

# 2017-2018 Emergency Solutions Grants Program Implementation Workshop



## Objectives Planning vs. Implementation

### Planning

1. Reduce unsheltered homelessness
2. Align with the goals of the Federal plan "Opening Doors"
3. Improve HMIS data quality and use it to inform our strategies
4. Create a systemic response to homelessness

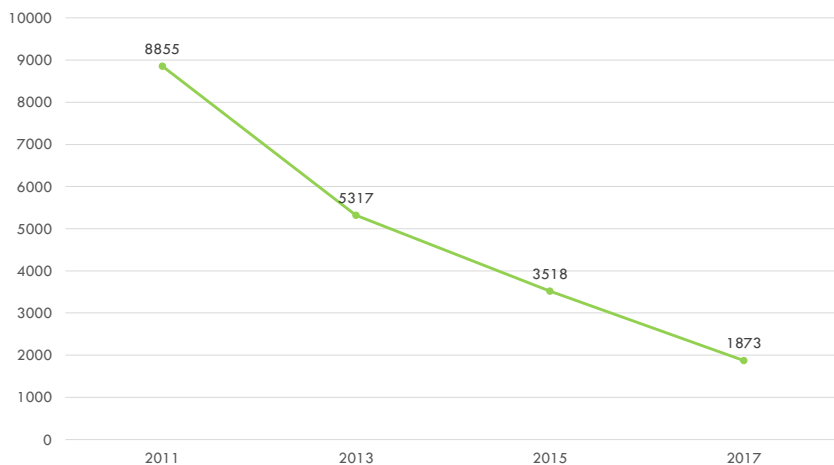
### Implementation

1. Promote low-barriers, housing focused interventions
2. Target interventions through Coordinated Entry
3. Increase utilization of proven interventions such as rapid re-housing
4. Use System Performance Measures and HMIS data to focus resources

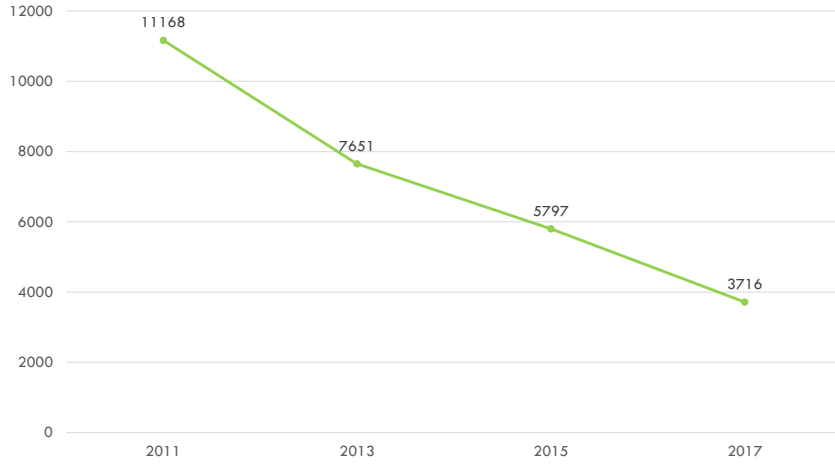
## DCA ESG Priorities

- Street outreach in targeted areas is a priority in the current program year
- Establishing a low-barriers, housing focused Coordinated Entry system in the BoS is a priority
- All programs are expected to set goals according to relevant performance measures
- ESG programs are included in System Performance Measures for the CoC

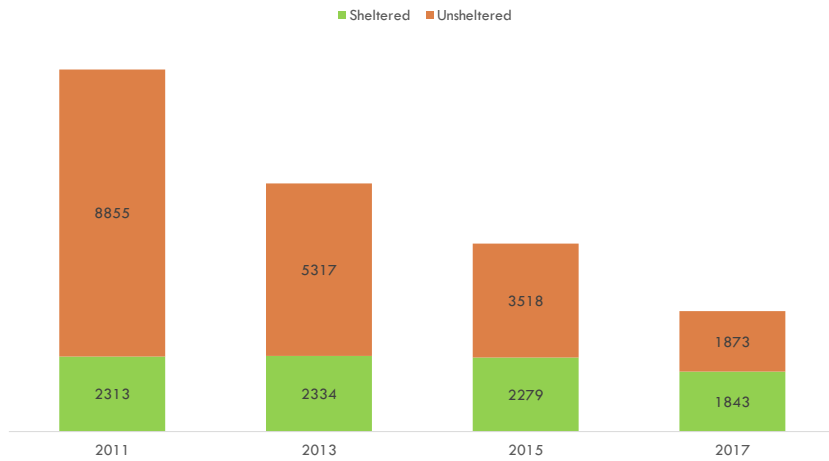
## BoS Unsheltered PIT Counts



## Homeless Count Trend



## Sheltered vs. Unsheltered Proportions



# 2017 ESG Application Scoring

Applications were scored against the following criteria:

1. Continuum / Entitlement Priorities
2. Project design and implementation
3. HMIS Proficiency
4. Grant Monitoring History
5. Organizational documentation & capacity
6. Project Performance Measures
7. Participation –CoC, Homeless Coalition, DCA training

# 2017 ESG Scoring Database

**2017 ESG PROGRAM REQUESTS - REVIEW SUMMARY**

Applicant / HSNHHS Org ID / Service Type	Program Name / HHS Program Key, DVT / Program Type	Overalls Requested / Match / Total	Approving Gov't / CoC for this Program / Consolidated Plan / Count/Score	Funded 2016 / FY16 Award / FY16 Balance	Organization Threshold Default / Comments	Program Threshold Default / Comments	Organization
...	...	...	...	...	...	...	...

**SCORING** -  Individual:  Households:  Beds:  Review Status (Calculated) -  the "Yard" to locate "Countable" vs. "Ineligible"?

**1. CoC or ESG Priority (Always Applicable)**  High  Medium  Low  
 Score:  of  Weighted Score:  of

**2. Monitoring Performance**  N/A  
 Score:  of  Weighted Score:  of

**3. HMIS Data Quality**  N/A  
 a. Universal:  of   
 b. Program Specific:  of   
 c. Unaccompanied Youth:  of   
 d. Appropriate Length of Stay:  of   
 e. Bed Utilization:  of   
 f. Transitional Hmg Special Need:  of   
 Total & Weighted Scores by Scheme:  of   
 Median Scores Entered?  Yes

**4. Program Design, Feasibility, and Strategy (Always Applicable)**  
 Score:  of  Weighted Score:  of

**5. Performance Measures**  N/A  
 Calculated Value =   
 a. Hard to Serve and Reach (Tier 1):  of   
 b. Shared Entrance (Tier 1):  of   
 c. Outreach to Shelter (Tier 1):  of   
 d. Outreach to Perm Housing (Tier 1):  of   
 e. Financial Progress (Tier 2):  of   
 f. Projected Served (Tier 2):  of   
 g. Youth Reimbursements (Tier 2):  of   
 Total & Weighted Scores by Scheme:  of   
 Median Scores Entered?  Yes

**6. Organizational Documentation (Always Applicable)**  
 Score:  of  Weighted Score:  of

**7. Participation**  
 Scores, Training:  of   
 Score, Continuum of Care:  of   
 Score, Homeless Courts:  of   
 Score, Coalitions:  of   
 Weighted Score by Scheme:  of

**SCORING TOTAL of**

Emergency Shelter Learning Collaborative / Housing Trac:  Within DCA ESG Establishment:

Reviewing Staff General Comments for Management Consideration:

Executive Review Comments:

## 2018 Application Process

- ❑ Low barriers, permanent housing focused approaches will continue to be weighted more heavily
- ❑ Lack of spending may result in an overall reduction of funds and will be weighted more heavily in individual application review
- ❑ Federal ESG funds will be prioritized for the Georgia Nonentitlement area
- ❑ Transitional Housing will no longer be available

## ESG Guidebook

- ❑ The DCA ESG Guidebook has been updated.
- ❑ The most recent version will be sent to all sub-grantees and posted on the ESG Grantees Only website.
- ❑ The most recent version is dated September 2017.
- ❑ Any further updates will be communicated throughout the grant year.
- ❑ ALWAYS refer to the most recent version of the guidebook.
- ❑ Updated forms will accompany the guidebook on the website.

## Fair Housing

- 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.
- This applies to ALL programs.
- Fair Housing is a complex topic. Sub-grantees should review DCA and HUD websites for further guidance.

## Equal Access Rule

- Must make housing available without regard to actual or perceived sexual orientation, gender identity, or marital status
- Prohibits entities from inquiring about an applicant's or occupant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available
- Clarifies definition of "family" and "household," which identifies who is eligible for HUD's core programs, includes persons regardless of actual or perceived sexual orientation, gender identity, or marital status

## Equal Access to Housing Guidance

- HUD FAQ ID 1529
  - Clarifies that “family” includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.
  - Further clarifies that while it is acceptable for a shelter or housing program to limit assistance to households with children, it may not limit assistance to only women with children. Such a shelter or program must also serve the following family types, should they present, in order to be in compliance with the Equal Access Rule:
    - Single male head of household with minor child(ren)
    - Any household made up of two or more adults presenting with minor child(ren)
  - Programs serving families are not required to serve families with only adult members, provided that all adult-only families are treated equally.

## Gender Identity Rule

- Agencies operating single-sex facilities are required to provide all individuals, including transgender individuals and other individuals who do not identify with the sex they were assigned at birth, with access to programs, benefits, services, and accommodations in accordance with their gender identity without being subjected to intrusive questioning or being asked to provide documentation.
- Providers must establish, amend, or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals’ privacy and security), so that equal access is provided to individuals based on their gender identity. This requirement includes tenant selection and admission preferences.

## Fair Housing Resources

- DCA Fair Housing
  - <https://www.dca.ga.gov/main/FairHousing.asp>
  
- HUD Fair Housing
  - [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp)
  
- HUD Gender Identity Rule Technical Assistance
  - <https://www.hudexchange.info/homelessness-assistance/resources-for-lgbt-homelessness/>

## Other Requirements

- Language Access Plan
- Violence Against Women Act of 2013
- Further information on these requirements will be provided through separate DCA trainings specifically for them.



## Coordinated Entry (CE)

- ❑ ESG sub-recipients should follow the CE established in the location of the project
- ❑ Many are not yet fully established but are in pilot phases or are being rolled out in pieces
- ❑ Balance of State CoC
  - ❑ Currently has 4 pilot sites in Bartow, Macon, Hinesville, and Moultrie
  - ❑ Will utilize a grassroots approach based on local coordination
  - ❑ Communities will select their own Coordinated Entry leads
  - ❑ Training will continue to be available going forward
  - ❑ Coordinated Entry toolkit is available from DCA

## Written Standards

- ❑ The State of Georgia ESG program has adopted the Georgia Balance of State Written Standard.
- ❑ The State of Georgia ESG program worked collaboratively with the Balance of State CoC in development of the BoS CoC Written Standards
- ❑ State ESG-funded projects/sub-recipients in the Balance of State **MUST** follow these Written Standards.
- ❑ Other ESG Entitlement Recipients in BoS **as applicable** (Clayton County, Gwinnett County, & Macon-Bibb County). These jurisdictions are free to develop their own standards or adopt those of DCA.
- ❑ For areas where DCA ESG funds are used in conjunction with non-BoS CoC entitlement ESG funds and where written standards may differ from DCA's, the DCA minimum standards will take precedence. (If the local standards are more stringent, they can be followed.)

## Education Policy

Ensure that any agency protocols or policies do not infringe on the rights of homeless families.

- ❑ Families have a reasonable choice in deciding the school or community education program that children should be enrolled in.
- ❑ Make reasonable accommodations in allowing families to access programs either before or after school.
- ❑ Liaise with local education provider to ensure that the schools and other community agencies are aware of the resources available to homeless families.
- ❑ The case management plan must include any needs the assessment has identified, goals to eliminate any challenges and issues, and document any progress made towards achieving the goals.
- ❑ Make sure a person in the agency takes responsibility to ensure that all homeless families understand the implications of this policy, and their decision-making rights under it.

## Housing Support Standards

A set of requirements for all DCA sub-grantees. Training will be provided.

These standards encompass 7 main topics:

- Program Philosophy
- Training and Supervision
- Access to Services
- Screening and Intake
- Service Planning and Delivery
- Case Closing and Follow Up
- Documentation

## Housing Support Standards

- ❑ Project ensures that individuals have access to essential services (either in-house or through *formal* arrangements with other providers)
  - ❑ *Including housing services, skills training, support services, health services, employment and vocational services*
- ❑ Resource Directory is updated and available to staff
- ❑ Consumers have access to crisis support 24/7
- ❑ Project provides only those services for which they are qualified to provide
- ❑ Participation in Local/Regional Planning through CoC
- ❑ Housing Support Standards may be supplanted by written standards adopted by you CoC

## Required Forms

- ❑ DCA requires ESG sub-recipients to use common forms located on DCA ESG Grantees Only webpage
- ❑ Helps ensure common information is collected and common assessment of households is conducted across the state
- ❑ Helps monitoring team evaluate projects fairly
- ❑ Stems from coordinated entry
- ❑ Updated forms for 2017 will be posted on the website upon completion of implementation trainings

## Policies and Procedures

- Written policies and procedures should be developed for each ESG program
- Imagine a program instruction manual for a new employee
- Defines activities, who is responsible, and steps to be taken
- May incorporate written standards, but should also cover other program operations, including but not limited to:
  - Grants Management
  - Financial Management
  - Administration
  - Program Specific Items

## 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; **(qualify for ES, RRH, Services, some Outreach, Hotel/Motel Vouchers)**
- (2) Individuals and families who will imminently lose their primary nighttime residence; (court order resulting from eviction that requires vacating within 14 days of application) **(qualify for ES, Prevention)**

## Who is Homeless?

- (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; **(technically qualifies for ES, Hotel/Motel Vouchers, Services, Prevention; may ONLY be served with explicit permission from DCA)**
- (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.” **(may qualify for ES, Supportive Services, Hotel/Motel Voucher, RRH if also meet CATEGORY1, may qualify for Prevention if at risk)**

## Who is Chronically Homeless?

A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act, who ...

- Lives in a place not meant for human habitation, a safe haven, or an emergency shelter; **AND**
- Has been homeless and living as described above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years;
  - Combined occasions equal at least 12 months;
  - Each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described above.
  - Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility.

An individual who has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria above before entering that facility, is chronically homeless.

A family with a head of household who meets the criteria set forth above is chronically homeless.

## Qualifying Disabilities for Chronic Homelessness

- Disability that is expected to be long-continuing or of indefinite duration; substantially impedes ability to live independently; and could be improved by the provision of more suitable housing
  - Severe physical, mental, or emotional impairment
  - Diagnosable substance abuse disorder
  - PTSD
  - Brain injury
- Developmental disability
- HIV/AIDS

## Who is At-Risk of Homelessness? (Prevention)

- The household has income below 30 percent of median income for the geographic area;
 

**AND**
- 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

**AND**

## Who is At-Risk of Homelessness? (Prevention)

### ...AND

- Meets one or more of following:
  1. Moved 2 or more times in previous 60 days 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 (more than 2 persons for SRO/efficiency, more than 1.5 persons per room for larger housing)
  6. Exiting an institution
  7. Otherwise lives in housing that is unstable (see ESG Guidebook for more info)

## Homeless Verification

### *Recordkeeping Requirements for the Definition of "Homeless" in 24 CFR Parts 582 and 583*

HUD acknowledges that the recordkeeping requirements established in the proposed rule are detailed and have not previously been established by HUD in codified regulation. However, recipients of grants have always been required to keep records proving the eligibility of program participants. **The**

**monitoring finding that most often requires repayment of grant funds by recipients is failure to maintain adequate documentation of homeless eligibility;** therefore, to assure that program compliance and funding is directed to those

individuals intended to be the beneficiaries of funding under the McKinney-Vento Act programs, the recordkeeping requirements set forth in this final rule are important and necessary.

## Homeless Verification

HUD prefers this order for homeless verification:

1. Third Party verification
    - ❑ Written, including documents already available
    - ❑ Oral
  2. Intake Staff Observations
  3. Self-Certification (with staff certifying due diligence)
- ❑ Lack of third party documentation **MUST NOT** prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

## DCA Homeless Verification Forms

- ❑ DCA approved forms will be available on the ESG Grantees Only website
- ❑ The DCA Third-Party Verification form provides a template for agencies, but is only required when acceptable third-party documentation is not otherwise obtainable.
- ❑ The DCA Staff Certification form is required when documenting homelessness by staff observation or third-party oral statements.
- ❑ The DCA Self-Certification form is required when documenting homelessness through client self-certification.
- ❑ The DCA At-Risk Certification form is required when documenting at-risk status for Prevention.



## DCA Chronic Homeless Forms

- ❑ Chronic Homeless Certification
  - ❑ May be used, along with attached documentation, to analyze whether an individual/family meets the chronic homeless definition
- ❑ Chronic Homelessness Third Party Verification
  - ❑ May be used to obtain written third party verification of stays in homeless facilities or institutions
- ❑ Chronic Homeless Self Declaration
  - ❑ May be used, when a homeless person/household lacks connections with service providers, to document chronic homelessness
- ❑ These forms have changed for 2017 and will be posted on the website upon the completion of implementation workshops

## Determining Homeless Status of Youth

- ❑ Youth are not responsible for obtaining their own documentation. Instead, intake workers are responsible for documenting the youth's homeless status by verifying the information provided by the youth starting at the initial interview.
- ❑ If at any point the youth does not want someone to be contacted because he or she fears for their safety – the intake worker SHOULD NOT contact the person and should document the youth's feelings and statements in the case file.
- ❑ If the intake worker cannot obtain a higher level of documentation (e.g., a letter from a third-party) the youth can self-certify and the intake worker should document their effort to obtain a higher level of documentation, including notes about why they were not able to.
- ❑ If the intake worker is able to obtain documentation at any point during the youth's participation in the project, then the information should be added to the case file to back up intake documentation.
- ❑ When documenting category 4, the intake worker needs to ask only enough questions to know what is going on – they should rely on the youth's own statement about his or her feelings and concerns. If the youth indicates there is a safety risk then no further documentation of the safety risk is needed – the intake worker should simply document what the youth stated.

# Determining Homeless Status of Youth

DETERMINING HOMELESS STATUS OF YOUTH QUICK GUIDE		
Category	Living situation	Type of Documentation (responsibility of intake worker to obtain the Homeless Point of Documentation/POD in each situation)
Category 1 Usual Transitions	<ul style="list-style-type: none"> <li>Shelter including emergency shelter; transitional housing; or hotel or motel paid by government or charity</li> <li>Shelter or other place not meant for human habitation (e.g. garage, work, abandoned building)</li> <li>An institution (e.g. jail, hospital, juvenile detention) that the youth is staying and where youth was released for 90 days or less OR the youth applied to emergency shelter within 14 days of release from institution immediately prior to entering that institution</li> </ul>	<ul style="list-style-type: none"> <li>Third party documentation, such as:                             <ul style="list-style-type: none"> <li>MHO or other service provider database printed record</li> <li>Notice obtained by housing or services provider such as homeless shelter, outreach worker, or shelter provider or health center (documented records, the file, or certification of homelessness) or a letter or oral statement from staff of the institution with beginning and end dates of the stay</li> <li>Documentation of placement in a shelter or other institution. Also documentation of shelter or place not meant for human habitation prior to entering institution.</li> </ul> </li> </ul> <p><b>NOTE:</b> A youth exiting an emergency shelter or street outreach case will verify their homelessness. This will be a sign to intake worker with a verification attempt to verify any regular or access emergency shelter.</p>
Category 2 Homelessness	<ul style="list-style-type: none"> <li>In own housing, but being evicted within 14 days</li> <li>Eviction or case paid for by youth, family or friend when the youth cannot pay for more than 14 days otherwise loss of ability to continue paying</li> <li>With family or friend and being evicted to own shelter or else</li> </ul> <p>Although the youth may have no cash identification, resources or support networks to maintain or obtain permanent housing.</p>	<ul style="list-style-type: none"> <li>Documentation that youth will lose their housing within 14 days:                             <ul style="list-style-type: none"> <li>Notice of eviction or equivalent legal document</li> <li>Proof of eviction or case paid for by youth or friend</li> <li>Statement by youth that they cannot continue to stay at the place they have been living unless or until verification from source of funding obtained by intake worker OR documentation of intake worker's attempt to verify homelessness and</li> <li>Documentation that the youth has no cash identification, no friend or other resources, and no family or other support networks. Youth can self-verify this.</li> </ul> </li> </ul>
Category 3 Homeless or Homeless at Risk	<ul style="list-style-type: none"> <li>Youth who do not qualify as homeless under the other 3 categories but have serious and ongoing homelessness</li> <li>Including the Runaway &amp; Homeless Youth Act</li> <li>Have not had their own place with a lease, ownership interest or occupancy agreement for more than 90 days</li> <li>Have moved two or more times in the last 90 days</li> <li>Can be expected to have continued housing instability because of:                             <ul style="list-style-type: none"> <li>Unemployment</li> <li>Substance abuse</li> <li>Domestic violence or child abuse, or two or more services to be completed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Certification of homelessness letter by the non-profit, or state or local government entity, responsible for administering homeless assistance programs for housing in the last 90 days with documentation</li> <li>Certification by the youth that they have not had a lease or other agreement for housing in the last 90 days with documentation (e.g., Runaway or outreach worker or homeless liaison OR documentation of intake worker's attempt to verify homelessness, and</li> <li>Documentation of special needs (e.g., copy of ID check, third party verification, if available) or other case history to be completed.</li> </ul> <p><b>NOTE:</b> Youth that require special needs programs should be placed in Category 2. HUD funded projects do not require HUD approval</p>
Category 4 Homeless, Domestic Violence	<ul style="list-style-type: none"> <li>Youth fleeing or attempting to flee their housing at the place they are staying because of domestic violence, dating violence, sexual violence, or other violence that has made them afraid to return to the house or to have been asked to return to the house, including:                             <ul style="list-style-type: none"> <li>Harassment for housing</li> <li>Physical abuse</li> <li>Abuse for personal threat of violence because of the youth's sexual orientation</li> </ul> </li> </ul> <p>Although, the youth may have no cash identification, resources or support networks to maintain or obtain permanent housing.</p>	<ul style="list-style-type: none"> <li>For providers that are not shelter service providers:                             <ul style="list-style-type: none"> <li>Identify youth that they are fleeing because of domestic or other violence and</li> <li>Document that youth has been contacted, verified by the program through written statement by the intake worker or staff of other organizations housing the individual, Runaway or outreach worker, homeless liaison or high assistance provider youth has sought assistance from OR documentation of intake worker's attempt to verify homelessness for VAW or DV services providers</li> </ul> </li> <li>Certification of the agreement by the youth or intake worker</li> <li>If provider must identify youth's self-certification that the youth has no cash identification, resources or other resources, with no help or other support networks, the intake worker should obtain any available documentation or statements regarding the youth's situation.</li> </ul>

NOTE: Additional information on determining homeless status can be found at <https://www.usich.gov/tools-for-action/webinar-determining-homeless-status-of-youth-for-hud-programs> and <https://www.hudexchange.info/resource/4783/determining-homeless-status-of-youth/>

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# ESG Performance Measures

1. Reduce the unsheltered count within our service area.
2. Create and increase stable housing outcomes by placing homeless individuals and families in permanent housing.
3. Prevent homelessness leading to a decrease in the unsheltered count locally.
4. Increase long term stability for clients in permanent housing by assisting them to increase income and access to benefits.

**These goals will be used to implement performance measures specific to each project type.**

## System Performance Measures

- HEARTH emphasizes coordinated system for homeless response within each CoC
- In addition to performance measures for individual programs, communities must measure performance as a coordinated system
- Performance measurement should include CoC, ESG recipients, and other homeless assistance stakeholders

## System Performance Measures

Measure	Desired Outcome
1. Length of time persons remain homeless	Reduction in the average and median lengths of time persons remain homeless
2. The extent to which persons who exit homelessness to permanent housing destinations	Reduction in the percent of persons who return to homelessness
3. Number of homeless persons	Reduction in the number of persons who are homeless
4. Employment growth for homeless persons in CoC program-funded projects	Increase in the percentage of adults who gain or increase income
5. Number of persons who become homeless for the first time	Reduction in the number of persons who become homeless for the first time

## System Performance Measures

Measure	Desired Outcome
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's Homeless Definition in CoC program-funded projects	Reduction in the percentage of Category 3 people who return to homelessness
7a. Successful placement from Street Outreach	Increase in percentage of people who exit SO to permanent housing, temporary destinations (except street), and some institutional destinations
7b. Successful placement in or retention of permanent housing	Increase in percentage of people who exit to or retain permanent housing

## Appropriate Length of Stay

- Emergency Shelter – Up to 30 days
- Rapid Re-Housing/Prevention – 30 days to 1 year
- Transitional Housing – 30 days to 2 years
- Hotel/Motel Voucher – less than 30 days

## Contracts

- Each contract was emailed to the Applicant Primary Contact and the Agency Primary Contact. If you have not yet received your contract you should contact Christy Walker at [Christy.Walker@dca.ga.gov](mailto:Christy.Walker@dca.ga.gov).
- Each contract contains:
  - Exhibit A – Budget pages
  - Exhibit B – Environmental Review \*NEW\*
  - Exhibit C – Resolution
  - Exhibit D – HMIS \*UPDATED\*
  - Exhibit E – Homeless Definition and Recordkeeping
  - Exhibit F – Special Conditions
  - Exhibit G – Language Access Plan \*NEW\*
  - Exhibit Z – General Conditions \*UPDATED\*
  - HMIS comparable database requirements for DV agencies
  - Georgia Common Point of Access to Social Services (COMPASS), now Georgia Gateway
  - Georgia Housing Search or comparable site designated by DCA
  - Records Retention requirements
  - Quarterly reimbursement requests
  - Drug & Alcohol Testing restrictions

## Environmental Reviews

- All DCA ESG projects require an environmental review.
- Organizations may not commit or expend funds received through ESG until DCA approves an environmental review that meets the standards outlined in 24 CFR Part 58.
- In a new process beginning in 2017, DCA will complete the environmental reviews for all projects as part of the contracting process, ***except for counties with Coastal Barrier Resource System areas.***

## Environmental Review Process

- Coastal Barrier Resource System counties (Chatham, Bryan, Liberty, McIntosh, Glynn, and Camden)
  - Each time the sub-grantee undertakes an activity (example: TBRA) at a new location in one of these counties, a new Environmental Review Request Form must be submitted to [ERRequests@dca.ga.gov](mailto:ERRequests@dca.ga.gov) for DCA approval.
  - The environmental review form is located on the ESG Grantees Only website.
  - Grant funds may not be committed to any activity until DCA approves the environmental review.
- All other counties
  - Environmental review will be completed by DCA as part of the contracting process.
  - Guidance will be send directly to award recipients regarding completion of these reviews.
  - Further guidance and stipulations may be included with ESG contract materials.

## Lead Based Paint

- Programs must ensure that units are in compliance with HUD's lead based paint requirements
- Exemption of shelters depends on configuration of the shelter space
- Required forms are located on the ESG Grantees Only website
- The forms will help you determine if any exemptions apply to your unit

## Monitoring

Monitoring will be conducted at least bi-annually. Agencies will be contacted prior to the on-site review for a mutually convenient date and time. The purpose of on-site monitoring visits are to:

- Review grantee performance in meeting stated project goals
- Review grantee performance with sound fiscal management and accounting practices
- Identify areas in need of improvement
- Forge a working partnership between DCA and grantee through clear communication and support
- Technical Assistance

## Monitoring

- Client Data and Eligibility
- Implementation of Organizational Policies and Procedures
- Reimbursement Review
- Fair Housing & Equal Opportunity (FHEO) Compliance
- Language Access Plan
- VAWA
- Equal Access Rule
- Habitability/ HQS Inspections

## What happens next?

1. Read guidebook, regulations, adopt forms on DCA ESG grantees web page.
2. Fully execute contract and send back to DCA.
3. Develop written policies and procedures according to regulation, including LAP and VAWA items.
4. Get appropriate staff in place and trained.
5. Ensure your HMIS is set up correctly.
6. Participate in DCA trainings.
7. Serve clients!

## Proposed DCA Trainings

- ESG Administrative practices and requirements (webinar)
- Rapid Re-Housing Learning Collaborative
- Coordinated Entry
- Housing First for Executive Directors
- Case Management
- Landlord Engagement
- Fair Housing/Limited English Proficiency
- Other?? **Please reach out soon if you need assistance!!!!**



## Training Attendance

- ❑ Appropriate staff members should attend trainings.
- ❑ New programs or those with new staff should attend applicable in-person trainings whenever possible.
- ❑ PLEASE TAKE ADVANTAGE OF WEBINARS!

## ESG Resources

- ❑ **DCA ESG Grantees Only website:**  
<http://www.dca.state.ga.us/housing/specialneeds/programs/ESGGranteesOnly.asp> or  
[www.dca.ga.gov](http://www.dca.ga.gov)  
 → Homeless and Special Needs → Emergency Solutions Grant → ESG Grantees Only web page
- ❑ **HUD Exchange:**  
<https://www.hudexchange.info>
- ❑ **National Alliance to End Homelessness:**  
<http://www.endhomelessness.org/>
- ❑ **Georgia Housing Search:**  
[www.georgiahousingsearch.org](http://www.georgiahousingsearch.org)
- ❑ **Georgia Gateway:**  
<https://gateway.ga.gov/access/>

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- Carmen Chubb, Deputy Commissioner for Housing
- Shawn Williams, Division Director

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