

Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections **REQUIRES SUBMISSION**:

- CoC Application
- Project Listing

Please Note:

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

For Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

1A-1 CoC Name and Number: GA-501 - Georgia Balance of State CoC

1A-2 Collaborative Applicant Name: Georgia Department of Community Affairs

1A-3 CoC Designation: CA

1B. Continuum of Care (CoC) Operations

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

1B-1 How often does the CoC conduct meetings of the full CoC membership? Semi-Annually

1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation? Semi-Annually

1B-3 Does the CoC include membership of a homeless or formerly homeless person? Yes

1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Organizational employee
Select all that apply.

1B-5 Does the CoC’s governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	Yes
1B-5.2 Centralized or Coordinated Assessment System?	Yes
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	Yes
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	Yes

1C. Continuum of Care (CoC) Committees

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	VASH Committee	The Federal Interagency Council, HUD, VA and others challenged the Continuum to assist with effective utilization of VASH vouchers available in middle Georgia surrounding VA clinics in Macon, Albany & Dublin. The Continuum's role has been to assist with outreach, utilizing its partners to identify homeless veterans. ESG rapid rehousing providers in the area, in many cases, were able to eliminate barriers to housing by assisting with deposits, utility connections, moving expenses, etc. A full membership meeting was held in Macon to kick-off the effort. As a result long-term relationships have been established between community providers, PHA staff and VA staff. This effort is revisited quarterly during state interagency council meetings.	Quarterly	Homeless service providers, DCA, Public Housing Authorities, Department of Veterans Affairs, GA Department of Veterans Services

1C-1.2	Rating and Project Selection Committee	This committee forms year to year to provide input into the development and implementation of the rating and selection system. CoC review criteria mirrors HUD policy and the NOFA, so once the NOFA is issued, selection criteria is updated by CoC staff, reviewed with the Committee for input, and finalized. The Committee then reads all applications, scores them, and then meets to discuss reviews and consolidate scores, finalize project amounts, and establish ranking/tiers. A lot of time is required of members between the NOFA and deadline dates, so membership fluctuates yearly due to previous commitments, etc. Lastly, direct conflicts of interest are not permitted on this Committee. This also has an effect on membership from year to year.	Quarterly	Homeless service providers, domestic violence provider agencies, veteran affairs, state agencies
1C-1.3	BoS CoC PIT and HIC Group	This CoC group met numerous times throughout the year with organizations overseeing the count methodologies and training. Meetings were first held with Kennesaw State University (KSU) to revisit methodologies and to finalize the survey instrument for the unsheltered count. The group also met with regional homeless count coordinators to train and share best practices on both the unsheltered and the sheltered count methodologies, survey instruments, strategies, etc. Under the Continuum's Governance Charter, this group will most likely become a subcommittee of the Standards, Rating, and Project Selection Committee.	Quarterly	Homeless service providers, universities, state agencies
1C-1.4	Coordinated Assessment Workgroup	The BoS CoC is working to develop a "coordinated intake and assessment system" for the CoC. Beginning 12 months ago, CoC began by examining virtual systems - this due to the vast geography of the CoC (400 miles diagonally across GA). Thus far, the workgroup has consisted of members of CoC staff and members of the State Interagency Council (includes providers). To date, the workgroup has examined implementations based on SocialServe, GA Crisis & Access Line (GCAL), and GA Compass technologies. HUD TA assistance has been procured to assist the CoC with the effort. HUD funds were procured in late 2013 to assist with costs, and the effort will be carried forward by the Assessment, Placement and Services Committee	Monthly	Continuum of Care staff, ESG staff, Non profit providers, HUD Technical Assistance representative.

1C-1.5	Chronic Homelessness	Led by staff of the collaborative applicant, SAMHSA leadership agreed to facilitate in the development of an updated strategic plan to end chronic homelessness in the CoC and all of Georgia by 12/31/2015. Since the overwhelming majority of the state's chronic homelessness exists in the Atlanta CoC and in the BoS CoC, Atlanta CoC staff are engaged as partners in this effort. The group has been meeting bi-monthly (web conference) since May 2013. In addition, two 1.5 day on-site meetings have been held to date to develop a framework for the plan to be completed in February 2014 following a final 1.5 day meeting. Once complete, the plan will be carried forward by the CoC and also by a committee of the State Homeless Interagency Council	Quarterly	Department of Community Affairs, Non profit providers, CoC and ESG leads, Department of Behavioral Health, Department of Labor, Department of Corrections, Veterans Administration.
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1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommittees, and workgroups. (limit 750 characters)

Extending 400 miles diagonally across GA, the BoS CoC makes a significant effort to obtain stakeholder input and participation. In 2013, CoC staff attended or led regional meetings in Albany, Athens, Atlanta, Brunswick, Camilla, Columbus, Dalton, Douglasville, Dublin, Gainesville, Hinesville, Jesup, LaGrange, Lawrenceville, Macon, Valdosta, Thomasville, Tifton. These meetings were followed up with written summaries and feedback to inform the planning process for all stakeholders. Stakeholders identified serve on committees or workgroups addressing chronic homeless (incl. veterans) and unsheltered; others on the project selection, coordinated intake, and PIT committees. Committees for CoC rules, HMIS, & data analysis will form soon.

1D. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)**

The CoC conducted an objective review of all programs to assess project utilization, housing stability, employment income, income increase, mainstream benefits, exits to shelter/streets/unknown, monitoring reports, data quality, CoC participation, match/leveraging, etc. This information, together with a review of proposed services to provide benefit to chronically homeless, were used to develop a scoring process for rating and ranking. The review of new PSH projects also consisted of an intense threshold measure of organizational experience/capacity, project eligibility, and service levels proposed. Projects received added points for currently providing permanent housing, serving chronic &/or veterans, and their direct support of housing.

**1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)**

In 2013, the CoCs collaborative applicant, DCA, developed methodology for measuring housing stability outcomes in its programs. A client had a "stable" housing outcome if he 1) exited the program to a permanent destination & 2) did not return to homelessness within 90 days. The latter was determined using methodology described in 3C-14. Next, a statistical model determined the variables that most influence stable outcomes. The final model included age, total income, earned income, length of stay, gender, household type, race, program type, homelessness history, previous out-of-state residence, SNAP, SSDI, SSI, TANF, and VAMS. This model was used to obtain expected stability rates by program. A program's final performance measure was the degree to which its actual stability rate deviated from its expected stability rate. Consequently, the bar for success was statistically adjusted depending on the types of clients served. In 2013 DCA used this methodology to score state ESG projects.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions. (limit 750 characters)

On 12/5/13 notice seeking new proposals was issued to 1,914 persons representing nonprofits, faith organizations, coalitions, mental health boards, local governments, state agencies, and others throughout the CoC. On 12/12/13 the CoC held a web-based new project applicant meeting in order to train prospective CoC applicants on eligibility as it relates to projects, activities, persons served, and match/leveraging. Prospective applicants were briefed on priorities, application scoring, threshold factors, performance expectations, submission requirements, etc. This year the CoC received eight new proposals for PSH and one of the new project applications that scored and ranked well is being submitted by a first-time applicant.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application. 01/17/2014

1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes? Yes

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number. (limit 1000 characters)

N/A

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months? No

1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. (limit 750 characters)

N/A

1E. Continuum of Care (CoC) Housing Inventory

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1E-1 Did the CoC submit the 2013 HIC data in Yes
the HDX by April 30, 2013?**

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices. (limit 1000 characters)

The CoC ensures compliance with HUD rules, regulations and HMIS Data Standards by implementing the policies and procedures outlined in the attached Georgia HMIS Standard Operating Procedures (SOP). The HMIS Lead designates staff to periodically review changes to Data Standards and HUD required reports to ensure the HMIS system software and reports are in compliance. The CoC participates in the monthly Steering Committee meetings to stay apprised of the latest interim rule and proposed data standards. The CoC and HMIS Lead monitor housing programs on a monthly basis to check for data quality and compliance issues. The CoC holds ongoing planning meetings to monitor and implement processes that help to increase efficiency and effectiveness in service delivery. The CoC reviews HMIS processes to improve coordination of provision of housing and services.

2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? If yes, a copy must be attached.

Yes

2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan. (limit 1000 characters)

The Privacy Plan, Security Plan and the Data Quality Plan are currently in draft stage by the HMIS Lead and posted on website (December 2013) for review and discussion on line or at monthly CoC Steering Committee meetings. These plans will be finalized, and approved after HUD issues further guidance.

2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? Applicant will enter the HMIS software name (e.g., ABC Software).

Pathways Compass

**2A-5 What is the name of the HMIS vendor?
Applicant will enter the name of the vendor
(e.g., ESG Systems).** Pathways Community Network

**2A-6 Does the CoC plan to change the HMIS
software within the next 18 months?** No

2B. Homeless Management Information System (HMIS) Funding Sources

2B-1 Select the HMIS implementation coverage area: Regional (multiple CoCs)

2B-2 Select the CoC(s) covered by the HMIS: (select all that apply) GA-506 - Marietta/Cobb County CoC, GA-504 - Augusta CoC, GA-508 - DeKalb County CoC, GA-500 - Atlanta County CoC, GA-503 - Athens/Clarke County CoC, GA-502 - Fulton County CoC, GA-507 - Savannah/Chatham County CoC, GA-501 - Georgia Balance of State CoC

2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-3.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$663,400
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$663,400

2B-3.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-3.3 Funding Type: State and Local

Funding Source	Funding
City	\$0
County	\$0
State	\$106,000
State and Local - Total Amount	\$106,000

2B-3.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$60,000
Private - Total Amount	\$60,000

2B-3.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-3.6 Total Budget for Operating Year	\$829,400
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2B-4 How was the HMIS Lead selected by the CoC? Agency was Appointed

2B-4.1 If other, provide a description as to how the CoC selected the HMIS Lead. (limit 750 characters)

N/A

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:

* Emergency shelter	65-75%
* Safe Haven (SH) beds	Housing type does not exist in CoC
* Transitional Housing (TH) beds	86%+
* Rapid Re-Housing (RRH) beds	86%+
* Permanent Supportive Housing (PSH) beds	86%+

2C-2 How often does the CoC review or assess its HMIS bed coverage? Semi-Annually

2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)

N/A

2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage. (limit 750 characters)

N/A

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0".

Type of Housing	Average Length of Time in Housing
Emergency Shelter	30
Transitional Housing	9
Safe Haven	0
Permanent Supportive Housing	22
Rapid Re-housing	3

2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.

Universal Data Element	Percentage
Name	0%
Social security number	0%
Date of birth	0%
Ethnicity	0%
Race	0%
Gender	0%
Veteran status	0%
Disabling condition	0%
Residence prior to program entry	0%
Zip Code of last permanent address	0%
Housing status	0%
Head of household	0%

2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.). (limit 1000 characters)

HMIS defined data elements were used in all HUD required reports. HMIS generated reports were used to generate all APRs for HUD CoC-funded programs (except family violence programs). All family service providers use a database system called ALICE to generate APRs (this system uses HUD defined data elements). For the Consolidated Annual Performance and Evaluation Report (CAPER), the State's ESG Entitlement (DCA) has required subrecipients to capture project-level beneficiary information via HMIS since its inception, and for the 2012-13 reporting year, HMIS was used to generate all beneficiary accomplishment data.

2D-4 How frequently does the CoC review the data quality in the HMIS of program level data? Monthly

2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges. (Limit 1000 characters)

The HMIS lead works with the CoC by conducting monthly conference calls or meetings to review data quality. The CoC's HMIS technical assistance staff conducts site visits for agencies with high levels or ongoing data quality issues. Monthly AHAR data quality reporting is provided to the CoC for each of its agencies for review. Webinars are scheduled to address common errors that are discovered through the monitoring process. Online web based tutorials have been created to allow users to review proper data entry processes. Lastly, the CoCs collaborative applicant and HMIS lead, the GA Dept. of Community Affairs (DCA), is also the state's ESG entitlement. As a part of the reimbursement process for this \$5 MD (state & federal funds) program, DCA performs a data quality check and requires corrective measures, as necessary, on an ongoing basis. The same process is also in place of the S+C programs operated by DCA (via its attached entity, the GA Housing and Finance Authority) in the CoC.

2D-6 How frequently does the CoC review the data quality in the HMIS of client-level data? Monthly

2E. Homeless Management Information System (HMIS) Data Usage and Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

* Measuring the performance of participating housing and service providers	Monthly
* Using data for program management	Monthly
* Integration of HMIS data with data from mainstream resources	Never
* Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)	Never

2F. Homeless Management Information System (HMIS) Policies and Procedures

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached. Yes

2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS? (limit 250 characters)

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2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

2G. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2G-1 Indicate the date of the most recent sheltered point-in-time count (mm/dd/yyyy): 01/28/2013

2G-2 If the CoC conducted the sheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2G-3 Enter the date the CoC submitted the sheltered point-in-time count data in HDX: 04/30/2013

2G-4 Indicate the percentage of homeless service providers supplying sheltered point-in-time data:

Housing Type	Observation	Provider Shelter	Client Interview	HMIS
Emergency Shelters	0%	100%	0%	0%
Transitional Housing	0%	100%	0%	0%
Safe Havens	0%	0%	0%	0%

2G-5 Comparing the 2012 and 2013 sheltered point-in-time counts, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change. (Limit 750 characters)

From 2012 to 2013, the sheltered PIT count for the Balance of State (BoS) increased from 2,250 to 2,334 (a 4% increase). This change could be sufficiently explained by the net increase of 99 beds to the BoS inventory between 2012 and 2013 (130 more Emergency Shelter beds minus 31 fewer Transitional Housing beds). HEARTH amendments to McKinney that were outlined in the new interim ESG rule contained prohibitions against gender and age discrimination in shelter admittance. These amendments could also account for some of the modest increase in the sheltered population.

2H. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2H-1 Indicate the method(s) used to count sheltered homeless persons during the 2013 point-in-time count:**

Survey providers:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Extrapolation:	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>

2H-2 If other, provide a detailed description. (limit 750 characters)

N/A

2H-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

Under the survey provider method, providers were surveyed using a fillable PDF containing many data validation checks that prevented respondents from submitting inconsistent data. From there, data elements were extracted from the PDF, loaded into a database, and systematically verified with data in HMIS. This process was automated to prevent copying errors. For questionable responses, a CoC staff member personally clarified the data with the provider. Under extrapolation, if we were not able to procure a completed survey for programs that we knew were still in operation, we applied the average bed utilization of all other Emergency Shelter programs. And HMIS was used to report all PSH data for the HIC/PIT.

2I. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Collection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2I-1 Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	<input type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
Sample strategy: (if Sample of PIT interviews plus extrapolation is selected)	
Provider expertise:	<input checked="" type="checkbox"/>
Interviews:	<input type="checkbox"/>
Non-HMIS client level information:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

**2I-2 If other, provide a detailed description.
(limit 750 characters)**

N/A

**2I-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate.
(limit 750 characters)**

Providers were surveyed in the manner described in 2H-3. Survey questions asked providers to estimate the number of clients that had specific special needs on the PIT night, as well as the number of households and persons in their program that were chronically homeless on the PIT night (stratified by household type). Providers were given a month of advanced notice, during which they were able to become familiar with the survey instrument. Completed surveys were required to be submitted within a week after the PIT night, which ensured that providers were using recent records to inform their data.

2J. Continuum of Care (CoC) Sheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

* 2J-1 Indicate the methods used to ensure the quality of the data collected during the sheltered point-in-time count:

Training:	<input type="checkbox"/>
Follow-up	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication :	<input checked="" type="checkbox"/>
Other:	<input checked="" type="checkbox"/>

2J-2 If other, provide a detailed description. (limit 750 characters)

The PIT survey was created as an Adobe PDF with automated data validation that prevented providers from entering and submitting inconsistent data. This made review by DCA staff easier and ensured that inconsistencies were immediately removed from provider data.

2J-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

Follow-up: At times a provider left a survey question blank or submitted an unusual response, in which case a CoC staff member clarified the data with the provider via telephone or email. This outreach was repeated as needed.

HMIS: A significant discrepancy between HMIS data and corresponding survey data prompted a phone call or email from CoC staff members.

Non-HMIS de-duplication techniques: 1/27/2013 was chosen as the PIT date so that the BoS CoC would be aligned with the Metro Atlanta CoCs. This decision reduced the risk of duplicative counts between CoCs.

Other: Automated validation checks were included in the survey instrument. Providers could not enter values that mathematically contradicted other values elsewhere in the survey.

2K. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2K-1 Indicate the date of the most recent unsheltered point-in-time count: 01/28/2013

2K-2 If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2K-3 Enter the date the CoC submitted the unsheltered point-in-time count data in HDX: 04/30/2013

2K-4 Comparing the 2013 unsheltered point-in-time count to the last unsheltered point-in-time count, indicate if there was an increase, decrease, or no change and describe the specific reason(s) for the increase, decrease, or no change. (limit 750 characters)

From 2011 to 2013, the unsheltered PIT count for the CoC decreased from 8,855 to 5,317 (a 40% decrease). The only significant change in the methodology of the 2013 count was that the number of participating BoS counties increased from 59 in 2011 to 75 in 2013 (a 27% increase). This increase implies increased accuracy, which could explain much of the difference in the final estimate. Recent expansions of rapid re-housing, the 4% growth of the sheltered population, the success of the HPRP program and the improved economy could also explain the decrease in the unsheltered population. And in the last 2 years, bed utilization increased by 22%, and 470 more persons with disabilities were being housed in PSH programs in 2013 (from 2011).

2L. Continuum of Care (CoC) Unsheltered Point-in-Time Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2L-1 Indicate the methods used to count unsheltered homeless persons during the 2013 point-in-time count:**

Public places count:	<input type="checkbox"/>
Public places count with interviews on the night of the count:	<input type="checkbox"/>
Public places count with interviews at a later date:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>

2L-2 If other, provide a detailed description. (limit 750 characters)

Given the complexity of counting the Georgia Balance of State's 152 county coverage area, the CoC's collaborative applicant contracted with Kennesaw State University (KSU) to develop a sampling methodology and predictive model for the state. Beginning in 2008, KSU statisticians developed a cluster model that used 300 census variables to group all of GA's counties into 9 clusters. Since then, DCA's PIT methodology has been to conduct service-based counts in counties sampled from all 9 of these clusters. These sampled counts are then fed into a regression model that produces estimates for counties that were not able to perform actual counts. In 2013, the sample size grew to a record 81 counties. The model also takes into account past data.

2L-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the unsheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

The use of 300 census variables to form the initial clusters ensured an "apples to apples" comparison when the 2013 statistical model used actual counts from participating counties to produce estimates for non-participating counties. Contracting with Kennesaw State University's Dept. of Mathematics and Statistics, and under the direction of Dr. Jennifer Priestley, Associate Professor of Statistics, the CoC ensured that the methodology was statistically valid. The 2013 model drew upon a larger sample than 2011 (81 counties vs. 65 counties), thus reducing reliance on estimates. The 2013 model also took into account past county-level PIT data, making the 2013 model likely to be more accurate than models created in previous years.

2M. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Level of Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

2M-1 Indicate where the CoC located unsheltered homeless persons during the 2013 point-in-time count: A Combination of Locations

2M-2 If other, provide a detailed description. (limit 750 characters)

N/A

2N. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

*** 2N-1 Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2013 unsheltered population count:**

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey question:	<input type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

**2N-2 If other, provide a detailed description.
(limit 750 characters)**

N/A

**2N-3 For each method selected, including other, describe how the method was used to reduce the occurrence of counting unsheltered homeless persons more than once during the 2013 point-in-time count. In order to receive credit for any selection, it must be described here.
(limit 750 characters)**

Training: De-duplication depended upon strictly limiting survey participation to heads of household. This point was stressed to count coordinators in two different webinars, by in-person training in central Georgia, and in survey training materials. Consequently, it was very clear to count coordinators that only heads of household were to be surveyed.

Unique identifier: Two unique identifiers were collected via the survey in order to de-duplicate unsheltered persons: 1) the respondent's initials and 2) the respondent's date of birth. (The respondent was always the head of household.) Analysts at Kennesaw State University applied an algorithm that used these two identifiers to de-duplicate the surveys.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Increase Progress Towards Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). The first goal in Opening Doors is to end chronic homelessness by 2015. Creating new dedicated permanent supportive housing beds is one way to increase progress towards ending homelessness for chronically homeless persons. Using data from Annual Performance Reports (APR), HMIS, and the 2013 housing inventory count, complete the table below.

3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness

	Proposed in 2012 CoC Application	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-1.1a For each year, provide the total number of CoC-funded PSH beds not dedicated for use by the chronically homeless that are available for occupancy.		1,418	1,436	1,291
3A-1.1b For each year, provide the total number of PSH beds dedicated for use by the chronically homeless.	402	409	434	455
3A-1.1c Total number of PSH beds not dedicated to the chronically homeless that are made available through annual turnover.		453	461	469
3A-1d Indicate the percentage of the CoC-funded PSH beds not dedicated to the chronically homeless made available through annual turnover that will be prioritized for use by the chronically homeless over the course of the year.		28%	50%	75%
3A-1.1e How many new PSH beds dedicated to the chronically homeless will be created through reallocation?		25	21	21

**3A-1.2 Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(limit 1000 characters)**

The CoC is collaborating with the State Interagency Council to implement a new strategic plan to end chronic homelessness (CH) throughout the CoC and state by 12/31/15. Key strategies include addressing the front door through discharge planning, as well as CoC-directed changes to the HMIS to find existing, and to predict future, episodes of CH. Others include the expansion of CH beds and maximizing existing resources. To this end, and during the CoC competition, renewal applicants committing 28% of turnover non-CH PSH beds received additional points in the competition. Transitional housing providers will prioritize 45% of TH beds. The CoC will work with PSH providers to reach goals set by providing technical assistance and training in 2014. This will include working with each PSH provider to focus on the need to prioritize serving CH persons and to address any entry barriers to programs. Additionally, the state has provided \$400,000 to expand housing first/harm program model allowing agencies to take on harder to serve clients within their programs.

**3A-1.3 Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness.
(limit 1000 characters)**

Within the BoS CoC, DCA staff, led by the HTF Planning Manager, the CoC Coordinator and the Shelter Plus Care Coordinator will hold overall responsibility for increasing the number of Permanent Supportive Housing beds available for chronically homeless persons. The Standards, Rating and Project Selection Committee shall be responsible for developing and recommending written standards for prioritizing assistance and placement for persons and families who are chronically homeless.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 2: Increase Housing Stability

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Achieving housing stability is critical for persons experiencing homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-2.1 Does the CoC have any non-HMIS projects for which an APR should have been submitted between October 1, 2012 and September 30, 2013? Yes

3A-2.2 Objective 2: Increase Housing Stability

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-2.2a Enter the total number of participants served by all CoC-funded permanent supportive housing projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:	2324	2440	2562
3A-2.2b Enter the total number of participants that remain in CoC-funded PSH projects at the end of the operating year PLUS the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination.	2101	2206	2316
3A-2.2c Enter the percentage of participants in all CoC-funded projects that will achieve housing stability in an operating year.	90%	91%	92%

3A-2.3 Describe the CoC's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit to 1000 characters)

Under the new performance criteria, 90% of participants in CoC-funded permanent supportive housing projects remained at the end of the year or exited to a permanent housing destination. Over the next two years, the continuum will work to increase performance by 1% each year. The continuum strategy balances the need to ensure that homeless households achieve housing stability and success with allowing the very hardest to serve households to gain program entry, and re-entry as needed. The continuum's new harm reduction case management program implemented by DCA is one effort to assist in stabilizing those who cycle in and out of these programs. The continuum will also provide Housing First training in 2014 to all CoC-funded recipients and subrecipients in order to provide technical assistance to agencies with the goal of increasing housing stability in all programs.

3A-2.4 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects. (limit 1000 characters)

The Assessment, Placement, and Services Committee will be primarily responsible for overseeing training needs and strategies for improving performance, to include implementing the goals of increasing the rate of housing stability in CoC-funded projects. DCA will work closely with this committee to achieve this goal and to provide the technical assistance and training for agencies.

DCA's Shelter Plus Care Coordinator will continue work with S+C Legacy subrecipients with low housing stability rates, ensuring that the agencies philosophy and mission aligns to that of the continuum's and Federal government's goals. The S+C Coordinator will monitor housing stability and data quality monthly, provide technical assistance to any agency within the bottom 20% of the group, and provide training on housing stability in the annual S+C training. DCA and committee will partner with the state Behavioral Health agency to ensure adequate services are available to match the housing assistance provided.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Increase project participants income

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to increase income is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-3.1 Number of adults who were in CoC- funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013: 3570

3A-3.2 Objective 3: Increase project participants income

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-3.2a Enter the percentage of participants in all CoC-funded projects that increased their income from employment from entry date to program exit?	11%	13%	15%
3A-3.2b Enter the percentage of participants in all CoC-funded projects that increased their income from sources other than employment from entry date to program exit?	12%	14%	16%

3A-3.3 In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-3.1	
Earned Income	774	21.68	%
Unemployment Insurance	40	1.12	%
SSI	540	15.13	%

SSDI	300	8.40	%
Veteran's disability	20	0.56	%
Private disability insurance	2	0.06	%
Worker's compensation	0		%
TANF or equivalent	67	1.88	%
General Assistance	6	0.17	%
Retirement (Social Security)	18	0.50	%
Veteran's pension	11	0.31	%
Pension from former job	13	0.36	%
Child support	124	3.47	%
Alimony (Spousal support)	4	0.11	%
Other Source	99	2.77	%
No sources	1751	49.05	%

**3A-3.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table (3A-3.2) above.
(limit 1000 characters)**

This year the percentage of participants that increased their incomes from non-employment sources from entry date to program exit was 11%. Over 34% of participants had income from non-employment resources, but clients entering the program with this income may not specifically show an increase. DCA will work closely with the State Interagency Homeless Coordination Council and the Assessment, Placement, and Services Committee to provide linkages between homeless service providers and mainstream services. DCA will work specifically with agencies that have low rates of participants that increased cash income through non-employment sources to create linkages to mainstream agencies. We will also work with the Department of Behavioral Health to educate permanent supportive housing providers about the supported employment opportunities available for individuals with disabilities.

**3A-3.5 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)**

Over 21% of participants had income from employment resources, but participants entering the program with employment income may not specifically show an increase. DCA will work closely with agencies at local homeless coalitions to ensure they understand that increasing income is a high priority and that this is best achieved by case managers. The continuum's data coordinator will provide training to ensure case managers are properly recording income and income changes within HMIS.

DCA will continue to partner with the Department of Labor on the Interagency Homeless Coordination Council to provide linkages between homeless providers and workforce services. DCA also will identify agencies that have low rates of participants employed at program exit to create linkages to mainstream and employment agencies. In addition, DCA will work with specialized employment programs in Atlanta to foster future training and technical assistance made available for BoS CoC providers through a regional approach.

3A-3.6 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit. (limit 1000 characters)

The Assessment, Placement, and Services Committee will be primarily responsible for overseeing training needs and strategies for improving performance on increasing income of participants. DCA will work closely with this Committee to achieve this goal. DCA will also work with the committee to establish and provide technical assistance for CoC-funded projects in the next year. DCA will work with Dept. of Labor's (DOL) Asst. Commissioner Ann Shirra (Interagency Council member) to develop strategies in this area. In addition, the new board includes a representative from the GA Department of Labor. DCA will work closely with this member to foster ways to increase linkages between homeless service providers and career/workforce services.

Relationships have already been established with job training and employment organizations within public (40+ DOL, technical schools, VR, and workforce development) and private sector (Goodwill, First Step, others) organizations continuum-wide.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 4: Increase the number of participants obtaining mainstream benefits

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to obtain mainstream benefits is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-4.1 Number of adults who were in CoC- 3570 funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

3A-4.2 Objective 4: Increase the number of participants obtaining mainstream benefits

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-4.2a Enter the percentage of participants in ALL CoC-funded projects that obtained non-cash mainstream benefits from entry date to program exit.	61%	62%	63%

3A-4.3 In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between October 1, 2013 and September 30, 2013.

Non-Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-4.1
Supplemental nutritional assistance program	1977	55.38 %
MEDICAID health insurance	542	15.18 %
MEDICARE health insurance	123	3.45 %
State children's health insurance	25	0.70 %
WIC	85	2.38 %

VA medical services	13	0.36 %
TANF child care services	32	0.90 %
TANF transportation services	6	0.17 %
Other TANF-funded services	2	0.06 %
Temporary rental assistance	5	0.14 %
Section 8, public housing, rental assistance	10	0.28 %
Other Source	22	0.62 %
No sources	1375	38.52 %

3A-4.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit 1000 characters)

DCA will work with agencies at local homeless coalitions to ensure they understand that increasing income through benefit application is a high priority and that this is best achieved by case managers. The coordinated assessment system identifies barriers to housing, such as income, as soon as the household begins to move through the system, allowing case managers to refer or work directly with households to increase their income, while solving their housing problem. The CoC believes that much income is unreported within HMIS and the continuum's data coordinator will lead an education effort throughout the year to ensure that case managers regularly enter income data. Last year, the collaborative applicant offered State funded grants to agencies to implement SOAR programs, and made 4 awards. This year we anticipate that more agencies will apply for and receive funding.

3A-4.5 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that that access non-cash mainstream benefits from entry date to program exit. (limit 1000 characters)

The Assessment, Placement, and Services Committee will be primarily responsible for identifying and seeking to maximize and coordinate mainstream and homeless services available for homeless and near homeless persons throughout the CoC. DCA will work with the committee to establish standards and protocols enabling persons to increase non-cash benefits. DCA will also work closely with this committee to foster ways to increase linkages between homeless service providers and mainstream provider resources. Moreover, DCA will continue to work with regional coalitions across the State that are implementing local strategies to connect homeless people to mainstream resources and health insurance through the Affordable Health Care Act. DCA also will work with the manager of GA's Common Point of Access (www.compass.ga.gov) system, Crystal Eskola (Interagency Council/CoC member), who certifies use of the system for eligibility determinations and applications for cash and non-cash benefits.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Rapid re-housing is a proven effective housing model. Based on preliminary evidence, it is particularly effective for households with children. Using HMIS and Housing Inventory Count data, populate the table below.

3A-5.1 Objective 5: Using Rapid Re-housing as a method to reduce family homelessness.

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-5.1a Enter the total number of homeless households with children per year that are assisted through CoC-funded rapid re-housing projects.	0	0	0
3A-5.1b Enter the total number of homeless households with children per year that are assisted through ESG-funded rapid re-housing projects.	451	460	480
3A-5.1c Enter the total number of households with children that are assisted through rapid re-housing projects that do not receive McKinney-Vento funding.	0	0	0

3A-5.2 Describe the CoC's two year plan (2014-2015) to increase the number homeless households with children assisted through rapid re-housing projects that are funded through either McKinney-Vento funded programs (CoC Program, and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g., TANF). Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit 1000 characters)

The Continuum is focusing efforts in its 3 ESG programs [State Dept. of Community Affairs (DCA), Clayton & Gwinnett]. DCA (also the collaborative applicant) has utilized \$4.5 MD in ESG & state funds in the past two years to fund 47 RRH projects (40% of total) and, together with other ESG programs, will offer more funding year by year to increase the number of program participants. To increase utilization and improve performance, the Continuum began a RRH training program in 2013 that included sessions to promote buy-in by senior staff. Training also included best practices on inclusion (eliminating barriers), short shelter stays, optimizing case management (short & long-term via mainstream), and long-term housing stability. Longer term training objectives will focus on best practices for use of mainstream (non-McKinney) housing and services programs for RRH with coordinated intake/assessment and triage to various programs (PSH, VASH, TANF, SSVF, etc.) dictated by client needs.

3A-5.3 Identify by name the individual, organization, or committee that will be responsible for increasing the number of households with children that are assisted through rapid re-housing in the CoC geographic area. (limit 1000 characters)

The Assessment, Placement and Services Committee has responsibility, and DCA (also the Collaborative Applicant and the ESG state recipient) currently leads this work. With ESG and state funds, DCA has awarded \$4.5 million for 47 RRH programs since 7/1/12. State funds have been provided for motel vouchers to minimize dislocation from school districts, etc. where appropriate shelters do not exist. In 2013 DCA provided regional RRH trainings for providers emphasizing short shelter stays (if any), case management, harm reduction and barrier removal. The Departments of Education, represented by the Homeless Liaison Manager Joanna Johnson, and Children and Families, represented by Family Violence Manager Dahlia Brown, have seats on the Continuum's Board and representatives of both organizations are active on the GA Interagency Homeless Coordination Council which also advocates for the advancement of this work.

3A-5.4 Describe the CoC's written policies and procedures for determining and prioritizing which eligible households will receive rapid re-housing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable. (limit 1000 characters)

The CoC does not yet have rapid re-housing funding as an eligible activity within the NOFA funding activities. However, the CoC works closely with the entitlement to ensure that rapid re-housing is promoted as a primary intervention in ending homelessness.

The CoC has partnered with the entitlement to implement policies and procedures that are consistent across the two organizations. At this time, the CoC expects agencies to follow the entitlement policies in determining eligibility. There is no prioritization this year because the CoC and entitlement want rapid re-housing to be available to the largest number of households possible and has given a sufficient funding level to eligible agencies to ensure that the program remains as inclusive as possible.

At this time, there is no obligation on program participants to pay a proportion of rent. However the CoC will review these policies annually and make decisions and changes based on feedback from stakeholders.

**3A-5.5 How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG Programs?
(limit 1000 characters)**

While there is some variation in the frequency of case management services offered to rapid rehousing participants throughout the Continuum, on average participants receive approximately three formal case management services per month. Many service providers offer more intense and frequent case management sessions immediately following program enrollment and adjust the schedule as the client progresses through the program. A case management schedule is generally based on the household's level of need and other details specific to the situation. To ensure longer-term housing stability, mainstream service providers very often assume case management responsibility following program discharge (if not before).

**3A-5.6 Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends?
(limit 1000 characters)**

Virtually all of the rapid re-housing programs in the Continuum are currently funded by the state ESG entitlement (also the collaborative applicant), the Department of Community Affairs (DCA) funded providers are required to conduct post discharge follow up contacts with all households served. The required contacts occur at 90 days and 180 days after discharge from RRH programs. In addition, DCA encourages agencies to serve households that may have cycled through once and become homeless again, and to update case management plans in order to provide needed additional resources to the household on the second enrollment. Going forward, the Continuum will work with its potential RRH providers and with each of the 3 ESG entitlements and their providers to ensure that comprehensive training programs continue and that RRH best practices are implemented throughout the CoC in order to achieve the best possible long-term stable housing outcomes for the Continuum's RRH programs.

3B. Continuum of Care (CoC) Discharge Planning: Foster Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-1.1 Is the discharge policy in place Other mandated by the State, the CoC, or other?

3B-1.1a If other, please explain. (limit 750 characters)

There is not a formal discharge policy currently in place for Foster Care. Generally, children and youth in foster care continue to reside in foster care until they turn age 18. Foster care is monitored under the Georgia Department of Human Services through the Georgia Division of Family and Children Services (DFCS) with case managers responsible for ensuring that placements are overseen and are appropriate. This is also true based on the plan for discharge although there is not a formal discharge policy.

3B-1.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

The CoC and the State of Georgia is currently invested in the SAMHSA Policy Academy on Chronic Homelessness where one strategy is to look at effective discharge planning in an effort to prevent homelessness and promote housing stability for young adults as they age out of foster care. If there are issues in identifying appropriate housing, the youth may sign back into services until they reach age 23. Through the Interagency Homeless Coordination Council and the efforts of our strategic plan for preventing chronic homelessness, we will collaborate with the appropriate agencies and stakeholders to formalize discharge planning for this foster care population. The State sponsored GeorgiaHousingSearch.org rental housing database has been an excellent resource to assist in identifying properties for these young adults, where many of these units have an attached rental subsidy.

3B-1.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

Stakeholders and or collaborating agencies will be the Georgia Department of Human Services, Division of Family and Children Services (DFCS) and the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD). Both of these two state agencies are responsible for coordination, care and services to this foster care population.

3B. Continuum of Care (CoC) Discharge Planning: Health Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-2.1 Is the discharge policy in place Other mandated by the State, the CoC, or other?

3B-2.1a If other, please explain. (limit 750 characters)

When a health care facility acquires information/knowledge that a person is homeless, they generally reach out to homeless services providers to facilitate accessing appropriate services. Health care treatment facilities generally do not have the resources or case management services to properly provide this level of homeless coordination and service. In the case of an emergency room admission, there are Assertive Community Treatment Teams that provide services and appropriate linkages to PATH, S+C or other housing/community supports. Under the DoJ Settlement Agreement, Georgia now has 22 ACT Teams that coordinate services for individuals with behavioral health issues and provide referrals to supportive housing providers throughout the state.

3B-2.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

The CoC works to collaborate with PATH and other S+C providers to coordinate housing opportunities for those persons referred for housing placement or residential options. The CoC and the State of Georgia is also currently invested in the SAMHSA Policy Academy on Chronic Homelessness where one strategy is to look at effective discharge planning in an effort to prevent homelessness.

For persons who are being discharged from state operated psychiatric hospitals and for those who are chronically homeless with mental illness, Georgia operates a state funded rental assistance program that covers the costs of rent and utilities for persons covered in the DoJ Settlement Agreement. This state funding was required to provide residential supports to 2000 individuals through July 1, 2015 and is currently on target to meet this goal. Bridge funding is also made available to cover costs associated with moving, furniture, rent and utility costs, as well as other household start-up expenses.

3B-2.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

As part of the work of the Georgia Interagency Council on Homelessness, we will investigate collaboration with both stakeholders and the Georgia Hospital Association to achieve a better process for referral for persons who may be identified at health care facilities as being homeless. Other stakeholders will be the Georgia Department of Behavioral Health and Developmental Disabilities as they are responsible for the coordination of both Assertive Community Treatment Team services in the state as well as the work of the designated PATH Teams.

3B. Continuum of Care (CoC) Discharge Planning: Mental Health

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-3.1 Is the discharge policy in place State Mandated Policy mandated by the State, the CoC, or other?

3B-3.1a If other, please explain. (limit 750 characters)

N/A

3B-3.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

In 2013, the Dept. of Behavioral Health and Developmental Disabilities (DBHDD) developed a discharge policy for persons in institutional placement longer than 45 days. DBHDD created a comprehensive Community Transition Action Plan (CTAP) that reviews all client needs. This tool allows for detailed planning to address service needs prior to discharge and is inclusive of residential placement and housing options to be considered in order to decrease the incidence of homelessness. The CoC will continue to collaborate with DBHDD on this major accomplishment. For persons being discharged from state operated psychiatric hospitals, DBHDD provides state-funded rental assistance to cover the costs of rent/utilities for Settlement Agreement eligible persons. ACT Teams work to place individuals being discharged. The Georgia Housing and Finance Authority (GHFA) also was awarded Section 811 PRA funding (\$4.3M) in 2013 to expand rental assistance to this population.

3B-3.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

Collaborating agencies and stakeholders that ensure persons are being appropriately discharged will involve the on-going work of the Georgia Department of Behavioral Health and Developmental Disabilities, the Georgia Department of Human Services, Georgia Department of Community Health, Social Security Administration, Department of Veterans Affairs, Georgia Department of Veterans Services, Community Services Board Association, and the Georgia Department of Community Affairs along with the other state CoCs to cover the entire state.

Through the Interagency Council on Homelessness, we will continue to investigate capacity in the mainstream service arena for other resources to assist in this initiative.

3B. Continuum of Care (CoC) Discharge Planning: Corrections

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3B-4.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-4.1a If other, please explain.
(limit 750 characters)

N/A

3B-4.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

Georgia has initiated significant policy changes related to Prisoner Re-entry to the Community. The Criminal Justice Reform Council and the newly established Office of Transition, Support and Re-Entry have been collaborating statewide w/other agencies and stakeholders to reduce recidivism and provide housing or residential plans for those being discharged from the correctional system of care. We are working on a Strategic Framework to further develop formal discharge criteria for the correction system.

The CoC will continue to expand on how effective discharge planning strategies can prevent and reduce homelessness and chronic homelessness to this population. We will work to enhance representation to the GA Interagency Council on Homelessness from the Dept. of Corrections and the State Board of Pardons and Paroles to further develop community integrated housing options for persons who are being discharged from correctional placements to avoid being discharged to homelessness.

3B-4.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

Collaborating agencies and stakeholders that will ensure persons are being appropriately discharged from correctional facilities under the Georgia Department of Corrections and the Georgia Department of Juvenile Justice will involve the on-going work through the Georgia Office of Transition, Support and Re-entry, Department of Behavioral Health and Developmental Disabilities, the Georgia Department of Human Services, Georgia Department of Community Health, Georgia Department of Juvenile Justice, the State Board of Pardons and Paroles, Georgia Criminal Justice Reform Council, the Georgia Department of Community Affairs along with other stakeholders and consultants working to develop this multi-faceted framework for refining the processes associated with discharge and re-entry. The Interagency Council on Homelessness will continue to promote effective discharge planning in efforts to curtail homelessness, including coordination with local CoCs.

3C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3C-1 Does the Consolidated Plan for the jurisdiction(s) within the CoC's geography include the CoC's strategic plan goals for addressing and ending homelessness? Yes

3C-1.1 If yes, list the goals in the CoC strategic plan. (limit 1000 characters)

Provide emergency shelter for 29,000 individuals annually
Provide rapid re-housing assistance to 2,500 households annually
Provide homeless prevention assistance to 310 individuals annually
Provide outreach services to 1000 individuals annually

3C-2 Describe the extent in which the CoC consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients. (limit 1000 characters)

DCA facilitated discussions between Georgia BoS entitlement staff, local ESG entitlement leads, and other CoC leads in Georgia to gather input into how the BoS entitlement set priorities for annual ESG allocations. Based on this meeting, the ESG entitlement allowed local continuums to submit priorities for funding, based on local need. This input ensured that communities received funding for their greatest priorities.

In addition ESG staff attend homeless coalition meetings, often run by local Gov't, throughout the year to gain a greater understanding of the needs of the local communities.

ESG staff have just finished an assessment of the previous year's measures. The results were discussed with continuum staff, and adjustments have been made to further ensure that both entities are working towards the same goals.

The performance measures will be published next month as ESG and continuum staff jointly hold a series of workshops to discuss next year's performance measures.

3C-3 Describe the extent in which ESG funds are used to provide rapid re-housing and homelessness prevention. Description must include the percentage of funds being allocated to both activities. (limit 1000 characters)

Last year the continuum and entitlement prioritized rapid re- housing as its primary intervention to end homelessness. The entitlement obligated 40% of its funding to rapid re-housing and 14% to homelessness prevention.

This year the Entitlement's goal is to increase the amount obligated to rapid re-housing. The competition will assign funding to rapid re-housing programs before obligating to other activities. The amount determined to be obligated will be set by the number of competent programs applying for the funding, rather than a pre-determined funding line.

This year the entitlement will continue its strategy of offering rapid re-housing funding to agencies willing to administer the activity regionally and to those that will use it in a specific location as an alternative to emergency shelter.

Prevention will continue to complement the work done within the continuum but will not be at the heart of the strategy.

3C-4 Describe the CoC's efforts to reduce the number of individuals and families who become homeless within the CoC's entire geographic area. (limit 1000 characters)

Between 2011 and 2013, the PIT unsheltered count showed a reduction of 33%, from 7,929 to 5,316 individuals. The continuum believes that the impact of HPRP, and the subsequent emphasis of rapid re-housing across the continuum, has contributed to the reduction in unsheltered homelessness. Thus, the continuum will continue to expand the role of rapid re-housing within the continuum as the number one homeless intervention for most households.

To complement these efforts, the continuum will continue to strategically award outreach grants to serve unsheltered homeless and to encourage a housing first model amongst all providers, particularly those with Emergency Shelter programs.

The continuum will continue to expand the harm reduction program to assist with supporting the hardest to serve. This year the continuum also piloted an aftercare case management program to assist keeping street homeless within the community.

3C-5 Describe how the CoC coordinates with other Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects. (limit 1000 characters)

The CoC has an inclusive philosophy to proactively seek out partnerships with other entities to further the goal of ending homelessness. As the Governance charter was implemented, the CoC sought opinion from a wide range of Federal and state partners on how best the continuum should run.

The continuum also works with its Statewide and Federal partners through the ICH, implementing the 10 year plan that drives the continuum's efforts to end homelessness.

The CoC has played an active part in the recent SAMHSA Academy to end chronic homelessness, working primarily with partners in the Departments of Behavioral Health and Corrections to build strategies that will achieve the 2015 goal of ending chronic homelessness.

Finally, the CoC leads the HMIS implementation across Georgia and so partners with 7 other CoCs to ensure a seamless HMIS system. Recent achievements have included an agreement to make changes in categorizing chronic homelessness, that will provide a more accurate figure.

3C-6 Describe the extent in which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness. (limit 1000 characters)

PHAs are active in ending homelessness. The State PHA partnered in the SAMHSA Chronic Homelessness Policy Academy. This academy has strategized on how to provide greater housing choice for the chronically homeless by offering an opportunity to transition from Shelter Plus Care (S+C) to Housing Choice Vouchers (HCV). This gateway will provide more independence while ensuring a permanent housing subsidy. S+C is then opened up to families needing the greater support offered by the resource.

Georgia is the first PHA granted a waiver to provide HCV priority for people covered by Georgia's Settlement Agreement with the Department of Justice, allowing the chronically homeless priority over individuals with disabilities not covered by the Settlement Agreement.

Finally, the CoC has partnered with one PHA to run a Shelter Plus Care program. Three years ago the program operated at 20% capacity, but with CoC technical assistance, the program achieved a utilization rate of 150%.

3C-7 Describe the CoC's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the CoC plans to remove those barriers. (limit 1000 characters)

The continuum works in partnership with the entitlement to make assessments on agency and program barriers to entry. Both competitions review factors that may prevent homeless households accessing the program and score based on the agency's ability to provide unconditional services.

Both CoC and ESG agencies have undergone training on housing first that has included a section on barriers to entry, teaching the agencies the implications of making entry conditional on other factors.

Last year the CoC provided technical assistance to a PSH program that was placing too many barriers on entry so that homeless households could not access it. The CoC reserves the right to refuse to fund programs that will not change to a more inclusive model.

The collaborative applicant runs a low income housing database that allows homeless households to search by category, so that they can focus on units that will not exclude them. At this time, there are 190,000 units currently being offered.

3C-8 Describe the extent in which the CoC and its permanent supportive housing recipients have adopted a housing first approach. (limit 1000 characters)

The continuum of care first began its movement towards a housing first strategy three years ago by piloting a housing first / harm reduction model as part of Shelter Plus Care permanent housing. The results were so successful, 84% remained in housing or moved on to other permanent housing in one program, that the model was expanded to cover 8 programs within Georgia. Next year, the continuum plans to increase the number of programs to 10.

This year, DCA piloted housing first training for the ESG and CoC sub-recipients within the continuum. This was designed to show all agencies that they could make some effort to adopt a housing first model, no matter what their program currently offered.

Going forward, the continuum will only offer new PSH to those able to offer a Housing First model.

3C-9 Describe how the CoC's centralized or coordinated assessment system is used to ensure the homeless are placed in the appropriate housing and provided appropriate services based on their level of need. (limit 1000 characters)

The continuum has begun the process of designing and implementing the coordinated assessment approach. The continuum will implement a virtual system across 152 counties. The system is already partially in place, and the implementation will link the HMIS information and data already collected to the applicant's entry into the coordinated assessment system.

All homeless households already undergo a standardized assessment for Barriers to Housing Stability within 1 week of entry into the homeless system and data being entered into the HMIS. This assessment is used by all homeless agencies across the continuum and agencies have used the assessment routinely for several years. Assessment results are used to refer the homeless household to the interventions best suited to their needs. Case managers are responsible for referring households into the most appropriate intervention.

3C-10 Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach. (limit 1000 characters)

The Services Committee will oversee the collaborative applicant's work to lead on FHEO. The Dept. of Community Affairs (DCA) has an extensive equal opportunity, fair housing and outreach program (www.dca.ga.gov/main/FairHousing.asp). This program will be mirrored by DCA's staff for the CoC staff (that includes a dedicated outreach team) through CoC-related meetings (approx. 75 last year) throughout the CoC. Part of the message has been, and will be going forward, equal opportunity, fair housing, outreach and access for all persons; this with an emphasis on those who are disabled, with language barriers, and/or those least likely to have reasonable access to homeless and mainstream services. This work is augmented by state-sponsored Project Homeless Connect and unsheltered count activities that include engagement and outreach. The state has also expanded PATH (and equivalent) outreach across the state. Homeless registry events are planned in 4 communities in the CoC within 12 months.

3C-11 Describe the established policies that are currently in place that require all homeless service providers to ensure all children are enrolled in early childhood education programs or in school, as appropriate, and connected to appropriate services within the community. (limit 1000 characters)

The continuum has an Education policy that is required to be carried out by all ESG and CoC programs within the continuum. The policy is updated and published within the handbooks that the collaborative applicant distributes each year. The policy specifically affirms that all children are enrolled in the most appropriate program, either school or an early childhood education program.

As part of the CoC and ESG application process, agencies need to affirm that they are carrying out this policy. In addition, within the ESG application process, agencies are awarded a score based on the efforts to ensure the policy is implemented. Agencies that do not implement this policy are thresholded out of the competition.

The collaborative applicant and entitlement staff monitor agencies annually to ensure full compliance and specifically review evidence to show agencies are in full compliance.

3C-12 Describe the steps the CoC, working with homeless assistance providers, is taking to collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services. (limit 1000 characters)

Through the State Interagency Homeless Coordination Council, a partnership has been established with the State level McKinney Vento Education Liaison. Through this partnership, the Continuum is connecting each of the funded projects, as well as ESG grantees, to their local McKinney Vento Liaison.

DCA staff also presented at Georgia's Educational Conference to educate advocates around the McKinney Vento educational requirements.

The Continuum Board includes a State Education representative to further strengthen links.

DCA, as the collaborative applicant, also reviews each homeless agency's on site education liaison policy to ensure that local schools have a liaison within the homeless agency. The agency is required to show how it proactively works with schools and education authorities to ensure homeless families are aware of their rights to homeless services.

3C-13 Describe how the CoC collaborates, or will collaborate, with emergency shelters, transitional housing, and permanent housing providers to ensure families with children under the age of 18 are not denied admission or separated when entering shelter or housing. (limit 1000 characters)

The Continuum is clear on its duty that it will only fund projects that implement the HEARTH Education mandates, as reflected in the continuum's policy. The continuum and entitlement monitoring team performs on-site monitoring annually to review for compliance with these mandates.

In addition the Continuum and Entitlement in partnership together rejected a number of agencies from funding last year after they were unable to prove that they had implemented this requirement.

The Continuum and Entitlement staff also review the education policy as part of all workshops each year.

If homeless households believe they have been denied access to a homeless service, they may contact the ESG and continuum coordinators to make a complaint. Staff will investigate any alleged breach of policy. In the past twelve months, there have been no complaints.

3C-14 What methods does the CoC utilize to monitor returns to homelessness by persons, including, families who exited rapid re-housing? Include the processes the CoC has in place to ensure minimal returns to homelessness. (limit 1000 characters)

The CoC's collaborative applicant (DCA) recently developed a methodology for measuring recidivism using HMIS data. DCA is able to capture the vast majority of recidivistic episodes because GA's implementation of HMIS is used statewide (in Columbus by DCA grantees) with high rates of participation. In 2013, DCA found that clients exiting from rapid rehousing (RRH) programs were far less likely to return to homelessness than clients exiting from other types of programs -- even while controlling for several key client characteristics. From this, the CoC and DCA determined that increasing the clients enrolled in RRH programs would in itself ensure minimal returns to homelessness. DCA also requires all recipients of state ESG RRH funds to follow up with program participants at 90 and 180 days after discharge. This year, the CoC rated projects on exits to shelter and homelessness and will work with the Standards and Rating Committee to further refine and focus this methodology going forward.

3C-15 Does the CoC intend for any of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

3C-15.1 If yes, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 1000 characters)

N/A

3C-16 Has the project been impacted by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2013 CoC Program Competition? No

3C-16.1 If 'Yes', describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

N/A

3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

In 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).

3D-1 Describe how the CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness and the extent in which the CoC is on target to meet these goals. (limit 1000 characters)

The CoC incorporates the Federal Strategic Plan through the prioritization of projects that implement programs serving persons who are chronically homeless. In the past year, the continuum has led an academy to end chronic homelessness and is finalizing the strategies that will ensure we meet the target.

Overall, the continuum has reduced unsheltered homelessness by 33% between the 2011 and 2013 PIT counts. The continuum will continue to strive to reduce this number by:

1. Expanding the harm reduction program to ensure persons who are chronically homeless and those who are veterans have the widest range of interventions available to them.
2. Providing training and technical assistance to shelter and housing providers on the rapid re-housing and housing first model.
3. Partnering with regional providers, such as Community Action Agencies, with the goal of all counties within the continuum having access to prevention and rapid re-housing resources.

3D-2 Describe the CoC's current efforts, including the outreach plan, to end homelessness among households with dependent children. (limit 750 characters)

A number of services funded prioritize households with dependent children, including prevention assistance, emergency shelter, transitional housing, hotel/motel vouchers, and service funding.

Last year, the CoC increased the amount of funding for hotel / motel vouchers in rural areas so that families are able to live in areas where there are no Emergency Shelters. This offers families the opportunity to remain in their locality so that families can ensure consistent schooling and community ties.

In addition, the CoC has a number of Permanent Supportive Housing projects that serve families. In 2013, DCA focused ESG policy to expand rapid re-housing programs in an effort to reduce the number of unsheltered families.

3D-3 Describe the CoC's current efforts to address the needs of victims of domestic violence, including their families. Response should include a description of services and safe housing from all funding sources that are available within the CoC to serve this population. (limit 1000 characters)

Victims and their families are served by GA's more than 40 regional family violence (FV) agencies. All serve some portion of the Continuum's geography. In addition to 5 dedicated FV projects in the CoC, FV agencies receive VAWA, CDBG, CJCC, ESG, etc. state/federal funding through state agencies such as Community Affairs (the state ESG entitlement and the CoC's collaborative applicant), Children and Families, & the Criminal Justice Coordinating Council. ESG and CoC offers funding for emergency shelter, hotel/motel vouchers, permanent/transitional housing, the HMIS equivalent database, prevention, rapid rehousing, & outreach. Other services by state agencies include: shelter, a centralized 24 hour hotline, intervention, case management, employment, safety plans, children's programs, groups, advocacy, financial assistance, transportation, parenting, community education, teen dating violence prevention, services to victims of (and to prevent) sexual assault, and wellness education.

3D-4 Describe the CoC's current efforts to address homelessness for unaccompanied youth. Response should include a description of services and housing from all funding sources that are available within the CoC to address homelessness for this subpopulation. Indicate whether or not the resources are available for all youth or are specific to youth between the ages of 16-17 or 18-24. (limit 1000 characters)

The CoC and DCA's current efforts to support youth and runaways include funding for programs that provide housing and/or services for families participating in the PSH Rental Assistance, ESG and HOPWA programs. In 2013, DCA funded Street Outreach programs specifically to reach out to homeless youth. In addition to outreach, Open Arms, in Albany, GA has a transitional housing program for youth aged 18-21, aging out of foster care, and they operate a 21-day Runaway and Homeless Program for all ages. Other Agencies that serve homeless youth with shelter and/or transitional housing in the BoS CoC include Safe Harbor Children's Shelter (16-17 yrs old), Gwinnett Children's Shelter (girls 16-17 yrs old / boys 16-21 yrs old), and Advocates for Bartow's Children (16-18 yrs old). Covenant House Georgia, a S+C Legacy subrecipient, provides assistance with shelter, food, clothing, residential and non-residential services and counseling for runaway youth from across the state.

3D-5 Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation. (limit 750 characters)

Using 2013 data on the number of unsheltered homeless and their location across the continuum, the collaborative applicant has prioritized entitlement and continuum resources to locations that show high levels of unmet need.

The continuum provides a myriad of options for engagement, including funding and technical assistance for street outreach, sponsorship of Project Homeless Connect events, and day center and transport resources.

The continuum covers 152 counties so it is impossible to implement a one size fits all strategy. This year continuum staff have regularly attended homeless coalition meetings across the state to provide advice and technical assistance on how to engage with homeless households and to outreach to them.

3D-6 Describe the CoC's current efforts to combat homelessness among veterans, particularly those are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs (i.e., HUD-VASH, SSVF and Grant Per Diem). Response should include a description of services and housing from all funding sources that exist to address homelessness among veterans. (limit 1000 characters)

Concerted efforts have been made in the past year to identify resources dedicated for homeless veterans (SSVF, VASH, PerDiem, etc.) and to leverage outside funds (past due utilities, deposits, short term shelter, etc.) and services (outreach, landlord engagement, etc.) in order to fully utilize those resources. When dedicated veterans resources are not available or when veterans do not qualify, Continuum representatives and providers brainstorm case by case solutions and often step in with S+C, SHP PSH, RRH, TH (as appropriate), non-VASH HCVP rental assistance, state-funded rental assistance, etc. to fill gaps. For veterans, many in families, who are homeless but who do not need or qualify for PSH resources, the Continuum (using state and ESG) has partnered with providers to pilot an initiative to use targeted RRH funds. Going forward, these efforts will be monitored by the CoC and best practices will be incorporated into the coordinated intake/placement system.

3E. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

3E-1 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new permanent supportive housing projects dedicated to chronically homeless persons? Yes

3E-2 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new rapid re-housing project for families? No

**3E-2.1 If the CoC is planning to reallocate funds to create one or more new rapid re-housing project for families, describe how the CoC is already addressing chronic homelessness through other means and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons.
(limit 1000 characters)**

N/A - The CoC is only reallocating to create new permanent supportive housing projects dedicated to chronically homeless persons.

3E-3 If the CoC responded 'Yes' to either of the questions above, has the recipient of the eligible renewing project being reallocated been notified? Yes

3F. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for chronically homeless individuals may do so by reducing one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects.

Amount Available for New Project: (Sum of All Eliminated Projects)				
\$553,711				
Eliminated Project Name	Grant Number Eliminated	Component Type	Annual Renewal Amount	Type of Reallocation
Rural Counties In...	GA0210L4B011201	TH	\$77,092	Regular
Oconee Supportive...	GA0071L4B011205	TH	\$170,409	Regular
Homeless Disabled...	GA0209B4B011100	PH	\$306,210	Regular

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name: Rural Counties Initiative

Grant Number of Eliminated Project: GA0210L4B011201

Eliminated Project Component Type: TH

Eliminated Project Annual Renewal Amount: \$77,092

**3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)**

Action Ministries, Inc. decided not to renew this project in order to slightly downsize their Transitional Housing program as a whole. This is the smallest project in that program, containing only five houses, however Action Ministries will still operate 35 transitional housing units in north Georgia in the Balance of State CoC.

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name: Oconee Supportive Housing Program

Grant Number of Eliminated Project: GA0071L4B011205

Eliminated Project Component Type: TH

Eliminated Project Annual Renewal Amount: \$170,409

**3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)**

Applicant is not renewing this TH program in order to apply for a permanent supportive housing project through reallocation. While the current project already serves persons who are chronically homeless, transitional housing is not the best type of program for those clients. The new PSH project, if awarded, would be able to serve 3 times as many participants experiencing chronic homelessness.

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name: Homeless Disabled Moms and Children's Operations Support

Grant Number of Eliminated Project: GA0209B4B011100

Eliminated Project Component Type: PH

Eliminated Project Annual Renewal Amount: \$306,210

**3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)**

Due to poor program design, among other implementation issues, this project has consistently underperformed. Zero participants have been served by this program.

3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new rapid rehousing or new permanent supportive housing for chronically homeless persons may do so by reducing the grant amount for one or more eligible expiring renewal projects.

Amount Available for New Project (Sum of All Reduced Projects)					
\$65,753					
Reduced Project Name	Reduced Grant Number	Annual Renewal Amount	Amount Retained	Amount available for new project	Reallocation Type
McIntosh Trail CS...	GA0069L4B011205	\$365,175	\$351,816	\$13,359	Regular
Oconee CSB S+CR	GA0070L4B011205	\$84,378	\$80,778	\$3,600	Regular
South GA CSB S+CR	GA0078L4B011205	\$401,612	\$367,519	\$34,093	Regular
MUST Ministries B...	GA0168L4B011203	\$231,029	\$216,328	\$14,701	Regular

3G. Reallocation - Grant(s) Reduced Details

3G-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: McIntosh Trail CSB S+CR1

Grant Number of Reduced Project: GA0069L4B011205

Reduced Project Current Annual Renewal Amount: \$365,175

Amount Retained for Project: \$351,816

Amount available for New Project(s): \$13,359
(This amount will auto-calculate by selecting "Save" button)

**3G-2 Describe how the CoC determined that this project should be reduced.
(limit 750 characters)**

Requesting a per-unit amount less than FMR.

3G. Reallocation - Grant(s) Reduced Details

3G-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: Oconee CSB S+CR

Grant Number of Reduced Project: GA0070L4B011205

Reduced Project Current Annual Renewal Amount: \$84,378

Amount Retained for Project: \$80,778

Amount available for New Project(s): \$3,600
(This amount will auto-calculate by selecting "Save" button)

**3G-2 Describe how the CoC determined that this project should be reduced.
(limit 750 characters)**

Requesting a per-unit amount less than the FMR.

3G. Reallocation - Grant(s) Reduced Details

3G-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: South GA CSB S+CR
Grant Number of Reduced Project: GA0078L4B011205
Reduced Project Current Annual Renewal Amount: \$401,612
Amount Retained for Project: \$367,519
Amount available for New Project(s): \$34,093
(This amount will auto-calculate by selecting "Save" button)

**3G-2 Describe how the CoC determined that this project should be reduced.
(limit 750 characters)**

Requesting a per-unit amount less than the FMR.

3G. Reallocation - Grant(s) Reduced Details

3G-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: MUST Ministries BOS S+CR
Grant Number of Reduced Project: GA0168L4B011203
Reduced Project Current Annual Renewal Amount: \$231,029
Amount Retained for Project: \$216,328
Amount available for New Project(s): \$14,701
(This amount will auto-calculate by selecting "Save" button)

**3G-2 Describe how the CoC determined that this project should be reduced.
(limit 750 characters)**

Requesting a per-unit amount less than the FMR.

3H. Reallocation - New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

\$557,264				
Current Priority #	New Project Name	Component Type	Transferred Amount	Reallocation Type
35	Oconee PSH P...	PH	\$167,417	Regular
36	Gwinnett PSH...	PH	\$165,275	Regular
71	AIDS Athens ...	PH	\$63,199	Regular
72	ACA Permanen...	PH	\$161,373	Regular

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 35
Proposed New Project Name: Oconee PSH Program
Component Type: PH
Amount Requested for New Project: \$167,417

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 36
Proposed New Project Name: Gwinnett PSH 2013
Component Type: PH
Amount Requested for New Project: \$165,275

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 71
Proposed New Project Name: AIDS Athens PSHP
Component Type: PH
Amount Requested for New Project: \$63,199

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 72
Proposed New Project Name: ACA Permanent Supportive Housing Program
Component Type: PH
Amount Requested for New Project: \$161,373

3I. Reallocation: Balance Summary

3I-1 Below is the summary of the information entered on forms 3D-3H. and the last field, “Remaining Reallocation Balance” should equal “0.” If there is a balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. CoCs cannot create a new reallocated project for an amount that is greater than the total amount of reallocated funds available for new projects.

Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	\$619,464
Amount requested for new project(s):	\$557,264
Remaining Reallocation Balance:	\$62,200

4A. Continuum of Care (CoC) Project Performance

Instructions

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

4A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals? (limit 1000 characters)

The CoC monitors performance in a number of ways. DCA conducts onsite monitoring visits annually to review unit utilization, fund utilization, household stability, HMIS completeness and accuracy, etc. In conducting performance reviews, DCA obtains financial and programmatic information from the grantee's records and reports as well as information from onsite monitoring and electronic data sources semi-annually to quarterly. And through a process of review of HUD monitoring reports, review of APRs, and desktop reviews using the HMIS system, DCA assesses performance of each recipient, or sub-recipient, and is able to determine project performance in how each project is performing within the overall CoC performance goals ending of chronic homelessness, increasing housing stability, increasing project participants income, and obtaining mainstream benefits. DCA also assesses ESG-funded rapid re-housing programs assisting participants to meet the goals of reducing family homelessness.

4A-2 How does the CoC assist project recipients to reach HUD-established performance goals? (limit 1000 characters)

The CoC provides a range of interventions to assist applicants in reaching performance standards. The CoC publishes data around utilization stability, timely use of funds, and housing stability performance to recipients and subrecipients, including a ranking order so that agencies may see how much they have achieved compared to their partners. Technical assistance is provided by staff, onsite, via webinar, or by phone. Regular training is held so that agencies can understand new best practice and the changes to the law. In 2013, DCA provided training for permanent supportive housing recipients and subrecipients that included a session on performance as well as a half-day training on Housing First.

In addition, DCA staff review HMIS data and provide technical assistance, principally for four issues: unit utilization, funds utilization, household stability, and HMIS data completeness and accuracy.

4A-3 How does the CoC assist recipients that are underperforming to increase capacity? (limit 1000 characters)

The CoC is committed to improving all project performance, including projects that are not utilizing projects to ensure maximum capacity. Staff provide onsite technical assistance to recipients and subrecipients that are significantly underperforming to help assess where capacity (or other) issues are contributing to under performance. Staff also utilize best practice agencies to help with technical assistance to those who need it.

An action plan is devised to correct findings and an agency's projected capacity is determined. Monthly milestones are established to track progress. Regular training is held so that agencies can understand new best practice and the changes to the law. If a project does not reach the expected performance level, clear goals are set with the agency to ensure they can achieve this. For S+C Legacy programs, performance policy sets out timeframes and consequences if an agency does not make an improvement, including the withdrawal/transfer of the grant.

**4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless?
(limit 1000 characters)**

The continuum recognizes that the longer a household remains in homelessness, the harder it is for them to achieve housing stability. The continuum's average length of time homeless is 72 days (compared to a statewide average of 142 days) and measures this with an algorithm, based in HMIS data, that also tests length of time homeless for those who are chronically homeless.

Currently, the continuum, in partnership with the entitlement, has set overall performance measures around length of time in each program, and tracks the length of time in each program. The underlying philosophy is to ensure each household spends the minimum length of time in each program to ensure a successful outcome.

The continuum recognizes that rapid re-housing and a housing first approach will reduce length of time homeless and so every provider has taken part in housing first / harm reduction training and rapid re-housing training.

**4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC's geography?
(limit 1000 characters)**

In the last twelve months, the Balance of State continuum and entitlement have partnered together to produce a comprehensive recidivism study aimed at strategically preventing households from returning to homelessness. The results show that rapid re-housing is the best intervention for most households, and has the lowest recidivism rate. Thus, the entitlement has placed a priority on rapid re-housing funding.

In addition, as part of the annual ESG competition, each agency was scored on its recidivism rate, weighted by the overall needs of the household. Those with lower recidivism rates for families with special needs were more likely to be funded and at a higher amount.

Last year, within the gaps analysis carried out, case management for households leaving shelters was identified as a major concern. The entitlement therefore offered funding for community based after care to reduce the overall recidivism rate. Agencies have now started home visits for clients leaving shelters.

**4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families?
(limit 1000 characters)**

The continuum and entitlement first funded street outreach as an eligible activity last year, with mixed success. In many areas, local day centers had fulfilled the roles of street outreach teams in targeting and working with individuals living on the street.

Benchmarks for success are still being established and DCA has provided technical assistance in assisting street outreach programs establish policy and procedure.

Successful applicants for outreach funds must show that there is a need to outreach the homeless populations, that they will focus almost entirely on assessment, case management and moving a person into the most stable form of housing that is available.

DCA acts as a facilitator when street outreach teams, including PATH teams find impediments to getting homeless people the services or resources they need, such as Permanent Supportive Housing.

4B. Section 3 Employment Policy

Instructions

*** TBD ****

4B-1 Are any new proposed project applications requesting \$200,000 or more in funding? No

4B-1.1 If yes, which activities will the project(s) undertake to ensure employment and other economic opportunities are directed to low or very low income persons? (limit 1000 characters)

N/A

4B-2 Are any of the projects within the CoC requesting funds for housing rehabilitation or new constructions? No

4B-2.1 If yes, which activities will the project undertake to ensure employment and other economic opportunities are directed to low or very low income persons:

4C. Accessing Mainstream Resources

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

4C-1 Does the CoC systematically provide information about mainstream resources and training on how to identify eligibility and program changes for mainstream programs to provider staff? Yes

4C-2 Indicate the percentage of homeless assistance providers that are implementing the following activities:

* Homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	67%
* Homeless assistance providers use a single application form for four or more mainstream programs.	9%
* Homeless assistance providers have staff systematically follow-up to ensure mainstream benefits are received.	94%

4C-3 Does the CoC make SOAR training available for all recipients and subrecipients at least annually? Yes

4C-3.1 If yes, indicate the most recent training date: 01/23/2014

4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options. (limit 1000 characters)

Homeless households often experience a myriad of health needs but have little access to affordable healthcare. The strategy has been to increase the number of people getting access to SOAR case management. However, the continuum recognizes the importance of ensuring as many homeless households gain access to new healthcare options as possible.

The continuum will ensure that all continuum and entitlement workshops will inform agencies that they must offer the full range of medical options within their case management sessions including, for those who are eligible, access to affordable care.

There have been regional efforts amongst providers to offer assistance in specific localities. The continuum will build on this through the eleven Project Homeless Connect fairs that it sponsors where homeless households can access all community resources at once in a single location. The continuum will mandate that assistance for those seeking new healthcare options be provided at every event.

**4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?
(limit 1000 characters)**

Of 72 CoC projects applied for this year, only 8 of the projects within the CoC are SSO. They total 5% of the ARA. DCA has not allowed new SSO programs for the last 8 years. DCA has a strong commitment to using the Continuum funds for housing to the greatest extent possible. New projects are expected to show how they will provide services as match to the new housing dollars as part of their application.

In addition, the continuum, through the Housing Trust Fund provides matching dollars for essential services for some continuum housing programs. This year this totaled \$450,000. In addition, there are now new housing first / harm reduction case management funds to assist providing services for continuum projects. This year these funds totaled \$400,000. The continuum continues to prioritize agencies that apply for other services dollars such as Department of Behavioral Health and SAMHSA, and prioritizes applications that can show sustained service dollars from these sources.

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	Certification of ...	01/31/2014
CoC Governance Agreement	No	GA Balance of Sta...	01/31/2014
CoC-HMIS Governance Agreement	No	GA HMIS Governanc...	01/31/2014
CoC Rating and Review Document	No	GA BoS CoC Rating...	01/31/2014
CoCs Process for Making Cuts	No	BoS CoC Process f...	01/31/2014
FY2013 Chronic Homeless Project Prioritization List	No	GA BoS CoC Chroni...	01/31/2014
FY2013 HUD-approved Grant Inventory Worksheet	Yes	GA-501 HUD-approv...	01/25/2014
FY2013 Rank (from Project Listing)	No	BoS CoC Project R...	01/31/2014
Other	No	Georgia HMIS Poli...	01/31/2014
Other	No	GA BoS CoC Applic...	01/31/2014
Other	No		
Projects to Serve Persons Defined as Homeless under Category 3	No		
Public Solicitation	No	Public Solicitation	01/31/2014

Attachment Details

Document Description: Certification of Consistency Con Plan - GA BoS

Attachment Details

Document Description: GA Balance of State CoC Governance Charter

Attachment Details

Document Description: GA HMIS Governance Charter and BoS CoC - Collaborative Applicant Agmt.

Attachment Details

Document Description: GA BoS CoC Rating & Review Results

Attachment Details

Document Description: BoS CoC Process for Making Cuts

Attachment Details

Document Description: GA BoS CoC Chronic Prioritization

Attachment Details

Document Description: GA-501 HUD-approved GIW

Attachment Details

Document Description: BoS CoC Project Ranking Chart

Attachment Details

Document Description: Georgia HMIS Policies and Procedures Manual

Attachment Details

Document Description: GA BoS CoC Application Ranking Process

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Public Solicitation

Submission Summary

Page	Last Updated
1A. Identification	No Input Required
1B. CoC Operations	01/31/2014
1C. Committees	01/31/2014
1D. Project Review	01/31/2014
1E. Housing Inventory	01/31/2014
2A. HMIS Implementation	01/31/2014
2B. HMIS Funding Sources	01/31/2014
2C. HMIS Beds	01/31/2014
2D. HMIS Data Quality	01/31/2014
2E. HMIS Data Usage	01/31/2014
2F. HMIS Policies and Procedures	01/30/2014
2G. Sheltered PIT	01/31/2014
2H. Sheltered Data - Methods	01/31/2014
2I. Sheltered Data - Collection	01/31/2014
2J. Sheltered Data - Quality	01/31/2014
2K. Unsheltered PIT	01/31/2014
2L. Unsheltered Data - Methods	01/31/2014
2M. Unsheltered Data - Coverage	01/31/2014
2N. Unsheltered Data - Quality	01/31/2014
Objective 1	01/31/2014
Objective 2	01/31/2014
Objective 3	01/31/2014
Objective 4	01/31/2014
Objective 5	01/31/2014
3B. CoC Discharge Planning: Foster Care	01/31/2014
3B. CoC Discharge Planning: Health Care	01/31/2014

3B. CoC Discharge Planning: Mental Health	01/31/2014
3B. CoC Discharge Planning: Corrections	01/31/2014
3C. CoC Coordination	01/31/2014
3D. Strategic Plan Goals	01/31/2014
3E. Reallocation	01/25/2014
3F. Grant(s) Eliminated	01/30/2014
3G. Grant(s) Reduced	01/22/2014
3H. New Project(s)	01/28/2014
3I. Balance Summary	No Input Required
4A. Project Performance	01/31/2014
4B. Employment Policy	01/25/2014
4C. Resources	01/31/2014
Attachments	01/31/2014
Submission Summary	No Input Required

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

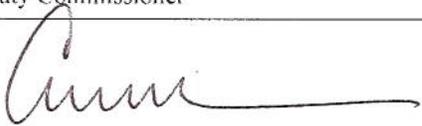
Location of the Project: Multiple Counties (see attachment)

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - New & Renewal Applications

Name of Certifying Jurisdiction: State of Georgia, Georgia Department of Community Affairs

Certifying Official of the Jurisdiction Name: Carmen Chubb

Title: Deputy Commissioner

Signature: 

Date: 1/27/14

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
TH/SSO/PH Renewals (f/k/a SHP) & Planning			
Action Ministries, Inc.	BoS Transitional Housing Program	Baldwin, Barrow, Bartow, Columbia, Fannin, Fayette, Floyd (exckuding Rome), Gilmer, Gordon, Greene, Hall (excluding Gainesville), Lincoln, McDuffie, Morgan, Murray, Pickens, Polk, Spalding, Whitfield, (excluding Dalton), and Wilkes Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Action Ministries, Inc.	Mountain Initiative	Baldwin, Bartow, Fannin, Floyd (excluding Rome), Whitfield (excluding Dalton), and Pickens Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Citizens Against Violence, Inc.	Transitional Living Program	Bulloch County	HUD Continuum of Care (CoC) Program - Renewal Application
Colquitt County Serenity House Project	Transitional Living Program	Colquitt County	HUD Continuum of Care (CoC) Program - Renewal Application
Douglas County Community Service Board	Douglas County SHP	Douglas County	HUD Continuum of Care (CoC) Program - Renewal Application
Gateway Behavioral Health Services	Brunswick Homeless Non-custodial Disabled Men's Project – PH	Glynn (excluding Brunswick) County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Coalition Against Domestic Violence, Inc.	Transitional Housing for Victims of Domestic Violence	Jackson County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Coalition Against Domestic Violence, Inc.	Transitional Housing for Victims of Domestic Violence – Circle of Hope	Habersham County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Department of Community Affairs	GA07-501 CoC Planning Application FY2013	CoC-Wide	HUD Continuum of Care (CoC) Program - Renewal CoC Planning Application
Georgia Housing and Finance Authority (GHFA)	BoS CoC Coordinated Assessment	CoC-Wide	HUD Continuum of Care (CoC) Program – Renewal SSO Application
Georgia Housing and Finance Agency (GHFA)	Statewide HMIS Implementation	Statewide	HUD Continuum of Care (CoC) Program - Renewal Application
Goodwill Industries Middle Georgia, Inc.	Job Connection WORKING Solutions (Rural)	Baldwin, Hancock, Houston, Johnson, Laurens, Peach, Putnam, & Wilkinson Counties	HUD Continuum of Care (CoC) Program - Renewal Application
HODAC, Inc.	Gateway Cottage Residential Program	Houston (excluding Warner Robins) County	HUD Continuum of Care (CoC) Program - Renewal Application
Lowndes Associated Ministries to People, Inc.	Transitional Housing Program	Lowndes (excluding Valdosta) County	HUD Continuum of Care (CoC) Program - Renewal Application
Lowndes Associated Ministries to People, Inc.	Day Service Center	Lowndes (excluding Valdosta) County	HUD Continuum of Care (CoC) Program - Renewal Application
Maranatha Outreach, Inc.	Maranatha Serenity Home	Baldwin, Hancock, Jasper,	HUD Continuum of Care (CoC)

		Putnam, Washington, & Wilkinson Counties	Program - Renewal Application
New Horizons Community Service Board	Red Hill Adaptive Group Residence	Stewart County	HUD Continuum of Care (CoC) Program - Renewal Application
S.H.A.R.E. House, Inc.	S.H.A.R.E. Transitional Housing	Douglas, Haralson, Paulding, & Polk Counties	HUD Continuum of Care (CoC) Program - Renewal Application
South Georgia Coalition to End Homelessness, Inc. (d/b/a South Georgia Partnership to End Homelessness)	Supportive Services	Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes (excluding Valdosta), Pierce, Tift, Turner, & Ware Counties	HUD Continuum of Care (CoC) Program - Renewal Application
South Georgia Coalition to End Homelessness, Inc. (d/b/a South Georgia Partnership to End Homelessness)	Transitional Housing Program	Lowndes (excluding Valdosta), County	HUD Continuum of Care (CoC) Program - Renewal Application
Travelers Aid of Metropolitan Atlanta, Inc.	Transitional Housing Program (Renewal)	Douglas County	HUD Continuum of Care (CoC) Program - Renewal Application
Travelers Aid of Metropolitan Atlanta, Inc.	Transitional Housing Program (Expansion)	Douglas County	HUD Continuum of Care (CoC) Program - Renewal Application

Rental Assistance Renewals (f/k/a S+C)

Georgia Housing and Finance Authority (GHFA)	Advantage BHS BOS S+CR	Madison, Oconee, and Walton Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	AIDS Alliance of NW GA S+CR	Bartow County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Albany CSB S+CR	Dougherty (excluding Albany), Miller, Terrell, & Worth Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Avita Community Partners S+CR	Hall County (excluding Gainesville)	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Central City AIDS Network S+CR	Bibb County (excluding Macon)	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Comprehensive AIDS Resource Encounter S+CR	Bulloch & Wayne Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	CSB of Middle GA S+CR	Laurens County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Douglas County CSB S+CR2	Douglas County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Douglas County CSB S+CR4	Douglas County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	GA Mountains Women's Center S+C 2008	Habersham, Stephens, & White Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Gateway CSB S+CR	Effingham, Glynn (excluding Brunswick) & McIntosh Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Highland Rivers CSB S+CR	Floyd County (excluding Rome)	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	HODAC S+CR	Houston (excluding Warner Robins)	HUD Continuum of Care (CoC) Program - Renewal Application

Georgia Housing and Finance Authority (GHFA)	McIntosh Trail CSB S+CR1	Lamar, & Spalding Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	McIntosh Trail CSB S+CR2	Lamar, & Spalding Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Middle Flint BHS S+CR	Sumter County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	New Horizons CSB BoS S+CR	Harris County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Oconee CSB S+CR	Baldwin, Hancock, Jasper, Putnam, Washington, & Wilkinson Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Pineland CSB S+CR	Bulloch County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR1	Bibb (excluding Macon), Monroe, & Twiggs Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR2	Bibb (excluding Macon) County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR3	Bibb (excluding Macon), Monroe, & Twiggs Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR4	Bibb (excluding Macon), Monroe, & Twiggs Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	South GA CSB S+CR	Berrien, Brooks, Lanier, Lowndes (excluding Valdosta), & Tift Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Unison BHS S+CR	Coffee & Ware Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Viewpoint Health S+CR	Rockdale & Newton Counties	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Viewpoint Health S+CR2 - Samaritan	Rockdale & Newton Counties	HUD Continuum of Care (CoC) Program - Renewal Application

2013 NEW CoC Project Applications

Advantage Behavioral Health Systems	Oconee Supportive Housing Program	Barrow, Jackson, Oconee, & Walton Counties	HUD Continuum of Care (CoC) Program - NEW PH Application
AIDS Athens, Inc.	AIDS Athens Permanent Supportive Housing	Barrow, Elbert, & Jackson Counties	HUD Continuum of Care (CoC) Program - NEW PH Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Albany Area Community Service Board

Project Name: Albany Area CSB S+CR-T

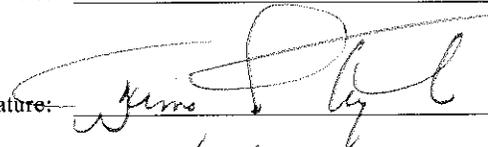
Location of the Project: City of Albany, GA

Name of the Federal Program to which the applicant is applying: Shelter Plus Care Program

Name of Certifying Jurisdiction: Balance of State, GA / City of Albany, GA

Certifying Official of the Jurisdiction Name: James L. Taylor

Title: City Manager

Signature: 

Date: 5/16/2017

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Gateway Behavioral Health Services

Project Name: Brunswick Homeless Non-Custodial Disabled Men Project

Location of the Project: City of Brunswick, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Application

Name of Certifying Jurisdiction: City of Brunswick, Georgia

Certifying Official of the Jurisdiction Name: William M Weems

Title: 1st/4th City Mgr.

Signature: 

Date: 1/14/14

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

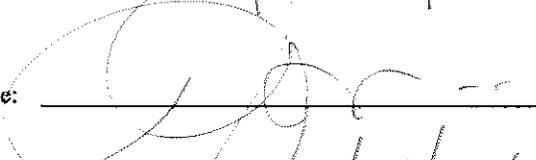
Location of the Project: Cherokee County, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: Cherokee County, Georgia

Certifying Official of the Jurisdiction Name: Jerry W. Cooper

Title: County Manager

Signature: 

Date: 1/28/2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Georgia Housing and Finance Authority (GHFA)	MUST Ministries BOS S+CR	Cherokee County	HUD Continuum of Care (CoC) Program - Renewal Application
MUST Ministries, Inc.	Cherokee PSH Program - SSO	Cherokee County	HUD Continuum of Care (CoC) Program - Renewal Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

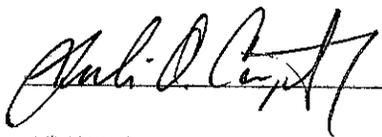
Location of the Project: Clayton County, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: Clayton County, Georgia

Certifying Official of the Jurisdiction Name: Sule Carpenter

Title: HUD Program Manager - CDBG

Signature: 

Date: 1/24/2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Calvary Refuge, Inc.	Transitional Housing Program	Clayton County	HUD Continuum of Care (CoC) Program - Renewal Application
House of Dawn	House of Dawn TLP Renewal	Clayton County	HUD Continuum of Care (CoC) Program - Renewal Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

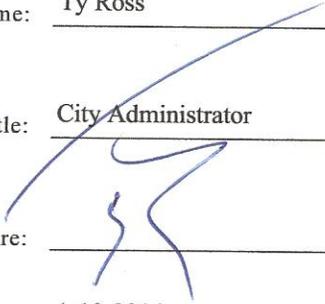
Location of the Project: City of Dalton, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: City of Dalton, Georgia

Certifying Official of the Jurisdiction Name: Ty Ross

Title: City Administrator

Signature: 

Date: 1-10-2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Action Ministries, Inc.	Transitional Housing	Dalton	HUD Continuum of Care (CoC) Program - Renewal Application
Dalton-Whitfield Community Development Corporation	Shelter Plus Care Case Manager	Dalton	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Dalton Whitfield CDC S+CR	Dalton	HUD Continuum of Care (CoC) Program - Renewal Application

**Certification of Consistency
with the Consolidated Plan****U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Georgia Housing and Finance Authority

Project Name: Avita Community Partners S+CR

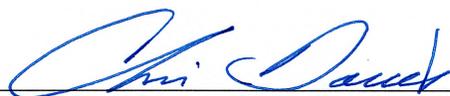
Location of the Project: City of Gainesville, Georgia

Name of the Federal
Program to which the
applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Application

Name of
Certifying Jurisdiction: City of Gainesville, Georgia

Certifying Official
of the Jurisdiction
Name: Chris Davis

Title: Housing Programs Manager

Signature: 

Date: 1/10/2014

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

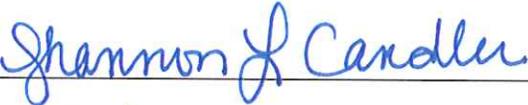
Location of the Project: Gwinnett County

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program -New &/or Renewal Application

Name of Certifying Jurisdiction: Gwinnett County

Certifying Official of the Jurisdiction Name: Shannon Candler

Title: Director, Community Development Program

Signature: 

Date: 1/17/14

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
✓ Action Ministries, Inc.	BoS Transitional Housing	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Action Ministries, Inc.	Transitional Housing (Mountain Initiative)	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Asian American Resource Foundation, Inc.	AARC Transitional Housing	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ GA Coalition Against Domestic Violence, Inc.	Transitional Housing for Victims of Domestic Violence	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Georgia Housing and Finance Authority (GHFA)	Travelers Aid of Metropolitan Atlanta S+CR1	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Georgia Housing and Finance Authority (GHFA)	Travelers Aid of Metropolitan Atlanta S+CR2	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Georgia Housing and Finance Authority (GHFA)	Viewpoint Health S+CR	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Georgia Housing and Finance Authority (GHFA)	Viewpoint Health S+CR2 - Samaritan	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Gwinnett Housing Resource Partnership, Inc. (d/b/a/ The IMPACT Group)	Transitional Housing Program 1	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Gwinnett Housing Resource Partnership, Inc. (d/b/a/ The IMPACT Group)	Transitional Housing Program 2	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Gwinnett Housing Resource Partnership, Inc. (d/b/a/ The IMPACT Group)	Transitional Housing Program 3	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Rainbow Village, Inc.	Transitional Housing Program	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Salvation Army	Home Sweet Home Supportive Housing Transitional Housing	Gwinnett County	HUD Continuum of Care (CoC) Program - Renewal Application
✓ Another Chance of Atlanta, Inc.	ACA Permanent Supportive Housing Program - Gwinnett	Gwinnett County	HUD Continuum of Care (CoC) Program - NEW PH Application
✓ Travelers Aid of Metropolitan Atlanta, Inc.	Gwinnett PSH 2013	Gwinnett County	HUD Continuum of Care (CoC) Program - NEW PH Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Georgia Housing and Finance Authority

Project Name: McIntosh Trail CSB - Multiple Projects (see attachment)

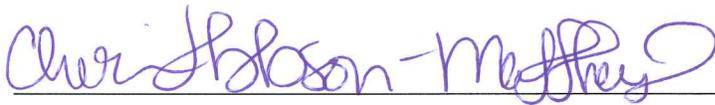
Location of the Project: Henry County

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: Henry County

Certifying Official of the Jurisdiction Name: Cheri Hobson-Matthews

Title: Interim Director of Community Development

Signature: 

Date: January 13, 2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Georgia Housing and Finance Authority (GHFA)	McIntosh Trail CSB S+CR1	Henry County	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	McIntosh Trail CSB S+CR2	Henry County	HUD Continuum of Care (CoC) Program - Renewal Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: City of Hinesville

Project Name: Homeless Prevention Program (Transitional Housing)

Location of the Project: City of Hinesville, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Application

Name of Certifying Jurisdiction: City of Hinesville, Georgia

Certifying Official of the Jurisdiction Name: Billy Edwards

Title: City Manager

Signature: 

Date: Jan. 8, 2014

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

Location of the Project: City of Macon, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: City of Macon, Georgia

Certifying Official of the Jurisdiction Name: Wanzina Jackson

Title: Director

Signature: 

Date: 1/22/14

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Goodwill Industries of Middle Georgia, Inc.	Job Connections WORKing Solutions (Macon)	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Loaves and Fishes Ministry of Macon, Inc.	Transitional Housing Program	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Macon Bibb Economic Opportunity Council	HUD Special Needs – Transitional Housing	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Macon Bibb Economic Opportunity Council	HUD Case Management	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Central City AIDS Network S+CR	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR1	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR2	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR4	Macon	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	River Edge CSB S+CR3	Macon	HUD Continuum of Care (CoC) Program - Renewal Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

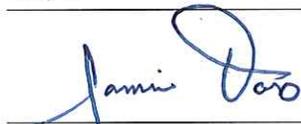
Location of the Project: City of Rome, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Application

Name of Certifying Jurisdiction: City of Rome, Georgia

Certifying Official of the Jurisdiction Name: Jamie Doss

Title: Mayor

Signature:  _____

Date: January 27, 2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Action Ministries, Inc.	BoS Transitional Housing	Rome	HUD Continuum of Care (CoC) Program - Renewal Application
Action Ministries, Inc.	Transitional Housing (Mountain Initiative)	Rome	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	Highland Rivers CSB S+CR	Rome	HUD Continuum of Care (CoC) Program - Renewal Application

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

Location of the Project: City of Valdosta, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: City of Valdosta, Georgia

Certifying Official of the Jurisdiction Name: Vanassa Flucas

Title: Manager, Neighborhood Dev. Division - City of Valdosta

Signature: 

Date: 1/13/2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
Georgia Housing and Finance Authority (GHFA)	South Georgia CSB S+CR	Valdosta	HUD Continuum of Care (CoC) Program - Renewal Application
Lowndes Associated Ministries to People, Inc.)	Supportive Services Only (Day Center / Day Shelter Program)	Valdosta	HUD Continuum of Care (CoC) Program - Renewal Application
Lowndes Associated Ministries to People, Inc.)	Supportive Housing Program	Valdosta	HUD Continuum of Care (CoC) Program - Renewal Application
South Georgia Coalition to End Homelessness, Inc. (d/b/a South Georgia Partnership to End Homelessness)	Supportive Services Only Program (SSO)	Valdosta	HUD Continuum of Care (CoC) Program - Renewal Application
South Georgia Coalition to End Homelessness, Inc. (d/b/a South Georgia Partnership to End Homelessness)	Transitional Housing Program	Valdosta	HUD Continuum of Care (CoC) Program - Renewal Application

Certification of Consistency with the Consolidated Plan

Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Multiple Applicants (see attachment)

Project Name: Multiple Projects (see attachment)

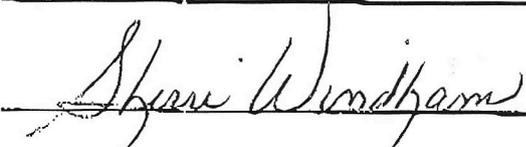
Location of the Project: City of Warner Robins, Georgia

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care (CoC) Program - Renewal Applications

Name of Certifying Jurisdiction: City of Warner Robins, Georgia

Certifying Official of the Jurisdiction Name: Sherri Windham

Title: CDBG PROGRAM DIRECTOR/PLANNING & ZONING DIRECTOR

Signature: 

Date: January 22, 2014

Certification of Consistency with the Consolidated Plan (attachment)

<u>Applicant Name</u>	<u>Project Name</u>	<u>Location of the Project</u>	<u>Name of Federal Program to which applicant is applying</u>
HODAC, Inc.	Gateway Cottage Residential Program	Warner Robins	HUD Continuum of Care (CoC) Program - Renewal Application
Georgia Housing and Finance Authority (GHFA)	HODAC S+CR	Warner Robins	HUD Continuum of Care (CoC) Program - Renewal Application

Georgia Balance of State Continuum of Care Governance Charter

I. Overview

The Georgia Balance of State Continuum of Care (generally referenced in this document as “BoS CoC” or “Continuum”) is the group composed of representatives of relevant organizations that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless or at risk of homelessness persons for a specific geographic area (named next paragraph). This group serves as the U. S. Department of Housing and Urban Development’s (HUD’s) recognized decision making body for the Continuum rule at 24 CFR 578, Subpart B, entitled “Establishing and Operating a Continuum of Care.”

The geographical area currently covered by the BoS CoC includes the 152 counties not covered by eight local Continuum plans. Local plans exist for the City of Atlanta, Fulton County, DeKalb County, Cobb County, Athens-Clarke County, Augusta-Richmond County, Savannah-Chatham County, and Columbus-Muscogee County. Contact information for each of the local Continuum can be found at: <http://www.hudhre.info/index.cfm?do=viewContinuumContacts&st=GA&cSort=#tl>.

This Charter outlines the broad organizational structure and general work of the BoS CoC and is organized as follows:

- Mission and Goals
- Membership and Membership Responsibilities
- Board Selection, Structure and Governance
- Committee Responsibilities - General
- Standards, Rating and Project Selection Committee
- Homeless Management Information System (HMIS) Committee
- Membership and Rules Committee
- Assessment, Placement and Services Committee
- Collaborative Applicant Responsibilities
- HMIS Lead Responsibilities
- Procedures

For the Balance of State Continuum of Care, this Charter calls for more than one applicant, and further herein, designates a “collaborative applicant.” Subject to oversight by the Standards, Rating and Project Selection Committee, the Collaborative

Applicant shall have the authority to submit the Continuum application and to apply for planning funds [578.9]. No Unified Funding Agency is established for the BoS CoC.

II. Mission and Goals

The BoS CoC shall align and evolve its mission and goals in order to remain consistent with the HUD Strategic Plan and with the Federal Interagency Homeless Council's plan entitled "Opening Doors," as updated. The mission of Georgia's BoS CoC is to work with stakeholders throughout its geographical area to design effective strategies and solutions with the goals of:

- Ending chronic homelessness by December 31, 2015;
- Ending veteran homelessness by December 31, 2015;
- Ending family and youth homelessness by 2020; and
- Setting a path to ending all homelessness.

To maximize effectiveness, the Continuum will often work in collaboration with other entities outside of the Continuum, such as the Georgia Interagency Homeless Coordination Council and the Georgia's local Continua, to help create integrated, state and community-wide strategies and plans to prevent and end homelessness; provide coordination among the many regional organizations and initiatives that serve people experiencing homelessness across Continuum of Care geographical areas; and to prepare the comprehensive grant application to HUD for the Continuum of Care Program.

While ending homelessness remains the Continuum's overarching goal, the Continuum is laser-focused on immediately (same day) moving all unsheltered persons to a shelter or otherwise safe location (hotel/motel, etc.). At the same time, and with a priority on best practices for rapid re-housing, the Continuum will persistently focus its efforts to mitigate the trauma of homelessness by working with all stakeholders to immediately link persons to appropriate homeless and mainstream services and to shorten the length of time that persons remain unsheltered or in shelters. Further priority will be placed upon moving all homeless persons to stable housing that optimizes self-sufficiency. The only exception to this goal is for individuals, typically not families, for whom transitional housing is the most appropriate intervention. In this case, the move to transitional housing will take place as quickly as possible.

The Balance of State Continuum of Care is a very large Continuum. The distance from Rising Fawn in Georgia's northwest corner to Saint Marys in the southeast is 440 miles. Full meetings of membership will be held at least twice annually in the Forsyth-Macon

area in or near the geographical center of the state and will be available also by webinar [578.7(a)(1)].

In addition to continuum-wide meeting efforts, the Continuum will work to understand and address homelessness through locally- and regionally-driven, collaborative processes that include regional meetings, attendance at local coalition meetings, participation in Project Homeless Connect events, work with communities participating in the State's Georgia Institute for Community Housing initiative, etc., as well as diligence in meeting HUD and Federal Interagency Council goals.

III. Responsibilities of the Continuum

A. Membership

Membership shall consist of interested individuals and representatives from relevant organizations within the geographic area. Ongoing efforts will be made to solicit open membership from relevant organizations including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, local chambers of commerce, local development authorities, businesses, advocates, local housing authorities, school districts, social service providers, mental health agencies, hospitals, colleges, technical schools, universities, affordable housing developers, landlords, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

Proactive member recruitment efforts will take place at least semi-annually through targeted emails to parties associated with relevant organizations. In addition, there will be an open membership recruitment process posted on the collaborative applicant's website at

www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp.

To remain in good standing, Continuum members are expected to attend not less than one meeting (annual membership, Board, Committee or Subcommittee) per year. Members must also adhere to the code of conduct requirements (conflict of interest, rules of order, etc.) established by the Membership and Rules Committee. Among other requirements established by the Membership and Rules Committee, no member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to the organization that the member represents. Otherwise, members may be subject to sanctions by this Committee that may include loss of voting privilege, termination of committee or subcommittee assignments, or other actions consistent with policy established and interpreted by the Committee, including membership termination, which is anticipated only in the most egregious cases.

The work of the BoS CoC will be accomplished through a comprehensive process that includes full membership, regional, board and committee meetings. The Continuum will develop and implement an on-line voting system for members. Full membership votes shall be taken as follows:

- An initial vote for ratification of the Charter;
- Periodic votes to elect “at large” members of the Board; and
- Review and/or update the Charter’s process for Board selection not less than once every five (5) years [578.7(3)].

B. Governing Board

The process for Board selection shall take place as follows [578.7(3)]:

The BoS CoC Board of Directors (hereinafter referred to as “Board”) is the governing body of the Balance of State Continuum. Considerations for board representation include expertise and experience in homelessness, geographic distribution, diversification of interests, provider perspective, the perspective of homeless persons, limiting/managing conflicts of interest, and other relevant factors. Board members must be relevant -- meaning that they must live or work in the geographical area of the BoS CoC. By accepting a Board position, all Board members by definition also become Continuum members.

The Board shall consist of seventeen (17) members. To assure a strong start, continuity over the longer-term, and to mitigate the potential for liability claims against individuals serving on the Board, nine (9) of seventeen (17) appointments will be made by state agency heads. All of these appointments must be “relevant” to the Continuum (providing homeless funding, services, mainstream services that serve homeless persons, or provide other indirect services to homeless persons or to community organizations in the Continuum), and otherwise qualified, as outlined in this Charter and by HUD rule.

The BoS CoC Board membership shall be established as follows:

- Two (2) appointed by the Department of Community Affairs;
- Two (2) appointed by the State Housing Trust Fund for the Homeless Commission;
- One (1) appointed by the Membership and Rules Committee who is homeless or formerly homeless. This appointment shall be initially made by the Department of Community Affairs;

- One (1) appointed by the GA Department of Behavioral Health and Developmental Disabilities;
- One (1) appointed by the Governor's Office of Children and Families (representing family violence);
- One (1) appointed by the GA Department of Corrections;
- One (1) appointed by the GA Department of Education;
- One (1) appointed by the GA Department of Labor;
- One (1) appointed by Gwinnett County (ESG coordination);
- One (1) appointed by Clayton County (ESG coordination); and
- Five (5) elected by full membership; one from each of the five (5) GA Department of Community Affairs' "Super Regions" (see Exhibit A).

Appointments must be made by the senior executive of each organization responsible for making an appointment(s). Appointments may be recommended by the Membership and Rules Committee. To encourage geographic representation among Board appointments, and inasmuch as is possible, agency heads will be encouraged to choose appointees from regional staff or from others living or working within the BoS CoC. As previously noted in this Charter, appointing state agencies may make appointments from within or from outside the agency.

The Membership and Rules Committee shall develop and implement a process for the nomination and election of "at large" Board members from each of the five (5) DCA super-regions. All appointments will be subject to approval by the Membership and Rules Committee based upon criteria established by that Committee.

The responsibilities of the Board include:

- Following its initial ratification by membership, and in consultation with the Collaborative Applicant and the HMIS Lead, update and follow the Georgia Balance of State Continuum of Care Governance Charter [578.7(5)]. Exception: The Board selection process outlined in the Charter may only be revised by a vote of membership;
- Publish agendas on the DCA Continuum of Care website and hold meetings as necessary to carry out the work of the Continuum. Full membership meetings must be held at least twice annually [578.7(1)];
- Appoint standing committees outlined in this Charter, as well as additional committees, as necessary, and in collaboration with its committees, manage the work of the "Collaborative Applicant," and "HMIS Lead" [578.7(4)].
- Appoint Committee members;
- Act on recommendations of Continuum Committees; and

- Set Priorities for the Continuum based on solely upon committee recommendations.

Board procedure shall be established as follows:

From its membership, the Board shall appoint a Chair and a Vice-Chair. The Chair of the Membership and Rules Committee shall serve as the Ethics Officer of the Board but may or may not be a member of the Board. The Board shall be governed by this Charter, and otherwise by Roberts Rules of Order. Each Board member shall serve a staggered term (3 to 5 years), as determined by the Membership and Rules Committee. Absent reappointment or a new appointment, Board Members shall continue to serve indefinitely following the end of their term. There shall be no limit on terms of service. Board members may be terminated by the Membership and Rules Committee for reasonable cause. Reasonable cause includes, but is not limited to, the presence of a conflict of interest that cannot be mitigated or if attendance at meetings does not meet standards established by the Membership and Rules Committee.

Meetings of the Board shall be held as called by the Collaborative Applicant, and each meeting shall be attended by the Collaborative Applicant. Meetings may be attended either in person or via Webinar, must be called at least seven (7) days in advance and are open to the public. Meeting notices shall be distributed to all Continuum members and posted by the Collaborative Applicant on the DCA Continuum of Care website. Board actions shall require a majority vote from a quorum (nine members) of the Board. The Chair, or the person acting as Chair, shall only vote in the event of a tie vote from other Board members.

C. Committees and Subcommittees

General Requirements for All Committees

While decisions for the Continuum will be made by the Board, the work of the Continuum will generally be carried out by Committees and, as appointed by Committees, Subcommittees. Committee members may be recommended to the Board by Committees themselves, but all Committee appointments shall also be “members” of the Continuum with formal appointment of each by the Board. Board members may also, and are encouraged to, serve on Committees. All subcommittee appointments may be made by the appropriate Committee. Each Committee is responsible for establishing a Committee Chair and the Chair, or his/her designee, must attend all Board meetings.

Subcommittees are formulated by committees in order to add specific expertise and to develop special recommendations to the committee. Expertise may come from outside

the Continuum geography, so logically; subcommittee appointments (made by members of each committee) may or may not be members of the Continuum.

Formal Committee meetings must be called and attended by the Collaborative Applicant. The Collaborative Applicant will maintain Committee records. With the exception of the Membership and Rules Committee, Committees are responsible not for decision-making, but for making recommendations to the Board.

The Board may appoint Committees as it deems necessary to carry out the work of the Continuum, but at a minimum, BoS CoC Committees shall include the following:

- Standards, Rating and Project Selection Committee;
- HMIS Committee;
- Membership and Rules Committee; and
- Assessment, Placement and Services Committee.

At its discretion, the Board may expand the work of these Committees and/or appoint other Committees with special purposes associated with priorities such as ending chronic, veterans, family and youth homelessness, coordination with educational and family violence providers, etc.

1. Standards, Rating and Project Selection Committee

The Standards, Rating and Project Selection Committee shall be responsible for developing and recommending written standards for all phases of BoS CoC and Emergency Solutions Grants programs for Board approval. In accordance with the goals of the Continuum, these written standards shall prioritize assistance and placement for persons and families who are chronically homeless, persons with disabilities, and persons with the highest number of barriers to placement and stable housing [578.9(2)].

Acting on behalf of the Continuum, and as a part of its duty to “design, operate and follow a collaborative process” in response to a HUD NOFA, the process established by this Committee and due diligence in its implementation shall serve as “approval for submission” of the BoS CoC by the Collaborative Applicant [578.9(a)(1)].

These written standards will be developed in consultation with the Collaborative Applicant, the Continuum’s three (3) ESG entitlement jurisdictions [Gwinnett County, Clayton County, and the State of Georgia (Georgia Housing and Finance Authority (GHFA))] and with stakeholders throughout the Continuum, including Continuum recipients and subrecipients, shall be updated annually, and shall be approved by the Board [578.7(a)(9)]. Standards shall reflect the goals of the Continuum which are also consistent with the HUD Strategic Plan, the McKinney Vento Act, and with the USICH plan entitled “Opening Doors.”

Written standards will be established for all prevention, outreach, shelter, rapid re-housing, transitional, supportive service, and permanent supportive housing programs that serve homeless or near homeless persons in the Continuum [578.7(a)(9)(i-vi)]. Among other requirements, these standards will include criteria for ESG and CoC programs, as follows:

- Policies and procedures for evaluating household eligibility;
- Policies and procedures for determining appropriate transitional, permanent supportive (including rapid re-housing and permanent supportive housing), or other housing placement; and
- Rental payment standards for the Continuum's rapid re-housing programs.

The standards will reflect priority for project type and performance and outcome criteria. Standards shall include scoring criteria for project applications and renewal applications, as well as monitoring criteria and accompanying policy surrounding poor performance to be implemented by the Collaborative Applicant [578.7(a)(6)].

The Standards, Rating and Project Selection Committee shall evaluate the outcomes of ESG and Continuum of Care programs, and as possible other programs within the Continuum, and report those outcomes to the Board, Continuum membership, to HUD, and to others [578.7(a)(7)].

This Committee shall also be responsible for developing the semi-annual "point in time count," as well as the annual shelter and transitional housing count methodologies. The Committee shall determine gaps in housing and services, consult with ESG entitlements on the allocation of funds [578.7(c)(5)], and develop and implement a rating and selection system for Continuum projects. This Committee, or a subcommittee that it may choose to appoint, is further responsible for review of Continuum of Care applications. The work of this Committee may also include tasks assigned by the Board [578.7(c)(2-3)].

For this Committee, the Membership and Rules Committee shall review all appointments, and direct conflicts of interest will not be allowed. Perceived conflicts of interest will be disclosed and mitigated through a process established by the Membership and Rules Committee.

2. Homeless Management Information Systems (HMIS) Committee

The HMIS Committee will be responsible for communicating HMIS needs of the Continuum and for assisting the Board with management and oversight of the HMIS Lead and the Continuum's HMIS implementation. This Committee, in consultation with the Collaborative Applicant, and as appropriate, the HMIS Lead, shall have further responsibilities, as follows [578.7(b)]:

- As may be necessary, making recommendations to the Board on changes to the HMIS system, HMIS Lead, and HMIS applicant utilized by the Continuum;
- Reviewing, revisions and recommendations for a privacy, security, and data quality plan to the Board;
- Monitoring the Continuum's compliance with HMIS requirements prescribed by HUD [587.7(a)(5)]; and
- Monitoring participation in HMIS by users throughout the Continuum.

3. Membership and Rules Committee

Unlike any of the other committees, the Membership and Rules Committee will act with a great deal of autonomy. It will provide checks and balances for the Continuum and operate with absolute authority over all matters related to:

- Development and operationalizing the Continuum's "Conflict of interest and recusal policy" [578.7(a)(5)] and process, as required by HUD rule at 24 CFR 578.95 (see Exhibit B). Until the recusal policy is fully developed and operationalized, any Continuum member or subcommittee appointee must disclose any real or perceived conflict of interest. If there is a direct conflict of interest, he/she shall (1) not discuss any matter before the Continuum relating to the conflict, (2) abstain from any voting related to matters subject to the conflict, and (3) leave the room while matters are discussed. This policy shall also include code of conduct provisions for all members. This duty shall also include oversight of implementation, interpretations of policy, etc.;
- The exercise of judgment over the selection of Board members in order to assure that prospective members are qualified,
- Assurance that there is geographical dispersion and diversity among Board members, and
- Ethics and parliamentary procedure while carrying out its duties to provide Board oversight.

The Membership and Rules Committee will have ultimate responsibility for making sure that appointments meet HUD and Continuum rules around diversity in the selection of Board members so that "relevant organizations" will be included.

The Membership and Rules Committee will create criteria for conducting elections of Board Members. The Committee will work with appointing authorities to assure relevance and diversification in Board appointments. It may develop criteria for selection, verify that candidates meet said criteria, and must ratify all appointments.

This Committee may serve, as necessary, as a nominating committee for Board appointments, as well as for candidates for election. The Committee shall monitor service by all Continuum and Board members and shall set terms for all Board members. The Committee shall also review, and as necessary, propose revisions to the criteria for Board selection not less than once every five (5) years. Revisions to

Board structure must be presented to the Board for approval, and once approved, ratified by a majority vote of membership.

The Membership and Rules Committee will act on complaints filed against the Continuum in accordance with 24 CFR 578.7 and 578.9 and report on all complaints and actions to the Board. As necessary, Committee recommendations will be presented to the Board for mitigation.

In consultation with the Collaborative Applicant and the HMIS Lead, this Charter shall be updated by the Committee and approved not less than annually by a majority vote of a quorum of the Board. For substantial updates to this Charter, as determined by this Committee, a majority vote of Continuum membership must be obtained.

4. Assessment, Placement and Services Committee

The Assessment, Placement and Services Committee will be primarily responsible for identifying and seeking to maximize and coordinate mainstream and homeless services as well as housing resources available for homeless and near homeless persons throughout the Continuum. Together with the Collaborative Applicant, the Committee will develop written standards for assessment and program admissions within the Continuum.

The Committee will develop policy to be approved by the Board and will work to insure that the Continuum's system of care meets the needs of homeless individuals and families by seeking to implement comprehensive prevention, outreach, engagement, assessment, shelter (or other short-term housing), transitional (very limited), and permanent housing strategies throughout its broad geographical area. The group served will also include persons fleeing family violence, including victims of dating or sexual assault, and/or stalking, as well as unaccompanied youth.

This work will include identification of ongoing gaps in housing and service resources, as well as barriers to housing (including barriers to housing choice) and services that limit the ability of homeless persons to access and sustain stable housing. The Committee will work in partnerships with all stakeholders (including educational liaisons, family violence staff, public housing officials, etc.) at local, regional, state and Federal levels in order to identify resources to fill identified gaps in housing and services.

Specific work of this Committee will center on measures that will enable the Continuum's homeless providers to:

- Implement plans within their programs that will affirmatively further fair housing, per 24 CFR 578.93(c);
- Prevent involuntary separation of families experiencing homelessness within the Continuum; and

- Best collaborate with Georgia Department of Education officials and with homeless liaisons and others associated with local school systems in order to maximize the availability of HUD McKinney resources for housing and services (including prevention) for families with school age children, as well as to measure the mainstreams services of the school system in order to further stabilize families in housing.

The Committee will recommend (and may oversee the development of) training for Continuum providers. It will monitor changes and proposed changes to funding programs and other public assistance at all levels (local, regional, state and Federal) for diminished programs and benefits, as well as stricter eligibility requirements that limit access to ongoing benefits that may either (1) limit the Continuum’s ability to place and serve homeless persons in stable housing, or (2) lead to further destabilization of fragile populations currently housed.

This Committee will troubleshoot system access issues on a state, local and regional basis, and will coordinate/collaborate closely with the Georgia State Interagency Council on Homelessness. Working closely with the Collaborative Applicant, the Assessment, Placement and Services Committee will be responsible for oversight related to meeting the HUD mandate for “coordinated or centralized intake and assessment” [578.7(a)(8)].

D. Collaborative Applicant

In accordance with HUD’s Continuum of Care Interim Regulations, the Georgia Department of Community Affairs (DCA) is designated as the Collaborative Applicant. The Georgia Housing and Finance Authority (GHFA) is a state authority attached to DCA, and for administrative purposes, DCA may transfer legal authority, at its discretion, to GHFA in the future. At its discretion, the Collaborative Applicant shall have the authority to apply for planning funds from HUD.

DCA shall provide comprehensive oversight for the Continuum in order to meet HUD’s rule for Continua of Care and to assure that requirements are met for the annual HUD Continuum of Care funding competition. DCA shall collaborate with other Georgia Continua and shall provide administrative support for the Board, all Continuum committees, and as otherwise necessary to assure the sound operation of and the success of the Balance of State Continuum of Care. DCA shall work to build awareness for and public/stakeholder confidence in the Continuum and will publicize its work.

For the Continuum DCA will maintain membership lists, conduct membership recruitment campaigns targeted to stakeholders [578.7(a)(2)], publish agendas for membership meetings, and assist the Board in conducting meetings of full membership not less than twice annually [578.7(a)(1)]. DCA shall update and maintain the Continuum’s website with meeting notices, a list of Board members, Board meeting

minutes, downloads of documents related to Board actions, and other related documents. The website shall also include an open invitation and process for membership.

DCA's work with the Board will include, but will not be limited to, providing or securing meeting space, calling meetings, providing notice to Board/Continuum members and others, technology for web meeting capacity, recordkeeping, assisting the board with draft policies and updates (including updates to this Charter) as directed by the Board, and other duties assigned by the Board or as necessary in order to meet Continuum compliance requirements or other standards established by HUD.

DCA shall serve as staff to all Continuum committees, call meetings, develop agendas, keep records of committee meetings, provide technical assistance and monitor recipients of funds, and assist with research and the development of plans and documents for each committee. Working with the Standards, Rating and Project Selection Committee, DCA will seek outside funds for, and will provide staff oversight and training for the semi-annual unsheltered point in time count and the annual shelter survey [578.7(c)(2)].

Working with stakeholders Continuum-wide through state-wide, regional and local meetings (onsite and/or web-based) as well as attendance at local and regional events, such as Project Homeless Connect, local coalition meetings, etc., the Collaborative Applicant will provide lead staff for the Continuum's planning. This includes coordination and implementation *"of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following: (i) Outreach, engagement, and assessment; (ii) Shelter, housing, and supportive services; and (iii) Prevention strategies"* [578.5(c)].

DCA will meet the Continuum's obligations through the HUD rule to coordinate with ESG Entitlements (Gwinnett, Clayton and State), and to collaborate with and provide information to complete plans for the HUD Consolidated Planning jurisdictions (the cities of Albany, Brunswick, Dalton, Gainesville, Hinesville, Macon, Rome, Valdosta, Warner Robins, the counties of Cherokee, Gwinnett, Clayton and Henry, and the State) within the Continuum [578.7(c)(4)].

DCA will collect and combine all required application information from projects within the Continuum, prepare, and submit the annual Continuum application to the Board for approval and then to HUD.

E. Homeless Management Information Systems (HMIS) Lead

The Georgia Housing and Finance Authority (GHFA), a state authority attached to the Georgia Department of Community Affairs (DCA), is designated by the Georgia Balance of State Continuum of Care to operate an HMIS system on its behalf. GHFA shall

attend all HMIS Committee meetings and coordinate closely with this Committee in all of its work.

GHFA shall have the authority to apply for and administer Continuum funds for HMIS in accordance with all HUD requirements. GHFA, in working with the Continuum's HMIS Committee, shall review, revise and approve a privacy, security and data quality plan (or plans) for the Continuum's HMIS.

GHFA shall exercise required due diligence in order to assure that the Continuum's HMIS is administered in compliance with all present and future HUD requirements, and it shall ensure consistent participation by all HUD McKinney-funded recipients and subrecipients in the Continuum. For non-HUD funded Continuum agencies, GHFA shall work with those agencies as well as their funders to maximize HMIS participation.

Lastly, GHFA will work to maximize the use of HMIS data in order to meet the Continuum's obligations through the HUD rule to coordinate with ESG Entitlements (Gwinnett and Clayton) and HUD Consolidated Planning jurisdictions (the cities of Albany, Brunswick, Dalton, Gainesville, Hinesville, Macon, Rome, Valdosta, Warner Robins, and the counties of Cherokee, Gwinnett, Clayton and Henry) within the Continuum.

F. Procedural Processes

By numerical order the work of the Balance of State Continuum of Care shall proceed, as follows:

1. Initial Continuum Membership has been established by DCA based upon full membership meetings held September 30 and October 2, 2013. Through these meetings and through follow-up survey input was received by Members and much of said input was incorporated into the Founding Governance Charter.
2. This Founding Governance Charter dated January 9, 2014 shall first be posted on the Continuum's website by DCA for review ratification by a majority vote of Continuum membership.
3. Upon ratification of the Founding Governance Charter, DCA shall obtain Board appointments from appointing authorities, and the Founding Board shall consist of appointed members.
4. Once the Founding Board is in place it shall conduct an initial Board meeting for the sole purpose of appointing members to the Membership, Rules and Project Section Committee.
5. The Rules and Membership Committee shall:

- a. First develop criteria for and approve appointed Board members;
 - b. Develop criteria for approval and for the election of regional Board members;
 - c. Call upon membership for nominees by email notification; and
 - d. Develop a slate of nominees for review by Members.
6. The Collaborative Applicant shall conduct elections for regional Board members.

-and-

7. The full Board shall hold its first meeting to appoint all committee members, conduct other business at its discretion. The Balance of State Continuum shall then be fully operationalized in accordance with this Founding Governance charter.

Exhibit A – DCA Super Regions

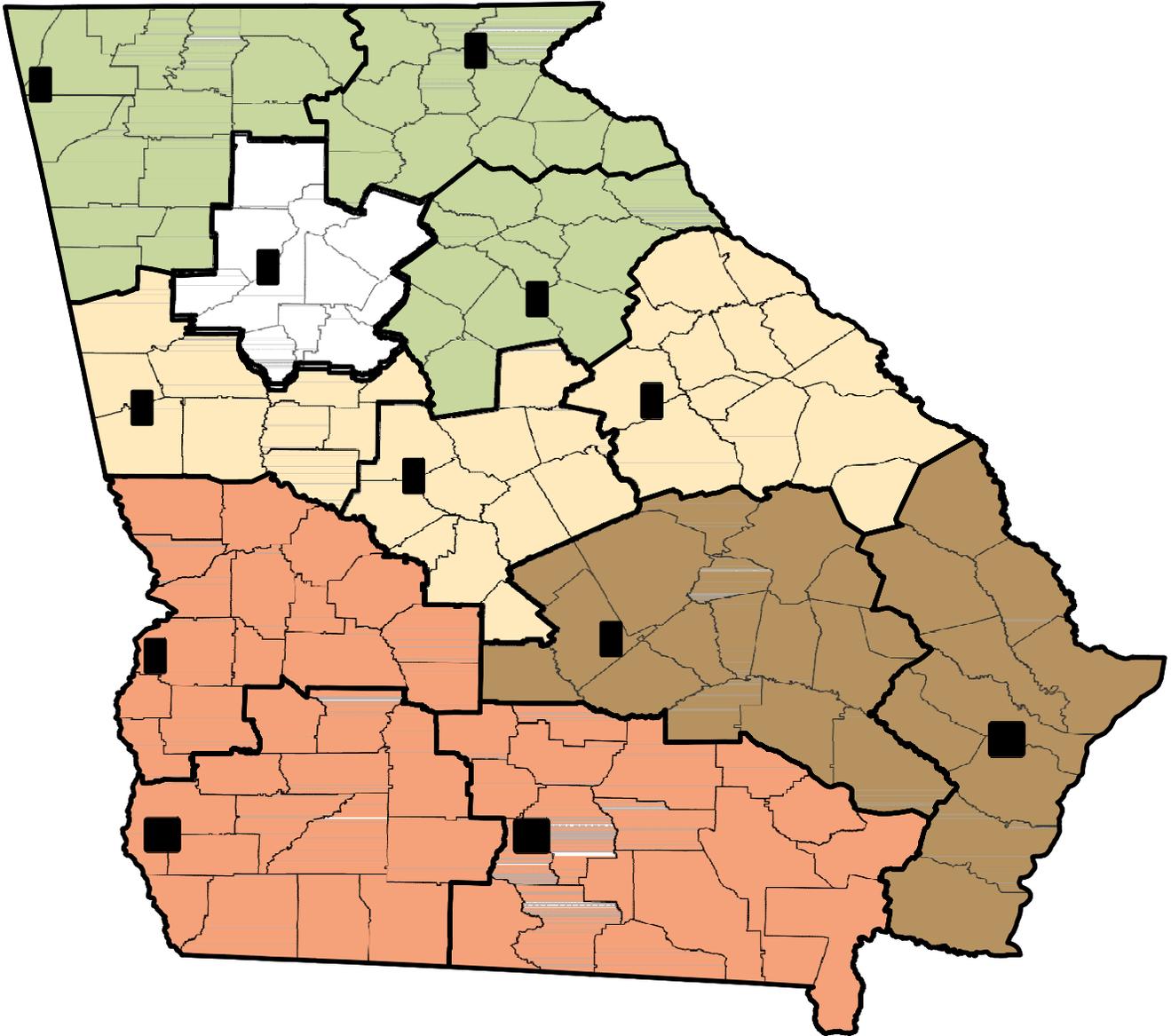


Exhibit B

24 CFR 578.95 Conflicts of interest.

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).

(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under §578.49(b)(2) and §578.51(g) and housing quality inspections of property under §578.75(b) that the recipient, subrecipient, or related entity owns.

(d) Other conflicts. For all other transactions and activities, the following restrictions apply:

(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(2) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section,

provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.

(i) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

(A) Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and

(B) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.

(ii) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:

(A) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(B) Whether an opportunity was provided for open competitive bidding or negotiation;

(C) Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;

(D) Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;

(E) Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;

(F) Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and

(G) Any other relevant considerations.



GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

Nathan Deal
GOVERNOR

Gretchen Corbin
COMMISSIONER

Memorandum

To : Balance of State CoC File

From : Don Watt, Director, Office of Policy and Public Affairs *DW*

Date : December 19, 2013

Subject: Balance of State CoC Adoption of HMIS Governance Charter

On this date, and acting on behalf of the GA Balance of State Continuum of Care and the Collaborative Applicant, the GA Department of Community Affairs, we hereby agree to comply with the terms and conditions of the Georgia HMIS Governance Charter dated December 19, 2013, and further, to comply with all other conditions of the same, and in particular, the conditions of Section 2 that pertain to Continuum of Care responsibilities.

Effective this date, Jonathan Cox and Tina Moore are named to serve on the GHMIS Advisory Committee. These appointments may be changed by the Continuum's Board of Directors at any time.

/dw

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Georgia HMIS (GHMIS) Governance Charter

Section 1: Overview and Purpose

The purpose of the GHMIS Governance Charter is to outline the governance roles, responsibilities, relationship, and authorities of Georgia's eight (8) participating Continuum of Care (Atlanta, Fulton, DeKalb, Cobb, Augusta-Richmond, Savannah-Chatham, Athens-Clarke, and the Balance of State, hereinafter referred to as "the Continua"), the HMIS Lead Agency [the Georgia Housing and Finance Authority (GHFA)], and participating agencies. This governance charter is designed to ensure the operation of and consistent participation in the GHMIS for the purpose of meeting HUD requirements and making planning and funding decisions. Where Continuums share a single HMIS implementation, it is important for data quality and other standards to be established for the entire HMIS implementation.

The GHMIS currently operates over a shared human services database implemented by Pathways Community Network (Pathways). Pathways Community Network (otherwise referred to herein as "Vendor") is a GHFA sub-grantee and a key partner in this GHMIS implementation.

Through its Balance of State Continuum of Care (BoS Continuum) portfolio, and since 2003, GHFA funds many of the essential functions of the GHMIS implementation in compliance with the HUD Data Standards. As such, GHFA serves as the HMIS Lead for the eight (8) Continuums participating in the GHMIS implementation. By participating in the GHMIS implementation, the Continuums agree to adopt the initial terms of this Charter as stated herein.

Section 2: Continuum of Care HMIS Responsibilities

By agreeing to participate in the statewide HMIS implementation, the local Continuum agrees to carry out the following responsibilities:

- Identify two representatives (one from the Continuum's organization and one from the Collaborative Applicant) to serve on the GHMIS Advisory Committee to provide oversight of the implementation and represent the Continuum in GHMIS decision-making.
- Accept the HMIS software funded through GHFA as the designated software for its Continuum.
- Designate GHFA (the HMIS Lead) to manage the Continuum's HMIS.
- Advisory Committee members will annually vote upon or adopt the HMIS Governance Charter.
- Understand HUD HMIS and reporting requirements.
- Ensure leadership has received training on the use of report and export functionality.
- Ensure participation by service providers within Continuum jurisdictions including compliance with data quality and completeness thresholds set forth in the GHMIS Policies and Procedures.
- Require compliance with GHMIS Policies and Procedures for all Continuum agencies. Identify and enforce requirements that individual Continuums may set that are above and beyond the Statewide Policies and Procedures and GHMIS participation requirements.
- Prepare, review and submit all HUD required Continuum reports (Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report). The HMIS Lead will provide support to the Continuum in the form of technical assistance and training, thus enabling Continuum staff to address data quality issues once identified. If the Continuum funds dedicated CoC staff through GHFA, they may choose to delegate responsibility for monitoring agency compliance to those staff members if they choose.

- Obtain and maintain funding for any additional staff or system enhancements that the Continuum deems necessary, but not provided by the HMIS Lead through the BoS Continuum HMIS grant for the GHMIS implementation. If a Continuum applies for an HMIS grant, and in keeping with current HUD guidelines, GHFA should be the applicant and grantee for that grant as the HMIS Lead and the HMIS Lead should be consulted on its use.

Section 3: HMIS Lead Requirements

Subject to the availability of HUD and local Continuum resources and unanticipated HUD mandates, and to the best of its ability, the HMIS Lead agrees to carry out the following responsibilities:

Project Management

- Oversee the operation and management of the GHMIS including continual monitoring of data system (not system user) compliance with all HUD Data and Technical Standards.
- Obtain and maintain GHMIS Participation Agreements with all participating agencies and users.
- Administer HUD HMIS awards for Continuum jurisdictions within the GHMIS implementation.
- Maintain a central queue and timeline for enhancements, including those funded outside by local Continuums, and bug fixes with the Vendor.
- Maintain a central queue and timeline for custom reports and data exports that require GHMIS staff resources.
- Schedule, coordinate and hold monthly Advisory Committee meetings and provide updates on the following topics: enhancement timelines; software fixes; reporting; training and technical support provided; data and security procedures; troubleshooting; and others as necessary.

System Functionality

- Enter into a formal contractual relationship with the GHMIS Vendor that outlines the requirements and responsibilities of the Vendor, including those required by HUD through its Data and Technical Standards, rules, notices, etc.
- Ensure the Vendor's software system maintains timely compliance with all Data and Technical Standards to include Victim Service Standards as well as the Privacy and Security Standards.
- Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use (such as the US Veterans Administration).
- Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

Policies and Procedures

- Develop and maintain GHMIS Policies and Procedures in accordance with HUD requirements and notices. This document must be reviewed and adopted by the GHMIS Advisory Committee (described in Section 4).
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements. This (or these) document must be reviewed and adopted by the HMIS Advisory Committee.

- Monitor participating agency compliance with security, privacy and confidentiality policies.
- If GHMIS policies and procedures allow for the import of data from an alternate database, the HMIS Lead will establish standards for the process, schedule, and acceptance criteria for any data imported and provide a cost estimate for the service provided to the agency or Continuum requesting data import.
- Provide Continua with tools necessary to monitor agency compliance with HUD Data Standards including reports and access to raw agency data.
- Set minimum general participation and timeliness standards for agencies. (Continuums can set more stringent requirements if they deem necessary.)

Training and Technical Assistance

- Ensure required basic training is available to participating agency staff and accessible on a regular basis.
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis.
- Ensure Continuums have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.

Section 4: HMIS Governance: Decision Making & Authority

The HMIS Lead is subject to oversight by the GHMIS Advisory Committee, which operates as the liaison between the GHMIS Lead Agency and the Continuums for the purposes of overseeing GHMIS-related activities. The GHMIS Advisory Committee will be made up of designated committee members from all Continuums and the HMIS Lead. Each Continuum participating in the Statewide HMIS implementation must identify two representatives to serve on the GHMIS Advisory Committee that will provide oversight of the implementation. This participation must include one representative designated by the Collaborative Applicant and one representative from the Continuum Board or any other relevant Committee. These representatives are responsible for ensuring their Continuum leadership is fully informed of GHMIS decisions and for making decisions on behalf of the Continuum such as improvements and enhancements to the GHMIS Policies and Procedures.

The HMIS Lead will ultimately retain decision-making authority and responsibility related to basic GHMIS project management functions (such as compliance with Data Standards, security and privacy settings). The GHMIS Advisory Committee will provide input and final approval of the Statewide Policies and Procedures. Although the Continuums may also choose to add supplemental requirements or policies, they may not contradict the Statewide Policies and Procedures. The GHMIS Advisory Committee will periodically review changes to the current Data and Technical Standards and other reporting requirements to ensure system compliance. The GHMIS Advisory Committee will also vote on customizations and enhancements that affect the overall functionality of the software.

The GHMIS Advisory Committee will review the GHMIS Governance Charter annually. Any amendments to this Governance Charter will be based on a majority vote by quorum (9 of 16) of Advisory Committee members. GHFA, as the HMIS Lead, has the right to accept or not accept proposed changes that may have an impact on their ability to successfully perform their duties as HMIS Lead.

Continuum SHP Grant Activities

Any Continuum receiving a Continuum HMIS Grant will designate GHFA as the applicant to administer any HMIS SHP grants in accordance with the Continuum of Care NOFA requirements. The Continuum and HMIS Lead will enter into a Memorandum of Agreement for services, which will outline the intended use of funds including any funded staff roles and deliverables.

Continuums can fund enhancements to the HMIS implementation with their SHP grants. Enhancements funded through a Continuum grant should be identified by the respective Continuum based on the needs in that community. All discussions and planning on enhancements must include both the Vendor and the HMIS Lead to ensure that the activity will not impair the functionality of the GHMIS implementation, is compliant with the Data Standards, and minimizes (to the HMIS Lead's satisfaction) existing GHMIS staff or resources.

Once it has been determined that the enhancements will not impact the overall system functioning, the Continuum will work with the HMIS Lead and the Vendor on establishing timelines, specifications, deliverables, and resource allocation for the enhancement. If dedicated staff positions, such as trainers and data analysts, are paid for through Continuum of Care funds to complete discreet duties relegated to the functioning the Continuum, the said jurisdiction(s) will collaborate with the HMIS Lead to define the roles, responsibilities, and oversight of those staffing positions.

Section 5: Acknowledgement and Acceptance

BY ADOPTING THIS GOVERNANCE CHARTER, THE CONTINUUM OF CARE AND HMIS LEAD ARE ESTABLISHING THAT IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

All parties will demonstrate a commitment to work together and support each other to achieve stated project goals.

The Continua agree to provide representation to the GHMIS Advisory Committee for the purpose of ensuring HMIS policy and practice that is both consistent with federal and state requirement and with the local needs of the Continua.

The HMIS Lead agrees to the extent practicable to respond to recommendations by each Continuum as provided by them through the HMIS Advisory Group.

The Governance Charter will be revisited on, at a minimum, an annual basis to confirm that the Charter continues to be relevant and appropriate.

This Charter documents the mutual understanding between all parties of GHMIS related roles, responsibilities, relationships, and authorities between the parties hereto. It should not be construed as the HMIS Memorandum of Agreement for services, which is the formal contracting agreement between the Continuums and the HMIS Lead administering Continuum HMIS funds.

Promoting Housing Options >> Housing Development

Georgia Balance of State Continuum of Care Applicants and Grantees Only

[Description](#) | [Downloads & Related Links](#)

Description

This page has been developed for organizations that are interested in applying for NEW or RENEWAL Continuum of Care grants through the Georgia Balance of State Continuum of Care.

DCA / GHFA S+C Sponsors seeking RENEWAL funds will be contacted as needed, by DCA staff. For more information contact Libby Mazur by [email](#) or by phone at (404) 982-3577.

News and Events

November 20, 2012 -- DCA establishes timeline for Balance of State Continuum of Care proposals. For more information, review the following linked documents:

- [Balance of State CoC Process and Timeline Memo \(WORD\)](#)
- [Proposal Outline \(WORD\)](#)
- [GA BoS CoC Notice of Intent - SHP Renewal or Modification 2013 \(WORD\)](#)
- [2013 Georgia BoS CoC Review Application \(WORD\)](#)
- [2013 GA BoS CoC Renewal Applicant Meeting, 12/12/13 webinar \(PPT Slides\)](#)
- [2013 GA BoS CoC New Applicant Meeting, 12/12/13 webinar \(PPT Slides\)](#)
- [2013 GA Balance of State CoC Application Performance & Scoring Criteria \(PDF\)](#)
- [2013 Balance of State Continuum of Care Project Ranking Chart \(PDF\)](#)
- [2012 - 2013 Balance of State CoC HMIS Policy \(PDF\)](#)
- [2012 - 2013 Balance of State CoC HMIS Data Requirements \(PDF\)](#)

Contact Information

Shelter Plus Care Renewals - Libby Mazur by [Email](#) or phone (404) 982-3577
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Tina Moore

From: Tina Moore
Sent: Friday, January 17, 2014 4:49 PM
To: HPAD Housing Trust Fund
Subject: Georgia BoS 2013 Continuum of Care Competition - Notification of Project Ranking
Attachments: 2013 CoC Project Applications Priority Ranking Summary - Tier 1 and Tier 2.pdf

Good Afternoon 2013 Balance of State CoC Applicants,

By now all applicant agencies should have received individualized results for new and renewal projects submitted under the 2013 Balance of State Continuum of Care Competition. We had the conference call with the CoC Review Team on January 10th and 13th, and the scoring results and/or threshold results have been sent to each applicant agency. If you have not received your results, please contact me.

Attached please find the final Priority Chart showing the project ranking results as it relates to Tier 1 and Tier 2. This information has also been posted on DCA's web page at: <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp>. Please see the link entitled "2013 GA Balance of State Continuum of Care Project Ranking Chart."

As noted in the NOFA, HUD intends to announce conditional funding for Tier 1 renewal projects within 45 days of the application submission deadline(s) of the CoC Program Competition.

HUD will then announce any additional Conditional Awards (new projects and Tier 2 renewals) after scoring is complete, depending on availability of funding, and in accordance with the selection criteria outlined in the NOFA. And the entire Balance of State CoC Application will need to score high enough in order for any new projects to receive funding.

For projects that ranked close to the funding cutoff for Tier 1, any changes as a result of HUD's review of funding available for the Balance of State CoC creates the possibility that the funding line could move, which could pull one or more projects currently showing as the bottom of Tier 1, into Tier 2. We hope this won't happen, but we do want agencies to be aware of the possibility.

It's a tough year for funding, but we are hopeful that projects in Tier 2, as well as new projects will receive funding in this competition.

Please let me know if you have any questions.

Thanks,
Tina



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**2013 Continuum of Care Project Application Priority Ranking
Tier 1 and Tier 2**

Ranking	Project Type	Name of Project Applicant	Project Sponsor / Project Name	Final Allowed Funding Request Allowed (ARA after Review &/or Reallocation)	Cumulative Balance for Funding	
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Permanent Supportive Housing (PSH) Projects (36)*:

*As a CoC priority, Renewal PSH projects that met performance threshold review were scored and ranked separately to be placed in Tier 1. PSH ranking based on the same scoring criteria used for all project applications. Higher scoring New PSH projects were able to be placed into Tier 1, as allowed based on reallocated funding available.

1	PH	Georgia Housing and Finance Authority	New Horizons CSB S+CR	\$68,218	\$68,218	Tier 1
2	PH	Georgia Housing and Finance Authority	Douglas County CSB S+CR4	\$317,738	\$385,956	
3	PH	Georgia Housing and Finance Authority	Highland Rivers S+CR	\$139,595	\$525,551	
4	PH	New Horizons Community Service Board	RED HILL AGR FY 2013	\$48,989	\$574,540	
5	PH	Georgia Housing and Finance Authority	Unison BHS S+CR	\$346,421	\$920,961	
6	PH	Georgia Housing and Finance Authority	Comprehensive AIDS Resource Encounter S+CR	\$96,762	\$1,017,723	
7	PH	Georgia Housing and Finance Authority	Gateway BHS S+CR	\$554,611	\$1,572,334	
8	PH	Georgia Housing and Finance Authority	South GA CSB S+CR (Reduction)	\$367,519	\$1,939,853	
9	PH	Georgia Housing and Finance Authority	Pineland CSB S+CR	\$207,009	\$2,146,862	
10	PH	Georgia Housing and Finance Authority	Dalton Whitfield CDC S+CR	\$102,477	\$2,249,339	
11	PH	Georgia Housing and Finance Authority	Middle Flint BHS S+CR	\$169,364	\$2,418,703	
12	PH	Georgia Housing and Finance Authority	Douglas County CSB S+CR2	\$662,080	\$3,080,783	
13	PH	Georgia Housing and Finance Authority	MUST Ministries BOS S+CR (Reduction)	\$216,328	\$3,297,111	
14	PH	Georgia Housing and Finance Authority	Travelers Aid of Metropolitan Atlanta S+CR1	\$169,668	\$3,466,779	
15	PH	Georgia Housing and Finance Authority	Travelers Aid S+CR	\$176,832	\$3,643,611	
16	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR2	\$297,177	\$3,940,788	
17	PH	Georgia Housing and Finance Authority	CSB of Middle GA S+CR	\$38,191	\$3,978,979	
18	PH	Gateway Community Service Board	Brunswick Homeless Non-custodial Disabled Men's Project	\$369,605	\$4,348,584	
19	PH	Georgia Housing and Finance Authority	Advantage BHS BOS S+CR	\$181,365	\$4,529,949	
20	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR2 - Samaritan	\$442,338	\$4,972,287	
21	PH	Douglas County Community Services Board	Douglas County SHP	\$111,598	\$5,083,885	
22	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR1	\$595,362	\$5,679,247	
23	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR	\$185,738	\$5,864,985	
24	PH	Georgia Housing and Finance Authority	HODAC S+CR	\$217,102	\$6,082,087	
25	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR4	\$75,987	\$6,158,074	
26	PH	Georgia Housing and Finance Authority	Central City AIDS Network S+CR	\$131,150	\$6,289,224	
27	PH	Georgia Housing and Finance Authority	Avita Community Partners S+CR	\$183,684	\$6,472,908	
28	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR2	\$102,181	\$6,575,089	
29	PH	Georgia Housing and Finance Authority	Albany CSB S+CR	\$146,585	\$6,721,674	
30	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR3	\$608,384	\$7,330,058	
31	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR1 (Reduction)	\$351,816	\$7,681,874	
32	PH	Georgia Housing and Finance Authority	Oconee CSB S+CR (Reduction)	\$80,778	\$7,762,652	
33	PH	Georgia Housing and Finance Authority	GA Mountains Women's Center S+CR	\$127,822	\$7,890,474	
34	PH	Georgia Housing and Finance Authority	AIDS Alliance of NW GA S+CR	\$99,042	\$7,989,516	
35	New PH	Advantage Behavioral Health Systems	Oconee Supp Hsng	\$167,417	\$8,156,933	
36	New PH	Travelers Aid of Metro Atlanta	Gwinnett PSH 2013	\$165,461	\$8,322,394	

Transitional Housing (TH) Projects (24), Supportive Service Only (SSO) Projects (9), CoC Planning (1):**

**Renewing TH, SSO, and PH projects that did not meet threshold review scored separately from permanent housing projects that met threshold review and ranked as Tier 1, with lower scoring projects in Tier 2. Dedicated HMIS, Coordinated Assessment System, and Planning renewal projects received threshold review and were ranked in Tier 1.

37	SSO-HMIS	Georgia Housing and Finance Authority	Statewide HMIS Implementation	\$663,400	\$8,985,794	Tier 1	
38	SSO	Georgia Housing and Finance Authority	BoS CoC Coordinated Assessment	\$189,176	\$9,174,970		
39		Georgia Department of Community Affairs	GA07-501 CoC Planning Project Application (Reduction)	\$155,666	\$9,330,636		
40	SSO	Dalton-Whitfield Community Development Corporat	SSO SPC Case Manager	\$31,679	\$9,362,315		
41	TH	Citizens Against Violence, Inc.	Transitional Living Program	\$270,520	\$9,632,835		
42	TH	Calvary Refuge Center, Inc	Transitional Housing Program	\$207,199	\$9,840,034		
43	TH	Lowndes Associated Ministries to People, Inc.	Transitional Housing Program	\$148,682	\$9,988,716		
44	SSO	MUST Ministries	Cherokee County Permanent Supportive Housing Program SHP-S	\$71,904	\$10,060,620		
45	TH	House of Dawn, Inc	House of Dawn TLP Renewal	\$62,702	\$10,123,322		
46	TH	S.H.A.R.E. House, Inc.	Supportive Transitional Housing Project	\$130,843	\$10,254,165		
47	TH	Action Ministries, Inc.	BoS Transitional Housing	\$495,610	\$10,749,775		
48	TH	Travelers Aid of Metropolitan Atlanta, Inc.	Douglas County SHP (Expansion) 2013	\$57,644	\$10,807,419		
49	TH	Loaves & Fishes Ministry of Macon, Inc.	Transitional Housing	\$99,285	\$10,906,704		
50	TH	Macon-Bibb Economic Opportunity Council, Inc.	HUD SPECIAL NEEDS	\$101,650	\$11,008,354		
51	TH	The Salvation Army	Home Sweet Home Supportive Housing	\$263,668	\$11,272,022		
52	TH	Gwinnett Housing Resource Partnership, Inc. dba:	Transitional Housing Program 2	\$149,693	\$11,421,715		
53	TH	Travelers Aid of Metropolitan Atlanta, Inc.	Douglas County SHP (Renewal) 2013	\$57,449	\$11,479,164		
54	TH	Action Ministries, Inc.	Mountain Initiative	\$124,692	\$11,603,856		
55	TH	Asian American Resource Center	Transitional Housing Program FY 2013	\$160,406	\$11,764,262		
56	TH	Georgia Coalition Against Domestic Violence	Transitional Housing for Victims of Domestic Violence- Circle of f	\$92,807	\$11,857,069		
57	TH	maranathaoutreach	Maranatha Serenity Home	\$61,382	\$11,918,451		
58	TH	Georgia Coalition Against Domestic Violence	Transitional Housing for Victims of Domestic Violence	\$349,109	\$12,267,560		
59	SSO	Goodwill Industries of Middle Georgia, Inc.	Job Connection WORKing Solutions - Rural	\$150,886	\$12,418,446		
60	TH	South Georgia Coalition to End Homelessness	Transitional Housing Program FY2013	\$72,387	\$12,490,833		
61	TH	Rainbow Village, Inc.	GA-501-REN-Transitional Housing 2013-2014	\$230,606	\$12,721,439		
62	TH	City of Hinesville	Homeless Prevention Program (Transitional Housing)	\$66,168	\$12,787,607		
63	TH	Colquitt County Serenity House Project, Inc.	Transitional Living Program	\$202,691	\$12,990,298		
64	TH	Gwinnett Housing Resource Partnership, Inc. dba:	Transitional Housing Program 1	\$74,846	\$13,065,144		
65	SSO	Macon-Bibb Economic Opportunity Council, Inc.	HUD CASE MANAGEMENT	\$96,300	\$13,161,444		
66	SSO	Goodwill Industries of Middle Georgia, Inc.	Job Connection WORKing Solutions - Macon	\$112,411	\$13,273,855		
67	TH	Hodac, Inc.	Gateway Cottage Residential Program	\$43,708	\$13,317,563		Tier 2
68	SSO	Lowndes Associated Ministries to People, Inc.	Day Center/Day Shelter Program	\$143,264	\$13,460,827		
69	TH	Gwinnett Housing Resource Partnership, Inc. dba:	Transitional Housing Program 3	\$187,431	\$13,648,258		
70	SSO	South Georgia Coalition to End Homelessness	Supportive Services Only (SSO) FY2013	\$100,009	\$13,748,267		

New Permanent Supportive Housing (PH) Projects (2)*:**

***New PSH projects scored with renewal projects (listed immediately above) using the same scoring criteria. The higher scoring New PSH projects were able to be placed above in first Tier, as allowed based on reallocated funding available. The remainder of the new projects were placed at the bottom of Tier 2.

71	New PH	New - AIDS Athens, Inc.	AIDS Athens - Permanent Supportive Housing	\$71,096	\$13,819,363	Tier 2
72	New PH	New - Another Chance Atlanta, Inc.	ACA PSH Program Gwinnett	\$162,000	\$13,981,363	
Realloca.	Renewal PH	Gateway Community Service Board	Hmless Disabled Mom & Child Ops (Did not meet threshold)	\$0	\$13,981,363	

**2013 Continuum of Care Project Application Priority Ranking
Tier 1 and Tier 2**

Rejected	New PH	Gift Transitional Home, Inc.	House of Hope (Did not meet threshold)	\$0	\$13,981,363
Rejected	New PH	Guara Bi, Inc.	Guara Bi Perm. Housing (Did not meet threshold)	\$0	\$13,981,363
Rejected	New PH	Families United Services, Inc.	PSH New Program (Did not meet threshold)	\$0	\$13,981,363
Rejected	New PH	New Horizons Community Service Board	Home for Vets (Did not meet threshold)	\$0	\$13,981,363

2013 GA BoS CoC - Application Review Results Notice - 2013 Applicant Contact List

Organizations by Organization ID Number::Legal Applicant	c_FullName	title	cn_email	cn_Phone
Action Ministries (Central)	Mr. John R. Moeller	President/CEO	jmoeller@actionministries.net	404 881 1991 x5601
Action Ministries (Central)	Ms. Jannan Thomas	Executive Director	JThomas@actionministries.net	404.881.1991 x 5615
Action Ministries (Central)	Mr. Mike Thomas	Grants Manager	mthomas@actionministries.net	404-956-4371
Advantage Behavioral Health System (BHS)	Mr. Shane Donaldson	S+C Housing Coordinator	ddonaldson@advantagebhs.org	706 369 6363 x141
Advantage Behavioral Health System (BHS)	Mr. Evan Mills	Grant Specialist	emills@advantagebhs.org	706-389-6789 x1111
Advantage Behavioral Health System (BHS)	Ms. Laurie A. Wilburn Bailey	Clinical Director	lwilburn@advantagebhs.org	706 389 6789 x1142
Advantage Behavioral Health System (BHS)	Mr. Oliver J. (O.J.) Booker	Chief Executive Officer	obooker@advantagebhs.org	706-389-6789
AIDS Athens	Cassandra Bray		cassandra@aidsathens.org	
AIDS Athens	Olivia Long	Executive Director	olivia@aidsathens.org	
Another Chance Atlanta	Rozell Green	Executive Director	rozell@anotherchanceofatlanta.org	
Another Chance Atlanta AND Families United Services	Cynthia Loftin	Grant Consultant	ckloftin3@gmail.com	
Asian American Resource Foundation, Inc.	Ms. Connie Jee	Executive Director	aarc@aarc-atlanta.org	770.270.0663
Asian American Resource Foundation, Inc.	Ms. Caitlin Costello	Case Manager	c.costello@aarc-atlanta.org	770-270-0663 x410
Asian American Resource Foundation, Inc.	Ms. David Sutton		david.sutton@aarc-atlanta.org; davidsutton83@g	770.270.0663
Calvary Refuge Center, Inc.	Ms. Tawana Tarno	Executive Director	tawana@calvaryrefuge.org	770.309.4263
Calvary Refuge Center, Inc.	Mr. Tom Maples	Board Chair	tmaples@gmial.com	
Citizens Against Violence, Inc.	Ms. Bryant Bradley		renwic@aol.com	
Citizens Against Violence, Inc.	Ms. Debbie Vives	Executive Director	Safehaven@nctv.com	912.764.4605
Citizens Against Violence, Inc.	staff email		staffaccountant@nctv.com	
Cobb - Douglas Co. Community Service Board (CSB)	Ms. Lucinda Garrett	Office Administrative Gen, SP	lgarrett@cobbcsb.com	770-499-2422
Cobb - Douglas Co. Community Service Board (CSB)	Mr. Tod Citron	Executive Director	tcitron@cobbcsb.com	770.429.5002
Colquitt County Serenity House Project, Inc.	Ms. Silvia De La Cruz	Bookkeeper	bookkeeper_serenityhouse@yahoo.com	229 782 5394
Colquitt County Serenity House Project, Inc.	D. Mike Boyd & Wanda Autrey	Board Chair	serenityhouse@windstream.net	229.893.4278
Colquitt County Serenity House Project, Inc.	Ms. Rachel Lamas	Transitional Case Manager	tlpcasemanager@windstream.net	229-890-6826
Dalton - Whitfield County CDC	Ms. Gaile R. Jennings	Executive Director	gjennings@dwcdc.org	706.876-1677 x2577
Dalton - Whitfield County CDC	Ms. Jennifer Shearin	Assistant Director	jshearin@dwcdc.org	706 876 1625
Douglas County Community Service Board (CSB)	Ms. Yvonne DePina	Social Services Program Coordinator	ydepina@cobbcsb.com	770-429-5000
Families United Services	Pamela McKenzie	Executive Director/CEO	fus2004@bellsouth.net	
Gateway Behavioral Health Services	Mr. David O. Crews	Acting CEO	david.crews@vphealth.org	770 339 5269
Gateway Behavioral Health Services	Ms. Katie Hagin	Shelter Plus Care Property Mgr.	khagin@gatewaybhs.org	
Gateway Behavioral Health Services	Ms. Michelle Joseph	S+C Case Manager	mjoseph@gatewaybhs.org	912-289-2451
Gateway Behavioral Health Services	Ms. Martina Senol	CFO	msenol@gatewaybhs.org	912-554-8550
Gateway Behavioral Health Services	Ms. Wendy Hughes	Chief Financial Officer	wendy.hughes@gatewaybhs.org	
Georgia Coalition Against Domestic Violence, Inc.	Ms. Jan Christiansen	Executive Director	jchristiansen@gcadv.org	404.209.0280 x14
Georgia Coalition Against Domestic Violence, Inc.	Ms. Shenna Johnson, MCJ	Community Resources Coordinator	sjohnson@gcadv.org	404-209-0280 x19
Gift Transitional	Christine Richards-Nwankwo	Executive Director	cuzomachi@yahoo.com	
Gift Transitional	Aisha Frazier	Administrative Assistant	giftransitionalhome99@yahoo.com	
Goodwill Industries Of Middle Georgia	Ms. Angeline N'donyi	Regional Workforce Development Mgr	andonyi@goodwillworks.org	478.471.4884
Goodwill Industries Of Middle Georgia	Mr. James Stiff	CEO	jstiff@goodwillworks.org	

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Guara Bi	Angelica Rivera	Grant Manager / Board Member	arivera@guarabi.org	
Guara Bi	Christian Duarte		guarabi@prtc.net	
Gwinnett Housing Resource Partnership, d/b/a IMPACT! Group	Ms. Alice Ramsey	Director, Transitional Housing	alice.ramsey@theimpactgroup.org	678 808 4477
Gwinnett Housing Resource Partnership, d/b/a IMPACT! Group	Ms. Sandra Burns	Operations Manager	sandy.burns@theimpactgroup.org	678-808-4477
Gwinnett Housing Resource Partnership, d/b/a IMPACT! Group	Mr. Tom Merkel	President / Executive Director	tom.merkel@theimpactgroup.org	678 808 4477
Hinesville, City of	Ms. Donita Gaulden	Assistant Director, Community Development	dgaulden@cityofhinesville.org	912-876-3164
Hinesville, City of	Ms. Daisy Jones	Program Coordinator, Homeless Prevention (ESG-	djones@cityofhinesville.org	912.876.6573 #3
Hinesville, City of	Mr. Kenneth Howard	Assistant City Mgr.	khoward@cityofhinesville.org	912 876 3564 or 3164
Hinesville, City of	Ms Michelle Lane	Grant Writer	mlane@cityofhinesville.org	912.877.3953
HODAC, Inc.	Ms. Bryetta Calloway	Contracts Coordinator	bcalloway@hodac.org	478.953.5675
HODAC, Inc.	Ms. Sherri Peavy	Executive Director	slpeavy64@gmail.com; speavy@hodac.org	478 953 5675
House of Dawn, Inc.	Ms. Dawn Murray	Founder / CEO	houseofdawn1@bellsouth.net	770.477.2385
Loaves and Fishes Ministry of Macon, Inc.	Mr. Charles Hines	Executive Director	loaves_hines@bellsouth.net	478 741 1007
Loaves and Fishes Ministry of Macon, Inc.	Ms. Sarah Tapley	Administrative Asst. to Ex. Dir.	loaves_tapley@bellsouth.net	478 741 1007
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Lowndes Associated Ministries to People, Inc. (LAMP)	Ms. Sally Willis	Assistant Executive Director	sallywillis@lampinc.org	229-245-7157 x209
Lowndes Associated Ministries to People, Inc. (LAMP)	Mr. Sam McCord	Executive Director	sammccord@lampinc.org	229-245-7157 x289
Macon-Bibb County EOC, Inc.	Mr. Carlton Williams	Community Outreach Center Coordinator	cwilliams@maconbibbeoc.com; mbeocooperations	478.750.8689
Macon-Bibb County EOC, Inc.	Ms. Karen Collier	Finance Director	kcollier@maconbibbeoc.com; mbeocooperations3	478.738.3240
Macon-Bibb County EOC, Inc.	Ms. NeQuana Stevens	Community Outreach Manager	nstevens@maconbibbeoc.com	478 738 3240
Macon-Bibb County EOC, Inc.	Ms. Sarita Hill	Director of Operations & Administration	shill@maconbibbeoc.com	
Maranatha Outreach, Inc.	Mr. Kenneth C. Eady	Chairman of the Board	kennykaye@windstream.net	478.288.0411
Maranatha Outreach, Inc.	Mr. Morris G. Hutcheson, CPA	Serenity Home Board Advisor	mghcpa1@gmail.com	478.456-3651
Maranatha Outreach, Inc.	Rev. John May	Mission Home Director	rev.johnmay@windstream.net	478-453-0250
MUST Ministries, Inc.	Dr. Dwight (Ike) Reighard	President & CEO	ireighard@mustministries.org	678-218-4483
MUST Ministries, Inc.	Ms. Keya Hillman	Director of Reporting and Grants	khillman@mustministries.org	678-218-4484
MUST Ministries, Inc.	Ms. LaDrina Jones	Grant Manager	ljones@mustministries.org	770-790-3925
MUST Ministries, Inc.	Ms. Leticia Robinson	Senior Director of Programs, Housing	lrobinson@mustministries.org	770-790-3875
New Horizons Community Service Board (CSB)	Mr. David Wallace	Director of MH/SA Residential	dwallace@newhorizonscsb.org	706.596.5517
New Horizons Community Service Board (CSB)	Mr. Frederick Smith, MBA	GA Voucher Pgm/S+C/ Harm Reduction Coordinat	fsmith@newhorizonscsb.org	706-596-5502
New Horizons Community Service Board (CSB)	Ms. Susan E. Gallagher	Grants Manager	sgallagher@newhorizonscsb.org; susanegallagher	706-596-5577 & 321-6300
New Horizons Community Service Board (CSB)	Ms. Sherman Whitfield	Executive Director	swhitfield@newhorizonscsb.org	706.596.5517
North Georgia Mountain Crisis Network, Inc.	Mr. Steven Miracle	President, Board of Directors	smiracle@gamtnhealth.org	706.374.6898
Rainbow Village, Inc.	Ms. Erica Allen	Executive Assistant	eallen@rainbowvillage.org	770.497.1888 x10
Rainbow Village, Inc.	Dr. John W. Smith	COO	jsmith@rainbowvillage.org	770.497.1888 x22
Rainbow Village, Inc.	Ms. Lynette Ward	Adult Program Director	lward@rainbowvillage.org	770.497.1888
Rainbow Village, Inc.	Rev. Nancy Yancey	Executive Director	nyancey@rainbowvillage.org	770.497.1888 x11
S.H.A.R.E. House, Inc.	Ms. Marie Washington	Shelter Manager	mwash66@bellsouth.net	770 949 0626
S.H.A.R.E. House, Inc.	Ms. Teresa Smith	Executive Director	vteresasmith@bellsouth.net; tsmith6228@yahoo	770.949.0626 x1
Salvation Army (Atlanta Metro Area Command)	Ms. Melinda Allen	Grants and Compliance Manager	melinda_allen@uss.salvationarmy.org	404.486.2960
Salvation Army (Atlanta Metro Area Command)	Major Todd Hawks	Metro Atlanta Area Commander	Todd_Hawks@uss.salvationarmy.org	404 486 2900

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Salvation Army (Gwinnett)	Capt. Andrew Miller III	Commanding Officer	Andrew_Miller@uss.salvationarmy.org	770-724-1660
Salvation Army (Gwinnett)	Ms. Debbie Wengrow	SHP & Rapid Re-Housing / Gwinnett County	deborah_wengrow@uss.salvationarmy.org	770.724.1660
South Georgia Partnership to End Homelessness, Inc.	Ms. Crystal Roberson	Case Manager	crystalroberson@bellsouth.net	229.293.7301 x4
South Georgia Partnership to End Homelessness, Inc.	Ms. Diane Metts	Financial Admin.	dmetts@bellsouth.net	229.293.7301 x3
South Georgia Partnership to End Homelessness, Inc.	Dr. Ronnie Mathis	Executive Director	mathis_r@bellsouth.net	229.293.7301 x1 & 630-3109
South Georgia Partnership to End Homelessness, Inc.	Ms. Sonjia Jenkins		sjenkins@sgpeh.org	
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Travelers Aid of Metropolitan Atlanta (dba Hope Atlanta)	Mr. John Shereikis	Grants Manager	jshereikis@hopeatlanta.org	404.817.7070 x109
Gateway Behavioral Health Services	above			
New Horizons Community Service Board (CSB)	above			

2013 Georgia BoS CoC Application Performance and Scoring Criteria

2013 CoC Program Application Policy for the 2013 Georgia Balance of State CoC Process

1. Administration for all CoC projects is limited to 7%;
2. Permanent supportive housing renewal projects that meet threshold criteria, have been HUD Approved for a transfer, have a transfer pending, and/or are in good standing will generally be renewed as Tier 1 projects. Projects that do not meet threshold review will be subject to reallocation;
3. The Department of Community Affairs' dedicated HMIS, CoC planning, and coordinated assessment renewal projects will receive a threshold review, but otherwise will be HUD Tier 1 projects and ranked at the top of the priority list;
4. The Balance of State CoC will receive new proposals for **“Permanent Supportive Housing (PSH)” projects targeted to the chronically homeless**. To the extent that funds are available through reallocation, New Projects that meet eligibility and threshold criteria and that sufficiently demonstrate capacity and project need for the population served, criteria for PSH proposals follows –
 - Limited to one year projects consisting of leasing only (not rental assistance) and operations (as necessary for utilities, furniture, equipment) with a 20% cap on case management. Note that case management is the only eligible supportive service.
 - All new projects must serve 100% chronically homeless individuals, and applicant must submit data showing need of chronically homeless housing for the proposed project location.
 - These projects must also demonstrate how they will prioritize for assistance chronically homeless individuals that have the highest need, with priority on serving those with the longest histories of homelessness.
 - Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.
 - New PSH Projects will also receive bonus points for a “housing first” approach to entry and ongoing services, serving persons who are chronically homeless, and for serving “Veterans.”
 - The BoS CoC may only submit new projects to the extent that funding from other projects is reallocated or reduced. The amount available as a result of reallocation is currently unknown.
 - The estimated amount available may increase as a result of any threshold denials or rental assistance requested with reduced FMR costs. Higher scoring new PSH proposals may be placed into Tier 1. Lower scoring new PSH proposals may be rejected by the BoS CoC or placed at the bottom of Tier 2, and HUD reserves the right to accept or reject proposals submitted by the BoS CoC.
 - The average proposal size is expected to be approximately \$175,000.

Applicants must thoroughly examine the HUD NOFA for all relevant criteria. All PSH proposals will be ranked as outlined herein.

5. All Projects will be scored according to the criteria herein. **Renewing Projects** will first receive (and must pass) a threshold review and will then be ranked (separate from the PSH proposals that meet threshold review) according to the criteria herein. Please note, **Renewing Permanent Supportive Housing (PH) projects that are not operational, are significantly under-utilizing subject grant funds, and/or do not have either a pending or HUD-Approved transfer**, must also submit application for the

CoC Scoring Committee and may be subject to reallocation based on under-performance. Higher scoring projects will be ranked as Tier 1 projects, and lower scoring projects representing the bottom \$700,471 in funds requested will, generally, be ranked as Tier 2 projects. Housing projects, or projects that are designed to directly support housing, will be able to receive bonus points in the competition. New projects that do not meet threshold criteria or receive a low score may be either rejected or placed at the bottom of the project priority ranking list, and the final priority ranking chart that is submitted to HUD will not be able to include new project requests beyond the amount of funds available as a result of reallocation.

6. A CoC project review team will be established. Its duties will be to:
 - Review and approve staff recommendations for, or otherwise make, any threshold denials;
 - Rate and rank New PSH, TH, and SSO proposals;

All information is required and/or must be addressed. The Georgia Balance of State 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
- Proposes ineligible costs or activities
- Proposes to serve ineligible populations
- Does not show required match or insufficient commitments for leveraging
- Compliance of performance issues on current projects
- Project does not demonstrate adequate impact or cost effectiveness
- Other, as may be identified by reviewing staff / team

For APR data requested, agencies should use data from program APR submitted to HUD (in e-snaps) between 10/1/2012 and 9/30/2013, or the most recent APR submitted to HUD. Agencies who have not had an APR due to HUD yet can submit data from HMIS on clients served between 10/1/2012 and 9/30/2013.

2013 Georgia BoS CoC Application Performance and Scoring Criteria

Applicant Agency _____

HUD Project Name _____

HUD Project Type:

Permanent Supportive Housing Transition Housing Support Service

Renewal or New Project? Renewal Project New Project If new, Reallocation? Y/N

Project Threshold Criteria**	Scoring	Reviewer Score	Reviewer Notes
Agency meets HUD's eligibility criteria.	Pass/Fail		
Agency demonstrates adequate capacity to carry out grant.	Pass/Fail		
Project meets eligible costs or activities requirements.	Pass/Fail		
Project proposes to serve eligible populations.	Pass/Fail		
Project shows required match & sufficient commitments for leveraging to implement project.	Pass/Fail		
Agency does not have serious compliance or performance issues on current projects.	Pass/Fail		
Project demonstrates adequate impact or cost effectiveness.	Pass/Fail		
Other, as identified by reviewers.	Pass/Fail		
Current eligible renewing project in good standing, operational, not significantly under-utilizing subject grant funds, and/or has either a HUD-Approved or Pending Transfer. **Renewal Projects that do not meet this threshold may be rejected by review team and subject to reallocation.	Pass/Fail N/A for New Projects		

Agency/Program Capacity	Standard / Goal	Points Available	Scoring	Data Source	Review Score
1. Agency demonstrates they have the capacity to carry out and implement the project proposed. <u>New project applicants</u> must sufficiently describe experience administering Federally funded grants, and submit the most recent financial audit. (New applicants should also submit most recent 990 and a list of board members that were requested after proposal outlines were received.) New projects should also adequately describe how project will reach full operational capacity. <u>Renewal project applicants</u> that meet threshold, are in good standing, operational, not significantly under utilizing subject grant funds, and/or has	Good	10	<p>Excellent = 10 Good = 7.5 Acceptable = 2 Unacceptable = 0</p> <p>New Project Applications that are not able to demonstrate capacity to carry out project may be rejected by the review team.</p> <p>Renewal Projects that do not meet this capacity threshold may be rejected by the review team and subject to</p>	Applica. package	

either a HUD Approved or pending transfer will automatically receive these points.			reallocation.		
2. ALL Projects - Spending all grant funds awarded for last grant award period [Total of all funds expended/total funds awarded by HUD] -Projects reallocating from TH to PSH, may use % of current TH grant. -New projects should demonstrate capacity to fully implement program. -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	Spending 100% of grant award or Proposed Project Implementation	5	95% or > spent = 5 90-94% spent = 4 85-89% spent = 3 80-84% spent = 2 Below 79% = 0 OR <u>New Projects</u> Good = 5 Acceptable = 2 Unacceptable = 0	Applica. or APR [Q 30a1-4 or Q31]	
3. ALL Projects – Project Utilization Units/Clients [% of unit utilization for housing programs or % of clients Total of all funds expended/total funds awarded by HUD] -Projects reallocating from TH to PSH, may use % of current TH grant. -New projects should demonstrate need & capacity to fully utilize project. -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	Unit/Client Utilization 100% Or Capacity to fully utilize program	5	95% or > spent = 5 90-94% spent = 4 85-89% spent = 3 80-84% spent = 2 Below 79% = 0 OR <u>New Projects</u> Good = 5 Acceptable = 2 Unacceptable = 0	Applica. / or APR Q8 [PIT persons served Last Wednesday]	
4. Project Match & Leveraging <u>New projects</u> show required match & sufficient commitments for leveraging to implement project. <u>Renewal projects</u> show required match & sufficient commitments for leveraging. *With the exception of leasing, all projects must show a 25% match. All projects must show at least some leverage. New project applicants must attach commitments for match and leverage . Note that the overall CoC goal for leverage is 150% of the amount requested.	Match 25% And Leverage 125% (outside of match)	22 total	Budget/Match Well defined = 11 Acceptable = 6 Unacceptable = 0 Leveraging (outside of match) 125% or more = 11 100-124% = 7 90-99% = 5 Less than 90% = 0	Applica. package & APR [Q30 or Q31]	
Subtotal Capacity / Utilization		42			
Program Performance Criteria	Standard / Goal	Points Available	Scoring	Data Source	Review Score
5. PSH Renewal Programs: Housing Stability for clients served in the last 12 months. [% PH persons who remained in the PH program as of end of year OR exited to PH during year]	80%	20	80% or > = 20 75-79% = 15 70-74% = 5 Below 70% = 0	APR [Q36a PH]	

-Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.					
6. SSO and TH Renewal Programs: Exits to Permanent Housing [% of leavers exiting to permanent destination] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	80%	20	80% or > = 20 75-79% = 15 70-74% = 5 Below 70% = 0	APR [Q36b TH, or Q36d SSO]	
7. New Project: Applicants for new projects describe housing/services to be provided and fully demonstrate how program/staff will support clients to achieve housing stability, and that the housing/level of services is appropriate to do so.		20	Excellent = 20 Good = 10 Acceptable = 5 Unacceptable = 0	Applica. package	
Subtotal Housing Stability		20			
8. ALL Programs: Program targets/ serves persons who are chronically homeless. <u>Current Projects</u> will be scored on clients being targeted/served by the project. <u>For New Projects</u> , the points are NOT automatic. New projects will need to sufficiently demonstrate need, for a program serving people who are chronically homeless (in the size and scope proposed).	100%	10	100% = 10 70-99% = 7.5 50-69% = 5 30-49% = 2.5 Less than 30% = 0	Applica., &/or APR	
9. ALL Programs: Program targets/serves Veterans. <u>Current Projects</u> will be scored on clients being targeted/served by the project. <u>For New Projects</u> , the points are NOT automatic. New projects will need to sufficiently demonstrate need, for a program serving chronically homeless veterans (in the size and scope proposed).	100%	10	100% = 10 70-99% = 7.5 50-69% = 5 30-49% = 2.5 Less than 30% = 0	Applica., &/or APR	
10. ALL Programs: Program serves/will serve persons who have special needs or high barriers to housing &/OR will modify target clients in the next year to do so (with housing programs using a Housing First model).	100%	10	100% = 10 70-99% = 7 40-69% = 5 Less than 40% = 0	Applica., &/or APR [Q18a]	
Subtotal Special Needs		30			
11. Renewal Programs: Employment Income for Leavers [leavers exiting with 'earned income'/all leavers]	20%	10	20 or > = 10 15- 19% = 4 Below 15% = 0	APR [Q25a1]	

-Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.					
12. Renewal Programs: Increased Income from All Sources [% of persons age 18 or older who maintained or increased total income from all sources as of the end of the operating year or at program exit.] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	54%	10	54% or > = 10 49-53% = 7 40-48% = 4 35-39% = 2 Below 35% = 0	APR [Q36]	
13. Renewal Programs: Leavers with Non Cash Mainstream Benefit Sources [adult and children leavers with '1+ source of noncash benefits'/total leaving adult and children] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	56% or >	10	56% or > = 10 46-55% = 7.5 26-45% = 4 Below 25% = 0	APR [Q26a1 & Q26a2]	
14. Renewal Programs: Leavers who exit housing or program to shelter, streets or unknown [leavers exiting to 'emergency shelter', 'place not meant for human habitation', 'don't know/refused', or 'information missing'/all leavers] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	10% or less	10	10% or < = 10 11-20% = 4 Over 20% = 0	APR [Q29a1 & Q29a2]	
15. New Project Applicants: Applicant sufficiently demonstrates program will provide an appropriate level of services for population being served, how project will ensure participants gain access to income resources, entry criteria into program, target population of the program, and how program will document and verify program eligibility.		40	Excellent = 40 Good = 20 Acceptable = 5 Unacceptable = 0	Applica. package	
Subtotal Performance		40			
16. Current Project Applicants - Monitoring – HUD Findings	No Findings or Concerns	4	See table below	HUD Monitoring report and grantee response	
17. Current Project Applicants - Monitoring – DCA Findings	No Findings or Concerns	4	See table below	DCA Monitoring Report and	

				grantee response	
18. New Projects: New projects not converting an existing project to PSH will be scored on ability to demonstrate capacity and lack of compliance issues in audit, with current HUD grants or as demonstrated in application.	No Findings or Concerns	8	Excellent = 8 Good = 4 Acceptable = 2 Unacceptable = 0	Applica., Audit /Financial Statements, Match, ect.	
Subtotal Compliance		8			
19. Bonus Points: Project Funds Housing for persons who are homeless. Bonus points available for housing programs/ permanent supportive housing programs. (Extra points available for current PSH programs that keep people in permanent housing and from becoming homeless.)	100% Keeping people housed is a priority.	100 Current PH/PSH 5 New PSH 5 TH	Current PH/PSH program = 100 New PSH program = 5 TH program = 5	GIW, Applica., &/or APR	
20. Bonus Points: Services project provides direct supportive services that support people in housing. (Extra points available for SSO programs w/ amount of points depending on type of housing.)	100%	SSO for PH/PSH = 10 SSO for TH = 5	SSO w/PSH = 10 SSO w/TH = 5	GIW, Applica., &/or APR	
21. Bonus Points: Voluntarily reallocating TH project to convert project into PSH for serving chronically homeless.	Yes or No	10	Yes = 10	Applica.	
22. CoC Participation: Attended BoS CoC Statewide Meeting (Fall 2013) &/or Participated in BoS CoC Membership /Governance	Yes or No	10	Yes = 10	DCA list	
23. HMIS Data Quality * [% of Universal Data Elements (UDEs) with 'Don't Know or Refused' or 'Missing Data' in HMIS greater than 5% overall] (Applicants that are not a current CoC grantee & not currently using HMIS may submit data from a comparable MIS system.)	<5%	5	0-5% = 5 6-10% = 2.5 10% or more = 0	DCA /HMIS data pull (APR Q7)	
Subtotal: Bonus & HMIS Data Quality		Up to 125			
Total Points		140			
Total Bonus Points		125			
Total Possible Points (w/bonus)		255			

HUD/DCA Monitoring (point scale)		
Score	Findings	Concerns
4	No Findings	No Concerns
3	1 Program Finding	1 Financial Concern & 1 Program Concern

		2 Program Concerns
2	One Financial Finding	3 or more concerns
2	2 Program Findings	
1	3 or More Findings	
0	Currently there are outstanding findings that have not been closed within 30 days.	

Notes:

1. Applicants must provide sufficient information to compete with other applicants under criteria, regardless of whether or not this information is required for the final application being submitted electronically to HUD.
2. In the event of a tie, decisions to be broken based upon funds requested/number served at capacity.
3. Review Team reserves discretion to award points between high and low ranges.
4. Note that this criteria reflects CoC priorities as noted in the October/November 2013 GA Balance of State CoC statewide meeting, as well as HUD priorities outlined in the November 22, 2013 NOFA. As a matter of information to applicants, our CoC will be judged competitively on CoC Coordination of Housing & Services (28 points), Homeless Management Information System (11 points), CoC Strategic Planning and Performance (69 points), Recipient Performance (15 points), CoC Housing, Services, & Structure (13 points), Leveraging (5 points), Point-In-Time Count (9 points) – 150 total points possible.
5. The Balance of State CoC project renewal applications for HMIS, coordinated assessment, and CoC planning have no impact upon the HUD score for the CoC application. Because of their importance to the CoC effort across the State, they will not be scored by the review panel and will be placed on the priority ranking within Tier 1.
6. As permanent supportive housing projects keep people in housing by design, and directly reduce the number of unsheltered homeless people with a disability, currently funded PH/PSH projects that meet threshold will receive bonus points that would enable them to generally be ranked within Tier 1.
7. Project Applicants that believe they were not allowed to participate in a fair and open process and were rejected by the CoC have the right to appeal the rejection directly to HUD as outlined in the NOFA.
8. More information on Housing First can be found on the United States Interagency Council on Homelessness web site at: http://usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf. It was also sent out by HUD through the SNAPS Weekly Focus series that was released on August 21, 2013 (<https://www.onecpd.info/news/snaps-weekly-focus-adopting-a-housing-first-approach/>). The entire series can be found at: <https://www.onecpd.info/homelessness-assistance/snaps-weekly-focus/>.
9. The definition of chronically homeless was discussed on the New Applicant Meeting, and it can be found at: http://usich.gov/media_center/news/hud_releases_rural_housing_stability_assistance_program_rhsp_regulations_an.

BoS CoC PSH Projects that have agreed to, and will, prioritize the Chronically Homeless

	Total HIC Beds	HIC CH Beds	APR Total # Served	All Beds created thru Turnover	Beds created thru Turnover (NOT CH)	4B - 2c #beds	4B - 2d #beds for chronic	4B - 2d # beds Not dedicated for CH that Will be	Percentage prioritize for CH	%Turnover not CH Prioritized
<u>Permanent Supportive Housing Projects (f/k/a SHP)</u>										
Douglas County Community Services Board	10	0	16	6	6	10	0	10	100.0%	6
Gateway Community Service Board Men's	40	30	20	-20	-5	40	30	10	25.0%	-1
Gateway Community Service Board (women reallocated)	24	13	0	-24	-11	24	13	0	0.0%	0
Gateway Community Service Board (lost on next HIC)	27	20	0	-27	-7	27	20	0	0.0%	0
New Horizons Community Service Board (Red Hill)	4	4	6	2	0	6	6	0	0.0%	0
<u>S+C Legacy Permanent Supportive Housing Projects</u>										
Advantage Behavioral Health Services (BoS)	34	1	63	29	28	34	1	9	26.5%	7
Advantage BHS S+C1 2011	20	2	4	-16	-14	20	2	0	0.0%	0
Advantage BHS S+C2 2011	10	2	3	-7	-1	10	1	0	0.0%	0
AIDS Alliance of NW Ga	21	0	23	2	2	17	0	0	0.0%	0
Anka (Now Lookout Mountain)	not on last year's inventory			0	0	38	0	0	0.0%	0
Avita Community Partners (S+CR)	36	15	59	23	13	36	15	0	0.0%	0
Avita Community Partners (S+C 2009)	15	2	21	6	5	15	2	0	0.0%	0
Avita Community Partners (S+C 2010)	17	1	30	13	12	17	1	0	0.0%	0
Carrollton Housing Authority	30	2	61	31	29	30	2	0	0.0%	0
Central City AIDS Network	24	6	43	19	17	24	6	0	0.0%	0
Community Service Board of Middle Georgia	10	4	21	11	7	10	4	0	0.0%	0
Comprehensive AIDS Resrcr Encounter (tran frm Amethyst)	21	0	18	-3	-3	19	0	13	68.4%	-2
Covenant House (NOW Albany CSB)	not on last year's inventory		16	16	0	26	0	11	42.3%	0
Dalton-Whitfield Comm. Devel Corp.	25	0	59	34	34	25	0	13	52.0%	18
Dalton - Whitfield CDC S+CT 2008 Samaritan	6	6	6	0	0	6	6	0	0.0%	0
Dalton - Whitfield CDC S+C 2011	25	6	9	-16	-12	25	6	0	0.0%	0
Douglas Cnty CSB S+CR2	152	20	114	-38	-33	110	20	45	40.9%	-14
Douglas Cnty CSB S+CR4	59	7	63	4	3	57	7	5	8.8%	0
Gateway CSB S+CR	111	19	161	50	41	111	19	17	15.3%	6
Georgia Mountain Women's Center	30	0	21	-9	-9	36	0	0	0.0%	0
Highland Rivers Community Service Board	28	12	45	17	10	28	12	0	0.0%	0
Highland Rivers Community Service Board S+CT 2009 (Oakridge)	35	8	0	-35	-27	35	8	0	0.0%	0
Highland Rivers Community Service Board S+C 2011	35	6	0	-35	-26	35	6	0	0.0%	0
HODAC	54	0	76	22	22	46	0	0	0.0%	0
Lowndes Cnty. Board of Health S+CR (NOW McIntosh Trail) 2	42	3	45	3	3	42	3	0	0.0%	0
M.U.S.T. Ministries (Cherokee)	42	25	71	29	12	42	25	17	40.5%	5
McIntosh Trail Community Service Board S+CR	51	0	97	46	46	55	0	55	100.0%	46
McIntosh Trail CSB S+CT 2008	16	1	31	15	14	16	1	0	0.0%	0
Middle Flint BHS	37	10	38	1	1	37	10	0	0.0%	0
New Horizons Community Service Board (BoS)	11	11	25	14	0	11	11	0	0.0%	0
Oconee Community Service Board S+CR	19	5	31	12	9	19	5	0	0.0%	0
Oconee CSB S+C 2010	18	3	25	7	6	18	3	0	0.0%	0
Pineland Area MHMRSA CSB	50	9	81	31	25	51	9	42	82.4%	21

covenant served 16 in old ;

lowndes served 45 in old a

BoS CoC PSH Projects that have agreed to, and will, prioritize the Chronically Homeless

River Edge CSB S+CR1	101	6	131	30	28	110	6	0	0.0%	0
River Edge CSB S+CR2	25	5	37	12	10	25	5	0	0.0%	0
River Edge CSB S+CR4	15	0	23	8	8	13	2	0	0.0%	0
River Edge CSB S+CR3	112	10	217	105	95	112	10	0	0.0%	0
River Edge CSB S+C 2010	34	3	45	11	10	34	3	0	0.0%	0
Unison (Satilla CSB S+CR)	79	14	125	46	38	78	14	39	50.0%	19
South Georgia Community Service Board	82	10	140	58	51	72	10	20	27.8%	14
South Georgia CSB S+CT Samaritan (Prtnrshp Agst DV)	20	20	24	4	0	20	20	0	0.0%	0
Travelers Aid S+CR	22	0	28	6	6	22	0	9	40.9%	2
Travelers Aid S+CT 2007	25	2	26	1	1	25	2	5	20.0%	0
Urban Residential Development Corp. (S+C1 2009)	19	19	4	-15	0	19	19	0	0.0%	0
Urban Residential Development Corp. (S+C2 2009)	28	16	21	-7	-3	28	19		0.0%	0
Viewpoint Health (f/k/a GRN CSB)	36	1	49	13	12	35	1	0	0.0%	0
Viewpoint Health S+CT 2006 - Samaritan	50	50	42	-8	0	50	50	0	0.0%	0
	1,837	409	2,314	477	453	1,851	415	320		128

APR Total # Served Beds created thru Turnover **Beds created thru Turnover (NOT CH)**

4B - 2c #beds **4B - 2d #beds for chronic** **4B - 2d # beds Not dedicated for CH that Will be**

28% of annual turnover made available as indicated.

- 1418 Beds not dedicated for CH that are available for occupancy (total 2013 HIC # 1,827 minus CH beds of 409)
- 1436 2014 projected beds not dedicated (1,851) minus projected CH beds of 415)
- 1291** 2015 proposed # (is 10% decrease based on 2014 projection)

Overall, agencies indicated that 320 of the 1,418 (22.6%) PSH beds not dedicated for use by the chronically homeless, would be used to prioritize the chronically homeless in 2014 (actual bed count).

BoS CoC Transitional Housing Projects that have agreed to, and will, prioritize the Chronically Homeless

		4B - 2d # beds Not		
		4B - 2d #beds for dedicated that Will be		
<u>BoS CoC Transitional Housing Projects</u>		4B - 2c #beds	chronic	used for CH
Action Ministries, Inc.	BoS Transitional Housing	80	0	80
Action Ministries, Inc.	Mountain Initiative	40	0	40
Asian American Resource Center	Transitional Housing Program FY 2013	18	0	18
Calvary Refuge Center, Inc	Transitional Housing Program	32	0	0
Citizens Against Violence, Inc.	Transitional Living Program	37	0	0
City of Hinesville	Homeless Prevention Program	27	0	27
Colquitt County Serenity House Project, Inc.	Transitional Living Program	37	0	0
Georgia Coalition Against Domestic Violence	Transitional Housing for Victims of Domestic Violence	38	0	0
Georgia Coalition Against Domestic Violence	Transitional Housing for Victims of Domestic Violence- Circle of Hope	16	0	0
Gwinnett Housing Resource Partnership, Inc. dba: The IMPACT! Group	Transitional Housing Program 1	12	0	6
Gwinnett Housing Resource Partnership, Inc. dba: The IMPACT! Group	Transitional Housing Program 2	24	0	12
Gwinnett Housing Resource Partnership, Inc. dba: The IMPACT! Group	Transitional Housing Program 3	35	0	30
Hodac, Inc.	Gateway Cottage Residential Program	28		0
House of Dawn, Inc	House of Dawn TLP Renewal	12	0	0
Loaves & Fishes Ministry of Macon, Inc.	Transitional Housing	55	0	55
Lowndes Associated Ministries to People, Inc.	Transitional Housing Program	29	0	0
Macon-Bibb Economic Opportunity Council, Inc.	HUD SPECIAL NEEDS	40	0	0
maranathaoutreach	Maranatha Serenity Home	8	0	8
Rainbow Village, Inc.	GA-501-REN-Transitional Housing 2012-2013	36	0	0
S.H.A.R.E. House, Inc.	Supportive Transitional Housing Project	15	0	0
South Georgia Coalition to End Homelessness	Transitional Housing Program RPA FY2012	32	32	0
The Salvation Army	Home Sweet Home Supportive Housing	40	0	40
Travelers Aid of Metropolitan Atlanta, Inc.	Douglas County SHP (Renewal) 2012	8	0	0
Travelers Aid of Metropolitan Atlanta, Inc.	Douglas County SHP (Expansion) 2012	8	0	0
		707	32	316

listed 28 CH Beds, but not a bed project - down for 1 unit/28 ch beds

5 units in app

all for chronic

45%

**2013 Continuum of Care Project Application Priority Ranking
Tier 1 and Tier 2 - FINAL Grant Amounts**

Ranking	Project Type	Name of Project Applicant	Project Sponsor / Project Name	Final Allowed Funding Request Allowed (ARA after Review &/or Reallocation)	Cumulative Balance for Funding	
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Permanent Supportive Housing (PSH) Projects (36)*:

*As a CoC priority, Renewal PSH projects that met performance threshold review were scored and ranked separately to be placed in Tier 1. PSH ranking based on the same scoring criteria used for all project applications. Higher scoring New PSH projects were able to be placed into Tier 1, as allowed based on reallocated funding available.

1	PH	Georgia Housing and Finance Authority	New Horizons CSB S+CR	\$68,218	\$68,218	Tier 1
2	PH	Georgia Housing and Finance Authority	Douglas County CSB S+CR4	\$317,738	\$385,956	
3	PH	Georgia Housing and Finance Authority	Highland Rivers S+CR	\$139,595	\$525,551	
4	PH	New Horizons Community Service Board	RED HILL AGR FY 2013	\$48,989	\$574,540	
5	PH	Georgia Housing and Finance Authority	Unison BHS S+CR	\$346,421	\$920,961	
6	PH	Georgia Housing and Finance Authority	Comprehensive AIDS Resource Encounter S+CR	\$96,762	\$1,017,723	
7	PH	Georgia Housing and Finance Authority	Gateway BHS S+CR	\$554,611	\$1,572,334	
8	PH	Georgia Housing and Finance Authority	South GA CSB S+CR (Reduction)	\$367,519	\$1,939,853	
9	PH	Georgia Housing and Finance Authority	Pineland CSB S+CR	\$207,009	\$2,146,862	
10	PH	Georgia Housing and Finance Authority	Dalton Whitfield CDC S+CR	\$102,477	\$2,249,339	
11	PH	Georgia Housing and Finance Authority	Middle Flint BHS S+CR	\$169,364	\$2,418,703	
12	PH	Georgia Housing and Finance Authority	Douglas County CSB S+CR2	\$662,080	\$3,080,783	
13	PH	Georgia Housing and Finance Authority	MUST Ministries BOS S+CR (Reduction)	\$216,328	\$3,297,111	
14	PH	Georgia Housing and Finance Authority	Travelers Aid of Metropolitan Atlanta S+CR1	\$169,668	\$3,466,779	
15	PH	Georgia Housing and Finance Authority	Travelers Aid S+CR	\$176,832	\$3,643,611	
16	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR2	\$297,177	\$3,940,788	
17	PH	Georgia Housing and Finance Authority	CSB of Middle GA S+CR	\$38,191	\$3,978,979	
18	PH	Gateway Community Service Board	Brunswick Homeless Non-custodial Disabled Men's Project	\$369,605	\$4,348,584	
19	PH	Georgia Housing and Finance Authority	Advantage BHS BOS S+CR	\$181,365	\$4,529,949	
20	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR2 - Samaritan	\$442,338	\$4,972,287	
21	PH	Douglas County Community Services Board	Douglas County SHP	\$111,598	\$5,083,885	
22	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR1	\$595,362	\$5,679,247	
23	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR	\$185,738	\$5,864,985	
24	PH	Georgia Housing and Finance Authority	HODAC S+CR	\$217,102	\$6,082,087	
25	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR4	\$75,987	\$6,158,074	
26	PH	Georgia Housing and Finance Authority	Central City AIDS Network S+CR	\$131,150	\$6,289,224	
27	PH	Georgia Housing and Finance Authority	Avita Community Partners S+CR	\$183,684	\$6,472,908	
28	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR2	\$102,181	\$6,575,089	
29	PH	Georgia Housing and Finance Authority	Albany CSB S+CR	\$146,585	\$6,721,674	
30	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR3	\$608,384	\$7,330,058	
31	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR1 (Reduction)	\$351,816	\$7,681,874	
32	PH	Georgia Housing and Finance Authority	Oconee CSB S+CR (Reduction)	\$80,778	\$7,762,652	
33	PH	Georgia Housing and Finance Authority	GA Mountains Women's Center S+CR	\$127,822	\$7,890,474	
34	PH	Georgia Housing and Finance Authority	AIDS Alliance of NW GA S+CR	\$99,042	\$7,989,516	
35	New PH	Advantage Behavioral Health Systems	Oconee Supp Hsng	\$167,417	\$8,156,933	
36	New PH	Travelers Aid of Metro Atlanta	Gwinnett PSH 2013	\$165,275	\$8,322,208	

Transitional Housing (TH) Projects (24), Supportive Service Only (SSO) Projects (9), CoC Planning (1):**

**Renewing TH, SSO, and PH projects that did not meet threshold review scored separately from permanent housing projects that met threshold review and ranked as Tier 1, with lower scoring projects in Tier 2. Dedicated HMIS, Coordinated Assessment System, and Planning renewal projects received threshold review and were ranked in Tier 1.

37	SSO-HMIS	Georgia Housing and Finance Authority	Statewide HMIS Implementation	\$663,400	\$8,985,608	Tier 1	
38	SSO	Georgia Housing and Finance Authority	BoS CoC Coordinated Assessment	\$189,176	\$9,174,784		
39		Georgia Department of Community Affairs	GA07-501 CoC Planning Project Application (Reduction)	\$155,666	\$9,330,450		
40	SSO	Dalton-Whitfield Community Development Corporat	SSO SPC Case Manager	\$31,679	\$9,362,129		
41	TH	Citizens Against Violence, Inc.	Transitional Living Program	\$270,520	\$9,632,649		
42	TH	Calvary Refuge Center, Inc	Transitional Housing Program	\$207,199	\$9,839,848		
43	TH	Lowndes Associated Ministries to People, Inc.	Transitional Housing Program	\$148,682	\$9,988,530		
44	SSO	MUST Ministries	Cherokee County Permanent Supportive Housing Program SHP-S	\$71,904	\$10,060,434		
45	TH	House of Dawn, Inc	House of Dawn TLP Renewal	\$62,702	\$10,123,136		
46	TH	S.H.A.R.E. House, Inc.	Supportive Transitional Housing Project	\$130,843	\$10,253,979		
47	TH	Action Ministries, Inc.	BoS Transitional Housing	\$495,610	\$10,749,589		
48	TH	Travelers Aid of Metropolitan Atlanta, Inc.	Douglas County SHP (Expansion) 2013	\$57,644	\$10,807,233		
49	TH	Loaves & Fishes Ministry of Macon, Inc.	Transitional Housing	\$99,285	\$10,906,518		
50	TH	Macon-Bibb Economic Opportunity Council, Inc.	HUD SPECIAL NEEDS	\$101,650	\$11,008,168		
51	TH	The Salvation Army	Home Sweet Home Supportive Housing	\$263,668	\$11,271,836		
52	TH	Gwinnett Housing Resource Partnership, Inc. dba:	Transitional Housing Program 2	\$149,693	\$11,421,529		
53	TH	Travelers Aid of Metropolitan Atlanta, Inc.	Douglas County SHP (Renewal) 2013	\$57,449	\$11,478,978		
54	TH	Action Ministries, Inc.	Mountain Initiative	\$124,692	\$11,603,670		
55	TH	Asian American Resource Center	Transitional Housing Program FY 2013	\$160,406	\$11,764,076		
56	TH	Georgia Coalition Against Domestic Violence	Transitional Housing for Victims of Domestic Violence- Circle of f	\$92,807	\$11,856,883		
57	TH	maranathaoutreach	Maranatha Serenity Home	\$61,382	\$11,918,265		
58	TH	Georgia Coalition Against Domestic Violence	Transitional Housing for Victims of Domestic Violence	\$349,109	\$12,267,374		
59	SSO	Goodwill Industries of Middle Georgia, Inc.	Job Connection WORKing Solutions - Rural	\$150,886	\$12,418,260		
60	TH	South Georgia Coalition to End Homelessness	Transitional Housing Program FY2013	\$72,387	\$12,490,647		
61	TH	Rainbow Village, Inc.	GA-501-REN-Transitional Housing 2013-2014	\$230,606	\$12,721,253		
62	TH	City of Hinesville	Homeless Prevention Program (Transitional Housing)	\$66,168	\$12,787,421		
63	TH	Colquitt County Serenity House Project, Inc.	Transitional Living Program	\$202,691	\$12,990,112		
64	TH	Gwinnett Housing Resource Partnership, Inc. dba:	Transitional Housing Program 1	\$74,846	\$13,064,958		
65	SSO	Macon-Bibb Economic Opportunity Council, Inc.	HUD CASE MANAGEMENT	\$96,300	\$13,161,258		
66	SSO	Goodwill Industries of Middle Georgia, Inc.	Job Connection WORKing Solutions - Macon	\$112,411	\$13,273,669		
67	TH	Hodac, Inc.	Gateway Cottage Residential Program	\$43,708	\$13,317,377		Tier 2
68	SSO	Lowndes Associated Ministries to People, Inc.	Day Center/Day Shelter Program	\$143,264	\$13,460,641		
69	TH	Gwinnett Housing Resource Partnership, Inc. dba:	Transitional Housing Program 3	\$187,431	\$13,648,072		
70	SSO	South Georgia Coalition to End Homelessness	Supportive Services Only (SSO) FY2013	\$100,009	\$13,748,081		

New Permanent Supportive Housing (PH) Projects (2)*:**

***New PSH projects scored with renewal projects (listed immediately above) using the same scoring criteria. The higher scoring New PSH projects were able to be placed above in first Tier, as allowed based on reallocated funding available. The remainder of the new projects were placed at the bottom of Tier 2.

71	New PH	New - AIDS Athens, Inc.	AIDS Athens - Permanent Supportive Housing	\$63,199	\$13,811,280	Tier 2
72	New PH	New - Another Chance Atlanta, Inc.	ACA PSH Program Gwinnett	\$161,373	\$13,972,653	
Realloca.	Renewal PH	Gateway Community Service Board	Hmless Disabled Mom & Child Ops (Did not meet threshold)	\$0	\$13,972,653	

**2013 Continuum of Care Project Application Priority Ranking
Tier 1 and Tier 2 - FINAL Grant Amounts**

Rejected	New PH	Gift Transitional Home, Inc.	House of Hope (Did not meet threshold)	\$0	\$13,972,653
Rejected	New PH	Guara Bi, Inc.	Guara Bi Perm. Housing (Did not meet threshold)	\$0	\$13,972,653
Rejected	New PH	Families United Services, Inc.	PSH New Program (Did not meet threshold)	\$0	\$13,972,653
Rejected	New PH	New Horizons Community Service Board	Home for Vets (Did not meet threshold)	\$0	\$13,972,653

Georgia Pathways Homeless Management Information System

Policies And Procedures Manual



<hmis>

Version 2.1

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Section A. Background and Structure

A.1 HMIS Background

A Homeless Management Information System (HMIS) is a software application designed to record and store client-level information on the characteristics and service needs of homeless persons. An HMIS is typically a web-based software application that homeless assistance providers use to coordinate care, manage their operations, share information and better serve their clients.

HMIS implementations can encompass geographic areas ranging from a single county to an entire state. They are based primarily on the Continuum of Care geography. A HUD Continuum of Care is the primary decision making entity defined in the funding application to HUD as the official body representing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. An HMIS helps to link homeless assistance providers within a community and create a more coordinated and effective housing and service delivery system.

The U. S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs.

The Georgia Homeless Management Information System was started in 2002. Pathways Community Network was designated as the State of Georgia's sole HMIS provider. The PATHWAYS COMPASS has been around since 1999 when it was developed to assist homeless service providers in Atlanta to share information and case manage their clients. By 2004, Pathways incorporated the HUD data standards and had added a number of agencies to the system from across the state. Currently the Georgia HMIS has over 300 active agencies and covers six of the seven Georgia Continuum's of Care. Active agencies have entered over 450,000 individuals and families into PATHWAYS COMPASS since 1999. The Georgia HMIS is a shared system, meaning agencies that are serving the same person can view information and coordinate services using HMIS.

A.2 HUD Requirements and HMIS Data Standards

HUD published the Homeless Management Information System (HMIS) Revised Data Standards Final Notice on March, 2010. The Final Notice describes the types of changes from the July 30, 2004 notice and an introduction to the 2010 Data Standards Notice including the new Program Descriptor Data Elements, Universal Data Elements, and Program Specific Data Elements for HUD-funded providers that must collect data from clients receiving homeless assistance services. The privacy and system security standards for providers remain the same as presented in the July 30, 2004 Final Notice.

Access the Revised Data Standards at:

<http://hmis.info/Resources/7523/Final-Revised-HMIS-Data-Standards-March-2010.aspx>

Access the Privacy and System Security Standards from the July 30, 2004 Final Notice at:

<http://www.hmis.info/Resources/724/Data-Standards-Training-Module-1-Handout-HUD-Data-and-Technical-Standards.aspx>

Access the Frequently Asked Questions document developed by Abt at:

<http://www.hmis.info/ClassicAsp/documents/2010%20HMIS%20Data%20Standards%20Training.pdf>

A.3 Annual Homeless Assessment Report (AHAR)

The Annual Homeless Assessment Report (AHAR) is a report to the U.S. Congress on the extent and nature of homelessness in America. The report is prepared by the Department of Housing and Urban Development (HUD) and provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based primarily on Homeless Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period.

The AHAR uses aggregate HMIS data from communities across the country to produce a national report on homelessness to the U.S. Congress. The AHAR is designed to:

- Develop an estimate of the number of homeless persons nationwide;
- Create a descriptive profile of homeless persons;
- Understand service use patterns; and,
- Estimate the nation's capacity to house homeless persons.

The AHAR is based on an unduplicated count of homeless persons within each community, and focuses on persons who use emergency or transitional shelters. Thus, the AHAR reports only on the number of sheltered homeless persons and does not account for homeless persons who: only use a supportive service program, are formerly homeless and living in permanent supportive housing; or are service resistant and do not access any type of homeless service program during the study period.

Eventually, all Continuum of Care will most likely submit AHAR data. Therefore, it is important that all programs, especially those that provide shelter or housing, enter data accurately and in a timely manner.

For more information on Annual Homeless Assessment Report, see <http://ahar.hmis.info/>

A.4 Georgia HMIS Organization, Management and Contacts

Project Goals

The goals of the GA HMIS Project are:

- 1) Assist homeless persons to navigate the continuum of care
- 2) Assist homeless service agencies with information allowing them to better serve their clients
- 3) Assist homeless agencies, local, state and Federal entities with information on numbers of homeless persons, reasons for homelessness, services they require, services they receive, gaps in services, etc.

Project Organization

The Georgia HMIS is a collaborative statewide effort to implement HMIS across six of the seven Georgia continuum's of care. Columbus-Muscogee has a separate HMIS implementation. The Lead Agency for the Georgia HMIS project is the Department of Community Affairs. The lead agency oversees the HMIS project and manages the Supportive Housing Program grant from HUD, however each Continuum of Care is responsible for ensuring that the implementation is successful in their Continuum. Many of the Continuum of Care also have HMIS staff that work specifically on HMIS issues in that Continuum.

HMIS System Development and Planning

Each CoC is responsible for soliciting feedback from agencies and stakeholders and communicating that feedback to the Steering Committee. Each CoC should establish an advisory group made up of agencies and other stakeholders in order to solicit feedback on HMIS implementation. The CoC representative should then bring this feedback to the Steering Committee.

The Steering Committee is made up of representatives from each of the six continuum of care, the DCA project manager, and Pathways staff. The role of the steering committee is to oversee overall implementation and request enhancements to the Pathways system.

HMIS Implementation

Each CoC is responsible for ensuring that all agencies in that CoC are adhering to the State or Local CoC HMIS policies. The CoC lead should coordinate directly with Pathways in order to develop a training and technical assistance plan that will allow them to troubleshoot any problems in implementation. Agencies can also request training and technical assistance from Pathways directly, however, Pathways should communicate these requests as well as any training and technical assistance provided to the Continuum of Care representative on a regular basis.

If a user or agency has a request for a **system enhancement** they should communicate the request to their CoC lead that will pass it on to the project manager once it has been reviewed. The HMIS enhancement request form can be downloaded from the DCA website:

<http://www.dca.ga.gov/housing/specialneeds/programs/documents/HMISEnhancementRequest.doc>

Pathways System Errors

Georgia HMIS Standard Operating Procedures

For issues related to system errors, agencies and the continuum of care representatives should communicate directly with Pathways. System errors can be reported through the system itself using the “Contact Support” link or by calling Pathways Support at 866.818.1032, option 2 or 404.639.9933, option 2 in the Atlanta area. You may also contact Support by email at support@pcni.org. Pathways will provide the steering committee and project management with regular updates on any system errors reported and the status of their repair.

Contacts

The HMIS Lead contact at the Department of Community Affairs is Dave Totten. The lead contacts at Pathways are Jeanette Pollock, Pathways Support & Training Manager and Tommy Phillips, Pathways Community Relations.

The CoC lead contact for HMIS issues are:

Athens – Samanta Carvalho (Samanta.Carvalho@athensclarkecounty.com)

Atlanta – Susan Lampley (slampley@AtlantaGa.Gov)

Augusta – Daniel Evans (devans@augustaga.gov)

Balance of State – Jason Rodriguez (jason.rodriguez@dca.ga.gov)

Cobb – Joan Toder (jtoder@hotmail.com)

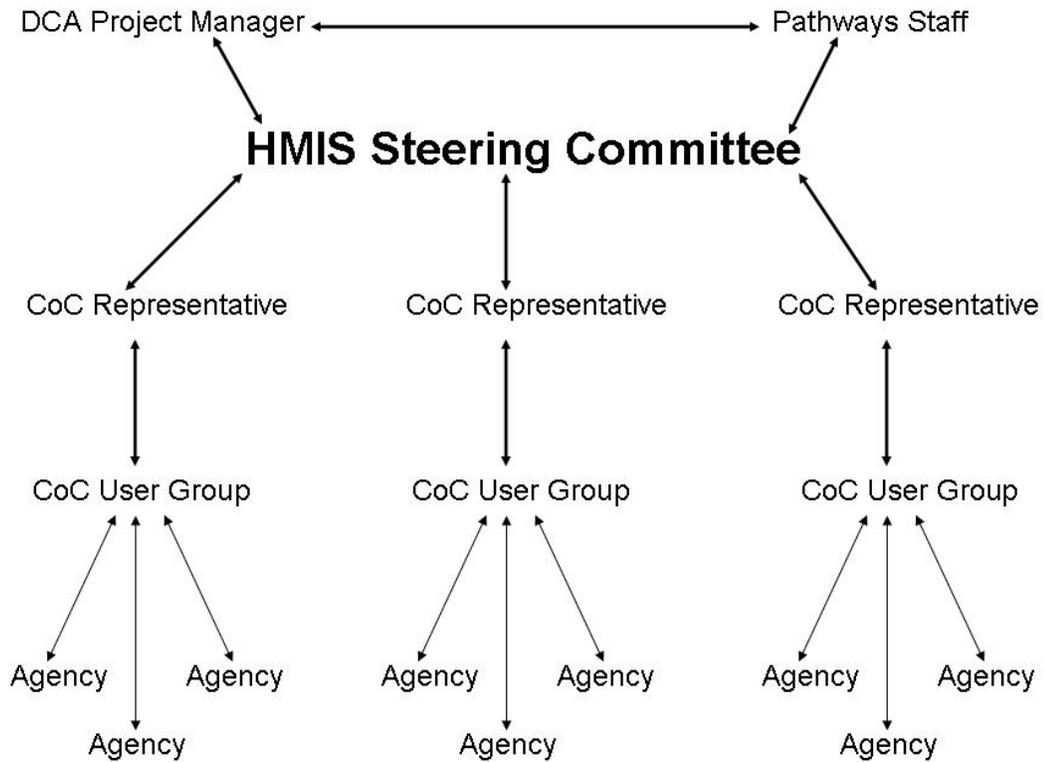
DeKalb – Melvia Richards (mwrichards@dekalbcountyga.gov)

Fulton – Gbolade Okestra Soneyin (Gbolade.Soneyin@fultoncountyga.gov)

Savannah – Janice Sheffield (janice@homelessauthority.org),

If your agency is located in Columbus/Muscogee, you should contact the Continuum of Care Lead, Liz Dillard (liz@homelessresourcenetwork.org) for information on the Columbus/Muscogee HMIS Implementation.

PROJECT ORGANIZATION CHART



ROLES AND RESPONSIBILITIES

User

- Maintain C&E Certification
- Maintain Password
- Obtain Client Consent
- Enter and Update Data
- Adhere to Privacy and Security Policies

Agency

- Attend Advisory/User Group Meetings
- Ensure Adherence to Relevant HMIS Policies
- Ensure Adherence to HMIS Privacy and Security Policies
- Communicate Concerns and Enhancement Requests to Continuum Representative
- Communicate Bugs to Pathways and Continuum HMIS Administrator
- Request Support and Technical Assistance from Pathways when needed

Georgia HMIS Standard Operating Procedures

Continuum of Care HMIS Representative(s)

- Run Continuum User Group
- Attend Steering Committee
- Inform Agencies of Continuum Specific Policies
- Monitor HMIS Utilization by CoC Agencies
- Communicate Concerns and Enhancement Requests to Project Manager
- Communicate Bugs to Pathways
- Troubleshoot Implementation and Training Needs
- Provide additional assistance to agencies as needed
- AHAR submission

Lead Agency Staff (DCA)

- Manage GA HMIS SHP Grant
- Coordinate Steering Committee
- Obtain Feedback from Continuum Representatives
- Compile Continuum Requested Enhancements for Steering Committee
- Monitor Project Progress and Deliverables
- Monitor Adherence to HUD HMIS Data and Technical Standards and Guidelines
- Communicate National HMIS Best Practices to Steering Committee

Pathways Staff

- Attend Steering Committee
- Develop Enhancements as Directed by Steering Committee
- Assist Continuums with Monitoring Data Quality and Completeness
- Monitor Agency and System Security
- Repair System Errors in a Timely Manner
- Ensure System is Operational and Accessible
- Provide Ongoing Reports to Project Manager and Steering Committee regarding: Data Quality; Training and Technical Assistance Provided; Enhancement Project Progress; Bug List and Fixes; HMIS Utilization Rates; Security Audit Findings

A.5 State and Local HMIS Policies

DCA has developed a policy regarding utilization of HMIS for all DCA grantees and Balance of State Continuum of Care grantees. The policy can be found on the DCA website at: http://www.dca.ga.gov/housing/specialneeds/programs/documents/HMIS_Policy_7-07-09.pdf. This policy may be updated periodically.

DCA grantees should also refer to the Housing Support Standards regarding additional requirements regarding PATHWAYS COMPASS. Information regarding the HSS Standards can be found on the DCA website at: <http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp>

Each additional Continuum of Care may have a Continuum policy regarding HMIS implementation. Agencies should contact Continuum leadership regarding any Continuum

specific requirements. If there are no specific Continuum Policy for their county and the agency is not a DCA grantee, the agency should follow general the Georgia HMIS Standard Operating Procedures on HMIS implementation found in this manual.

Additional funders (e.g. United Way, Salvation Army, local governments) may have additional requirements regarding the use of the Pathways System. Agencies should consult each of their funders to ensure they are aware of all relevant requirements.

A.6 Domestic Violence Agencies

According to the HUD Federal Register dated March 16, 2007 [FR-5056-N-01], agencies that are classified as Domestic Violence Agencies should not enter any identifying information into HMIS. Specifically, the register states:

“The new Confidentiality provision directs victim service providers not to disclose, for the purposes of HMIS, personally identifying information about any client. In accordance with this statutory requirement, victim service providers must maintain the confidentiality of personally identifying information of the providers’ clients.”

At this point in time, HUD has instructed Domestic Violence agencies not to use HMIS to enter any client level information, including non-identifying information.

Section B. Agency and User Procedures

B.1 New Agency Procedures

Step 1. Sign Agency Agreements

1. Complete General Service Agreement Form
2. Complete Business Associate Addendum
3. Complete Exhibit A Pricing form
4. Complete Waiver Certification Form (if applicable)
5. Complete New Agency Form
6. Ensure system and equipment requirements are met
7. Complete Memorandum of Understanding (MOU) with Continuum and/or Funders if applicable.

All agency forms should be completed and returned to Tommy Phillips at Pathways Community Network, Inc. by fax or mail. Keep a copy of all documents for your files. Proceed to step two.

Step 2. Ensure Agency Meets Technical Requirements

Recommended Computer Specifications:

Processor:	300 MHz Processor PC
Operating System:	Windows 98 or above
Memory:	128 MB RAM
Browser:	Internet Explorer 5.0 or greater, Mozilla Firefox
Internet Access:	DSL or better

Agencies must also be able to meet applicable security requirements. Detail on security requirements can be found in section D.2 of this manual.

Step 3. Designate PATHWAYS COMPASS Agency Administrator

This individual(s) will have the capability to configure the PATHWAYS COMPASS HMIS system to mirror the services the agency provides. The Administrator will be able to configure/update: Agency info, Custom fields, Funds, Keywords, Programs, Program Profile, Reasons, Referrals, Services, Beds, Admissions, Sites, Assessments, Reservations and Users. This individual will also want to sign up for the Agency Administrator Training that is provided.

Step 4. Set up Programs and Complete Program Profiles

Each Agency will need to complete a Program Profile for each type of program or service that is captured in the PATHWAYS COMPASS system. This profile will allow for better tracking of data and quality control, rendering more effective use of the system as well as quality data needed for HUD reporting.

Agencies should use the following guidelines when setting up programs in HMIS:

- All programs which provide shelter or housing must set up a program in the HMIS system.

Georgia HMIS Standard Operating Procedures

- Separate programs should be set up for emergency shelter, transitional housing, permanent supportive housing, overflow and winter shelter, and vouchers.
- Separate program should be set up for programs that cross multiple continuum of care. For example, if a program has beds or units in both Dekalb and Gwinnett County, they should set up two separate programs in HMIS – one for the beds in Dekalb County and one for the beds in Gwinnett County.
- If a program has separate beds or units in separate counties but within the same Continuum (i.e. Tri-J or Balance of State), they should contact their Continuum of Care Lead for guidance on whether or not they need to set up separate programs by county.
- Programs cannot be more than one type.
 - If services are provided as part of enrollment in a shelter or housing program, the agency does not have to set up a separate program for these services unless the agency chooses to do so.
- If a service program is required to produce an Annual Progress Report for HUD, they must set up a program in HMIS.

Instructions for Setting up Agency Sites and Programs (and Bed & Unit Inventory where applicable) in PATHWAYS COMPASS can be found at:

http://data.memberclicks.com/site/pat/Program_Profile_Guide_V51626_Document_V1.1.pdf

Step 5. Designate who will be authorized system users and their access level

It should be determined who within the Agency will be utilizing the PATHWAYS COMPASS system. For each User, a User Access Checklist (UAC) will need to be completed. The UAC determines each Users access to the Client and Client Visit Menu, the Reports Menu, and the My Agency Menu.

B.2 New User Procedures

Once the agency administrator has designated a user access level and completed the User Access Checklist, the user must complete several key steps in order to gain access to the system.

1. Visit www.pcni.info/trainings to get a listing on the available Confidentiality & Best Practices Trainings.
2. Sign up for and attend the Confidentiality & Best Practices Training.
3. Sign the attendance roster and pass the Confidentiality & Ethics post test by 70%.

Step 1. Attend Confidentiality & Best Practices Training

In order to obtain a PATHWAYS COMPASS User ID and password, each user will be required to pass the Confidentiality & Ethics with a score of 70% or above.

This training is offered monthly and the training schedule is posted on the www.pcni.info page, where you can also sign up electronically.

In extenuating circumstances a user needs to access the system prior to attending a Confidentiality & Best Practices training. If a user needs access to the system before they are able to attend the Confidentiality & Best Practices training, they can complete a user

responsibility that can be obtained from the Support Team or can be accessed at www.pcni.org under Forms. However, this method should be the exception and not the rule.

Step 2. Obtaining a Password

Each PATHWAYS COMPASS system user is required to maintain a private password that allows them access to the system. This password is not to be shared with anyone. This password is initially set up when a system user completes the Confidentiality & Best Practices Training with a passing score of 70%. Each subsequent year the system user is required to be recertified (attend another Confidentiality & Best Practices Training).

Within 2-3 business days of completing Confidentiality & Best Practices training, each new user should receive an email with their PATHWAYS COMPASS User Id and temporary password to activate their account. The account becomes activated once the User has logged in with their User Id and created a new password.

Step 3. Logging into PATHWAYS COMPASS

Once you have received via email your user id and temporary password, you have the information to now log in. If you do not receive this information via email, it may be one of the reasons listed below:

- An email address was not provided
- The email address provided may not have been legible
- The system may not have sent it as it should

In any event, if you have not received your login information after 3 days, please contact the Support Team.

If you have received the login information:

1. Go to www.pcni.info
2. Go to the PATHWAYS COMPASS login link (located on the right hand side of the picture).
3. In the Instructions box there are three links.
 - a. If you are required to use a registered computer click here.
 - b. If you are not required to register a computer, click here.
 - c. If you need to download the Java Runtime download, click here.

If this is your first time logging on, you will need to click on the link for the Java Runtime Environment download. Follow the prompts. Once you have downloaded the JRE download, you will need to go back to the Instruction box. Unless you have been directed by the Support Team, you will need to follow the instructions for Logging on for a registered computer.

Logging on for a registered computer:

Once you are back at the Instruction box,

1. Click on the first link (If you are required to use a registered computer). The Java coffee like screen will appear. You will then see the login box.
2. Enter your User Id and temporary password you received or were given by the Support Team. The screen will say you are being redirected to a secure site.

Georgia HMIS Standard Operating Procedures

3. Click Continue (if necessary) and another login screen will appear.
4. Enter your User Id and Temporary Password again. You will see a message saying your password has expired, please provide a new one. This new password should be 8 to 14 characters and must include at least 1 number. It cannot include your name or the name of your agency.
5. You should now see the Search Page. When you see this page, you have logged in successfully. You will need to remember your password, as Pathways does not store this information.

Logging into a non-registered computer:

In order to have the requirement removed, the Computer Registration Request must be completed and submitted to the Pathways Support/Training Coordinator. On that form a valid business reason must be included as part of your request. Ultimately, your CoC has the right to deny the request (See form in Appendix). If the Request has been granted:

1. Go to www.pcni.info
2. Go to the PATHWAYS COMPASS login link (located on the right hand side of the picture).
3. In the Instructions box, click on the second link (Not required to log in by a registered computer).
4. Enter your User Id and temporary password you received or were given by the Support Team. You will see a message saying your password has expired, please provide a new one. This new password should be 8 to 14 characters and must include at least 1 number. It cannot include your name or the name of your agency.
5. You should now see the Search Page. When you see this page, you have logged in successfully. You will need to remember your password, as Pathways does not store this information.

Step 4. Attend New User Training

Each authorized system user should attend a New User Training. In this training the user will learn what are the required HUD Data Elements, and how to: Sign on to the PATHWAYS COMPASS system, Navigate the pages within the system, Search for clients, Work with the Search Results, Verify and modify the authorization status of a client, Perform an Intake Process, Enroll and Discharge a client from a program. Additionally, the User will learn how to work with the following client information records: General, Household, Residential, Client Goals, Client Status Indicators, Financial, Services, and Program.

Section C. Data Entry and Data Quality

C.1 Client Authorization and Intake

Prior to a client's data being entered into the PATHWAYS COMPASS system, every client must read, complete and sign a Client or Family Authorization Form for each agency that provides services to them. The Authorization Forms are available for download from the Reports Menu under "Lists". This form allows the client decide if they wish to have their information entered in to the HMIS database. If the client agrees to have their information entered into the system, they must sign the Client Authorization Form. This Client Authorization Form should reside in the clients file for future verification and auditing purposes.

A Client Authorization Form should be completed for all unaccompanied adults. The Family Consent Form should be used by those parents/guardians with minor children. If there is more than one adult in a family, the second adult should sign their own client authorization form rather than signing the family authorization form. For example, if you have a family of four with two adult and two children, one adult can sign a family authorization for themselves and the children and one adult should sign a client authorization just for themselves.

If the client declines to have their information entered into the PATHWAYS COMPASS system, the client information should not be entered in to PATHWAYS COMPASS. The Client Authorization Form should reflect they declined and the form should be inserted into the client file for future verification and auditing purposes.

Client Opt-Out Form:

The client has the right to revoke their authorization at any time for any reason. If the client wishes to revoke the client authorization, an Opt-Out client form should be completed, signed and dated and inserted into the client file. Additionally, Authorization should be turned off within PATHWAYS COMPASS which will deny any member within the agency to access that client file. The Opt-Out form can be accessed by clicking on List under the Reports menu, then select Blank Forms, and then select the Blank Authorization Opt-Out Form.

Client Authorization Expired:

The Agency HMIS Administrator or Executive Director sets the time period in which a client can be seen by an agency before another authorization form is required to be completed again when the agency first signs up for PATHWAYS COMPASS. This duration can be updated at any time by the Executive Director. If the client authorization duration is not specified, by default the duration will be 1529 days before another authorization is required by a client. Once a client authorization is expired, the agency will have to obtain another signed authorization before they are able to enter additional information into the system.

Client Intake:

This is the process in which a client or potential client will go through a process where information is gathered and entered into the PATHWAYS COMPASS system. Client Intake includes entering new client data or updating information for a client that is already in the PATHWAYS COMPASS system. Any client intake should start with a thorough client search to

make sure the client is not already in Pathways. All efforts should be taken to ensure duplicate records are not created within the PATHWAYS COMPASS system. Conducting a thorough client search at Intake will help reduce the number of duplicates within the system. For further instructions on how to conduct a client search to avoid duplicates, refer to the PATHWAYS COMPASS User Guide.

Each agency should enter and/or update the Universal Data Elements for all household members and Program Specific Data Elements (where required) at intake. Detailed information about these data elements can be found below. Ideally, an agency would input the information into Pathways during the intake, however when paper intake forms are necessary agencies can use their own in-house forms if they collect all required information or can follow the Sample Intake Form available from the Pathways website:

http://data.memberclicks.com/site/pat/Paper_Client_Intake_Form_with_New_Data_Standards_9_1_20101.doc

Care should be taken to make sure that all of a client's information is updated (such as housing status, marital status, household, etc.) at intake if they have an existing record in the system

C.2 Required Data Elements

The HUD March 2010 Data Standards outline three categories of required data elements. Two of these categories are at the client level and the third, Program Descriptor, is at the program level.

HUD Universal Data Elements:

The Universal Data Elements are to be collected from all clients served by all homeless assistance programs reporting to the HMIS. Universal data elements are needed for Continuums of Care (CoC) to understand the basic dynamics of homelessness in their communities and for HUD to meet Congressional direction to: develop unduplicated counts of homeless services users at the local level; describe their characteristics; and identify their use of homeless assistance and mainstream resources.

The Universal data elements are: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Program Entry Date, and Program Exit Date.

The PATHWAYS COMPASS system automatically generates the unique person identification number, the program identification number and household identification number data elements.

HUD Program Specific Data Elements:

Program Specific Data Elements as defined in the final Notice, are data elements that are required for programs receiving certain types of funding, but are optional for other programs. Program specific data elements are necessary to complete the Annual Progress Reports (APR's) required by programs that receive funding under the McKinney-Vento Homeless Assistance Act.

Georgia HMIS Standard Operating Procedures

The program specific data elements that are required for HUD's current APR reporting include: Income and Sources, Non-Cash Benefits, Physical Disability, Developmental Disability, Chronic Health condition, HIV/AIDS, Mental Health, Substance Abuse, Domestic Violence, Destination, Date of Contact, Date of Engagement, Financial Services Provided, Housing Relocation & Stabilization Services Provided. Program specific data elements that are optional for some programs include Employment, Education, General Health Status, Pregnancy Status, Veteran's Information, Children's Education, Reason for Leaving, and Services Provided. Some of these optional elements may be required for certain programs and funding streams.

Program Descriptor Data Elements

These elements are required of all programs in a Continuum of Care and provide descriptive information about an agency and their programs. Detailed information about completing the Program Descriptor elements can be found at:

http://data.memberclicks.com/site/pat/Program_Profile_Guide_V51626_Document_V1.1.pdf

For more guidance on the HUD data standards:

<http://hmis.info/Resources/7523/Final-Revised-HMIS-Data-Standards-March-2010.aspx>

DCA Data Requirements

DCA may request additional data elements of its grantees. If you receive funding from DCA refer to the DCA HMIS Policy and the Housing Support Standards for information about additional data collection requirements. These requirements can be found at:

http://www.dca.ga.gov/housing/specialneeds/programs/documents/HMIS_Policy_7-07-09.pdf

<http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp>

Continuum of Care Data Requirements

Each Continuum of Care may have additional data element requirements. You will need to consult with your CoC to verify what additional data elements may be required. Balance of State Continuum of Care Grantees should follow all DCA HMIS and HSS requirements.

Timelines for Data Entry

Each agency should follow the guidelines set forth by their respective Continua of Care relating to data entry timelines. However, whenever possible, it is best to input the data as soon as possible, in order to maintain the most current support being offered to a client.

DCA and Balance of State Continuum of Care Grantees, data should be entered within one week of intake/enrollment. Clients should be discharged from the HMIS program within one week of their discharge.

When client information is entered, the dates entered for enrollment and discharge should be the ACTUAL dates that an individual entered or left the program, not the date of data entry/update.

C.3 Programs (Enrollment and Discharge)

Program entry and exit dates should be recorded upon any program entry or exit on all participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter or the last day a service was provided.

Program Enrollment:

The PATHWAYS COMPASS system includes a program enrollment wizard that allows the user to enroll a client in to one or more programs. The client remains in the program based upon the expected length of stay as determined by the agency administrator. This requires programs to be configured prior to enrolling a client into a program.

Program Discharge:

In order for a client to be discharged from a program, the client must first be enrolled in a program. Once the client has completed or the time has expired for the client to be in the program, such as Emergency Shelter or Transitional Housing, the client should be discharged from the program. Failure to discharge the client on a timely basis will skew the data and will impact the accuracy of reporting, such as the HUD APR Entry Report and the HUD APR Exit Report.

The PATHWAYS COMPASS system includes a discharge wizard which guides the user through the process of collecting HUD-required information when a client leaves a program. Refer to the User Guide for more guidance on discharging a client

C.4 Updating Data

Care should be taken to make sure that the clients information is updated (such as housing status, marital status, household, etc.) each time the client file is reviewed. At the very minimum, data should be updated at program enrollment, once a year for long term programs, and at program discharge. It is recommended that at every visit by a client, the universal data elements should be verified to ensure the latest information in the client record is complete. Suggested updates that should also occur with each client visit should include: Income, Services Rendered, Housing Status/Residence, Household composition. While there are more suggested data elements, updating information on a client should occur as often as reasonably possible.

C.5 Data Quality and Data Integrity

Reducing Duplicates:

All efforts should be taken to ensure duplicate records are not created within the PATHWAYS COMPASS system. Conducting a thorough client search at Intake will help reduce the number of duplicates within the system. For further instructions on how to conduct a client search to avoid duplicates, refer to the PATHWAYS COMPASS User Guide or click on the Conducting a client search tutorial. If you do create a duplicate, please contact Pathways Support regarding ways to eliminate the duplicate.

Improving data quality

- One of the most effective ways to collect quality data is to make sure your agency develops clear data collection and entry standards that are implemented by all staff members entering data into the PATHWAYS COMPASS HMIS system.
- There should be a shared understanding of purpose and process. Minimally, each staff member should have a document that outlines the data collection process and explains the importance of accurate data and maintaining data quality.
- Establish a Rapport with Consumers. Often people in a vulnerable position of being homeless may give incorrect information intentionally or unintentionally for a host of reasons. Inaccurate information can be minimized by establishing a rapport with the consumer.
- Paper forms should closely resemble the layout of the Intake screens within the PATHWAYS COMPASS system. A sample client intake form in word format is available for download from:

http://data.memberclicks.com/site/pat/Paper_Client_Intake_Form_with_New_Data_Standards_9_1_20101.doc

- Proofread any hard copy of information that has been entered.
- Periodically review data quality at your agency. Emphasize and communicate any issues with data quality into already scheduled staff meetings.

Section D. Data Ownership, Security and Access

D.1 HMIS Privacy and Security Standards

HUD released HMIS Privacy and Security Standards in the Homeless Management Information System (HMIS) Data and Technical Standards Final Notice on July 30, 2004. The notice presents privacy and system security standards for providers, Continuums of Care and all other entities that use or process HMIS data.

Access the Privacy and System Security Standards from the July 30, 2004 Final Notice at: <http://www.hmis.info/Resources/724/Data-Standards-Training-Module-1-Handout-HUD-Data-and-Technical-Standards.aspx>

D.2 Agency Privacy and Security Procedures

All agencies must comply with the current HMIS Privacy, Confidentiality, and Security standards issued in the HUD Notice on 7/31/2004. These standards require, but are not limited to: installing virus protection software, with an automatic update on every computer that accesses HMIS; activating a locking screen saver on every computer that accesses HMIS; developing a data privacy policy and notice; posting the agency's privacy notice on its premises and website (if one exists); installing an individual or network firewall; and posting "purpose for data collection" signs at each intake desk. Information on how to develop a privacy policy can be found at:

<http://www.dca.ga.gov/housing/specialneeds/programs/downloads/HUDPrivacyPolicyRequirements.pdf>

For information about how to implement the security procedures required by HUD and Pathways, please contact the Pathways Support Team.

D.3 Pathways Privacy and Security Procedures

Pathways Privacy Policy

Pathways Community Network will not sell or rent personally identifiable information that we collect, and will not collect or share personally identifiable information from visitors or system users without first informing them that information will be collected, whether or not it could be shared, and with whom it might be shared. We will not share any individual's personally identifiable information without that individual's permission.

Log Files: We may use IP addresses to analyze trends, administer the site and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Georgia HMIS Standard Operating Procedures

Links: Pathways Community Network web sites contain links to other sites. Please be aware that Pathways is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site, and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by Pathways Community Network's web sites.

News Service: If a user wishes to subscribe to our news service, we require contact information such as name and email address.

Surveys: From time-to-time our site requests information from users via surveys. Participation in these surveys is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of Pathways Community Network's services.

Pathways Security Policy

Pathways Community Network takes every precaution to protect the information of people who use our services. When you submit sensitive information via the PATHWAYS COMPASS application website, your information is protected both online and off-line. When our case management system users are asked to enter sensitive information (such as a social security number) the information is encrypted. While on a secure page, the lock icon on the bottom of web browsers such as Mozilla Firefox and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'. While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, a technical support representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. Every quarter, as well as any time new policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our customers' information is protected. Finally, the servers that we store personally identifiable information on are kept in a secure environment, in a locked data center.

The use of this system constitutes an express consent to the monitoring of system use and security at all times. If such monitoring reveals possible violations of the law, pertinent information will be provided to law enforcement officials. Any persons using this PATHWAYS COMPASS, or information obtained from this application, without proper authorization or in violation of these policies and procedures may be subject to civil and/or criminal prosecution. Any persons enabling access by an unauthorized individual may also be subject to internal disciplinary actions in addition to civil and/or criminal prosecution.

These policies are applicable to all users (employees, contractors, and others) of agencies, partners and funders and the computer systems, networks, and any other electronic processing or communications and related resources used in conjunction with the PATHWAYS COMPASS HMIS system and/or data obtained through the HMIS system.

Georgia HMIS Standard Operating Procedures

Pathways Community Network places highest priority on the security of its systems, and the private information they contain. Pathways, its staff and volunteers continually work to protect data and systems:

1. Confidentiality. Access to client information must be tightly controlled and people with access to confidential information must understand their personal responsibility to maintain its confidentiality.
2. Integrity. Client information must be protected so that it cannot be modified while in transit or storage. Reported data must be accurate.
3. Availability. Systems must be available to users when and where they need them.

If an employee leaves your agency, inform Pathways as soon as possible so that their account can be deactivated.

Information Security Procedures:

All Pathways Community Network employees and volunteers are responsible for protecting the confidentiality and security of Pathways data systems and the human services client information they contain. Information concerning the security related tasks an employee is responsible for are included in the employee's job description. The agency is responsible for ensuring that information that is printed from the PATHWAYS COMPASS is also kept confidential, private and secure.

HIPAA

Pathways Community Network consulted with HIPAA experts at Price Waterhouse Coopers to ensure that its privacy and security features meet or exceed requirements of the Health Information Portability and Accountability Act (HIPAA). PATHWAYS COMPASS was one of the first such systems in the country to fully comply with HIPAA. Agencies that are covered by HIPAA include health care providers, health care plans, or healthcare clearinghouse. These agencies should ensure that they complete the appropriate Business Associate Addendum when they sign their Pathways Contract.

For more information about HIPAA visit the following website:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveridentities/index.html>

D.4 Access to Data

Data Sharing across Providers

The Pathways HMIS gives individual clients complete control over which agencies can view their information. At point of service the client may authorize an agency to access existing information in the HMIS, and to add information about the client to the HMIS. When the client approaches another organization, the authorization process is repeated. This ensures that no agency accesses a client's record without that client's specific permission, and it significantly increases client confidence in the HMIS.

The PATHWAYS COMPASS system allows for data sharing across agencies, but also has color coding to enhance security measures that help to limit data access across agencies.

Color coding within PATHWAYS COMPASS application:

Dark Blue Areas: Information accessible for all agencies.

Teal Areas: Information only accessible by the recording agency.

Red Areas: Information only accessible by the User entering the data within the agency.

“Protected” Information

Protected Agency: Certain agencies that deal substantially with HIV/AIDS, domestic violence, substance abuse, mental illness, or legal services are designated as Protected Class agencies. If your agency is a Protected Class agency, all Client Services Information records (including referrals) are hidden, or protected, from view by any other agency. This includes all Need Information records as well.

Protected Need Codes: If a non-Protected Class agency creates a need record that uses a Protected Need Code, then that record is treated as if the agency that creates it is a Protected Class agency (i.e., protected at the agency level). In addition, if the record is a referral to a Protected Class agency, then it is visible only to the creating user (i.e., protected at the user level).

For more detail, go to the User's Guide under the Protected Class Agencies and Need Codes section.

Access to Data for Monitoring

Department of Community Affairs, as the lead HMIS agency, and your Continuum of Care representative will have access to your agency's data for monitoring purposes and aggregate reporting purposes. All staff at DCA and the Continuum of Care who have access to data will undergo Confidentiality and Ethics training as well as additional Community Administrator Training. Other funders may have access to your data for monitoring purposes based on their funding agreement with your agency.

Unauthorized Access to the PATHWAYS COMPASS system:

Any user accessing the PATHWAYS COMPASS system must be affiliated with an active member agency. Additionally, each system user must attend the required Confidentiality & Ethics Training or have completed a User Responsibility Form in order to be given a User Id and Password. Unauthorized access is prohibited and are grounds for legal action.

D.5 Client Grievances

Grievance Procedure:

- A client has the right to appeal his or her individual complaints related to their HMIS data to the entering agency in accordance with the agency's established grievance policy.
- Complaints about the conduct or practice of HMIS may be filed in writing to the Executive Director of Pathways or to the Project Manager at the Department of Community Affairs.
- Agencies are responsible for establishing an internal grievance process to handle client complaints and grievances related to consent and release of information related to the HMIS system.

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If a client has a grievance regarding erroneous data entry or inappropriate use of their data, they will need to follow the agency's established guidelines, standard operating procedures or protocol on resolving these issues.

Revoking Authorization:

The client has the right to revoke their authorization at any time for any reason. If the client wishes to revoke the client authorization, an Opt-Out client form should be completed, signed and dated and inserted into the client file. Additionally, Authorization should be turned off within PATHWAYS COMPASS which now would deny any member within the agency to access that client file.

Section E. Reporting

E.1 Introduction to Pathways Reporting

PATHWAYS COMPASS is a Community Information Sharing System for HMIS. The easiest and most accessible way to share this information is through the COMPASS Reports. The reporting module provides quick intuitive on demand reporting, analysis and data export for sharing the information stored in your HMIS.

Reports were designed to help you

- Make better decisions that support the success of your organization
- Know and understand your clients (What is working)
- Tap into and analyze data
- Help manage your organization and resources
- Produce accurate and up to date counts
- Monitor Agency Performance

The reports can provide users a variety of options for printing and sharing their HMIS information. An abundance of standard reports and data exports can be accessed by any user that has access rights. For a list of all the current reports and exports available in PATHWAYS COMPASS - Refer to

<http://data.memberclicks.com/site/pat/RM-CurrentListofReportsV5.16.26Dv1.3.pdf>

Your HMIS administrator controls access to different reports for each user. You should contact them if you would like access to the reports available in COMPASS.

All reports depend on the quality of information captured during data entry. Complete and accurate data is crucial for accurate reporting. Accurate reports, in turn help with funding, grant writing, staffing, tracking services and forecasting.

Report Formats

For most all of your report requirements PATHWAYS COMPASS provides an easy to use menu system where users can generate reports one of two formats – **PDF or HTML**.

HTML displays reports very quickly on the screen and does not require any additional software. These reports are not formatted to print on paper.

PDF (Portable Document Format) requires that [Adobe Acrobat Reader](#) (or any software that can display PDF documents) be installed on your computer. It may also take a little more time to display on your screen.

PDF display is easier to read and scroll through online, and easier to print on paper. In addition, [Adobe Acrobat Reader](#) adds the capability to search the report online for words or phrases. The reports can also be saved and transmitted by email.

Report Filters

Filters and Parameters are the mechanism PATHWAYS COMPASS uses to customize the standard on demand reports for your organization's particular requirements. Filters allow you to narrow the scope of data that meets the conditions of the filter.

Filters may be as simple as entering a Begin and End Date or as specific as program type or demographic. To simplify the use of filters in statistical reports many of the reports ask you if you want to apply filter conditions. If you answer YES, a list of available filters appear. This will then generate a report based on the filters you specify.

PATHWAYS COMPASS has incorporated into the Statistical Standard Reports the ability to filter a report by Need Code, Outcome, Homeless Status, Chronically Homeless Status, Referral Status, Disbursement, Reservation and Area (by County, City or Zip Code). Other reports may have different filter capabilities.

E.2 Reporting Categories

With the large number of reports available in PATHWAYS COMPASS, these reports have been organized by Categories of User, Function and Type. These reports have been organized in the Reports module by Category to help simplify the selection of Reports. These organization categories are briefly described below: (see Online Reports Manual available at: <http://www.pcni.info/mc/page.do?sitePageId=115878>)

List Reports - These reports includes agency lists by Code and Name and blank forms like Barriers to Housing Stability Assessment, Authorizations, Opt-Out, and Privacy Practice.

Summary Reports – These reports include detailed client level data on key areas such as Programs, Services, Authorizations and Custom Fields.

Funds Reports – These reports provide disbursement details and totals by Fund or Need.

Statistical Reports – These reports provide statistical data (numerical) with no client level identification.

Agency Reports – These reports are customized based upon specific request from an agency. There is generally a fee associated with these reports.

Data Exports – These reports are the raw data that has been entered into the system. These reports are in the .csv format and shown in Excel and allows for some modification to content and format.

E.3 Commonly Required Reports

ESGP-This report provides data on services received. This report can be filtered at the program level allowing for reporting of services at the program level.

APR- This report provides information on a subset of clients enrolled in a program. This report provides the demographic information, program enrollments and program discharges for clients that receive homelessness assistance funding.

QPR- This report is provides an unduplicated breakdown of those clients who have received housing assistance and/or prevention assistance and the Financial Assistance and Housing Relocation & stabilization Services the client may have received. This information is reported on a quarterly basis.

E.4 Advanced Use of Report Tools

Using Reports to Monitor Data Quality

System Utilization Report- This report provides overall information on the agencies system utilization by a specified date range. This report includes data for Authorizations, Services, Program enrollments and discharges, bed utilization, etc...

Alerts – These reports are located in across several report categories and are targeted on those client records where there is incomplete information. These reports include Alerts for Currently Authorized Clients and Alerts for Clients in Programs.

Using Data Exports

It would be difficult to anticipate and format all of the reports required by HMIS users. Therefore PATHWAYS COMPASS provides an Export utility to deliver unformatted data that can be downloaded to your local system and imported into different database reporting systems. Some of the exports available for download are Basic Client Demographics, Finance, Household, Housing Status, Education, Goals, HPRP, System Utilization, Programs and Bed Counts, HPRP, QPR and much more. For a description of these files and the menu commands and parameters needed to create them. (see [DATA EXPORT REPORTS](#) at: <http://s3.memberclicks.com/site/pat/RM-DataExportReportsV5.16.26Dv1.2.pdf>)

The PATHWAYS COMPASS Data Export feature creates a CSV format data file for download to your local computer which contain information about client demographics and transactions. Such a file can then be downloaded to your local computer and imported into a spreadsheet or database application. Once the information is in your local application, it can be processed, viewed, printed, etc. according to the needs of your agency.

Comma Separated Values (CSV) is a format for a data file that is commonly used to transfer information from one computer system to another. Practically every major spreadsheet and database application can import and work with data that is formatted this way.

The most commonly used Reporting software is Microsoft Excel which allows user to import their PATHWAYS COMPASS Data directly from the CSV Export File. Excel features common spreadsheet tasks like sorting on fields, filtering, grouping, calculation functions as well as creating Charts and Graphs for data visualization.

Microsoft Access is another common database application that can read your COMPASS Exported data. Access provides tools for working with your database, creating views and formatted reports.

Advanced Reporting Solutions

Oracle Discoverer is an ad hoc reporting tool that allows for additional manipulation of data fields. Users have the ability (based upon business views) to manipulate formatting, creating graphs, analyze data via pivot tables, use drilling, parameters, conditions, totals, percentages, calculations, sorting data, sharing and printing reports. There is an additional charge for the Oracle Software. Please contact a Pathways representative to find out more about Oracle Discoverer.

Oracle SQL Developer is a free *and fully supported* graphical tool for database development. With SQL Developer, you can browse database objects, run SQL statements and SQL scripts, and edit and debug PL/SQL statements. You can also run any number of provided reports, as well as create and save your own. SQL Developer enhances productivity and simplifies your database development tasks.

Other Report Writing Tools are available to create custom reports, charts and data visualization from PATHWAYS COMPASS exports. These database, spreadsheet and report writing tools include but are not limited to Microsoft Excel, IBM Lotus 1-2-3, OpenOffice.org Calc, Microsoft Access, OpenOffice.org Base, FileMaker, ESRI ArcGIS.

Section F. System Support, Training and Technical Assistance

F.1 Training

Pathways provides training via classroom, web cast and on-site. All Pathways training, locations, dates and times are listed on www.pcni.info/training. Each user can register for the training most conducive to their learning style. The most common training courses are described below.

Course	Required?	Objectives	Prerequisites
Confidentiality & Ethics Training	Yes	Explain what guides a Human Services Professional, explain the HIPAA Federal Mandates, explain State of Georgia Reporting Requirements, and additional mandated reporting requirements.	Ability to use a computer, including the use of a mouse and keyboard and a basic understanding of the Windows operating system. The ability to navigate the Internet, including the use of a browser and the ability to recognize and choose a link.
New Users Training	Yes	Process and Update a client record, which may include: Conduct a client search, working with the General Page, residence page, household page, income page, service page, client enrollment and discharge from a program(s). Additionally, users will learn what data that must be entered to run ESG, CDBG, and HUD APR reports.	The ability to use a computer, including the use of a mouse and keyboard and a basic understanding of the Windows operating system. The ability to navigate the Internet, including the use of a browser and the ability to recognize and choose a link.
Reports Training	No	Identify the category and the reports that are under each category Describe what data drives what reports Run a report, including: Enter parameters, display a pdf report, use Adobe Acrobat Reader to view the report online, and print a report. Additionally, some of the most common reports will be discussed.	User must take Confidentiality & Best Practices, New Users Training, and must have access to Reports Menu.

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Agency Administration Training	Yes - Admin Only	Demonstrate how to update the Agency Info page, create a Preferred Services list, add/edit/delete Users and Access levels, Custom fields, Keywords, Fields, Funds, and Program	User must have complete Confidentiality & Best Practices, New User Training, Reports Training and must be given Agency Menu access rights by the Supervisor or Executive Director.
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In addition to these primary training courses, there are often project specific or topic specific trainings available including but not limited to HPRP, Program Profile, Housing Support Standards, and System Utilization Report. For a full list of training opportunities, see: www.pcni.info/training

To assess the various trainings for HMIS, visit www.pcni.info and select Training Schedule. You can register online, by email at support@pcni.org or by phone at: 404-866-1032 option 2 toll free at 866-818-1032 option 2.

F.2 Technical Assistance

Technical Assistance Prerequisites:

1. Attend Confidentiality & Ethics training, pass with 70% or greater
2. Attend User Training
3. Attend Reports Training (where applicable)
4. Attend Agency Administration Training (where applicable)
5. Complete Pre-Onsite Assessment Form and submit to Support Team
6. Entering data into PATHWAYS COMPASS system
7. Basic knowledge of computer, use of browser, and mouse, navigate to various pages.

Technical Assistance Process:

The Technical Assistance/Training Specialist will work with an Agency to help them achieve HMIS compliance on the PATHWAYS COMPASS system. The proper personnel should be in attendance to make sure each user within the agency follows the same protocols and procedures needed to ensure good data quality. The outline below will serve as a guideline. Additional assistance, will be evaluated on a case by case basis.

Technical Assistance Visit:

Who should attend: All personnel that will be entering data into PATHWAYS COMPASS.

The TA will:

- Assess the agency's intake process and offer recommendations where necessary.
- Ensure that the agency is capturing the required data so they are in compliance.
- Reinforce and clarify concepts learned from the User Training.
- Utilize the Pre-Onsite Assessment Form to verify the agency configurations are setup to capture the required data for reports such as: ESG, CDBG, HUD APR and any other funder requirements.
- Discuss optional configurations that may be addressed in the visit or may be discussed on a subsequent visit.

For more information on requesting a TA, contact the Support Team at support@pcni.org or by phone at 404-639-9933 option 2 or toll free at 866-818-1032 option 2. Note: It is the expectation that the agency will be utilizing the system prior to their scheduled TA visit.

F.3 Online Resources

The following online documents can be found at www.pcni.info under Forms, Documents and Videos:

User Access Checklist

User Responsibility Statement

General Service Agreement - *The main agreement between your organization and Pathways*

Business Associate Addendum - *A data sharing agreement required under the federal Health Insurance Portability and Accountability Act (HIPAA)*

Business Associate Requirement Waiver Form - *For organizations not required to comply with HIPAA regulations*

New Agency Form - *Complete this form and send it to the Pathways Support Team so they can create or update your organization's system accounts.*

Referral Only Agency Form - *Complete this form and send it to the Pathways Support Team so they can add to a list of agencies that your agency can use to record client referrals. This form is not required.*

Oracle BI Discoverer Viewer users guide - *The complete Oracle Discoverer Viewer manual, which explains how to use all features of this user friendly reporting tool.*

Oracle BI Discoverer Plus users guide - *This manual describes how to use all features and functions of the powerful Oracle BI Discoverer Plus custom reporting system.*

PATHWAYS COMPASS Quick Reference Card - *The QRC contains information such as how to log into the PATHWAYS COMPASS system, check training class schedules and enroll online, and contact the Support Team.*

PATHWAYS COMPASS User Guide - *Step-by-step procedures for all of the end-user PATHWAYS COMPASS system functions, including logging in, searching, intake, building households, program enrollment and discharge, and recording services.*

HUD Data Elements Guide - *This job aid describes the data elements required in the COMPASS HMIS for the HUD Annual Performance Report (APR) and gives instructions on entering them and running the PATHWAYS COMPASS reports that relate to the APR.*

PATHWAYS COMPASS Reports User Guide - *How to display and print reports, plus a complete description of all the standard reports that come with the system. This includes the Data Export feature.*

PATHWAYS COMPASS Administration Guide - *The procedures needed to create configurations to ensure the required data is captured and maintain information about your agency's profile, display information, programs, funds, end-users, and more!*

In addition, Quick Reference "How To" Guides available:

Program & Service: *This Quick Reference Guide contains instructions to: a) enroll a client in a program and record a service for that client in one transaction; b) discharge a client from one or more programs.*

Sample Client Intake Form: *This sample form can be used as a starting point for agencies to use when creating their own Client Intake form. Download this form and then modify it to suit your agency's needs.*

PATHWAYS COMPASS Quick Reference Card: *The QRC contains information such as how to log into the PATHWAYS COMPASS system, check training class schedules, and contact the Support Team.*

The following Tutorials are available:

Program Profile – This tutorial walks the user through the various screens that must be configured to set up a Program, the Bed and Unit Inventory (where applicable) and Program Type Questionnaire.

HPRP User Training - This tutorial walks the user through each screen where data must be entered to capture HPRP data.

F.4 Reporting System Issues

Pathways provides several ways in which to report system outage, problems, or questions. Users can communicate with the Support Team by:

Email: support@pcni.org

Phone: 404-639-9933 option 2 (local)

Phone: 866-818-1032 option 2 (toll free)

Any request or system problems should be submitted to the Support Team. Phone requests are discouraged as it does not provide adequate documentation of who, when, where, what and other specifics that are needed to maintain an accurate listing of all support queues.

Process for minor quick system errors:

- 1) System errors that are reported to the Support Team are tested to confirm it is a system error
- 2) The error is discussed with the Development Team for a timeline for completion
- 3) The Development Team fixes and then sends to QA for testing
- 4) Client is notified

Process for major system errors:

- 1) System errors that are reported to the Support Team are tested to confirm it is a system error
- 2) The error is discussed with the Development Team for a timeline for completion
- 4) A resource is assigned to work on the error
- 5) The Development Team interacts with Support to ensure the details are correct
- 6) The Development Team fixes and then sends to QA for testing
- 7) Client is notified

Please keep in mind that other priorities and impact of the system error will be taken into consideration when determining the timeline for addressing system errors.

F.5 Requesting Enhancements

An enhancement to the system includes an additional data element, report, or function that was not previously in the system. Enhancements do not include fixing an existing function of the system. System errors should be communicated directly to Pathways Support. If Pathways Support determines the request is an enhancement rather than a System Error, they will communicate this to the requestor who should then follow enhancement request protocol.

If an agency would like to request an enhancement to the system, they should communicate this request to the HMIS representative for their continuum of care directly or through the advisory/user group. Continuum of Care HMIS contacts can be found on page 6 of this manual.

Once the continuum of care HMIS representative has determined that the request is a priority for the continuum, they will communicate this request to the DCA HMIS Project Manager. The project manager will then compile all requested enhancements for discussion at the steering committee meeting. All GA HMIS enhancements will be approved by the steering committee and/or project manager before placement in the GA HMIS development pipeline. If an agency has an enhancement request that they need immediately, they may contact Pathways for information about any fees associated with an enhancement outside of the GA HMIS project.

The HMIS Enhancement Request Form can be downloaded from the DCA website.

Section G. Monitoring

G.1 Data Monitoring

Each continuum of care or funder may have individual monitoring procedures. For specific information on monitoring, agencies should contact their funder or continuum of care representative.

If your agency receives DCA funding, agency utilization of the system is monitored on a quarterly basis in addition to being monitored during on-site visits. For more information about DCA monitoring, contact Lindsey Stillman (lindsey.stillman@dca.ga.gov). Information defining common DCA data concerns and providing information about how to correct them is available at:

http://www.dca.ga.gov/housing/SpecialNeeds/programs/documents/HMIS_Monitoring_Correction_Guidance_Q4.pdf

There are multiple ways in which an agency can monitor their own data quality and completeness in order to prevent any data concerns during monitoring. These include running the system utilization report and checking the program roster on a regular basis. For more information on the system utilization report, see the Reports User Guide at:

<http://www.pcni.info/mc/page.do?sitePageId=115878>

G.2 Privacy and Security Monitoring

Security Audits will be conducted periodically by Pathways Staff in pursuant to the baseline standards defined in the HUD 2004 Data and Technical Standards.

<http://www.hmis.info/Resources/724/Dta-Standards-Training-Module-1-Handout-HUD-Data-and-Technical-Standards.aspx>

These Security Audits will focus on the following areas:

Physical Access to Systems with Access to HMIS Data

Disaster Protection and Recovery

Disposal

System Monitoring

User Authentication

Electronic Data Submission

Electronic Data Storage

Security

Privacy Standards

Contact Pathways Support for a template of the Pathways Agency's Security and Privacy Policy Audit.

DCA and other funders may also monitor during on-site visits to ensure that the agency is following the key privacy and security standards. For information about what HMIS aspects are monitored during on-site visits, contact Lindsey Stillman (lindsey.stillman@dca.ga.gov).

ADDITIONAL RESOURCES

Pathways Documents, Forms and Tutorials –
<http://www.pcni.info/mc/page.do?sitePageId=62689>

DCA HMIS Website -
<http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>

HUD HMIS Info Website – www.hmis.info

HUD Homelessness Resource Exchange – www.hudhre.info

Promoting Housing Options >> Housing Development

Georgia Balance of State Continuum of Care Applicants and Grantees Only

Description | Downloads & Related Links

Description

This page has been developed for organizations that are interested in applying for NEW or RENEWAL Continuum of Care grants through the Georgia Balance of State Continuum of Care.

DCA / GHFA S+C Sponsors seeking RENEWAL funds will be contacted as needed, by DCA staff. For more information contact Libby Mazur by **email** or by phone at (404) 982-3577.

News and Events

November 20, 2012 -- DCA establishes timeline for Balance of State Continuum of Care proposals. For more information, review the following linked documents:

- **Balance of State CoC Process and Timeline Memo (WORD)**
- **Proposal Outline (WORD)**
- **GA BoS CoC Notice of Intent - SHP Renewal or Modification 2013 (WORD)**
- **2013 Georgia BoS CoC Review Application (WORD)**
- **2013 GA BoS CoC Renewal Applicant Meeting, 12/12/13 webinar (PPT Slides)**
- **2013 GA BoS CoC New Applicant Meeting, 12/12/13 webinar (PPT Slides)**
- **2013 GA Balance of State CoC Application Performance & Scoring Criteria (PDF)**
- **2012 - 2013 Balance of State CoC HMIS Policy (PDF)**
- **2012 - 2013 Balance of State CoC HMIS Data Requirements (PDF)**

Contact Information

Shelter Plus Care Renewals - Libby Mazur by **Email** or phone (404) 982-3577
New Projects or Other Renewals - Tina Moore by **Email** or phone (404) 327-6870

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Tina Moore

From: Tina Moore
Sent: Tuesday, December 17, 2013 2:12 PM
To: HPAD Housing Trust Fund
Subject: 2013 GA Balance of State CoC Application Performance & Scoring Criteria
Attachments: 2013 Georgia BoS CoC Application Performance and Scoring Criteria.pdf

Good Afternoon,

Attached please find the *2013 GA Balance of State CoC Application Performance & Scoring Criteria*. If you have any questions, please let me know.

Thank you,
Tina

Tina Moore

CoC Coordinator, State Housing Trust Fund for the Homeless
Office of Program and Public Affairs
Georgia Department of Community Affairs
P (+1) 404-327-6870 | F (+1) 404-679-0669
tina.moore@dca.ga.gov

The Georgia Department of Community Affairs is committed to providing all persons with equal access to its services, programs, activities, education, and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age. For a reasonable accommodation, please contact Ron Pounds or Staci Tillman at (404) 679-4840 or at fairhousing@dca.ga.gov

On 12/17/13, the 2013 Georgia BoS CoC Application Performance and Scoring Criteria was both posted on DCA's web site and sent to all known applicants of new and renewal projects. Email addresses for applicants follow:

'jmoeller@actionministries.net'; 'mthomas@actionministries.net'; 'JThomas@actionministries.net';
'cdarden@advantagebhs.org'; 'lwilburn@advantagebhs.org'; 'ddonaldson@advantagebhs.org';
'emills@advantagebhs.org'; 'aarc@aarc-atlanta.org'; 'david.sutton@aarc-atlanta.org';
'davidsutton83@gmail.com'; 'c.costello@aarc-atlanta.org'; 'mmhtth@bellsouth.net';
'tawana@calvaryrefuge.org'; 'Safehaven@nctv.com'; 'renwic@aol.com'; 'tcitron@cobbcsb.com';
'lgarrett@cobbcsb.com'; 'serenityhouse@windstream.net'; 'bookkeeper_serenityhouse@yahoo.com';
'gjennings@dwcdc.org'; 'jshearin@dwcdc.org'; 'ydepina@cobbcsb.com'; 'msenol@gatewaybhs.org';
'khagin@gatewaybhs.org'; 'mjoseph@gatewaybhs.org'; 'david.crews@vphealth.org';
'wendy.hughes@gatewaybhs.org'; 'jchristiansen@gcadv.org'; 'sjohnson@gcadv.org';
'andonyi@goodwillworks.org'; 'ostiff@goodwillworks.org'; 'tom.merkel@theimpactgroup.org';
'alice.ramsey@theimpactgroup.org'; 'khoward@cityofhinesville.org'; 'mlane@cityofhinesville.org';
'djones@cityofhinesville.org'; 'dgaulden@cityofhinesville.org'; 'speavy@hodac.org';
'slpeavy64@gmail.com'; 'bcalloway@hodac.org'; 'bryetta@eyecloud.com'; 'kchavous@hodac.org';
'houseofdawn1@bellsouth.net'; 'loaves_hines@bellsouth.net'; 'loaves_tapley@bellsouth.net';
'sammccord@lampinc.org'; 'gaylemoreen@lampinc.org'; 'sallywillis@lampinc.org';
'cwilliams@maconbibbeoc.com'; 'mbecooperations31201@gmail.com'; 'kcollier@maconbibbeoc.com';
'mbecooperations31201@gmail.com'; 'shill@maconbibbeoc.com'; 'nstevens@maconbibbeoc.com';
'kennykaye@windstream.net'; 'mghcpa1@gmail.com'; 'rev.johnmay@windstream.net';
'ireighard@mustministries.org'; 'khillman@mustministries.org'; 'ljones@mustministries.org';
'lrobinson@mustministries.org'; 'swhitfield@newhorizonscsb.org'; 'dwallace@newhorizonscsb.org';
'fsmith@newhorizonscsb.org'; 'sgallagher@newhorizonscsb.org'; 'susanegallagher@aol.com';
'smiracle@gamtnhealth.org'; 'nyancey@rainbowvillage.org'; 'lward@rainbowvillage.org';
'jsmith@rainbowvillage.org'; 'eallen@rainbowvillage.org'; 'mwash66@bellsouth.net';
'vteresasmith@bellsouth.net'; 'tsmith6228@yahoo.com'; 'Todd_Hawks@uss.salvationarmy.org';
'melinda_allen@uss.salvationarmy.org'; 'jim_arrowood@uss.salvationarmy.org';
'deborah_wengrow@uss.salvationarmy.org'; 'crystalroberston@bellsouth.net'; 'sjenkins@sgpeh.org';
'mathis_r@bellsouth.net'; 'dmetts@bellsouth.net'; 'epowers@hopeatlanta.org';
'jshereikis@hopeatlanta.org'; 'gifttransitionalhome99@yahoo.com'; 'cuzomachi@yahoo.com';
'thearlingtonhouse@hotmail.com'; 'rozell@anotherchanceofatlanta.org'; 'fus2004@bellsouth.net';
'cklofitn3@gmail.com'; 'olivia@aidsathens.org'; 'pbrown@pinelandcsb.org'; 'phogan@lsga.org';
'info@tjygcpcinc.org'; 'alcheek@tjygcpcinc.org'

2013 Georgia BoS CoC Application Performance and Scoring Criteria

2013 CoC Program Application Policy for the 2013 Georgia Balance of State CoC Process

1. Administration for all CoC projects is limited to 7%;
2. Permanent supportive housing renewal projects that meet threshold criteria, have been HUD Approved for a transfer, have a transfer pending, and/or are in good standing will generally be renewed as Tier 1 projects. Projects that do not meet threshold review will be subject to reallocation;
3. The Department of Community Affairs' dedicated HMIS, CoC planning, and coordinated assessment renewal projects will receive a threshold review, but otherwise will be HUD Tier 1 projects and ranked at the top of the priority list;
4. The Balance of State CoC will receive new proposals for **“Permanent Supportive Housing (PSH)” projects targeted to the chronically homeless**. To the extent that funds are available through reallocation, New Projects that meet eligibility and threshold criteria and that sufficiently demonstrate capacity and project need for the population served, criteria for PSH proposals follows –
 - Limited to one year projects consisting of leasing only (not rental assistance) and operations (as necessary for utilities, furniture, equipment) with a 20% cap on case management. Note that case management is the only eligible supportive service.
 - All new projects must serve 100% chronically homeless individuals, and applicant must submit data showing need of chronically homeless housing for the proposed project location.
 - These projects must also demonstrate how they will prioritize for assistance chronically homeless individuals that have the highest need, with priority on serving those with the longest histories of homelessness.
 - Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.
 - New PSH Projects will also receive bonus points for a “housing first” approach to entry and ongoing services, serving persons who are chronically homeless, and for serving “Veterans.”
 - The BoS CoC may only submit new projects to the extent that funding from other projects is reallocated or reduced. The amount available as a result of reallocation is currently unknown.
 - The estimated amount available may increase as a result of any threshold denials or rental assistance requested with reduced FMR costs. Higher scoring new PSH proposals may be placed into Tier 1. Lower scoring new PSH proposals may be rejected by the BoS CoC or placed at the bottom of Tier 2, and HUD reserves the right to accept or reject proposals submitted by the BoS CoC.
 - The average proposal size is expected to be approximately \$175,000.

Applicants must thoroughly examine the HUD NOFA for all relevant criteria. All PSH proposals will be ranked as outlined herein.

5. All Projects will be scored according to the criteria herein. **Renewing Projects** will first receive (and must pass) a threshold review and will then be ranked (separate from the PSH proposals that meet threshold review) according to the criteria herein. Please note, **Renewing Permanent Supportive Housing (PH) projects that are not operational, are significantly under-utilizing subject grant funds, and/or do not have either a pending or HUD-Approved transfer**, must also submit application for the

CoC Scoring Committee and may be subject to reallocation based on under-performance. Higher scoring projects will be ranked as Tier 1 projects, and lower scoring projects representing the bottom \$700,471 in funds requested will, generally, be ranked as Tier 2 projects. Housing projects, or projects that are designed to directly support housing, will be able to receive bonus points in the competition. New projects that do not meet threshold criteria or receive a low score may be either rejected or placed at the bottom of the project priority ranking list, and the final priority ranking chart that is submitted to HUD will not be able to include new project requests beyond the amount of funds available as a result of reallocation.

6. A CoC project review team will be established. Its duties will be to:
 - Review and approve staff recommendations for, or otherwise make, any threshold denials;
 - Rate and rank New PSH, TH, and SSO proposals;

All information is required and/or must be addressed. The Georgia Balance of State 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
- Proposes ineligible costs or activities
- Proposes to serve ineligible populations
- Does not show required match or insufficient commitments for leveraging
- Compliance of performance issues on current projects
- Project does not demonstrate adequate impact or cost effectiveness
- Other, as may be identified by reviewing staff / team

For APR data requested, agencies should use data from program APR submitted to HUD (in e-snaps) between 10/1/2012 and 9/30/2013, or the most recent APR submitted to HUD. Agencies who have not had an APR due to HUD yet can submit data from HMIS on clients served between 10/1/2012 and 9/30/2013.

2013 Georgia BoS CoC Application Performance and Scoring Criteria

Applicant Agency _____

HUD Project Name _____

HUD Project Type:

Permanent Supportive Housing Transition Housing Support Service

Renewal or New Project? Renewal Project New Project If new, Reallocation? Y/N

Project Threshold Criteria**	Scoring	Reviewer Score	Reviewer Notes
Agency meets HUD's eligibility criteria.	Pass/Fail		
Agency demonstrates adequate capacity to carry out grant.	Pass/Fail		
Project meets eligible costs or activities requirements.	Pass/Fail		
Project proposes to serve eligible populations.	Pass/Fail		
Project shows required match & sufficient commitments for leveraging to implement project.	Pass/Fail		
Agency does not have serious compliance or performance issues on current projects.	Pass/Fail		
Project demonstrates adequate impact or cost effectiveness.	Pass/Fail		
Other, as identified by reviewers.	Pass/Fail		
Current eligible renewing project in good standing, operational, not significantly under-utilizing subject grant funds, and/or has either a HUD-Approved or Pending Transfer. **Renewal Projects that do not meet this threshold may be rejected by review team and subject to reallocation.	Pass/Fail N/A for New Projects		

Agency/Program Capacity	Standard / Goal	Points Available	Scoring	Data Source	Review Score
1. Agency demonstrates they have the capacity to carry out and implement the project proposed. <u>New project applicants</u> must sufficiently describe experience administering Federally funded grants, and submit the most recent financial audit. (New applicants should also submit most recent 990 and a list of board members that were requested after proposal outlines were received.) New projects should also adequately describe how project will reach full operational capacity. <u>Renewal project applicants</u> that meet threshold, are in good standing, operational, not significantly under utilizing subject grant funds, and/or has	Good	10	Excellent = 10 Good = 7.5 Acceptable = 2 Unacceptable = 0 New Project Applications that are not able to demonstrate capacity to carry out project may be rejected by the review team. Renewal Projects that do not meet this capacity threshold may be rejected by the review team and subject to	Applica. package	

either a HUD Approved or pending transfer will automatically receive these points.			reallocation.		
2. ALL Projects - Spending all grant funds awarded for last grant award period [Total of all funds expended/total funds awarded by HUD] -Projects reallocating from TH to PSH, may use % of current TH grant. -New projects should demonstrate capacity to fully implement program. -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	Spending 100% of grant award or Proposed Project Implementation	5	95% or > spent = 5 90-94% spent = 4 85-89% spent = 3 80-84% spent = 2 Below 79% = 0 OR <u>New Projects</u> Good = 5 Acceptable = 2 Unacceptable = 0	Applica. or APR [Q 30a1-4 or Q31]	
3. ALL Projects – Project Utilization Units/Clients [% of unit utilization for housing programs or % of clients Total of all funds expended/total funds awarded by HUD] -Projects reallocating from TH to PSH, may use % of current TH grant. -New projects should demonstrate need & capacity to fully utilize project. -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	Unit/Client Utilization 100% Or Capacity to fully utilize program	5	95% or > spent = 5 90-94% spent = 4 85-89% spent = 3 80-84% spent = 2 Below 79% = 0 OR <u>New Projects</u> Good = 5 Acceptable = 2 Unacceptable = 0	Applica. / or APR Q8 [PIT persons served Last Wednesday]	
4. Project Match & Leveraging <u>New projects</u> show required match & sufficient commitments for leveraging to implement project. <u>Renewal projects</u> show required match & sufficient commitments for leveraging. *With the exception of leasing, all projects must show a 25% match. All projects must show at least some leverage. New project applicants must attach commitments for match and leverage . Note that the overall CoC goal for leverage is 150% of the amount requested.	Match 25% And Leverage 125% (outside of match)	22 total	Budget/Match Well defined = 11 Acceptable = 6 Unacceptable = 0 Leveraging (outside of match) 125% or more = 11 100-124% = 7 90-99% = 5 Less than 90% = 0	Applica. package & APR [Q30 or Q31]	
Subtotal Capacity / Utilization		42			
Program Performance Criteria	Standard / Goal	Points Available	Scoring	Data Source	Review Score
5. PSH Renewal Programs: Housing Stability for clients served in the last 12 months. [% PH persons who remained in the PH program as of end of year OR exited to PH during year]	80%	20	80% or > = 20 75-79% = 15 70-74% = 5 Below 70% = 0	APR [Q36a PH]	

-Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.					
6. SSO and TH Renewal Programs: Exits to Permanent Housing [% of leavers exiting to permanent destination] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	80%	20	80% or > = 20 75-79% = 15 70-74% = 5 Below 70% = 0	APR [Q36b TH, or Q36d SSO]	
7. New Project: Applicants for new projects describe housing/services to be provided and fully demonstrate how program/staff will support clients to achieve housing stability, and that the housing/level of services is appropriate to do so.		20	Excellent = 20 Good = 10 Acceptable = 5 Unacceptable = 0	Applica. package	
Subtotal Housing Stability		20			
8. ALL Programs: Program targets/ serves persons who are chronically homeless. <u>Current Projects</u> will be scored on clients being targeted/served by the project. <u>For New Projects</u> , the points are NOT automatic. New projects will need to sufficiently demonstrate need, for a program serving people who are chronically homeless (in the size and scope proposed).	100%	10	100% = 10 70-99% = 7.5 50-69% = 5 30-49% = 2.5 Less than 30% = 0	Applica., &/or APR	
9. ALL Programs: Program targets/serves Veterans. <u>Current Projects</u> will be scored on clients being targeted/served by the project. <u>For New Projects</u> , the points are NOT automatic. New projects will need to sufficiently demonstrate need, for a program serving chronically homeless veterans (in the size and scope proposed).	100%	10	100% = 10 70-99% = 7.5 50-69% = 5 30-49% = 2.5 Less than 30% = 0	Applica., &/or APR	
10. ALL Programs: Program serves/will serve persons who have special needs or high barriers to housing &/OR will modify target clients in the next year to do so (with housing programs using a Housing First model).	100%	10	100% = 10 70-99% = 7 40-69% = 5 Less than 40% = 0	Applica., &/or APR [Q18a]	
Subtotal Special Needs		30			
11. Renewal Programs: Employment Income for Leavers [leavers exiting with 'earned income'/all leavers]	20%	10	20 or > = 10 15- 19% = 4 Below 15% = 0	APR [Q25a1]	

-Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.					
12. Renewal Programs: Increased Income from All Sources [% of persons age 18 or older who maintained or increased total income from all sources as of the end of the operating year or at program exit.] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	54%	10	54% or > = 10 49-53% = 7 40-48% = 4 35-39% = 2 Below 35% = 0	APR [Q36]	
13. Renewal Programs: Leavers with Non Cash Mainstream Benefit Sources [adult and children leavers with '1+ source of noncash benefits'/total leaving adult and children] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	56% or >	10	56% or > = 10 46-55% = 7.5 26-45% = 4 Below 25% = 0	APR [Q26a1 & Q26a2]	
14. Renewal Programs: Leavers who exit housing or program to shelter, streets or unknown [leavers exiting to 'emergency shelter', 'place not meant for human habitation', 'don't know/refused', or 'information missing'/all leavers] -Renewal Projects with HUD Approved or pending transfer are in Hold Harmless status and will automatically receive full points.	10% or less	10	10% or < = 10 11-20% = 4 Over 20% = 0	APR [Q29a1 & Q29a2]	
15. New Project Applicants: Applicant sufficiently demonstrates program will provide an appropriate level of services for population being served, how project will ensure participants gain access to income resources, entry criteria into program, target population of the program, and how program will document and verify program eligibility.		40	Excellent = 40 Good = 20 Acceptable = 5 Unacceptable = 0	Applica. package	
Subtotal Performance		40			
16. Current Project Applicants - Monitoring – HUD Findings	No Findings or Concerns	4	See table below	HUD Monitoring report and grantee response	
17. Current Project Applicants - Monitoring – DCA Findings	No Findings or Concerns	4	See table below	DCA Monitoring Report and	

				grantee response	
18. New Projects: New projects not converting an existing project to PSH will be scored on ability to demonstrate capacity and lack of compliance issues in audit, with current HUD grants or as demonstrated in application.	No Findings or Concerns	8	Excellent = 8 Good = 4 Acceptable = 2 Unacceptable = 0	Applica., Audit /Financial Statements, Match, ect.	
Subtotal Compliance		8			
19. Bonus Points: Project Funds Housing for persons who are homeless. Bonus points available for housing programs/ permanent supportive housing programs. (Extra points available for current PSH programs that keep people in permanent housing and from becoming homeless.)	100% Keeping people housed is a priority.	100 Current PH/PSH 5 New PSH 5 TH	Current PH/PSH program = 100 New PSH program = 5 TH program = 5	GIW, Applica., &/or APR	
20. Bonus Points: Services project provides direct supportive services that support people in housing. (Extra points available for SSO programs w/ amount of points depending on type of housing.)	100%	SSO for PH/PSH = 10 SSO for TH = 5	SSO w/PSH = 10 SSO w/TH = 5	GIW, Applica., &/or APR	
21. Bonus Points: Voluntarily reallocating TH project to convert project into PSH for serving chronically homeless.	Yes or No	10	Yes = 10	Applica.	
22. CoC Participation: Attended BoS CoC Statewide Meeting (Fall 2013) &/or Participated in BoS CoC Membership /Governance	Yes or No	10	Yes = 10	DCA list	
23. HMIS Data Quality * [% of Universal Data Elements (UDEs) with 'Don't Know or Refused' or 'Missing Data' in HMIS greater than 5% overall] (Applicants that are not a current CoC grantee & not currently using HMIS may submit data from a comparable MIS system.)	<5%	5	0-5% = 5 6-10% = 2.5 10% or more = 0	DCA /HMIS data pull (APR Q7)	
Subtotal: Bonus & HMIS Data Quality		Up to 125			
Total Points		140			
Total Bonus Points		125			
Total Possible Points (w/bonus)		255			

HUD/DCA Monitoring (point scale)		
Score	Findings	Concerns
4	No Findings	No Concerns
3	1 Program Finding	1 Financial Concern & 1 Program Concern

		2 Program Concerns
2	One Financial Finding	3 or more concerns
2	2 Program Findings	
1	3 or More Findings	
0	Currently there are outstanding findings that have not been closed within 30 days.	

Notes:

1. Applicants must provide sufficient information to compete with other applicants under criteria, regardless of whether or not this information is required for the final application being submitted electronically to HUD.
2. In the event of a tie, decisions to be broken based upon funds requested/number served at capacity.
3. Review Team reserves discretion to award points between high and low ranges.
4. Note that this criteria reflects CoC priorities as noted in the October/November 2013 GA Balance of State CoC statewide meeting, as well as HUD priorities outlined in the November 22, 2013 NOFA. As a matter of information to applicants, our CoC will be judged competitively on CoC Coordination of Housing & Services (28 points), Homeless Management Information System (11 points), CoC Strategic Planning and Performance (69 points), Recipient Performance (15 points), CoC Housing, Services, & Structure (13 points), Leveraging (5 points), Point-In-Time Count (9 points) – 150 total points possible.
5. The Balance of State CoC project renewal applications for HMIS, coordinated assessment, and CoC planning have no impact upon the HUD score for the CoC application. Because of their importance to the CoC effort across the State, they will not be scored by the review panel and will be placed on the priority ranking within Tier 1.
6. As permanent supportive housing projects keep people in housing by design, and directly reduce the number of unsheltered homeless people with a disability, currently funded PH/PSH projects that meet threshold will receive bonus points that would enable them to generally be ranked within Tier 1.
7. Project Applicants that believe they were not allowed to participate in a fair and open process and were rejected by the CoC have the right to appeal the rejection directly to HUD as outlined in the NOFA.
8. More information on Housing First can be found on the United States Interagency Council on Homelessness web site at: http://usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf. It was also sent out by HUD through the SNAPS Weekly Focus series that was released on August 21, 2013 (<https://www.onecpd.info/news/snaps-weekly-focus-adopting-a-housing-first-approach/>). The entire series can be found at: <https://www.onecpd.info/homelessness-assistance/snaps-weekly-focus/>.
9. The definition of chronically homeless was discussed on the New Applicant Meeting, and it can be found at: http://usich.gov/media_center/news/hud_releases_rural_housing_stability_assistance_program_rhsp_regulations_an.



Georgia Department of Community Affairs

Gretchen Corbin
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Governor

Memorandum to Balance of State CoC
Renewing Permanent Supportive Housing, Transitional Housing and Supportive Services Only
Applicants, & New Permanent Supportive Housing Applicants

Balance of State (BoS) Homeless Continuum of Care (CoC) Plan and the
2013 HUD Homeless Assistance Programs

December 5, 2013

In accordance with HUD's NOFA for the HUD Continuum of Care programs (Docket No. FR-5700-N-31B, <https://www.onecpd.info/resources/documents/FY2013-2014CoCProgramNOFA.pdf>), the Georgia Balance of State Continuum of Care (CoC) is providing guidance for renewing transitional housing and supportive service only applicants and is seeking applications for new Permanent Supportive Housing (for chronically homeless) projects to be funded through the Balance of State CoC 2013 Competition. Please note that funding for new projects is only available through reallocation, and the estimated amount available is currently unknown. Based upon BoS CoC policy, renewing permanent supportive housing programs that meet threshold criteria, have been HUD approved for transfer, have a transfer pending, and/or are in good standing will be renewed as Tier 1 projects. Projects that do not meet threshold review will be subject to reallocation. Grantees should submit PSH renewal application(s) through the e-snaps system by December 30, 2013 (performance threshold criteria will be sent to renewal permanent supportive housing applicants separately). Also note that eligible renewal projects requesting rental assistance will be permitted to request a per-unit amount less than the Fair Market Rent (FMR), based on the actual rent costs per units. However, if you choose to do this, you must reach out to DCA beforehand.

Applications for New Permanent Supportive Housing Projects

1. The Balance of State CoC will receive new proposals for "Permanent Supportive Housing (PSH)" projects targeted to the chronically homeless. To the extent that funds are available through reallocation, New Projects that meet eligibility and threshold criteria and that sufficiently demonstrate capacity and project need for the population served, Criteria for PSH and proposals follows –
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 - Administrative costs are limited to 7%.
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 - These projects must demonstrate how they will prioritize for assistance chronically homeless individuals that have the highest need, with priority on serving those with the longest histories of homelessness.
 - Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.
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- The average proposal size is expected to be approximately \$175,000.
- New PSH 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 State's 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 MUST contact the appropriate CoC jurisdiction for information.

Applicants must thoroughly examine the HUD NOFA for all relevant criteria. All New PSH proposals will be ranked as outlined herein. Application scoring criteria and 2013 CoC Program Application Policy for the 2013 Georgia Balance of State CoC Process will be posted at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>.

Applications for Renewal Transitional Housing, Supportive Services Only, and Underperforming Permanent Supportive Housing Projects

2. Renewing Transitional Housing (TH) and Supportive Services Only (SSO) projects will first receive (and must pass) a threshold review and will then be ranked (separate from the PSH proposals that meet threshold review) according to the criteria herein. ***Please note, Renewing Permanent Supportive Housing (PH) projects that are not operational, are significantly under-utilizing subject grant funds, and/or do not have either a pending or HUD-Approved transfer, must also submit application for the CoC Scoring Committee and may be subject to reallocation based on under-performance.*** Higher scoring projects will be ranked as Tier 1 projects, and lower scoring projects representing the bottom \$700,471 in funds requested will, generally, be ranked as Tier 2 projects. Please note, the amount of funds that will be reallocated and available for new PSH projects is currently unknown. Also note that the BoS CoC is required by CoC regulations to both operate a Homeless Management and Information System (HMIS) and establish a "centralized or coordinated assessment system," and will place the renewal projects for centralized or coordinated assessment, continuum of care planning, and HMIS into Tier 1. Housing projects, or projects that are designed to directly support housing, will be able to receive bonus points in the competition. Bonus points will also be available for projects that participate in CoC planning and annual homeless counts.

The FY2013 CoC program competition is only the second funding competition to be administered under the CoC Program interim rule. While the process is similar to past Homeless Assistance Grants competitions, the contents and steps differ in key ways. 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 (CoC) 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:

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HUD will release a pre-recorded webcast that highlights key changes in the FY2013 – FY2014 CoC Competition NOFA requirements, the application process, tier process, etc. that will be available in HUD's Webcast Archives page on HUD's website (www.hud.gov). HUD will send a message to their listserv as soon as this broadcast is posted and available for viewing. CoC members or interested stakeholders not currently receiving HUD's listserv messages can register to do so at: <https://www.onecpd.info/maillinglist/>. Viewing of this webcast, and participating in the listserv, will provide critical information on the application process and is highly recommended. For more information about the date and time of the broadcast, individuals should consult the HUD website at <http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos>.

HMIS and PIT Homeless Count participation: 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.

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

Balance of State Continuum of Care 2013 Timeline

Wednesday, December 11, 2013 -- If your organization intends to submit a New Permanent Supportive Housing (PSH) CoC proposal under the **Balance of State Continuum of Care Plan**, you must complete and **submit** the **2013 Balance of State Continuum of Care Proposal Outline** (attached) with accompanying information to Tina Moore by fax to (404) 679-0669, or by email to tina.moore@dca.ga.gov by 5:00 p.m. on 12/11/2013. Applicants that will be submitting renewing project applications in the Balance of State CoC do not need to submit a proposal outline. However, applicants that will be submitting renewing project applications must submit the **Georgia BoS CoC Notice of Intent – SHP Renewal or Modification** form (attached) or a list of projects noting the current status of the grant by 5:00 p.m. on 12/11/2013.

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

All persons interested in submitting a new PSH application are strongly encouraged to review any HUD **Project Applicant Training and CoC Program Competition Resources made available in onecpd.info** (<https://www.onecpd.info/e-snaps/> or <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>). Please note ALL applicants are required to have a DUNS Number (<http://www.dnb.com/us/>) and have an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) (<https://www.sam.gov/portal/public/SAM/>) in order to be eligible to submit an application.

Thursday, December 12, 2013, 10:00 a.m. - - Webinar for RENEWING Transitional Housing (TH), Supportive Services Only (SSO), and Permanent Housing (PH) Applicants

Thursday, December 12, 2:00 p.m. - - Webinar for NEW Permanent Supportive Housing (PSH) Applicants

Friday, December 20, 2013 -- All *2013 Georgia BoS CoC Review Applications* (New PSH projects, TH and SSO Renewal projects, and Renewing PH projects that are not operational, are determined to be significantly under-utilizing subject grant funds, and/or do not have a HUD-Approved (or pending) transfer, to be submitted under the State of Georgia Continuum of Care Plan must be **received by DCA** on or before the close of business at 5:00 p.m. (Additional submission requirements and required document attachments described below by type of project.) All *2013 Georgia BoS CoC Review Applications* should be emailed to Tina Moore at tina.moore@dca.ga.gov. Where email is not possible, please mail with package clearly marked **“Georgia Balance of State Continuum of Care Application”** to: State Housing Trust Fund, Georgia Department of Community Affairs, 60 Executive Park South, N. E., Atlanta, Georgia 30329. A panel/review team consisting of nonprofit service providers, mental health provider experts, housing provider experts, state/local government officials, members of the State’s Interagency Homeless Coordination Council and/or other homeless service provider experts will review and rank each completed application received by the deadline. Review panel members will not consist of persons with business interests in associated applications. Applications that do not meet “threshold” requirements (or that are not complete) may not be ranked and placed on the priority list, and therefore will not be eligible for funding. Funds from renewal projects that do not meet threshold review, or are determined to be underperforming, will be subject to reallocation. An applicant’s failure to meet this deadline may result in denial of the applicant’s request for funds.

- **For this deadline, Renewal TH, SSO, and PH Applicants that did not meet threshold must submit one (1) complete copy** of their complete response within the *2013 Georgia BoS CoC Review Application* along with a copy of the CoC APR that was submitted to HUD (in e-snaps) between October 1, 2012 and September 30, 2013, and a copy of the most recent HUD monitoring (and any related correspondence), on or before the close of business at 5:00 p.m., on 12/20/13 (deadline for receipt at DCA). It is preferred that application packages for renewal projects be emailed to Tina Moore at tina.moore@dca.ga.gov. By mail, please use the instructions stated above.
- **For this deadline, New PSH applicants must submit a complete copy of a draft 2013 Georgia Balance of State CoC Review Application** on or before the close of business at 5:00 p.m., on 12/20/13 for pre-review. It is preferred that this draft document for new projects be emailed to Tina Moore at tina.moore@dca.ga.gov. However, New PSH Project Applicants will also need to submit seven (7) complete copies of a complete application package by 5:00 p.m. on 12/30/13 (as described below) in order to have projects reviewed by the CoC Review Team.

Renewal Permanent Supportive Housing (PSH) Applicants will be sent threshold criteria separately. PSH applicants who meet threshold criteria will be renewed as Tier 1 projects. Grantees with renewing PSH projects should submit those application(s) within the e-snaps system by December 30, 2013. In addition to the application submission in e-snaps and addressing all necessary review criteria, renewing PSH applicants should also submit one (1) copy (by email to tina.moore@dca.ga.gov on or before the close of business at 5:00 p.m., on 12/20/13) of their most recent Annual Performance Report (APR) that was submitted to HUD in e-snaps (between 10/1/12 and 9/30/13) and their most recent HUD monitoring letter (if HUD has never monitored subject program, please submit a letter certifying program has never been monitored).

Monday, December 30, 2013 – All CoC Project Applications should be submitted to the Balance of State CoC **within HUD’s e-snaps system on or before the close of business on 12/30/13.** And All review packages for New PSH Projects are due to be received by DCA before the close of business at 5:00 p.m., on 12/30/13.

- **For this deadline, New PSH applicants must submit seven (7) complete copies** of 1) the e-snaps project application, 2) a final **2013 Georgia Balance of State CoC Review Application** (if any changes were made), 3) match/leveraging documentation, 4) nonprofit documentation (if applicable), 5) a copy of the most recent financial audit, and any other additional information requested in the Review Application, **to be received by DCA on or before the close of business at 5:00 p.m., on 12/30/13.** Please note that all of the listed documents and attachments make up an application package, and they are required for the purpose of project assessment and scoring by the CoC Review Team. New PSH Project Applicants must also submit (within e-snaps) the Project Application by the December 30, 2013 deadline in addition to providing copies of the e-snaps application within each of the application packages submitted for review by the Review Team. An applicant's failure to meet this deadline may result in denial of the applicant's request for funds.

Friday, January 17, 2014 -- By this date each PSH, TH and SSO applicant can expect to be contacted by a CoC representative who will email or fax the outcome of the Continuum of Care Review Team. You will learn how well your application ranked, if the ranked project was accepted or rejected (along with the reasons for the rejection), and you will receive information about any corrections that need to be made before submitting the project to HUD. **Please note that there can be no substantial changes to projects after they are scored and ranked (funding that is denied or ineligible in one area of a budget, in a line item, or funding category of a project cannot be moved to another part of the budget or project, outside of recommendations made by the Review Team).**

Wednesday, January 22, 2014 – In order for CoC staff to complete priority ranking requirements, ALL final corrections to applications (both new and renewal) developed under the State of Georgia Continuum of Care Plan must be **complete and submitted within E-SNAPS** on or before the close of business at 5:00 p.m. EST on January 22, 2014. An applicant's failure to meet this deadline could result in a project not being included within the project ranking chart that will the BoS CoC is required to submit to HUD.

Wednesday, February 1, 2014 - DCA plans to submit the 2013 Continuum of Care Plan and all associated applications for the balance of state to HUD through E-SNAPS.

Thank you very much for your cooperation in this process. We look forward to broad participation throughout the State. Should you have questions or special needs related to accessibility or English proficiency, please contact DCA as noted below. Any updates or further information will be posted on DCA's web site at: <http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

GA DCA Contacts:

Don Watt don.watt@dca.ga.gov Phone: (404) 679-0660 Fax: (404) 679-0669	Jonathan Cox jonathan.cox@dca.ga.gov Phone: (404) 679-0571 Fax: (404) 679-0669	Tina Moore tina.moore@dca.ga.gov Phone (404) 327-6870 Fax (404) 679-0669
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JC/tm

Attached are three (3) documents:

- 1) Proposal Outline for new PSH projects only,
- 2) GA BoS CoC Notice of Intent - SHP Renewal or Modification 2013
- 2) 2013 Georgia BoS CoC Review Application



Georgia Department of Community Affairs

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Thursday, December 12, 2:00 p.m. - - Webinar for NEW Permanent Supportive Housing (PSH) Applicants

Friday, December 20, 2013 -- All *2013 Georgia BoS CoC Review Applications* (New PSH projects, TH and SSO Renewal projects, and Renewing PH projects that are not operational, are determined to be significantly under-utilizing subject grant funds, and/or do not have a HUD-Approved (or pending) transfer, to be submitted under the State of Georgia Continuum of Care Plan must be **received by DCA** on or before the close of business at 5:00 p.m. (Additional submission requirements and required document attachments described below by type of project.) All *2013 Georgia BoS CoC Review Applications* should be emailed to Tina Moore at tina.moore@dca.ga.gov. Where email is not possible, please mail with package clearly marked “**Georgia Balance of State Continuum of Care Application**” to: State Housing Trust Fund, Georgia Department of Community Affairs, 60 Executive Park South, N. E., Atlanta, Georgia 30329. A panel/review team consisting of nonprofit service providers, mental health provider experts, housing provider experts, state/local government officials, members of the State’s Interagency Homeless Coordination Council and/or other homeless service provider experts will review and rank each completed application received by the deadline. Review panel members will not consist of persons with business interests in associated applications. Applications that do not meet “threshold” requirements (or that are not complete) may not be ranked and placed on the priority list, and therefore will not be eligible for funding. Funds from renewal projects that do not meet threshold review, or are determined to be underperforming, will be subject to reallocation. An applicant’s failure to meet this deadline may result in denial of the applicant’s request for funds.

- **For this deadline, Renewal TH, SSO, and PH Applicants that did not meet threshold must submit one (1) complete copy** of their complete response within the *2013 Georgia BoS CoC Review Application* along with a copy of the CoC APR that was submitted to HUD (in e-snaps) between October 1, 2012 and September 30, 2013, and a copy of the most recent HUD monitoring (and any related correspondence), on or before the close of business at 5:00 p.m., on 12/20/13 (deadline for receipt at DCA). It is preferred that application packages for renewal projects be emailed to Tina Moore at tina.moore@dca.ga.gov. By mail, please use the instructions stated above.
- **For this deadline, New PSH applicants must submit a complete copy of a draft *2013 Georgia Balance of State CoC Review Application*** on or before the close of business at 5:00 p.m., on 12/20/13 for pre-review. It is preferred that this draft document for new projects be emailed to Tina Moore at tina.moore@dca.ga.gov. However, New PSH Project Applicants will also need to submit seven (7) complete copies of a complete application package by 5:00 p.m. on 12/30/13 (as described below) in order to have projects reviewed by the CoC Review Team.

Renewal Permanent Supportive Housing (PSH) Applicants will be sent threshold criteria separately. PSH applicants who meet threshold criteria will be renewed as Tier 1 projects. Grantees with renewing PSH projects should submit those application(s) within the e-snaps system by December 30, 2013. In addition to the application submission in e-snaps and addressing all necessary review criteria, renewing PSH applicants should also submit one (1) copy (by email to tina.moore@dca.ga.gov on or before the close of business at 5:00 p.m., on 12/20/13) of their most recent Annual Performance Report (APR) that was submitted to HUD in e-snaps (between 10/1/12 and 9/30/13) and their most recent HUD monitoring letter (if HUD has never monitored subject program, please submit a letter certifying program has never been monitored).

Monday, December 30, 2013 – All CoC Project Applications should be submitted to the Balance of State CoC **within HUD’s e-snaps system on or before the close of business on 12/30/13.** And All review packages for New PSH Projects are due to be received by DCA before the close of business at 5:00 p.m., on 12/30/13.

- **For this deadline, New PSH applicants must submit seven (7) complete copies** of 1) the e-snaps project application, 2) a final **2013 Georgia Balance of State CoC Review Application** (if any changes were made), 3) match/leveraging documentation, 4) nonprofit documentation (if applicable), 5) a copy of the most recent financial audit, and any other additional information requested in the Review Application, **to be received by DCA on or before the close of business at 5:00 p.m., on 12/30/13.** Please note that all of the listed documents and attachments make up an application package, and they are required for the purpose of project assessment and scoring by the CoC Review Team. New PSH Project Applicants must also submit (within e-snaps) the Project Application by the December 30, 2013 deadline in addition to providing copies of the e-snaps application within each of the application packages submitted for review by the Review Team. An applicant's failure to meet this deadline may result in denial of the applicant's request for funds.

Friday, January 17, 2014 -- By this date each PSH, TH and SSO applicant can expect to be contacted by a CoC representative who will email or fax the outcome of the Continuum of Care Review Team. You will learn how well your application ranked, if the ranked project was accepted or rejected (along with the reasons for the rejection), and you will receive information about any corrections that need to be made before submitting the project to HUD. **Please note that there can be no substantial changes to projects after they are scored and ranked (funding that is denied or ineligible in one area of a budget, in a line item, or funding category of a project cannot be moved to another part of the budget or project, outside of recommendations made by the Review Team).**

Wednesday, January 22, 2014 – In order for CoC staff to complete priority ranking requirements, ALL final corrections to applications (both new and renewal) developed under the State of Georgia Continuum of Care Plan must be **complete and submitted within E-SNAPS** on or before the close of business at 5:00 p.m. EST on January 22, 2014. An applicant's failure to meet this deadline could result in a project not being included within the project ranking chart that will the BoS CoC is required to submit to HUD.

Wednesday, February 1, 2014 - DCA plans to submit the 2013 Continuum of Care Plan and all associated applications for the balance of state to HUD through E-SNAPS.

Thank you very much for your cooperation in this process. We look forward to broad participation throughout the State. Should you have questions or special needs related to accessibility or English proficiency, please contact DCA as noted below. Any updates or further information will be posted on DCA's web site at: <http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

GA DCA Contacts:

Don Watt don.watt@dca.ga.gov Phone: (404) 679-0660 Fax: (404) 679-0669	Jonathan Cox jonathan.cox@dca.ga.gov Phone: (404) 679-0571 Fax: (404) 679-0669	Tina Moore tina.moore@dca.ga.gov Phone (404) 327-6870 Fax (404) 679-0669
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JC/tm

Attached are three (3) documents:

- 1) Proposal Outline for new PSH projects only,
- 2) GA BoS CoC Notice of Intent - SHP Renewal or Modification 2013
- 2) 2013 Georgia BoS CoC Review Application



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Attendees of "Webinar for NEW permanent supportive housing (PSH) applicants"

The list below shows all the attendees of your selected Webinar. For more information, download your complete Attendee Report, available on your Webinar History page two hours after your Webinar ends.

Webinar Attendees

(9 of 10 attendees displayed)

<u>Interest Rating</u> ▼	<u>Name</u>	<u>Email</u>	<u>In Session</u>
79	Halstead, Christin...	chalstead@guarabi.org	45 min
73	Dennis, Tamara a	thearlintonhouse@hotmail...	28 min
72	Hogan, Phillip	phogan@lsqa.org	50 min
71	Mills, Evan	emills@advantagebhs.org	43 min
59	Brown, Peggy	pbrown@pinelandcsb.org	45 min
53	Shereikis, John	jshereikis@hopeatlanta.or...	44 min
50	Rivera, Angelica	arivera@guarabi.org	49 min
44	Green, Rozell	rozell@anotherchanceofatl...	42 min
30	Gallagher, Susan	sgallagher@newhorizonscsb...	36 min

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Jan 31, 2014 02:54 PM PST

General Information

Webinar Name

Webinar for NEW permanent supportive housing

Webinar ID

410193543

Actual Start Date/Time

Dec 12, 2013 01:52 PM EST

Actual Duration (minutes)

51

Clicked Registration Link

19

Opened Invitation

5

Total Attended

10

Session Details

Hogan, Phillip	phogan@lsga.org
Attended	Yes
Registration Date	Dec 12, 2013 01:49 PM EST
Organization	Lutheran Services of Georgia
Unsubscribed	No
Phone	404.769.4286
Job Title	Program Manager

In Session

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 01:52 PM EST	Dec 12, 2013 02:42 PM EST	50.1

Interest Rating

Attendee's In-Session Level of Interest: 72

Registration Q & A

Questions Asked by Attendee

Q: i will typew my question

A: --unanswered--

Q: will this powerpoint be available for applicants?

A: --unanswered--

Q: thanks

A: --unanswered--

Q: reentry from correctional facilities

A: --unanswered--

Q: reentry?

A: --unanswered--

Poll Questions

Post Session Survey Questions

Green,Rozell rozell@anotherchanceofatlanta.org

Attended Yes

Registration Date Dec 11, 2013 07:04 PM EST

Organization Another Chance of Atlanta

Unsubscribed No

Phone 4044286897

Job Title Executive Director

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 01:59 PM EST	Dec 12, 2013 02:42 PM EST	42.97

Interest Rating

Attendee's In-Session Level of Interest: 44

[Registration Q & A](#)

[Questions Asked by Attendee](#)

Q: lol...
A: --unanswered--
Q: powerpoint screen not changing?
A: --unanswered--
Q: is that all?
A: --unanswered--
Q: rozell having screen problem slides not changing still on first slide
A: --unanswered--
Q: on the 20th is it just the application form that's due?
A: --unanswered--
Q: how many new applications do you think you will get?
A: --unanswered--

[Poll Questions](#)

[Post Session Survey Questions](#)

Gallagher,Susan sgallagher@newhorizonscsb.org

Attended Yes

Registration Date Dec 12, 2013 09:24 AM EST

Organization New Horizons CSB

Unsubscribed No

Phone 706-596-5577

Job Title Grants Coordinator

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 02:06 PM EST	Dec 12, 2013 02:42 PM EST	36.2

Interest Rating

Attendee's In-Session Level of Interest: 30

[Registration Q & A](#)

[Questions Asked by Attendee](#)

[Poll Questions](#)

[Post Session Survey Questions](#)

*If an attendee left and rejoined the session, the In Session Duration column only includes their first visit.

Mills,Evan emills@advantagebhs.org

Attended Yes

Registration Date Dec 12, 2013 10:45 AM EST
Organization Advantage Behavioral Health Systems
Unsubscribed No
Phone 706-389-6789
Job Title Grants Administrator

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 01:59 PM EST	Dec 12, 2013 02:42 PM EST	43.13

Interest Rating
Attendee's In-Session Level of Interest: 71

[Registration Q & A](#)

[Questions Asked by Attendee](#)

Q: Much Better!!
A: --unanswered--
Q: There is a massive amount of reverb coming through the speakers right now. I can't understand what anyone is saying.
A: --unanswered--

[Poll Questions](#)

[Post Session Survey Questions](#)

Rivera,Angelica arivera@guarabi.org

Attended Yes

Registration Date Dec 12, 2013 10:42 AM EST
Organization Guara Bi
Unsubscribed No
Phone 6783827927
Job Title Assistant

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 01:52 PM EST	Dec 12, 2013 02:42 PM EST	50.2

Interest Rating
Attendee's In-Session Level of Interest: 50

[Registration Q & A](#)

[Questions Asked by Attendee](#)

Q: thanks
A: --unanswered--

[Poll Questions](#)

[Post Session Survey Questions](#)

*If an attendee left and rejoined the session, the In Session Duration column only includes their first visit.

Shereikis,John jshereikis@hopeatlanta.org

Attended Yes

Registration Date Dec 11, 2013 05:51 PM EST

Organization HOPE Atlanta

Unsubscribed No

Phone 404-817-7070, ext. 109

Job Title Grants Manager

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 01:58 PM EST	Dec 12, 2013 02:42 PM EST	44.07

Interest Rating

Attendee's In-Session Level of Interest: 53

[Registration Q & A](#)

[Questions Asked by Attendee](#)

Q: Still echoing. Almost unintelligible.
A: --unanswered--
Q: I'm hearing really bad feedback and echoing on your end.
A: --unanswered--
Q: Fixed!
A: --unanswered--

[Poll Questions](#)

[Post Session Survey Questions](#)

Halstead,Christina chalstead@guarabi.org

Attended Yes

Registration Date Dec 12, 2013 11:20 AM EST

Organization Guara Bi Inc

Unsubscribed No

Phone 7705020027

Job Title budget analyst

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
Dec 12, 2013 01:57 PM EST	Dec 12, 2013 02:42 PM EST	45.68

Interest Rating

Attendee's In-Session Level of Interest: 79

[Registration Q & A](#)

[Questions Asked by Attendee](#)

[Poll Questions](#)

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*If an attendee left and rejoined the session, the In Session Duration column only includes their first visit.

frazier,aisha **gifttransitionalhome99@yahoo.com**

Attended Yes

Registration Date Dec 12, 2013 02:20 PM EST

Organization gift transitional home inc

Unsubscribed No

Phone 6785108419

Job Title administrative assistant

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
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Interest Rating

Attendee's In-Session Level of Interest: 72

[Registration Q & A](#)

[Questions Asked by Attendee](#)

[Poll Questions](#)

[Post Session Survey Questions](#)

Brown,Peggy **pbrown@pinelandcsb.org**

Attended Yes

Registration Date Dec 12, 2013 08:16 AM EST

Organization Pineland CSB

Unsubscribed No

Phone 9127649015

Job Title Shelter Plus Care Manager

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
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Dec 12, 2013 01:56 PM EST	Dec 12, 2013 02:42 PM EST	45.75
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Interest Rating

Attendee's In-Session Level of Interest: 59

[Registration Q & A](#)

[Questions Asked by Attendee](#)

[Poll Questions](#)

[Post Session Survey Questions](#)

*If an attendee left and rejoined the session, the In Session Duration column only includes their first visit.

Dennis, Tamara a **thearlingtonhouse@hotmail.com**

Attended Yes

Registration Date Dec 12, 2013 12:58 AM EST

Organization Good faith PMS/ The Arlington house

Unsubscribed No

Phone 4049971999

Job Title Director

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
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Dec 12, 2013 01:58 PM EST	Dec 12, 2013 02:22 PM EST	23.88
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Interest Rating

Attendee's In-Session Level of Interest: 73

[Registration Q & A](#)

[Questions Asked by Attendee](#)

Q: better
A: --unanswered--

[Poll Questions](#)

[Post Session Survey Questions](#)

Loftin, Cynthia **ckloftin3@gmail.com**

Attended No

Registration Date Dec 11, 2013 10:30 PM EST

Organization CKL Marketing Services

Unsubscribed No

Phone 404-474-7099

Job Title President

[In Session](#)

Join Time	Leave Time	In Session Duration* (minutes)
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Interest Rating

Attendee's In-Session Level of Interest:

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Georgia Balance of State CoC (GA-501) New Project Applicant Meeting

Permanent Supportive Housing (PSH)

Webinar: December 12, 2013 / 2:00 P.M.

To access Webinar, please register at:

<https://www4.gotomeeting.com/register/410193543>

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



Overview of Continuum of Care (CoC) Program & Project Applications

DISCLAIMER



- This is a GENERAL overview of the CoC Program and Application (for eligible NEW projects to be scored and ranked under Georgia's BoS CoC competition).
- Applicants are responsible for reading the NOFA, regulations, and other related information on HUD's Homeless Resource Exchange (HUDhre.info) to see program and eligibility requirements.

<http://www.onecpd.info/coc/>

Eligible Components for New PSH Projects



Permanent Supportive Housing (permanent housing for people that are chronically homeless and have a disability)

CoCs may submit project applications for Permanent Supportive Housing projects, which are new permanent supportive housing projects that serve chronically homeless individuals, with priority on serving those with the longest histories of homelessness, to the extent that funds are available through reallocation or grant reduction. (amount currently unknown)

For new projects, that make it to the CoC priority ranking list, to be awarded: 1) CoC must score high enough AND 2) funding must be available.

New PSH Funds in BoS Can Be Used For:



- **Leasing (see § 578.49 for full guidance)**
 - No Match Requirement
 - Can lease structures or individual units to provide housing
 - Based on Fair Market Rent for location
 - No utilities unless they are included in the actual rent amount
- **Supportive Services (see § 578.53 for full guidance)**
 - Case Management (ONLY eligible service cost for PSH)
 - 20% maximum amount (of program costs before admin)
 - 25% Match

New PSH Funds in BoS Can Be Used For:



- **Operating Costs (see § 578.55 for full guidance)**
 - Electricity, gas and water,
 - Furniture,
 - Equipment
- **HMIS (see § 578.57 for full guidance)**
 - Data entry
 - Monitoring and reviewing data
 - Other

New PSH Funds in BoS Can Be Used For



- **Administrative Costs (§ 578.59)**
 - Up to 7% of Grant Amount (limited this year)
 - Costs associated with general management, oversight, and coordination; training on Continuum of Care requirements; and environmental review.
 - Administrative costs cannot be used for staff and overhead costs directly related to carrying out activities eligible under § 578.43 through § 578.57.
- **Homeless Management Information System (§ 578.57)**
 - Fees, Data Entry

➤ Please see full CoC Interim Regulations at:
https://www.onecpd.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

Matching/Leveraging Requirements

(CoC Interim Regulations: § 578.73)



For New projects, you MUST submit FORMAL documentation with Application Packets (within each of the 7 copies)

- 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 CoC funds)
 - State and local government grants/contracts
 - Private grants or contributions

Matching/Leveraging Requirements continued



Non-cash can include:

- Client fees
- In-kind donations
- Volunteer time
- Donated services
- Donated Property



CoCs that have 100 percent participation in leveraging from all project applications (including only those communities that have commitment letter(s) on file that are dated within 60 days of the CoC application deadline) and that have at a minimum 150 percent leveraging will receive the maximum points.

Match/Leveraging Documentation



Commitment Letters

New applicants MUST submit match/leveraging documentation for review – 150% is the goal

Please remember, grants are disbursed on a reimbursement basis **ONLY**. Depending on financial history, audit records, and the IRS 990, agencies with only in-kind match, may not be determined as having capacity to administer the program.

Eligible Populations



Chronically Homeless

Project **MUST** serve 100% Chronically Homeless Individuals



An "individual" that :

- With the exception of persons in institutions, currently living in place not meant for human habitation, a safe haven, or emergency shelter; and
- Continuously unsheltered or in a shelter for at least 1 year, or this is the 4th separate occurrence of this living situation in the past 3 years; and
- Head of household can be diagnosed with a specific disability (see page 53 of CoC Interim Regulations).

Persons who were chronically homeless at entry remain chronically homeless at exit, if an institutional stay is less than 90 days.

Definition of Disability (as it relates to Chronically homeless)



Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability (page 53, CoC Interim Rule).

In general, the disability is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such a nature that ability to live independently could be improved by more suitable housing conditions.

Homeless Verification



A person is chronically homeless IF:
you can prove with adequate documentation.

All projects MUST meet HUD definition of chronically homelessness and MUST complete/provide homeless verification on ALL persons served.

Example of Documentation format on DCA S+C web page at:
<http://www.dca.ga.gov/housing/specialneeds/programs/ShelterPlusCar e GranteesOnly.asp>

Examples of Persons NOT Eligible



- Persons in transitional housing
- Persons housed or with resources for housing
- In housing paying excessive rent, in substandard or overcrowded housing
- Living long-term with immediate family, relatives or friends
- Living in a congregate living facility (other than a shelter)
- Living in a hospital or institution (for > 90 days) where the institution has a policy that requires housing placement at discharge
- Youth or adults in state's custody

Grant Requirements

Grant Requirements



- Match
- Leveraging
- Homeless Verification
- Disability Verification (if applicable)
- HMIS Participation
- Collaboration with McKinney Education Liaison (if appli.)
- Site Control
- Environmental Review
- Technical Submission
- Annual Performance Report
- Support Service Provision
- Certifications listed in NOFA
- Program Eligibility
- Etc...

Certification of Consistency with Consolidated Plan



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 State's CoC are:

- Albany
- Brunswick
- Dalton
- Gainesville
- Hinesville
- Macon
- 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.

Certificate of Consistency with Consolidated Plan



- CoC must submit certificate for all grantees in a jurisdiction combined in one form (and submits certifications in CoC Application)
- Renewal projects providing housing or services in a different county than last year need to let DCA know
- Tina will email local Consolidated Plan reps and cc Renewal Project Applicants
- Local jurisdictions need to review/approve all projects

State Executive Order 12372



- *The State of GA was no longer operating the clearinghouse.*
 - DCA's guidance is to select "b" and then do not enter a date.
 - The Notice is located at: <http://opb.georgia.gov/state-clearinghouse>
- *HUD's detailed instructions on addressing the 'State Executive Order 12372' requirements within the Project Application will be located within the project applicant guide when it is available.

HMIS Participation



- Mandated by HUD through Continuum of Care Process
- All agencies participating in the Balance of State CoC must actively participate in Homeless Management Information Systems (HMIS) through use of Pathways COMPASS
- Data reported to HUD on an annual basis through Annual Homeless Assessment Report (AHAR)
- AHAR used by Congress to determine future funding levels
- Data used by Continuum and Statewide for planning

Georgia CoC HMIS Policy



- Enter all consenting clients into HMIS
 - Authorization for HMIS should be attempted for 100%
- ENROLL and DISCHARGE clients in a timely manner
- Comply with current privacy and security standards
- DCA staff monitor compliance with policy through:
 - Site Visits
 - System Utilization Reports
- Family Violence Agencies are to use and submit HUD APRs from the ALICE MIS

The updated GA CoC HMIS Policy and CoC Data Standards can be found on DCA Website: <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>

Housing Support Standards



- ALL COC grantees in Balance of State must adhere to Housing Support Standards
- Standards available on DCA website as well as Implementation Guide
- Support Standards seek to ensure all individuals/families served through DCA funded programs receive access to quality services that will improve their housing stability and move them along the continuum of care and out of homelessness
- Emphasize assessment of housing barriers, development of housing goals, connection to services and tracking progress
- The activities and outcomes related to the standards are tracked in Pathways Compass
 - Procedures for Family Violence Agencies Under Development

Annual Performance Report



- Must report to HUD annually on the performance of the project
- Particularly interested in:
 - Increasing Housing Stability
 - Increased Income
- Report is based on data from HMIS and is reported through E-SNAPS

HEARTH Act Changes



- May 20, 2009 – Reauthorization of HUD's McKinney-Vento Homeless Assistance programs.
- August 31, 2012 – Continuum of Care Interim Rule in effect
- Program Requirements changed . . .
 - Definitions and eligibility changed
 - Requirements to collaborate with McKinney Education Liaison at the program level
 - Agencies that serve families cannot discriminate against families based on age or gender of their children or composition of their family
- HUD is evaluating Continuums of Care on their ability to:
 - Reduce the number of people entering homelessness, reduce the length of time people stay homeless, reduce the number of people that return to homelessness

2013 NOFA Performance Measures & HMIS



- Increased emphasis on performance
 - CoC applications scored on performance:
 - Length of time participants stay in projects
 - Reduction in recidivism
 - Participants movement to and stability in permanent housing
 - Participant employment and income growth
 - Reduction in homelessness, family homelessness, chronic homelessness, etc.
 - Increased emphasis on HMIS
 - Annual data should come directly out of HMIS
- **CoCs review Project and HMIS performance in HMIS

2013 NOFA Educational Assurances

(see Project Application Instructions when it's available)



- 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).

Application Scoring



Balance of State CoC Scoring

(As listed in 2013 GA BoS CoC Application Guidelines & Scoring Criteria)



1. Agency demonstrates capacity to carry out and implement project. 10 points
2. Capacity to fully implement grant – 5 points
3. Capacity to fully utilize project and project need – 5 points
4. Project Match and Leveraging – within application, show match and leveraging information (showing sources) where there are commitment letters on file that are dated within 60 days of the CoC application deadline. The documentation MUST be submitted for new projects. With the exception of Leasing, all projects must show 25% match. All projects must show at least some leverage, and CoC goal is 150% of amount requested for match & leveraging combined). - 11 points max available for each (22).
5. Housing Stability – New projects must fully demonstrate program will help clients achieve housing stability and that the program is appropriate to do so – 20 points
6. Program targets/serves persons who are chronically homeless – 10 points
7. Program targets/serves Veterans – 10 points

Balance of State CoC Scoring

(As listed in 2013 GA BoS CoC Application Guidelines & Scoring Criteria)
continued



8. Income, mainstream benefits, services, target population, program entry, etc. - 40 points
 9. Low number of persons exiting to streets, emergency shelters, or missing data – 10 points
 10. HUD monitoring* – 4 points
 11. DCA monitoring* – 4 points
- *New projects that are not a current HUD or DCA grantee will be scored on ability to demonstrate capacity and lack of compliance issues.
12. Housing & Permanent Supportive Housing focus – bonus points by type of project (5 points for New PSH).
 13. Services that support housing – bonus points (N/A for PSH)
 14. Current project is voluntarily reallocating TH project for PSH to serve chronically homeless – bonus points
 15. CoC participation – bonus points
 16. HMIS data quality – bonus points

2013 Balance of State CoC Priorities



- Emphasis on Permanent Supportive Housing Options that Include Comprehensive Outreach to Sheltered and Street Populations
- Chronic Homeless Benefit
- Veterans
- Funding for HOUSING and operation of HOUSING
- Demonstrated use of Mainstream Resources (Medicaid, TANF, SSI, PeachCare, Workforce IA, Food Stamps, Veterans ... CDBG, HOME, Section 8, GA MH/MR/SA, CSBG ... Anything other than McKinney!)
- Implementation of HMIS
- Matching & Leveraging
- Performance Measures (past performance measured by APR)
 - Housing Stability
 - Helping clients access Mainstream Resources
- Local Collaboration

Threshold Factors



Include, but are not limited to:

- Agency does not meet HUD's criteria for eligibility
- Agency lacks adequate capacity to carry out grant
- Project proposes ineligible costs or activities*
- Project proposes to serve ineligible populations
- Project does not demonstrate required cash match or insufficient commitments for leveraging
- Severe Compliance or Performance Issues on current projects
- Project does not demonstrate adequate impact or cost effectiveness
- Other, as may be identifies by reviewing staff/team

Also

- Failure to Obtain Certificate of Consistency (Local Approval)

2013 Project Ranking Process



- New Projects will first receive (and must pass) a threshold review and will then be ranked according to the scoring criteria to be distributed and posted on DCA's web site (soon).
- Higher scoring new PSH proposals may be placed into Tier 1.
- Lower scoring new PSH proposals may be rejected by the BoS CoC or placed at the bottom of Tier 2.
- There is not enough money to fund everything this year. New projects are only eligible as a result of reallocation, and the estimated amount available is unknown. Tier 2 represents \$700,471 in funds (5% of the overall amount requested that may be cut from current projects).

2013 Project Ranking Process (continued)



Please review HUD's NOFA for priorities, funding criteria, & how each CoC will be scored overall.

Tier 1 (ARD) - projects expected to receive notice of Conditional Funding within 45 days of application deadline (2/3/14).

HUD will score FY 2013/FY 2014 CoC Applications in accordance w/criteria set forth in Section VII.A of this NOFA. – HUD will announce any Conditional Awards (new projects created through reallocation, CoC planning funds, and Tier 2 renewals) after scoring is complete, depending on availability of funding, and in accordance with NOFA. A CoC must score high enough to be awarded new projects.

2013 CoC Application Process



CoC Application Process & Timeline



- December 11th – Proposal Outline due
- December 12th – New Project Applicant Meeting
- December 20th - Submit one (1) copy of a draft Review Application to be received at DCA by 5:00 pm (for each project). Please email, but can mail.
- December 30th – Submit seven (7) copies of complete application package. MUST be received at DCA (including attachments) by 5:00 pm (for each new project) by mail. Please also include most recent IRS Form 990 & list of board members in each package.
- December 30th – Submit E-Snaps Applications to CoC (in HUD's E-Snaps system)
- December 30th (week of) – New project application packages mailed to Review Team
- DCA will contact Renewal Applicants with results of the review by January 17th – CoC will contact applicants by this date with results of project scoring and ranking (DCA's general review of project applications for budget errors will take place separately.)
- January 22nd – All necessary corrections to applications must be complete and All Final Project Applications must be complete and re-submitted in E-SNAPS (No substantial changes can be made after project scoring/ranking)
- DCA submits Application to HUD by February 1st
- Receive notice of conditional Tier 1 awards
- HUD announces results of Tier 2 Renewals (pending CoC score & funding available)
- HUD announces results of New awards (pending CoC score & funding available)

Overall CoC Application Process



- Application packages Due to DCA for scoring by December 30th
- Review Committee meets and scores project applications
- DCA provides review results (and ranking) by January 17th
- Applications not rejected or ranked below the funding line can correct mistakes (based on Review Team feedback), But NO substantial changes can be made after scoring! (see 5th page of DCA's December 5, 2013 memo)
- Final Applications Re-SUBMITTED in E-Snaps by January 22nd
- DCA submits Application to HUD by February 1st
- HUD releases award announcement for Tier 1 projects
- HUD releases CoC results for Tier 2 projects

2013 Balance of State CoC Process: E-SNAPS



- **MUST** complete and submit CoC Project Application electronically through E-SNAPS
- <https://www.onecpd.info/e-snaps/>
- Read ALL directions:
<https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>
- Questions should go to HUD through Virtual Help Desk ("Ask a Question") -
<https://www.onecpd.info/coc/>

Each 2013 Project Application should include (see NOFA p. 32)



- 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 (also see NOFA pp. 22-23)
- HUD-2880, Applicant/Recipient Disclosure/Update Report must be attached for each project;
- SF-LLL – Disclosure of Lobbying Activities (if applicable);
- Applicant Code of Conduct (SEE NOFA);
- HUD-50070 – Certification of a Drug-free Workplace.

*See notice for full list of requirements, certifications, & responsibilities.

Other HUD Requirements (begin p. 29 of NOFA)



- Fair Housing and Equal Opportunity
- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.
- Debarment and Suspension.
- Delinquent Federal Debts.
- Compliance with Fair Housing and Civil Rights.
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."
- Economic Opportunities for Low- and Very Low-income Persons (Section 3).
- Real Property Acquisition and Relocation.
- Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.
- Prohibition Against Lobbying Activities.
- Participation in HUD-Sponsored Program Evaluation.
- Environmental Requirements.
- Drug-Free Workplace.
- Safeguarding Resident/Client Files.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.

NEW Application Packets (should include):



- Applications Due to DCA for Scoring on December 30th (at **DCA by 5:00 pm**) to include:
 - E-Snaps Project Application
 - Final Review Application
 - Match/Leveraging documentation
 - Nonprofit documentation (if applicable)
 - Most recent financial audit
 - Most recent IRS Form 990
 - List of Board Members
 - Other documents as needed for application

Seven copies (7) of complete response

MUST be received by December 30th!!

Application Packet



Mail to DCA at:

Georgia Department of Community Affairs
State Housing Trust Fund
60 Executive Park South, NE
Atlanta, GA 30329
Atten: GA Balance of State Continuum of Care
Application

QUESTIONS



General CoC / Application submission questions ...
Tina Moore at (404) 327-6870

E-Snaps Assistance:

<https://esnaps.hudhre.info/projectapps.cfm>

E-SNAPS & CoC Program questions can be directed to
HUD staff through the HUD HRE Virtual Helpdesk

<http://www.hudhre.info/index.cfm?do=viewHelpdesk>

RESOURCES



2013 Continuum of Care NOFA & CoC Competition page:

<https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/>

CoC Interim Regulations

https://www.onecpd.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

OneCPD

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