

## Georgia Balance of State Continuum of Care

### Georgia Balance of State Continuum of Care Governance Board Approved July 11, 2018

#### 2018 Georgia Balance of State Continuum of Care Competition

The Georgia Balance of State (BoS) Continuum of Care (CoC) is issuing the following guidance for the 2018 Notice of Funding Availability (NOFA) competition. This guidance applies to all renewing Continuum of Care grants for permanent supportive housing, rapid re-housing, Homeless Management Information System (HMIS), and Coordinated Assessment projects as well as for new applications submitted either for rapid re-housing, permanent supportive housing, Joint TH and PH-RRH component, or Domestic Violence bonus projects. This announcement is being provided in accordance with the HUD Notice of Funding Availability (NOFA) for the 2018 Continuum of Care Program Competition (Docket No. FR-6200-N-25) at: <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>.

Funding for new projects is only available through the process of reallocation, the permanent housing bonus, or the Domestic Violence (DV) Bonus. The Balance of State CoC may only create new project(s) through the permanent housing bonus up to 6% of the Final Pro Rata Need (FPRN) amount, which is expected to be around \$1,185,157 based on the Preliminary Pro Rata Need (PPRN) amount. The Balance of State CoC may only create new project(s) under the DV bonus up to 10% of the PPRN amount, which is expected to be around \$1,975,262 to create up to three DV Bonus projects. Applications for new projects made available through reallocation will only be considered if the application review sub-committees determine the need to reallocate from eligible renewal projects due to those projects not meeting threshold, poor performance, and underspending due to significantly operating under capacity. There is no estimated amount to be reallocated at this time.

The Georgia Department of Community Affairs (DCA), designated as the Collaborative Applicant for the Georgia Balance of State Continuum of Care (CoC), is responsible for overseeing and managing the application process for the FY 2018 HUD Continuum of Care Homeless Assistance funding process. HUD requires that the CoC develop a process for submitting one consolidated application for the FY 2018 CoC program. The Collaborative Applicant works with the Standards, Rating, and Project Selection Committee to develop and recommend the process for CoC Board approval. The BoS CoC Board approved this policy on July 11, 2018.

The following document outlines the policy and process for the FY 2018 funding cycle.

#### Timeline

May 8, 2018 - GIW Change Forms due to HUD.

May 23, 2018 - Review Application approved for renewal Permanent Supportive Housing (PSH) and renewal Rapid Rehousing (RRH) projects (approved by the BoS CoC Standards, Rating, and Project Selection Committee and the Balance of State CoC Board).

June 5, 2018 - Final CoC Review Step for the CoC Registration due.

June 20, 2018 – NOFA released by HUD.

July 6, 2018 - Standards, Rating, and Review Committee meeting to approve policy, materials, and recommend process for scoring and ranking held.

July 9, 2018 - Review Applications released to Renewal Applicants.

July 11, 2018 - CoC Board meeting to approve policy, materials, and process recommended by the Standards, Ratings, and Review Committee held.

July 11<sup>th</sup> or 12<sup>th</sup>, 2018 – 2018 Balance of State CoC NOFA Competition Policy, Process, Timeline, Review Applications, Scoring Criteria, Addendum, and other Competition materials released (approved by the BoS CoC Standards, Rating, and Project Selection Committee and the Balance of State CoC Board).

July 12<sup>th</sup> & 17<sup>th</sup>, 2018 - Informational Webinar for renewal PSH and RRH applicants held by DCA, and materials from the webinar were distributed to each renewal applicant.

July 18, 2018 – Proposal Outlines for New PSH, RRH, Joint TH & PH-RRH Component, or SSO-CE projects due.

July 16<sup>th</sup> & 19<sup>th</sup>, 2018 - Informational Webinar for New PSH, RRH, Joint TH & PH-RRH Component, & SSO-CE applicants, and materials from the webinar posted.

July 24, 2018 – Review Applications for Renewing PSH and RRH projects and supplemental documents (listed on page 10 of this document) due by 3:00 PM. This includes the Addendum, supportive documents showing timely drawdowns (LOCCS reports), most recent monitoring, HUD APR from Sage, HUD Data Quality Report from HMIS, Notice of Intent to consolidate grants (as applicable), and the change designation form (for DedicatedPLUS projects as applicable).

July 25, 2018 - Review Applications (including Addendum) for NEW PSH, RRH, and Joint TH & PH-RRH Component projects, as well as all required copies and supplemental documents (listed on page 11 of this document, due at DCA by 5:00 pm).

July 25, 2018 - Proposals for NEW SSO-CE DV Bonus project, due at DCA by 5:00 pm (hard copies).

July 26, 2018 – August 9, 2018 – Internal review

July 27, 2018 – August 9, 2018 – Review Team Sub-Committee application review of renewal and new projects.

August 15, 2018 – ALL project applications (Renewal PSH, RRH, HMIS, CoC Planning, Coordinated Assessment, and HMIS as well as New PSH, RRH, Joint TH & PH-RRH Component, and HMIS) and updated certifications must be entered into *e-snaps* by 5:00 pm.

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 - ALL project application corrections (if applicable) should be completed in *e-snaps* by 2:00 pm.

September 12, 2018 – Estimated public posting of CoC Application (due 9/16/18).

September 14, 2018 – Estimated CoC application submission to HUD (due 9/18/18).

### **Summary of Changes and Policy Priorities for the FY 2018 Georgia Balance of State Continuum of Care Homeless Assistance Funding Cycle**

Please note that there have been significant changes in the process and method by which local CoCs are being scored under Federal priorities in recent years. All applicants and interested parties are strongly encouraged to read this document, as well as the HUD FY 2018 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>) and (<https://www.hudexchange.info/programs/e-snaps/>) in their entirety to ensure there is complete understanding of the information provided. Some of the major changes and policy priorities include:

- Renewing Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) projects will be eligible for ranking and renewal. In addition, renewing PSH projects will have the opportunity to change the classification of project type to DedicatedPLUS where 100% of the beds will be dedicated to serve individuals, households with children, and unaccompanied youth as defined in Section III.B.3.f. of the 2018 HUD NOFA.
- 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 that are 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.
- In order to be eligible for renewal in FY 2018, a project must have an executed grant agreement by December 31, 2018 and have an expiration date in Calendar Year (CY) 2019 (between January 1, 2019 and December 31, 2019). All projects that received a new PSH or RRH project under a previous competition are included on the 2018 Grant Inventory Worksheet (GIW) and are expected to have an application submitted to renew each project that received a new award in 2016 (to include first-time renewal projects originally awarded in 2015).
- Projects implemented prior to the 2016 competition that underspend and/or are significantly operating under capacity may be subject to full or partial reallocation, with the exception of projects

that were transferred in 2018 or with a pending transfer. Reallocation of underperforming projects is contingent on appropriate high-scoring new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the lower scoring renewal project. Any project that has less than \$10,000 at the end of the grant, that is not deemed to be underperforming or operating under capacity as defined in this policy, will not be in jeopardy of having the grant amount reduced.

- As in previous years, HUD will continue the Tier 1 and Tier 2 funding process, with the top 94% of the funding allotted to a CoC being in Tier 1, and the bottom 6% of the funding allotted to a CoC in Tier 2.
- RRH Projects that were awarded for the first time under the 2015 NOFA cycle as first time grants, that have not yet been up and running for a full year, will automatically receive median performance scores for like applications for performance in the scoring and ranking process. Those points will then be averaged with that project's original 2015 application score in order to take into account project design and other important factors related to the implementation of that project.
- Projects that were awarded for the first time under the 2016 NOFA cycle as first time grants, that have not yet been up and running for a full year, will automatically receive median performance scores for like applications for performance in the scoring and ranking process. Those points will then be averaged with that project's original 2016 application score in order to take into account project design and other important factors related to the implementation of that project.
- Project evaluation of renewal project applications submitted by victim service providers will be completed utilizing data generated 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 related to the scoring criteria is not provided, the CoC will assign median points for that criteria.
- Through this competition the following types of new project applications will be accepted: (a) PSH for the chronically homeless individuals and families; (b) PSH where 100% of the beds meet the NOFA requirements of a DedicatedPLUS project for individuals, households with children, and unaccompanied youth; (c) RRH for individuals and families; (d) Joint TH and PH-RRH component projects; and (e) a SSO-Coordinated Entry project under the DV Bonus.
- New project applications requesting funding for new construction or rehabilitation activities will not be accepted.
- BoS CoC bonus points will be available for permanent housing projects (PSH or RRH) that are currently using, or commit to using, the Housing First model when housing program participants (with a concrete plan of action, to utilize the Housing First model of service delivery). To receive any of these bonus points, applicants should demonstrate that the project is low-barrier, prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions to entry. Please note, renewal applicants must meet, or improve, the level committed in each 2017 (or previous competition as applicable) project application.
- BoS CoC bonus points will be available to all project applications that are low barrier projects (or commit to being low barrier projects) and allow entry to program participants that includes: low or

no income, current or past substance use, criminal records—with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Please note that renewal applicants must meet, or improve, the level committed in each 2017 (or previous competition as applicable) project application.

- Beginning with the 2015 competition, any project application(s) that indicates a Housing First approach and/or commits to operating as a low barrier program and is reviewed, approved, and ranked by the CoC and awarded CoC Program funds is required to operate as a Housing First and/or low barrier project.
- BoS CoC bonus points will be available for projects that dedicate units/beds in order to prioritize Veterans (new and renewal). Bonus points will be available for new projects dedicate units/beds in order to prioritize youth households where the head of household ages 18-24, and bonus points will be available for renewal projects that served youth-headed households. Bonus points will be available for PSH renewal projects dedicated to providing housing to people who are homeless with a disability. And additional bonus points will be available for applicants who coordinated the 2017 Homeless Count in January of 2017, thus assisting the CoC identify people experiencing homelessness in their area.
- All renewal BoS CoC PSH projects that do not already have 100% of their beds dedicated to people who are chronically homeless will be required to prioritize at least 85% of their non-dedicated beds to people who are chronically homeless\*. The BoS CoC is prioritizing homeless individuals and families experiencing chronic homelessness consistent with *Notice CPD 16-011: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Chronically homeless individuals and families should be given priority for permanent supportive housing beds not currently dedicated to this population as vacancies become available through turnover. Permanent supportive housing renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance use disorder) must continue to serve those subpopulations, as required in the current grant agreement. However, chronically homeless individuals and families within the specified subpopulation should be prioritized for entry. The full notice can be found at: <https://www.hudexchange.info/resource/5108/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh/>. \*Projects that committed to prioritizing 100% of non-dedicated beds to people who are chronically homeless in previous competitions are required to continue at 100%.
- In order maintain alignment to HUD priorities for this funding and to keep homeless people with disabilities who are residing in PSH projects from becoming homeless, with the exception of the renewal HMIS grants and renewal Coordinated Assessment grant, which are critical to the operations of the CoC, and will therefore be placed mid-Tier 1, the BoS CoC will rank projects within the following groupings:
  - o Renewal PSH and RRH projects that are currently housing people who are homeless, without significant capacity or performance issues that have been in operation over a year (based on score) and HMIS and Coordinated Assessment renewal projects
  - o New RRH and PSH projects awarded in the 2015 and 2016 competition that have not been operational for a full year, and do not have data for a complete year to report on (based on score)

- New PSH, RRH, and Joint TH and PH-RRH Component projects that are designated by the CoC to utilize any reallocated funds, if available (based on score)
  - Renewal PSH and RRH projects determined to be significantly underperforming (based on the degree to which they do NOT improve system performance in the areas of serving eligible participants less than 75%, have low rates of housing stability, and a high rate of participants returning to homelessness) or operating under capacity (projects that are both utilizing 50% or less of the units and returning a significant amount of funds with the exception of projects recently transferred or with a pending transfer).
  - New PH Bonus PSH, RRH, and Joint TH and PH-RRH Component projects (based on score)
  - New DV Bonus RRH and Joint TH and PH-RRH projects (1 each based on score)
  - New DV Bonus SSO-CE project
- Projects implemented prior to the 2016 competition that underspend and/or are significantly operating under capacity may be subject to full or partial reallocation. Reallocations, if necessary, will be made based on the guidance in the 2018 NOFA. 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 RRH, PSH, or Joint TH & PH-RRH Component 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. Reallocation of underperforming projects is contingent on appropriate high-scoring new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the lower scoring renewal project(s) at the bottom of the Tier 2 projects determined by the ARD.
- HUD will score new and renewal projects ranked in Tier 2 using a 100 point scale (please see full details on page 11 of the NOFA):
- CoC Score – up to 50 points will be in direct proportion to the score received on the CoC Application;
  - CoC Project Ranking – up to 40 points will be based on the CoC’s ranking of the project application(s);
  - Commitment to Housing First – up to 10 points will be based on how project application commits to applying the Housing First model.
- As noted above, HUD is also allowing for CoCs to apply for permanent housing bonus funding. More than one project can be submitted for the bonus funding. HUD guidance shows that for CoCs to receive grants for new projects, other than through reallocation, CoCs must competitively rank projects based on how they improve system performance.
- HUD is also allowing for CoCs to apply for Domestic Violence (DV) Bonus funding. The CoC is only allowed to submit one project application for each of the project types, which will be the highest ranked project that passes eligibility and quality threshold review. Any additional DV focused housing projects submitted under the DV Bonus would then be ranked with any regular permanent housing bonus projects (see Section III.C.3.c of the NOFA).
- Compliance with Violence Against Women Act (VAWA) Rule. On 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. The grants to be awarded under this NOFA must comply with the VAWA rule as provided

in 24 CFR 578.99(j)(3). To enable full compliance with this rule, each CoC must have established an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks were required to be completed by the time the local CPD Field Office issued the first FY 2017 grant agreement for a project in the CoC's geographic area for projects awarded funds in the FY 2017 CoC Program Competition. As noted in CoC competition policy last year, 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 (located at <https://dca.ga.gov/node/3287>) and be fully compliant by the time the local CPD Field Office issues the first FY 2017 grant agreement for a project in the CoC's geographic area (if not due earlier by the CoC).

- The Collaborative Applicant will submit an application for planning funds as allowed by HUD. CoC Planning applications are not required to be ranked, and the funds are not part of the pro rata amounts available for projects.
- The CoC will not reallocate any funding to Transition Projects. While the FY 2018 HUD NOFA is allowing Transition Grants as established in the FY 2017 Appropriations Act (see Section III.C.3.r. of the HUD NOFA for definition), there are no projects where this is applicable. Requirements include no more than 50% of the grant may be used for costs of eligible activities of the program component originally funded in order to transition, and it is designed for eligible renewal projects being eliminated through reallocation from one component to another over a 1-year period.

### **General Information**

In addition to the information presented in this document, it is expected that all applicants read the HUD FY 2018 Continuum of Care NOFA, related scoring criteria, and any supplemental materials (<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>) in their entirety to ensure there is complete understanding of the information provided.

All agencies submitting an application, whether for a new project or a renewal project, must submit a complete application packet, as described below, in order to be considered for scoring.

It is the responsibility of the agencies to ensure that all the application materials, whether emailed or mailed, are received by DCA, by the above deadlines. Applications are required to be scored and ranked by the CoC in order to be included in the CoC's project listing submitted to HUD, and an applicant's failure to meet deadlines may result in the denial of an applicant's request for funds.

New from HUD in FY 2018, eligible renewal project applications will have the ability to consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process as described in Section II.B.4. of the FY NOFA. Prior to beginning the consolidation process in the project application, the applicant should consult with the local HUD field office to ensure it is eligible to consolidate the projects. To be eligible for consolidation, projects must have the same recipient and be for the same component. Applicants that are eligible must submit separate renewal projects for each of the grants that are proposed to be consolidated (to the CoC for scoring and ranking and in *e-snaps*), and an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation (to HUD in *e-snaps*). Project applications for the grants that are 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 that are eligible for renewal and selected as separate grants. See Section V.B.3.a.(7) of the FY 2018 NOFA for additional requirements.

Applicants requesting renewal of grants for rental assistance are permitted to request a per-unit amount less than the Fair Market Rent (FMR), if the actual rent per unit under lease is less than the FMR. New from HUD in FY 2018, applicants must provide copies of the leases to establish the actual rents.

All renewal project applications must pass a threshold review and will then be scored according to specific criteria. The criteria will consist of current data in the Homeless Management Information System (HMIS) including system performance measures, project performance, cost effectiveness, project commitment to serving the most vulnerable participants with severe needs and vulnerability, the most recent HUD or DCA monitoring visit, and the scoring of the review application. This will be scored by an independent review panel that will then consolidate the scores and rank the projects. The independent review panel will submit their results to the Collaborative Applicant who will publish the results with the BoS CoC Board's approval.

All new project applications must pass an organizational threshold review and will then be scored according to specific criteria.

New project applications that score high enough will be eligible to be included in the prioritization tiering presented to HUD. Please note, however, eligibility does not guarantee funding. The BoS CoC Board will make the final determination of which projects will be ranked and presented to HUD for funding consideration within the limited funding available.

In addition to the application packet, all renewing and new projects must also complete the HUD application in *e-snaps*. Completing the application in *e-snaps* does not guarantee that the project will be put forth in the HUD application, nor does it guarantee that the project will be funded. Please note that within *e-snaps* renewing project applications may be able to import the FY 2017 application responses (if requested during setup).

The BoS CoC is required by CoC regulations to operate a HMIS, establish a "centralized or coordinated assessment system," and carry out planning activities in accordance with the Interim regulations. The renewal projects for centralized or coordinated assessment and HMIS will therefore be prioritized in the top tier for the ranking.

DCA, as the Collaborative Applicant, will post any additional details of the competition and HUD resources as they become available on the Continuum of Care webpage. It is the applicant's responsibility to ensure that they check the both the BoS CoC (<https://dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2018>) and the HUD CoC (<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>) websites regularly for the latest updates. Please note that all of HUD's competition and *e-snaps* materials, notices, and training guides can be accessed on the HUD page.



Projects must agree to enter client data into Georgia's BoS Homeless Management Information System (ClientTrack), participate in the CoC's Coordinated Entry System, and participate in the homeless counts in Georgia's BoS jurisdiction.

The Georgia Department of Community Affairs, as the Collaborative Applicant, believes in a commitment to end homelessness throughout the State of Georgia. To this end, DCA encourages all grantees to ensure that no household is turned away because they have previously resided in a differing Continuum. However, as these projects are funded to address homelessness in the Balance of State Continuum of Care, each project should demonstrate how they are targeting, providing outreach, and participating in local coordinated entry implementation areas (as applicable) in order to reduce homelessness in the Balance of State CoC.

Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the System for Award Management (SAM) per Section V.A.1. of the FY 2017 General Section. For more information on DUNS numbers and SAM registration go to: [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/spm/gmomgmt/grantsinfo](https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo). HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM registration.

All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at: [https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/conductgrants](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants). If the organization's Code of Conduct does not appear on HUD's website, the project must attach its Code of Conduct that includes all required information to its Project Applicant Profile in *e-snaps*.

All project applicants must have a Certification of Consistency from the jurisdiction in which each of the proposed project(s) will be located. This assures the application for funding is consistent with the jurisdiction's HUD-approved consolidated plan as described in the NOFA. DCA staff will work with applicants and the appropriate Consolidated Planning jurisdiction for the required form *HUD-2991 - Certification of Consistency with the Consolidated Plan*, but it is the applicant's responsibility to follow up with respective jurisdictions to ensure those jurisdictions have the project information they need to provide the certification(s) in a timely manner.

Project applicants must ensure that applications (Review Application and HUD application in the E-Snaps system) are complete and the information within the application is consistent throughout the application. Narratives must be fully responsive to the question being asked, and responses should meet all of the criteria for that question as required by the NOFA and the detailed instructions provided in E-Snaps. Applicants must also ensure that proposed program participants are eligible for the program component type selected, and proposed activities are eligible under 24 CFR part 578. Applicants should also ensure that all required attachments correspond to the attachments list in E-Snaps, contain accurate and complete information, and are dated between May 1, 2018 and September 18, 2018, as required.

In accordance of CoC review criteria, the CoC strongly encourages HUD-funded projects to have written agreements in place with educational supports and services for children ages 0-5, such as Public Pre-K, Head Start, Child Care (Child Care and Development Fund), and home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV). To the extent that renewal projects serve

households with children and have written agreements as noted, the CoC requests any written agreements to be submitted within the renewal submission packages (electronically).

### **Appeals**

In accordance with *24 CFR part 578.35(c)* and the NOFA, applicants have the right to appeal if they believe that they were improperly denied the right to participate in the CoC planning process in a reasonable manner; were improperly denied or decreased funding; or were improperly denied a Certification of Consistency from the local government with the Consolidated Plan. The appeal MUST be carried out in the timeframe and process announced by HUD within the NOFA.

### **Renewal Rapid Rehousing and Permanent Supportive Housing (Including Shelter Plus Care)**

The review application for renewal PSH and RRH was released to renewal applicants on July 9, 2018. However, more detail was released once the competition opened, and a full listing of required information that renewal applicants are required to submit follows.

All applicants of renewing PSH and RRH project applications must submit the following no later than July 24, 2018. The following materials must be received for each project in order for an application to be considered complete:

- The 2018 BoS CoC Renewal Project Review Application;
- The Competition Certification and Policy Addendum document for all projects;
- The Notice of Intent - 2018 PSH Change to DedicatedPLUS (where applicable);
- The Notice of Intent 2018 Grant Consolidation (where applicable);
- Written agreements with educational supports and Services for children ages 0-5 (as applicable)
- HUD APR from Sage (applicants will need to pull the data from HMIS and then upload the CSV-APR into Sage using the Test run function in order to create the required report (for 5/1/17-4/30/18);
- HUD Data Quality Report (5/1/17-4/30/18);
- Most recent monitoring (HUD monitoring for Non-S+C projects and DCA monitoring for S+C projects), including corrective action plans and documentation regarding resolution of findings, when applicable; and
- Supportive documents showing timely draw downs (eLOCCS reports).

Application materials can be emailed to Tina Moore, CoC Program Coordinator at [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov).

In addition to the BoS CoC application materials (including all required certifications dated between May 1, 2018 and September 18, 2018), all renewal projects must complete the HUD application in *e-snaps* by 3:00pm on August 15, 2018.

Late submissions of the supplemental materials to the application package will result in a deduction of points.

### **New Project Application Information**

In line with information presented in the NOFA, the BoS CoC will seek applications for new permanent supportive housing (PSH) projects that will serve 100 percent chronically homeless individuals and families, new PSH projects classified as DedicatedPLUS that will serve individuals, households with

children, and unaccompanied youth, new rapid re-housing (RRH) projects that will serve homeless individuals and families, and new Joint TH & PH-RRH Component that will serve unsheltered homeless and youth. Applications may be submitted for the Expansion of an eligible project, and projects may be assigned reallocated funds or bonus funds as applicable (depending on project type), and as funds are available, in the final ranking.

Eligible applicants for new PSH, RRH, Joint TH and PH-RRH Component, and SSO-CE projects include all agencies with existing CoC NOFA grants within the Balance of State and nonprofits, units of Government, and Housing Authorities that wish to make application for new grants.

All agencies interested in applying for a new PSH, RRH, Joint TH and PH-RRH Component, or SSO-CE project should complete and submit a Proposal Outline (Letter of Intent) to alert the Collaborative Applicant of their intent no later than July, 18, 2018. The Proposal Outline form is attached to the notice, and it will also be available at: <https://dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2018>.

HUD will allow new reallocated projects, DV Bonus projects, and new expansion projects of existing CoC Program-funded projects to request funding limited to 1 year. For projects requesting the regular permanent housing bonus funds, the grant term for new project applications requested should be limited to 1-year. However, as additional funding is available, the review team may allow higher scoring new project to request a term allowed as defined on pages 23-24 of the HUD NOFA, as match requirements can be met. However, the CoC may elect to decrease the term for any new project that is approved for the final priority ranking list to allow additional projects to be included in the request for funding.

Submitting a Proposal Outline will signal DCA staff to forward information to organizations (intending to submit a new project application) regarding the New Applicant webinar, HUD training events, webinars, etc., as well as any updated CoC policies, updated scoring criteria, notice of CoC changes, etc. This information will be sent to renewal applicants automatically.

There will be **two webinars for NEW Applicants on Monday, July 16, 2018, at 10:00 A.M. AND Thursday, July 19, 2018, at 11:00 A.M.** to discuss the Review Application document, competition policy, scoring criteria, etc. To receive login details for these webinars, you will need to register, and once registered, you will receive a confirmation email containing information about joining the Webinar. **Please click below to register for the webinar time slot you prefer (the second webinar is a repeat of the first):**

- To register for 2018 Balance of State Continuum of Care New Application Webinar #1 on Monday, July 16, 2018, at 10:00 AM EDT go to: <https://attendee.gotowebinar.com/register/3289458806730666755>
- To register for 2018 Balance of State Continuum of Care New Application Webinar #2 on Thursday, July 19, 2018, at 11:00 AM EDT go to: <https://attendee.gotowebinar.com/register/1817391957533957635>

All agencies submitting an application for a new PSH, new RRH, new Joint TH and PH-RRH component, or SSO-CE project must submit a complete application package to the Department of Community Affairs. A complete application package includes:

- Five (5) copies of the Review Application or SSO-CE proposal (as applicable) for new projects (including match/leveraging documentation and the required Addendum document in each of the copies);
- The agency 501(c)(3), if applicable (one copy) (the 501(c)(3) for any sub-recipients must also be attached);
- A current list of Board of Directors (one copy);
- The most recent independent financial audit, or equivalent financial statement (one copy); and
- A current 990 IRS Form: Return of Organization Exempt from Income Tax, if applicable (one copy).

All complete new project packages must be received by the CoC Collaborative Applicant, the Department of Community Affairs, by July 25, 2018 at 5:00 pm. Submissions must be mailed to Tina Moore, CoC Program Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

It is the responsibility of the agencies to assure that all the application materials are received by Tina Moore, by the above deadline. No late submissions for new projects will be accepted.

In addition to the application packet described above, applicants for new RRH, PSH, Joint TH and PH-RRH Component, and SSO-CE projects must also complete, and submit, the HUD application (including all required certifications and documentation dated between May 1, 2018 and September 18, 2018) in *e-snaps*.

The complete new PSH, new RRH, and new Joint TH and PH-RRH Component project scoring criteria will be posted on the Balance of State Continuum of Care webpage at <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>. Applicants are strongly advised to review the criteria before submitting an application.

The average proposal size for a new RRH project will depend on the area and coverage of the proposed program and funding available. While there is no minimum or maximum award amount, the CoC anticipates the average size of a large regional or metro area application to be approximately \$250,000. Smaller program designs, particularly in southern or rural parts of the State must be a minimum of \$100,000.

The average proposal size for a new PSH project will depend on the area and coverage of the proposed program and funding available. While there is no minimum or maximum award amount, the CoC anticipates the average size of a large regional or metro area application to be approximately \$250,000. Smaller program designs, particularly in southern or rural parts of the State must be a minimum of \$100,000.

The average proposal size for a new Joint TH and PH-RRH Component project will depend on the area and coverage of the proposed program and funding available. While there is no minimum or maximum award amount, the CoC anticipates the average size of a large regional or metro area application to be approximately \$250,000. Smaller program designs, particularly in southern or rural parts of the State must be a minimum of \$100,000. As previously noted, the CoC is not accepting applications for capital costs in this competition.

The average proposal size for a new SSO-CE project is not expected to exceed \$150,000. More information on this type of project, submission requirements, and review criteria is noted below.

Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients, and that sufficient services will be provided to clients proposed to be served.

Bonus points will be awarded to new projects that commit, with a concrete plan of action, to having a low-barrier to entry project, as well as to utilize the Housing First model of service delivery.

**Threshold Criteria for All New Permanent Supportive Housing (100% Chronic and DedicatedPLUS), New Rapid Re-Housing, and Joint TH and PH-RRH component project applications.**

The CoC reserves the right not to review incomplete applications or projects that don't meet eligibility requirements. Applications may receive a threshold denial for any of the following reasons;

- Agency does not meet HUD's eligibility criteria.
- Agency does not demonstrate adequate capacity to carry out grant.
- Application proposes ineligible costs or activities.
- Application proposes to serve ineligible populations.
- Application does not show required match or insufficient commitments for leveraging.
- Compliance or performance issues on current projects.
- Project does not demonstrate adequate impact or cost effectiveness.
- Project does not meet key federal requirements.
- New proposals must be located within Georgia's 152 county Balance of State Continuum of Care jurisdiction. Applications proposing projects in the following jurisdictions are not eligible to be submitted under the BoS CoC application: Atlanta, Fulton County, DeKalb County, Cobb County, Columbus-Muscogee County, Augusta-Richmond County, Athens-Clarke County, Savannah, and Chatham County. To submit an application in one of the listed jurisdictions, you should contact the appropriate CoC jurisdiction for information.
- Agency submits an incomplete application, which includes not submitting the necessary documents listed above, or certifications/documentation as required in the HUD application.
- Agency does not utilize, or commit to utilize, ClientTrack HMIS (or a comparable family violence HMIS alternative) to capture client-level data on all clients in the project.

**Additional Threshold Criteria for Joint TH and PH-RRH component projects are as follows:**

- Given the large number of sheltered and unsheltered homeless in the BoS CoC, Joint TH and PH-RRH component projects must serve people who meet the homeless definition under paragraphs (1), (2), and (4) of the definition of homelessness in 24 CFR 578.3.
- Joint component projects must
  - Use a Housing First approach with client-driven service models and a focus on helping people move to permanent housing as quickly as possible. Participants cannot be required to participate in treatment or services to receive assistance.
  - Have low-barriers to entry and accommodate people with possessions, partners, pets, or other needs.
  - Incorporate client-choice by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources. Participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
  - Provide or connect participants to resources that help them improve their safety and well-being and achieve their goals.

- Target and prioritize people experiencing homelessness with higher needs and who are most vulnerable.
- Joint component projects must also:
  - Target people who are living in unsheltered locations or homeless youth in areas in which the PIT demonstrates a need for more housing options for homeless households.
  - Demonstrate that the proposed service area is not covered by any crisis housing **and** either have a street outreach team or be in a location where Coordinated Entry planning is occurring.
  - Demonstrate need of high rates of unsheltered homelessness or unsheltered youth homelessness

### **Domestic Violence (DV) Bonus Projects**

The FY 2018 HUD Appropriations Act provides additional funding for DV Bonus projects for rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities determined critical in order to assist survivors of domestic violence, dating violence, and stalking. In the FY 2018 CoC Program Competition, the CoC is able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). The CoC is only allowed to submit one project application for each of the project types, which are limited to a 1-year funding request and must follow the Housing First approach.

Allowed project types under the FY 2018 HUD NOFA are:

1. Rapid Re-housing (PH-RRH) projects that must follow a housing first approach.
2. Joint TH and PH-RRH component projects as defined in Section II.C.3.m that must follow a housing first approach.
3. SSO Projects for Coordinated Entry (SSO-CE) (see below for requirements).

For PH-RRH and Joint TH and PH-RRH under the DV Bonus, the Balance of State CoC will only submit one project application for each project type, which will be the highest ranked project that passes eligibility and quality threshold review. Any additional DV focused housing projects submitted under the DV Bonus would then be ranked with any regular bonus projects (see Section III.C.3.c of the NOFA).

An applicant may apply to expand an existing renewal project in accordance with Section III.C.3.i of the NOFA, that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.

Only one SSO-CE project will be included in the final CoC project ranking submitted to HUD. The CoC will consider proposals submitted by interested agencies who meet organizational threshold and demonstrate ability to:

- Implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different;
- Include planning where the centralized or coordinated assessment system will be easily available/reachable for all persons within the CoC's geographic area who are seeking

information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area;

- Include a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area;
- Utilizes a standardized assessment process;
- Ensures program participants are directed to appropriate housing and services that fit their needs; and
- Cover the entire 152-county Balance of State CoC jurisdiction.

SSO-CE Applicants interested should submit a proposal to request these funds detailing how listed criteria will be addressed, which includes a budget request itemizing requested funds. The average proposal size is not expected to exceed \$150,000. The grant term is limited to 1-year.

### **Match and Leveraging**

Applications must meet HUD's match requirements and have at least 25% of the amount of the HUD funding request in total match (outside of the amount for leasing), as well as the CoC's requirement to report an additional 125% of the amount of the HUD funding request in total leveraging, to score the maximum amount of points available for match and leveraging for the BoS CoC scoring (150% match and leveraging). Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash and in-kind matching resources, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Review Application guidelines for New projects state that projects should only report match and leveraging where there are commitment letters on file that are dated May 1, 2018 or later, and documentation should be submitted to HUD as required. New project application packages are required to include match and leveraging documentation for the scoring and ranking process.

### **E-Snaps Information for All Renewal and New Applications**

Applicants should review and follow the steps as outlined herein and in the NOFA to ensure that applications are complete and submitted in a timely basis.

For reference, the Continuum of Care Program Interim Rule was published in the Federal Register on July 31, 2012, and was effective on August 31, 2012. This information can be accessed at: <https://www.onecpd.info/news/continuum-of-care-coc-program-interim-rule-posted/>.

For information on accessing HUD's *E-Snaps* system to complete and submit a full BoS CoC Project Application, please go to: <https://www.hudexchange.info/programs/e-snaps/>. Note that once the competition begins, there will be a significant time delay if applicants need to register new users on the *E-Snaps* system. All applicants should ensure that they have access to the system immediately.

### **Federal Disaster Area Notification**

Applicants administering projects in counties that have been impacted by a major disaster, as declared under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act that occurred in the 12 months prior to the application deadline of the HUD NOFA should submit a letter indicating this with the supplemental review packages due on July 24, 2018. This would only include a major disaster that

resulted in the Collaborative Applicant, the CoC, or its project(s) inability to continue operations due to flooding, destroyed facilities, lack of power for a long duration, etc. News releases related to Georgia can be found at: <https://www.fema.gov/disasters>. CoCs in impacted areas are required to notify HUD of this prior to the close of this competition.

GA DCA Contacts:

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Mike Thomas

[Michael.Thomas@dca.ga.gov](mailto:Michael.Thomas@dca.ga.gov)

Phone: (404) 679-0571

Fax: (404) 679-0669

Tina Moore

[Tina.Moore@dca.ga.gov](mailto:Tina.Moore@dca.ga.gov)

Phone: (404) 327-6870

Fax: (404) 679-0669

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Attached is one (1) document:

- 1) 2018 Balance of State CoC Proposal Outline