

# Balance of State Continuum of Care 2019 NOFA Competition Renewal Applicant Meeting

Webinar #1 July 26, 2019 / 11:00 am

Webinar #2 July 30, 2019 / 1:00 pm

**To access either Webinar Meeting, please register at:**

<https://attendee.gotowebinar.com/register/8551586225633596683>

<https://attendee.gotowebinar.com/register/3051415647170358283>

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



July 26<sup>th</sup> & 30<sup>th</sup>,  
2019

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>)

# 2019 HUD NOFA Competition

- As in past years, this is a two step process
  - Review Application (CoC Review Team), Addendums, & Supplemental Documents for project ranking
    - Emailed to DCA (with all required attachments)
      - PSH and RRH – Review Applications, Certification Policy Addendum, Coordinated Entry Policy 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, August 6, 2019
    - Applications will be scored and ranked by an application review subcommittee (funding may be limited and some projects may fall into Tier 2)
    - Projects heavily scored on performance
  - HUD Application in *E-SNAPS*
    - This is required for all project applications
    - Must be complete, with all required attachments, no later than 5:00pm, August 27, 2019

# 2019 Balance of State CoC Process

- In May, Standards, Rating & Project Review Committee established and the Balance of State CoC Board approved:
  - Updates to 2019 BoS CoC Renewal Project Review Application document
  - Early release of the 2019 Review Application for Renewal Applicants
- HUD released the Notice of Funding Availability (NOFA) on July 3, 2019
- Review Applications released on July 22<sup>nd</sup> for Renewal Permanent Supportive Housing (PSH) and Renewal Rapid Re-Housing (RRH) applications are due on August 6<sup>th</sup>
  - With the understanding that additional information would be required as noted in the Balance of State CoC NOFA Policy document

# 2019 Balance of State CoC Process

- The Standards, Rating & Project Review Committee (on 7/19/19) established and the Balance of State CoC Board (on 7/24/19) approved:
  - The 2019 Georgia BoS CoC NOFA Competition Policy, Process, Application Documents, Certification Policy Addendum, Coordinated Entry Policy 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 7/24/19

# Policy Priorities from the HUD NOFA and CoC Responses



1. Ending Homelessness for All Persons (taking into account challenges faced by Veterans, Youth, Families, and Chronically Homeless)
2. Create a Systematic Response to Ending Homelessness
3. Strategic Resource Reallocation
4. Using an Evidence-Based Approach
5. Increasing Employment
6. Providing Flexibility for Housing First with Service Participation Requirements

# Policy Priorities from the HUD NOFA and CoC Responses

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

- ❑ Prioritization of 90% of non-dedicated PSH beds for people who are chronically homeless; Bonus points for projects currently providing PSH, projects that commit to low-barriers models; serving chronically homeless; PSH projects that increased chronic beds; projects serving or dedicated to Veterans/Youth-headed households; criteria for populations served; & Participation in Coordinated Entry

## 2. Create a Systematic Response to Ending Homelessness

- ❑ Criteria to measure system performance; Participant choice w/Housing First; project performance emphasis in reducing homelessness and serving most vulnerable; participation in Coordinated Entry; & planning as a system

# Policy Priorities from the HUD NOFA and CoC Responses (continued)

## 3. Strategic Resource Reallocation

- ❑ Comprehensive review of project performance & impact on system performance
- ❑ Underspending projects (returning \$10,000 or more) may be subject to reduction or reallocation (with exception of projects 2017 or later)
- ❑ 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, operating under capacity, or operating significantly out of compliance 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 CoC Responses (continued)

## 4. Using a an Evidence-Based Approach

- ❑ Criteria largely performance-based for renewals
  - Measure rate of positive housing outcomes
  - Measure returns to homelessness
  - Measure improvements in employment and income

## 5. Increasing Employment

- ❑ Employment criteria updated to measure increases
- ❑ Applicants required to submit information showing work with local employment agencies and employers, or plans to do so

# Policy Priorities from the HUD NOFA and CoC Responses (continued)

## 6. Providing Flexibility for Housing First with Service Participation Requirements

- ❑ Bonus points for projects that utilize the HF Model
- ❑ Bonus points for projects that commit to low-barriers models
- ❑ Bonus points for projects that updated policies to reflect individuals are rapidly placed and stabilized in permanent housing without preconditions regarding income, work effort, sobriety, or other
- ❑ Applications scored through a HF/low-barrier lens

# Other Important Highlights of the HUD NOFA and CoC 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

# Participant Eligibility (NOFA pages 12-13)

Projects funded through the 2019 NOFA must have the following eligibility criteria for project participants:

- ❑ All projects must participate in coordinated entry, and selection of program participants must be consistent with the CoC's Coordinated Entry process.
- ❑ As provided by the Consolidated Appropriations Act, 2019, youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under this NOFA.
- ❑ Additionally, any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.
  - ❑ HUD interprets “youth-serving provider” as a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under.
  - ❑ HUD interprets “living in unsafe situations” as having an unsafe primary nighttime residence and no safe alternative to that residence. These youth-related requirements supersede any conflicting requirements

# Participant Eligibility cont'd.

(NOFA pages 12-13)

Project funded through the 2019 NOFA must have the following eligibility criteria for project participants (cont'd.):

## □ Renewal Projects

- PSH renewal projects must serve one of the following:
  - Program participants who are eligible for assistance under project's current grant agreement;
  - Persons who meet the definition of DedicatedPLUS where 100% units used to served DedicatedPLUS); or
  - Persons experiencing chronic homelessness at the time they initially enrolled in project
- RRH and Joint TH-RRH Component projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.

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

## 2. Tiered Approach

- Tier 1 = top 94.3% of funding available to the CoC
- Tier 2 = remaining 5.7% 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 underperformance, underutilization, or significant capacity issues
  - Grant utilization
  - Operating Under Capacity
  - Performance
  - Operating significantly out of Compliance
- 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% (\$997,708 available)
- Domestic Violence (DV) Bonus Up to 10% (\$1,995,416 available for RRH, Joint TH-RRH Component, and 1 DV-focused 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 CoC Responses (continued)

## □ BoS CoC ranking priorities

- Renewal PSH and RRH projects that have been operational for over a year w/out significant capacity, compliance, or performance issues, operational projects transferred in the last 12-months, HMIS and Coordinated Assessment projects
- New RRH and PSH projects awarded in the 2018 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 CoC 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 or compliance issues, 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
  - New Projects must provide a plan to coordinate with mainstream resources
- Applicants must comply/commit to following Written Standards, VAWA Policy, and utilizing Coordinated Entry System (New projects must commit to following)



# Additional CoC Policy Highlights (continued)



- ❑ Projects that were awarded for the first time under 2018 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 (2018) to account for project design and other factors related to implementation of that project.
- ❑ Fully operational projects providing permanent housing that were transferred in the last year will be held harmless and automatically included in Tier 1.
- ❑ PSH projects that were awarded as DedicatedPLUS in a previous competition are required to include households with children to qualify as a DedicatedPLUS project in the FY 2019 CoC Program Competition.

# Additional CoC Policy Highlights (continued)



- 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 CoC Policy Highlights (continued)

- ❑ Bonus Points for New projects that exclusively dedicate units/beds for prioritizing Homeless Veteran & Youth households
- ❑ Bonus Points for applicants actively serving as lead agency in a Coordinated Entry implementation and for renewal projects critical to current Implementation communities for Coordinated Entry
  - ❑ Actively serving as a lead agency is defined as managing the local assessment, prioritization, and referral process for Coordinated Entry
- ❑ Bonus Points for PSH designated to serve people with disabilities
- ❑ Bonus Points for PSH increasing beds dedicated to chronic
- ❑ Bonus Points for 2019 Homeless Count coordinators
- ❑ Bonus Points for Housing First and Low Barrier commitments
- ❑ Bonus Points for policies and procedures that support commitment to placement into housing without preconditions (other than mandated)

# Additional CoC Policy Highlights (continued)



- ❑ 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.
- ❑ Project previously committed to 100% where applicant indicates project will not continue as such on the Addendum will not receive related bonus points and may be placed at the bottom of Tier 2.

# Additional CoC Policy Highlights (continued)

- ❑ New projects (1-yr term unless additional funding available unless DV Bonus RRH, Joint TH-RRH, SSO-CE, or reallocated funds):
  - ❑ 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-Coordinated Entry (Collaborative Applicant)
    - Expected up to \$200,000
  - ❑ SSO-CE under DV Bonus
    - Applicant must focus on DV
    - Expected up to \$150,000
- ❑ Reallocated funds used first if available (SSO-CE New Expansion, PSH, RRH, Joint TH-RRH only)

# Additional CoC 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 are 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)
- ❑ Renewal projects heavily scored on project performance
- ❑ All renewal and new project applicants will also need to submit the HUD e-*snaps* application



Questions?

# Overall System Performance

FY2019 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 Capacity, Review, and Ranking
  - ▣ HMIS
  - ▣ Point-in-Time Count
  - ▣ System Performance
  - ▣ Performance and Strategic Planning

# 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

# Project 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.
  - 2019 BoS CoC Renewal Review Team Scoring Form
  - 2019 GA BoS CoC Renewal Performance Priority Scoring Criteria

# Review Application Updates

- ❑ Exact HMIS Project Name in ClientTrack (or equivalent) & Total Funding Request (page 1, #5 and #7)
- ❑ Program Overview and Priority Alignment (pages 2-5)
  - ❑ Objective 1-A (explanation critical & required for each question)
  - ❑ Objective 1-B (no change but explanations critical)
  - ❑ Objectives 2-4
    - #3 separates earned income & added increased income to be measured
    - #4 separates RRH (leavers) from PSH (leavers & stayers)
- ❑ Racial Diversity in Housing (report racial demographics for each)
  - ❑ Total number people served 5/1/18-4/30/19 (APR)
  - ❑ People exiting to Permanent Destination 5/1/18 – 4/30/19 (HMIS Active Client List)

# Review Application

## Q10 - Racial Diversity in Housing

Race	Total Number of People Served 5/1/2018-4/30/2019 (APR)	Total Percentage of People Served 5/1/2018-4/30/2019	People Exiting to Permanent Destination 5/1/2018-4/30/2019 (HMIS Active Client List)	Percentage People Exiting to Permanent Destination 5/1/2018-4/30/2019 (% of PH Exits)
Black or African American				
Asian				
American Indian or Alaska Native				
Native Hawaiian or Other Pacific Islander				
White				
Multiple Races				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Total</b>				

# Review Applications for Consolidated Projects

- ❑ For renewal projects that were consolidated under the FY 2018 CoC Competition, the consolidated project replaces the individual projects.
- ❑ Review Application and ALL materials submitted for each consolidated project should represent the combined projects.
- ❑ Applicants should be able to run an APR covering the required period of 5/1/18-4/30/19 in HMIS for the combined projects, so that when the CSV-APR is uploaded into Sage, it will produce an APR with the combined data.
- ❑ Applicants who need technical assistance with this should contact [Chandra.McGhee@dca.ga.gov](mailto:Chandra.McGhee@dca.ga.gov) and [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov).

# 2019 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, Acceptance 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

# 2019 Renewal Performance & CoC Priority Scoring (216 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
- ❑ Project has dedicated beds for people who are chronically homeless – 10 points
- ❑ Project targets/serves Veterans – 10 points
- ❑ Project targets/serves Youth-headed Households – 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%)
- ❑ Increased Income (all sources) – 10 points
- ❑ Exits to streets, shelter, or unknown – 11 points
- ❑ Acceptance of Participants without Income – 5 points
- ❑ Variance in Length of Stay – 5 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



# 2019 Renewal Performance & CoC Priority Scoring (216 Possible Points)

## ❑ Updated/New Criteria

- ❑ Returns to Homelessness\* – 15 points
- ❑ Length of Time between Project Start Date & Move-in Date (Informational)\*
- ❑ Project serves chronically homeless\* - 10 points
- ❑ Earned Income Increase\* – 10 points
- ❑ Participants with Non Cash Mainstream Benefits\* – 10 points
- ❑ Coordinated Entry Participation\* - 10 points
- ❑ Timeliness of Data Entry & Annual Assessments – 10 points

## ❑ Bonus Points Updates

- ❑ Policies & Procedures Review – 10 points
- ❑ Coordinated Entry (managing entity) – 20 points

# 2019 Renewal Project Bonus Scoring (100 Possible Points)

- CoC Priority
  - PSH – 30 points
- Housing First – 10 points (Previous Commitment)
- Low Barrier – 10 points (Previous Commitment)
- Policies & Procedures reflect rapid placement – 10 points (Previously Submitted)
- Coordinated Entry Implementation – 20 points (CES Actively Serving as Lead Agency ONLY)
- 2019 Homeless Count Coordinator – 10 points
- Increase Number Dedicated Chronic Beds (2019 PIT/HIC) – 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)

216 possible points - 2019 GA BoS CoC Renewal Performance  
Priority Scoring Criteria document

50 possible points - 2019 BoS CoC Renewal Project Review Team Scoring Form

---

266 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 – 10 points Housing First
- Bonus – 10 points Low Barrier Entry
- Bonus – 10 points Policies Reflect Rapid Placement w/out Preconditions
- Bonus – 20 points Coordinated Entry Active Lead
- Bonus – 10 points 2019 Homeless Count Coordination
- Bonus – 10 points for increasing # Dedicated Chronic Beds (2019 PIT/HIC)

# Match and Leveraging

## □ Match and Leveraging

- 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

# 2019 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.



# 2019 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(j)(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.

# 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

## (Screen 1E. SF-424)

- ❑ The State of GA does not participate in the intergovernmental review process.
- ❑ On Screen 1E, select “b” if your organization is located within a state that has chosen not to participate in EO 12372...”
- ❑ Applicants wanting to verify can find Georgia’s notice located at:  
<http://opb.georgia.gov/state-clearinghouse>

HUD’s detailed instructions on addressing the ‘Executive Order 12372’ requirements within the Project Application is located within the project applicant detailed instructions guide on pages 10-11.

# 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 the Longitudinal System Analysis (LSA)
  - ❑ LSA data is used by HUD to prepare the Annual Homeless Assessment Report (AHAR), which Congress uses to determine future funding levels
- ❑ Data used by Continuum and Statewide for planning
- ❑ System Performance Data HUD's HDX system (Submitted May 31<sup>st</sup>)

# 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
- ❑ Complete Annual Assessments 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://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/homeless-management-information-system-hmis>

# 2019 Balance of State CoC Process – Going Forward (Renewal Projects)

- ❑ July 26<sup>th</sup> & 30<sup>th</sup>, 2019 - Informational Webinar for Renewal PSH & RRH Applicants, and materials from the webinar posted/distributed
- ❑ July 31, 2019 – **Proposal Outlines for NEW PSH, RRH, Joint TH & PH-RRH, SSO-CE projects Due**
- ❑ July 29<sup>th</sup> & August 1<sup>st</sup>, 2019 - Informational Webinars for NEW PSH, RRH, Joint TH & PH-RRH, and SSO-CE applicants and materials from the webinar posted
- ❑ August 6, 2019 – **Review Applications & supplemental documents for Renewals (both Addendums, HUD APR from Sage, HUD Data Quality Report, eLOCCS reports, monitoring & response documents, Early Education MOU, Employment Agency Collaboration Narrative, & NOI to consolidate grants, and NOI of change to DedicatedPLUS if applicable), due by 3:00 pm.**
- ❑ August 27, 2019 – **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 29, 2019 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.
- ❑ September 4, 2019 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.
- ❑ September 10, 2019 - Notification given to applicants of placement in scoring and ranking for all projects (due 9/15/19).
- ❑ September 17, 2019 - Corrections and resubmission of application in e-snaps due by 2:00pm.
- ❑ September 26, 2019 - Estimated public posting of CoC Application (due 9/28/19)
- ❑ September 27, 2019 - Estimated date to submit to HUD (due 9/30/19)

# 2019 BoS CoC Review Application Submission (Scoring & Ranking)



# 2019 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:
  - ❑ August 6, 2019 = 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:
  - 2019 Renewal Project Review Application
  - Certification Policy Addendum
  - \*Coordinated Entry Policy 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)
  - \*Written narrative describing how project works with local employment agencies and employers to prioritize training and employment opportunities for participant (OR how project will do so)

# 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 5/1/18 – 4/30/19)
- HUD Data Quality Report (data for 5/1/18 – 4/30/19)
- \*RRH and PSH Projects awarded for first time in 2018 (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 fields for 'Username' and 'Password', a 'Go' button, and a 'Forgot my password' link. The 'New User?' section includes a 'Create an account' link and a 'Test run a report' link, 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 the system's ownership.

**Sage** HMIS REPORTING REPOSITORY

**Log in:**

Username

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.

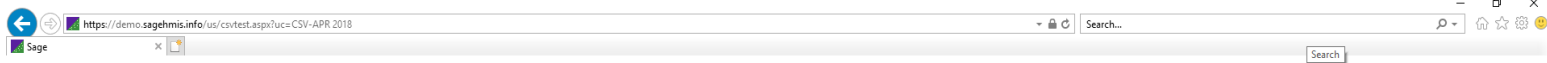
U.S. Department Of Housing And Urban Development  
451 7th Street S.W., Washington DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

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 (44 U.S.C. 2001-2002) The Annual Performance Reporting for the CoC is expected 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. 2500-0145 (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 2018 Instructions



Please select a report that you wish to test from the dropdown list below:

## Test a CSV-APR 2018

Sage requires a CSV-APR 2018 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 2018.

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.

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.

6. If you want to test another CSV, repeat the process outlined above.

 I'm not a robot

Upload and Test



# Sage: CSV-APR 2018 Instructions

## Test a CSV-APR 2018

Sage requires a CSV-APR 2018 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 2018.

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.
  - 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.
6. If you want to test another CSV, repeat the process outlined above.

# Application Packet



- ❑ Review Application and Supplemental Documents due to be **August 6, 2019 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](mailto:tina.moore@dca.ga.gov))
- ❑ The packet needs to be received by DCA BoS CoC staff no later than **3:00 pm on August 6, 2019**.
  - ❑ 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](mailto:tina.moore@dca.ga.gov)

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



# Certification Policy Addendum (due 8/6/19 in package)

- ❑ Bed Prioritization for Chronically Homeless Policy
- ❑ Low Barriers to Entry
- ❑ Housing First
- ❑ BoS Written Standards Policy
- ❑ BoS Violence Against Women Act (VAWA) Policy
- ❑ Projects Classified as DedicatedPLUS
- ❑ Application Submission Assurances
  - ❑ Any certifications complete and dated between 5/1/19 & 9/30/19
  - ❑ 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)

# Coordinated Entry Policy Addendum (due 8/6/19 in package)



- Application Submission Assurances
  - Coordinated Entry System Participation Defined
    - Participation requirements in implementation communities
    - Participation requirements outside of implementation communities
  - Certifications and Assurances

# 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.C.2.g. of the 2019 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

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

- ❑ 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.

# NOI Non-Renewal of Project



- Applicants that will not be submitting an application for the renewal of a project currently funded through the CoC is requested to submit a letter with a completed *GA BoS CoC Notice of Intent – Non-Renewal of Project* form to Tina Moore at [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov) as soon as possible.

# 2019 HUD CoC Application Process

## *e-snaps*

# 2019 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 27, 2019 (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 17, 2019 (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 27<sup>th</sup> 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 detailed instructions 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:
  - ❑ 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, 2019 and September 30, 2019.

# E-snaps 4B

(page 33 detailed instructions)

- **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 45-46 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, 2019 and September 30, 2019. (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 24 & 72-73 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
  - ❑ Economic Opportunities for Low- and Very Low-income Persons (Section 3)
  - ❑ Improving Access to Services for Persons with Limited English Proficiency (LEP)
- ❑ Equal Access to Housing Regardless of Sexual Orientation or Gender Identity

# HUD Requirements for Compliance with Administrative, National, & Department Policy (page 72-73 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. Participation in HUD-Sponsored Program Evaluation.
3. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
4. Drug-Free Workplace.
5. Safeguarding Resident/Client Files.
6. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
7. Physical Accessibility.
8. Violence Against Women Act.
9. Conducting Business in accordance with Ethical Standards/Code of Conduct.
10. All Federal statutes, including federal immigration and criminal law, must be followed.



# RESOURCES



**HUD 2019 Continuum of Care NOFA & CoC Competition page:**

<https://www.hudexchange.info/programs/e-snaps/fy-2019-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://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care>

- Balance of State CoC 2019 Competition page

<https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2019>

# QUESTIONS



## General CoC / Application submission questions:

Tina Moore

(404) 327-6870 or [Tina.Moore@dca.ga.gov](mailto:Tina.Moore@dca.ga.gov)

Mike Thomas

(404) 679-0571 or [Michael.Thomas@dca.ga.gov](mailto:Michael.Thomas@dca.ga.gov)

April Woods

(404) 679-0651 or [April.Woods@dca.ga.gov](mailto:April.Woods@dca.ga.gov)

## Data Questions:

Chandra McGhee

(404) 679-0655 or [Chandra.McGhee@dca.ga.gov](mailto:Chandra.McGhee@dca.ga.gov)

Ambra Noble

(404) 679-3102 or [Ambra.Noble@dca.ga.gov](mailto:Ambra.Noble@dca.ga.gov)



Questions?

