

Georgia Balance of State Continuum of Care

Georgia Balance of State Continuum of Care Governance Board **Approved September 29, 2015**

2015 Georgia Balance of State Continuum of Care Competition

The Georgia Balance of State (BoS) Continuum of Care (CoC) is issuing the following guidance for the 2015 Notice of Funding Availability (NOFA) competition. This guidance applies to all renewing Continuum of Care grants for permanent housing, transitional housing, and supportive services only as well as for new applications submitted either for rapid re-housing and permanent supportive housing. This announcement is being announced in accordance with the HUD Notice of Funding Availability (NOFA) for the 2015 Continuum of Care Program Competition (Docket No. FR-5900-N-25) at:

<https://www.hudexchange.info/resources/documents/FY-2015-CoC-Program-NOFA.pdf>.

The Georgia Department of Community Affairs (DCA), designated as the Collaborative Applicant for the Georgia Balance of State Continuum of Care (CoC), is responsible for overseeing and managing the application process for the FY2015 HUD Continuum of Care Homeless Assistance funding process. HUD requires that the CoC develops a process for submitting one consolidated application for the FY2015 CoC program. The Collaborative Applicant works with the Standards, Rating, and Project Selection Committee to develop and recommend the process for CoC Board to approval. The BoS CoC Board approved this policy on September 29, 2015.

The following document outlines the policy and process for the FY2015 funding cycle.

Timeline

July 10, 2015 - Final CoC Review Step for the GIW & CoC Registration due.

May 20, 2015 - Review Application released for renewal Permanent Supportive Housing and renewal Rapid Rehousing (RRH) (approved by the BoS CoC Standards, Rating, and Project Selection Committee and the Balance of State CoC Board).

May 26, 2015 - Informational Webinar for renewal PSH and RRH applicants held by DCA, and materials from the webinar were posted.

June 8, 2015 - Review Applications for renewing PSH and RRH projects, as well as the most recently submitted HUD APR, due.

September 17, 2015 – NOFA released by HUD.

September 25, 2015 - Standards, Rating, and Review Committee meeting to approve and recommend process for scoring and ranking held.

September 29, 2015 - CoC Board meeting to approve process recommended by the Standards, Ratings, and Review Committee held.

September 30, 2015 – Review Application released for renewal Transitional Housing (TH) and new PSH and RRH projects.

September 30, 2015 – Addendum document for ALL project types released.

October 5, 2015 – Proposal Outlines for new PSH or RRH projects, and Notice of Intent to Apply or Reallocate for renewal TH projects due.

October 2, 2015 (2nd webinar October 6, 2015) – Informational Webinars for BoS CoC Competition Policy, renewal TH applicants, and materials from the webinar posted.

October 6, 2015 – Informational Webinars for new PSH and RRH applicants and materials from the webinar posted.

October 13, 2015 - Review Applications for renewing TH projects, as well as all required copies and supplemental documents (including Addendum), due by 2:00 pm.

October 13, 2015 – Addendum document for renewal PSH and RRH projects due by 2:00pm.

October 14, 2015 - Review Applications (including Addendum) for new PSH and RRH projects, as well as all required copies and supplemental documents, due by 2:00 pm.

October 19, 2015 – ALL project applications (renewal PSH, RRH, and TH, and new PSH and RRH) must be entered into *e-snaps* by 2:00 pm.

October 30-November 2, 2015 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.

November 4, 2015 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.

November 5, 2015 – Notification given to applicants of placement in scoring and ranking for all projects (due date).

November 12, 2015 – ALL project application corrections (if applicable) should be completed in *e-snaps* by 2:00 pm.

November 18, 2015 – CoC application submitted to HUD.

Summary of Changes for the FY2015 Georgia Balance of State Continuum of Care Homeless Assistance Funding Cycle

Please note that there are significant changes in the process and method by which local CoCs are being scored under Federal priorities this year. All applicants and interested parties are strongly encouraged to read this document, as well as the HUD FY 2015 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition>) in their entirety to ensure there is complete understanding of the information provided. Some of the major changes include:

- Only Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Transitional Housing (TH) projects will be eligible for ranking and renewal (The BoS CoC will not be submitting any Support Services projects for renewal).

- Projects that underspend may be subject to full or partial reallocation. Any project that has less than \$10,000 at the end of the grant will not be in jeopardy of having the grant amount reduced.
- Projects that were awarded for the first time under the 2013/2014 NOFA cycle as first time grants and projects with a recent transfer, where they have not had the opportunity to be up and running for a full year, will be in hold-harmless status and will automatically receive median performance scores for like applications for performance in the scoring and ranking process.
- As in previous years, HUD will award funding on a tiered basis, with the top 85% of the funding allotted to a CoC being in Tier 1, and the bottom 15% of the funding allotted to a CoC in Tier 2. Because of this, at a minimum, renewal projects ranking in the bottom 15% of allotted CoC funding are in jeopardy of not being recommended for funding, with that award amount being open to be reallocated to qualified new projects. Reallocation of the bottom scoring renewal projects is contingent on appropriate high-scoring, replacement new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the highest scoring of the lowest renewal projects.
- Through this reallocation, new applications for RRH for individuals and families will be accepted.
- Also through this reallocation, new applications for PSH for the chronically homeless individuals and families will be accepted.
- As HUD has stated, transitional housing is not a preferred project type for this funding. In an effort to align with the HUD priorities, the BoS CoC will award bonus points to agencies that currently are funded for TH but do not submit a renewal application, and instead submit a new PSH or RRH application, for the same coverage area (at minimum) or for another priority coverage area.
- BoS CoC bonus points will be available for permanent housing projects (PSH or RRH) that are currently using, or commit to using, the Housing First model when housing program participants (with a concrete plan of action, to utilize the Housing First model of service delivery). For Transitional Housing projects to receive any of these bonus points, they must be supporting the Housing First model (or commit to supporting this model) by providing low-barrier transitional housing that does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold) and that prioritizes rapid placement and stabilization in permanent housing.
- BoS CoC bonus points will be available to all project applications that are low barrier projects (or commit to being low barrier projects) and allow entry to program participants that includes: low or no income, current or past substance use, criminal records—with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence.
- BoS CoC bonus points will be available for projects that prioritize Veterans. To receive these points, projects proposing to serve veterans will be required to include a concrete plan

of action that includes a plan of action for how the project will outreach, and provide services, to Veterans.

- Renewal TH projects will be scored on data evidence that they are serving survivors of family violence, youth (up to age 24), and/or people with substance use issues. Additionally, as HUD has indicated specific preference for TH projects that exclusively serve homeless youth, the BoS CoC will award bonus points to such projects.
- All renewal BoS CoC PSH projects that do not already have 100% of their beds dedicated to people who are chronically homeless will be required to prioritize at least 85% of their non-dedicated beds to people who are chronically homeless. The BoS CoC is prioritizing homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Chronically homeless individuals and families should be given priority for permanent supportive housing beds not currently dedicated to this population as vacancies become available through turnover. Permanent supportive housing renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance use disorder) must continue to serve those subpopulations, as required in the current grant agreement. However, chronically homeless individuals and families within the specified subpopulation should be prioritized for entry. The full notice can be found at: <https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>.
- In alignment with the HUD priorities for this funding, with the exception of existing projects that have not been fully operational (as stated above) and the HMIS and Centralized Assessment grants, which are critical to the operations of the CoC, and will therefore be placed mid-Tier 1, the BoS CoC will rank projects with the following groupings:
 - o Renewal PSH and RRH projects (based on score)
 - o New PSH and RRH projects (based on score)
 - o Renewal TH projects
- In addition to the larger percentage in Tier 2 this year, HUD will score projects ranked in Tier 2 using a 100 point scale (please see full details on pages 16-17 of the NOFA):
 - o CoC Score – up to 60 points will be in direct proportion to the score received on the CoC Application;
 - o CoC Project Ranking – up to 20 points will be based on the CoC's ranking of the project application(s);
 - o Project Type – up to 10 points will be based on the type of project application(s) submitted and the population served;
 - o Housing First Commitment – up to 10 points will be based on how project applications commit to the Housing First model (or how TH demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions to entry, such as sobriety or a minimum income threshold).
- In addition to the Tier 1 and Tier 2 projects, HUD is also allowing for CoCs to apply for permanent housing bonus funding. Different than in past years, more than one project can be submitted for the bonus funding. HUD will provide additional guidance, no later than October 9, 2015 on the bonus funding. Dependent on that guidance, the BoS CoC anticipates submitting for bonus funding.

General Information

In addition to the information presented in this document, it is expected that all applicants read the HUD FY 2015 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition>) in their entirety to ensure there is complete understanding of the information provided.

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

Renewal PSH and RRH applications were already released and completed. However, as more detail was required once the NOFA was released, there will be short addendum that agencies with those projects will need to submit.

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

All renewal project applications must pass a threshold review and will then be scored according to specific criteria. The criteria will consist of data from the most recent Annual Performance Report (APR), current data in the Homeless Management Information System (HMIS), project performance, the most recent DCA monitoring visit, and the scoring of the review application. This will be scored by an independent review panel that will then consolidate the scores and rank the projects. The independent review panel will submit their results to the Collaborative Applicant who will publish the results with the BoS CoC Board's approval.

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

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

In addition to the application packet, all renewing and new projects must also complete the HUD application in *e-snaps*. Completing the application in *e-snaps* does not guarantee that the project will be put forth in the HUD application, nor does it guarantee that the project will be funded.

The BoS CoC is required by CoC regulations to operate a HMIS, establish a "centralized or coordinated assessment system," and carry out planning activities in accordance with the Interim regulations. The renewal projects for centralized or coordinated assessment and HMIS will therefore be prioritized in the top tier for the ranking. Additionally, as mentioned above, projects that are in the process of being transferred or were newly awarded from the previous competition will receive the median score of like project applications.

DCA, as the Collaborative Applicant, will post any additional details of the competition and HUD resources as they become available on the Continuum of Care webpage. It is the applicant's responsibility to ensure that they check the both the BoS CoC

(<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp>) and the HUD CoC (<https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition>) websites regularly for the latest updates. Please note that all of HUD's competition and e-snaps materials, notices, and training guides can be accessed on the HUD page.

Projects must agree to enter client data into Georgia's BoS Homeless Management and Information System (Pathways Compass) and participate in the annual homeless counts in Georgia's BoS jurisdiction.

The Georgia Department of Community Affairs, as the Collaborative Applicant, believes in a commitment to end homelessness throughout the State of Georgia. To this end, DCA encourages all grantees to ensure that no household is turned away because they have previously resided in a differing Continuum.

Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) per the General Section, III.C.2.b. and c. In July 2012, the CCR converted to the System for Award Management (SAM) found at www.SAM.gov. The new SAM website incorporates requirements for Central Contractor Registration (CCR). HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM.

Appeals

In accordance with *24 CFR part 578* and the NOFA, applicants have the right to appeal if they believe that they were improperly denied the right to participate in the CoC planning process; were improperly denied or decreased funding; or were improperly denied a Certification of Consistency from the local government with the Consolidated Plan. The appeal MUST be carried out in the timeframe and process announced by HUD within the NOFA.

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

The application for renewal PSH and RRH was already released and completed. However, as more detail was required once the NOFA was released, there will be short addendum that agencies with those projects will need to submit.

This addendum must be received no later than 2:00pm on October 13, 2015 in order for an application to be considered complete. It can be emailed to Tina Moore, CoC Coordinator (tina.moore@dca.ga.gov).

In addition, all renewal PSH and RRH projects must complete the HUD application in *e-snaps* by 2:00pm on October 19, 2015.

Renewal Transitional Housing Projects

While currently funded transitional housing projects are eligible to submit a renewal application, the BoS CoC recognizes that for this funding source, HUD has set PSH and RRH as their top funding priorities. With this in mind, the BoS CoC will award bonus points to any new PSH or RRH application that is being proposed to replace an existing transitional housing project,

provided the new project covers either the same coverage area, or another priority coverage area.

If an agency decides to forgo applying for a renewal transitional housing project, and instead apply for a new PSH or RRH project, while bonus points will be awarded, there is no guarantee that the new project will be funded.

If an agency decides not to pursue a new project, but rather still submits the renewal TH project application, while no bonus points will be awarded, the renewal TH project would still be eligible for scoring and ranking. However, eligibility does not guarantee that the TH projects will be ranked or funded.

HUD has also recognized that transitional housing may be an appropriate intervention for the following special populations: survivors of family violence, youth up to age 24, and people with substance use issues. The BoS CoC will align with this and will score and award points based on the percentage of those special populations served. Additionally, as HUD has indicated specific preference for TH projects that exclusively serve homeless youth, the BoS CoC will award bonus points to such projects.

All applicants with a current renewal TH project will need to submit a Notice of Intent to Apply or Reallocate for renewal TH projects due (*GA BoS CoC Notice of Intent - 2015 TH Renewal or Modification*) no later than 2:00pm on October 5, 2015.

As stated above, renewal TH applications must be received no later than 2:00pm on October 13, 2015. The following materials must be received in order for an application to be considered complete:

- The renewal pre-application;
- The addendum document for renewal TH projects;
- The most recent project APR that was submitted to HUD; and
- The most recent HUD monitoring report (no matter how dated).

Application materials can be emailed or mailed to Tina Moore, CoC Coordinator (tina.moore@dca.ga.gov; 60 Executive Park South, Atlanta, GA 30329).

In addition to the BoS CoC application materials (including all required certifications dated within 60 days prior to HUD deadline), all renewal TH projects must complete the HUD application in *e-snaps* by 2:00pm on October 19, 2015.

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

New Project Application Information

In line with information presented in the NOFA, the BoS CoC will seek applications for new permanent supportive housing (PSH) projects and new rapid re-housing (RRH) projects.

The BoS CoC, however, has identified a greater need for new RRH projects, statewide. Therefore, to the extent that there are sufficient quality applications, it is anticipated that approximately 75% of available reallocated dollars will be earmarked for new RRH projects, with the remaining 25% going towards new PSH projects.

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

All agencies interested in applying for a new PSH or RRH project should complete and submit a Proposal Outline (Letter of Intent) to alert the Collaborative Applicant of their intent. The Proposal Outline form is available on at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnline.asp> no later than 2:00pm on October 5, 2015.

Applicants that are currently are funded for TH but are not submitting a renewal application, and instead submitting a new PSH or RRH application will need to submit a Notice of Intent to Reallocate (*GA BoS CoC Notice of Intent - 2015 TH Renewal or Modification*) no later than 2:00pm on October 5, 2015.

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

All agencies submitting an application for a new PSH or new RRH project must submit a complete application package to the Department of Community Affairs. A complete application package includes:

- Five (5) copies of the new project pre-application (including match/leveraging documentation and the required addendum document);
- The agency 501(c)(3), if applicable (one copy);
- A current list of Board of Directors (one copy);
- An independent financial audit, or equivalent financial statement (one copy); and
- A current 990 IRS Form: Return of Organization Exempt from Income Tax, if applicable (one copy).

All complete new project packages must be received by the CoC Collaborative Applicant, the Department of Community Affairs, by October 14, 2015 at 2:00 pm. Submissions must be mailed to Tina Moore, CoC Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

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

In addition to the application packet described above, applicants for new RRH or PSH projects must also complete, and submit, the HUD application (including all required certifications and documentation dated within 60 days prior to HUD deadline) in *e-snaps*.

The complete new PSH and new RRH project criteria is posted on the Balance of State Continuum of Care webpage at <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnline.asp>. Applicants are strongly advised to review the criteria before submitting an application.

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

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

Agencies submitting new project proposals, for PSH or RRH, to replace a renewal TH project(s), can apply for an amount equal to the TH grant(s) that they are forgoing.

Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.

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

Bonus points will be available for new RRH projects that propose to serve underserved areas including counties where there is no CoC or ESG-funded RRH projects. (The *Rapid Rehousing Coverage for SFY2016 –Map* will be available on the BoS Applicant web page at: <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnline.asp>).

Bonus points will also be awarded to new project applications that commit to prioritizing Veterans. Additional bonus points will be available for projects that prioritize Veterans that are primarily located in areas not currently served by the Supportive Services for Veterans Families (SSVF) program. (The *2015 Georgia SSVF Resources Map* will be available on the BoS Applicant web page at: <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnline.asp>.)

Threshold Criteria for All New Permanent Supportive Housing and New Rapid Re-Housing Project Applications

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

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

- o Agency does not utilize Pathways HMIS (or an approved family violence HMIS alternative) to capture client-level data on all clients in the project.

Match and Leveraging

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

HUD guidelines state that projects should only report match and leveraging where there are commitment letters on file that are dated within 60 days of the application deadline, and HUD is requesting that all documented commitments be submitted with the application.

E-Snaps Information for All Renewal and New Applications

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

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

For information on accessing HUD’s *E-Snaps* system to complete and submit a full BoS CoC Project Application, please go to: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>. Note that once the competition begins, there will be a significant time delay if applicants need to register new users on the *E-Snaps* system. All applicants should ensure that they have access to the system immediately. The Continuum will publish further deadlines once the competition starts and this will include a deadline to enter data into *E-Snaps*.

GA DCA Contacts:

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Attached are two (2) documents:

- 1) 2015 Balance of State CoC Proposal Outline draft
- 2) GA BoS CoC Notice of Intent - 2015 TH Renewal or Modification draft