

HSONline Demonstration

For Interested Applicants of
2016 Emergency Solutions
Grants, HOPWA, and S+C
Support Services Grants



March 1, 2016 and
March 7, 2016

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Objective



- ❑ Discuss the requirements for fully completing the HSONline Organizational Information of the 2016 ESG, HOPWA, and S+C Support Services Application

Background



- Why do we collect this information?

Title 50. State Government

Chapter 20. Relations with Nonprofit Contractors

§ 50-20-1. Legislative intent

The General Assembly finds that the state has a right and a duty to monitor nonprofit organizations which contract with the state to ensure that their activities are in the public interest and to ensure that the public funds are used for proper purposes.

Background



❑ Why do we collect this information?

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

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

Section 7: Nonprofit 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 7: Nonprofit 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.

Tab 1 – Organizational and Contact Information



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

Tab 2 – Articles of Incorporation



- ❑ Original A of I 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**

Tab 3 – 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.

***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)**

Tab 4 – 501©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**

Tab 5 – 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

Tab 6 – 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

*"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.

Tab 7 – 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 2015 or early 2016.*

Tab 8 – 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

Tab 9 – 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

Tab 10 – IRS Form 990

□ All other non-profit organizations (as required) must submit Form 990 by the 15th day of the 5th month following the end of the fiscal year.

- Example 1 – fiscal year end 12/31 – due May 15
- Example 2 – fiscal year end 6/30 - due November 15
- Example 3 – fiscal year end 9/30 – due February 15

For Part 1 submission purposes, using the above examples, Examples 2 and 3 Forms 990 for the period ending 6/30/15 and 9/30/15 should be available for upload. Form 990 for Example 1 may or may not be available as it is not due until May 15, 2016. If not available, Form 990 for the period ending 12/31/14 is appropriate for upload.

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

Tab 11 – 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
- ❑ 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.

Tab 12 – Organizational Narrative



- ❑ Complete the narrative for questions 1-5.
- ❑ This is your opportunity to provide brief but clear summaries about your organization and the work you do!

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.

Georgia Department of Community Affairs

Office of Homeless and Special Needs Housing

Staff

Director – Vacant		(404) 679-0660
Katherine Arce	Katherine.arce@dca.ga.gov	(404) 679-3102
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Thank You



- Thank you for your attention and participation!

Please visit our website at –

<http://www.dca.ga.gov/housing/SpecialNeeds/index.asp>

for additional information about the Emergency Solutions Grant, HOPWA, and S+C Programs



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