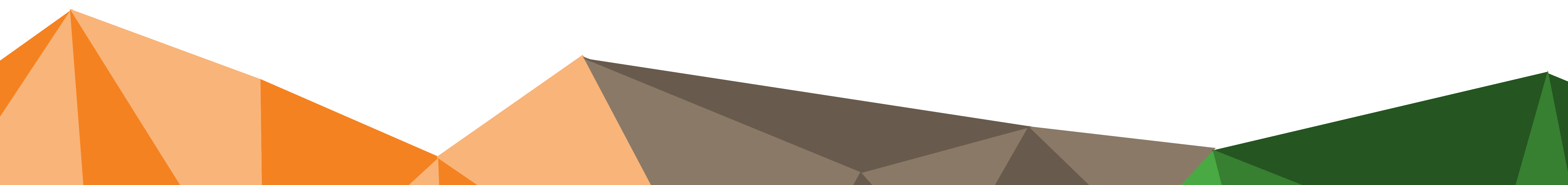
- (1) The household has income below 30 percent of area median income (AMI) for the geographic area; AND
- (2) the individual or family has insufficient resources immediately available to attain housing stability.
  - ✓ sufficient resources or support networks are:  
family, friends, or faith-based or 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

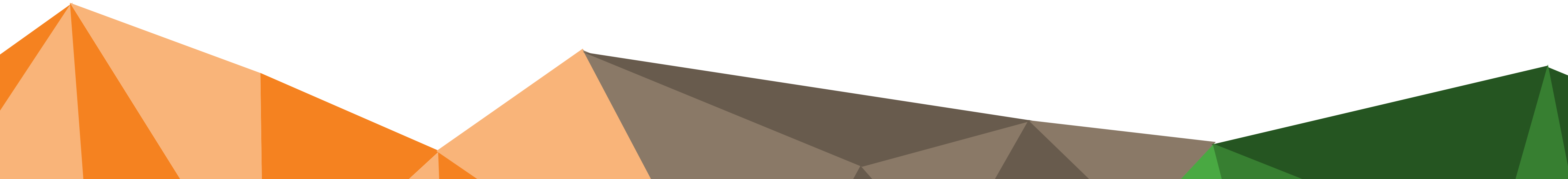
- ✓ Insufficient or ineligible match amount or source.
  - ✓ Non-compliance with coordinated entry.
  - ✓ Use of projected project income or client fees as a match source.
  - ✓ Inability to keep families intact for service.
  - ✓ Inability to abide by all Equal Access and LEP requirements.
- \*See Application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

# 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.

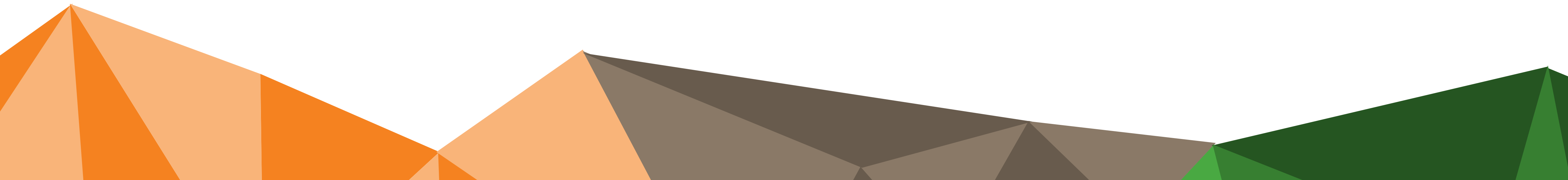
# Deadlines- Important Dates

- ✓ Online application system opens Friday, April 1, 2022
- ✓ Online application system will close at 12:00 pm on Monday, May 2, 2022
- ✓ The link to eCivis will be sent to the DCA listserv and posted on the ESG website on Friday, April 1, 2022.
  - ✓ 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.**

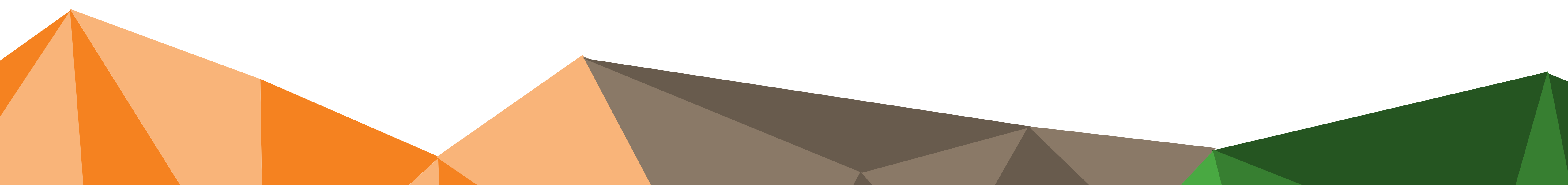
# 2022 Applications

- ✓ There are six (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 Emergency Shelter or Rapid Re-Housing applications if you are applying for one of these project types.

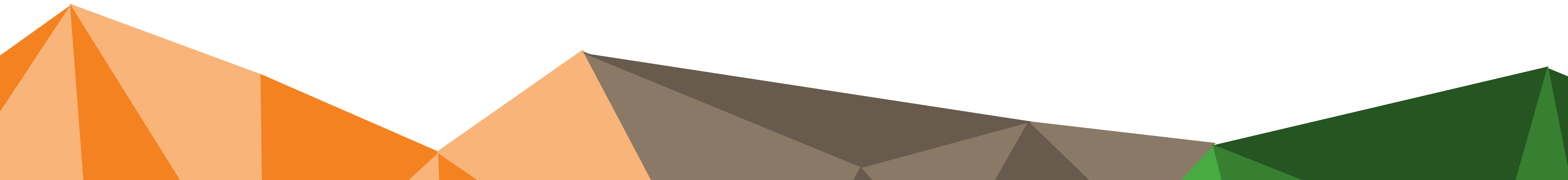


# General Instructions – All Applications

- ✓ 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
- Life Skills
- Legal Services
- Mental Health Services
- Education Services
- Transportation
- Child Care
- Substance Abuse Treatment Service
- Services for Special Population
- Outpatient Health Services
- Employment Assistance and Job Training

# Application-Supportive Services

- ✓ Service projects must be directly connected to projects moving clients into permanent housing.
- ✓ ONLY prescribed 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 \$30,000 per project.
- ✓ Limit one (1) Service application per agency.
- ✓ Only one (1) Service type per application allowed.

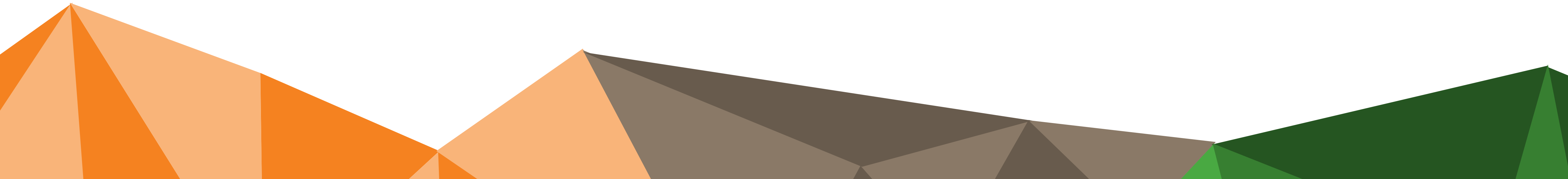


# Supportive Services

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

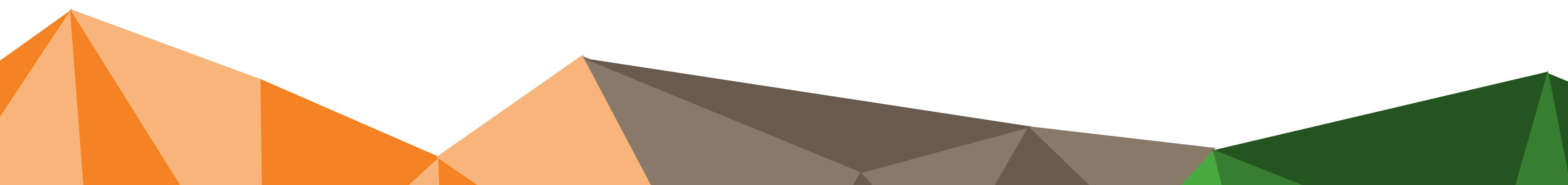
- Housing Search & Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit repair

# Rapid Re-Housing and Prevention

- ✓ Participants can be assisted for up to one (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
  - ✓ 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 their 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

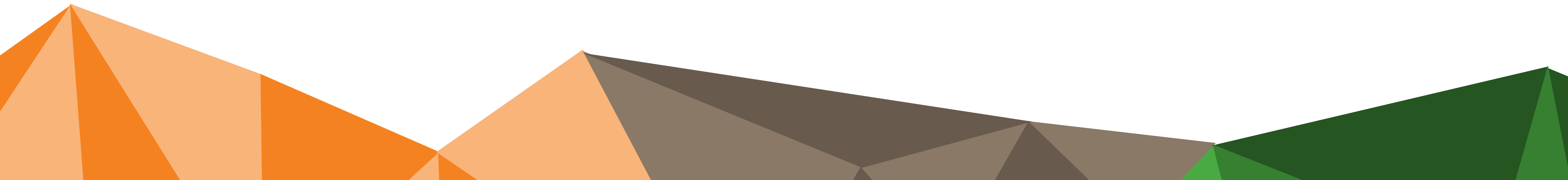
Eligible activities may include:

- ✓ 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 assistance, 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 \$20,000



# HMIS Information

- ✓ Costs of contributing data to Eccovia ClientTrack (GA HMIS) 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 GA HMIS by DCA and data will be requested from the agencies.
- ✓ If your agency or project names in GA 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 a **Consolidated Annual Performance and Evaluation Report (CAPER)** from 10/1/2021 through 3/31/2022 for scoring.

# Emergency Solutions Grants Application Scoring: HMIS Sections

You will be scored on...

- ✓ HMIS Data Quality
- ✓ Performance Measures

## 2022 CAPER Report



Report Criteria	
Report	CAPER
Date Range	10/1/2020 - 09/30/2021
Organization(s)	DCA Compliance
Funding Source(s)	DCA Compliance ES (DCA - ESG)
Project(s)	DCA Compliance ES (DCA - ESG)
Grant Program	HUD: ESG (Emergency Solutions Grant)
Grant Component	DCA Compliance ES (DCA - ESG)
Include Details	Yes

### Q4a Project Identifiers in HMIS

[Full Detail](#)

Organization Name	DCA Compliance
Organization ID	DCA
Project Name	DCA Compliance ES (DCA - ESG)
ProjectID	10183
HMIS Project Type	Emergency Shelter (1)
Method for Tracking ES	Entry/Exit (0)
Affiliated with a residential project	
Project IDs of affiliations	
CoC Number	GA-501
Geocode	139127
Victim Service Provider	No (0)
HMIS Software Name	ClientTrack by Eccovia Solutions
Report State Date	3/15/2021
Report End Date	3/15/2022

### Q5a - Report Validations Table

Label	Total
Total Number of Persons Served	280
Number of adults (age 18 or over)	141
Number of children (under age 18)	139
Number of persons with Unknown Age	0
Number of leavers	255
Number of adult leavers	128
Number of adult and head of household leavers	131

# HMIS Data Quality

- ✓ **Consolidated Annual Performance and Evaluation Report (CAPER)** is required for each project type.
  - ✓ 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 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

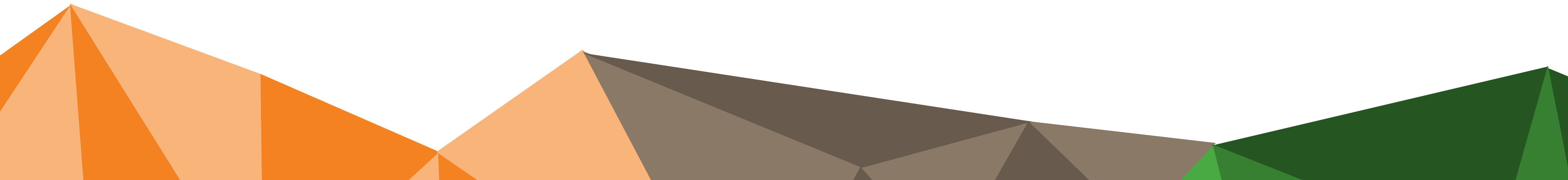
- ✓ Appropriate length of stay will be reviewed.
- ✓ 2022 CAPER Report scored sections:
  - ✓ Q6a - Data Quality: Personal Identifiable Information
  - ✓ Q6b - Data Quality: Universal Data Elements
  - ✓ Q6c - Data Quality: Income and Housing Data Quality
  - ✓ Q6d - Data Quality: Chronic Homelessness
  - ✓ Q6e - Data Quality: 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 GA HMIS.



# Required Training

- ✓ Current ESG sub-grantees are required to participate in DCA-sponsored trainings.
- ✓ 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

# eCivis Grant Portal

- ✓ An email with the links to applications will be sent to the DCA listserv on April 1, 2022, when eCivis is open to receive applications. The link to eCivis will also be posted on the DCA ESG website.
- ✓ You will have about four (4) weeks to complete and upload all required documents, including completed applications.
  - ✓ All components (Profile, Application, Budget) open on Friday, April 1, 2022.
  - ✓ All components (Profile, Application, Budget) due by Monday, May 2, 2022, noon.

# eCivis Grant Portal (cont.)

- ✓ All applications will be completed in eCivis Grant Portal.
- ✓ Users will be able to save work and log back in later to complete an application.
- ✓ It will be more important than ever to save often after uploading documents and answering questions.

# Hints

- ✓ DO NOT wait until the last minute to run the **Consolidated Annual Performance and Evaluation Report (CAPER)**.
  - ✓ It can take time for the report to run (anywhere from 30 minutes to over an hour).
- ✓ Once an account has been created, a confirmation email will come from eCivis. Add [support@ecivis.com](mailto:support@ecivis.com) 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.
- ✓ All required documents will be uploaded within the Profile, Application and Budget components.



# eCivis Portal


DCA ESG Application System



# Creating Your Account

- ✓ Open your web browser (Google Chrome is recommended).
- ✓ Navigate to:  
<http://portal.ecivis.com/>
  - ✓ The eCivis Portal sign-on screen will be displayed.

Welcome to the Portal

  
eCivis

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

[Forgot Password?](#)

[Don't have an account?](#)

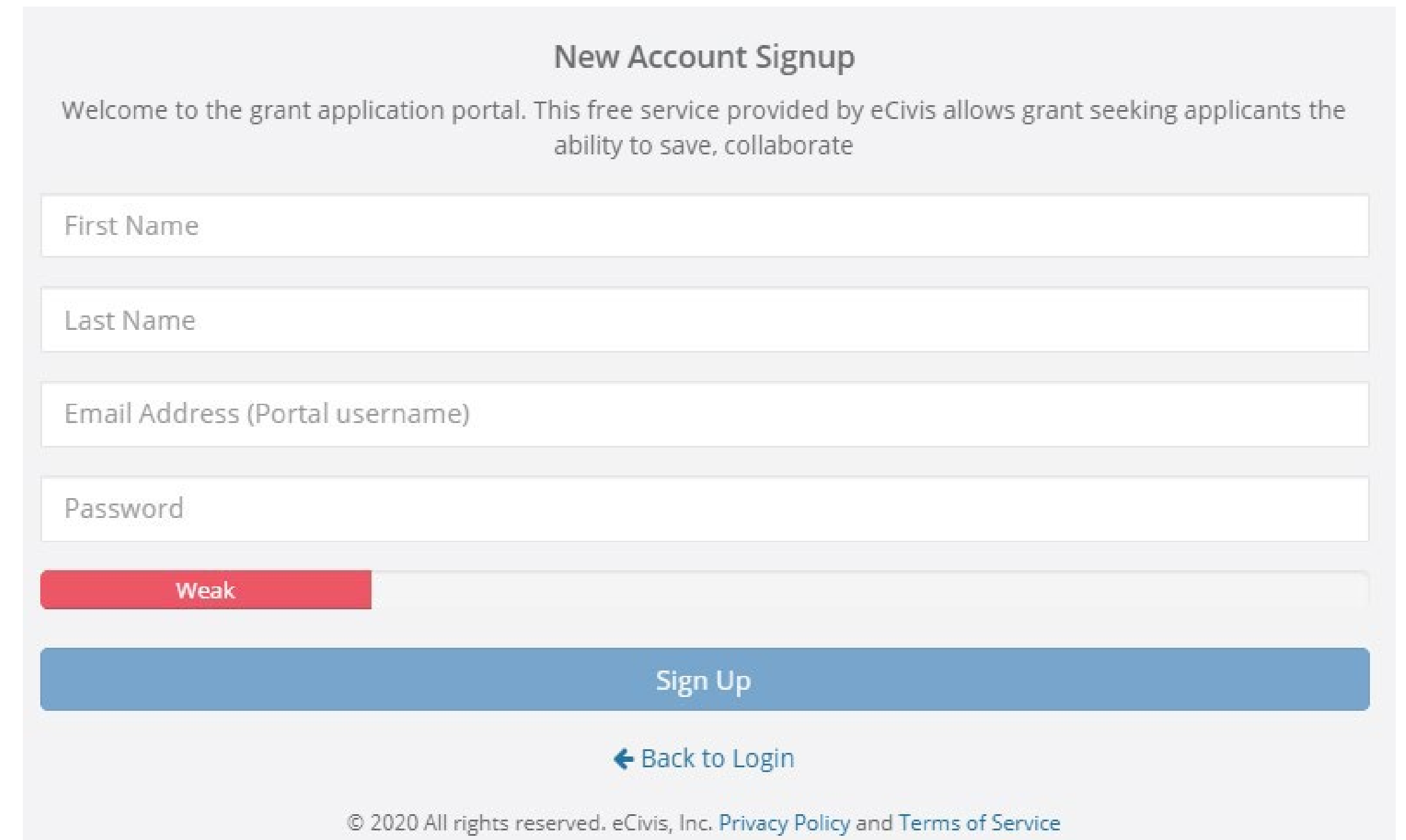
**Create an account**

**eCivis Grants Network user?**  
Use your existing login above and the Grants Network® Login button.

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# Creating Your Account

- ✓ Click on the Create an Account button.
  - ✓ The New Account Signup screen will be displayed.
- ✓ Enter your First Name.
- ✓ Enter your Last Name.
- ✓ Enter your Email Address.
- ✓ Enter your Password.
- ✓ Click the Sign-Up button.




The screenshot shows a 'New Account Signup' form. At the top, it says 'New Account Signup' and 'Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate'. Below this are four input fields: 'First Name', 'Last Name', 'Email Address (Portal username)', and 'Password'. The password field has a strength indicator showing 'Weak' in a red bar. A blue 'Sign Up' button is at the bottom, with a link for '← Back to Login' below it. At the very bottom, there is a copyright notice: '© 2020 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service'.



# Creating Your Account Notes

Note: Once you click the Sign-Up button, the system will send a confirmation message to the email address entered. This message will contain a link that you will need to click to complete your registration. Once you have completed this step, return to the Portal sign-on screen and enter your Username (i.e., your email address) and your Password. This will allow you to log into the eCivis system using the Portal Login button on the eCivis Portal.

Welcome to the Portal

  
eCivis

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.  
Login, or create a free account to start.

(Minimum 8 chars, alphanumeric with symbol(s))

[Portal Login](#)

[Grants Network® Login](#)

[Forgot Password?](#)

[Don't have an account?](#)

[Create an account](#)

**eCivis Grants Network user?**  
Use your existing login above and the Grants Network® Login button.

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# Creating Your Account

## Notes

### Note:

- ✓ The email address you enter will serve as your username for the eCivis portal. Email addresses can only be tied to one user account in the eCivis system. This is necessary for data security and audit trail purposes.

# Application and Submission

- ✓ Review the solicitation details for the DCA funding opportunity you are trying to pursue either through direct communication from DCA, or through the DCA website.
- ✓ To apply for the funding opportunity, select the 'Apply' button at the top of the solicitation.

Georgia Department of Community Affairs

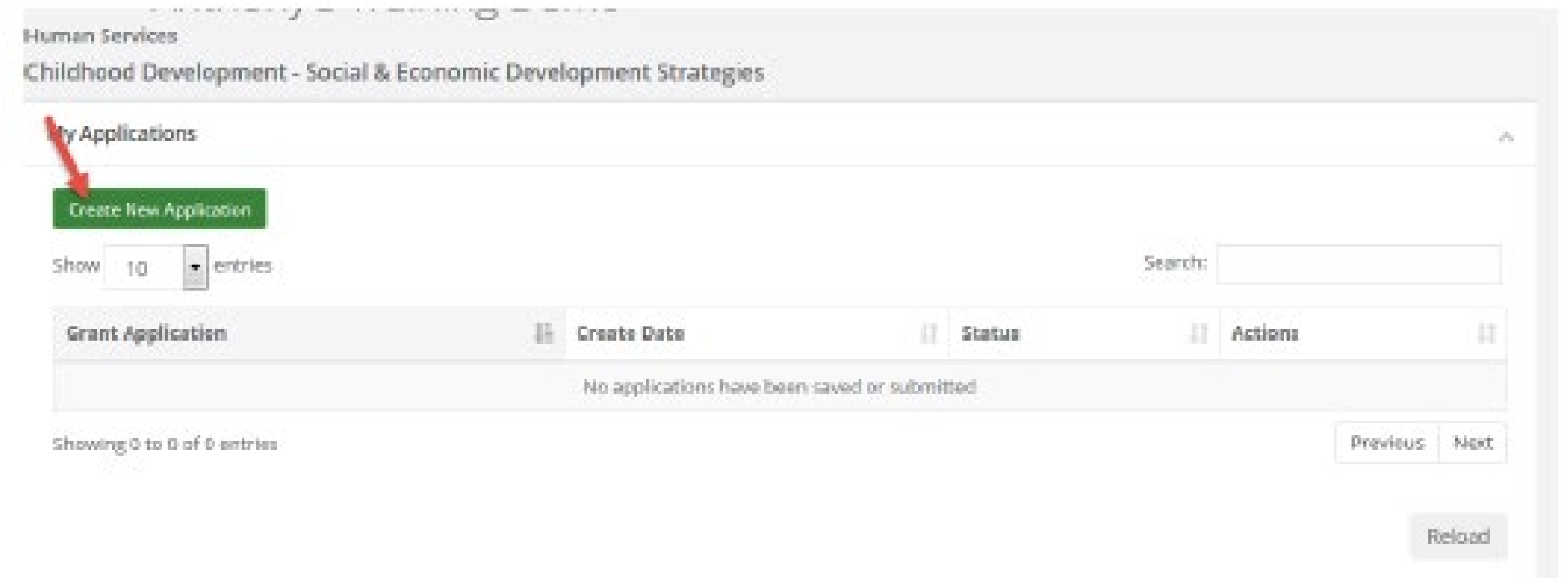
FY2021 CDBG Annual Competition

Apply

Overview	Eligibility	Financial	Contact	Files
ID:	N/A	Summary:		
Title:	FY2021 CDBG Annual Competition	The Community Development Block Grant Program (CDBG) provides funding to assist a wide range of eligible activities, including housing improvement projects, public facilities such as water and sewer lines, buildings such as local health centers or head start centers, and economic development projects. All projects must substantially benefit low and moderate income persons.		
Application Start Date:	N/A	The maximum amount available per applicant is \$750,000 for Single-Activity during regular competition and \$1,000,000 for Multi-Activity during regular competition.		
Application End Date:	05/01/2021			
CFDA:	14.228			
Reference URL:	<a href="https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg">https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg</a>			

# Application and Submission

- ✓ Once you click ‘Apply,’ you will be requested to log into the system or create an account if you have not already done so. The web address that you will be directed to will be <http://portal.ecivis.com/>.
- ✓ After logging into Portal, if you haven’t already, you will be taken to the “My Applications” section of your Portal account. Click “Create New Application” to create an application for the grant:



# Application and Submission

- ✓ For each application, you will need to verify your account. Click on the blue “Log in with your Grant Management System Account” button. Once you click it, select the ‘Portal Login’ option on the next page.

## Application Submissions

### Sign In/Sign Up Instructions

#### For New Users:


By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

#### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click “**Forget your password?**” and follow the prompts to reset your password.

### Sign In

Log in with your Grant Management System account



# Application and Submission

- ✓ Click on Application Process to work on the application. You will be taken to the following page:
- ✓ Once you edit the title of your application, you can begin entering data fields to complete your application. Remember to hit save periodically after updates. The submit button is only available after all required fields are complete.

Application Process

Applications Action Required View Edit

If you have not started, please click the "Edit" button to the right.

If you have already started, please click the "Edit" button to the right to continue.

If you have completed and would like to view or print, please click the "View" button to the right.

# Application-Match Information Upload

**MATCH SOURCES**

**A 100% match is required. The matching requirement may be met by one or both of the following:**  
 (1) Cash contributions  
 (2) Non-cash contributions. The value of any real property, equipment, goods, or services contributed to the grantee's ESG project, provided that if the grantee had to pay for them with grant funds, the cost would have been allowable. Non-cash contributions may also include the purchase value of any donated building.

**Calculating the amount of non-cash contributions**  
 (1) To determine the value of any donated material or building, or of any lease, the grantee must use and document a method reasonably calculated to establish the fair market value.  
 (2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. If the grantee does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.  
 (3) Some non-cash contributions are real property, equipment, goods, or services that, if the grantee had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the grantee has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or projects the values of those contributions.

**Instructions:**  
 Please complete the Match Table below. The Total Amount of Match should be equal to or greater than the ESG amount requested. The ESG budget and match should be for a 12 month projection.  
 DCA will verify these amounts for compliance! Be realistic and be prepared to provide verification if funds are awarded!  
 Matching funds cannot be duplicated across projects. For example: Funds used for ESG cannot be used to match CoC or S+C

SOURCE	A) Name of Program	B) Pledged Cash Amount	C) Pledged-Non-Cash Amount	Total (b+c)
HUD COC Funding				
Local Government (City)				
GA Dept. of Human Services				
GA Dept. Behavioral Health and Developmental Disabilities				
United Way				
Other State Agency				
Faith Based Organizations				
Foundations				
Fundraising Events				
In-Kind Professional Services				
Miscellaneous Cash Donations				
Volunteers @7.25 per hour				
Other				
Other				
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>

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.

## EMERGENCY SHELTER PROJECT BUDGET

Provide a complete 12 month budget below. The Budget should cover the period between October 1, 2022 thru September 30, 2023. List the amount of the matching funds and the source of the match. Please review the budget guidance located within the Zengine application.

	ESG Amount	Match Total	Source of Match	Is the Source Cash?
<b>Services Costs</b>				
1. Case Management				
2. Child Care				
3. Education				
4. Employment				
5. Legal				
6. Life Skills				
7. Mental Health				
8. Outpatient Health				
9. Substance Abuse				
10. Transportation				
<b>Operations Costs</b>				
11. Maintenance				
12. Rents				
13. Security				
14. Equipment				
15. Insurance				
16. Utilities				
17. Food				
18. Furnishings				
19. Supplies				
20. Shelter Vouchers	0	0		
<b>Total</b>	<b>0</b>	<b>0</b>		

# Application Budget Information

## Upload



# Application Budget Narrative

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

# DCA Application and Organizational Documentation

## Applications and Organizational Documentation

DCA will conduct four (4) application webinars.

- ✓ Tuesday, March 22, 2022, 10:00 am – 12:00 pm
- ✓ Thursday, March 24, 2022, 2:00 pm – 4:00 pm
- ✓ Tuesday, March 29, 2022, 2:00 pm – 4:00 pm
- ✓ Wednesday, March 30, 2022, 10:00 am – 12:00 pm

# DCA Application Technical Assistance Webinars

## Application Q&A

DCA will conduct five (5) application Q&A webinars.

- ✓ Tuesday, April 5, 2022, 2:00 pm – 3:00 pm
- ✓ Thursday, April 14, 2022, 10:00 am – 11:00 am
- ✓ Wednesday, April 20, 2022, 10:00 am – 11:00 am
- ✓ Tuesday, April 26, 2022, 2:00 pm – 3:00 pm
- ✓ Friday, April 29, 2022, 10:30 am – 11:30 am

# ESG Guidelines

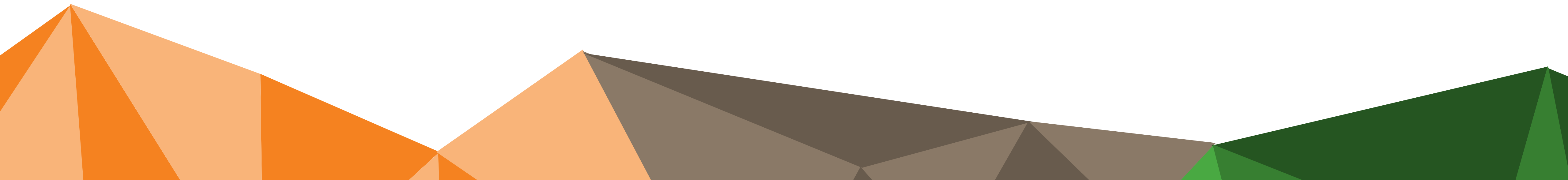
- ✓ ESG Application Guideline Manual will be attached file and placed on the ESG Page on the DCA website
- ✓ DCA will reserve a minimum of 80% of federal funds to be awarded to the DCA ESG entitlements area.
- ✓ State Housing Trust Fund ESG funds are not prioritized to service providers operating in 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.





**Any  
Questions?**

# Contact

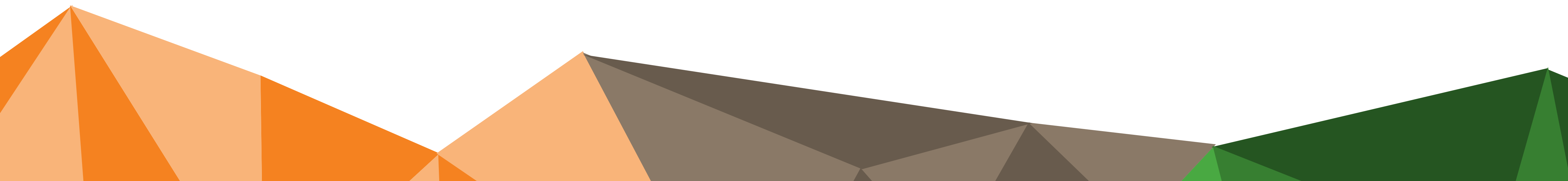
LaDrina M. Jones  
ESG Program Team Lead  
[LaDrina.Jones@dca.ga.gov](mailto:LaDrina.Jones@dca.ga.gov)  
470-303-9865

Harvinder Makkar  
Special Needs Housing Manager  
[Harvinder.Makkar@dca.ga.gov](mailto:Harvinder.Makkar@dca.ga.gov)



# Thanks!

Any questions?





Georgia<sup>®</sup> Department of



# Community Affairs