

# Balance of State Continuum of Care 2022 NOFO Competition Renewal Applicant Meeting

Webinar #1 August 8, 2022 / 3:00 pm  
Limited Information

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

**#1** <https://gadca.webex.com/gadca/j.php?RGID=r8215ab5d3bea9759e47bd7022cd031a8>

**#2** <https://gadca.webex.com/gadca/j.php?RGID=r1f67b0eef632cf1adb3a4fb9bae44764>

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

# 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 NOFO, regulations, and other related information as it is released on HUD's CoC web pages to see program and eligibility requirements.
  - ❑ **NOFO at Grants.gov:** <https://www.grants.gov/web/grants/view-opportunity.html?oppld=342855>
  - ❑ **2022 CoC Competition at HUD.gov:**  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc)  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)  
[https://www.hud.gov/press/press\\_releases\\_media\\_advisories/HUD No 22 140](https://www.hud.gov/press/press_releases_media_advisories/HUD_No_22_140)
  - ❑ **HUD Exchange e-snaps resources:** <https://www.hudexchange.info/programs/e-snaps/>

# 2022 HUD NOFO 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 18, 2022 (**pending approval**)
    - 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 29, 2022

# 2022 Balance of State CoC Process

- ❑ HUD released the Notice of Funding Opportunity (NOFO) on August 1, 2022 (Annual Competition) (**60-day total turnaround**)
- ❑ The Standards, Rating & Project Review Committee (on 8/5/22) established and the Balance of State CoC Board (on 8/9/22) is meeting to review competition policy, process, and materials for the 2022 Georgia BoS CoC NOFO Competition
- ❑ Competition will open and all materials will be released following Board meeting on 8/9/22.
- ❑ **This meeting is limited to the Review Application for renewal applicants, general CoC requirements, and HUD requirements.**

# Policy Priorities from the HUD NOFO and CoC Responses



1. Ending Homelessness for All Persons (taking into account challenges faced by Veterans, Youth, Families, Chronically Homeless, & people with disabilities)
2. Using a Housing First Approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health, and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals (NEW)
8. Persons with Lived Experience
9. Increasing Affordable Housing Supply (NEW)

# Other Important Highlights of the HUD NOFO and CoC Responses

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

# Participant Eligibility (NOFO page 17)

Projects funded through the 2022 NOFO 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, 2022, 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 NOFO.
- ❑ Additionally, any youth-serving provider funded under this NOFO 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.)

## (NOFO pages 17-18)



Projects funded through the 2022 NOFO 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 eligible to be served by DedicatedPLUS projects as described in Section III.B.2.g. of this NOFO where all units funded by this project must serve participants who meet qualifications for 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.



# Participant Eligibility (cont'd.)

(NOFO page 18)



Projects funded through the 2022 NOFO must have the following eligibility criteria for project participants (cont'd.):

## □ Renewal Projects

- Originally awarded under the DV Bonus must continue to serve survivors of domestic violence, dating violence sexual assault, or stalking
- YHDP renewal projects would need to continue to serve youth

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

## 2. Tiered Approach

- ❑ Tier 1 = top 95% of funding available to the CoC
- ❑ Tier 2 = difference between Tier 1 and max amount of renewal, reallocation & CoC bonus

## ❑ Estimated Funding Available

- ❑ Estimated ARD = \$20,666,809
- ❑ Tier 1 = \$19,633,469
- ❑ Tier 2 = \$1,033,340
  - ❑ Possible Reallocation – no estimated amount at this time
  - ❑ CoC Bonus – (5% of PPRN) - \$1,080,487 (estimated)
- ❑ DV Bonus (15% of PPRN) - \$2,160,974 (estimated)
- ❑ Estimated Total = \$23,908,271

- ❑ Bos CoC will apply for bonus project funding, provided appropriate high-scoring new project applications are submitted

# 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
  - Project does not demonstrate compliance with the Fair Housing Act and 24 CFR 5.105(A)(2) – Equal Access to HUD
- 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)

- 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-CE under DV Bonus
    - Applicant must focus on DV
    - Expected up to \$150,000
- Reallocated funds used first if available (PSH, RRH, Joint TH-RRH only)

# Additional CoC Policy Highlights (continued)

- ❑ Late renewal application package submissions will lose points (**proposed**)
- ❑ If you are also submitting a New application, please note that New applications **will be** asked to submit a proposal outline (“notice of intent”), and there are separate webinars
- ❑ No late new applications will be accepted (**proposed**)
- ❑ 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?

Policy will be discussed at the August 10<sup>th</sup>  
meeting.

# Overall System Performance

FY2022 NOFO - 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 - 83 points (from 96)
  - ❑ Project Capacity, Review, and Ranking - 30 points (same)
  - ❑ HMIS - 9 points (from 11)
  - ❑ Point-in-Time Count - 5 points (from 3)
  - ❑ System Performance - 59 points (from 23)
  - ❑ Coordination w/Housing & Healthcare (14 points) (from bonus)

Total Available = 200 (from 163)



# 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
- Racial Equity
- Performance Monitoring
  - Utilization
  - Housing Stability
  - Participant Eligibility
  - Length of time homeless
  - Timely draw downs
  - Mainstream benefits

# Renewal Project Application Scoring



- There **will be** two scoring criteria documents for Renewal Projects (**pending approval**). The scores from these two documents will make up the total score for each renewal project application.
  - 2022 BoS CoC Renewal Review Team Scoring Form
  - 2022 GA BoS CoC Renewal Performance Priority Scoring Criteria

# Review Application Updates



- Unique Entity Identifier (UEI) Number (replaces DUNS Number)
- APR data requested for 6/1/2021-5/31/2022
- Program Overview and Priority Alignment (pages 4-5)
  - Objectives 3-4
    - #3 clarified language for related APR chart
    - #4 clarified language for related APR chart (projects with zero turnover still required to provide explanation)
- Project Utilization question updated (funding years)
- Dates updated throughout

# 2021 Census Data & Equity Data

- Racial Diversity in Housing (report racial demographics for each)
  - Chart updated: Applicant should provide relevant census data for county with most units for project (DCA will provide HMIS data for Applicant to complete the chart)
  - NEW Question- identify barriers to project participation, how identified, and steps taken/will be taken to eliminate barriers
- 2021 Census Data (column #1):
  - <https://www.census.gov/quickfacts/fact/dashboard/GA/PST045219>
  - Type in the name of your county in the search bar (you will need to click on “County Name, Georgia” when it appears)
- Racial and Ethnic Data for Table (column #s 2-5) found at:
  - BoS competition page at (2022 Renewal Project Equity Data):  
<https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2021>

# Review Application

## Q10 - Racial Diversity in Housing

<b>Race</b>	<b>2021 Census Data %</b>	<b>Total Number of People Served 6/1/2021-5/31/2022 (APR)</b>	<b>Total Percentage of People Served 6/1/2021-5/31/2022</b>	<b>People Exiting to Permanent Destination 6/1/2021-5/31/2022 (HMIS Active Client List)</b>	<b>Percentage People Exiting to Permanent Destination 6/1/2021-5/31/2022</b>
<b>Black or African American</b>					
<b>Asian</b>					
<b>American Indian or Alaska Native</b>					
<b>Native Hawaiian or Other Pacific Islander</b>					
<b>White</b>					
<b>Multiple Races</b>					
<b>Client Doesn't Know/Client Refused</b>					
<b>Data Not Collected</b>					
<b>Total</b>					

# Review Application

## Q10 - Racial Diversity in Housing

<b>Ethnicity</b>	<b>2021 Census Data %</b>	<b>Total Number of People Served 6/1/2021-5/31/2022 (APR)</b>	<b>Total Percentage of People Served 6/1/2021-5/31/2022</b>	<b>People Exiting to Permanent Destination 6/1/2021-5/31/2022 (HMIS Active Client List)</b>	<b>Percentage People Exiting to Permanent Destination 6/1/2021-5/31/2022</b>
<b>Hispanic/Latino</b>					
<b>Non-Hispanic/Non-Latino</b>					
<b>Total</b>					

# Review Applications for Consolidated Projects

- ❑ For renewal projects that were consolidated under the FY 2021 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 6/1/2021-5/31/2022 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 (<https://www.sagehmis.info/>).
- ❑ Applicants who need technical assistance with this should contact [BoSHMIS@dca.ga.gov](mailto:BoSHMIS@dca.ga.gov) and [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov).

# 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 75 percent leveraging\* will receive the maximum points.
- Looking for 100% of applicants to list match & leveraging in application – 100% is the goal\*

*(\*75% 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 NOFO)
- ❑ 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 100 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 NOFO 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.



# Other Requirements

# 2022 NOFO 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.

# 2022 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 NOFO were the first CoC Program grants required to comply with the VAWA rule as provided in 24 CFR 578.99(i)(3).
- ❑ To enable full compliance with this rule, BoS CoC established (6/20/17) an emergency transfer plan under 24 CFR 578.7(d) and made related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v).
- ❑ All CoC-funded projects must follow the *Georgia Balance of State CoC Violence Against Women Act (VAWA) Policies and Procedures* established on 6/20/17 and be fully compliant.

# 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.

# Certification of Consistency with Consolidated Plan (cont'd.)



- ❑ Applicants that propose to claim a reservation or trust land geographic area and to locate a project on a reservation or trust land must include a tribal resolution from the tribe authorizing the applicant to do so (NOFO pages 4-5)
- ❑ Tribes do not need to include a tribal resolution to claim their own reservation or trust land or to a site a project on their own reservation or trust land.
- ❑ A tribal resolution is the formal manner in which the tribal government expresses its legislative will in accordance with its organic documents.
- ❑ In the absence of such organic documents, a written expression adopted pursuant to tribal practices will be acceptable.



# 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 page 10.

# 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 February 15<sup>th</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 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>

# 2022 Balance of State CoC Process – Going Forward (Renewal Projects)

- August 5, 2022 - Renewal Applications released to Renewal Applicants
- August 8, 2022 - Informational Webinar for Renewal PSH & RRH Applicants (policy not available yet)
- August 9, 2022 - CoC Board meeting to approve policy, materials, and process recommended by Committee held / 2022 BoS CoC NOFO Competition Policy, Process, Timeline, Review Applications, Scoring Criteria, Addendum, and other Competition materials released (projected)
- August 10, 2022 - Informational Webinar for Renewal PSH & RRH Applicants, and materials from the webinar posted/distributed
- August 12, 2022 - **Proposal Outlines for NEW PSH, RRH, Joint TH & PH-RRH, SSO-CE projects Due**
- August 11<sup>th</sup> & 12<sup>th</sup>, 2022 - Informational Webinars for NEW PSH, RRH, Joint TH & PH-RRH, and SSO-CE applicants and materials from the webinar posted
- August 18, 2022 - **Review Applications & supplemental documents and materials for Renewals due by 3:00 pm.**
- August 29, 2022 - **ALL project applications (Renewal and New) must be entered into e-snaps by 5:00pm.**
- September 8, 2022 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.
- September 12 or 13, 2022 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.
- September 14, 2022 - Notification given to applicants of placement in scoring and ranking for all projects (due 9/15/22).
- September 16, 2022 - Corrections and resubmission of application in e-snaps due by 2:00pm.
- September 27, 2022 - Estimated public posting of CoC Application (due 9/28/22)
- September 29, 2022 - Estimated date to submit to HUD (due 9/30/22)

# 2022 BoS CoC Review Application Submission (Scoring & Ranking)

# 2022 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 18, 2022 = 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:
  - ❑ 2022 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 **for most recent 12-month period**)
  - ❑ 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) – **Standalone Word document**

# 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 6/1/21 – 5/31/22) (<https://www.sagehmis.info/>)
- HUD Data Quality Report (data for 6/1/21 – 5/31/22)
- \*RRH and PSH Projects awarded for first time in 2020 or 2021 (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

Sage: Log in

sagehmis.info/logon.aspx?ReturnUrl=%2f

Constant Contact L... Grantium™ Home - Welcome t... Google HUDhdx info Data... HDX 2.0 Homelessn... HUD Exchange HUD.gov HUD Press Room |...

## Sage HMIS REPORTING REPOSITORY

### Log in:

User Name (email address)

Password

Go

Forgot my password

### New User?

[Create an account](#)

### Test your report output

[Upload the CSV output from an APR, CAPER/ESG-CV, or YHDP Supplemental Reporting Tool to check and view the results](#)

### Need Help with Sage?

[Sage User Manual](#)

- [Account Creation](#)
- [Account Login Issues](#)
- [Managing Other Users' Accounts](#)

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 have been submitted to the Office of Management and Budget for review under the Paperwork Reduction Act of 1995 (44U.S.C. 3501-3520). The Annual Performance Reporting for the CoC is estimated to average 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. OMB approval No. 2506-0145 (exp. pending)

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451 7th Street S.W., Washington DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

# Sage: CSV-APR 2022 Instructions



## Test a CSV-APR FY2022

*Sage requires a CSV-APR FY2022 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 FY2022.*

- 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 to 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.*

Choose File No file chosen

# Sage: CSV-APR 2022 Instructions

## Test a CSV-APR 2022

Sage requires a CSV-APR FY2022 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 FY2022.

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 **August 18, 2022 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 ([BoSMonitoring@dca.ga.gov](mailto:BoSMonitoring@dca.ga.gov))
- ❑ The packet needs to be received by DCA BoS CoC staff no later than **3:00 pm on August 18, 2022**.
  - ❑ Please remember, project sponsors and sub-recipients have an earlier deadline to submit documents to direct grant recipients.

# Application Packet



Emailed to DCA at: [BoSMonitoring@dca.ga.gov](mailto:BoSMonitoring@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 8/18/22 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 fully complete and submitted in the Application or Applicant Profile in e-snaps as required
  - ❑ Code of Conduct submitted in Applicant Profile as required in E-snaps (IF not on HUD's list)
  - ❑ Certification of Consistency (follow up with providing project information to local government following DCA's email)

# Coordinated Entry Policy Addendum (due 8/18/22 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.B.2.g. of the 2022 HUD NOFO**
- ❑ 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 2-10 eligible renewal projects into one project application during the application process (NOFO).

- ❑ 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)**
- ❑ **Each project application should identify the grant number that will survive after the competition, which must be the grant number with the earliest start date.** (NO combined application required this year)
- ❑ 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 based on its ranked position to include the amount of funding of all grants included (those included will be removed from ranking).
- ❑ 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 [BoSMonitoring@dca.ga.gov](mailto:BoSMonitoring@dca.ga.gov) as soon as possible.

# Policies & Procedures Review\*



- The CoC will be reviewing renewal applicant Policies & Procedures (P&P) to see that they support commitment to placement into housing without preconditions (other than mandated).
- DCA staff will be requesting P&P from renewal projects separately (anticipated submission date TBD).

# 2022 HUD CoC Application Process

## *e-snaps*

# 2022 Balance of State CoC Process: Submission to HUD



- ❑ HUD Application in E-SNAPS (please watch for availability, short turnaround time)
  - ❑ 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)
- ❑ At application setup in e-snaps, Renewal Applicants can pull information from last year's renewal application (not available for first-time renewals)
- ❑ 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(s) electronically in E-SNAPS
  - ❑ <https://www.hudexchange.info/programs/e-snaps/>
- ❑ This must be submitted by **August 29, 2022 (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 16, 2022 (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, if not on HUD listing)**

# Grant Consolidations (e-snaps)



Eligible renewal project applications may consolidate 2-10 eligible renewal projects into one project application during the application process (NOFO).

- Submit separate renewal projects for each grant being proposed to consolidate (review apps and in *e-snaps*)
- **NO combined application required this year**

# E-SNAPS Submission (continued)

- ❑ Project Application Detailed Instructions, Navigational Guides (e-snaps instructions), and FAQs  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- ❑ Technical issues with e-snaps should be emailed to HUD at [e-snaps@hud.gov](mailto:e-snaps@hud.gov)
- ❑ Project Applicants that require information and technical support concerning the HUD NOFO and the application in e-snaps may submit a question to HUD at [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov)
- ❑ 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
  - ❑ Data consistent in application
  - ❑ Narratives are fully responsive to question and that it meets all criteria for that question as required by NOFO and included in detailed instructions
  - ❑ Renewal Project Detailed Instructions:  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=22010e6484-CoC-FY22-Program-Competition-08.03.22&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-22010e6484-18485529](https://www.hud.gov/program_offices/comm_planning/coc/competition?utm_source=HUD+Exchange+Mailing+List&utm_campaign=22010e6484-CoC-FY22-Program-Competition-08.03.22&utm_medium=email&utm_term=0_f32b935a5f-22010e6484-18485529) **AND** [https://www.hudexchange.info/programs/e-snaps/?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=22010e6484-CoC-FY22-Program-Competition-08.03.22&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-22010e6484-18485529](https://www.hudexchange.info/programs/e-snaps/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=22010e6484-CoC-FY22-Program-Competition-08.03.22&utm_medium=email&utm_term=0_f32b935a5f-22010e6484-18485529)

# E-snaps 4B (PSH Projects)

## Renewal Project Application Detailed Instructions

- ❑ **How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?**  
Required. If you select "100%" Dedicated to question #8 on Screen 3B. Project Description, you must enter all beds as dedicated for individuals and families experiencing chronic homelessness. If you selected "DedicatedPLUS" you can enter the number of beds that will be dedicated CH; but this is not required so long as all program participants who enter the project meet the "DedicatedPLUS" requirements in Section III.B.2.g of the NOFO. If your project has dedicated CH beds to serve families experiencing chronic homelessness, you will enter all beds for the households as CH beds. See [HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing](#) for additional information.
- ❑ **PSH Applicants should 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.**

**4B. Housing Type and Location Detail**

1. Housing Type: Scattered-site apartments (including efficiencies) v

**2. Indicate the maximum number of units and beds available for program participants at the selected housing site.**

a. Units:

b. Beds:

Total beds in "2b. Beds" are dedicated to the chronically homeless?

**This includes both the "dedicated" and "prioritized" beds from previous competitions.**

# E-SNAPS Attachments

- ❑ The following HUD required forms are built into e-snaps and must be fully completed and electronically signed before project applicants have access to the project application:
  - ❑ 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)
  - ❑ 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
  - ❑ Disclosure of Lobbying Activities, and
  - ❑ Applicant Certifications
  - ❑ Documentation of Applicant AND Subrecipient Eligibility
- ❑ 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 recipient and 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

# TDHE Documentation (New)



- ❑ Documentation of Applicant and Subrecipient Eligibility. Project applicants must attach appropriate documentation for each Indian Tribe or Tribally Designated Housing Entities (TDHEs) recipient and subrecipient organization identified in the application.
  - ❑ TDHEs status documentation
- ❑ Applicants that propose to locate a project on a reservation or trust land must include a Tribal Resolution to locate a project on a reservation (NOFO page 7)
  - ❑ Tribes do not need to include for a project on their own reservation or trust land

# HUD Eligibility Requirements for Applicants of HUD's Grants Programs (pages 31-32 in NOFO)

- ❑ 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
- ❑ 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)
- ❑ In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of 2 CFR part 170 if the applicant receives an award unless an exception applies as provided in 2 CFR 170.110.

# HUD Requirements for Compliance with Administrative, National, & Department Policy (page 92-94 in NOFO)

1. Compliance with Non-discrimination and Related Requirements (#1)
2. Equal Access Requirements
3. Ensuring Participation of Small Disadvantaged Businesses, Women-Owned Business
4. Equal Participation of Faith-Based Organizations
5. Real Property Acquisition and Relocation. See [49 CFR part 24](#).
6. Participation in HUD-Sponsored Program Evaluation
7. Uniform Admin Requirements, Cost Principles, & Audit Requirements (Federal Awards)
8. Drug-Free Workplace
9. Safeguarding Resident/Client Files
10. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act), as amended
11. Accessibility for Persons with Disabilities
12. Violence Against Women Act
13. Conducting Business in accordance with Ethical Standards/Code of Conduct
14. Environmental Requirements
15. Uniform Relocation Act (page 101)

# RESOURCES

HUD 2022 Continuum of Care NOFO, Competition, & Program pages:

- ❑ NOFO at Grants.gov: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=342855>
- ❑ 2022 CoC Competition at HUD.gov:  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc)  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- ❑ HUD Exchange e-snaps resources:  
<https://www.hudexchange.info/programs/e-snaps/>
- ❑ HUD Exchange CoC Program: <https://www.hudexchange.info/programs/coc/>

## CoC Regulations

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



# HUD Notices

- **HUD Mailing List Notifications (click on title for link)**
  - [SNAPS Competitions](#)

The SNAPS Competitions listserv provides notification from HUD about important information related to the annual Continuum of Care (CoC) competitive funding process.
  - [SNAPS Program Information](#)

The SNAPS Program information listserv provides information from HUD about program content authored by SNAPS.
- **All Questions sent to HUD related to the CoC Competition (Annual Competition) MUST be sent to:**
  - [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov) - questions regarding the FY 2022 CoC Program Competition process; or
  - [e-snaps@hud.gov](mailto:e-snaps@hud.gov) - questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile).

# 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 2022 Competition page

<https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2022-coc>

# QUESTIONS



General CoC / Application submission questions:

Tina Moore

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

Josh Gray

(404) 327-6811 or [Josh.Gray@dca.ga.gov](mailto:Josh.Gray@dca.ga.gov)

Rick Heermans

[Rick.Heermans@dca.ga.gov](mailto:Rick.Heermans@dca.ga.gov)

Diana Pitcher

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

Data Questions:

BoS HMIS Team

[BoSHMIS@dca.ga.gov](mailto:BoSHMIS@dca.ga.gov)



Questions?



Georgia<sup>®</sup> Department of



# Community Affairs