

Balance of State Continuum of Care 2018 NOFA Competition Renewal Applicant Meeting

Webinar #1 July 12, 2018 / 2:00 pm

Webinar #2 July 17, 2018 / 10:00 am

To access either Webinar Meeting, please register at:

<https://attendee.gotowebinar.com/register/7167735385059228675>

<https://attendee.gotowebinar.com/register/1826769692207146499>

(upon registration, you will receive call-in & log-in information)



July 12th & 17th,
2018

Tina Moore CoC Coordinator

DISCLAIMER



- ❑ This is a GENERAL overview of the CoC Program and Application (for eligible renewal projects to be scored and ranked under Georgia's BoS CoC competition).
- ❑ Applicants are responsible for reading the NOFA, regulations, and other related information as it is released on HUD's web site, HUD Exchange to see program and eligibility requirements.
(<https://www.hudexchange.info>)

2018 HUD NOFA Competition

- As in past years, this is a two step process
 - Review Application (CoC Review Team) Addendum, & Supplemental Documents for project ranking
 - Emailed to DCA (with all required attachments)
 - PSH and RRH – Review Applications, Addendum, NOI, eLOCCS report, HUD APR from Sage, HUD Data Quality Report from HMIS, Most recent monitoring, and other supplemental documents due no later than 3:00pm, July 24, 2018 (Review Applications have already been submitted)
 - Applications will be scored and ranked by an application review subcommittee (funding may be limited and some projects may fall into Tier 2)
 - HUD Application in *E-SNAPS*
 - This is required for all project applications
 - Must be complete, with all required attachments, no later than 3:00pm, August 15, 2018

2018 Balance of State CoC Process



- In May, Standards, Rating & Project Review Committee established and the Balance of State CoC Board approved:
 - Updates to 2018 BoS CoC Renewal Project Review Application document
 - Early release of the 2018 Review Application for Renewal Applicants
- HUD released the Notice of Funding Availability (NOFA) on June 20, 2018
- Review Applications released on Monday for Renewal Permanent Supportive Housing (PSH) and Renewal Rapid Re-Housing (RRH) applications are due on July 24th
 - With the understanding that additional information would be required as noted in the Balance of State CoC NOFA Policy document

2018 Balance of State CoC Process



- The Standards, Rating & Project Review Committee (on 7/6/18) established and the Balance of State CoC Board (on 7/11/18) approved:
 - The 2018 Georgia BoS CoC NOFA Competition Policy, Process, Application Documents, Addendum, Notice of Intent to reclassify to DedicatedPLUS, and Other Materials for the NOFA including:
 - Program priorities according to type (Permanent Supportive Housing) and according to population served
 - Reallocation process
 - Scoring Criteria for the project application reviews
- Competition opened and all materials released on 7/11/18

Policy Priorities Highlighted in NOFA

- ❑ Ending Homelessness for All Persons (taking into account challenges faced by Veterans, Youth, Families, and Chronically Homeless)
 - ❑ Increase units, Target beds and units to chronically homeless, Align with CPD 16-011 Prioritizing Persons Experiencing Chronic Homelessness, low barrier
 - ❑ Prioritizing Veterans & Youth-headed households
- ❑ Create a Systematic Response to Ending Homelessness
 - ❑ Criteria to measure System Performance, Coordinated Entry, participant choice w/Housing First, project performance emphasis in reducing homelessness & serving most vulnerable, plan as a system, and make delivery of homeless assistance more open, inclusive, and transparent
- ❑ Strategic Resource Reallocation
 - ❑ Comprehensive Review of Projects, performance, Reallocation of underperforming projects, reduction of underspending projects, project impact on system performance
- ❑ Using a Housing First Approach
 - ❑ Remove Barriers, Rapid Placement into Housing, Voluntary Services, Coordinated Assessment System, Client-centered Service Delivery, Prioritizing Households Most in Need, Inclusive Decision Making

Policy Priorities from the HUD NOFA and Proposed Responses

1. Ending Homelessness for All Persons (taking into account challenges faced by Veterans, Youth, Families, and Chronically Homeless)

- ❑ Prioritization of 85% of non-dedicated PSH beds for people who are chronically homeless
- ❑ Bonus points for projects currently providing PSH
- ❑ Bonus points for projects that commit to low-barriers models
- ❑ New PSH, RRH, & Joint Th & PH-RRH projects for individuals and families
- ❑ Bonus points for PSH projects that increased chronic beds & projects that serve chronically homeless
- ❑ Bonus points for projects serving/dedicated to Veterans and Youth-headed households

Policy Priorities from the HUD NOFA and Proposed Responses (continued)



2. Create a Systematic Response to Ending Homelessness

- Criteria to measure system performance
- Participant choice w/Housing First
- Project performance emphasis in reducing homelessness
- Project performance serving most vulnerable
- Plan as a system

Policy Priorities from the HUD NOFA and Proposed Responses (continued)

3. Strategic Resource Reallocation

- ❑ Underspending projects (returning \$10,000 or more) may be subject to reduction or reallocation (with exception of projects recently transferred or with a pending transfer)
- ❑ Underperforming PSH and RRH projects may be reduced, reallocated, and/or placed in lower grouping in Tier 2.
- ❑ The two lowest scoring renewal RRH and PSH projects determined to be significantly underperforming or operating under capacity may be subject to replacement by new projects, provided the applications pass the threshold review and score highly enough.
 - Project level performance will be further assessed to determine impact on CoC System Performance Measures as part of decisions to reallocate.

Policy Priorities from the HUD NOFA and Proposed Responses (continued)



4. Using a Housing First Model

- Bonus points for projects that utilize the HF Model
- Bonus points for projects that commit to low-barriers models
- Applications scored through a HF/low-barrier lens

Other Important Highlights of the HUD NOFA and Proposed Responses

- a. Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) continue to be the focus of this funding source.
- b. New and Renewal PSH projects can classify as DedicatedPLUS
- c. HUD is allowing Joint TH and PH-RRH Component projects
- d. HUD is allowing Domestic Violence (DV) Bonus RRH, Joint TH & PH-RRH Component, and Supportive Services Only Coordinated Entry (SSO-CE)
- e. Project Expansion allowed under New
- f. Grant Consolidations allowed for Renewals

Rapid Re-Housing

(2018 & Awarded in 2017 Competition*)

Rapid Re-Housing projects, including new and renewal projects, may serve individuals and families, including unaccompanied youth, who meet the following criteria* (page 36 of HUD NOFA):

- ❑ i. residing in a place not meant for human habitation;
- ❑ ii. residing in an emergency shelter or coming directly from the streets;
- ❑ iii. persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations;
- ❑ iv. residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
- ❑ v. residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
- ❑ vi. receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Other Important Highlights of the HUD NOFA and Proposed Responses (continued)

2. Tiered Approach

- Tier 1 = top 94% of funding available to the CoC
- Tier 2 = remaining 6% of funding available to the CoC and amounts available for PH bonus
- In response
 - BoS CoC may reduce or reallocate projects currently providing PSH or RRH for underutilization or significant capacity issues
 - Grant utilization
 - Operating Under Capacity
 - Performance
 - Consideration of Returns to Homelessness (prioritize PSH for people with disabilities)
 - Consideration of maintaining or increasing units for chronically homeless OR changing to DedicatedPLUS
- Bonus Funds Available
 - Permanent Housing Bonus - Up to 6% (\$1,185,157 available)
 - Domestic Violence (DV) Bonus Up to 10% (\$1,975,162 available for 1 RRH, 1 Joint TH-RRH Component, and 1 SSO-CE)
 - BoS CoC will apply for bonus project funding, provided appropriate high-scoring new project applications are submitted

Other Important Highlights of the HUD NOFA and Proposed Responses (continued)

□ BoS CoC ranking priorities

- Renewal PSH and RRH projects that have been operational for over a year w/out significant capacity or performance issues and HMIS and Coordinated Assessment renewals
- New RRH and PSH projects awarded in the 2015 and 2016 competition (not operational for a year)
- New PSH, RRH, & Joint TH-RRH Component projects designated to utilize reallocated funds, if available
- Renewal PSH & RRH projects determined to be significantly underperforming or significantly operating under capacity
- New PH Bonus PSH, RRH and Joint TH & TH-RRH projects
- New DV Bonus RRH and Joint TH & TH-RRH projects
- New DV Bonus SSO-CE project

Additional Proposed Policy Highlights



- All applications must pass a threshold review to move forward to the scoring portion. Threshold factors include:
 - Organizational and financial capacity
 - Past performance, if applicable
 - Lack of match or leverage dollars
 - Use of HMIS (or HMIS compatible system, if a DV provider)
 - Incomplete or late (for new projects) applications
 - Ineligible populations, activities, location, etc.
 - Application outside of Balance of State's 152 counties
- Applicants must comply/commit to following Written Standards, VAWA Policy, and utilizing Coordinated Entry System

Additional Proposed Policy Highlights (continued)



- ❑ RRH and PSH projects awarded for the first time under 2015 and 2016 competition (that have not been operational for a year) will receive the median performance points for like applications. Those points will be averaged with that project's original application score (2015 or 2016) to account for project design and other factors related to implementation of that project.
- ❑ Project evaluation of renewal project applications submitted by victim service providers will be completed utilizing data from a comparable database where the CoC can review performance on housing stability and other factors to determine the level projects improve safety for the population they serve. Where complete performance data is not provided, the CoC will assign median points of like projects for that criteria.

Additional Proposed Policy Highlights (continued)



- ❑ PSH projects that were awarded as DedicatedPLUS in the FY 2017 CoC Program Competition are required to include households with children to qualify as a DedicatedPLUS project in the FY 2018 CoC Program Competition. Projects awarded as DedicatedPLUS under the 2017 competition designated to only serve individuals without children are required to revert back to the number and configuration of beds dedicated for people who are chronically homeless prior to the election to become DedicatedPLUS.

Additional Proposed Policy Highlights (continued)



- Bonus Points for prioritizing Veteran Homelessness
- Bonus Points for PSH designated to serve people with disabilities
- Bonus Points for 2017 Homeless Count coordinators
- Renewals that committed to Housing First approach and/or to operating as a low barrier program in previous competitions, and were reviewed, approved, and ranked by the CoC and awarded CoC Program funds, are required to operate as a Housing First and/or low barrier project.

Additional Proposed Policy Highlights (continued)

- New projects (1-yr term unless additional funding available unless final DV Bonus RRH, Joint TH-RRH, or SSO-CE):
 - RRH
 - PSH (100% Chronic or 100% DedicatedPLUS)
 - No capital costs in this competition
 - Joint TH and PH-RRH Component
 - Operating/Leasing and Rental Assistance
 - No capital costs in this competition
 - SSO-CE under DV Bonus
 - Applicant must focus on DV
 - Expected up to \$150,000
- Reallocated funds used first if available (PSH, RRH, Joint TH-RRH only)

Additional Proposed Policy Highlights (continued)



- ❑ Late renewal application package submissions will lose points
- ❑ All renewal and new applications will also need to submit the HUD *e-snaps* application
- ❑ If you are also submitting a New application, please note that New applications were asked to submit a proposal outline (“notice of intent”), and there are separate webinars
- ❑ No late new applications will be accepted
- ❑ Review Applications will be sent for review by a review team subcommittee (of Standards & Rating Committee)
- ❑ All renewal and new project applicants will also need to submit the HUD *e-snaps* application



Questions?

Overall System Performance



FY2018 NOFA - Increased Emphasis on Performance

Continuums Reporting System Performance (as compared to last year):

- ❑ Length of Time Homeless
- ❑ Returns to Homelessness
- ❑ Reduction in Number of Homeless Individuals and Families (PIT)
 - And Progress Ending Veteran, Family, Youth, Chronic Homelessness
- ❑ Employment and income growth
- ❑ Reduction in Number of First Time Homeless
- ❑ Successful Permanent Housing Placement or Retention
- ❑ Thoroughness of Outreach

- ❑ HMIS Data
 - ❑ Annual data should come directly out of HMIS
 - ❑ Point-in-Time data should come directly out of HMIS
 - ❑ Project performance measured in HMIS (and data quality)
 - ❑ CoC System Performance measured in HMIS

Overall HUD CoC Scoring



- ❑ As in past years, HUD looks not only at the individual project applications but at the CoC, as a whole.
 - ❑ Coordination and Engagement
 - ❑ Project Ranking, Review and Capacity
 - ❑ HMIS
 - ❑ Point-in-Time Count
 - ❑ System Performance
 - ❑ Performance and Strategic Planning
 - ❑ Bonus Points (CoC Merger – N/A)

Other Highlights of HUD CoC Scoring



- ❑ Housing First & Low Barrier Projects
- ❑ Prioritization of Chronically Homeless for PSH
- ❑ Dedicated PSH beds for Chronically Homeless
- ❑ Prioritization of Families and Unaccompanied Youth
- ❑ Ending Veteran & Chronic Homelessness
- ❑ Severity of Needs in project review, ranking and selection
- ❑ Performance Monitoring
 - ❑ Utilization
 - ❑ Housing Stability
 - ❑ Participant Eligibility
 - ❑ Length of time homeless
 - ❑ Timely draw downs
 - ❑ Mainstream benefits

Application Scoring



- There are two scoring criteria documents for Renewal Projects. The scores from these two documents will make up the total score for each renewal project application.
 - 2018 BoS CoC Renewal Review Team Scoring Form
 - 2018 GA BoS CoC Renewal Performance Priority Scoring Criteria

Review Application Updates

- HMIS Project Name & HMIS Project ID (Q04a) (#5 on page 1)
- Program Overview and Priority Alignment (pages 2-4)
 - Program Summary guidance added guidance on information to be included in narrative.
 - Objectives 1-A (explanation critical, but simplified)
 - Objective 1-B (explanations critical)
 - Objectives 2-4
 - #2 references current APR question numbers & guidance for zero turnover projects
 - #3 income to be measured on adults who gained or increased income from start to Annual Assessment/Exit
 - #4 references current APR question numbers
- Financial & Project Information Section (#s 6, 7, 8, 10, 11, 12)

2018 BoS CoC Renewal Review Team Scoring (50 Possible Points)

- ❑ BoS CoC Priority Points
 - ❑ PSH— 10 points
 - ❑ RRH – 5 points
- ❑ Project Overview and Priority Alignment
 - ❑ Project Summary – 3 points
 - ❑ Objective 1: Increase Progress Ending Chronic Homelessness
 - 1-A Assessment & Prioritization Highest Needs - 9 points
 - 1-B Housing First and Low Barrier – 10 points
 - ❑ Objective 2: Increase Housing Stability – 6 points
 - ❑ Objective 3: Increase Participant Income – 6 points
 - ❑ Objective 4: Increase # Participants Obtaining Mainstream Benefits – 6 points

2018 Renewal Performance & CoC Priority Scoring (165 Possible Points)

- ❑ Demonstration of capacity to carry out and implement project - Threshold
- ❑ Utilization of grant funds – 5 points
- ❑ Quarterly Draw Downs from eLOCCS – 5 points
- ❑ Project Utilization Units/Clients – 5 points
- ❑ Housing Stability – 20 points
- ❑ Length of Stay & Returns to Homelessness (Informational*)
- ❑ Project has dedicated beds for people who are chronically homeless – 10 points
- ❑ Project targets/serves Veterans – 10 points
- ❑ Project serves persons with special needs or high barriers to housing – 10 points
- ❑ Project Eligibility (street or shelter previous residence) – 10 points (or -10 if <75%)
- ❑ Earned Income – 10 points
- ❑ Increased Income (all sources) – 10 points
- ❑ Non Cash Mainstream Benefits – 10 points
- ❑ Exits to streets, shelter, or unknown – 11 points
- ❑ HUD monitoring (non-S+C projects) – 4 points OR
- ❑ DCA monitoring (S+C projects) – 4 points*
- ❑ CoC participation – 10 points
- ❑ HMIS data quality – 10 points*
- ❑ Match – 5 points
- ❑ Leveraging – 5 points

2018 Renewal Performance & CoC Priority Scoring (165 Possible Points)

□ Updated/New Criteria

- Cost Effectiveness (review-no points)
- Eligibility (#8) – projects 75% or less will loss 10 points and may be subject to lower ranking or reallocation)
- Increased Income (gains/increases at assessment or exit)
- Coordinated Entry Participation
- Acceptance of Participants without Income
- Variance in Length of Stay
- Monitoring (criteria based on unresolved findings)
 - Non-S+C - HUD Monitoring & Corrective Actions
 - S+C - DCA Monitoring & Corrective Actions
- Bonus
 - Youth-headed households served (18-24)
 - Increase in number of dedicated chronic beds

2018 Renewal Project Bonus Scoring (90 Possible Points)

- CoC Priority
 - PSH – 30 points
- Housing First – 15 points (Previous Commitment)
- Low Barrier – 15 points (Previous Commitment)
- Youth-headed HH – 10 points
- 2017 Homeless Count Coordinator – 10 points
- Increase Number Dedicated Chronic Beds (2018) – 10 points

**Timeliness of meeting deadline – -5% total points for each working day application OR Supplemental Documents are late AND if 3 days late, application may not be sent to review team for ranking (required for funding)

Combined Balance of State CoC Scoring - (Total Points Available Renewal Projects)

165 possible points - 2018 GA BoS CoC Renewal Performance
Priority Scoring Criteria document

50 possible points - 2018 BoS CoC Renewal Project Review Team Scoring Form

215 total possible points

In addition:

- ****Deduction – Timeliness of Review Application Submission**
 - - 5% points available each day application is late
- Bonus – 30 points for CoC defined priority projects
- Bonus – 15 points Housing First
- Bonus – 15 points Low Barrier Entry
- Bonus – 10 points Youth Prioritization
- Bonus – 10 points 2017 Homeless Count Coordination
- Bonus – 10 points for increasing # Dedicated Chronic Beds (2018 PIT/HIC)

Match and Leveraging

- Match and Leveraging (updated for clarity)
 - The recipient or sub-recipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources for eligible costs.
 - CoCs expect to have 100 percent participation in leveraging from all project applications. Projects that have at a minimum 125 percent leveraging* will receive the maximum points.
 - Looking for 100% of applicants to list match & leveraging in application – 150% is the goal*

*(*125% in addition to the 25% match)*

Match and Leveraging Requirements

- ❑ The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources for eligible costs.
- ❑ Match must be for eligible activities within the same category
 - ❑ HMIS dollars are not eligible match for Supportive Service Costs
- ❑ Examples of Eligible Sources of Cash Match include:
 - ❑ Applicant/Project Sponsor's own cash
 - ❑ Federal government grants/contracts (excluding McKinney-Vento funds)
 - ❑ State and local government grants/contracts
 - ❑ Private grants or contributions
 - ❑ Program Income (see NOFA)
- ❑ Examples of Eligible Sources of Non-cash Match include:
 - ❑ In-kind donations
 - ❑ Volunteer time
 - ❑ Donated services
 - ❑ Donated Property
- ❑ For the project application in *E-Snaps*, there are questions concerning program income. Agencies should list type of match and source. FORMAL documentation required at technical submission and MAY be a required attachment.
- ❑ Review application are scored on amount of match and leveraging listed with a goal of 150 percent match & leveraging (for maximum points.)

Match and Leveraging Documentation



- While match and leveraging can be either cash or in-kind, please note that listing only in-kind sources may call into question the strength and fiscal capacity to administer the project.
- Designated match and leveraging cannot be duplicated across applications.
- Review NOFA and HUD's Renewal Project Detailed Instructions to determine if applications are required to have match documentation.
- **Note:** If a third-party is listed in application, a separate attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awarded.



Other Requirements

2018 NOFA Educational Assurances



- ❑ Project Applicants must demonstrate that project has established policies and practices consistent with the laws related to the provision of educational and related services to individuals & families experiencing homelessness; and
- ❑ Projects serving families must demonstrate in application that a staff person has been designated to ensure that children are enrolled in school and receiving educational services, as appropriate (can include early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services); and
- ❑ Must address non-compliance (if applicable).
- ❑ Formal BoS CoC Educational Policy issued in 2015 for CoC and ESG funded projects.

2018 Compliance with Violence Against Women Act (VAWA) Rule

- ❑ November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs.
- ❑ Grants awarded under 2017 NOFA were the first CoC Program grants required to comply with the VAWA rule as provided in 24 CFR 578.99(i)(3).
- ❑ To enable full compliance with this rule, BoS CoC established (6/20/17) an emergency transfer plan under 24 CFR 578.7(d) and made related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v).
- ❑ All CoC-funded projects must follow the *Georgia Balance of State CoC Violence Against Women Act (VAWA) Policies and Procedures* established on 6/20/17, and be fully compliant by execution of first FY 2017 grant agreement in CoC.

Certification of Consistency with Consolidated Plan

- ❑ Each project must have a Certification of Consistency from jurisdiction(s) where projects are located
- ❑ CoCs must submit Certificate for all grantees in a jurisdiction combined in **one** form (and submit certifications in CoC Application)
- ❑ Renewal projects providing housing in a different county than last year need to let DCA know
- ❑ DCA staff will email local Consolidated Plan representatives and cc Renewal Project Applicants
- ❑ In order to go forward in the application process and be included in the CoC application to HUD, local jurisdictions need to review/approve all projects
- ❑ Applicants **MUST** follow-up with respective jurisdictions!

Certification of Consistency with Consolidated Plan (continued)

- Local Consolidated Planning Jurisdiction will need to review project application to determine if proposed project is consistent with their Consolidated Plan . Con Plan jurisdictions within the BoS CoC are:
 - Albany
 - Brunswick
 - Dalton
 - Gainesville
 - Hinesville
 - Macon-Bibb County
 - Rome
 - Valdosta
 - Warner Robins
 - Cherokee County
 - Clayton County
 - Gwinnett County
 - Henry County
- All other cities and counties fall under the State's Consolidated Planning jurisdiction.

Executive Order 12372



- ❑ The State of GA is no longer operating the Clearinghouse.
- ❑ DCA's guidance is to select "b. Program subject to...but has not been selected for review." and then do not enter a date.
- ❑ The Notice is located at:
<http://opb.georgia.gov/state-clearinghouse>

HUD's detailed instructions on addressing the 'State Executive Order 12372' requirements within the Project Application is located within the project applicant detailed instructions guide on page 8.

HMIS Participation



- ❑ Mandated by HUD through Continuum of Care Process
- ❑ All non-DV agencies participating in the Balance of State CoC must actively participate in Homeless Management Information Systems (HMIS) through use of CoC Designated HMIS
 - ❑ DV agencies required to use a comparable system (***ClientTrack available**)
- ❑ HMIS Data is reported to HUD on an annual basis through Annual Homeless Assessment Report (AHAR)
 - ❑ This AHAR data is used by Congress to determine future funding levels
- ❑ Data used by Continuum and Statewide for planning
- ❑ System Performance Data HUD's HDX system (Submitted May 31st)

Georgia BoS CoC HMIS Policy

- ❑ Enter all clients into HMIS
 - ❑ Authorization for Consent to Share in HMIS should be attempted for all clients
- ❑ ENROLL and DISCHARGE clients in a timely manner
- ❑ Comply with current privacy and security standards
- ❑ DCA staff monitor compliance with policy through:
 - ❑ Site Visits
 - ❑ System Utilization Reports
- ❑ Family Violence Providers are to use and submit HUD APRs from the a comparable system* (***ClientTrack available**)
- ❑ The most recent HMIS Policy, Forms, Training resources and other information/resources are on DCA Website:
 - ❑ <https://dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/homeless-management-information-system-hmis>

2018 Balance of State CoC Process – Going Forward (Renewal Projects)

- July 18, 2018 – **Proposal Outlines for NEW PSH, RRH, Joint TH & PH-RRH, SSO-CE projects Due**
- July 12th & 17th, 2018 - Informational Webinar for Renewal PSH & RRH Applicants, and materials from the webinar posted/distributed
- July 16th & 19th, 2018 - Informational Webinars for NEW PSH, RRH, Joint TH & PH-RRH, and SSO-CE applicants and materials from the webinar posted
- July 24, 2018 – **Review Applications & supplemental documents for Renewals (Addendum, HUD APR from Sage, HUD Data Quality Report, eLOCCS reports, monitoring & response documents, Early Education MOU, & NOI to consolidate grants, and NOI of change to DedicatedPLUS if applicable), due by 3:00 pm.**
- August 15, 2018 – **ALL project applications (renewal PSH, RRH, HMIS, CoC Planning, & Coordinated Assessment; and NEW PSH, RRH, Joint TH-RRH, & SSO-CE) must be entered into e-snaps by 5:00pm.**
- August 20, 2018 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.
- August 22, 2018 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.
- August 28, 2018 - Notification given to applicants of placement in scoring and ranking for all projects (due 9/3/18).
- September 5, 2018 - Corrections and resubmission of application in e-snaps due by 2:00pm.
- September 12, 2018 - Estimated public posting of CoC Application (due 9/16/18)
- September 14, 2018 - Estimated date to submit to HUD (due 9/18/18)

2018 BoS CoC Review Application Submission (Scoring & Ranking)

Review Application Correction

Objective 2: Increase Housing Stability

Permanent Supportive Housing (PSH) projects -

- ❑ APR Q05a, Total number of persons served **minus persons who exited Q23a & Q23b Other Destination-deceased**: ____
- ❑ APR Q05a, Total number of persons who exited minus Q23a & Q23b, Other Destination-deceased: ____
- ❑ APR Q05a, Total number of persons who maintained housing within the project (Number of Stayers): ____
- ❑ APR Q23a & Q23b, number of persons who exited to positive permanent housing destination (Sum of all in Permanent Destination chart for >90 days and <90 days): ____
- ❑ Percent of persons who accomplished this measure **$[(c+d)/a \times 100 = \%$**]: ____

Review Application Clarification

Objective 2: Increase Housing Stability

Rapid Re-Housing (RRH) projects -

- ❑ APR Q05a, Total number of persons served: ____
- ❑ APR Q05a, Total number of persons who exited minus Q23a & 23b, Other Destination-deceased: ____
- ❑ APR Q23a & Q23b, number of persons who exited to positive permanent housing destination (Sum of all in Permanent Destination chart for >90 days and <90 days): ____
- ❑ Percent of persons who accomplished this measure (Positive Permanent Housing Destination/# Persons Exiting) **(c/b x 100 = %)**: ____

Review Application Clarification



Objective 4: Increase Number of Participants Obtaining Mainstream (Non-Cash) Benefits

- APR Q20b of Total 1+Source(s)*: ____
- APR Q05a, Total number of Leavers*: ____

***Use Leavers data for both data elements**

2018 Balance of State CoC Process: Submission to CoC and to HUD

- Two Steps / Two Application documents (per project)
 - Review Application (CoC Review Team) for project ranking
 - HUD Application in E-SNAPS
- Review Applications – emailed to DCA (with attachments)
- Renewals must be scored and ranked by an application review subcommittee
- Submission of Review Applications:
 - July 24, 2018 = 1 complete copy of application package due for each project Grantees/Recipients



Review Application Packet



- ❑ Review Application, Supplemental Docs, and HMIS data used for scoring and ranking projects.
- ❑ One full set of materials should include:
 - ❑ 2018 Renewal Project Review Application
 - ❑ Addendum
 - ❑ HUD APR from Sage
 - ❑ HUD Data Quality Report
 - ❑ Monitoring documents
 - ❑ Supportive documents showing timely draw downs (eLOCCS or internal database reports)*
 - ❑ NOI of PSH reclassification to DedicatedPLUS (if applicable)
 - ❑ NOI of Grant Consolidation (if applicable)
 - ❑ Written agreements with educational supports and services for children ages 0-5 (as applicable)

Review Application Packet



- HUD APR from Sage
 - Applicants need to pull data from HMIS and then upload CSV-APR into Sage using the Test Run function to create the required report (for 5/1/17-4/30-18)
- HUD Data Quality Report (data for 5/1/17-4/30/18)
- *RRH and PSH Projects awarded for first time in 2015 & 2016 not operational for a year will receive median performance points for like applications (to be averaged with original application score).
- Where complete performance data is not provided from DV comparable database for data quality and system performance related criteria, CoC will assign median points of like projects for that criteria.

Sage: Test run a report

The screenshot shows a web browser window with the URL <https://www.sagehmis.info/>. The page features the Sage HMIS Reporting Repository logo at the top left. The main content area is split into two sections: a purple login box on the left and a white 'New User?' section on the right. The login box contains a 'Log in:' heading, a text input field, a 'Password' input field, a 'Go' button, and a 'Forgot my password' button. The 'New User?' section includes a 'Create an account' link and a 'Test run a report' heading with a sub-link 'Upload a CSV-APR or CSV-CAPER to generate a paper report'. At the bottom, there is a footer with contact information for the U.S. Department of Housing and Urban Development and a disclaimer about system usage. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:42 PM on 7/12/2018.

Sage HMIS REPORTING REPOSITORY

Log in:

Password

Go

Forgot my password

New User?

[Create an account](#)

Test run a report

[Upload a CSV-APR or CSV-CAPER to generate a paper report](#)

Developed under contract with the U.S. Department Of Housing And Urban Development Technical Assistance.

U.S. Department Of Housing And Urban Development
451 7th Street S.W., Washington DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

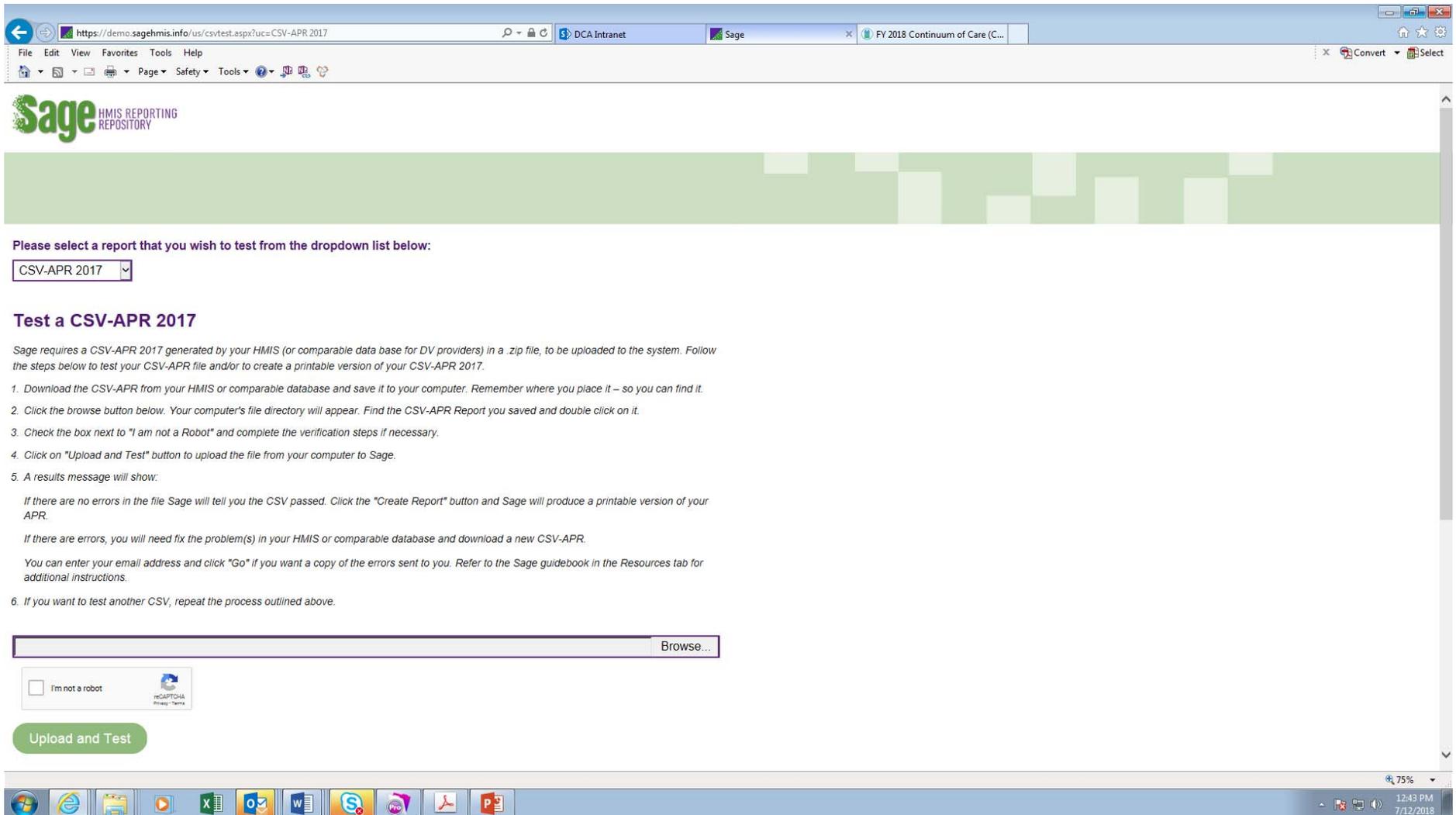
The HMIS Reporting Repository is to be used only by persons authorized to report on a HUD Continuum of Care for the Homeless (CoC) or Emergency Solutions Grant (ESG) Program. The information collected here has been submitted to the Office of Management and Budget for review under the Paperwork Reduction Act of 1995 (44U.S.C. 3501-3520). The Annual Performance Reporting for the CoC is estimated to average 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. OMB approval No. 2509-0145 (exp. pending).

This system is the property of the U.S. Department of Housing and Urban Development. Misuse or unauthorized access to this system may be subject to the provision of the U.S. Federal Criminal Code (18 USC 133).

75%

12:42 PM
7/12/2018

Sage: CSV-APR 2017 Instructions



The screenshot shows a web browser window with the URL <https://demo.sagehmis.info/us/csvtest.aspx?uc=CSV-APR 2017>. The page header includes the Sage logo and "HMIS REPORTING REPOSITORY". Below the header, a message asks the user to select a report to test from a dropdown list, which currently shows "CSV-APR 2017".

Test a CSV-APR 2017

Sage requires a CSV-APR 2017 generated by your HMIS (or comparable data base for DV providers) in a .zip file, to be uploaded to the system. Follow the steps below to test your CSV-APR file and/or to create a printable version of your CSV-APR 2017.

1. Download the CSV-APR from your HMIS or comparable database and save it to your computer. Remember where you place it – so you can find it.
2. Click the browse button below. Your computer's file directory will appear. Find the CSV-APR Report you saved and double click on it.
3. Check the box next to "I am not a Robot" and complete the verification steps if necessary.
4. Click on "Upload and Test" button to upload the file from your computer to Sage.
5. A results message will show:
 - If there are no errors in the file Sage will tell you the CSV passed. Click the "Create Report" button and Sage will produce a printable version of your APR.
 - If there are errors, you will need fix the problem(s) in your HMIS or comparable database and download a new CSV-APR.
6. If you want to test another CSV, repeat the process outlined above.

Below the instructions, there is a file selection area with a "Browse..." button, a CAPTCHA "I'm not a robot" checkbox, and a green "Upload and Test" button.

Sage: CSV-APR 2017 Instructions

Test a CSV-APR 2017

- ❑ Sage requires a CSV-APR 2017 generated by your HMIS (or comparable data base for DV providers) in a .zip file, to be uploaded to the system. Follow the steps below to test your CSV-APR file and/or to create a printable version of your CSV-APR 2017.
- ❑ Download the CSV-APR from your HMIS or comparable database and save it to your computer. Remember where you place it – so you can find it.
- ❑ Click the browse button below. Your computer's file directory will appear. Find the CSV-APR Report you saved and double click on it.
- ❑ Check the box next to "I am not a Robot" and complete the verification steps if necessary.
- ❑ Click on "Upload and Test" button to upload the file from your computer to Sage.
- ❑ A results message will show:
- ❑ If there are no errors in the file Sage will tell you the CSV passed. Click the "Create Report" button and Sage will produce a printable version of your APR.
- ❑ If there are errors, you will need fix the problem(s) in your HMIS or comparable database and download a new CSV-APR.
- ❑ You can enter your email address and click "Go" if you want a copy of the errors sent to you. Refer to the Sage guidebook in the Resources tab for additional instructions.
- ❑ If you want to test another CSV, repeat the process outlined above.

Application Packet



- ❑ Review Application and Supplemental Documents due to be **July 24, 2018 at 3:00 PM**. All submissions and HMIS data used for scoring and ranking projects.
- ❑ The complete packet needs to be emailed to Tina Moore (tina.moore@dca.ga.gov)
- ❑ The packet needs to be received by DCA BoS CoC staff no later than **3:00 pm on July 24, 2018**.
 - ❑ Please remember, project sponsors and sub-recipients have an earlier deadline to submit documents to direct grant recipients.

Application Packet



Emailed to DCA at: tina.moore@dca.ga.gov

Please remember, project sponsors and sub-recipients have an earlier deadline to submit documents to direct grant recipients.

Addendum (due 7/24/18 in package)

- ❑ Bed Prioritization for Chronically Homeless Policy
- ❑ Low Barrier Housing
- ❑ Housing First
- ❑ BoS Written Standards Policy
- ❑ BoS Violence Against Women Act (VAWA) Policy
- ❑ Projects Classified as DedicatedPLUS
- ❑ Application Submission Assurances
 - ❑ Code of Conduct submitted as required in E-snaps (if not on list)
 - ❑ Certification of Consistency (follow up with providing project information to local government following DCA's email)

NOI PSH Change to DedicatedPLUS

- ❑ Available for Renewal PSH projects
- ❑ Certification that your agency proposes to change the classification of current project type from Permanent Supportive Housing (PSH), **where 100% of the beds will be dedicated to serve individuals and families as defined in Section III.A.3.f. of the 2018 HUD NOFA**
- ❑ 100% of beds dedicated to serve:
 - ❑ Chronic Homeless
 - ❑ CoC TH to be eliminated (**N/A**)
 - ❑ Living on street or in shelter, but chronic & had been admitted & enrolled in PH in last year and unable to maintain placement
 - ❑ In Joint TH and PH-RRH component project & chronic prior to entry
 - ❑ Living on street or in shelter for at least 12 months in last 3 years, but not on 4 separate occasions **OR**
 - ❑ Receiving assistance through a VA-funded homeless program and met one of the above criteria at initial intake to VA homeless program

NOI Grant Consolidations (New 2018)

Eligible renewal project applications may consolidate 2-4 eligible renewal projects into one project application during the application process (NOFA).

- ❑ Consult local HUD field office to ensure eligibility
- ❑ Projects must have same recipient and be for same component
- ❑ If eligible, must submit separate renewal projects for each grant being proposed to consolidate (to CoC for scoring & ranking, AND in e-snaps), and
- ❑ Submit an Application for new consolidated grant with combined budget and information of all grants proposed for consolidation (to HUD in e-snaps).
- ❑ Project applications for grants proposed to be consolidated will be ranked (individually), and if all those grants are selected, HUD will award the single consolidated grant.
- ❑ If one of the grants proposed to be consolidated is found to be ineligible for consolidation or is not selected, HUD will award all grants eligible for renewal and selected as separate grants.

2018 HUD CoC Application Process

e-snaps

2018 Balance of State CoC Process: Submission to HUD



- ❑ HUD Application in E-SNAPS (available now)
 - ❑ Electronic (required) – project applications must be submitted to CoC in *e-snaps* (direct grant recipients ONLY/sub-recipients or project sponsors must submit information to grantee)
- ❑ Renewals should be able to update applications from last year
- ❑ DCA submits the CoC Application &/or Competition documents and all Project Applications electronically to HUD

E-SNAPS Submission

- ❑ In addition to the review application (and supporting materials) that need to be completed for each project, agencies **MUST** complete and submit CoC Project Application electronically in E-SNAPS
 - ❑ <https://www.hudexchange.info/programs/e-snaps/>
- ❑ This must be submitted by **August 15, 2018 (5:00 PM)**.
- ❑ There will be a general review of the submissions for completeness and accuracy and agencies will be expected to make any required corrections no later than **September 5, 2018 (2:00 PM)**.
- ❑ Failure to complete the *e-snaps* portion of the application process and/or failure to respond and make the necessary corrections may result in a project not being included in the BoS CoC application to HUD
- ❑ ****Applicant Profiles** should have current Code of Conduct, current certifications.

Grant Consolidations (e-snaps)

Eligible renewal project applications may consolidate 2-4 eligible renewal projects into one project application during the application process (NOFA).

- ❑ If eligible, must submit separate renewal projects for each grant being proposed to consolidate (to CoC for scoring & ranking, and *in e-snaps*), and
- ❑ Submit an Application for new consolidated grant with combined budget and information of all grants proposed for consolidation (to HUD in *e-snaps*).
- ❑ Project applications for grants **MUST** be submitted, scored and ranked separately (review apps & in *e-snaps*)
- ❑ Consolidated Application only required in *e-snaps* (by August 15th deadline)
- ❑ If all grants are awarded, HUD will award the single consolidated grant.
- ❑ If one of the grants proposed for consolidated found ineligible for consolidation or is not selected, HUD will award all grants eligible for renewal and selected as separate grants.

E-SNAPS Submission (continued)

- Application and *e-snaps* Instructions
 - <https://www.hudexchange.info/programs/e-snaps/>
- Questions about the *e-snaps* application, technical issues, & password issues should go to HUD through Virtual Help Desk (“Ask a Question”)
 - <https://www.hudexchange.info/program-support/my-question/>
- Please remember that online systems can freeze up and slow down with excessive traffic
 - Do not wait until the last minute

CoC Project Review in E-snaps



- ❑ CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD
- ❑ CoCs are expected to closely review information provided in each project application in order to ensure that:
 - ❑ Eligibility of participants
 - ❑ Eligibility of activities
 - ❑ Narratives are fully responsive to question and that it meets all criteria for that question as required by NOFA and included in detailed instructions
 - ❑ Data consistent in application
 - ❑ All required attachments correspond to attachments list in E-snaps and the attachments contain accurate and complete information and are dated between May 1, 2018 and September 18, 2018.

E-snaps 4B

- **How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?**
Required. A dedicated bed is a bed that must be filled by persons with CH designation who qualifies for the project unless there are no persons with CH designation located within the geographic area who qualify. These beds are also reported as "**CH Beds**" on the CoC's Housing Inventory Count (HIC). If a project has dedicated CH beds to serve families experiencing chronic homelessness, all beds serving the household should be included in this number. If your project serves persons experiencing chronic homelessness, review the HUD Notice CPD-16-11: *Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing*. The notice provides detailed information concerning beds that must serve persons with CH designation as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.
- **Include beds in this calculation that serve persons with CH designation and those that do not serve but will be dedicated serve persons with CH designation as soon as the beds turnover.** In general, HUD requires that all beds included in this field will continue to serve persons with CH designation. HUD expects that the number of beds in question 3 on this screen in a project that selected "**100% Dedicated**" on Screen 3C to match the number of beds indicated in question 2a. DedicatedPLUS projects should also use this screen to indicate how many beds will be dedicated to persons experiencing chronic homelessness.

E-SNAPS Attachments (pages 47 of the HUD NOFA)

- ❑ **All required attachments correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between May 1, 2018 and September 18, 2018. (Applicant Responsibility)
- ❑ Within project applications:
 - ❑ Project application charts, narratives, and attachments
 - ❑ SF-424 Application for Federal Assistance
 - ❑ SF-424 Supplement , Survey on Ensuring Equal Opportunities for Applicants (non-profits only & survey is voluntary)
 - ❑ Documentation of Applicant AND Subrecipient Eligibility
 - ❑ Applicant Certifications
 - ❑ Form HUD-2880, Applicant/Recipient Disclosure/Update Report (for each project)
 - ❑ SF-LLL – Disclosure of Lobbying Activities (if applicable)
 - ❑ HUD-50070 – Certification of a Drug-free Workplace
- ❑ Within Applicant Profile
 - ❑ Applicant Code of Conduct

Nonprofit Documentation



- ❑ Documentation of Applicant and Subrecipient Eligibility. Project applicants must attach appropriate documentation for each private nonprofit subrecipient organization identified as a nonprofit.
- ❑ Private nonprofit status is documented by submitting either:
 - ❑ IRS 501(c)(3) form or
 - ❑ Certification from licensed CPA that the organization meets each component of the definition of a private nonprofit organization as defined by 24 CFR 578.3

HUD Eligibility Requirements for Applicants of HUD's Grants Programs (pages 16 & 27 in NOFA)



- ❑ Resolution of Civil Rights Matters
- ❑ Outstanding Delinquent Federal Debts
- ❑ Debarment and/or Suspension
- ❑ Pre-selection Review of Performance
- ❑ Sufficiency of Financial Management System
- ❑ False Statements
- ❑ Mandatory Disclosure Requirement
- ❑ Conducting Business in Accordance with Ethical Standards/Code of Conduct
- ❑ Prohibition Against Lobbying Activities
- ❑ Equal Protection of Faith-Based and Community Organizations
- ❑ Affirmatively Furthering Fair Housing
- ❑ Compliance with Non-discrimination and Related Requirements
- ❑ Economic Opportunities for Low- and Very Low-income Persons (Section 3)
- ❑ Real Property Acquisition and Relocation

HUD Requirements for Compliance with Fair Housing and Civil Rights Laws (page 74 in NOFA)

1. Compliance with Non-discrimination and Related Requirements. (Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs.)
 - ❑ Compliance with Fair Housing and Civil Rights Laws Non-Tribal.
 - ❑ Improving Access to Services for Persons with Limited English Proficiency (LEP).
2. Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
3. Participation in HUD-Sponsored Program Evaluation.
4. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
5. Drug-Free Workplace.
6. Safeguarding Resident/Client Files.
7. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act), as amended.
8. Physical Accessibility.
9. Violence Against Women Act.
10. Conducting Business in accordance with Ethical Standards/Code of Conduct.

RESOURCES



HUD 2018 Continuum of Care NOFA & CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

CoC Regulations

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/#regulations>

HUD Exchange

<https://www.hudexchange.info/>

Resources



- ❑ Balance of State CoC
 - ❑ <https://dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care>

- ❑ Balance of State CoC 2018 Competition page
 - ❑ <https://dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2018>

QUESTIONS



General CoC / Application submission questions ...

Tina Moore

(404) 327-6870 or Tina.Moore@dca.ga.gov

Mike Thomas

(404) 679-0571 or Michael.Thomas@dca.ga.gov

Chandra McGhee

(404) 679-0655 or Chandra.McGhee@dca.ga.gov



Questions?



Georgia[®] Department of



Community Affairs