

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

## 1A. Continuum of Care (CoC) Identification

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange 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

**1A-4. HMIS Lead:** Georgia Department of Community Affairs

## 1B. Continuum of Care (CoC) Engagement

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings.**  
**Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.**  
**Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	No	No	No
Local Jail(s)	No	No	No
Hospital(s)	No	No	No
EMT/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	No	No	No
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	No	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	No
Youth advocates	Yes	Yes	No
Agencies that serve survivors of human trafficking	No	No	No
Other homeless subpopulation advocates	Yes	Yes	No
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
State Agencies - Community Supervision, CJCC, Education, and Labor	Yes	Yes	Yes
U.S. Department of Veterans Affairs	Yes	Yes	No

**1B-1a. Describe in detail how the CoC solicits and 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. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

The BoS CoC makes significant effort to obtain stakeholder input and participation from individuals with expertise in addressing homelessness throughout the 152 county jurisdiction. Input was solicited from BoS CoC membership on the feasibility of regional systems that can be used to navigate coordinated entry and on priority recommendations for the CoC's response to the BoS CoC priorities within the State ESG competition. Mental Health and Substance Abuse Service Organizations, including Advantage Behavioral Health Services, are represented on the committee responsible for the application process, competition policy, and written standards, and New Horizons Community Service Board serves on the committee overseeing coordinated entry. Public Housing Authorities, including the Housing Authority of the City of Cairo serves on the Membership and Rules Committee. The Alma Housing Authority and Lawrenceville Housing Authority currently serve on the Board as Regional "At Large" members.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
House of Dawn, Inc.	No	No	No
Open Arms, Inc.	Yes	No	No
Safe Harbor Children's Shelter, Inc.	Yes	Yes	No
Advocates for Bartow's Children	Yes	No	No
Georgia Educational Learning Center, Inc.	Yes	No	No

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.**

**Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
S.H.A.R.E. House, Inc.	Yes	No
Battered Women's Shelter, Inc.	Yes	No
Carroll County Emergency Shelter, Inc.	Yes	No
Citizens Against Violence, Inc.	Yes	No
Crisis Line & Safe House of Central Georgia, Inc.	Yes	No
Northwest Georgia Family Crisis Center, Inc.	Yes	No
Georgia Mountains Women's Center, Inc.	Yes	No
Tri-County Protective Agency, Inc.	Yes	No
Halcyon Home For Battered Women, Inc.	Yes	No
SAFE Homes of Augusta, Inc.	Yes	No

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016.  
(limit 1000 characters)**

On 7/15/16, a notice seeking new proposals was issued to 1,338 persons representing nonprofits, faith organizations, coalitions, mental health boards, local governments, state agencies, and others throughout the CoC. On 7/21/16, the CoC held a web-based new project applicant meeting to train all prospective CoC applicants on eligibility as it relates to new 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 11 new proposals for RRH or PSH. One first-time project applicant submitted a formal application this year. All new applicants that meet threshold requirements for organizational capacity and other eligibility requirements are scored with the same methodology and objective scoring criteria where the project application score will determine final ranking for the project listing.

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** Semi-Annually

## 1C. Continuum of Care (CoC) Coordination

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	No
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	14
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	4
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	14
How many of the Con Plan jurisdictions are also ESG recipients?	4
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

The CoC worked directly with Macon, Gwinnett, Cherokee, & Clayton as they updated their 5-year Plans. The CoC worked with the State Con Plan jurisdiction in March 2016 to determine ESG priorities in the BoS.

The CoC coordinated with Albany, Brunswick, Hinesville, Dalton, Cherokee, Henry, Gainesville, Gwinnett, and Valdosta where an actual count was conducted for the 2015 PIT. They worked individually with the CoC on numerous occasions and attended additional web-based training sessions and a debriefing for the 2015 PIT. And in March 2016, the CoC coordinated with Albany, Hinesville, & Dalton where these jurisdictions served as Homeless Veteran Registry Coordinators.

The CoC meets quarterly with the Con Plan (and ESG) jurisdictions of Gwinnett and Clayton counties who serve on the CoC Board. CoC staff attends monthly homeless coalition meetings coordinated/attended by local government staff in Albany and Hinesville.

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

The Continuum collaborates regularly with the four ESG Entitlements within the CoC. First, the CoC works with the Georgia ESG Entitlement to develop funding priorities for project types funded through ESG. The Georgia Entitlement assigns additional weight to applications for the project types designated by the CoC as high priorities. In the most recent funding cycle emergency shelter, rapid re-housing, and homelessness prevention were the top three priorities. In addition, the Collaborative Applicant and the Georgia Entitlement share an HMIS Technical Assistant to ensure that data quality is high in order to evaluate project outcomes. Secondly, while no ESG Entitlements besides Georgia involve the CoC in determining funding priorities, the CoC did provide Con Plan data for each jurisdiction. In addition, the CoC Coordinator is consulting with ESG recipients (Clayton, Gwinnett, Macon-Bibb, and Georgia) staff to establish final written standards for providing assistance.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld.**

**(limit 1000 characters)**

The state has historically maintained a single point of entry for those experiencing domestic violence. Using this resource, DV victims who request assistance are provided with the closest DV service agency and often transportation is arranged to that secured site with the provider. Before extensive assessments are conducted, temporary protective orders are initiated. Services and housing are offered but not required.

In the event a victim presents to a homeless service provider, the crisis line is used to identify the closest, most appropriate resource for those in need. If a homeless service provider determines that the victim is actively fleeing and therefore cannot meet the needs of a project participant, or if a participant prefers a more secure location, the homeless service provider can use the crisis line to identify an appropriate resource.

All DV client data is entered into a HMIS comparable database that is secure and cannot be viewed by homeless service providers.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Georgia Housing and Finance Authority	17.81%	No
Housing Authority of the City of Macon	21.21%	Yes-Both
Northwest Georgia Housing Authority	41.48%	Yes-Public Housing
Housing Authority of the City of Jonesboro	2.86%	No
Housing Authority of the City of Brunswick	12.79%	Yes-HCV

**If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.**

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.  
(limit 1000 characters)**

The Georgia Housing Voucher Program, administered statewide by the Georgia Department of Behavioral Health and Developmental Disabilities, provides permanent supportive housing to individuals with mental illness. It focuses on



chronically homeless individuals as well as those transitioning out of state institutions who would otherwise become homeless. To date, over 3,297 persons have been served under this program. As of September 6, 2016, there are 1,964 persons currently participating under this supportive housing program. In addition, the State of Georgia and the City of Atlanta (which includes 25 Balance of State CoC counties) HOPWA programs supports an estimated 500 additional units of housing for persons who are lower income and HIV+, many of whom were homeless at entry. Additionally, the Georgia Commission on Family Violence supports approximately 315 family violence beds, largely with state and VAWA funds.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input type="checkbox"/>
Engaged/educated law enforcement:	<input type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input checked="" type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

Foster Care:	<input type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

The Balance of State CoC will seek to formalize a relationship going forward with the Georgia Alliance of Community Hospitals. This organization recognizes the need for proper placement of the state's most needy and often uninsured patients. Currently 18% of Georgians are uninsured (10th highest in the nation). Recognizing that many of these persons are also not housing stable, the Balance of State CoC will reach out with its coordinated entry system to assist community hospitals with triage for clients discharged from short and longer term institutional settings who lack resources for housing. Central to this work will be housing assessments at the point of entry in order to adequately assess options at discharge. This work, however, is ongoing in a less formal manner via relationships between hospital discharge social workers and local homeless service providers, the state's 22 assertive community treatment teams, PATH providers and others.

## **1E. Centralized or Coordinated Assessment (Coordinated Entry)**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.  
(limit 1000 characters)**

In the last year, the CoC has implemented a pilot version of coordinated entry for veterans in Macon. Using Veteran registry information and HMIS, the CoC matches veterans to service providers as a model for a broader system.

Referrals are made to appropriate housing providers to begin assistance and expedited housing. Client information is gathered by providers so that those persons with acute needs can be identified and helped as rapidly as possible.

An on-line Housing Gateway screens clients and provides contact information for each of the eight CoCs and other public mental and physical health providers. The CoC continues to operate the Georgia Housing Search program which allows for on-line or bi-lingual phone access to information on available rental properties.

The CoC has created a by-name list of homeless Veterans through a Veteran Registry and HMIS, and partnered with the Georgia HCV Program to provide a call center to assess needs and identify resources.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual,**

**select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSVF Providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

#### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	65
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	10
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	53
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	96.36%

#### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

The CoC factors in the severity of needs and vulnerabilities of participants that a project serves through scoring criteria used to review, rank, and select projects. Related scoring criteria used to review renewal projects were the following specific criteria: program targets/serves persons who are chronically homeless; program targets/serves Veterans; program serves persons who have special needs or high barriers to housing (disabling condition, current or past substance use, & victim of domestic violence); provides PSH to people with disabilities; program uses a housing first model; program uses a low barrier approach to entry; serving people with the highest barriers to housing stability; and partnering with the CoC to prioritize beds for Veterans identified in registry and on by-name list in a housing blitz. Through the scoring process, and bonus points, the CoC gives projects who serve these populations receive additional consideration in the review and ranking process.

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

The CoC released a Balance of State Continuum of Care Notice of Funding Availability, which included the BoS competition policy, review application documents and scoring criteria for new and renewal projects (web link), proposal outline for new projects to indicate interest in applying. The notice and link to all supplemental materials was distributed to the BoS membership list and the Collaborative Applicant's BoS mailing list of other interested parties (1,338 individuals), and re-sent to renewal applicants. The BoS competition documents (policy, review applications, and scoring criteria) were publicly released and posted on the CoC's web site on 7/14/16.

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).** 09/12/2016

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)** Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)** 08/29/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?** Yes



## **1G. Continuum of Care (CoC) Addressing Project Capacity**

### **Instructions**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### **1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (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 (including capacity to implement CoC program requirements) 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 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 on the following measures and within the overall CoC performance goals ending of chronic homelessness, participant eligibility, exits to homelessness, grant/bed utilization, increasing housing stability, increasing project participants income, and obtaining mainstream benefits.

### **1G-2. Did the Collaborative Applicant include Yes accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?**

## **2A. Homeless Management Information System (HMIS) Implementation**

### **Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.**

Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.**

CoC Governance Charter, page 14; referencing Bylaws: Page 2 for CoC roles and responsibilities and pages 3 and 4 for HMIS Lead roles and responsibilities

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.**

Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?**

Yes

**2A-4. What is the name of the HMIS software** COMPASS ROSE

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Pathways Community Network Institute

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

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2B-1. Select the HMIS implementation Multiple CoCs coverage area:

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

#### 2B-2.1 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-2.2 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-2.3 Funding Type: State and Local

Funding Source	Funding
----------------	---------

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

**2B-2.4 Funding Type: Private**

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

**2B-2.5 Funding Type: Other**

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

2B-2.6 Total Budget for Operating Year	\$829,400
--	-----------

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

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 05/02/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	1,505	692	554	68.14%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	1,265	456	747	92.34%
Rapid Re-Housing (RRH) beds	669	100	555	97.54%
Permanent Supportive Housing (PSH) beds	2,446	37	1,972	81.86%
Other Permanent Housing (OPH) beds	0	0	0	

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

The HMIS coverage rate for Emergency Shelter beds is 68%. It's difficult to get agencies to both participate in HMIS, and to enter quality data in HMIS, for programs that don't receive ESG or CoC funding. Over the next 12 months, the CoC will contact those agencies in an effort to get the twelve programs that are currently not participating in HMIS to do so. The CoC will work with programs that begin using HMIS to provide technical assistance on data quality.

The HMIS coverage rate for Permanent Supportive Housing is 82%. There were 382 VASH beds leased up on the night of the PIT count, and none of them are in HMIS. Over the next 12 months, the CoC will meet with the PHAs in an effort to get Veterans served through VASH and those beds into HMIS. The CoC will also work with the PHAs that begin using HMIS to provide technical assistance on data quality.

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Semi-Annually

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

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	9%	5%
3.2 Social Security Number	0%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	3%
3.8 Disabling condition	18%	2%
3.9 Residence prior to project entry	23%	3%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	1%
3.15 Relationship to Head of Household	3%	0%
3.16 Client Location	15%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	31%	2%

### 2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>



None	<input type="checkbox"/>
------	--------------------------

**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?**

12

**2D-4. How frequently does the CoC review data quality in the HMIS?**

Monthly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.**

Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date.  
(limit 750 characters)**

The BoS CoC does not have any VA Grant and Per Diem beds.

## **2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

**2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes

**2E-2. Indicate the date of the most recent sheltered PIT count:** 01/25/2016  
(mm/dd/yyyy)

**2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable

**2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX:** 05/02/2016  
(mm/dd/yyyy)

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

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
HMIS data was used to pull sheltered count data. Provider survey data was used for DV and non-HMIS user programs to determine the total sheltered number for the PIT.	<input checked="" type="checkbox"/>

### 2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
Provider survey data	<input checked="" type="checkbox"/>

### 2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

For the sheltered count, the CoC conducted a complete census of every person residing in an emergency shelter or transitional housing program on the night of the 2016 PIT. The CoC used HMIS data for all ES and TH programs utilizing

HMIS, and the survey provider method for all programs. This data was collected from programs that do not utilize HMIS (DV and others) to obtain the most complete information. Survey provider data was entered into the same format as HMIS data, and used to review and validate all HMIS data. All data was reviewed for inconsistencies or questionable responses and providers were personally contacted by CoC staff to clarify data. As a last resort, staff used extrapolation for the few programs where the CoC was not able to procure a completed survey for programs known to still be in operation and staff applied the average bed utilization of all other Emergency Shelter programs. Cost, performance, and outcome data were considered in creating this system.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

No changes have been made.

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?** Yes

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

Three projects were included in the 2015 PIT, but were not included on the 2016 PIT. Emergency shelter coverage decreased by 48 beds largely due to a 65 bed VA DOM project that the CoC removed from the inventory (based on the guidance) on the 2016 HIC. Also, one warming center that was open during the 2015 PIT count was not open during the 2016 PIT count, and one shelter is no longer operational. Transitional Housing coverage increased 44 beds with the addition of 3 projects and the removal of 3 projects that are no longer operating. An additional 142 VASH Vouchers were reported in 2016. Rapid re-housing beds in use on the night of the 2016 count increased by 48 and permanent supportive housing beds saw an increase of 5.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

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

**2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)**

There were no changes.

## **2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.**

**2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes

**2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/26/2015

**2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?** Not Applicable

**2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 05/15/2015

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

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

### 2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Given the complexity of counting in the BoS CoC 152 county coverage area, the Collaborative Applicant contracted with Kennesaw State University to develop a predictive model for the state. In 2008, KSU statisticians performed a cluster analysis that used 300 census variables to group all counties in the state into 9 clusters. Using cluster sampling, the CoC works with communities to conduct Service Based Counts in counties across the state. These sample counts, along with data from the cluster analysis, are used to create a regression model that predicts estimates for counties that were not able to perform actual counts. In 2015, the CoC worked with local service providers to collect PIT data in as many counties as possible, which included 69 counties. Surveys were administered the week following the count date, and some communities utilized a hybrid methodology by completing surveys on the night of the count and then continuing to survey the following week.

**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

No changes were made.

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** No

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

In 152 counties, it can be difficult to identify and engage the homeless youth population with the limited number for RHY providers in the CoC. However, the CoC works with youth outreach projects as they can supply critical information to help identify locations where homeless youth gather. Through the ESG Program, the state has partnered with a RHY provider to provide outreach to unaccompanied homeless youth.

For the 2017 Unsheltered PIT Count, the CoC is specifically requesting participation from RHY providers, one of whom participated in our 2016 Veteran's Registry. We are emphasizing the importance of counting youth in the CoC in order to most effectively target efforts toward this population. The CoC is also working to modify the survey instrument to collect information on the homeless youth population to ensure we're aware of the issues at hand for the homeless youth community.



## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)**

Not Applicable. The Balance of State CoC did not conduct an unsheltered count in 2016. The steps in 2J-1 reflect the 2015 unsheltered PIT count.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

#### \* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	5,797	5,575	-222
Emergency Shelter Total	1,248	1,042	-206
Safe Haven Total	0	0	0
Transitional Housing Total	1,031	1,015	-16
Total Sheltered Count	2,279	2,057	-222
Total Unsheltered Count	3,518	3,518	0

#### 3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	6,004
Emergency Shelter Total	4,593
Safe Haven Total	0
Transitional Housing Total	1,411

### 3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

As part of the CoC's coordinated entry activities, the CoC is planning to engage a research institution to analyze data from the Barriers to Housing Stability Assessments in HMIS. These assessments, which have been recorded in HMIS since 2008, are conducted on each head of household to examine which barriers may be predictors of, or risk factors for, entering homelessness and households experiencing certain housing outcomes.

Additionally, there are 4 homeless prevention projects (amounting to \$250,000 in funding available for prevention in the Balance of State CoC) currently working towards reducing the number of households who become homeless for the first time. Further, the CoC has worked with the Georgia State Interagency Council on Homelessness and other state agencies to develop discharge planning protocols for the mainstream agencies addressing corrections, behavioral health, mental health and foster care.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

This year, the CoC has worked with our HMIS software provider to produce, measure and track these baseline numbers. The average length of time persons in emergency shelter are homeless is 83 days. The average for persons in emergency shelter and transitional housing is 165 days. The new HMIS software being acquired this year is expected to further assist in efforts to measure and track the length of time people are homeless.

Focusing and planning around a housing first model and rapid rehousing will reduce length-of-time homeless. Through regional meetings (March 2016) and a Housing First Training (May 2016), the CoC works with providers in an effort to address program barriers participants experience with entering or remaining in a program, and achieving rapid rehousing.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:**  
**Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the**

**retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	201
Of the persons in the Universe above, how many of those exited to permanent destinations?	138
% Successful Exits	68.66%

**3A-4b. Exit To or Retention Of Permanent Housing:**  
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	1,865
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	1,726
% Successful Retentions/Exits	92.55%

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

Twelve percent of returns to homelessness occur in less than 6 months, 8% occur in 6-12 months, and 7% occur in 13-24 months.

Trainings/TA are offered to help agencies utilize best practices for clients to maintain stable housing and access services. Tracking of clients re-entering homelessness is done on a project-by-project basis so that targeted monitoring and support are arranged.

The state funds SOAR services and aftercare case management. For Shelter Plus Care projects, the state funds a Harm Reduction Program, an intensive case management practice supporting the Housing First Model for those with severe mental illness and active addiction.

The CoC has developed methodology for identifying recurrence of homelessness. HMIS is utilized in this effort to monitor and record these returns to homelessness for clients exiting rapid rehousing, transitional housing, and PSH.

**3A-6. Performance Measure: Job and Income Growth.**  
**Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.**  
**(limit 1000 characters)**

State funds provide employment training and child care to move clients to work. Currently, half of the awards for these projects are in the BoS CoC area.

Further, 53% of current CoC recipients/subrecipients provide SOAR technical assistance to project participants. And in the last year, CoC recipients/subrecipient participants have increased income from all sources by 11% (47.78% from 36.12%). Leavers with non-cash mainstream benefits has increased by .64% (77.38% from 76.74%) in the last year.

CoC Program-funded projects utilize the COMPASS System to evaluate applicant eligibility for mainstream benefits and provide a concise online application for increasing non-employment related income.

Projects are assisted with these activities through group and individual trainings and support by the CoC, including best practices training. The CoC works to encourage recipients/subrecipients to utilize the COMPASS System, SOAR, and employment training/childcare.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.**  
**(limit 1000 characters)**

The CoC works with the Department of Labor and the Department of Behavioral Health & Developmental Disabilities (DBHDD), on the CoC Board to increase income for homeless families.

DBHDD contracts with providers to operate Supported Employment (SE) services throughout the state for eligible individuals. Services include support to access benefits counseling; identifying vocational skills and interests; and developing and implement a job search plan to obtain competitive employment in an integrated community setting based on the individual's strengths, preferences, abilities, and needs.

The CoC Program funds 59 PH projects (excluding 10 new PH 2015 projects not under contract). Of those 59 projects, 31 have a relationship with DBHDD's Supported Employment Services (14 recipient/subrecipient organizations are contracted to be a SE provider). Fifty-one percent (51%) of the CoC's PH projects are regularly connecting participants with employment services.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?**  
**(limit 1000 characters)**

There are three street outreach teams working in the Balance of State CoC: one

targeting homeless minors, one for homeless youth and one led by a mental health provider. Each agency providing street outreach has access to homeless assistance providers, including an emergency shelter, at a minimum.

We select PIT participating organizations with convenience sampling. Organizations who participate in our PIT count identify and track homeless individuals and identify appropriate geographic areas by working with law enforcement, churches, local food banks, and other service providers who encounter and have relationships with the homeless in their communities.

Unsheltered are engaged and identified to immediately move them towards shelters. If shelters do not exist in the area, hotels can be used to temporarily house people until they can move to a more permanent housing. Permanent solutions, such as rapid rehousing and PSH are engaged for these clients as quickly as possible.

**3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?** No

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?**  
(limit 1000 characters)

N/A

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.** 08/11/2016  
(mm/dd/yyyy)

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.**  
(limit 1500 characters)

N/A

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

### Objective 1: Ending Chronic Homelessness

#### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	981	933	-48
Sheltered Count of chronically homeless persons	98	50	-48
Unsheltered Count of chronically homeless persons	883	883	0

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.  
(limit 1000 characters)**

There was a decrease in the number of sheltered chronically homeless persons, and the CoC did not conduct an unsheltered count in 2016. Thus, we cannot comment on the overall changes, only the sheltered changes.

Regarding methodology, for the 2016 Sheltered Count, the CoC followed the updated guidance in the Notice on data collection in regards to who is chronically homeless for the PIT, which required homeless occasions to be at least 12 months where individuals were homeless on four separate occasions in the last 3 years. In comparing the 2016 sheltered data to the 2015 data, there were five shelter programs that reported a significantly smaller portion of their sheltered clients as being chronically homeless.

**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	479	479	0

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.  
(limit 1000 characters)**

There was no change in the number of dedicated beds for chronically homeless individuals and families. However, in 2015 the CoC implemented policy requiring PSH project to prioritize at least 85% of non-dedicated beds for chronically homeless, and projects have committed that 100% of non-dedicated beds will be prioritized.

Collaborative Applicant staff and the Standards, Rating, and Project Selection Committee have begun discussion around methods to further increase the number of dedicated beds for chronically homeless individuals and families. The requirement of dedicated beds to exclusively serve persons experiencing chronic homelessness in those beds unless there are no persons within the CoC's geographic area, is a little more difficult for large CoCs, where a homeless person meeting the definition of chronically homeless may be multiple counties away from a given bed.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and**

Yes



## **Recordkeeping Requirements for Documenting Chronic Homeless Status?**

**3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.** Pages 1-6

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?** Yes

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

The CoC adopted the orders of priority in all CoC-funded PSH programs as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing to both further reduce the number of people experiencing chronic homelessness and to target current PSH resources.

Current CoC strategies include increased emphasis and technical assistance for PSH providers on prioritization of people who are chronically homeless, technical assistance on harm reduction and housing first models, working with HUD TA around methodology for special populations, and working to create a by-name registry for chronically homeless individuals in the 2017 PIT.

Currently, some of the CoC-funded PSH programs have PATH Teams, and they have provided training and TA at the annual training. The CoC will work with them to strategize more comprehensive outreach approaches for PSH programs in order to reach some of the more vulnerable people who may not be accessing services.

## 3B. Continuum of Care (CoC) Strategic Planning Objectives

### 3B. Continuum of Care (CoC) Strategic Planning Objectives

#### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

#### 3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless.  
(limit 1000 characters)**

The CoC's current HMIS provider does not allow length of time since becoming homeless to be extracted. However, this is expected to change when a new system is implemented this year.

The CoC and state ESG jurisdiction provides annual training in Housing First and best practices, encourages service providers to utilize funding for housing search and placement so that case managers are not overburdened and can help participants move into housing quickly, and encourages partner agencies to use the Georgia Housing Search website to identify the most appropriate housing available for program participants' particular needs.

The CoC and state ESG jurisdiction have prioritized RRH and provide training and technical assistance for maximizing RRH to quickly house families. To maximize participation in CoC and ESG-funded RRH, new agencies are contacted and encouraged to participate in these programs where appropriate. Specific TA is given to agencies who struggle to meet their goals.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	156	150	-6

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
Other: Policies and procedures for entry are reviewed annually before funds are committed to projects.	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

### PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	691	678	-13
Sheltered Count of homeless households with children:	498	485	-13
Unsheltered Count of homeless households with children:	193	193	0

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

There was a slight decrease in the number of homeless households with children. The CoC believes this is because there are more permanent housing opportunities available through the Rapid Rehousing projects. In the BoS Continuum, over 900 people were served in Rapid Rehousing projects in 2015. Without this intervention, these individuals and families would likely have been unsheltered homeless or in an emergency shelter.

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	No
LGBTQ youth homelessness?	No
Exits from foster care into homelessness?	No
Family reunification and community engagement?	No
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	No
Unaccompanied minors/youth below the age of 18?	No

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>

Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input checked="" type="checkbox"/>

**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	42	68	26

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.**

**(limit 1000 characters)**

We've been working with agencies to provide technical assistance on HMIS data and program implementation. As a result, RHY organizations have increased outreach efforts.

**3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$331,852.00	\$305,000.00	(\$26,852.00)
CoC Program funding for youth homelessness dedicated projects:	\$62,702.00	\$0.00	(\$62,702.00)
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$269,150.00	\$305,000.00	\$35,850.00

**3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?**

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	3
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	0
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	1

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.  
 (limit 1000 characters)**

It is difficult to be certain education liaisons and coordinators from all 152 counties covered by the CoC are active, however, there is a representative from the Department of Education on the CoC Board, as well as representatives from agencies that serve and advocate for children and families on CoC committees, such as Action Ministries and the Georgia Alliance to End Homelessness.

Additionally, the Head Start Collaboration Director from the GA Department of Early Care and Learning, as well as several Head Start representatives, serve on the Interagency Council to End Homelessness. In an effort to assist school administrators in identifying families who may be homeless or at risk of homelessness, CoC Education policy requires providers to designate a staff member to maintain regular contact with local school liaisons, and other community education representatives, to ensure that families receive immediate services and that schools provide additional support as needed.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.  
(limit 2000 characters)**

The CoC has an education policy that is required to be carried out by all ESG & CoC-funded programs within the CoC. The policy is updated and published in the handbooks that the collaborative applicant distributes yearly. The policy specifically affirms that all children are enrolled in the most appropriate program, either school positioned for success in education or an early childhood education program.

The policy requires designated staff within each agency to ensure participants are informed of their educational rights, to ensure children and youth access appropriate education services (enrolled in school, early childhood programs, or other relevant education programs), and to maintain regular contact with local school liaisons. As part of the CoC & ESG application processes, agencies need to affirm that they are carrying out this policy. The collaborative applicant and entitlement staff monitor agencies annually to ensure compliance and specifically review evidence to show agencies are in full compliance and have program policies to ensure that agency staff work with local school liaisons.

Agencies are required to show how they proactively work with schools and education authorities to ensure homeless families are aware of their rights to homeless services.

Through the State Interagency Council on Homelessness, collaborative applicant staff developed a partnership with the State level McKinney Vento Education Liaison.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?  
(limit 1000 characters)**

HUD CoC-funded providers have MOU/MOAs with Homeless Liaison/Social Workers (which includes Head Start and Early Head Start), and Pre-K. Providers also have MOAs with local organizations/programs such as Open Door, Growing Room, Enrichment Services, Columbus Board of Health/Project Launch Grant Initiative (mental health consultant services), Great Start Georgia, the public mental health provider Adolescent Addictive Diseases Clubhouse Services, Our House (child care services), Boys and Girls Club.

Outside of formal agreements, providers reported working relationships with Healthy Start and performing the same assessments utilized by Public Health to make referrals for appropriate children in their shelter. Providers also reported a Family Advocacy Program, which starts working with parents and children from birth to follow milestones and encourage parents to read and do other

educational activities with their children.



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

### Objective 3: Ending Veterans Homelessness

#### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

#### 3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	533	468	-65
Sheltered count of homeless veterans:	113	48	-65
Unsheltered count of homeless veterans:	420	420	0

#### 3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

There was a slight decrease in the number of sheltered homeless Veterans as shown on the night of the 2016 PIT Count. This year based on guidance in the Notice, the CoC did not include inventory or veterans in VADOM, and that represents a decrease of 65. There was no change recorded in the number of unsheltered Veterans, because the CoC did not conduct a unsheltered PIT count in 2016.

While the CoC did not conduct a full unsheltered count, the CoC conducted a Homeless Veterans Registry in March 2016. Participation in the survey originally included 95 of the 152 counties served by the Balance of State CoC, but coordinators ended up only covering 80 counties. From this registry, 105 Veterans were identified as homeless (in 26 of the 80 counties), but only 71 of

those homeless Veterans provided their contact information and consent to be contacted to receive assistance in finding housing.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)**

When street outreach for homeless persons is conducted, those engaged are asked about their Veteran status. Local outreach teams approach homeless at known encampments/locations.

Homeless individuals are added to the BoS CoC By-Name Veteran List, and referred to the closest SSVF provider offering services. The SSVF provider will screen the Veteran and make the appropriate referral for VASH or other housing/services utilizing a VI-SPDAT or other tools.

VA funded providers in the CoC meet bi-weekly to conduct case conferencing, along with the BoS CoC Veteran Housing Coordinator. VA medical centers partner with and refer clients into the SSVF organizations.

Agencies funded by non-VA funds refer identified homeless veterans to the SSVF provider nearest them. This includes faith based organizations, CoC funded agencies, municipalities, and other private charitable organizations.

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	950	468	-50.74%
Unsheltered Count of homeless veterans:	904	420	-53.54%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.** No

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical**

**assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?  
(limit 1000 characters)**

The CoC would like to continue working with HUD TA providers under the Vets@Home Initiative. Using information from the Veteran Registry conducted and with data from HMIS and SSVF Providers, a By-Name List was created for all homeless veterans within the CoC. The CoC has begun the process of matching each Veteran from the By Name List with a SSVF provider in their county for an initial assessment. This is being done regionally, starting in the geographic area that indicated the most need. If the Veteran is in a county not served by SSVF, the CoC will refer the veteran to another agency receiving ESG or CoC funding. The CoC has also been working with SSVF to expand coverage to other counties where a Veteran has been identified but SSVF funding doesn't exist. With the PSH utilization rate at 101%, the CoC has worked with current permanent housing providers (RRH and PSH) to obtain commitment to partner with the CoC in a housing blitz to prioritize homeless Veterans for housing as needed.

## 4A. Accessing Mainstream Benefits

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** No

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	66
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	24
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	36%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

The BoS CoC is not in a Medicaid expansion state, and we are not currently working with healthcare organizations to increase health insurance enrollment.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the**

**healthcare benefits available to them?**

<b>Educational materials:</b>	<input type="checkbox"/>
<b>In-Person Trainings:</b>	<input type="checkbox"/>
<b>Transportation to medical appointments:</b>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>Not Applicable or None:</b>	<input type="checkbox"/>

## 4B. Additional Policies

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

#### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	66
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	61
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	92%

### 4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

#### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	66
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	59
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	89%

### 4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<input type="checkbox"/>
--------------------------------	--------------------------

Use of phone or internet-based services like 211:	<input checked="checked" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	252	299	47

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?**

(limit 1000 characters)

N/A

**4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?** No

**4B-7a. If "Yes", to question 4B-7, 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 2500 characters)**

N/A

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?**

No

**4B-8a. If "Yes" in Question 4B-8, 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

**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.**

Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input checked="" type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>



Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="checked" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
CoC Systems Performance Measurement	05/10/2016	5
HMIS	08/18/2016	5
Homeless subpopulations targeted by Opening Doors: veterans, chronic	07/11/2016	5
Data reporting and data analysis	05/03/2016	5

## 4C. Attachments

### Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	2016 CoC Consolid...	09/10/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	CoC Consolidated ...	09/12/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/10/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Re...	09/10/2016
05. CoCs Process for Reallocating	Yes	CoCs Process for ...	09/10/2016
06. CoC's Governance Charter	Yes	Governance Charte...	09/10/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/10/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	09. PHA Administr...	09/12/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU - Ge...	09/10/2016
11. CoC Written Standards for Order of Priority	No	BoS PSH Written S...	09/10/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX-System Perfor...	09/10/2016
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** 2016 CoC Consolidated Application Evidence of CoCs Communication to Reject Projects

## **Attachment Details**

**Document Description:** CoC Consolidated Application Public Posting Evidence

## **Attachment Details**

**Document Description:** CoC Rating and Review Procedure

## **Attachment Details**

**Document Description:** CoC Rating and Review Procedure Public Posting Evidence

## **Attachment Details**

**Document Description:** CoCs Process for Reallocating

## **Attachment Details**

**Document Description:** Governance Charter Georgia BoS Continuum of Care Approved April 4 2016 Final

## **Attachment Details**

**Document Description:** HMIS Policy and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 09. PHA Administration Plan (Applicable Section(s) Only)

## **Attachment Details**

**Document Description:** CoC-HMIS MOU - Georgia HMIS Bylaws

## **Attachment Details**

**Document Description:** BoS PSH Written Standards and Prioritization - 2016 Update

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** HDX-System Performance Measures

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page		Last Updated
1A. Identification		08/22/2016
1B. CoC Engagement		09/12/2016
1C. Coordination		09/12/2016
FY2016 CoC Application		Page 62
		09/13/2016

<b>1D. CoC Discharge Planning</b>	09/12/2016
<b>1E. Coordinated Assessment</b>	09/12/2016
<b>1F. Project Review</b>	09/12/2016
<b>1G. Addressing Project Capacity</b>	09/12/2016
<b>2A. HMIS Implementation</b>	09/10/2016
<b>2B. HMIS Funding Sources</b>	09/12/2016
<b>2C. HMIS Beds</b>	09/12/2016
<b>2D. HMIS Data Quality</b>	09/10/2016
<b>2E. Sheltered PIT</b>	09/02/2016
<b>2F. Sheltered Data - Methods</b>	09/12/2016
<b>2G. Sheltered Data - Quality</b>	09/02/2016
<b>2H. Unsheltered PIT</b>	09/02/2016
<b>2I. Unsheltered Data - Methods</b>	09/13/2016
<b>2J. Unsheltered Data - Quality</b>	09/12/2016
<b>3A. System Performance</b>	09/13/2016
<b>3B. Objective 1</b>	09/12/2016
<b>3B. Objective 2</b>	09/12/2016
<b>3B. Objective 3</b>	09/12/2016
<b>4A. Benefits</b>	09/08/2016
<b>4B. Additional Policies</b>	09/12/2016
<b>4C. Attachments</b>	09/12/2016
<b>Submission Summary</b>	No Input Required

## Tina Moore

---

**From:** David Whisnant  
**Sent:** Monday, August 29, 2016 5:29 PM  
**To:** houseofdawn1@bellsouth.net  
**Cc:** Tina Moore  
**Subject:** HUD Continuum of Care Competition Results

Dear Ms. Murray:

Regretfully, I am writing to let you know that the Balance of State Continuum of Care will not be advancing your request for Rapid Re-Housing funds through the HUD Continuum of Care competition.

Threshold eligibility issues centered on the following areas:

- Project proposes to serve young homeless mothers and unaccompanied youth, and therefore would not comply with HUD's final rule on Equal Access to Housing. A program that serves families with children must serve all families with children, regardless of head of household gender. The Equal Access to Housing Final Rule can be found at: <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>.
- Project appears to be proposing to provide RRH in their own structure similarly to facility-based housing.

Other issues with the application included the request of leasing funds within the Review Application (RRH is required to be Rental Assistance only), and there were inconsistencies within the application budgets and the number of people to be served.

While the Balance of State Continuum of Care is unable to support funding from HUD for this project at this time, we wish you every success in securing necessary funds to continue this and all of the other good work of your agency.

Should you have questions or concerns, please contact me at any time. You can also contact Tina Moore for questions at (404) 327-6870 or [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov).

Sincerely,

Dave Whisnant



Learn more about our commitment to [fair housing](#).

---

### David Whisnant

Director, Office of Homeless & Special Needs  
Housing  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

[David.Whisnant@dca.ga.gov](mailto:David.Whisnant@dca.ga.gov)



## Tina Moore

---

**From:** David Whisnant  
**Sent:** Monday, August 29, 2016 5:31 PM  
**To:** essenceofhope@bellsouth.net; ckloftin3@gmail.com  
**Cc:** Tina Moore  
**Subject:** Continuum of Care Competition Results

Dear Ms. Johnson and Ms. Loftin:

Regretfully, I am writing to let you know that the Balance of State Continuum of Care will not be advancing your request for Permanent Supportive Housing funds through the HUD Continuum of Care competition.

Threshold eligibility issues centered on the

- Project application, program description, and supportive services to be provided did not demonstrate that this proposed project met the threshold requirements of serving participants who meet HUD's definition of 100% chronically homeless.
- Project proposes to serve female headed homeless households with children exclusively, and therefore would not comply with HUD's final rule on Equal Access to Housing. A program that serves families with children must serve all families with children, regardless of gender of the parent. The Equal Access to Housing Final Rule can be found at: <https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/>.

Other issues with the application were inconsistencies within the application budgets, and the number of households and units.

While the Balance of State Continuum of Care is unable to support funding from HUD for this project, we wish you every success in securing necessary funds to continue this and all of the other good work of your agency.

Should you have questions or concerns, please contact me at any time. You can also contact Tina Moore for questions at (404) 327-6870 or [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov).

Sincerely,  
Dave Whisnant



Learn more about our commitment to [fair housing](#).

---

### David Whisnant

Director, Office of Homeless & Special Needs  
Housing  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

[David.Whisnant@dca.ga.gov](mailto:David.Whisnant@dca.ga.gov)

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 11:32 AM  
**To:** 'emills@advantagebhs.org'; 'lwilburn@advantagebhs.org'; 'obooker@advantagebhs.org'; Libby Tyre  
**Cc:** David Whisnant  
**Subject:** FW: Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking  
**Attachments:** 2016 Balance of State CoC Project Application Reallocation Amounts.pdf; 2016 CoC Project Application Priority Ranking Summary - Tier 1 and Tier 2.pdf

Good morning,

Attached please find a chart showing the Balance of State CoC project grants where funding was reduced in order to reallocate funds to new projects. Reductions for Advantage BHS include two projects:

- As discussed, the Oconee PSH Program was reallocated entirely. Due to implementation issues with housing availability, this project was not able to reach capacity.
- The project Advantage BHS BOS S+CR was also reduced. This project is operating at 100% capacity, but this project is not utilizing all of the funds. As a result, funds are being returned to HUD. After careful review determining projected amounts that will be spent, it was determined that this project could continue operating at the current utilization, even with a grant reduction.

If you have any questions, please let me know. And Libby Tyre will also be reaching out to agencies regarding the grant reductions.

Thank you,  
Tina

## Tina Moore

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 10:28 AM  
**To:** HAD Office of Homeless & Special Needs <had.ohsn@dca.ga.gov>  
**Subject:** Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking

Good morning Georgia Balance of State Continuum of Care Members, Stakeholders and Interested Parties,

Attached please find the final Priority Chart showing the project ranking results of the Georgia Balance of State Continuum of Care. The project ranking results was approved by the Balance of State CoC Board on August 24, 2016, following approval by the Standards, Rating, and Project Selection Committee on August 22, 2016.

This information has also been posted on DCA's web page at the following two places:  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp> and  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>.

Please note that changes as a result of funding availability or FMR adjustments for projects with rental assistance creates the possibility that the funding line could move, and projects ranking close to the funding cutoff for Tier 1 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 stakeholders to be aware of the possibility.

After HUD review, depending on availability of funding, and in accordance with the selection criteria outlined in the NOFA, we'll find out if the Balance of State CoC will receive awards for Tier 2 projects. As noted in the competition policy, projects in Tier 2 that pass HUD's eligibility and threshold review will be re-scored using the criteria in Section II.B.17. of the HUD NOFA (page 14 of the NOFA located at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.)

Once the full CoC application is complete for the Balance of State CoC, DCA will send a notice letting stakeholders know the CoC Application document is available for review.

Should you have questions, please contact me ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or Dave Whisnant at ([david.whisnant@dca.ga.gov](mailto:david.whisnant@dca.ga.gov)).

(Please note: In addition to CoC members, this notice was sent to all interested parties on the mailing list of the State Housing Trust Fund for the Homeless. If you would like your contact information removed from the database, please let me know.)

Thank you,  
Tina Moore



*Learn more about our commitment to [fair housing](#).*

---

### **Tina Moore**

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 11:31 AM  
**To:** Libby Tyre  
**Cc:** David Whisnant  
**Subject:** FW: Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking  
**Attachments:** 2016 Balance of State CoC Project Application Reallocation Amounts.pdf; 2016 CoC Project Application Priority Ranking Summary - Tier 1 and Tier 2.pdf

Good morning,

Attached please find a chart showing the Balance of State CoC project grants where funding was reduced in order to reallocate funds to new projects. Most of the listed GHFA projects are operating at 90% or more capacity, but these projects are not utilizing all of the funds. As a result, funds are being returned to HUD. After careful review determining projected amounts that will be spent, it was determined that the GHFA S+C projects could continue operating at the current utilization, even with a grant reduction.

Thank you so much for your assistance in the review.

Thank you,  
Tina

## Tina Moore

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 10:28 AM  
**To:** HAD Office of Homeless & Special Needs <had.ohn@dca.ga.gov>  
**Subject:** Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking

Good morning Georgia Balance of State Continuum of Care Members, Stakeholders and Interested Parties,

Attached please find the final Priority Chart showing the project ranking results of the Georgia Balance of State Continuum of Care. The project ranking results was approved by the Balance of State CoC Board on August 24, 2016, following approval by the Standards, Rating, and Project Selection Committee on August 22, 2016.

This information has also been posted on DCA's web page at the following two places:  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp> and  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>.

Please note that changes as a result of funding availability or FMR adjustments for projects with rental assistance creates the possibility that the funding line could move, and projects ranking close to the funding cutoff for Tier 1 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 stakeholders to be aware of the possibility.

After HUD review, depending on availability of funding, and in accordance with the selection criteria outlined in the NOFA, we'll find out if the Balance of State CoC will receive awards for Tier 2 projects. As noted in the competition policy, projects in Tier 2 that pass HUD's eligibility and threshold review will be re-scored using the criteria in Section II.B.17. of the HUD NOFA (page 14 of the NOFA located at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.)

Once the full CoC application is complete for the Balance of State CoC, DCA will send a notice letting stakeholders know the CoC Application document is available for review.

Should you have questions, please contact me ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or Dave Whisnant at ([david.whisnant@dca.ga.gov](mailto:david.whisnant@dca.ga.gov)).

(Please note: In addition to CoC members, this notice was sent to all interested parties on the mailing list of the State Housing Trust Fund for the Homeless. If you would like your contact information removed from the database, please let me know.)

Thank you,  
Tina Moore



*Learn more about our commitment to [fair housing](#).*

---

### **Tina Moore**

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 11:31 AM  
**To:** 'dgaulden@cityofhinesville.org'; 'eusher@cityofhinesville.org'; 'kbryant@cityofhinesville.org'; 'khoward@cityofhinesville.org'  
**Cc:** David Whisnant  
**Subject:** FW: Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking  
**Attachments:** 2016 Balance of State CoC Project Application Reallocation Amounts.pdf; 2016 CoC Project Application Priority Ranking Summary - Tier 1 and Tier 2.pdf

Good morning,

Attached please find a chart showing the Balance of State CoC project grants where funding was reduced in order to reallocate funds to new projects. The Rapid Re-Housing project for City of Hinesville was reduced by \$10,116, as requested in the Review Application.

If you have any questions, please let me know.

Thank you,  
Tina

## Tina Moore

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 10:28 AM  
**To:** HAD Office of Homeless & Special Needs <had.ohsn@dca.ga.gov>  
**Subject:** Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking

Good morning Georgia Balance of State Continuum of Care Members, Stakeholders and Interested Parties,

Attached please find the final Priority Chart showing the project ranking results of the Georgia Balance of State Continuum of Care. The project ranking results was approved by the Balance of State CoC Board on August 24, 2016, following approval by the Standards, Rating, and Project Selection Committee on August 22, 2016.

This information has also been posted on DCA's web page at the following two places:  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp> and  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>.

Please note that changes as a result of funding availability or FMR adjustments for projects with rental assistance creates the possibility that the funding line could move, and projects ranking close to the funding cutoff for Tier 1 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 stakeholders to be aware of the possibility.

After HUD review, depending on availability of funding, and in accordance with the selection criteria outlined in the NOFA, we'll find out if the Balance of State CoC will receive awards for Tier 2 projects. As noted in the competition policy, projects in Tier 2 that pass HUD's eligibility and threshold review will be re-scored using the criteria in Section II.B.17. of the HUD NOFA (page 14 of the NOFA located at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.)

Once the full CoC application is complete for the Balance of State CoC, DCA will send a notice letting stakeholders know the CoC Application document is available for review.

Should you have questions, please contact me ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or Dave Whisnant at ([david.whisnant@dca.ga.gov](mailto:david.whisnant@dca.ga.gov)).

(Please note: In addition to CoC members, this notice was sent to all interested parties on the mailing list of the State Housing Trust Fund for the Homeless. If you would like your contact information removed from the database, please let me know.)

Thank you,  
Tina Moore



*Learn more about our commitment to [fair housing](#).*

---

### **Tina Moore**

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870

Fax 404-679-0669

[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

2016 Balance of State Reallocation Amounts

Applicant Name	Project Name	Grant Number	Expiration Date (mm/dd/yyyy)	Project Component (select from drop- down)	Is this a rental assistance project that requested Actual Rent or FMR amounts in FY 2015?	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	SRO Units	0 BR Units	1 BR Units	2 BR Units	3 BR Units	4 BR Units	5 BR Units	6+ BR Units	Total Units	Subtotal (does not include Admin)	Calculated Admin Costs Allowed	Total ARA (before reduction)
Advantage Behavioral Health Systems	Oconee PSH Program	GA0257L4B011502	11/30/2017	PH	N/A	\$110,448	\$0	\$26,077	\$22,464	\$2,588	0	0	15	0	0	0	0	0	15	\$161,577	\$10,952	\$172,529
City of Hinesville	Hinesville Homeless Preventio	GA0320L4B011500	12/31/2017	PH	FMR	\$0	\$109,224	\$3,824	\$0	\$500	0	0	1	4	3	1	0	0	9	\$113,548	\$7,000	\$120,548
Georgia Housing and Finance Authority	Advantage BHS BOS S+CR	GA0164L4B011506	3/31/2017	PH	FMR	\$0	\$177,636	\$0	\$0	\$0	0	0	0	17	0	0	0	0	17	\$177,636	\$11,301	\$188,937
Georgia Housing and Finance Authority	AVITA Community Partners S+	GA0051L4B011508	3/31/2017	PH	FMR	\$0	\$179,064	\$0	\$0	\$0	0	0	0	18	0	0	0	0	18	\$179,064	\$11,748	\$190,812
Georgia Housing and Finance Authority	Carrollton Housing Authority S	GA0041L4B011502	8/31/2017	PH	FMR	\$0	\$384,264	\$0	\$0	\$0	0	0	23	8	2	2	0	0	35	\$384,264	\$25,043	\$409,307
Georgia Housing and Finance Authority	Dalton Whitfield CDC S+CR	GA0134L4B011507	3/31/2017	PH	FMR	\$0	\$104,076	\$0	\$0	\$0	0	0	1	12	0	0	0	0	13	\$104,076	\$6,633	\$110,709
Georgia Housing and Finance Authority	Douglas CSB S+CR2	GA0165L4B011506	3/31/2017	PH	FMR	\$0	\$690,900	\$0	\$0	\$0	0	0	21	28	11	0	0	0	60	\$690,900	\$29,836	\$720,736
Georgia Housing and Finance Authority	Douglas CSB S+CR4	GA0217L4B011504	4/30/2017	PH	FMR	\$0	\$324,936	\$0	\$0	\$0	0	0	7	4	14	0	0	0	25	\$324,936	\$19,334	\$344,270
Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR1	GA0069L4B011508	3/31/2017	PH	Both	\$0	\$348,192	\$0	\$0	\$0	0	0	20	7	7	0	0	0	34	\$348,192	\$23,016	\$371,208
Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR3	GA0047L4B011502	8/31/2017	PH	FMR	\$0	\$196,800	\$0	\$0	\$0	0	0	20	0	0	0	0	0	20	\$196,800	\$12,700	\$209,500
Georgia Housing and Finance Authority	Pineland CSB S+CR	GA0072L4B011508	3/31/2017	PH	FMR	\$0	\$200,016	\$0	\$0	\$0	0	0	6	12	6	0	0	0	24	\$200,016	\$11,805	\$211,821
Georgia Housing and Finance Authority	South GA CSB S+CR	GA0078L4B011508	3/31/2017	PH	Both	\$0	\$363,012	\$0	\$0	\$0	0	0	29	17	3	0	0	0	49	\$363,012	\$24,023	\$387,035

Applicant Name	Project Name	Grant Number	Reallocation Amount	# Contract Units Lost	# Contract Beds Lost	Unit Utilization	See Note Below
Advantage Behavioral Health Systems	Oconee PSH Program	GA0257L4B011502	\$172,529	15	15	13%	*
City of Hinesville	Hinesville Homeless Preventio	GA0320L4B011500	\$10,116	1	2	N/A	**
Georgia Housing and Finance Authority	Advantage BHS BOS S+CR	GA0164L4B011506	\$28,104	3	6	100%	***
Georgia Housing and Finance Authority	AVITA Community Partners S+	GA0051L4B011508	\$41,791	4	8	100%	***
Georgia Housing and Finance Authority	Carrollton Housing Authority S	GA0041L4B011502	\$47,476	4	7	111%	***
Georgia Housing and Finance Authority	Dalton Whitfield CDC S+CR	GA0134L4B011507	\$16,734	2	4	85%	***
Georgia Housing and Finance Authority	Douglas CSB S+CR2	GA0165L4B011506	\$105,696	8	20	98%	***
Georgia Housing and Finance Authority	Douglas CSB S+CR4	GA0217L4B011504	\$57,040	4	11	104%	***
Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR1	GA0069L4B011508	\$34,428	5	5	118%	***
Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR3	GA0047L4B011502	\$41,040	4	4	95%	***
Georgia Housing and Finance Authority	Pineland CSB S+CR	GA0072L4B011508	\$54,172	6	13	92%	***
Georgia Housing and Finance Authority	South GA CSB S+CR	GA0078L4B011508	\$11,868	1	3	120%	***
			\$620,994	57	98		

\*Advantage Behavioral Health's project was not able to fully get up and running due to limits in the availability of 1-bedroom units in the area. They did not submit an application for renewal. This project would have been determined to have been significantly underutilized.

\*\*The City of Hinesville requested a reduction in their grant.

\*\*\*The rest of the renewal projects are being reduced due to funds being left over at the end of the year.



2016 Georgia Balance of State Continuum of Care Project Application Priority Ranking

Tier 1 and Tier 2 Final

	Project Type	Name of Project Applicant	Project Sponsor/Project Name	Funding Request	Cumulative Balance for Funding	
Ranking						
Renewing PSH & PH project applications were scored & ranked using the same scoring criteria. Projects were then grouped and ranked in the following order: Group 1 -Renewing PSH & PH projects currently housing people without significant capacity issues or significant underutilization, HMIS, & Coord Assessment; Group 2 - New RRH awarded in 2015 competition; Group 3 - New PH created through reallocation, and Group 4 - New Bonus PH. Higher scoring projects were placed in the CoC's Tier 1 representing the top 93% of the Annual Renewal Amount (ARA). Group 2 projects that scored lower, and Group 3 projects, fell into the bottom 7% of the BoS CoC's ARA (a/k/a Annual Renewal Demand or ARD).						
1	PH	Georgia Housing and Finance Authority	New Horizons CSB BoS S+CR	\$71,728	\$71,728	Tier 1
2	PH	Another Chance of Atlanta, Inc.	ACA PSH for Gwinnett County	\$169,144	\$240,872	
3	PH	New Horizons Community Service Board	RED HILL AGR FY 2015	\$50,828	\$291,700	
4	PH	Georgia Housing and Finance Authority	Advantage BHS BoS S+CR3	\$134,713	\$426,413	
5	PH	MUST Ministries, Inc.	Cherokee County PSH-PH Case Management	\$71,904	\$498,317	
6	PH	Georgia Housing and Finance Authority	MUST Ministries BOS S+CR	\$228,520	\$726,837	
7	PH	AIDS Athens	AIDS Athens PSHP	\$66,141	\$792,978	
8	PH	Georgia Housing and Finance Authority	River Edge S+CR4	\$80,715	\$873,693	
9	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR2	\$487,770	\$1,361,463	
10	PH	Georgia Housing and Finance Authority	Travelers Aid of Metropolitan Atlanta S+CR1	\$186,120	\$1,547,583	
11	PH	Dalton-Whitfield Community Development Corporation	PH SPC Case Manager Renewal Application	\$31,679	\$1,579,262	Tier 1
12	PH	Georgia Housing and Finance Authority	Dalton Whitfield CDC S+CR2	\$88,103	\$1,667,365	
13	PH	Georgia Housing and Finance Authority	South GA CSB S+CR (Reduction)	\$375,167	\$2,042,532	
14	PH	Georgia Housing and Finance Authority	Travelers Aid of Metropolitan Atlanta S+CR2	\$193,332	\$2,235,864	
15	PH	Georgia Housing and Finance Authority	Comprehensive AIDS Resource Encounter S+CR	\$75,857	\$2,311,721	
16	PH	Georgia Housing and Finance Authority	CSB of Middle Georgia S+CR	\$40,951	\$2,352,672	
17	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR	\$200,438	\$2,553,110	
18	PH	Georgia Housing and Finance Authority	Georgia Mountain Women's Center S+CR	\$132,874	\$2,685,984	
19	PH	Georgia Housing and Finance Authority	Oconee CSB S+CR2	\$188,478	\$2,874,462	
20	PH	Georgia Housing and Finance Authority	South GA CSB S+CR2	\$165,639	\$3,040,101	
21	PH	Georgia Housing and Finance Authority	Oconee CSB S+CR	\$85,362	\$3,125,463	Tier 1
22	PH	Georgia Housing and Finance Authority	Albany Area CSB S+CR	\$147,512	\$3,272,975	
23	PH	Georgia Housing and Finance Authority	Advantage BHS BOS S+CR (Reduction)	\$160,833	\$3,433,808	
24	PH	Georgia Housing and Finance Authority	Dalton Whitfield CDC S+CR (Reduction)	\$93,975	\$3,527,783	
25	PH	Douglas County Community Services Board	Douglas County SHP	\$115,172	\$3,642,955	
26	SSO	Georgia Housing and Finance Authority	BoS CoC Coordinated Assessment FY 2015	\$189,176	\$3,832,131	
27	HMIS	Georgia Housing and Finance Authority	GHFA Statewide HMIS Renewal FY2015	\$663,400	\$4,495,531	
28	PH	Georgia Housing and Finance Authority	AVITA Community Partners S+CR (Reduction)	\$149,021	\$4,644,552	
29	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR3	\$639,908	\$5,284,460	
30	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR5	\$265,865	\$5,550,325	Tier 1
31	PH	Georgia Housing and Finance Authority	Avita Community Partners S+CR2	\$139,056	\$5,689,381	
32	PH	Georgia Housing and Finance Authority	URDC BoS S+CR1	\$578,581	\$6,267,962	
33	PH	Georgia Housing and Finance Authority	Unison BHS S+CR	\$374,033	\$6,641,995	
34	PH	Travelers Aid of Metropolitan Atlanta, Inc.	Gwinnett PSH 2015	\$170,218	\$6,812,213	
35	PH	Georgia Housing and Finance Authority	River Edge CSB S+CR	\$627,210	\$7,439,423	
36	PH	CaringWorks, Inc.	CaringWorks Housing Solutions BOS	\$231,024	\$7,670,447	
37	PH	Georgia Housing and Finance Authority	New Horizons CSB BoS S+CR2	\$217,129	\$7,887,576	
38	PH	Georgia Housing and Finance Authority	Douglas CSB S+CR4 (Reduction)	\$287,230	\$8,174,806	
39	PH	Gateway Behavioral Health Services	Brunswick Homeless Non-custodial Disabled Men's Project	\$390,825	\$8,565,631	
40	PH	New Horizons Community Service Board	Rural Family Rapid Rehousing Program FY 2015	\$109,759	\$8,675,390	Tier 1
41	PH	Project Community Connections, Inc.	PCCI Rapid Re-Housing BoS	\$226,270	\$8,901,660	
42	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR1 (Reduction)	\$336,780	\$9,238,440	
43	PH	Georgia Housing and Finance Authority	Middle Flint BHS S+CR	\$181,640	\$9,420,080	
44	PH	Georgia Housing and Finance Authority	Viewpoint Health S+CR3	\$182,414	\$9,602,494	
45	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR2	\$260,301	\$9,862,795	
46	PH	Georgia Housing and Finance Authority	Gateway BHS S+CR	\$635,433	\$10,498,228	
47	PH	Georgia Housing and Finance Authority	McIntosh Trail CSB S+CR3 (Reduction)	\$168,460	\$10,666,688	
48	PH	Georgia Housing and Finance Authority	Avita Community Partners S+CR3	\$109,990	\$10,776,678	
49	PH	Georgia Housing and Finance Authority	URDC BoS S+CR2	\$203,821	\$10,980,499	
50	PH	Georgia Housing and Finance Authority	Douglas CSB S+CR2 (Reduction)	\$615,040	\$11,595,539	Tier 1
51	PH	Georgia Housing and Finance Authority	Highland Rivers CSB S+CR	\$120,275	\$11,715,814	
52	PH	Georgia Housing and Finance Authority	Highland Rivers S+CR3	\$226,943	\$11,942,757	
53	PH	Georgia Housing and Finance Authority	Pineland CSB S+CR (Reduction)	\$157,649	\$12,100,406	
54	PH	Georgia Housing and Finance Authority	Highland Rivers CSB S+CR2	\$107,238	\$12,207,644	
55	PH	Georgia Housing and Finance Authority	Carrollton Housing Authority S+CR (Reduction)	\$361,831	\$12,569,475	
56	PH	Action Ministries, Inc.	Mountain Initiative Rapid Re-housing	\$126,900	\$12,696,375	
57	PH	Action Ministries, Inc.	Balance of State Rapid Re-housing	\$504,046	\$13,200,421	
58	PH	Travelers Aid of Metropolitan Atlanta, Inc.	Douglas RRH 2015	\$117,224	\$13,317,645	
59	PH	City of Hinesville	Hinesville Homeless Prevention RRH (Reduction)	\$110,432	\$13,428,077	
60	PH	S.H.A.R.E. House, Inc.	S.H.A.R.E. House Rapid Re-Housing Program	\$148,241	\$13,576,318	Tier 1
61	PH	Citizens Against Violence, Inc.	DV-COC Rapid Re-Housing	\$258,982	\$13,835,300	
62	PH	Macon-Bibb County Economic Opportunity Council, Inc.	HUD - Rapid Rehousing 2015	\$243,842	\$14,079,142	
63	PH	Georgia Coalition Against Domestic Violence	GCADV Rapid Re-Housing for Victims of Domestic Violence	\$511,374	\$14,590,516	
64	PH	Lowndes Associated Ministries to People, Inc.	Rapid Rehousing	\$146,678	\$14,737,194	
65	PH	Asian American Resource Foundation, Inc.	AARC Rapid Re-housing Program 2016	\$163,898	\$14,901,092	
66	New PH	Project Community Connections, Inc.	PCCI Rapid Re-Housing BoS II	\$513,306	\$15,414,398	
67	New PH	MUST Ministries, Inc.	MUST Ministries BoS CoC RRH	\$107,688	\$15,522,086	
68	Bonus PH	Another Chance of Atlanta, Inc.	ACA PSH Clayton County	\$126,400	\$15,648,486	
Rejected	New PSH	Essence of Hope, Inc.	The Essence Project II PSH Clayton (Did not meet threshold)	\$0	\$15,648,486	Tier 2
Rejected	New RRH	House of Dawn, Inc.	House of Dawn RRH Program (Did not meet threshold)	\$0	\$15,648,486	



## Georgia Balance of State Continuum of Care (BoS CoC)

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

### Overview

#### HUD's Continuum of Care Program

The U. S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

HUD CoC grants are offered through a nation-wide competitive process for renewal and new grants. HUD has established guidelines for the competition which may be reviewed in the [2016 CoC Notice of Funding Availability](#). Nonprofits, states, instrumentalities of state (authorities, boards, etc.), and local governments are eligible to apply if they have been selected by one of the nine (9) Continuum of Care for the geographic area in which the proposed project will operate.

#### Georgia's Local Continua of Care

There are nine (9) Continua of Care in Georgia. The following localities have chosen to develop and submit local Continuums of Care -- (1) Athens/Clarke, (2) Augusta/Richmond, (3) Columbus/Muscogee, the City of (4) Atlanta, and the counties of (5) Chatham (including Savannah), (6) Cobb, (7) DeKalb, and (8) Fulton (excluding Atlanta). [Contact information for each local continuum of care here.](#)

#### Georgia's Balance of State Continuum of Care

The ninth (9th) continuum, the Georgia's Balance of State Continuum of Care (BoS CoC), is composed of representatives of relevant organizations organized within 152 of Georgia's 159 counties. To carry out its work, the BoS CoC has aligned its mission and goals to be consistent with the [HUD Strategic Plan](#) and with the [Federal Interagency Homeless Council's plan](#) entitled "Opening Doors."

### News and Events

#### 2016 Balance of State Continuum of Care (BoS CoC) Application Process -- Update

**August 29, 2016** -- Following meetings with both the Standards, Rating, and Project Selection Committee, and the Balance of State CoC Board of Directors, the Balance of State CoC is releasing the approved project ranking results of applications submitted under the FY2016 Georgia Balance of State CoC Competition. Full details regarding competition policy, materials, and requirements are posted on the on the [CoC Applicants and Grantees Only Webpage](#).

- [2016 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

#### Balance of State Continuum of Care Board

Following the election of Georgia Balance of State Super Region "at-large" Board Members, the Membership and Rules Committee approved Board Appointments made as directed in the Governance Charter, and the full slate of Board Members (December 2014). Information on the Georgia Balance of State Board of Directors, and meeting notices will be posted below, as available:

- [Meeting of the Georgia Balance of State Continuum of Care Board – August 24, 2016](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – July 13, 2016](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – May 25, 2016](#) (PDF)
- [Governance Charter Georgia BoS Continuum of Care - Update January 20 2016 \(For Membership Vote\)](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – February 24, 2016](#) (PDF)
- [Georgia Balance of State CoC Committee Members - Approved 11-18-15](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - November 4, 2015](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - September 29, 2015](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - August 26, 2015](#) (PDF)
- [BoS PSH Written Standards and Prioritization - Approved 11-4-15](#) (PDF)
- [Balance of State Education Policy 2015 - Approved 11-4-15](#) (PDF)
- [Georgia HMIS Steering Committee Bylaws 11-4-15 Approved](#) (PDF)
- [Georgia Balance of State CoC Committee Members - Approved 9-29-15](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – November 18, 2015](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – November 4, 2015](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – September 29, 2015](#) (PDF)
- [Georgia Balance of State Continuum of Care Board Members - August 20, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – August 26, 2015](#) (PDF)
- [Georgia Balance of State Committee Members- Approved 5-27-15](#) (PDF)
- [BoS CoC Board Meeting Minutes - April 23, 2015 Spec Meeting](#) (PDF)
- [BoS CoC Board Meeting Minutes - January 21, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – May 27, 2015](#) (PDF)
- [BoS CoC-Entitlement Priorities - Approved 4-23-15](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – April 23, 2015](#) (PDF)
- [Georgia Balance of State CoC Committee Members – Approved January 21, 2015](#) (PDF)
- [Governance Charter Changes – Approved January 21, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – January 21, 2015](#) (PDF)
- [Georgia Balance of State Continuum of Care Board](#) (PDF)

#### Balance of State Continuum of Care Membership

Membership of the Balance of State CoC should consist of interested individuals and representatives from relevant organizations within the geographic area. Relevant organizations include 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.

The BoS Continuum has an open membership recruitment process for individuals and representatives who are interested in becoming a formal Member of the Balance of State Continuum of Care. If you are interested in becoming a formal member of the BoS CoC, please go to the following link to answer a few questions. [The Georgia BoS CoC Membership Survey can be found at this link.](#)

If you need more information about the Balance of State Continuum of Care or becoming a member, please contact:

- Tina Moore, GA Department of Community Affairs, phone (404) 327-6870 or by email at [Tina.Moore@dca.ga.gov](mailto:Tina.Moore@dca.ga.gov)

While everyone is invited and encouraged to participate in the BoS CoC, for matters that call for a vote, only agencies (not individuals) will be eligible to vote. The Voter Membership Policy, enacted by the Membership and Rules Committee on September 8, 2014, requires each member organization/agency to designate one person to be the voting member for that respective agency. It is the responsibility of each agency to ensure the appropriate representative votes, and voting members are required to be a formal member of the BoS CoC.

Other details on membership requirements can be found in the Governance Charter referenced on this page. Further, please contact Tina Moore (information above) if you need special accommodations, including language assistance, in order to participate.

Agencies that have an interest in the Georgia Balance of State Continuum of Care are expected to participate in, and have membership representation on, the GA BoS CoC. Please note, participation and membership representation on each agency's respective CoC may be considered one of the threshold criteria during application review for the Continuum of Care and Emergency Solutions Grant programs.

- [Georgia Balance of State CoC Membership Regional Meetings Notice – April 18th, 20th, & 21st 2016](#)
- [Georgia Balance of State CoC Membership Meeting Notice – January 20th & 22nd 2016](#)
- [Georgia Balance of State CoC Membership Meeting Presentation - March 2015](#) (PDF)
- [Georgia Balance of State CoC Membership Meeting Notice - March 30th & 31st, 2015](#) (Rescheduled dates) (PDF)
- [Georgia Balance of State CoC Membership Meeting Notice - February 25th & 26th, 2015](#) (Meeting postponed due to weather)

### Balance of State Continuum of Care Governance Charter

Following its initial ratification by membership, and in consultation with the Collaborative Applicant and the HMIS Lead, the Governance Charter was updated by the Membership and Rules Committee, approved unanimously by the Board at the meeting on **January 20, 2016**, and approved by the Membership on **April 4, 2016**. Please see the following [link for the Georgia Balance of State Governance Charter](#) (PDF).

### REQUEST for NOMINATIONS - “at-large” Board Members

The Membership and Rules Committee is currently inviting the community of stakeholders to nominate potential Governance Board Members for “Super Region” Seat 3. A basic packet of information with the BoS CoS Super Region map is linked here: [.NOMINATION PACKET](#). **Nominations closed on January 6, 2016.**

### Related Documents and Links

- [Membership and Rules Meeting Notes – January 20, 2016](#) (PDF)
- [Membership and Rules Meeting Notes - November 9th, 2015](#) (PDF)
- [Membership and Rules Meeting Notes - November 3rd, 2015](#) (PDF)
- [Membership and Rules Meeting Notes - August 19th, 2015](#) (PDF)
- [Membership and Rules Meeting Notes - May 20th 2015](#) (PDF)
- [Georgia BoS CoC - Statewide Meeting Notes – March 30th and 31st, 2015](#) (PDF)
- [BoS CoC Nomination - Voting Process - Voting Policy - Approved 5-21-15](#) (PDF)
- [BoS CoC Conflict of Interest and Recusal Policy - Approved 5-21-15](#) (PDF)
- [BoS CoC Code of Conduct Policy - Approved 5-21-15](#) (PDF)
- [Membership and Rules Committee Meeting Notes – January 14th, 2015](#) (PDF)
- [Membership and Rules Committee Vote – December 16th 2014](#) (PDF)
- [Membership and Rules Meeting Notes – September 26th 2014](#) (PDF)
- [Membership and Rules Committee – Nomination Voting Process and Voting Policy](#) (PDF)
- [Membership and Rules Meeting Notes – September 8th 2014](#) (PDF)
- [BoS CoC Super Regions Map](#) (PDF)
- [Balance of State Continuum of Care Governance Charter](#) (PDF)
- [Presentation - History of the GA Balance of State Continuum of Care](#) (PDF)
- [Presentation - Developing a Governance Charter for the Balance of State Continuum of Care](#) (PDF)
- [Minutes from September 30 and October 2, 2013 Presentations](#) (PDF)
- [Continuum of Care Interim Rule](#) (HUD Website)

### 2015 Balance of State Continuum of Care Application Documents

- [2015 Balance of State Continuum of Care Application](#) (PDF)
- [2015 Balance of State Continuum of Care Project Priority Listing](#) (PDF)
- [2015 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### 2014 Balance of State Continuum of Care Application Documents

- [2014 Balance of State Continuum of Care Application Project Priority Listing](#) (PDF)
- [2014 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### 2013 Balance of State Continuum of Care Documents

- [2013 Balance of State Continuum of Care Application](#) (PDF)
- [2013 Balance of State Continuum of Care Project Priority Listing](#) (PDF)
- [2013 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### 2012 Balance of State Continuum of Care Documents

- [2012 Balance of State Continuum of Care Application](#) (PDF)
- [2012 Balance of State Continuum of Care Project Priority Listing](#) (PDF)
- [2012 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### Downloads & Related Links

- [All Georgia Continuum of Care Program Contacts](#) (PDF)
- [Atlanta, Fulton, DeKalb, Cobb, Athens-Clarke, Columbus-Muscogee, Augusta-Richmond, Savannah-Chatham, and Balance of State](#)
- [2010 Georgia New and Renewal Grants - \\$30.9 Million Dollars](#) (PDF)
- [2011 Georgia New and Renewal Grants - \\$33.5 Million Dollars](#) (PDF)
- [2012 Georgia New and Renewal Grants - \\$33.3 Million Dollars](#) (PDF)
- [2013 Georgia New and Renewal Grants - \\$35.5 Million Dollars](#) (PDF)
- [2014 Georgia New and Renewal Grants - \\$37.1 Million Dollars](#) (PDF)

### Contact Information

- Email [Tina Moore](#), or call Tina at (404) 327-6870.

Georgia Department of Community Affairs  
60 Executive Park South N.E.  
Atlanta, Georgia 30329

© 2016 Georgia Department of Community Affairs



## Georgia Balance of State Continuum of Care Applicants and Grantees

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

### Program Description

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

DCA / GHFA S+C Sponsors seeking RENEWAL funds will be contacted as needed, by DCA staff. For more information contact Libby Mazur b: 3577.

### News and Events

#### 2016 Balance of State Continuum of Care (BoS CoC) Application Process

**August 29, 2016** – Following meetings with both the Standards, Rating, and Project Selection Committee, and the Balance of State CoC Board CoC is releasing the approved project ranking results of applications submitted under the FY2016 Georgia Balance of State CoC Competition. application requirements will be posted for new and renewal applicants (as they are released) on this page and are as follows:

- [2016 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

#### BoS CoC Policy

- [2016 Georgia BoS CoC NOFA Competition Policy - Includes DEADLINES](#) (PDF)
- [Outline of Seven Overarching Policy Priorities Highlighted in 2016 NOFA](#) (PDF)
- [2016 Applicant Commitments in 2015 to Housing First-Low Barrier](#) (PDF)

#### BoS CoC Webinars

- [2016 GA BoS CoC Renewal Applicant Webinar - July 19 and 21](#)
- [2016 GA CoC NEW Applicant Webinar - July 21](#)

#### Proposal Outline, Application Documents and Supplements

- [2016 Balance of State CoC Proposal Outline \(New Only\)](#) (WORD)
- [2016 BoS CoC Renewal Project Application](#) (WORD)
- [2016 BoS CoC NEW Rapid Re-Housing Project Application](#) (WORD)
- [2016 BoS CoC NEW Permanent Supportive Housing Project Application](#) (WORD)
- [2016 Balance of State CoC Competition Certification-Policy Addendum](#) (WORD)

#### Project Scoring Criteria / Forms

- [2016 Georgia BoS CoC Renewal Performance CoC Priority Scoring Criteria](#) (PDF)
- [2016 BoS CoC Renewal Review Team Scoring Form](#) (PDF)
- [2016 Georgia BoS CoC New PSH Project Scoring Form](#) (PDF)
- [2016 Georgia BoS CoC New RRH Project Scoring Form](#) (PDF)

#### Standards, Rating and Project Selection Committee

- [Standards and Rating Meeting Notes - November 2, 2015 Special Mtg](#) (PDF)
- [Standards and Rating Meeting Notes - September 25, 2015 Special Mtg](#) (PDF)
- [Standards and Rating Meeting Notes – April 1st, 2015](#) (PDF)
- [Standards and Rating Meeting Notes – October 17th, 2014](#) (PDF)
- [2014 Georgia BoC CoC NOFA Competition Policy](#) (PDF)
- [Standards Rating Meeting Notes - December 15, 2014](#) (PDF)
- [Standards and Rating Meeting Notes – September 24th, 2014](#) (PDF)
- [Standards and Rating Meeting Notes – September 12th, 2014](#) (PDF)

#### Homeless Management and Information Systems (HMIS) Committee

- [HMIS Committee Meeting Notes - October 29, 2015](#) (PDF)
- [2015-16 Balance of State CoC HMIS Policy](#) (PDF)
- [2015-16 Balance of State CoC HMIS Data Requirements](#) (PDF)

#### Assessment, Placement and Services Committee

- [Assessment Placement Services Committee Meeting Notes - June 30, 2015](#) (PDF)
- [Assessment Placement Services Committee Meeting Notes - June 23, 2015](#) (PDF)

#### Balance of State CoC Environmental Review Requirements

In accordance with 24 CFR Part 58, all HUD-funded, federally-assisted projects, as well as all State of Georgia ESG assisted projects, are subj

environmental review and documentation. Organizations receiving such funds (CoC, ESG, and HOPWA) may not commit or expend these funds until the standards outlined in 24 CFR Part 58 have been approved by the certifying officer at DCA. Failure to comply with these requirements may result in the termination of all contracts and may require repayment of related expended funds.

This information must be submitted to DCA for approval as detailed in the Environmental Review Procedure below for all Balance of State CoC for full information):

- [Environmental Review Request Form \(CoC RRH Projects\)](#) (MS Word)
- [Environmental Review Request Form \(CoC PSH/TH Projects\)](#) (MS Word)

[Archived Competition Material WebPage](#)

### 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

© 2016 Georgia Department of Community Affairs



## Tina Moore

---

**From:** Tina Moore  
**Sent:** Monday, August 29, 2016 7:47 PM  
**To:** HAD Office of Homeless & Special Needs  
**Subject:** Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking  
**Attachments:** 2016 CoC Project Application Priority Ranking Summary - Tier 1 and Tier 2.pdf

Good evening 2016 Balance of State CoC Applicants,

By now all applicant agencies should have received individualized results for new and renewal projects submitted under the 2016 Balance of State Continuum of Care Competition. We had the conference call with the CoC Review Teams on August 16<sup>th</sup> and 17<sup>th</sup>, 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 approved by the Balance of State CoC Board on August 24, 2016, following approval by the Standards, Rating, and Project Selection Committee on August 22, 2016. This information will also be posted on DCA's web page at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>.

As noted in the NOFA, HUD may issue two conditional funding announcements with the criteria set forth in Section VII. of the NOFA. HUD will select new and renewal project applications in Tier 1 in accordance with the criteria set forth in Section II.B.16 of the NOFA, and the CoC Application score and the project application score(s) will determine which projects in Tier 2 will be conditionally selected for award. For projects that ranked close to the funding cutoff for Tier 1, any changes as a result of funding availability or FMR adjustments for projects with rental assistance creates the possibility that the funding line could move, which could move the line between Tier 1 and Tier 2. We hope this won't happen, but we do want agencies to be aware of the possibility.

After HUD review, depending on availability of funding, and in accordance with the selection criteria outlined in the NOFA, we'll find out if the Balance of State CoC will receive awards for Tier 2 projects. Please remember that projects in Tier 2 that pass HUD's eligibility and threshold review will be re-scored using the criteria in Section II.B.17. of the HUD NOFA (page 14). As indicated in the NOFA, HUD will select projects in order of point value until there are no more funds available. In the case of a tie, HUD will fund the projects in the order of CoC application score. In case there is still a tie, HUD will select the project from the CoC that has the highest score on the rating factors described in Section VIII.A.2.e. (The NOFA can be found at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.)

The next steps are:

- Our staff will be in contact with applicants regarding corrections and adjustments required within e-snaps.
- Applicants with projects in one or more designated Consolidated Planning Jurisdictions MUST follow up with the appropriate jurisdiction to make sure your project receives the appropriate Certifications of Consistency with the Consolidated Plan for jurisdictions where the project is located (if you haven't already done so). Please note that DCA is completing this certification for projects outside of local jurisdictions.
- Our staff is currently conducting a review of Applicant Profiles to make sure each has a current *HUD Form 50070, Drug Free Workplace* and a current *HUD 2880, Applicant/Recipient Disclosure/Update Report* (attached for each project). Both must be dated between 5/1/16 and 9/14/16.

Please let me know if you have any questions.

Thanks,



Learn more about our commitment to [fair housing](#).

## **Tina Moore**

**Continuum of Care Program Coordinator**  
**Georgia Department of Community Affairs**  
**60 Executive Park South, NE**  
**Atlanta, Georgia 30329**

Direct 404-327-6870

Fax 404-679-0669

[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Tuesday, August 30, 2016 10:28 AM  
**To:** HAD Office of Homeless & Special Needs  
**Subject:** Georgia BoS 2016 Continuum of Care Competition - Notification of Project Ranking  
**Attachments:** 2016 CoC Project Application Priority Ranking Summary - Tier 1 and Tier 2.pdf

Good morning Georgia Balance of State Continuum of Care Members, Stakeholders and Interested Parties,

Attached please find the final Priority Chart showing the project ranking results of the Georgia Balance of State Continuum of Care. The project ranking results was approved by the Balance of State CoC Board on August 24, 2016, following approval by the Standards, Rating, and Project Selection Committee on August 22, 2016.

This information has also been posted on DCA's web page at the following two places:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp> and  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>.

Please note that changes as a result of funding availability or FMR adjustments for projects with rental assistance creates the possibility that the funding line could move, and projects ranking close to the funding cutoff for Tier 1 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 stakeholders to be aware of the possibility.

After HUD review, depending on availability of funding, and in accordance with the selection criteria outlined in the NOFA, we'll find out if the Balance of State CoC will receive awards for Tier 2 projects. As noted in the competition policy, projects in Tier 2 that pass HUD's eligibility and threshold review will be re-scored using the criteria in Section II.B.17. of the HUD NOFA (page 14 of the NOFA located at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.)

Once the full CoC application is complete for the Balance of State CoC, DCA will send a notice letting stakeholders know the CoC Application document is available for review.

Should you have questions, please contact me ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or Dave Whisnant at ([david.whisnant@dca.ga.gov](mailto:david.whisnant@dca.ga.gov)).

(Please note: In addition to CoC members, this notice was sent to all interested parties on the mailing list of the State Housing Trust Fund for the Homeless. If you would like your contact information removed from the database, please let me know.)

Thank you,  
Tina Moore



Learn more about our commitment to [fair housing](#).

### Tina Moore

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870



Fax 404-679-0669

[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Monday, September 12, 2016 6:08 PM  
**To:** HAD Office of Homeless & Special Needs  
**Subject:** Georgia BoS 2016 Continuum of Care Application - Public Posting

Good evening Georgia Balance of State Continuum of Care Board Members, Stakeholders and Interested Parties,

The Georgia Balance of State Continuum of Care would like to announce the public posting of the final draft *2016 Balance of State Continuum of Care Application* and *2016 Balance of state Continuum of Care Project Priority Listing*. The Georgia Balance of State CoC will be submitting the application and related documents to HUD in the morning.

Both of these documents have been posted on DCA's web page at the following two places:  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp> and  
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>.

Should you have questions, please contact me ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or Christy Hahn at ([christy.hahn@dca.ga.gov](mailto:christy.hahn@dca.ga.gov)).

Thank you,  
Tina Moore



Learn more about our commitment to [fair housing](#).

---

### Tina Moore

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)



## Georgia Balance of State Continuum of Care (BoS CoC)

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

### Overview

#### HUD's Continuum of Care Program

The U. S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

HUD CoC grants are offered through a nation-wide competitive process for renewal and new grants. HUD has established guidelines for the competition which may be reviewed in the [2016 CoC Notice of Funding Availability](#). Nonprofits, states, instrumentalities of state (authorities, boards, etc.), and local governments are eligible to apply if they have been selected by one of the nine (9) Continuum of Care for the geographic area in which the proposed project will operate.

#### Georgia's Local Continua of Care

There are nine (9) Continua of Care in Georgia. The following localities have chosen to develop and submit local Continuums of Care -- (1) Athens/Clarke, (2) Augusta/Richmond, (3) Columbus/Muscogee, the City of (4) Atlanta, and the counties of (5) Chatham (including Savannah), (6) Cobb, (7) DeKalb, and (8) Fulton (excluding Atlanta). [Contact information for each local continuum of care here.](#)

#### Georgia's Balance of State Continuum of Care

The ninth (9th) continuum, the Georgia's Balance of State Continuum of Care (BoS CoC), is composed of representatives of relevant organizations organized within 152 of Georgia's 159 counties. To carry out its work, the BoS CoC has aligned its mission and goals to be consistent with the [HUD Strategic Plan](#) and with the [Federal Interagency Homeless Council's plan](#) entitled "Opening Doors."

### News and Events

#### 2016 Balance of State Continuum of Care (BoS CoC) Application Documents

**September 12, 2016** – The application process for the 2016 Georgia Balance of State CoC is now closed. Key documents are linked below. All prospective 2017 Applicants, new and renewal, may review full details of the 2016 application requirements on the [CoC Applicants and Grantees Only Webpage](#).

- [2016 Balance of State Continuum of Care Application](#) (PDF)
- [2016 Balance of State Continuum of Care Priority Listing](#) (PDF)
- [2016 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

#### Balance of State Continuum of Care Board

Following the election of Georgia Balance of State Super Region "at-large" Board Members, the Membership and Rules Committee approved Board Appointments made as directed in the Governance Charter, and the full slate of Board Members (December 2014). Information on the Georgia Balance of State Board of Directors, and meeting notices will be posted below, as available:

- [Balance of State CoC Board Meeting Minutes - August 24th 2016](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - July 13th 2016](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - May 25th 2016 v2](#) (PDF)
- [Balance of State CoC Board Meeting Minutes – February 24th 2016](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – August 24, 2016](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – July 13, 2016](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – May 25, 2016](#) (PDF)
- [Governance Charter Georgia BoS Continuum of Care - Update January 20 2016 \(For Membership Vote\)](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – February 24, 2016](#) (PDF)
- [Georgia Balance of State CoC Committee Members - Approved 11-18-15](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - November 4, 2015](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - September 29, 2015](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - August 26, 2015](#) (PDF)
- [BoS PSH Written Standards and Prioritization - Approved 11-4-15](#) (PDF)
- [Balance of State Education Policy 2015 - Approved 11-4-15](#) (PDF)
- [Georgia HMIS Steering Committee Bylaws 11-4-15 Approved](#) (PDF)
- [Georgia Balance of State CoC Committee Members - Approved 9-29-15](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – November 18, 2015](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – November 4, 2015](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – September 29, 2015](#) (PDF)
- [Georgia Balance of State Continuum of Care Board Members - August 20, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – August 26, 2015](#) (PDF)
- [Georgia Balance of State Committee Members- Approved 5-27-15](#) (PDF)
- [BoS CoC Board Meeting Minutes - April 23, 2015 Spec Meeting](#) (PDF)
- [BoS CoC Board Meeting Minutes - January 21, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – May 27, 2015](#) (PDF)
- [BoS CoC-Entitlement Priorities - Approved 4-23-15](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board – April 23, 2015](#) (PDF)
- [Georgia Balance of State CoC Committee Members – Approved January 21, 2015](#) (PDF)
- [Governance Charter Changes – Approved January 21, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board – January 21, 2015](#) (PDF)
- [Georgia Balance of State Continuum of Care Board](#) (PDF)

#### Balance of State Continuum of Care Membership

Membership of the Balance of State CoC should consist of interested individuals and representatives from relevant organizations within the geographic area. Relevant organizations include 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.

The BoS Continuum has an open membership recruitment process for individuals and representatives who are interested in becoming a formal Member of the Balance of State Continuum of Care. If you are interested in becoming a formal member of the BoS CoC, please go to the following link to answer a few questions. [The Georgia BoS CoC Membership Survey can be found at this link.](#)

If you need more information about the Balance of State Continuum of Care or becoming a member, please contact:

- Tina Moore, GA Department of Community Affairs, phone (404) 327-6870 or by email at [Tina.Moore@dca.ga.gov](mailto:Tina.Moore@dca.ga.gov)

While everyone is invited and encouraged to participate in the BoS CoC, for matters that call for a vote, only agencies (not individuals) will be eligible to vote. The Voter Membership Policy, enacted by the Membership and Rules Committee on September 8, 2014, requires each member organization/agency to designate one person to be the voting member for

that respective agency. It is the responsibility of each agency to ensure the appropriate representative votes, and voting members are required to be a formal member of the BoS CoC.

Other details on membership requirements can be found in the Governance Charter referenced on this page. Further, please contact Tina Moore (information above) if you need special accommodations, including language assistance, in order to participate.

Agencies that have an interest in the Georgia Balance of State Continuum of Care are expected to participate in, and have membership representation on, the GA BoS CoC. Please note, participation and membership representation on each agency's respective CoC may be considered one of the threshold criteria during application review for the Continuum of Care and Emergency Solutions Grant programs.

- [Georgia Balance of State CoC Membership Regional Meetings Notice – April 18th, 20th, & 21st 2016](#)
- [Georgia Balance of State CoC Membership Meeting Notice – January 20th & 22nd 2016](#)
- [Georgia Balance of State CoC Membership Meeting Presentation - March 2015 \(PDF\)](#)
- [Georgia Balance of State CoC Membership Meeting Notice - March 30th & 31st, 2015 \(Rescheduled dates\) \(PDF\)](#)
- [Georgia Balance of State CoC Membership Meeting Notice - February 25th & 26th, 2015 \(Meeting postponed due to weather\)](#)

### Balance of State Continuum of Care Governance Charter

Following its initial ratification by membership, and in consultation with the Collaborative Applicant and the HMIS Lead, the Governance Charter was updated by the Membership and Rules Committee, approved unanimously by the Board at the meeting on **January 20, 2016**, and approved by the Membership on **April 4, 2016**. Please see the following [link for the Georgia Balance of State Governance Charter \(PDF\)](#).

### REQUEST for NOMINATIONS - “at-large” Board Members

The Membership and Rules Committee is currently inviting the community of stakeholders to nominate potential Governance Board Members for “Super Region” Seat 3. A basic packet of information with the BoS CoS Super Region map is linked here: [NOMINATION PACKET](#). **Nominations closed on January 6, 2016.**

### Related Documents and Links

- [Membership and Rules Meeting Notes – January 20, 2016 \(PDF\)](#)
- [Membership and Rules Meeting Notes - November 9th, 2015 \(PDF\)](#)
- [Membership and Rules Meeting Notes - November 3rd, 2015 \(PDF\)](#)
- [Membership and Rules Meeting Notes - August 19th, 2015 \(PDF\)](#)
- [Membership and Rules Meeting Notes - May 20th 2015 \(PDF\)](#)
- [Georgia BoS CoC - Statewide Meeting Notes – March 30th and 31st, 2015 \(PDF\)](#)
- [BoS CoC Nomination - Voting Process - Voting Policy - Approved 5-21-15 \(PDF\)](#)
- [BoS CoC Conflict of Interest and Recusal Policy - Approved 5-21-15 \(PDF\)](#)
- [BoS CoC Code of Conduct Policy - Approved 5-21-15 \(PDF\)](#)
- [Membership and Rules Committee Meeting Notes – January 14th, 2015 \(PDF\)](#)
- [Membership and Rules Committee Vote – December 16th 2014 \(PDF\)](#)
- [Membership and Rules Meeting Notes – September 26th 2014 \(PDF\)](#)
- [Membership and Rules Committee – Nomination Voting Process and Voting Policy \(PDF\)](#)
- [Membership and Rules Meeting Notes – September 8th 2014 \(PDF\)](#)
- [BoS CoC Super Regions Map \(PDF\)](#)
- [Balance of State Continuum of Care Governance Charter \(PDF\)](#)
- [Presentation - History of the GA Balance of State Continuum of Care \(PDF\)](#)
- [Presentation - Developing a Governance Charter for the Balance of State Continuum of Care \(PDF\)](#)
- [Minutes from September 30 and October 2, 2013 Presentations \(PDF\)](#)
- [Continuum of Care Interim Rule \(HUD Website\)](#)

### 2015 Balance of State Continuum of Care Application Documents

- [2015 Balance of State Continuum of Care Application \(PDF\)](#)
- [2015 Balance of State Continuum of Care Project Priority Listing \(PDF\)](#)
- [2015 Balance of State Continuum of Care Project Ranking Chart \(PDF\)](#)

### 2014 Balance of State Continuum of Care Application Documents

- [2014 Balance of State Continuum of Care Application Project Priority Listing \(PDF\)](#)
- [2014 Balance of State Continuum of Care Project Ranking Chart \(PDF\)](#)

### 2013 Balance of State Continuum of Care Documents

- [2013 Balance of State Continuum of Care Application \(PDF\)](#)
- [2013 Balance of State Continuum of Care Project Priority Listing \(PDF\)](#)
- [2013 Balance of State Continuum of Care Project Ranking Chart \(PDF\)](#)

### 2012 Balance of State Continuum of Care Documents

- [2012 Balance of State Continuum of Care Application \(PDF\)](#)
- [2012 Balance of State Continuum of Care Project Priority Listing \(PDF\)](#)
- [2012 Balance of State Continuum of Care Project Ranking Chart \(PDF\)](#)

### Downloads & Related Links

- [All Georgia Continuum of Care Program Contacts \(PDF\)](#)  
Atlanta, Fulton, DeKalb, Cobb, Athens-Clarke, Columbus-Muscogee, Augusta-Richmond, Savannah-Chatham, and Balance of State
- [2010 Georgia New and Renewal Grants - \\$30.9 Million Dollars \(PDF\)](#)
- [2011 Georgia New and Renewal Grants - \\$33.5 Million Dollars \(PDF\)](#)
- [2012 Georgia New and Renewal Grants - \\$33.3 Million Dollars \(PDF\)](#)
- [2013 Georgia New and Renewal Grants - \\$35.5 Million Dollars \(PDF\)](#)
- [2014 Georgia New and Renewal Grants - \\$37.1 Million Dollars \(PDF\)](#)

### Contact Information

- Email [Tina Moore](#), or call Tina at (404) 327-6870.

Georgia Department of Community Affairs  
60 Executive Park South N.E.  
Atlanta, Georgia 30329

© 2016 Georgia Department of Community Affairs



## Georgia Balance of State Continuum of Care Applicants and Grantees Only

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

### Program 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

#### 2016 Balance of State Continuum of Care (BoS CoC) Application Process

**September 12, 2016** – The application process for the 2016 Georgia Balance of State CoC is now closed. Key documents are linked below. All prospective 2017 Applicants, new and renewal, may review full details of the 2016 application requirements below in preparation for next year.

- [2016 Balance of State Continuum of Care Application \(PDF\)](#)
- [2016 Balance of State Continuum of Care Priority Listing \(PDF\)](#)
- [2016 Balance of State Continuum of Care Project Ranking Chart \(PDF\)](#)

#### BoS CoC Policy

- [2016 Georgia BoS CoC NOFA Competition Policy - Includes DEADLINES \(PDF\)](#)
- [Outline of Seven Overarching Policy Priorities Highlighted in 2016 NOFA \(PDF\)](#)
- [2016 Applicant Commitments in 2015 to Housing First-Low Barrier \(PDF\)](#)

#### BoS CoC Webinars

- [2016 GA BoS CoC Renewal Applicant Webinar - July 19 and 21](#)
- [2016 GA CoC NEW Applicant Webinar - July 21](#)

#### Proposal Outline, Application Documents and Supplements

- [2016 Balance of State CoC Proposal Outline \(New Only\) \(WORD\)](#)
- [2016 BoS CoC Renewal Project Application \(WORD\)](#)
- [2016 BoS CoC NEW Rapid Re-Housing Project Application \(WORD\)](#)
- [2016 BoS CoC NEW Permanent Supportive Housing Project Application \(WORD\)](#)
- [2016 Balance of State CoC Competition Certification-Policy Addendum \(WORD\)](#)

#### Project Scoring Criteria / Forms

- [2016 Georgia BoS CoC Renewal Performance CoC Priority Scoring Criteria \(PDF\)](#)
- [2016 BoS CoC Renewal Review Team Scoring Form \(PDF\)](#)
- [2016 Georgia BoS CoC New PSH Project Scoring Form \(PDF\)](#)
- [2016 Georgia BoS CoC New RRH Project Scoring Form \(PDF\)](#)

#### Standards, Rating and Project Selection Committee

- [Standards and Rating Meeting Notes - August 22nd 2016 \(PDF\)](#)
- [Standards and Rating Meeting Notes - July 11th 2016 \(PDF\)](#)
- [Standards and Rating Meeting Notes - November 2, 2015 Special Mtg \(PDF\)](#)
- [Standards and Rating Meeting Notes - September 25, 2015 Special Mtg \(PDF\)](#)
- [Standards and Rating Meeting Notes - April 1st, 2015 \(PDF\)](#)
- [Standards and Rating Meeting Notes - October 17th, 2014 \(PDF\)](#)
- [2014 Georgia BoC CoC NOFA Competition Policy \(PDF\)](#)
- [Standards Rating Meeting Notes - December 15, 2014 \(PDF\)](#)
- [Standards and Rating Meeting Notes - September 24th, 2014 \(PDF\)](#)
- [Standards and Rating Meeting Notes - September 12th, 2014 \(PDF\)](#)

#### Homeless Management and Information Systems (HMIS) Committee

- [HMIS Committee Meeting Notes - October 29, 2015 \(PDF\)](#)
- [2015-16 Balance of State CoC HMIS Policy \(PDF\)](#)
- [2015-16 Balance of State CoC HMIS Data Requirements \(PDF\)](#)

#### Assessment, Placement and Services Committee

- [Assessment Placement Services Committee Meeting Notes - June 30, 2015 \(PDF\)](#)
- [Assessment Placement Services Committee Meeting Notes - June 23, 2015 \(PDF\)](#)

#### Balance of State CoC Environmental Review Requirements

In accordance with 24 CFR Part 58, all HUD-funded, federally-assisted projects, as well as all State of Georgia ESG assisted projects, are subject to the requirements for environmental review and documentation. Organizations receiving such funds (CoC, ESG, and HOPWA) may not commit or expend these funds until an environmental review that meets the standards outlined in 24 CFR Part 58 has been approved by the certifying officer at DCA. Failure to comply with these requirements may result in the termination of any and all contracts and may require repayment of related expended funds.

This information must be submitted to DCA for approval as detailed in the Environmental Review Procedure below for all Balance of State CoC projects (please see all attachments for full information):

- [Environmental Review Request Form \(CoC RRH Projects\) \(MS Word\)](#)
- [Environmental Review Request Form \(CoC PSH/TH Projects\) \(MS Word\)](#)

[Archived Competition Material WebPage](#)

### 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

© 2016 Georgia Department of Community Affairs

**Georgia Balance of State Continuum of Care****Georgia Balance of State Continuum of Care Governance Board****Approved July 13, 2016****2016 Georgia Balance of State Continuum of Care Competition**

The Georgia Balance of State (BoS) Continuum of Care (CoC) is issuing the following guidance for the 2016 Notice of Funding Availability (NOFA) competition. This guidance applies to all renewing Continuum of Care grants for permanent supportive housing and rapid re-housing as well as for new applications submitted either for rapid re-housing and permanent supportive housing. This announcement is being provided in accordance with the HUD Notice of Funding Availability (NOFA) for the 2016 Continuum of Care Program Competition (Docket No. FR-6000-N-25) at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.

Funding for new projects is only available through the process of reallocation or the permanent housing bonus. The Balance of State CoC may only create new project(s) through the permanent housing bonus up to 5% of the Final Pro Rata Need (FPRN) amount, which is around \$882,000 (based on the Preliminary Pro Rata Need amount). Applications for new projects made available through reallocation will only be considered if the application review sub-committees determine the need to reallocate from eligible renewal projects due to those projects not meeting threshold, poor performance, and underspending due to significantly operating under capacity. There is no estimated amount to be reallocated at this time.

The Georgia Department of Community Affairs (DCA), designated as the Collaborative Applicant for the Georgia Balance of State Continuum of Care (CoC), is responsible for overseeing and managing the application process for the FY2016 HUD Continuum of Care Homeless Assistance funding process. HUD requires that the CoC develop a process for submitting one consolidated application for the FY2016 CoC program. The Collaborative Applicant works with the Standards, Rating, and Project Selection Committee to develop and recommend the process for CoC Board approval. The BoS CoC Board approved this policy on July 13, 2016.

The following document outlines the policy and process for the FY2016 funding cycle.

**Timeline**

June 20, 2016 - Final CoC Review Step for the CoC Registration due.

June 27, 2016 - Final HUD Approved GIW sent to CoCs.

June 29, 2016 – NOFA released by HUD.

July 11, 2016 - Standards, Rating, and Review Committee meeting to approve and recommend process for scoring and ranking held.

July 13, 2016 - CoC Board meeting to approve process recommended by the Standards, Ratings, and Review Committee held.

July 14, 2016 – 2016 Balance of State CoC NOFA Competition Policy, Process, Timeline, Review Applications, Scoring Criteria, Addendum, and other Competition materials released (approved by the BoS CoC Standards, Rating, and Project Selection Committee and the Balance of State CoC Board).

July 19, 2016 (2<sup>nd</sup> webinar July 21, 2016) - Informational Webinar for BoS CoC Competition Policy, Renewal PSH and RRH applicants held by DCA, and materials from the webinar posted.

July 20, 2016 – Proposal Outlines for new PSH or RRH projects due.

July 21, 2016 - Informational Webinar for BoS CoC Competition Policy, Renewal PSH and RRH applicants held by DCA (repeat of webinar from July 19).

July 21, 2016 – Informational Webinar for New PSH and RRH applicants and materials from the webinar posted.

July 29, 2016 - Review Applications for Renewing PSH and RRH projects, as well as the required HUD APR from HMIS (or APRICOT/ALICE) and supplemental documents (including Addendum), due by 3:00 pm.

July 29, 2016 - Review Applications (including Addendum) for New PSH and RRH projects, as well as all required copies and supplemental documents, due at DCA by 3:00 pm.

July 29-August 4, 2016 – Internal review

August 11, 2016 – ALL project applications (Renewal PSH, RRH, and New PSH and RRH) and updated certifications must be entered into *e-snaps* by 5:00 pm.

August 4, 2016 – August 18, 2016 – Review Team Sub-Committee application review.

August 22, 2016 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.

August 24, 2016 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.

August 30, 2016 – Notification given to applicants of placement in scoring and ranking for all projects (due date).

September 5, 2016 – ALL project application corrections (if applicable) should be completed in *e-snaps* by 2:00 pm.

September 12, 2016 – CoC application submitted to HUD.



**Summary of Changes and Policy Priorities for the FY2016 Georgia Balance of State Continuum of Care Homeless Assistance Funding Cycle**

Please note that there have been significant changes in the process and method by which local CoCs are being scored under Federal priorities in the last two years. All applicants and interested parties are strongly encouraged to read this document, as well as the HUD FY 2016 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>) in their entirety to ensure there is complete understanding of the information provided. Some of the major changes and policy priorities include:

- Only Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) projects will be eligible for ranking and renewal.
- In order to be eligible for renewal in FY 2016, a project must have an executed grant agreement by December 31, 2016 and have an expiration date in Calendar Year (CY) 2017 (between January 1, 2017 and December 31, 2017). All projects that received a new RRH project under the last competition are included on the 2016 Grant Inventory Worksheet (GIW) and are expected to have an application submitted to renew each project that received a new award in 2015.
- Projects implemented prior to the 2015 competition that underspend and/or are significantly operating under capacity may be subject to full or partial reallocation. Reallocation of underperforming projects is contingent on appropriate high-scoring new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the lower scoring renewal project. Any project that has less than \$10,000 at the end of the grant will not be in jeopardy of having the grant amount reduced.
- As in previous years, HUD will continue the Tier 1 and Tier 2 funding process, with the top 93% of the funding allotted to a CoC being in Tier 1, and the bottom 7% of the funding allotted to a CoC in Tier 2.
- Projects that were awarded for the first time under the 2015 NOFA cycle as first time grants, where they have not had the opportunity to be up and running for a full year, will automatically receive median performance scores for like applications for performance in the scoring and ranking process. Those points will then be averaged with that project's 2015 application score in order to take into account project design and other important factors related to the implementation of that project.
- Through this competition, new applications for RRH for individuals and families will be accepted. Also new applications for PSH for the chronically homeless individuals and families will be accepted.
- BoS CoC bonus points will be available for permanent housing projects (PSH or RRH) that are currently using, or commit to using, the Housing First model when housing program participants (with a concrete plan of action, to utilize the Housing First model of service delivery). To receive any of these bonus points, applicants should demonstrate that the project is low-barrier, prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions to entry. Please note,



renewal applicants must meet, or improve, the level committed in each 2015 project application.

- BoS CoC bonus points will be available to all project applications that are low barrier projects (or commit to being low barrier projects) and allow entry to program participants that includes: low or no income, current or past substance use, criminal records—with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Please note that renewal applicants must meet, or improve, the level committed in each 2015 project application.
- Beginning in the 2015 competition, any project application(s) that indicates a Housing First approach and/or commits to operating as a low barrier program and is reviewed, approved, and ranked by the CoC and awarded CoC Program funds is required to operate as a Housing First and/or low barrier project.
- BoS CoC bonus points will be available for projects that prioritize Veterans. To receive these points, projects will need to commit to partnering with the BoS CoC's Initiative to End Veteran Homelessness and indicate units/beds that become available will be prioritized, as needed, in the Housing Blitz to connect homeless Veterans on the CoC's Master List to housing. And additional bonus points will be available for applicants who coordinated the Veteran Homeless Registry in March of 2016, thus assisting the CoC identify homeless Veterans in their area.
- All renewal BoS CoC PSH projects that do not already have 100% of their beds dedicated to people who are chronically homeless will be required to prioritize at least 85% of their non-dedicated beds to people who are chronically homeless\*. The BoS CoC is prioritizing homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Chronically homeless individuals and families should be given priority for permanent supportive housing beds not currently dedicated to this population as vacancies become available through turnover. Permanent supportive housing renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance use disorder) must continue to serve those subpopulations, as required in the current grant agreement. However, chronically homeless individuals and families within the specified subpopulation should be prioritized for entry. The full notice can be found at: <https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>. \*Projects that committed to prioritizing 100% of non-dedicated beds to people who are chronically homeless are required to continue to prioritize 100% of beds at turnover.
- In order maintain alignment to HUD priorities for this funding and to keep homeless people with disabilities who are residing in PSH projects from becoming homeless, with the exception of the HMIS and Centralized Assessment grants, which are critical to the operations of the CoC, and will therefore be placed mid-Tier 1, the BoS CoC will rank projects within the following groupings:
  - o Renewal PSH and RRH projects that are currently housing people who are homeless, without significant capacity issues (based on score)
  - o New RRH projects awarded in the 2015 competition (based on score)

- Renewal PSH and RRH projects determined to be significantly underperforming or operating under capacity (and PSH projects that are both utilizing 50% or less of the units and returning a significant amount of funds).
- New PSH and RRH projects (based on score)

Projects implemented prior to the 2015 competition that underspend and/or are significantly operating under capacity may be subject to full or partial reallocation. Reallocation of underperforming projects is contingent on appropriate high-scoring new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the lower scoring renewal project. Any project that has less than \$10,000 at the end of the grant will not be in jeopardy of having the grant amount reduced

- HUD will score projects ranked in Tier 2 using a 100 point scale (please see full details on page 16 of the NOFA):
  - CoC Score – up to 50 points will be in direct proportion to the score received on the CoC Application;
  - CoC Project Ranking – up to 35 points will be based on the CoC's ranking of the project application(s);
  - Project Type – up to 5 points will be based on the type of project application(s) submitted and the population that will be served;
  - Commitment to Policy Priorities – up to 10 points will be based on how project application commits to applying the Housing First model.
- As noted above, HUD is also allowing for CoCs to apply for permanent housing bonus funding. More than one project can be submitted for the bonus funding. HUD guidance shows that for CoCs to receive grants for new projects, other than through reallocation, CoCs must competitively rank projects based on how they improve system performance.

### **General Information**

In addition to the information presented in this document, it is expected that all applicants read the HUD FY 2016 Continuum of Care NOFA, related scoring criteria, and any supplemental materials (<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>) in their entirety to ensure there is complete understanding of the information provided.

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

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

All renewal project applications must pass a threshold review and will then be scored according to specific criteria. The criteria will consist of current data in the Homeless Management Information System (HMIS), project performance, the most recent HUD monitoring visit, and the scoring of the review application. This will be scored by an independent review panel that will then consolidate the scores and rank the projects. The independent review panel will submit

their results to the Collaborative Applicant who will publish the results with the BoS CoC Board's approval.

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

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

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

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

DCA, as the Collaborative Applicant, will post any additional details of the competition and HUD resources as they become available on the Continuum of Care webpage. It is the applicant's responsibility to ensure that they check the both the BoS CoC (<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>) and the HUD CoC (<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>) websites regularly for the latest updates. Please note that all of HUD's competition and e-snaps materials, notices, and training guides can be accessed on the HUD page.

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

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

Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the System for Award Management (SAM) per Section V.A.1. of the FY 2016 General Section. The System for Award Management (SAM) can be found at: <https://www.sam.gov/portal/SAM/#1>. HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM registration.

Project applicants must ensure that applications (Review Application and HUD application in the E-Snaps system) are complete and the information within the application is consistent throughout the application. Narratives must be fully responsive to the question being asked, and responses should meet all of the criteria for that question as required by the NOFA and the detailed instructions provided in E-Snaps. Applicants must also ensure that proposed program

participants are eligible for the program component type selected, and proposed activities are eligible under 24 CFR part 578. Applicants should also ensure that all required attachments correspond to the attachments list in E-Snaps, contain accurate and complete information, and are dated between May 1, 2016 and September 14, 2016.

### **Appeals**

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

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

As stated above, renewal PSH and RRH applications must be received no later than 3:00pm on July 29, 2016. The following materials must be received for each project in order for an application to be considered complete:

- The Review Application for renewal applicants;
- The addendum document for all projects;
- Supportive documents showing timely draw downs (LOCCS or internal database reports)
- The HUD APR part 1 and part 2 from HMIS (for 7/1/2015-6/30/2016); and
- The most recent HUD monitoring report and responses (no matter how dated).

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

In addition to the BoS CoC application materials (including all required certifications dated between May 1, 2016 and September 14, 2016), all renewal projects must complete the HUD application in *e-snaps* by 3:00pm on August 11, 2016.

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

### **New Project Application Information**

In line with information presented in the NOFA, the BoS CoC will seek applications for new permanent supportive housing (PSH) projects that will serve 100 percent chronically homeless individuals and families and new rapid re-housing (RRH) projects that will serve homeless individuals and families.

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

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

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnline.asp> no later than 3:00pm on July 20, 2016.

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

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

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

All complete new project packages must be received by the CoC Collaborative Applicant, the Department of Community Affairs, by July 29, 2016 at 3:00 pm. Submissions must be mailed to Tina Moore, CoC Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

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

In addition to the application packet described above, applicants for new RRH or PSH projects must also complete, and submit, the HUD application (including all required certifications and documentation dated between May 1, 2016 and September 14, 2016) in *e-snaps*.

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

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

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

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

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

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

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

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

### **Match and Leveraging**

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

HUD guidelines state that projects should only report match and leveraging where there are commitment letters on file that are dated between May 1, 2016 and September 14, 2016, and HUD is requesting that all documented commitments be submitted with the application.

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

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

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



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

**Federal Disaster Area Notification**

Applicants administering projects that have been impacted by a major disaster, as declared under Title IV of the Robert T. Stafford Act that occurred in the 12 months prior to the publication of this NOFA should submit a letter indicating this with the review application packages due on July 29, 2016. News releases related Georgia can be found at: <https://www.fema.gov/news-release/2016/02/26/president-declares-disaster-state-georgia>. CoCs in impacted areas are required to notify HUD of this prior to the close of this competition.

**GA DCA Contacts:**

---

Tina Moore <a href="mailto:tina.moore@dca.ga.gov">tina.moore@dca.ga.gov</a> Phone: (404) 327-6870 Fax: (404) 679-0669	Patricia Wright <a href="mailto:patricia.wright@dca.ga.gov">patricia.wright@dca.ga.gov</a> Phone: (404) 327-6856 Fax: (404) 679-0669	Shawn Williams <a href="mailto:shawn.williams@dca.ga.gov">shawn.williams@dca.ga.gov</a> Phone: (404) 679-0621 Fax: (404) 679-0669
--	---	--

TM/tm

Attached is one (1) document:

- 1) 2016 Balance of State CoC Proposal Outline

## 2016 Georgia BoS CoC Application – Project Performance & CoC Priority Scoring Criteria Renewal Projects Only

Applicant Agency \_\_\_\_\_

HUD Project Name \_\_\_\_\_

HUD Project Type:

☐

Permanent Supportive Housing

☐

Rapid Re-Housing

For APR data requested within the application, agencies should use data from the HUD APR part 1 and part 2 from HMIS or APRICOT/ALICE covering the period of 7/1/2015 to 6/30/2016 (submission of these reports is required). Please note that renewal projects that have are first-time renewal projects funded under the 2015 competition, (and have not been operational for 1 full year) will automatically receive the median points awarded for like projects on performance, with the exception of bonus points, which will be applicable as scored.

Project Threshold Criteria	Scoring	Reviewer Score	Reviewer Notes
<b>Agency demonstrates they have the capacity to carry out and implement the project proposed.</b> Eligible renewing projects are considered to have met threshold unless other information is available to the contrary.	Pass/Fail		

Performance Criteria	Standard / Goal	Points Available	Scoring	Data Source	Review Score
<b>1. ALL Projects - Spending all grant funds awarded for last grant award period.</b> [Total of all funds expended/total funds awarded by HUD for most recently completed operating year]	Spending 100% of award or Proposed Project Implementation	5	95% or > spent = 5 90-94% spent = 4 85-89% spent = 3 80-84% spent = 2 70-79% = 0* *may be subject to reduction	Applica. or APR [Q 30a1-4 or Q31]	
<b>1-a. ALL Projects – Quarterly Draw Downs from LOCCS.</b> [Funds are drawn down from LOCCS every 90 days or less once the contract was executed]	Funds drawn down every 90 days or less.	5	90 days or less = 5	Provider report from LOCCS or internal database.	
<b>2. ALL Projects – Project Utilization Units/Clients</b> [% of unit utilization for housing programs]	Unit/Client Utilization 100% Or Capacity to fully utilize program	5	95% or > = 5 90-94% = 4 85-89% = 3 80-84% = 2 51-79% = 0 Projects at 50% or less = -20 (and may be subject to reduction or reallocation)	Review Applica. / or APR	
<b>Subtotal Grant / Utilization</b>		<b>15</b>			



Program Performance Criteria	Standard / Goal	Points Available	Scoring	Data Source	Review Score
<b>3. PH Programs: Housing Stability for clients served in the reporting period of the last APR submitted to HUD.</b> [% PH persons who remained in the PH program as of end of year OR exited to PH during year]	85%	20	85% or > = 20 75-84% = 15 70-74% = 5 Below 70% = 0	APR [Q36a PH] or Q29 Perm Destination/ # Leavers	
<b>3a. Length of Stay: Average length of stay for all participants during 7/1/15-6/30/16.</b> (Informational Purposes only)	TBD	N/A	N/A	APR (HMIS data)	
<b>3b. Returns to Homelessness: Percentage of participants who exited 7/1/2014-6/30/15 that returned to homelessness.</b> (Informational only)	TBD	N/A	N/A	DCA (HMIS data)	
<b>Subtotal Housing Stability</b>		<b>20</b>			
<b>4. ALL Programs: Program has dedicated beds/units for serving persons who are chronically homeless.</b> Current Projects will be scored on dedicated chronic beds compared with clients being served by the project. Must meet HUD's definition of chronically homeless.	100%	10	100% = 10 70-99% = 7.5 50-69% = 5 30-49% = 2.5 Less than 30% = 0	Applica., & verified w/APR (HMIS data)	
<b>5. ALL Programs: Program targets/serves Veterans.</b> Current Projects will be scored on adults being served by the project.	100% HHs w/adult Veteran	10	100% = 10 70-99% = 7.5 50-69% = 5 30-49% = 2.5 Less than 30% = 0	Applica., & verified w/APR	
<b>6. ALL Programs: Program serves persons who have special needs or high barriers to housing.</b> (disabilities, victims of domestic violence, and youth households (adults 18-24)	100%	10	100% = 10 70-99% = 7 40-69% = 5 Less than 40% = 0	Applica. & verified w/APR (Q16, Q18a, Q18b, or Q19a)	
<b>7. ALL Programs: At least one Adult per household w/previous residence that indicates literal homelessness (project eligibility).</b>	100%	10	100% = 10	APR Data	
<b>Subtotal Homeless &amp; Special Needs</b>		<b>40</b>			
<b>8. ALL Programs: Employment Income for Leavers</b> [adult leavers exiting with 'earned income'/ adult leavers]	20%	10	20% or > = 10 15- 19% = 4 Below 15% = 0	APR [Q25a1 & Q25a2]	

<b>9. ALL Programs: Increased Income from All Sources</b> [% 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.]	54%	10	54% or > = 10 49-53% = 7 40-48% = 4 35-39% = 2 Below 35% = 0	APR [Q36]	
<b>10. ALL Programs: Leavers with Non Cash Mainstream Benefit Sources</b> [adult leavers with '1+ source of non-cash benefits'/total leaving adults]	80% or >	10	80% or > = 10 65-79% = 7.5 50-64% = 4 49% or below = 0	APR [Q26a1 & Q26a2]	
<b>11. Renewal Programs: Leavers who exit housing or program to shelter, streets, or unknown</b> [leavers exiting to 'emergency shelter', 'place not meant for human habitation', or 'don't know/refused'/all leavers]	10% or less	11	10% or < = 11 11-20% = 5 Over 20% = 0	APR [Q29a1 & Q29a2]	
<b>Subtotal Performance</b>		<b>41</b>			
<b>12. Current Project Applicants - Monitoring – HUD Findings</b>	No Findings or Concerns	4	See table below	HUD Monitoring Report and recipient response	
<b>Subtotal Compliance</b>		<b>4</b>			
<b>13. CoC Participation:</b> Attended BoS CoC Statewide or Regional Meetings (January 2016 or March 2016), Participates in BoS CoC Governance (Board or Committee Participation), or as either a Veteran Registry Coordinator.	Yes or No	10	Yes = 10	DCA list	
<b>14. HMIS Data Quality *</b> [% 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)	
<b>Subtotal: CoC Participation &amp; HMIS Data Quality</b>		<b>15</b>			
<b>15. Match (Cash or In-Kind Resources)</b> With the exception of leasing, all agencies must demonstrate match resources equal to at least 25% of the total requested HUD funding.		5	Well defined = 5 Acceptable = 3 Unacceptable = 0	Applica.	

<b>16. Leveraging (Cash or In-Kind Resources)</b> - The CoC goal for all leveraged resources (including match) is 150% of the grant amount. For this section, agencies should have reported leveraged resources outside of the match resources listed above to insure no duplication		5	125% or more = 5 100-124% = 3 90-99% = 1 Less than 90% = 0	Applica.	
<b>Subtotal: Match and Leveraging</b>		<b>10</b>			
<b>Total Points Available for Performance Criteria (listed on this form)</b>		<b>145</b>			
<b>Total Points Available for Outcome Criteria (Addendum criteria scoresheet)</b>		<b>50</b>			
<b>Total Possible Points**</b>		<b>195</b>			
<b>17. Bonus Points: Continuum of Care Permanent Supportive Housing Priority.</b> Bonus points available for permanent supportive housing programs currently providing housing to people who are homeless with a disability.	100%	30 Current PSH Project	Current PSH program = 30	Application Project Type	
<b>18. Bonus Points: Housing First:</b> Bonus points available for permanent housing projects (PSH or RRH) that are currently using, or commit to using, the Housing First model.	100%	10	Yes (with supporting docs) = 10  No = 0	App, Certification, & Supporting Documents	
<b>19. Bonus Points: Low Barrier Projects:</b> Bonus points available to project applications that are low barrier projects (or commit to being low barrier), meaning project allows entry to program participants that includes: low or no income, current or past substance use, criminal records—with the exceptions of restrictions imposed by federal, state or local law or ordinance, and history of domestic violence.	100%	10	Yes (with supporting docs) = 10  No = 0	App, Certification, & Supporting Documents	
<b>20. Bonus Points: Veteran Prioritization</b> - Bonus points available to project applications that commit to partnering w/BoS CoC's Initiative to End Veteran Homelessness and will prioritize beds as available in Housing Blitz for Veterans on Master List.	100%	10	Yes (with supporting docs) = 10  No = 0	App, Certification, & Supporting Documents	

<b>21. Bonus Points: Veteran Homeless Registry</b> – Bonus points available to project applications submitted by an agency that served as a coordinator for the Homeless Veteran Registry in March 2016.	100%	10	Yes = 10  No = 0	DCA	
<b>** Timeliness of Application Submission</b> – Late submission of the review application will lose points. The rate will be <5% of the total SCORED points available in the competition for each working day that the application is late.	<5% of total points each working day the application is late	Depends on Submission Date	1 Day Late = <5% total points available 2 Days Late = <10% total points available 3 Days Late = <15% total points available Etc.	Based on date received at DCA.	
<b>Total Points Received</b>					

HUD Monitoring of CoC Program (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 on Outcome, Match, and Leveraging criteria (Addendum criteria).
4. Note that this criteria reflects CoC priorities as well as HUD priorities outlined in the FY 2016 NOFA. As a matter of information to applicants, the Balance of State CoCs are judged competitively on CoC Coordination and Engagement (43 points), Project Ranking, Review and Capacity (30 points), Homeless

Management Information System (18 points), Point-In-Time Count (9 points), System Performance (40 points), and Performance and Strategic Planning (60 points) – 200 total points possible.

5. The Balance of State CoC project renewal applications for HMIS, and Coordinated Assessment 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. The CoC Planning grant is not part of the Tier ranking and does not impact the funding available.
6. 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.
7. 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](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.hudexchange.info/news/snaps-weekly-focus-adopting-a-housing-first-approach/>). The entire series can be found at: <https://www.hudexchange.info/homelessness-assistance/snaps-weekly-focus/>. Competition Focus Messages for the 2016 competition can be found at: <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>.
8. The Final Rule on Defining “Chronic Homeless” published in December 2015, can be found at: <https://www.hudexchange.info/homelessness-assistance/resources-for-chronic-homelessness/>.

**2016 Georgia Balance of State Continuum of Care Review Team Scoring**  
**Renewal Projects ONLY**

**General Information**

General Information	Possible Points	Score
HUD Priority HUD has stated that serving people with the highest needs and longest histories of homelessness for existing new and renewal PSH is a priority for funding.	Permanent Supportive Housing = 10 Rapid Re-Housing = 5	
TOTAL (10 points maximum)		

**Project Overview and Priority Alignment**

As specified in the Governance Charter, the BoS CoC has aligned itself with the HUD Strategic Plan, as well as with the USICH “Opening Doors” plan. While much of the scored information will be taken from agency and project HMIS APR data, agencies were asked to respond to questions, addressing the various objectives of the CoC.

Project Overview and Priority Alignment	Possible Points	Score
Project Summary  (3 possible total points)	Response is clear and concise and gives a complete picture of the project = 3  Response gives an adequate description of project, but leaves a few unanswered questions = 1  Response unclear and leaves unanswered questions about purpose of project = 0	
Objective 1-A: Increase Progress towards Ending Chronic Homelessness  Using a Housing First Service Approach	Agencies were required to answer “Yes” or “No” to each response and to provide an explanation to support answer. Points are not automatic; if explanation does not back up answer award zero points. Checklist-  A-F: Yes = 1 No = 0  G: Yes = 0 and No = 1  (7 possible total points)	
	Explanation- Agencies were required to explain all Yes/No responses. Agencies <i>not</i> receiving points for the above, were supposed to provide explanations why, for each (A-G).  For a maximum total of 2 points, 1 point is allowed for each explanation that is clear and either gives a plan for addressing, or provides an adequate rationale.  (2 points total possible)	

<p>Objective 1-B: Serving People with the Highest Barriers to Housing (&amp;/or Special Needs)</p> <p>HUD is looking for projects that serve those people with most need and who would be most resistant to service. Projects are encouraged to have low or no barriers to entry, in an effort to serve that population.</p>	<p>Applicants were asked to identify which of the listed criteria has a bearing on whether a client was or was not accepted into their project. For the purpose of the following question, High Barriers consist of family or individual households who are homeless and have two or more of the following: (1) no income; (2) recent history of substance abuse or actively using drugs or alcohol; (3) serious health problems/conditions; (4) criminal background (that includes one or more felonies); and a history of domestic violence. Extreme Barriers consist of individuals with severe mental illness and/or substance abuse problems, are living on the street (or entered project from the street), and have been unable or unwilling to participate in supportive services.</p> <p>Income = Yes (barrier) or No  Current Employment = Yes (barrier) or No  State Issued Photo ID = Yes (barrier) or No  Sobriety (drugs or alcohol) = Yes (barrier) or No  No presenting symptoms (mental illness) = Yes (barrier) or No  Transportation = Yes (barrier) or No  Disabling condition (MH, SA, HIV/AIDS) = Yes or No (barrier)  Medication = Yes or No (not allowed = barrier)  Victim of Domestic Violence = Yes or No (not allowed = barrier)  Other _____</p> <p>2 or fewer barriers (20% or &lt;) = 10 points  3 or 4 barriers (30 - 40%) = 5 points  5 or more barriers (Above 40%) = 0 points</p> <p>(10 possible total points)</p>	
<p>Objective 2: Increase Housing Stability</p> <p>HUD Standard: 80%</p>	<p>Performance (3 possible points)  80% or above = 3  79% or below = 0</p> <p>Explanation (3 possible points)</p> <p>Project is meeting the standard and response on how they will continue to maintain or exceed is clear and concise = 3</p> <p>Project performance is 73%-79%, and response on how they will work to meet it is clear and concise = 2</p> <p>Project performance is 72% or lower, and response on how they will work to meet it is clear and concise = 1</p> <p>Project is not meeting the standard, and response is unclear = 0</p>	

Objective 3: Increase Project Participant Income	Performance (3 possible points) Employment 20% or above <u>and</u> Non-Employment 54% or above = 3 Employment or Non-Employment meets or exceeds HUD standard, but other does not, by 3% or less = 2 Employment or Non-Employment meets or exceeds HUD standard, but other does not, by 4% or more = 1 Neither meet HUD standard = 0	
HUD Standard for Employment Income: 20%		
<i>Application answer</i> $(B+D)/A \times 100 = \%$	Explanation (3 possible points) Project is meeting both standards and response on how they will continue to maintain or exceed is clear and concise = 3 Project is only meeting one standard <u>and</u> response on how they will work to meet the other is clear and concise = 2 Project is not meeting either standard <u>but</u> response on how they will work to meet them is clear = 1 Project is not meeting either standard <u>and</u> response unclear, or agency is meeting one standard but response on how they will meet the other is unclear = 0	
-----AND-----		
HUD Standard for Non-Employment: 54%		
<i>Application answer</i> $(C+D)/A \times 100 = \%$		
Objective 4: Increase the Number of Participants Obtaining Mainstream Benefits	Performance (3 possible points) 80% or above = 3 50% - 79% = 2 49% or lower = 0	
HUD Standard: 80%		
<i>Application answer</i> $A/B \times 100 = \%$	Explanation (3 possible points) Project is meeting the standard and response on how they will continue to maintain or exceed is clear and concise = 3 Project performance is 50-79% and response on how they will work to meet it is clear and concise = 2 Project performance is 49% and lower and response on how they will work to meet it is clear and concise = 1 Project is not meeting the standard, and response is unclear = 0	
<b>TOTAL</b> <b>(40 points maximum)</b>		

General Information Point Total (10 possible points):

\_\_\_\_\_

+

Project Overview and Priority Alignment (40 possible points):

\_\_\_\_\_

=

**TOTAL POINTS (50 maximum points):**

\_\_\_\_\_



**2016 Georgia Balance of State Continuum of Care Review Team Scoring**  
**NEW Permanent Supportive Housing Projects (PSH)**

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Requested Amount (General Information Question 6): \_\_\_\_\_

Proposed Number of Individuals to Serve  
(Proposed Project Information, Question 4b, second chart, "Total Number of People"): \_\_\_\_\_

---

Please read each application fully first before scoring. Each scoring section has the question from the application that applies specifically to that scoring criteria. As the individual point amounts may vary just slightly, please read each scoring criteria fully prior to assigning a score.

There is a "Comments/Scoring Rationale" box following the scoring chart in each section. It is important that reviewers are able to provide rationalization for each project scoring, therefore, please provide comments on scoring rationale.

**Threshold Information**

Threshold Statements	Yes/No	Score
1. Agencies submitting new projects had 8 requirements to meet in order to be considered for this funding.	All the requirements checked or addressed = Yes One or more of the requirements not checked or addressed = No	

Project Threshold Criteria	Scoring	Reviewer Score
Agency meets HUD's eligibility criteria.	Pass/Fail	
Agency demonstrates adequate capacity to carry out grant (attachments required).*	Pass/Fail	
Project meets eligible costs or activities requirements.	Pass/Fail	
Project sufficiently demonstrates eligible populations will be served.	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	
Threshold Statements Comments		

Agency Capacity*	Possible Points	Score
<p><b>Agency demonstrates they have the capacity to carry out and implement the project proposed.</b></p> <p><u>(20 possible points)</u></p> <p>New project applicants must sufficiently describe experience administering federally funded grants, and submit the most recent financial audit, IRS Form 990, and list of current board members. New projects should also adequately describe how project will reach full operational capacity. New project applications that do not demonstrate capacity to carry out project may be rejected by the review team.</p>	<p>Response is clear and concise; financial statements/IRS Form 990 are current (without concerns); board consists of volunteer/ diverse members; applicant has experience administering federal funds; and there are no match/ leveraging concerns for reaching capacity = 20 Excellent*</p> <p>Response is adequate; financial statements/IRS Form 990 are current (any concerns addressed); board consists of volunteer/ diverse members; applicant has experience administering government funds; and there are no match/leveraging concerns for reaching capacity = 15 Good</p> <p>Response unclear and leaves unanswered questions; financial statements and/or IRS Form 990 are not current (with concerns); board consists of local volunteer/diverse members; applicant has experience administering grant funds; and/or there are match/leveraging concerns for reaching capacity = 5 Adequate</p> <p>Response and required documentation does not demonstrate experience or capacity to carry out project = 0 (May be rejected by the review team)</p> <p>*Local government applicants (county or municipality) should receive full points for this criteria.</p>	
<b>TOTAL (20 points maximum)</b>		
<b>Agency Capacity Comments</b>		

### Proposed Project Information

Agency Experience	Possible Points	Score
<p>1. Homeless and Permanent Supportive Housing Experience</p> <p>(Question 1b)</p> <p>(20 possible points)</p> <p>*Weighed heavily due to the importance of the experience*</p>	<p>Response is clear and concise and gives a complete picture of the relevant experience of the applicant = 20</p> <p>Response gives an adequate description of related experience, but the experience is limited = 15</p> <p>Response gives an adequate description of experience, but leaves a few unanswered questions = 10</p> <p>Response unclear and leaves unanswered questions about the experience = 0</p> <p>Response does not describe experience working with people who are homeless and/or managing a permanent supportive housing program = 0</p>	
<p>2. Leasing, Rental, Support Services, and HMIS Experience</p> <p>(Question 1c)</p> <p>(5 possible points)</p>	<p>Response is clear and concise and gives a complete picture of the relevant experience of the applicant, for all four aspects = 5</p> <p>Response gives an adequate description of related experience, but the experience is limited for one or two aspects = 3</p> <p>Response gives an adequate description of experience, but the experience is limited for three or four aspects = 2</p> <p>Response unclear and leaves unanswered questions about the experience = 0</p> <p>Response does not describe experience related to leasing, rental assistance, support services and/or HMIS = 0</p>	
<p><b>TOTAL</b> <b>(25 points maximum)</b></p>		
<p><b>Agency Experience Comments</b></p>		

General Description	Possible Points	Score
3. Program Description  (Question 2a)  (7 possible points)  (Each checked applicable box = 1 point)	Response has a clear description of how the project meets a community need = 1	
	Response has a clear description of the target population that will be served = 1	
	Response has a clear description of a plan to address the housing and support service needs of the participants = 1	
	Response has clear proposed outcomes <u>and</u> the proposed outcomes seem reasonable = 1	
	Response includes a description of planned and established partnerships = 1	
	Response is clear in describing why CoC support is necessary for the project = 1	
	Response clearly describes the plan to reach full organizational capacity within six months of award = 1	
4. Harm Reduction and Housing First  (Question 2b)  (6 possible points)	Response is clear and shows an understanding of both philosophies <u>and</u> agency has experience in both and will continue to utilize both for this project = 6	
	Response is clear and shows an understanding of both philosophies <u>and</u> agency has experience in one of the philosophies, and will utilize both for this project = 5	
	Response shows an adequate understanding of both philosophies <u>but</u> agency has no experience in either philosophies, but indicates it will utilize both for this project = 3	
	Response shows a minimal understanding of the philosophies, but leaves unanswered questions= 2	
	Response unclear or incomplete = 0	
5. Prioritization of Chronically Homeless  (Question 2c)  (6 possible points)	Response clearly describes a plan for identifying and prioritizing the people with the most severe needs, <u>and</u> clearly explains the outreach process that will be used to engage people living on the streets and in shelter = 6	
	Response describes a plan for identifying and prioritizing the people with the most severe needs, and explains the outreach process that will be used to engage people living on the streets and in shelter, but leaves some unanswered questions = 4	
	Response describes a minimal plan for identifying and prioritizing the people with the most severe needs, and may or may not include an outreach process, and leaves unanswered questions = 2	
	Response unclear or incomplete = 0	

6. Estimated Schedule (Question 2d)  (6 possible points)	<p>Response is clear and concise and gives a complete picture of the proposed activities, management plan, method for assuring an effective and timely completion of work <u>and</u> includes a plan to reach full capacity = 6</p> <p>Response gives an adequate description of proposed schedule, but does not address all points above; but clearly describes a plan for rapid implementation = 4</p> <p>Response gives an adequate description of experience, but leaves unanswered questions= 2</p> <p>Response unclear or incomplete = 0</p>	
<b>TOTAL (25 points maximum)</b>		
<b>General Description Comments</b>		

<b>Supportive Services</b>	<b>Possible Points</b>	<b>Score</b>
7. Educational Liaison (job title, responsibilities, and services)  (Question 3a)  (5 possible points)	<p>Response identifies a job position that serves as the educational liaison, describes the roles of the position, and has a plan to ensure that children are enrolled in school, McKinney-Vento services, and other related programs = 5</p> <p>Response answers some of the above, but leaves unanswered questions = 3</p> <p>Response is unclear or incomplete = 0</p> <p>If project is for individuals only, and no children will be served = 5</p>	
8. Permanent Housing Stability  (Question 3b)  (5 possible points)	<p>Response is clear and concise, gives a complete picture of the plan to assist participants in remaining housed, and includes addressing the needs of the target population, through both case management and accessing outside services. If the units are not owned by the applicant, response also includes a clear method for identifying appropriate units, and a plan for coordination between landlords and service providers. = 5</p> <p>Response is clear and concise, gives an adequate picture of the plan to assist participants in remaining housed, and includes addressing the needs of the target population, through both case management and accessing outside services. If the units are not owned by the applicant, response also includes a clear method for identifying appropriate units, and a plan for coordination between landlords and service providers. = 4</p> <p>Response gives an adequate description of proposed plan, but does not address all points above = 3</p> <p>Response gives an adequate description, but leaves unanswered questions = 2</p> <p>Response unclear or incomplete = 0</p>	

<p>9. Increase in Employment and/or Income (Question 3c)</p> <p>(5 possible points)</p>	<p>Response is clear and concise, gives a complete picture of the plan to assist participants in increasing their employment and/or income, and includes addressing the needs of the target population, through both case management and accessing mainstream services. Response addresses how the service delivery will result in increased employment and/or mainstream benefits, leading participants towards increased financial independence. Response also clearly discusses a plan to identify and enroll Medicaid-eligible participants and has a plan to include Medicaid-financed services. If there are barriers related to Medicaid, the project has a plan to leverage non-Medicaid resources. = 10</p> <p>Response is clear and concise, gives an adequate picture of the plan to assist participants in increasing their employment and/or income, and includes addressing the needs of the target population, through both case management and accessing mainstream services. Response addresses how the service delivery will result in increased employment and/or mainstream benefits, leading participants towards increased financial independence. Response does not fully discuss a plan to identify and enroll Medicaid-eligible participants and has a plan to include Medicaid-financed services. If there are barriers related to Medicaid, the project has a plan to leverage non-Medicaid resources. = 6</p> <p>Response gives an adequate description of proposed plan, but does not address all points above = 4</p> <p>Response gives an adequate description, but leaves unanswered questions = 2</p> <p>Response unclear or incomplete = 0</p>	
<p>10. Supportive Services (Question 3d and 3e)</p> <p>(5 possible points)</p>	<p>Response indicates that at least 11 of 16 services will be offered/provided for the participants in order to implement a comprehensive program, and description of services and plan is clear and leaves no unanswered questions = 5</p> <p>Response indicates that at least 11 of 16 services will be offered/provided for the participants, but description of services and plan is not clear or leaves some unanswered questions = 4</p> <p>Response indicates that 7-10 services will be offered/provided for the participants, and description of services and plan is clear and leaves no unanswered questions = 3</p> <p>Response indicates that 7-10 services will be offered/provided for the participants, but description of services and plan is not clear or leaves some unanswered questions = 2</p> <p>Response indicates that less than 7 services will be offered/provided to the participants = 0</p>	
<p style="text-align: center;"><b>TOTAL</b> <b>(20 points maximum)</b></p>		

Supportive Services Comments

Housing Type and Location and Project Participants	Possible Points	Score
11. Prioritization (Question 4b)  (10 points possible)  New projects should sufficiently demonstrate need, targeting, and related partnerships (in the size and scope proposed).	<p>Response fully demonstrates need and will prioritize serving people who are veterans or unaccompanied youth at 100% = 10</p> <p>Response fully demonstrates need and will prioritize serving people who are veterans, or unaccompanied youth at 70-99% = 7</p> <p>Response adequately demonstrates need and will prioritize serving people who are veterans, or unaccompanied youth at 50-69% = 5</p> <p>Response adequately demonstrates need and will prioritize serving people who are veterans, or unaccompanied youth at 30-49% = 1</p> <p>Response indicates no prioritization and a low or no percentage of subpopulations, or response is unclear or incomplete = 0</p>	
<b>TOTAL</b> <b>(10 points maximum)</b>		
Housing Type and Location and Project Participants Comments		

Proposed Performance Measures	Possible Points	Score
12. Housing Stability (Question 5a)  (3 possible points)  HUD Goal = 80%  (Target #) ÷ (Universe #) X 100 = %	<p>Response indicates that the project will anticipate at least an 80% housing stability rate = 3</p> <p>Response indicates that the project will anticipate between 75-79% housing stability rate = 2</p> <p>Response indicates that the project will anticipate between 70-74% housing stability rate = 1</p> <p>Response indicates that the project will anticipate a housing stability rate below 70% = 0</p>	

13. Income  (3 possible points)  <i>Applicants will choose one of the following performance measures:</i>		
<p>Increase in Total Income (Question 5bi)</p> <p>HUD Goal = 54%</p> <p><math>(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%</math></p> <p>----- OR -----</p> <p>Increase in Earned Income (Question 5bii)</p> <p>HUD Goal = 20%</p> <p>(Question 5bii)</p> <p><math>(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%</math></p>	<p>Response indicates that the project will anticipate at least an 54% increase in all income rate = 3</p> <p>Response indicates that the project will anticipate between 45-53% increase in all income rate = 2</p> <p>Response indicates that the project will anticipate between 35-44% increase in all income rate = 1</p> <p>Response indicates that the project will anticipate an increase in all income rate at below 35% = 0</p> <hr/> <p>Response indicates that the project will anticipate at least a 20% increase in employment income rate = 3</p> <p>Response indicates that the project will anticipate between 15-19% increase in employment income rate = 3</p> <p>Response indicates that the project will anticipate an increase in employment income at below 15%= 0</p>	
<p style="text-align: center;"><b>TOTAL</b> <b>(6 points maximum)</b></p>		
<p style="text-align: center;"><b>Proposed Performance Measures Comments</b></p>		
<div style="height: 100px;"></div>		



**Financial Information**

Budget	Possible Points	Score
14. Budget (Question 6)  (10 possible points)	<p>The budget and the rationale for the requested amounts are clear, well defined, and balanced, and leaves no questions = 10</p> <p>The budget and the rationale for the requested amounts are clear, well defined, and balanced, but leaves unanswered questions = 7</p> <p>The budget and the rationale for the requested amounts is acceptable, but leaves unanswered questions = 5</p> <p>The budget and rationale for the requested amounts are not clear, balanced, and/or leaves too many unanswered questions = 0</p>	
<b>TOTAL</b> <b>(10 points maximum)</b>		
<b>Budget Comments</b>		

Match and Leveraging	Possible Points	Score
15. Match (Cash or In-Kind Resources)*  New projects must demonstrate required match resources equal to at least 25% of the total requested HUD funding, including project and administrative costs. *New project applicants must <b>attach commitments for match.</b>	<p>Match:</p> <p>Well defined = 5</p> <p>Acceptable = 3</p> <p>Unacceptable = 0</p>	
16. Leveraging (Cash or In-Kind Resources)* The CoC goal for all leveraged resources 125% of the grant amount (above and beyond the match amount). For this section, agencies should have reported leveraged resources outside of the match resources listed above to insure no duplication. *New project applicants must <b>attach commitments for leverage.</b>	<p>Leveraging (outside of match)</p> <p>150% or more = 9</p> <p>125%-149% = 6</p> <p>90-124% = 3</p> <p>Less than 90% = 0</p>	
<b>TOTAL</b> <b>(14 points maximum)</b>		
<b>Match and Leveraging Comments</b>		

**TOTAL APPLICATION POINTS (130 maximum points):** \_\_\_\_\_

Bonus Points	Possible Points	Score
<b>Veteran Prioritization</b> - Bonus points available to project applications that commit to partnering w/BoS CoC's Initiative to End Veteran Homelessness and will prioritize beds as available in Housing Blitz for Veterans on Master List. (5 possible points)	Yes = 5  No = 0  <b>** Application Addendum **</b>	
<b>Project will be committed to using a Housing First Model:</b> Project will use a Housing First Model when housing program participants.  (10 possible bonus points) - Points are not automatic & applicant must demonstrate full understanding and intent to follow this model for low barrier program entry.	Yes = 10  No = 0  <b>** Application &amp; Certification **</b>	
<b>Veteran Homeless Registry</b> – Bonus points available to project applications submitted by an agency that served as a coordinator for the Homeless Veteran Registry in March 2016.	Yes = 10  No = 0	

**TOTAL POSSIBLE BONUS POINTS (25 Possible):** \_\_\_\_\_

Overall Comments, Concerns or Recommendations

**TOTAL APPLICATION POINTS (130 maximum)** \_\_\_\_\_

**+**

**TOTAL BONUS POINTS (25 maximum)** \_\_\_\_\_

**=**

**TOTAL POINTS (155) maximum)** \_\_\_\_\_

**2016 Georgia Balance of State Continuum of Care Review Team Scoring**  
**NEW Rapid Re-Housing Projects (RRH)**

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Requested Amount (General Information Question 6): \_\_\_\_\_

Proposed Number of Individuals and/or Families to Serve  
(Proposed Project Information, Question 4b, second chart, "Total Number of Households"): \_\_\_\_\_

Please read each application fully first before scoring. Each scoring section has the question from the application that applies specifically to that scoring criteria. As the individual point amounts may vary just slightly, please read each scoring criteria fully prior to assigning a score.

There is a "Comments/Scoring Rationale" box following the scoring chart in each section. It is important that reviewers are able to provide rationalization for each project scoring, therefore, please provide comments on scoring rationale.

**Threshold Information**

Threshold Statements	Yes/No	Score
1. Agencies submitting new projects had 8 requirements to meet in order to be considered for this funding.	All the requirements checked or addressed = Yes One or more of the requirements not checked or addressed = No	

Project Threshold Criteria	Scoring	Reviewer Score
Agency meets HUD's eligibility criteria.	Pass/Fail	
Agency demonstrates adequate capacity to carry out grant (attachments required).*	Pass/Fail	
Project meets eligible costs or activities requirements.	Pass/Fail	
Project sufficiently demonstrates eligible populations will be served.	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	
Threshold Statements Comments		

Agency Capacity*	Possible Points	Score
<p><b>Agency demonstrates they have the capacity to carry out and implement the project proposed.</b></p> <p><u>(20 possible points)</u></p> <p>New project applicants must sufficiently describe experience administering federally funded grants, and submit the most recent financial audit, IRS Form 990, and list of current board members. New projects should also adequately describe how project will reach full operational capacity. New project applications that do not demonstrate capacity to carry out project may be rejected by the review team.</p>	<p>Response is clear and concise; financial statements/IRS Form 990 are current (without concerns); board consists of volunteer/ diverse members; applicant has experience administering federal funds; and there are no match/ leveraging concerns for reaching capacity = 20 Excellent*</p> <p>Response is adequate; financial statements/IRS Form 990 are current (any concerns addressed); board consists of volunteer/ diverse members; applicant has experience administering government funds; and there are no match/leveraging concerns for reaching capacity = 15 Good</p> <p>Response unclear and leaves unanswered questions; financial statements and/or IRS Form 990 are not current (with concerns); board consists of local volunteer/diverse members; applicant has experience administering grant funds; and/or there are match/leveraging concerns for reaching capacity = 5 Adequate</p> <p>Response and required documentation does not demonstrate experience or capacity to carry out project = 0 (May be rejected by the review team)</p> <p>*Local government applicants (county or municipality) should receive full points for this criteria</p>	
<b>TOTAL (20 points maximum)</b>		
<b>Agency Capacity Comments</b>		

### **Proposed Project Information**

<b>Agency Experience</b>	<b>Possible Points</b>	<b>Score</b>
2. Homeless and Rapid Re-housing Experience  (Question 1b)  (20 possible points)  *Weighed heavily due to the importance of the experience*	Response is clear and concise and gives a complete picture of the relevant experience of the applicant = 20  Response gives an adequate description of related experience, but the experience is limited = 15  Response gives an adequate description of experience, but leaves a few unanswered questions = 10  Response unclear and leaves unanswered questions about the experience = 0  Response does not describe experience working with people who are homeless and/or managing a Rapid Rehousing program = 0	
3. Leasing, Rental, Support Services, and HMIS Experience  (Question 1c)  (5 possible points)	Response is clear and concise and gives a complete picture of the relevant experience of the applicant, for all four aspects = 5  Response gives an adequate description of related experience, but the experience is limited for one or two aspects = 3  Response gives an adequate description of experience, but the experience is limited for three or four aspects = 2  Response unclear and leaves unanswered questions about the experience = 0  Response does not describe experience related to leasing, rental assistance, support services and/or HMIS = 0	
<b>TOTAL</b> <b>(25 points maximum)</b>		
<b>Agency Experience Comments</b>		

<b>General Description</b>	<b>Possible Points</b>	<b>Score</b>
4. Program Description  (Question 2a)  (7 possible points)  (Each checked applicable box = 1 point)	Response has a clear description of how the project meets a community need = 1	
	Response has a clear description of the target population that will be served = 1	
	Response has a clear description of a plan to address the housing and support service needs of the participants = 1	
	Response has clear proposed outcomes <u>and</u> the proposed outcomes seem reasonable = 1	
	Response includes a description of planned and established partnerships = 1	
	Response is clear in describing why CoC support is necessary for the project = 1	
	Response clearly describes the plan to reach full project capacity in a timely manner = 1	

5. Estimated Schedule  (Question 2b)  (6 possible points)	<p>Response is clear and concise and gives a complete picture of the proposed activities, management plan, method for assuring an effective and timely completion of work <u>and</u> includes a plan to reach full capacity = 6</p> <p>Response gives an adequate description of proposed schedule, but does not address all points above = 4</p> <p>Response gives an adequate description of experience, but leaves unanswered questions= 2</p> <p>Response unclear or incomplete = 0</p>	
6. Harm Reduction and Housing First  (Question 2c)  (6 possible points)	<p>Response is clear and shows an understanding of both philosophies <u>and</u> agency has experience in both and will continue to utilize both for this project = 5</p> <p>Response is clear and shows an understanding of both philosophies <u>and</u> agency has experience in one of the philosophies, and will utilize both for this project = 4</p> <p>Response shows an adequate understanding of both philosophies <u>but</u> agency has no experience in either philosophies, but indicates it will utilize both for this project = 6</p> <p>Response shows a minimal understanding of the philosophies, but leaves unanswered questions= 3</p> <p>Response unclear or incomplete = 0</p>	
7. Rental Assistance Procedure  (Question 2d)  (6 possible points)	<p>Response is clear and describes a consistent plan regarding rental assistance = 6</p> <p>Response gives an adequate description of the rental assistance plan, but leaves unanswered questions= 3</p> <p>Response unclear or incomplete = 0</p>	
<b>TOTAL (25 points maximum)</b>		
<b>General Description Comments</b>		

<b>Supportive Services</b>	<b>Possible Points</b>	<b>Score</b>
8. Educational Liaison  (job title, responsibilities, and services)  (Question 3a)  (5 possible points)	<p>Response identifies a job position that serves as the educational liaison, describes the roles of the position, and has a plan to ensure that children are enrolled in school, McKinney-Vento services, and other related programs = 5</p> <p>Response answers some of the above, but leaves unanswered questions = 3</p> <p>Response is unclear or incomplete = 0</p> <p>If project is for individuals only, and no children will be served = 5</p>	

<p>9. Permanent Housing Stability</p> <p>(Question 3b)</p> <p>(5 possible points)</p>	<p>Response is clear and concise, gives a complete picture of the plan to assist participants in remaining housed, and includes addressing the needs of the target population, through both case management and accessing outside services. If the units are not owned by the applicant, response also includes a clear method for identifying appropriate units, and a plan for coordination between landlords and service providers. = 5</p> <p>Response is clear and concise, gives an adequate picture of the plan to assist participants in remaining housed, and includes addressing the needs of the target population, through both case management and accessing outside services. If the units are not owned by the applicant, response also includes a clear method for identifying appropriate units, and a plan for coordination between landlords and service providers. = 4</p> <p>Response gives an adequate description of proposed plan, but does not address all points above = 3</p> <p>Response gives an adequate description, but leaves unanswered questions = 2</p> <p>Response unclear or incomplete = 0</p>	
<p>10. Increase in Employment and/or Income</p> <p>(Question 3c)</p> <p>(5 possible points)</p>	<p>Response is clear and concise, gives a complete picture of the plan to assist participants in increasing their employment and/or income, and includes addressing the needs of the target population, through both case management and accessing mainstream services. Response also addresses how the service delivery will result in increased employment and/or mainstream benefits, leading participants towards increased financial independence. = 5</p> <p>Response is clear and concise, gives an adequate picture of the plan to assist participants in increasing their employment and/or income, and includes addressing the needs of the target population, through both case management and accessing mainstream services. Response also addresses how the service delivery will result in increased employment and/or mainstream benefits, leading participants towards increased financial independence. = 4</p> <p>Response gives an adequate description of proposed plan, but does not address all points above = 3</p> <p>Response gives an adequate description, but leaves unanswered questions= 2</p> <p>Response unclear or incomplete = 0</p>	



11. Supportive Services  (Question 3d and 3e)  (5 possible points)	<p>Response indicates that at least 11 of 16 services will be offered/provided for the participants in order to implement a comprehensive program, and description of services and plan is clear and leaves no unanswered questions = 5</p> <p>Response indicates that at least 11 of 16 services will be offered/provided for the participants, but description of services and plan is not clear or leaves some unanswered questions = 4</p> <p>Response indicates that 7-10 services will be offered/provided for the participants, and description of services and plan is clear and leaves no unanswered questions = 3</p> <p>Response indicates that 7-10 services will be offered/provided for the participants, but description of services and plan is not clear or leaves some unanswered questions = 2</p> <p>Response indicates that less than 7 services will be offered/provided to the participants = 0</p>	
<b>TOTAL (20 points maximum)</b>		
<b>Supportive Services Comments</b>		

<b>Housing Type and Location and Project Participants</b>	<b>Possible Points</b>	<b>Score</b>
12. Prioritization  (Question 4b)  (10 points possible)  New projects should sufficiently demonstrate need, targeting, and related partnerships (in the size and scope proposed).	<p>Response fully demonstrates need and will prioritize serving people who are veterans or unaccompanied youth at 100% = 10</p> <p>Response fully demonstrates need and will prioritize serving people who are veterans, or unaccompanied youth at 70-99% = 7</p> <p>Response adequately demonstrates need and will prioritize serving people who are veterans, or unaccompanied youth at 50-69% = 5</p> <p>Response adequately demonstrates need and will prioritize serving people who are veterans, or unaccompanied youth at 30-49% = 1</p> <p>Response indicates no prioritization and a low or no percentage of subpopulations, or response is unclear or incomplete = 0</p>	
<b>TOTAL (10 points maximum)</b>		
<b>Housing Type and Location and Project Participants Comments</b>		

Proposed Performance Measures	Possible Points	Score
13. Housing Stability (Question 5a) (3 possible points) HUD Goal = 80% $(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%$	Response indicates that the project will anticipate at least an 80% housing stability rate = 3 Response indicates that the project will anticipate between 75-79% housing stability rate = 2 Response indicates that the project will anticipate between 70-74% housing stability rate = 1 Response indicates that the project will anticipate a housing stability rate below 70% = 0	
14. Income (3 possible points) <i>Applicants will choose one of the following performance measures:</i>		
Increase in Total Income (Question 5bi) HUD Goal = 54% $(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%$ ----- OR -----	Response indicates that the project will anticipate at least an 54% increase in all income rate = 3 Response indicates that the project will anticipate between 45-53% increase in all income rate = 2 Response indicates that the project will anticipate between 35-44% increase in all income rate = 1 Response indicates that the project will anticipate an increase in all income rate at below 35% = 0	
Increase in Earned Income (Question 5bii) HUD Goal = 20% $(\text{Target \#}) \div (\text{Universe \#}) \times 100 = \%$	Response indicates that the project will anticipate at least a 20% increase in employment income rate = 3 Response indicates that the project will anticipate between 15-19% increase in employment income rate = 1 Response indicates that the project will anticipate an increase in employment income at below 15%= 0	
TOTAL (6 points maximum)		
Proposed Performance Measures Comments		

**Financial Information**

Budget	Possible Points	Score
15. Budget  (Question 6)  (10 possible points)	<p>The budget and the rationale for the requested amounts are clear, well defined, and balanced, and leaves no questions = 10</p> <p>The budget and the rationale for the requested amounts are clear, well defined, and balanced, but leaves unanswered questions = 7</p> <p>The budget and the rationale for the requested amounts is acceptable, but leaves unanswered questions = 5</p> <p>The budget and rationale for the requested amounts are not clear, balanced, and/or leaves too many unanswered questions = 0</p>	
<b>TOTAL</b> <b>(10 points maximum)</b>		
<b>Budget Comments</b>		

Project Match and Leveraging	Possible Points	Score
16. Match (Cash or In-Kind Resources)* New projects must demonstrate required match resources equal to at least 25% of the total requested HUD funding, including project and administrative costs. *New project applicants must <b>attach commitments for match</b> .	<p>Match:</p> <p>Well defined = 5</p> <p>Acceptable = 3</p> <p>Unacceptable = 0</p>	
17. Leveraging (Cash or In-Kind Resources)*  The CoC goal for all leveraged resources 125% of the grant amount (above and beyond the match amount). For this section, agencies should have reported leveraged resources outside of the match resources listed above to insure no duplication. *New project applicants must <b>attach commitments for leverage</b> .	<p>Leveraging (outside of match):</p> <p>150% or more = 9</p> <p>125-149% = 6</p> <p>90-124% = 3</p> <p>Less than 90% = 0</p>	
<b>TOTAL</b> <b>(14 points maximum)</b>		
<b>Match and Leveraging Comments</b>		

**TOTAL APPLICATION POINTS (130 maximum points):** \_\_\_\_\_

Bonus Points	Possible Points	Score
<b>Veteran Prioritization</b> - Bonus points available to project applications that commit to partnering w/BoS CoC's Initiative to End Veteran Homelessness and will prioritize beds as available in Housing Blitz for Veterans on Master List. (5 possible points)	Yes = 5  No = 0  <b>** Application Addendum**</b>	
<b><u>Project will be committed to using a Housing First Model:</u></b> Project will use a Housing First Model that follows a low barrier approach in that it project will allow entry to participants that includes: low or no income, current or past substance abuse, criminal records (with the exception as noted in NOFA), and history of domestic violence.  (10 possible bonus points) - Points are not automatic & applicant must demonstrate full understanding and intent to follow this model for low barrier program entry.	Yes = 10  No = 0  <b>**Application &amp; Certification**</b>	
<b>Veteran Homeless Registry</b> – Bonus points available to project applications submitted by an agency that served as a coordinator for the Homeless Veteran Registry in March 2016.	Yes = 10  No = 0	

**TOTAL POSSIBLE POINTS (25 maximum points): \_\_\_\_\_**

Overall Comments, Concerns or Recommendations

**TOTAL APPLICATION POINTS (130 maximum)** \_\_\_\_\_

**+**

**TOTAL BONUS POINTS (25 maximum)** \_\_\_\_\_

**=**

**TOTAL POINTS (155) maximum)** \_\_\_\_\_

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Thursday, July 14, 2016 3:01 PM  
**To:** HAD Office of Homeless & Special Needs  
**Subject:** 2016 Balance of State Continuum of Care Notice of Funding Availability  
**Attachments:** 2016 Georgia BoS CoC NOFA Competition Policy.pdf; 2016 Balance of State CoC Proposal Outline.doc

Good afternoon –

Georgia's Balance of State (BoS) Continuum of Care (CoC) is issuing the attached guidance for the 2015 Notice of Funding Availability (NOFA) competition. This guidance applies to all agencies that are currently administering Continuum of Care grants as well as for new applications for rapid re-housing and permanent supportive housing in the BoS CoC. This notice is being announced in accordance with HUD's NOFA for the HUD Continuum of Care programs (Docket No. FR-6000-N-25), <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

This information relates to projects that are in Georgia's 152 county Balance of State Continuum of Care jurisdiction. 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, and Savannah-Chatham County. To submit an application in one of the listed jurisdictions, you should contact the appropriate CoC jurisdiction for information.

Interested parties should please read the attached notice thoroughly. Please note that there have been significant changes in the process and method by which local CoCs are being scored under Federal priorities in the last two years. All applicants and interested parties are strongly encouraged to read this document (attached), as well as the HUD FY 2016 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>) in their entirety to ensure there is complete understanding of the information provided. Applicants must ensure that they note the differences so that they can consider which type of project to submit a funding request for.

In the 2016 Balance of State CoC Competition, only Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) will be eligible for ranking and renewal.

Complete review criteria and the required review applications for renewal projects, new Rapid Re-Housing (RRH) projects, and new Permanent Supportive Housing (PSH) projects are posted on the Georgia BoS CoC webpage at <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp>. Please note that all documents will be posted on this web page as they are available. Applicants are strongly advised to review the criteria and the 2016 competition policy before submitting an application.

Agencies interested in applying for a new RRH project or a new PSH project should complete and submit the attached "2016 BoS CoC Proposal Outline" to alert the Collaborative Applicant of their intent. The Proposal Outline form is attached and also available on the BoS CoC web page listed above. **Proposal Outlines need to be received by Tina Moore, CoC Program Coordinator, at [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov), by 2:00 pm on July 20, 2016 (review applications due on July 29, 2016).** This will alert DCA staff to forward information to organizations (intending to submit a new project application) regarding the New Applicant webinar, HUD training events, webinars, etc., as well as any updated COC policies, updated scoring criteria, notice of CoC changes, etc. This information will be sent to renewal applicants automatically. Please note that there is a very short turnaround time, and new applicants should not wait for the webinar to begin.

Applicants that are currently funded that decide to forgo submitting a renewal application, or reduce the amount being requested, should please send something in writing to Tina Moore, CoC Program Coordinator, at [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov), prior to the review application deadline of July 29, 2016, to alert DCA staff.

Should you have questions, please contact Tina Moore ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or ([patricia.wright@dca.ga.gov](mailto:patricia.wright@dca.ga.gov)).

Thank you for your continued dedication to serving people in need, and have a great afternoon!

(Please note: This notice was sent to all interested parties on the mailing list of the State Housing Trust Fund for the Homeless. If you would like your contact information removed from the database, please let me know.)

Thank you,  
Tina Moore



*Learn more about our commitment to [fair housing](#).*

### **Tina Moore**

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)



## Georgia Balance of State Continuum of Care (BoS CoC)

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

### Overview

#### HUD's Continuum of Care Program

The U. S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

HUD CoC grants are offered through a nation-wide competitive process for renewal and new grants. HUD has established guidelines for the competition which may be reviewed in the [2016 CoC Notice of Funding Availability](#). Nonprofits, states, instrumentalities of state (authorities, boards, etc.), and local governments are eligible to apply if they have been selected by one of the nine (9) Continuum of Care for the geographic area in which the proposed project will operate.

#### Georgia's Local Continua of Care

There are nine (9) Continua of Care in Georgia. The following localities have chosen to develop and submit local Continuums of Care -- (1) Athens/Clarke, (2) Augusta/Richmond, (3) Columbus/Muscogee, the City of (4) Atlanta, and the counties of (5) Chatham (including Savannah), (6) Cobb, (7) DeKalb, and (8) Fulton (excluding Atlanta). [Contact information for each local continuum of care here.](#)

#### Georgia's Balance of State Continuum of Care

The ninth (9th) continuum, the Georgia's Balance of State Continuum of Care (BoS CoC), is composed of representatives of relevant organizations organized within 152 of Georgia's 159 counties. To carry out its work, the BoS CoC has aligned its mission and goals to be consistent with the [HUD Strategic Plan](#) and with the [Federal Interagency Homeless Council's plan](#) entitled "Opening Doors."

### News and Events

#### 2016 Balance of State Continuum of Care (BoS CoC) Application Process -- Competition OPEN!

**July 14, 2016** -- The FY2016 Georgia Balance of State CoC Competition is now open. The Georgia Balance of State CoC Board of Directors is seeking applications from eligible renewal and new projects as outlined in the policy and related materials on the [Georgia Balance of State Continuum of Care Applicants and Grantees Only page](#). All prospective 2016 Applicants, new and renewal, may review full details of the 2016 application requirements (as they are released) on the [CoC Applicants and Grantees Only Webpage](#).

#### Balance of State Continuum of Care Board

Following the election of Georgia Balance of State Super Region "at-large" Board Members, the Membership and Rules Committee approved Board Appointments made as directed in the Governance Charter, and the full slate of Board Members (December 2014). Information on the Georgia Balance of State Board of Directors, and meeting notices will be posted below, as available:

- [Special Meeting of the Georgia Balance of State Continuum of Care Board -- July 13, 2016](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board -- May 25, 2016](#) (PDF)
- [Governance Charter Georgia BoS Continuum of Care - Update January 20 2016 \(For Membership Vote\)](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board -- February 24, 2016](#) (PDF)
- [Georgia Balance of State CoC Committee Members - Approved 11-18-15](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - November 4, 2015](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - September 29, 2015](#) (PDF)
- [Balance of State CoC Board Meeting Minutes - August 26, 2015](#) (PDF)
- [BoS PSH Written Standards and Prioritization - Approved 11-4-15](#) (PDF)
- [Balance of State Education Policy 2015 - Approved 11-4-15](#) (PDF)
- [Georgia HMIS Steering Committee Bylaws 11-4-15 Approved](#) (PDF)
- [Georgia Balance of State CoC Committee Members - Approved 9-29-15](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board -- November 18, 2015](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board -- November 4, 2015](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board -- September 29, 2015](#) (PDF)
- [Georgia Balance of State Continuum of Care Board Members - August 20, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board -- August 26, 2015](#) (PDF)
- [Georgia Balance of State Committee Members- Approved 5-27-15](#) (PDF)
- [BoS CoC Board Meeting Minutes - April 23, 2015 Spec Meeting](#) (PDF)
- [BoS CoC Board Meeting Minutes - January 21, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board -- May 27, 2015](#) (PDF)
- [BoS CoC-Entitlement Priorities - Approved 4-23-15](#) (PDF)
- [Special Meeting of the Georgia Balance of State Continuum of Care Board -- April 23, 2015](#) (PDF)
- [Georgia Balance of State CoC Committee Members -- Approved January 21, 2015](#) (PDF)
- [Governance Charter Changes -- Approved January 21, 2015](#) (PDF)
- [Meeting of the Georgia Balance of State Continuum of Care Board -- January 21, 2015](#) (PDF)
- [Georgia Balance of State Continuum of Care Board](#) (PDF)

#### Balance of State Continuum of Care Membership

Membership of the Balance of State CoC should consist of interested individuals and representatives from relevant organizations within the geographic area. Relevant organizations include 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.

The BoS Continuum has an open membership recruitment process for individuals and representatives who are interested in becoming a formal Member of the Balance of State Continuum of Care. If you are interested in becoming a formal member of the BoS CoC, please go to the following link to answer a few questions. [The Georgia BoS CoC Membership Survey can be found at this link.](#)

If you need more information about the Balance of State Continuum of Care or becoming a member, please contact:

- Tina Moore, GA Department of Community Affairs, phone (404) 327-6870 or by email at [Tina.Moore@dca.ga.gov](mailto:Tina.Moore@dca.ga.gov)

While everyone is invited and encouraged to participate in the BoS CoC, for matters that call for a vote, only agencies (not individuals) will be eligible to vote. The Voter Membership Policy, enacted by the Membership and Rules Committee on September 8, 2014, requires each member organization/agency to designate one person to be the voting member for that respective agency. It is the responsibility of each agency to ensure the appropriate representative votes, and voting members are required to be a formal member of the BoS CoC.

Other details on membership requirements can be found in the Governance Charter referenced on this page. Further, please contact Tina Moore (information above) if you need special accommodations, including language assistance, in order to participate.

Agencies that have an interest in the Georgia Balance of State Continuum of Care are expected to participate in, and have membership representation on, the GA BoS CoC. Please note, participation and membership representation on each agency's respective CoC may be considered one of the threshold criteria during application review for the Continuum of



Care and Emergency Solutions Grant programs.

- [Georgia Balance of State CoC Membership Regional Meetings Notice – April 18th, 20th, & 21st 2016](#)
- [Georgia Balance of State CoC Membership Meeting Notice – January 20th & 22nd 2016](#)
- [Georgia Balance of State CoC Membership Meeting Presentation - March 2015](#) (PDF)
- [Georgia Balance of State CoC Membership Meeting Notice - March 30th & 31st, 2015](#) (Rescheduled dates) (PDF)
- [Georgia Balance of State CoC Membership Meeting Notice - February 25th & 26th, 2015](#) (Meeting postponed due to weather)

### Balance of State Continuum of Care Governance Charter

Following its initial ratification by membership, and in consultation with the Collaborative Applicant and the HMIS Lead, the Governance Charter was updated by the Membership and Rules Committee, approved unanimously by the Board at the meeting on **January 20, 2016**, and approved by the Membership on **April 4, 2016**. Please see the following [link for the Georgia Balance of State Governance Charter](#) (PDF).

### REQUEST for NOMINATIONS - “at-large” Board Members

The Membership and Rules Committee is currently inviting the community of stakeholders to nominate potential Governance Board Members for “Super Region” Seat 3. A basic packet of information with the BoS CoS Super Region map is linked here: [NOMINATION PACKET](#). **Nominations closed on January 6, 2016.**

### Related Documents and Links

- [Membership and Rules Meeting Notes – January 20, 2016](#) (PDF)
- [Membership and Rules Meeting Notes - November 9th, 2015](#) (PDF)
- [Membership and Rules Meeting Notes - November 3rd, 2015](#) (PDF)
- [Membership and Rules Meeting Notes - August 19th, 2015](#) (PDF)
- [Membership and Rules Meeting Notes - May 20th 2015](#) (PDF)
- [Georgia BoS CoC - Statewide Meeting Notes – March 30th and 31st, 2015](#) (PDF)
- [BoS CoC Nomination - Voting Process - Voting Policy - Approved 5-21-15](#) (PDF)
- [BoS CoC Conflict of Interest and Recusal Policy - Approved 5-21-15](#) (PDF)
- [BoS CoC Code of Conduct Policy - Approved 5-21-15](#) (PDF)
- [Membership and Rules Committee Meeting Notes – January 14th, 2015](#) (PDF)
- [Membership and Rules Committee Vote – December 16th 2014](#) (PDF)
- [Membership and Rules Meeting Notes – September 26th 2014](#) (PDF)
- [Membership and Rules Committee – Nomination Voting Process and Voting Policy](#) (PDF)
- [Membership and Rules Meeting Notes – September 8th 2014](#) (PDF)
- [BoS CoC Super Regions Map](#) (PDF)
- [Balance of State Continuum of Care Governance Charter](#) (PDF)
- [Presentation - History of the GA Balance of State Continuum of Care](#) (PDF)
- [Presentation - Developing a Governance Charter for the Balance of State Continuum of Care](#) (PDF)
- [Minutes from September 30 and October 2, 2013 Presentations](#) (PDF)
- [Continuum of Care Interim Rule](#) (HUD Website)

### 2015 Balance of State Continuum of Care Application Documents

- [2015 Balance of State Continuum of Care Application](#) (PDF)
- [2015 Balance of State Continuum of Care Project Priority Listing](#) (PDF)
- [2015 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### 2014 Balance of State Continuum of Care Application Documents

- [2014 Balance of State Continuum of Care Application Project Priority Listing](#) (PDF)
- [2014 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### 2013 Balance of State Continuum of Care Documents

- [2013 Balance of State Continuum of Care Application](#) (PDF)
- [2013 Balance of State Continuum of Care Project Priority Listing](#) (PDF)
- [2013 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### 2012 Balance of State Continuum of Care Documents

- [2012 Balance of State Continuum of Care Application](#) (PDF)
- [2012 Balance of State Continuum of Care Project Priority Listing](#) (PDF)
- [2012 Balance of State Continuum of Care Project Ranking Chart](#) (PDF)

### Downloads & Related Links

- [All Georgia Continuum of Care Program Contacts](#) (PDF)
- [Atlanta, Fulton, DeKalb, Cobb, Athens-Clarke, Columbus-Muscogee, Augusta-Richmond, Savannah-Chatham, and Balance of State](#)
- [2010 Georgia New and Renewal Grants - \\$30.9 Million Dollars](#) (PDF)
- [2011 Georgia New and Renewal Grants - \\$33.5 Million Dollars](#) (PDF)
- [2012 Georgia New and Renewal Grants - \\$33.3 Million Dollars](#) (PDF)
- [2013 Georgia New and Renewal Grants - \\$35.5 Million Dollars](#) (PDF)
- [2014 Georgia New and Renewal Grants - \\$37.1 Million Dollars](#) (PDF)

### Contact Information

- Email [Tina Moore](#), or call Tina at (404) 327-6870.

Georgia Department of Community Affairs  
60 Executive Park South N.E.  
Atlanta, Georgia 30329

© 2016 Georgia Department of Community Affairs

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

Organizations by Organization ID Number::Legal Applicant	First Name	Last Name	cn_email	Organizations by Organization ID Number::Legal Applicant	First Name	Last Name	cn_email
Housing Georgia	Marty	Collier	2mcollier@comcast.net	Salvation Army (Gainesville)	Keith A.	Hamilton	Keith_Hamilton@uss.salvationarmy.or
Comprehensive AIDS Resource Encounter, Inc.	Iman	Johnson	8014@yahoo.com	Shelter Place, Inc.	Kelda	Cubit	keldacubit@aol.com
Asian American Resource Foundation, Inc.	Connie	Jee	aarc@aarc-atlanta.org	Salvation Army (Waycross)	Kellie	Cantrell	Kellie_Cantrell@uss.salvationarmy.org
HTF Interested Party	Aaron	Goldman	aaron@perennialproperties.net	Laurens County Board of Health	Kelly	Knight, RN	kelly.knight@dph.ga.gov
Georgia Department of Behavioral Health and Develop	Abayomi	Makanjuola	abayomi.makanjuola@dbhdd.ga.gov	Salvation Army (Albany)	Kelly	English	kenglish@uss.salvationarmy.org
Abba House, Inc.	Jim	Sharpe	abbahouse@abbahouse.com	Maranatha	Kenneth	Eady	kennykaye@windstream.net
Genesis Prevention Coalition	Abeni	Bloodworth	abeni.bloodworth@gmail.com	Georgia Department of Public Health	Kelli	Rayford	kerayford@thr.state.ga.us
Albany ARC	Annette	Bowling	abowling@albanygaarc.org	NEW Members...ADD			khagin@gatewaybhs.org
North Georgia Mountain Crisis Network, Inc.	Andrea	Gibby	acc@Ellijay.com	Action Ministries (Central Office)	Kelley	Henderson	KHenderson@actionministries.net
Whitfield County DFCS	A C	Gerrells	acgerrells@thr.state.ga.us	Southern Georgia Regional Commission (f/k/a So	Katie	Flynn	khflynn@segardc.org
Lowndes County Board of Health	Amal	Lamb	aclamb@thr.state.ga.us	Pathways Center for Behavioral & Developmenta	Kay	Hill	khill@pathwayscsb.org
United Way of the Central Savannah River Area	Angela	Collins	acollins@uwcsra.org	Action Ministries (Central Office)	Keya	Hillman	khillman@actionministries.net
Resource Center for Community Action, Inc (The)	Siddiya	Swift	admin@rccaction.org	Hinesville, City of	Kenneth	Howard	khoward@cityofhinesville.org
Battered Women's Shelter, Inc.	Sharon	Redding	admin@valdostahaven.org	Middle Georgia Center for Independent Living, In	Jerilyn	Leveritt	kilby8494@aol.com
Waycross Area Shelter for Abused Persons, Inc. (d/b/a				Phoenix Foundation Cooperative, Inc. (The)	Kim	Bogard, BSW	kim.bogard@gmail.com; thefenixfounc
Magnolia House)	Lucile	Husbands	admin@waycrossareashelter.com				
Life Care Center	Louise	Steedley	administrator@lifecarefritzgerald.com	U. S. Department of Health and Human Services	Kim	Willard-Jelks	Kim.Willard-Jelks@hrsa.hhs.gov
Seasons Housing and Support Services, LLC	Andrea	Boyd	adowning1870@hotmail.com	Families First, Inc.	Kim E.	Anderson	kim@familiesfirst.org
United States Department of Veterans Affairs	Adriane	Thomas LCS	Adriane.Thomas@va.gov	Georgia DHS, Social Services Section, Family Servi	Kim	Washington	kiwashington@thr.state.ga.us
A Mother's Love	Adrienne	Williford	adriennewilliford@yahoo.com	Episcopal Development Agency of Thomasville	Keith	Jenkins	kjenkins550@gmail.com
Mcintosh trail	Angela	Ebberwein	aebberwein@mercyatlanta.org	Atlanta Regional Commission	Kathryn	Lawler	klawler@atlantaregional.com
Calhoun Affordable Housing Dev., Inc.	Alicia	Gasaway	agasaway@calhounha.org	Family Crisis Center of Walker, Dade, Catoosa & C	Kristy	Lawson	klawson@fctwcc.org
Covington, City of	Audra	Gutierrez	agutierrez@cityofcovington.org	Northwest Georgia Housing Authority	Kimberly	Lewis	klewis@nwgaha.com
Housing Authority of Alma & Nicholls	Randy	Welty	ahaed@accessatc.net	MUST Ministries, Inc.	Kim	Loesing	kloesing@mustministries.org
NEW Members...ADD				UGA Housing and Demographics Research Center	Karen	Tinsley	klt@uga.edu
South Atlantic Center for Veterans Education and Train	Alyce	Harrison	aharrison@gcvret.org	United Way of the CSRA, Inc.	Kara	MacVean	kmacvean@uwcsra.org
HODAC, Inc.	Arthur	Head	Ahead52@cox.net	KMA Ministries, Inc.	Kenya	Arnold	KMAOutreach@gmail.com
NEW Members...ADD				Liberty House of Albany, Inc.	Keisha	Massey	kmasssey@libertyhouseofalbany.com
A Higher Calling, Inc.	Walter	Walker	ahycalling@yahoo.com	First Choice Primary Care	Katherine	McLeod	kmcleod@firstchoiceprimarycare.org
Aids Alliance of Northwest GA, Inc.	Lola	Thomas	aidsalliance@bellsouth.net	Brunswick, City of	Kathy D.	Mills	kmills@cityofbrunswick-ga.gov
NEW Members...ADD				Knight Consulting, LLC	Carol	Knight	knight_consulting@earthlink.net
Dalton - Whitfield Habitat for Humanity	Ann	Kuzniak	akuzniak@optilink.us	Impact International, Inc.	Kathy	Parsons	kparsons@mountpleasantsbaptist.com;
Holly Tree Services, a/k/a CCIP Investments, LLC	Alan	Clammer	alan@hollytreereservices.org	Northwest Georgia Family Crisis Center, Inc.	Katora	Printup	kprintup@optilink.us
Dalton - Whitfield County CDC	Alan	Jewell	alan@reallycheapfloors.com	NEW Members...ADD			krd@harmonyhousega.org; krf@harm
HTF Interested Party	Alan M.	Harris	ALANMHARRIS@juno.com	Georgia Criminal Justice Coordinating Council	Kristy	Carter	Kristy_Carter@cjcc.ga.gov
Aleah's Palace, Inc.	Ann	Faulk	aleahasapalace@bellsouth.net	Community Action for Improvement, Inc.	Kandis	Strickland	kstrickland@caf-ga.org
Gwinnett County Community Development Program	Alexandria (	Russell	Alexandria.Russell@gwinnettcounty.c	MUST Ministries, Inc.	Kate	Tettamant	ktettamant@mustministries.org
Rockdale County	Alice	Cintron	alice.cintron@rockdalerelief.org	Northwest Georgia Family Crisis Center, Inc.	Kathy	Thornton	kt Thornton@optilink.us
Kirk Healing Center	Alicia	Kirk	aliciakirk@live.com	Pineland CSB	Kate	Wanke	kwanke@pinelandcsb.org
Baby World DW Dyer	Alma	Noble	almaworld@bellsouth.net	HTF Interested Party	Katie	Rhodes, Ph.D.	kwrhodes@mindspring.com
GA Department of Human Services	Alvin J.	Riggs	Alvin.Riggs@dhs.ga.gov	Battered Women's Shelter, Inc. (The Haven)	Karen	Yawn	kyawn@valdostahaven.org
Albany, City of	April	Mahone	amahone@albany.ga.us	C. A. R. E. Services of Pickens County	Larry	Starr	l.starr@earthlink.net
Good Neighbor Shelter	Armin	Maier	amaier7@comcast.net	First Monumental Faith Community Outreach Cen	Lottyte	Atkins	laatkins2002@bellsouth.net
Housing Authority of Dalton	Amber	Verner	amberv@haofd Dalton.ga.info	Middle Georgia AIDS Network	Ted	Meisner	laermitta@cox.net
Families First, Inc.	Amin	Hasan	amin.hasan@familiesfirst.org	NEW Members...ADD			lalexander@advantagebhs.org
Rose of Sharon Intl. Resource Center Inc.	Audrey	Mowdy	amowdy@rosirc.org	LANier Commission for Children, Youth, & Familie	Charles R.	Everitt	lanierfamcom@windstream.net
Goodwill Industries of Middle Georgia, Inc.	Angeline	Doh	andonyi@goodwillworks.org	MT. Olive Community Outreach Center	Leslie	Hearl	laparrish@att.net
Rockdale County Emergency Relief Fund, Inc	Andrew	Peabody	andrew.peabody@rockdalerelief.org	Georgia Institute of Technology	Larry	Keating, Ph.D., AICP	larry.keating@arch.gatech.edu
Salvation Army of Central GA	Andrew	Gilliam	andrew_gilliam@uss.salvationarmy.or	HTF Interested Party	Latisha	Williams	latisha.williams@metrobrokers.com
Salvation Army (Gwinnett)	Andrew	Miller III	Andrew_Miller@uss.salvationarmy.or	W. O. E. Inc. (a/k/a Women of Excellence)	Laverna	Cedeno-Moorer	laverna@woeinc.org
Clayton Community MH, AD Developmental Services (C	Angela	Jackson	angela.jackson@claytoncenter.org	Surrender to Life Recovery, Inc.	Lawanda	Florence	lawandaflorence@aol.com
Living Room, Inc.	Angela	Susten	angela.susten@livingroomatl.org	Unison Behavioral Health	Lowell	Williamson	lawilliamson@accessatc.net
Salvation Army (Albany)	Angela	English	angela_english@uss.salvationarmy.or	Laurens County Board of Health	Lawton	Davis	lawton.davis@dph.ga.gov
Family Connection - Monticello	Jacqueline	Smith	angelv2@bellsouth.net	Laurens County Board of Health	Joseph	Carruth, MD	lawton.davis@dph.ga.gov
Carter Center (The)	Anita	Zervigon-Ha	anita.hakes@gmail.com	CSRA Economic Opportunity Authority, Inc.	Lynda	Barrs	lbarrs@csraeo.org
Milledgeville Housing Authority	Anitra	Harden	anitra1@windstream.net	Support in Abusive Family Emergencies, Inc. (SAF	LYNNE B.	Grady	lbgady@yhc.edu
GA Department of Human Services	Ann	Carter	Ann.Carter@dhs.ga.gov	New Horizons	Lyn	Campbell	lcampbell@nhnh.org
Georgia Department of Labor	Ann	Shirra	ann.shirra@gdol.ga.gov	Region Three - GA Dept. of Behavioral Health and Lynn	Lynn	Copeland	lcpeland@thr.state.ga.us
North Georgia Mountain Crisis Network, Inc.	Annette	Tyo	annettetyo@etcmail.com	Fellowship Deliverance Ministries	Dorothy	Clark	lctaxservice@yahoo.com
Camilla, City of	Annie J.	Willingham	anniejwillingham@yahoo.com	CaringWorks, Inc.	Humphries	Leah	leahumphries@caringworksinc.org
Department of Veterans Affairs (VA Dublin)	Anthony C.	Wilson	anthony.wilson6@va.gov	Georgia Department of Labor	Lee W.	Hunter	lee.hunter@gdol.ga.gov
Albany Outreach Center, Inc.	Johan	Van der Me	AOutreach@aol.com	Henry County	Lee	Mueller	leem@mandi.net
HTF Interested Party	Janet	Tharp	apalach1@bellsouth.net	Georgia Legal Services Program, Inc. (Gainesville/ Leigh	Leigh	Wilco	leighwilco@wncwlaw.com
Apasage Atlanta, Inc.	Kristine	Selby	Apasageatlanta@gmail.com	Lawrenceville Housing Authority	Lejla	Slowinski	lejla@lhainfo.com
Mcintosh trail	Anitra	Peten	apeten@mercyatlanta.org	Carter Center (The)	Lei A.	Ellingson	lelling@emory.edu
Home of Breaking the Cycle	April	Palamino	appalmino@gmail.com		Lena	James	lenaholtjames@aol.com
United States Department of Veterans Affairs	April	Edwards	april.edwards@va.gov	United States Department of Veterans Affairs	Leonard	Davis	Leonard.Davis@va.gov
Pathways Community Network, Inc.	April	Lockett	april.lockett@pcni.org	Feed My People, Inc.	Leroy	Bryant	leroy.bryant@ssa.gov
Georgia State Board of Pardons and Paroles	April	Morris	april_morris@pap.state.ga.us	Middle Flint Behavioral Health Care (CSB)	Leslie	Walters	Leslie.W@MFBHC.ORG
Nicholas House, Inc.	RaeNee	Jemison	ARaeNee@gmail.com	Georgia Department of Behavioral Health and De	Letitia	Robinson	Letitia.Robinson@dbhdd.ga.gov
Rainbow Village, Inc.	Alice	Ramsey	aramsey@RainbowVillage.org	Rainbow Community Center, Inc.	Clara	Lett	lettlara@yahoo.com
Georgia Department of Public Health	A. Rana	Bayakly	arbayakly@thr.state.ga.us	Cobb-Douglas County Community Service Board	Lucinda	Garrett	
Maya's House	Ardrja	Davis	ardriad@yahoo.com	Tifton, City of	Lequrica	Gaskins	lgarrett@cobbscb.com
Guara BI, Inc.	Angelica	Rivera	arivera@guarabi.org	United Way of the CSRA, Inc.	La Verne H.	Gold	lgold@uwcsra.org
Salvation Army (Gainesville)	Arnaldo	Pena	Arnaldo.pena@uss.salvationarmy.org	Safe Harbor Children's Shelter, Inc.	Leslie	Hartman	lhartman@safeharborcenterinc.org
Salvation Army (Dalton)	Art	Fultz	art_fultz@uss.salvationarmy.org	Community Foundation for Greater Atlanta (The)	Lauren	Hayes	lhayes@cfgreateratlanta.org
Battered Women's Shelter, Inc.	Amanda	Shapard	ashapard@hgncpa.com	J. W. Fanning Institute for Leadership Developme	Louise	Hill	lhill@fanning.uga.edu
Family Promise of Effingham	Moore	Ashley	ashley.moore@effinghamfamilypromi	Region Six - GA Dept. of Behavioral Health and De	Leland "Lee"	Johnson	lhjohnson1@thr.state.ga.us
Love Thy Neighbor	Art	Shoemaker	ashoescout@aol.com	Bartow Collaborative, Inc. (Family Connection)	Linda	Walker	lightchopp@aol.com
Georgia Coalition Against Domestic Violence	Allison	Smith	asmith@gcadv.org	Ninth District Opportunity, Inc.	Linda	Nichol	linda.nichol@ndotcsbg.org
Georgia Legal Services Program, Inc. (Macon)	Amanda	Smith	asmith@glsp.org	Fannin County Family Connection	Linda	Mahan	lindamahan@etcmail.com
Atkinson County Family Connection	Lynne	Vickers	atkinson_fc@hotmail.com	Family Promise of Hall	Lindsey	McCarny	lindsey@familypromisehall.org
Well at Chattooga, Inc. (The)	Amber	Tucker	atucker.chattoogasheriffsoffice@gma	Valdosta Block Club Federation, Inc. (The)	Lindsey	Mobley	lindsey_esi@bellsouth.net
Salvation Army (Brunswick)	Audrey	Easterling	audrey_easterling@uss.salvationarmy	F.A.I.T.H. in Rabun County, Inc.	Lisa	Robertshaw	lisa@faith-inc.org
LaGrange, City of	Alton	West	awest@lagrange-ga.org	Salvation Army of Milledgeville (&Sandersville)	Lisa	Bell	lisa_bell@uss.salvationarmy.org
New Horizons Community Service Board (CSB)	Andrea	Winston	awinston@nhbh.org	Salvation Army (THQ - Atlanta)	Lisa	Powell	lisa_powell@uss.salvationarmy.org
New Horizons Community Service Board (CSB)	Wesley	Shorter	awinston@nhbh.org	Southwest GA Resource Center	Lisa A.	Jenkins	lisaajen@att.net
Department of Veterans Affairs	Ayanna	Sampson	ayanna.sampson@va.gov	Georgia NAACP	John C.	Littles	littlesjc@coastalnow.net
Women Walking Worthy, Inc.	Alisa Y.	Hoard	ayhoard@hotmail.com	Veterans Home for Veterans	Wynnette	Thomas	livingthelightministries@yahoo.com
HTF Interested Party	Barbara	Amedee	baamedee2@aol.com	GraceWay Recovery Residence, Inc.	Liz	Dixon	liz@gracewayrecovery.com
Save Me Brother Rescue Mission	Barbara	Brown	babrownallen@aol.com	CSRA Economic Opportunity Authority, Inc.	Lola	Walton Johnson	ljohnson@csraeo.org
In the Time of Special Need for Mothers and Baby, Inc.	Barbara	McMillian	bamcmill02@gmail.com	Covington, City of	Lloyd	Kerr	lkerr@cityofcovington.org
First Step Staffing	Barbara	Peters	barbara@first-step.us	McIntosh Trail Community Service Board	Leigh	Kight	lkight@mctrail.org
State Housing Trust Fund for the Homeless	Barry M.	Slay	barry.slay@yahoo.com	NEW Members...ADD			llewis@familyendeavors.org
Lily Pad	Amanda	West	bawest2009@gmail.com	U. S. Department of Health and Human Services	Lisa	Mariani	lmariani@hrsa.gov
	Sharmin	Wilson	bawsharmin@yahoo.com	Totally Free, Inc.	Lee	Melton	lmeilton3@juno.com
Georgia Rehabilitation Outreach, Inc. (GRO)	Brenda	Bell	bbell@groga.org	Loaves and Fishes Ministry of Macon, Inc.	Charles	Hines	loaves_hines@bellsouth.net
Travelers Aid of Metropolitan Atlanta, Inc.	Brian	Betts	bbetts@hopeatlanta.org	Loaves and Fishes Ministry of Macon, Inc.	Mark	Jones	loaves_jones@bellsouth.net
Mcintosh Trail Community Services Board (CSB)	Brandy	Bussey	bbussey@mctrail.org	NEW Members...ADD			loaves_tapley@bellsouth.net
HODAC, Inc.	Bryetta	Calloway	bccalloway@hodac.org	Butler Woodcrafters, Inc.	Leslee	O'Kelly	lokelly@butlerwoodcrafters.com

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

Because You Are Special 2, Inc.	Shirley	Smith	bcauserspecial@aol.com	Macon-Bibb County EOC, Inc.	Lonnie	Miley	lonniemiley@bellsouth.net
Area Committee To Improve Opportunities Now, Inc.	Brenda	Dove	bdove@actionincorporated.org	Clear View Recovery Center	Lori	Pieraerts	lori_castillo@hotmail.com
Georgia Department of Community Health	Brian	Dowd	bdowd@dch.ga.gov		Lori	Colson	lorisears68@yahoo.com
William Davies Homeless Shelter, Inc.	Susan	Seagraves	beachhagg@gmail.com	Colquitt County Serenity House Project, Inc.	Louise	Bivins	louise.bivins@amerisbank.com
Collaborative Solutions, Inc.	Becky	Black	becky@collaborative-solutions.net	Salvation Army (Valdosta)	Loyd	Kerns	loyd.kerns@uss.salvationarmy.org
Central City AIDS Network, Inc.	Becky A.	Wright	becky@rainbowcenter.us	Area Committee To Improve Opportunities Now, Lisa		Ransom	lransom@actionincorporated.org
Hinesville, City of	Billy	Edwards	bedwards@cityofhinesville.org	Columbus Alliance for Battered Women, Inc. d/b/ Lindsey		Reis	lreis@hopeharbour.org
Teaching, Educating, Advancing, Christian, Health, Inc.	Bonnie	Peterson	bep@mchsi.com	Unison Behavioral Health, formerly known as Sat Lakeshia		Roberts	lroberts@unisonbh.com
Holly Tree Services, a/k/a CCIP Investments, LLC	Brenda	Ernest	bernest@hollytreesevilles.org	Florida Community Prevention Center f/f/a Heal Latrece		Rowell, CAPP, CPS, C	crowell@floridacommunityprevention.org
Salvation Army (Atlanta Metro Area Command)	Bethany	Hawks	bethany_hawks@uss.salvationarmy.o	Milledgeville Cares, Inc.	Louise	Salstrom	lsalstrom@charter.net
Middle Flint Behavioral Health Care (CSB)	Beth	Ragan	beth@MFBHC.ORG	GA DHS - Ryan White (AIDS Services) Programs	Libby	Brown	lsbrown@dhr.state.ga.us
Gordon County Domestic Violence Outreach Office	Beth	Peters	bethspeters@yahoo.com	United Way of Central Alabama, Inc.	Lula	Skowronek	lskowronek@priorityveteran.org
GA Department of Human Services	Betty	Ricks	Betty.Ricks@dhs.ga.gov	Partnership Against Domestic Violence, Inc.	Lunye	Geter	lunye.geter@padv.org
Refuge Domestic Violence Shelter, Inc. (The)	Betty	Dell William	bettydwilliams@bellsouth.net	Georgia Department of Community Health	Leslie D.	Vaughns	lvaughns@dch.ga.gov
Refuge Domestic Violence Shelter, Inc. (The)	Williams	Betty Dell	bettydwilliams@bellsouth.net	Rainbow Village, Inc.	Lynette	Ward	lward@rainbowvillage.org
Willie M. Simpson Evangelistic Ministries, Inc.	Beverly	Williams	bev3williams@yahoo.com	Advantage Behavioral Health System (BHS)	Laurie A.	Wilburn Bailey	lwilburn@advantagebhs.org
Central City AIDS Network, Inc.	Beverlyn	Hudson	beverlynhudson@aol.com	AIDS Athens, Inc.	Lynseye	Lafayette	lynnseye@aidsthens.org
Rome, City of	Becki	Fox	bfox@rome.ga.us	Metro Fair Housing Services	Lyonel	LaGrone	lyonel.lagrone@metrofairhousing.com
Infill Housing, Inc. (a/k/a Macon Housing Authority & G	Bruce	Gerwig	bgerwig@maconhousing.com	House of Dawn, Inc.			m.rackley612@gmail.com
Region Five - GA Dept. of Behavioral Health and Develo	Brenda	Moss	bgmoss@dhr.state.ga.us	Georgia Department of Public Health	Michael (Mac)	Coker, MSN, RN, AC	mcoker@dhr.state.ga.us
United Way of Central Alabama/Priority Veteran	Beverly	Green	bgreen@priorityveteran.org	Cherokee Family Violence Center, Inc.	Maggie	Jackson	maggie@cfvc.org
Cobb - Douglas Co. Community Service Board (CSB)	Bryan	Stephens	bgstephens@cobbcsb.com	NEW Members...ADD			manager@goodneighborshelter.org
NEW Members...ADD			bgude@albany.ga.us	Twin Cedars Youth Services, Inc.	Mike	Angstadt	mangstadt@twincedars.org
Caring Hands	Felicia	Butler	bhcsheff@mcchsi.com	Clayton County Housing & Community Developm	Marcia	Myles	marcia.myles@cc.clayton.ga.us
Salvation Army (LaGrange)	Billie	Powell	billie_powell@uss.salvationarmy.org	Volunteers of America Southeast, Inc.			
NEW Members...ADD			biowomensgroup@gmail.com	U.S. Department of Veterans Affairs	Marcy	Flanagan	marcyf@voase.org
Rainbow Village, Inc.	Brenda	Johnson	bjohnson@rainbowvillage.org	United Way of Northwest Georgia	Margaret	Battle	Margaret.Battle@va.gov
Georgia Pines Community MHMRSA Services	Robert	Jones	bjones@georgiapines.net	First Step Staffing, Inc.	Margaret	Zeisig	margaret.zeisig@ourunitedway.org
Webers Creek Mission, Inc.	Paula	Coleman - D	blessedwoman07@bellsouth.net	Brother Charlie Rescue Center, Inc.	Mark	Stone	margaret@first-step.us
Webers Creek Mission, Inc.	Evelyn	Pittman	blessedwoman07@bellsouth.net	Georgia Criminal Justice Coordinating Council (CJ)	Marla	Moore	mark_stone@bellsouth.net
Georgia Legal Services Program, Inc. (Gainesville/Athen	Bonnie	Miller	bmiller@glsp.org	U.S. Department of Veterans Affairs	Marsheta	Boyton, MSW	marla.moore@gaaoc.us
Universal Love Outreach Center	Estrella V.	Reed	bmuvaria@yahoo.com	Georgia State Board of Pardons and Paroles	Marta C.	Daniell	marsheta.boyton@va.gov
Community Action for Improvement, Inc.	Shelia B.	Noble	bnoble@cafi-ga.org	NEW Members...ADD			marta_daniell@pap.state.ga.us
Pathways Community Network, Inc.	Bob	Lenhard	bob.lenhard@pcni.org	NEW Members...ADD			martinajhill@gmail.com
Disability Resource Center for Independent Living, Inc.	Bob	McGarry	bob.mcgarry@disabilityresourcecenter.org	Salvation Army (Brunswick)	Marty	Chalbers	martinnillsaps@caringsworks.org
Bright from the Start: Georgia Department of Early Can	Bobby	Cagle	bobby.cagle@decad.ga.gov	One Way Up Charity Foundation, Inc. (d/b/a Save	Marvin Lewis	Stokes, Jr.	marty_chambers@uss.salvationarmy.o
Urban Residential Development Corporation	Paul	Bolster	bolsterp@bellsouth.net	Salvation Army Georgia Division Hdq	Mary	Davis	marvinstokes23@gmail.com
Columbus Alliance for Battered Women, Inc.	Bonnie	Kennedy	bonnie.kennedy@accountingprincipal.com	South Georgia Partnership to End Homelessness, Ronnie			marry.davis@uss.salvationarmy.org
Colquitt County Serenity House Project, Inc.	Silvia	De La Cruz	bookkeeper_serenityhouse@yahoo.com	South Georgia Partnership to End Homelessness	Ronnie	Mathis	mathis_r@bellsouth.net
HODAC, Inc.	Brad	Fink	bradfink@nhbbq.com	Atlanta Real Estate Collaborative - Open Doors Pr	Matthew	Hurd	matt@openddoorsatl.org
Senior Resource Centers of Georgia, Inc. (The)	Ramey	Brian	brameysrc@gmail.com	Gwinnett County Community Development Progr	Matthew	Elder	Matthew.Elder@gwinnettcounty.com
Housing Authority of the City of Carrollton	Brandolyn	Marenco	brandy@carrolltonhousingauthority.c	DeKalb Community Service Board (CSB)	Matt	Hurd	matthewhurd@deksb.org
Governor's Office of Transition, Support and Reentry	Braxton	Cotton	Braxton.Cotton@dcs.ga.gov	Infill Housing, Inc. (a/k/a Macon Housing Authorit	Mike	Austin	maustin@maconhousing.com
Southwest Georgia Regional Commission	Barbara	Reddick	breddick@swgrdc.org	Tri County Transitional Service Center of Effingha	Maxine	Windelkin	maxinew345@aol.com
Ninth District Opportunity, Inc.	Brenda	Dalin	brenda.dalin@ndocsb.org	GA Department of Human Services	Maya	Gupta	Maya.Gupta@dhs.ga.gov
DeKalb Community Service Board (CSB)	Brenda	Cibulas	brendac@deksb.org	Salvation Army (Gainesville)	Mayda	Allen	mayda.allen@uss.salvationarmy.org
Salvation Army (Warner Robins)	Brian	Etheridge	brian.etheridge@uss.salvationarmy.o	CSRA Economic Opportunity Authority, Inc.	Marion E.	Barnes	mbarnes@csraeo.org
Salvation Army of Central GA	Brian	Etheridge	brian_etheridge@uss.salvationarmy.c	CSRA Economic Opportunity Authority, Inc.	Maria	Beard	mbeard@csraeo.org
Bridge the Gap Ministries	David	Burgher	bridgethegap@bellsouth.net	Oconee Community Service Board	Michael	Blackshear	mblackshear@oconeecenter.com
Camden Community Crisis Center, Inc.	Steve	Brockman	brockmansd@aol.com	Crisis Line & Safe House of Central Georgia, Inc.	Morgan	Bouchillon	mbouchillon@cl-sh.org
True Light Transportation	Burnetta	Childs	bruchilds49@yahoo.com	Wellspring Living	Mary Frances	Bowley	mbowley@wellspringliving.org
My Sister's Place of Gainesville, Inc.	brandee	Thomas	bthomas@my-sisters-place.org	NEW Members...ADD			mburton@rainbowvillage.org
River Edge Community Service Board (CSB)	Beth	Tyler	btlyer@river-edge.org	Georgia Department of Community Health	Maya	Carter	mcarter@dch.ga.gov
NEW Members...ADD			budaniels@albany.ga.us	State Housing Trust Fund for the Homeless Comn	William	McGahan	mcgahanbill@gmail.com
South Georgia Partnership to End Homelessness, Inc.	Bernadette	Carter	burncarter1@yahoo.com	Georgia Applesseed	Melody	Chapman	mchapman@gaapplesseed.org
District 4 Health - LaGrange (DHS)	Beth	Daniel	bdwdaniel@dhr.state.ga.us	JJLG Program Manager (or JJIG) - Juvenile Court C	Marie'	Martin	mcm3402@gmail.com
Habersham Homeless Ministries Inc.	Shirley	White	bwsdesign@windstream.net	New Horizons Community Service Board (CSB)	Melodie	Conaway	mconaway@nhbh.org
Byrd House	Edith	Byrd	byrdhouse97@yahoo.com	Support in Abusive Family Emergencies, Inc. (SAF	Molly	Cousin	mcousin@safeservices.org
New Generation Human Services-Abiding Place Transiti	Zakiyyah	Bell	bzakiyyah@yahoo.com	Darlington, Mamie	Mamie	Darlington	mdarlin1935@gmail.com
Loaves and Fishes Ministry of Macon, Inc.	Christopher	Ford	c.ford0990@yahoo.com	Polk County Commissioners Office	Matt	Denton	mdenton@polkga.org
Region One - GA Dept. of Behavioral Health and Develo	Charles	Fetner	cafetner@dhr.state.ga.us	Cherokee Family Violence Center, Inc.	Margaret A.	Rogers	meg@cfvc.org
Calhoun Affordable Housing Dev., Inc.	Stacey	Abernathy	cahdi@bellsouth.net	Highland Rivers CSB	Melanie	Dallas	melaniedallas@highlandrivers.org
Housing Authority of the City of Cairo	John	H. Marria, D	cairoha@windstream.net	Cobb County CDBG Program Office	Matthew	Elder	melder@cobbcountycdbg.org
Camden Community Crisis Center, Inc.	Twyla	Green	camdenhouse@tds.net	NEW Members...ADD			melinda.allen@uss.salvationarmy.org
Missions for Camden, Inc.	James	Ham	camdenmissions@gmail.com	Viewpoint Health	Melissa	Knight	melissa.knight@vphealth.org
Open Arms, Inc.	Cameron	Walker	cameronwalker3477@yahoo.com	NEW Members...ADD			melissahughes2912@gmail.com
Community Welcome House, Inc. (The)	Candy	Shoemaker	candy@communitywelcomehouse.org	Highland Rivers CSB	Melissa	Stone	melissastone@highlandrivers.org
Georgia Department of Behavioral Health and Develop	Cassandra	Price	caprice@dhr.state.ga.us	Family Connection - Monticello	Melissa	Strczick	melissawatson1@bellsouth.net
HTF Interested Party	Alma	Reed	Car89Reed@aol.com	Salvation Army - Toccoa	Melody	Moran	melody.moran@uss.salvationarmy.org
Georgia Department of Community Affairs	Carmen	Chubb	carmen.chubb@dca.ga.gov	Rockdale County Emergency Relief Fund, Inc.	Meredith	Young	meredith445@hotmail.com
BeAir Estates Transitional Services, Inc. (BESTI)	Carmen M.	Hamer	carmenhamer@bellsouth.net	HTF Interested Party	Mike	Merideth	merideth8@earthlink.net
Georgia Department of Labor (Dublin)	Carol	Martin	carol.martin@dol.state.ga.us	NEW Members...ADD			meverett@river-edge.org
CaringWorks, Inc	Collard	Carol	Carolcarollcollard@caringworksinc.org	Light of Hope Ministries, Inc.	Marcie Felts	Wimberly	mfeltswimberly@yahoo.com
Fight Abuse in the Home in Rabun County, Inc.	Caroline	Wallis	caroline@faith-inc.org	Georgia Association for Primary Health Care	Marcus	Garner	mgarner@gaphc.org
Georgia Housing Consultants	Carol	Seaton	carolseaton@gmail.com	Maranatha Outreach, Inc.	Morris G.	Hutcheson, CPA	mghcpa1@gmail.com
Healing Center for Hurting People	Carol	Spain	carolspain@cox.net	Battered Women's Shelter, Inc.	Michelle	Girtman	mgirtman@valdostahaven.org
Center for Family Resources, Inc.	Carolyn	Bridges	carolynbridges@thecfr.org	Waycross Area Shelter for Abused Persons, Inc. (r	Michelle	Girtman	mgirtman@waycrossareashelter.com
Carroll County Emergency Shelter, Inc.	Martha	Boyce	carrollcountyemr@bellsouth.net	Action Ministries (Central Office)	Marion	Goulbourne	mgoulbourne@actionministries.net
Christian League For Battered Women, Inc. (a/k/a Tran	Carolyn	Smith	casemanager@tranquilityhouse.cheyk	NOA's Ark, Inc.	Margie	Greer	mgreer@noonealone.org
AIDS Athens	Cassandra	Bray	cassandra@aidsthens.org	HTF Interested Party	Mike	Hammond	mhammond@acmhck.org
Lily Pad	Cassandra	Wright	cassandra@lilypadcenter.com	Henry County	Michael	Harris	mharris@co.henry.ga.us
Salvation Army (Canton)	Cathy D.	Monroe	catherine_monroe@uss.salvationarm	CSRA Economic Opportunity Authority, Inc.	Mary	Harrison	meharrison@csraeo.org
Catherine's House, Inc.	Catherine	Grimes	catherinegrimes@netzero.com	Totally Free, Inc.	Millicent	Harwell	mharwell@totallyfreinc.org
AIDS Athens, Inc.	Cathryn	Lapka	cathryn@aidsthens.org	Maranatha House	Lisa	Babbage	mhminfo@usa.com; lisa.babbage@usa
Salvation Army (Gainesville)	Cathy	McPherson	Cathy_McPherson@uss.salvationarmy	Pineland Area CSB	Mary	Hobbs	mhhobbs@pinelandcsb.org
Community Service Board (CSB) of Middle Georgia	Clarinda	Bell	cbell@csbmg.com	McIntosh Trail Community Services Board (CSB)	Mike	Hubbard	mhubbard@mtctrial.org
Community Outreach Service Center	Andre	Thomas	ccenteroutreach@att.net	Rockdale Coalition for Children and Families	Michael	Hutcheson	michael.hutcheson@rockdalecoalition
Nicholas House, Inc.	Christal	Cherry	cherry@nicholashouse.org	Southwest Georgia Housing Development Corpor	Michael	Kannensohn	michael.kannensohn@gmail.com
Good News Clinic	Cheryl	Christian	cchristian@goodnewsclinics.org	Georgia Department of Community Supervision	Mike	Kraft	michael.kraft@dcs.ga.gov
Gainesville, City of	Chris	Davis	cdavis@gainesville.org	Social Security Administration	Michael	McGowan	michael.mcgowan@ssa.gov
Fellowship Deliverance Ministries, Inc.	Cecilia L.	Hamill	cecilou66@yahoo.com	Atlanta Mission	Michael	Sheppard	michael.sheppard@atlantamission.org
Riverview Residential Complex	Cheryl	Louder	Ceehotel@yahoo.com	GA DHS - Division of Family and Children Services	Michael	Singleton	Michael.Singleton@dhs.ga.gov
Lowndes / Valdosta Commission for Children & Youth,	Ceila	Mitchell	ceila10@hotmail.com	Central City AIDS Network, Inc.	Michael Angel	Leon	michael@rainbowcenter.us
Living Room, Inc.	Celeste	Anthony	celeste.anthony@livingroomatl.org	Salvation Army (Brunswick)	Michael	Koreckis	michael_koreckis@uss.salvationarmy.c
Wayne County Protective Agency, Inc.	Celia	Boykin	celia@boykinsteel.com	Lookout Mountain Community Services (CSB)	Michael	Free	michaelf@lmcs.org
Family Promise of Gwinnett	Chuck	Ferraro	cferraro@familypromisegwinnett.org	DeKalb Community Service Board (CSB)	Michael	Ingram	michaeli@deksb.org
MUST Ministries, Inc.	Chris	Fields	cfields@mustministries.org	Diane woman's center	Diane	Yarbrough	michaeltturner594@gmail.com
Georgia Legal Services	Cynthia	Gibson	cgibson@glsp.org	Avita Community Partners	Michelle	Thompson	michelle.thompson@avitapartners.org
Seasons Church	Charles	Grimes	cgrimes1012@msn.com	Salvation Army (THQ - Atlanta)	Michelle	Fields	michelle_fields@uss.salvationarmy.org
AIDS Athens, Inc.	Roy	Felts	chair@aidsthens.org	Atlanta Union Mission Corporation	Mike	Southern	mike.southern@atlantamission.org
Salvation Army (St. Marys)	Charlene	Sears	Charlene_Sears@uss.salvationarmy.o	State Housing Trust Fund for the Homeless	Michael	Beaudreau	mikeb@mikebeaudreau.com

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

Housing Authority of the City of Carrollton	Charles	Griffin	charles@carrolltonhousingauthority.c	HTF Interested Party	Mike	Caldwell	mikecaldwell3285@att.net
Southeast Georgia United	Charlotte	Dobbs	charlotte.dobbs@swgmau.org	Phoenix Center Behavioral Health Services (CSB)	Michael	Fowler	mikefowler@phoenixcenterbhs.com
Thomasville, City of	Charlotte	Christian	charlottec@thomasville.org	Together now Ministry inc.	Miles	Jackson	mikejsecure1@aol.com
River Edge Community Service Board	Cass	Hatcher, CC	chatcher@gabhs.org	Region Three - GA Dept. of Behavioral Health and Michael	Leigh	Link	millink@thr.state.ga.us
	Christie	Hawkins	chawks508@gmail.com	Miller County Collaborative		Thompson	millercountycollaborative@yahoo.com
Dublin Rising	Cherise	Blackwell	cherise.dublinrising@gmail.com	NEW Members...ADD			mimi.kim@aarc-atlanta.org
Department of Veterans Affairs (VA Dublin)	Cheryl D.	Paul	cheryl.paul@va.gov	Yellow Ribbon Home, Inc.	Margaret	Minion	minionm@bellsouth.net
Highland Rivers CSB	Cheryl	Lewis	cheryllewis@highlandrivers.org	First Monumental Faith Community Outreach Ce	Minnie	Brown	minniembrown@bellsouth.net
Asian American Resource Foundation, Inc.	Byeongho	Choi	choi459@gmail.com	HomePlace Shelter, Inc. (The)	Howard	Mitchell, Jr.	mtchell.howard@yemail.com
Community Service Board of Middle Georgia	Call	Hollis	chollis@csbmg.com	Camilla, City of	Mary Jo	Haywood	mjhaywood@camillaga.net
Community Helping Place, Inc.	Brenda	Cook	chpdirector@windstream.net	Gwinnett Children's Shelter	Maureen	Kornowa	mkornowa@gwinnettchildrenshelter.o
Salvation Army (LaGrange)	Chris	Powell	chris_powell@uss.salvationarmy.org	Flint Circuit Council on Family Violence dba Have	Marjorie	Lacy	mlacy0510@gmail.com
Georgia Department of Labor	Christine	Fleming, MS	christine.fleming@dol.ga.gov	Covington, City of	Michelle	Larson	mlarsen@cityofcovington.org
Travelers Aid of Metropolitan Atlanta, Inc.	Christine	Carolan	christine@hopeatlanta.org	Harmony House, Inc.	Michele	Bedingfield	MLB@harmonyhousega.org
AIDS Athens, Inc.	Chris	Williams	christopher2adsathens.org	United Way of Metropolitan Atlanta	Milton	Little, Jr.	mlittle@unitedwayatlanta.org
Georgia Department of Community Affairs	Christy	Barnes	christy.barnes@dca.ga.gov	Valdosta, City of	Mike	Martin	mmartin@valdostacity.com
State Housing Trust Fund for the Homeless	Chris	Yaughn	chrisyaughn@aol.com	Travelers Aid (Hope Atlanta)	Marilyn	McCreary	mmccreary@hopeatlanta.com
HTF Interested Party	Christina	Hendrix-Sm	chs8993@gmail.com	Ark Refuge Ministry, Ark Refuge Church of Salvat	MIKE	MERIDETH	mmerideth@newventures.org
City of Albany	Ciceli	Brown	cibrown@albany.ga.us	Telamon Corp.	Myrtice	Moore	mmoore@telamon.org
Support in Abusive Family Emergencies, Inc. (SAFE, Inc.	Chad	Idlett	Cidlett@safeservices.org	Southwest Georgia Community Action Council, In	Myrtis	Mulkey-Ndawula	mndawula@swgacac.com
AVITA Community Partners	Christine	Levi	Cindy.Levi@avitapartners.org	Action Ministries (Central Office)	Marvin	Nesbitt, Jr.	mnesbitt@actionministries.net
Faith in Serving Humanity (FISH)	Cindy	Little	cindyblittle@aol.com	Action Ministries (Central)	Marvin	Nesbitt Jr., MSW	mnesbitt@actionministries.net
HTF Interested Party	Cynthia	Lockhart-Sa	cindylo0520@yahoo.com	Georgia Department of Behavioral Health and De	Monica	Saxby Parker	Monica.Parker@dbhdd.ga.gov
Georgia Mountain Women's Center, Inc.	Suzanne	Dow	circleofhope@windstream.net	Single Parent Alliance & Resource Center, Inc. (Th	Jo	Monroe	monroejoy@yahoo.com
Toccoa, City of	Shawn	Apostel	cityoftoccoa@gmail.com	Salvation Army (Valdosta)	Morgan	Gruver	morgan.gruver@uss.salvationarmy.org
Dalton, City of	Cindy	Jackson	cjackson@cityofdaltong-ga.gov	Fund for Life, Inc.	Maya	Patel Stewart	mother_childm@bellsouth.net
Georgia House of Representatives - Valdosta	Christan	Varner	cvarner@mail.house.gov	Harmony House, Inc.	Mike	Phel	mphel@lagrange-ga.org
Clayton County Family Care	Cynthia	Jenkins, J.D.	cjx3@att.net	Cherokee County	Marianne	Pieper	mpieper@cherokeega.com
Keysville, City of	Maggie B.	Cartwright	ckesville@aol.com	HTF Interested Party	Margaret	Flowers	mgflowers@yahoo.com
Another Chance of Atlanta, Inc.	Cynthia	Loftin	ckloftin3@gmail.com	Atlanta Regional Commission	Melissa	Roberts	mroberts@atlantaregional.com
Stand Up Again, Inc.	Claire	Knight	cladam@bellsouth.net	Project Community Connections Inc.	Margaret	Schuelke	Mschuelke@pcchome.org
Catlett First Church of God, Inc.	Lila	Clay	clayl@hotmail.com	HTF Interested Party	Veronice	Ford	msvford@bellsouth.net
NOA's Ark, Inc.	Cara	Ledford	cledford@noonealone.org; noonealor	HTF Interested Party	Monica	Williams	mswinc@hotmail.com
Carroll County Emergency Shelter, Inc.	Diana	Stone	client.stats@att.net	Department of Community Health, Division of Mc	Mark	Trail	mtrail@dch.state.ga.us
Mt. Olive Community Outreach Center	Clinton	Johnson	clintjohn1978@hotmail.com	Zimmerman, Michael A.	Michael A.	Zimmerman	mv865@bellsouth.net
	Clydia	Walker	ClydiaR@gmail.com	S.H.A.R.E. House, Inc.	Marie	Washington	mwash66@bellsouth.net
Brain and Spinal Injury Trust Fund Commission	Craig	Young	clyoung@thr.state.ga.us	Lutheran Services of Georgia, Inc.	Marsha	Wessels	mwessels@lsga.org
Rome, City of	John	Bennett	cmanager@romea.us	Forsyth County Family Haven, Inc.	Nadine	Wright	nadine@familyhavenga.org
Region Two - GA Dept. of Behavioral Health and Develo	Cheryl	Bellardino	cmccoy@thr.state.ga.us	NEW Members...ADD			nadineoldham@caringworks.org
American Cancer Society	Cecilia	Morris	cmorris2@cancer.org	Families First (Second Chance Home) in College P	Nakesha	Jordan	nakesha.jordan@gmail.com
The Cliffs Apartments	Carol	Newton	cnewton@hjrussell.com	Partnership Against Domestic Violence			
					Nancy	Friauf	nancy.friauf@padv.org
Calhoun Affordable Housing Dev., Inc.	Cindy	Cochran	cochran.cindy@gmail.com	Salvation Army (St. Marys)	Nanette	Hamilton	nanette_hamilton@uss.salvationarmy.
Battered Women's Shelter, Inc.	Cindy	Odum	codum@valdostahaven.org	Salvation Army (Warner Robins)	Naomi	Ladson	naomi.ladson@uss.salvationarmy.org
Georgia Mountains Women's Center, Inc.	Stephanie	Kidd	coshshelter@windstream.net	Georgia Criminal Justice Coordinating Council (CJ	Natalie	Williams, MPH, CHES	Natalie.Williams@cjc-ga.gov
Asian American Resource Center	Jee	Connie	connie.jee@aarc-atlanta.org	Padgett House, Inc. (The)	Natasha	Liburd	natasha4204@gmail.com
NEW Members...ADD			connor.mulcahey@va.gov	Wellspring Living	Nia	Baker	nbaker@wellspringliving.org
Ark Refuge Ministries, Inc.	Yvonne	Lopez	contact@arkrefuge.net	NEW Members...ADD			nburk-cummings@river-edge.org; nbu
Second Chance Outreach Center, Inc.	Yvonne	Lott	coopbrock01@bellsouth.net	Golden Rule, Inc.	Norman K.	Carter	ncarter@chattflint.org
Green, Coretta	Coretta	Green	coretta.green@gmail.com	Advantage Behavioral Health System (BHS)	Nicole	Cavanagh	ncavanagh@advantagebhs.org
Colquitt, City of	Cory	Thomas	cory.thomas@cityofcolquitt.com	New Horizons Community Service Board (CSB)	Nadine	Cox	ncox@newhorizonscsb.org
Southland Church	Casey	Corbin	counselorcorbin@yahoo.com	Department of Veterans Affairs (VA Dublin)	Nekethia	Smith	nekethia.smith@va.gov
Covington Housing Authority	Dan	Morgan	COVHA@bellsouth.net	Salvation Army (Waycross)	Nell	Jewett	Nell_Jewett@uss.salvationarmy.org
Family Endeavors	Candy	Oviedo, BSV	coviedo@familyendeavors.org	John 316	Chekesha	Dabo	nellascakes@gmail.com
Georgia Department of Community Health	Charles	Owens	covens@dch.ga.gov	Newtown Community Land Trust	Mary	Faulkner	Newtown193@charter.net
New Start Resources, Inc.	Carolyn	White	cpoundswhite@gmail.com	Samaritan Clinic	Nedra	Fortson	nfortson@bellsouth.net
Region Five - GA Dept. of Behavioral Health and Develo	Charles	Ringling	cringling@thr.state.ga.us	Heritage Foundation, Inc	Nicole	Gatlin	ngatlin@heritageofthomasville.org
Warner Robins, City of	Charlene	Reneau	creneau@warnerrobinsga.gov; crene	Macon, City of	Nia Gidney	Harris	NGidney@maconbibb.us
North Georgia Mountain Crisis Network, Inc.	Mary	Migliaro	crisisshelter@etcmall.com	Families First, Inc.	Naomi	Haynes	nhaynes@familiesfirst.org
GA Department of Human Services	Crystal	Eskola	Crystal.Eskola@dhs.ga.gov	Christian Family Center, Inc.	Nick	Campbell	nicksccampbell@gmail.com
Collaborative Solutions, Inc.	Crystal	Pope	crystal@collaborative-solutions.net	Salvation Army (Warner Robins)	Nicole	Rosser	nicole.rosser@uss.salvationarmy.org
Georgia State Board of Pardons and Paroles	Crystal	Moon	crystal_moon@pap.state.ga.us	U.S. Department of Veteran Affairs - Carl Vinson	Nicole	Sanders, LCSW	nicole.sanders3@va.gov
South Georgia Partnership to End Homelessness, Inc.	Crystal	Roberson	crystalroberson@bellsouth.net	Gwinnett County Community Development Progr	Nicole	Swart	nicole.swart@gwinnettcounty.com
South Georgia Community Service Board	Carla	Smith	csmith@bhsga.com	Thomas & Son Resource Center	Nathaniel	Thomas	nikht418@yahoo.com
Dependable Affordable Sustainable Housing, Inc. (a/k/a	Cathy	Smith	csmith@dashlagrange.org	Georgia Learning Center	Selina	Jarrett	njarrett2001@yahoo.com
Douglas County Community Service Board (CSB)	Christine	Steadman	csteadman@cobbcsb.com	A Friend's House	Nan	Jenkins	njenkins@afriendshouse.org
Area Committee To Improve Opportunities Now, Inc.	Chip	Stone	cstone@actionincorporated.org	Gateway Behavioral Health Services	Kennedy	Nina	nkennedy@gatewaybhs.org
Kennesaw State University Research and Service Found	Christy	Story	cstorey@kennesaw.edu	District 4 Health - LaGrange (DHS)	Natasha	Howard	nlhoward@thr.state.ga.us
Florida Community Prevention Center (f/k/a Healing Be	Christopher	Thomas	cthomas@floridacommunitypreventi	Peace Place, Inc.	Nicholas	Matthaeus	nmattaeus@peaceplaceinc.org
Loaves and Fishes Ministry of Macon, Inc.	Christine	Uebel-Trot	cuebeltrotter@yahoo.com	Liberty House of Albany, Inc.	Nancy	Singleton	nsingleton2003@yahoo.com
Cutting Edge Consulting	Tim	Poole	cuttingedgeofga@bellsouth.net	Middle Georgia Community Action Agency, Inc.	Nancy	Smith	nsmith@mgcaa.org
Support in Abusive Family Emergencies, Inc. (SAFE, Inc.	Carol	Wallace	cwallace@safeservices.org	NEW Members...ADD			nstevens@maconbibbcoec.com
Macon Bibb County EOC, Inc.	Carlton	Williams	cwilliams@maconbibbcoec.com	United Way of the CSRA, Inc.	Nancy	Szocinski	nszocinski@uwcsra.org
Unison Behavioral Health	Cathy	Wilson	cwilson@unisonbh.com	Advantage Behavioral Health Systems	Nicolette	Tobin	ntobin@advantagebhs.org
							numital@gmail.com; athornton@benc
NEW Members...ADD			cwoody@maconbibb.us	Benchmark Human Services	Antoinette	Thornton	nshescoa@decksb.org
Unique Minds Inc	Cynthia	Jenkins	cynthia.jenkins@uniquemindsinc.org	DeKalb Community Service Board (CSB)	Nusheco	Arnold	nwade@linwoodlaw.com
Governor's Office of Transition, Support and Reentry	Patterson	Cynthia	cynthia.patterson@dcs.ga.gov	Partnership Against Domestic Violence, Inc.	Nicole	Jennings Wade	nyancey@rainbowvillage.org
Department of Veteran Affairs (Jacksonville, FL)	Dale	Elzie	dale.elzie1@va.gov	Rainbow Village, Inc.	Nancy	Yancey	nzimmermann@pcchome.org
Georgia Department of Labor (Carrollton)	Dan	Garrett	dan.garrett@dol.state.ga.us	Project Community Connections, Inc.	Nancy	Zimmermann	obooker@advantagebhs.org
Rainbow Community Center, Inc.	Daniel	Guinn	danielguinn@bellsouth.net	Advantage Behavioral Health System (BHS)	Oliver J. (O.J.)	Booker	oconeeact@windstream.net
Dumas, Coleman III	Coleman	Dumas III	daphnadumas@yahoo.com	Oconee Community Service Board (CSB)	Tyrone	Evans	ojeter@goodwillworks.org
JuBak Economic Development, Inc.	Louise	Darby	darbylouise@hotmail.com	Goodwill Industries Of Middle Georgia	Orion	Jeter	okgaines@concertedservices.org
Salvation Army (Rome)	Darlene	Wallace	darlene_wallace@uss.salvationarmy.c	Concerted Services, Inc.	Ophelia	Gaines	olivia@aidssathens.org
Rainbow Village, Inc.	David	Frye	dave@pleasanthillpc.org	AIDS Athens, Inc.	Olivia	Chelko-Long	options98@hotmail.com
Gateway Behavioral Health Services	David O.	Crews	david.crews@gatewaybhs.org	Heritage Foundation	Gloria	Jones	osbo1933@bellsouth.net
Albany-Dougherty Homeless Coalition	David	Blackwell	david@withperfection.com		Jane	Osborn	pajohnson@dch.ga.gov
Department of Veterans Affairs (VA Dublin)	Dawn P.	Kentish, MS	Dawn.Kentish@va.gov	Georgia Department of Community Health	Pam	Johnson	pallen@cafi-ga.org
Region Two - GA Dept. of Behavioral Health and Develo	Dawn	Peel LPC	Dawn.Peel@dbhdd.ga.gov	Community Action for Improvement, Inc.	Phyllis	Allen	pamela_perry@uss.salvationarmy.org;
Action Ministries, Inc. (dba Gainesville Ministries)	Dawn	Parks	dawnjarks@yahoo.com	Salvation Army (Warner Robins)	Pamela R.	Perry	pammartin@hopecircuitgwinnett.info
Brain and Spinal Injury Trust Fund Commission	Dionna	Littlejohn	dblittlejohn@thr.state.ga.us	Hope Clinic	Pandora	Martin	pandora@pandoralaw.com
Nicholas House, Inc.	Dennis	Bowman	dbowman@nicholashouse.org	Flint Circuit Council on Family Violence	Priscilla	Palmer	pammaxwell@gmail.com
United Way of the CSRA, Inc.	Debbie	Brown	dbrown@uwcsra.org	New Generation Human Services, Inc. (d/b/a Abic	Pat	Maxwell	parul581@yahoo.com
Wayne County Protective Agency, Inc.	Deitra	Bunch	dbunch@fairhavenjesup.org	Ohmshanti, Inc./Midway Motel	Parul	Schuble	paschuble@thr.state.ga.us
Liberty Family Connection	David	Floyd	dcfloyd@thr.state.ga.us	Georgia Department of Behavioral Health and De	Pamela	Jones	pastorcharlesjones@gmail.com
Mcintosh trail	Deborah	Crockett	dcrockett@mercyatlanta.org	Jones, Charles	Charles	Burns	pastorcleoburns@yahoo.com
United Way of Metropolitan Atlanta	Daniel	Drew	ddrew@unitedwayatlanta.org	New Generation Human Services, Inc. (d/b/a Abic	Cleo	McKinnon	patmckinnon@uway-socenga.org
Highland Rivers CSB	Deana	Wimbish	deanawimbish@highlandrivers.org	United Way of South Central Georgia, Inc.	Pat	Bradford	patricia.bradford@va.gov
Volunteers of America Southeast, Inc.	DeAnna	Ferguson	deanna@voase.org	U.S. Department of Veterans Affairs	Patricia A.	Thompson	patricia_thompson@uss.salvationarmy
Region One - GA Dept. of Behavioral Health and Develo	Debbie	Atkins	deatkins@thr.state.ga.us	Salvation Army (Dalton)	Patsy	Allen	patsy@allensmithconsulting.com; debi
Southwest Georgia Housing Development Corporation	Debi	McDade	debi.mcdade@wgcha.org	Allen Smith Consulting	Patty	Eagar	patty@advchild.org
Salvation Army of Gwinnett	Deborah	Wengrow	Deborah_Wengrow@uss.salvationarm	Advocates for Bartow's Children	Patty		paula@hainfom
Phoenix Center Behavioral Health Services (CSB)	Deborah	Kinlaw	deborahkinlaw@phoenixcenterbhs.cc	NEW Members...ADD			pbiwas@unitedwayatlanta.org
Pineland Area CSB	Dawn	Edenfield	dedenfield@pinelandcsb.org	United Way of Metropolitan Atlanta	Protip	Biswas	

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

First Step Staffing, Inc.	Dee Dee	Bullock	deedee@first-step.us	Georgia Legal Services Program, Inc. (Macon)	Phillip	Bond	pbond@glsp.org
HTF Interested Party	Dee Dee	Chamblee	deedeecham@yahoo.com	Albany, City of	Phyllis	Brown	pbrown@albany.ga.us
Georgia Department of Juvenile Justice	Denise	McClain	denisemcclain@djj.state.ga.us	McIntosh trail	Pat	Duboise	pduboise@mercyatlanta.org
First Born Outreach Center, Inc.	Essie	Dennis	dennisem@bellsouth.net	Lowndes County Board of Commissioners	Paige	Dukes	pdukes@lowndescounty.com
Viewpoint Health	Derek	Singleton	Derek.Singleton@vphhealth.org	Bridge of Tift Area, Inc. (The)	Peggy	Holder	peggyjholder@gmail.com
Area Committee To Improve Opportunities Now, Inc.	Donna	Erwin	derwin@actionincorporated.org	Travelers Aid (Hope Atlanta)	Paulette	Haase	phaase@hopeatlanta.org
Georgia Department of Education	Deirdre	Lynch Smith	desmith@doe.k12.ga.us	Clayton County Housing & Community Developm	Phil	Vanden Akker	phillip.vandenakker@co.clayton.ga.us
Mattie House, Inc. (The)	Deloris	Milton	DeVivian@aol.com	Georgia Legal Services Program, Inc. (Gainesville/	Phyllis	Holmen	pholmen@glsp.org
Decatur Housing Authority	Douglas S.	Faust	dfs@decaturha.org	Georgia DHS, Social Services Section, Family Servi	Pat	Holloway	pjholloway@thr.state.ga.us
Hinesville, City of	Donita	Gaulden	dgaulden@cityofhinesville.org	Decatur Housing Authority	Paula J.	Swenson	pjs@decaturha.org
Community Foundation for Greater Atlanta (The)	David K.	Gibbs	dkgibbs@atlcf.org	Polk County Women's Shelter, Inc.	Conni	Purser	plkwomen@bellsouth.net; ConKa59@i
NEW Members...ADD			dgunn@co.henry.ga.us	Plumblume Center, Inc.	Darrell	Steele	plumblumecoach@gmail.com
Glynn County Board of Commissioners	Dana	Hainley	dhainley@glynncounty-ga.gov	Region Six - GA Dept. of Behavioral Health and De	Paula	Clemmons - Walden	pmclemmons@thr.state.ga.us
Oconee Community Service Board (CSB)	Dena	Hamby	dhamby@oconeeccenter.com	Gainesville, City of	Phillippa	Moss	pmoss@gainesville.org
HTF Interested Party	Diana	Morris	dianamorris@comcast.net		Schley	Cathy	poetic2001us@yahoo.com
Dimadae Ministries/The Advocacy	Dianne	Barlow	dimadaeministries@yahoo.com	Statewide Independent Living Council of Georgia	Patricia	Puckett	ppuckett@silcga.org
Homeless Shelter Action Committee, Inc.	Jessica	Mitcham	director@goodneighborshelter.org	Preferred Resource Development	Pam	Moss	prdgrants@gmail.com
NEW Members...ADD			director@goodneighborshelter.org	Centenary Community Ministries, Inc.	Helen S.	Willoughby	preacherg71@aol.com
Christian League For Battered Women, Inc. (a/k/a Tran	Sandra	Bruce	director@tranquilityhouse.cbeyond.c	Tri-County Protective Agency, Inc.	Sherell	Mansfield	primetime31316@windstream.net
Friendship Ministries, Inc. (d/b/a Cornerstone 21st Cen	Evette	Jackson	divajanelle.jackson@yahoo.com	Project ReNewal Domestic Violence Intervention	Vickie	Stephenson	projectdir@bellsouth.net
Macon-Bibb County EOC, Inc.	Daketa	Jackson	djackson@maconbibbeoc.com	GA DHS Division of Aging Services	Pat	King	psking@thr.state.ga.us
Fort Stewart	Daisy	Jones	djones@coastalnow.net; daisy.t.jones	Perry Volunteer Outreach, Inc. (d/b/a Grace Villag	Riley	Hunt	pvo@windstream.net
United Way of Metropolitan Atlanta	Demetrios	Jordan	djordan@unitedwayatlanta.org	Disabled American Veterans, Chapter #14 - Emor Quincey	NEW Members...ADD	Roberts	qpremier@bellsouth.net
Georgia Association for Primary Health Care	Duane A.	Kavka	dkavka@gaphc.org	Single Parent Alliance & Resource Center, Inc. (Th	Rachel	Wright	rachel.v_wright@atlanta.gov
Open Arms, Inc.	Darnell	Lundy	dlundy@openarmsinc.org	Macon County Family Connection	Rachel	Oliver	racholiv2002@yahoo.com
Georgia Department of Behavioral Health and Develop	Denis L.	Zavodny, Ph	dizavodny@thr.state.ga.us	Rainbow Children's Home	Melinda	Frausto, LPC	rainbowhome@windstream.net
Georgia Mountains Women's Center, Inc.	Dee Dee	Marshall	dmarshall@gacircleofhope.org	State Housing Trust Fund for the Homeless	Randy	Glass	Randy.Glass@me.com
Wayne County Protective Agency, Inc.	Dana	Mathis	dmathis@fairhavenjesup.org	AANSRR Business Solutions, LLC	Rashida	Muhammad	rashidam@aanstr.com
United Way of Metropolitan Atlanta	Diane	McCants	dmcants@unitedwayatlanta.org	NEW Members...ADD			rbarker@familyendeavors.org
Debbie's World	Debbie	Nelson	dmcgn99@bellsouth.net	Transforming Mission Ministries	Ruby	Griffith	rbgriffith@yahoo.com
South Georgia Partnership to End Homelessness, Inc.	Dianm	Metts	dmetts@sgpeh.org	Urban Residential Development Corporation (urd	Ryan	Calhoun	rcalhoun@urdc.org
Action Ministries (Central)	Danielle	Meyer	dmeyer@actionministries.net	MUST Ministries, Inc.	Rachel	Castillo	rcastillo@mustministries.org
Wayne County Protective Agency, Inc.	Dana	McManus	dmmlawyer@hotmail.com	Rainbow Community Center, Inc.	Cheryl	Heard	rcmi@bellsouth.net; tcheard@netzero
Darden Center / Minority Business Development Cente	Ann D.	Gray	docaments@charter.net	Southwest Georgia United Empowerment Zone	Robert	Cooke	rcooke@sowega.net
HTF Interested Party	Domonic	Moore	domonic_moore@hotmail.com	Dalton's Greater Works, Inc.	Robert	Hill	rdh71@hotmail.com
New Generation Human Services, Inc. (d/b/a Abiding P	Jennifer J.	Donald	donald.jennifer@gmail.com	Reconciliation House, Inc.	Angela	Johnson	reconciliationhouse@yahoo.com
Georgia State Board of Pardons and Paroles	Scott	Reaves	Donald_Reaves@pap.state.ga.us	Crisis Line & Safe House of Central Georgia, Inc.	Holly	Reeves	reevesholly@bellsouth.net
Burning Bush Ministries, Inc.	Don	Bainbridge	donbainbridge@bellsouth.net	Operation Save Our Youth	Reginald	Miller	regmiller@aol.com
Highland Rivers CSB	Donna	Lindsey, SST	donnalindsey@highlanddrivers.org	Region Three - GA Dept. of Behavioral Health and Regina	Renee	Snead	Renee.Snead@dcs.ga.gov
Women In Missions	Doreathe	Adams	dorethead@aol.com	Governor's Office of Transition, Support and Reer	Renee	Buffington	renee_buffington@uss.salvationarmy.i
Holly Tree Services, a/k/a CCIP Investments, LLC	Doris	Cortese	doris@hollytreeservices.org	Salvation Army (THQ - Atlanta)	Chayne	Rensi	rensic00@dcor.state.ga.us
Georgia Department of Behavioral Health and Develop	Doug	Scott	douglas.scott@dbhdd.ga.gov	Georgia Department of Corrections	Bryant	Bradley	renwic@aol.com
Salvation Army (Rome)	Douglas	McClure	douglas_mcclure@uss.salvationarmy.	Citizens Against Violence, Inc.	John	May	rev.johnmay@windstream.net
Douglas County Shelter, Inc.	Terri	Bradley	douglas_shelter@comcast.net	Agape Faith Center of Hope, Inc.	Diane V.	Collins	revdia7@aol.com
Webers Creek Mission, Inc.	Doug	Wolfe	dougtech@bellsouth.net	Open Arms, Inc.	Fliggins	Rosalynn	rfliggins@openarmsinc.org
YWCA of Northwest Georgia, Inc.	Dianna	Pell	dpell@ywcawnwga.com	Fully Rely on God Christian Ministry, Inc.(Dominio	Richard M.	Furel	rfurel1@yahoo.com
Lighthouse Missions, Inc.	Dot	Pinkerton	dpinkerton2003@aol.com	Georgia Association of Community Service Board: Robyn	Robyn	Garrett-Gunnoe	rgunnoe@shpllc.com
Coastal GA Area Community Action Authority, Inc.	Debra	Powell	dpowell@cgcaa.org	Ware, Michael	Rhonda German	Ware	rgware2002@yahoo.com
NEW Members...ADD			dr.willis@me.com	Albany Area CSB (d/b/a Aspire BH DD)	Roger	Haggerty	rhaggerty@albanycsb.org
Urban Residential Development Corporation	Dustin	Reed	dreed@urdc.org	Tift County Board of Commissioners	Ray	Henderson	rhenderson@tiftcounty.org
Concerted Services, Inc.	Diane	Rogers	drogers@concertedservices.org	CAPA - Family Dimensions	Reggie	Herod	rherod@msn.com
Growing Discoveries Outreach	Tracy	Lewis-Hardy	trtlewisshardy@gmail.com	Families First, Inc.	Raphael	Holloway	rholloway@familiesfirst.org
Twin Cedars Youth Services, Inc.	Dan B.	Saylors	dsaylors@twincedars.org	Partnership Against Domestic Violence, Inc.	Rhonda	Howard	Rhonda.Howard@padv.org
Georgia Hospital Association	Debbie	Schmitz	dschmitz@gha.org	Open Arms, Inc.	Rena	Hudson	rhudson@openarmsinc.org
DeKalb Community Service Board (CSB)	David	Sibley	dsibley@deksb.org	Cook County Family Connection	Rick	Ratliff	ricco47@hotmail.com
Crisis Line & Safe House of Central Georgia, Inc.	DeAlvah	Simms	dsimms@cl-sh.org		Ricky	Vann	rickyvann@bellsouth.net
Project Community Connections, Inc.	Dorris	Smith	dsmith@pcchome.org	Housing Authority of the City of Carrollton	Rita	Redolfi	rita@carrolltonhousingauthority.com
Padgett House, Inc. (The)	Darrell	Steele	dsteemail@msn.com	Northeast Georgia Council on Domestic Violence, Jan	Hall	rjhall12@comcast.net	
Mulberry Street United Methodist Church	Patricia	Jackson	dthpro1@aol.com	Men and Women for Human Excellence, Inc.	Ruby	Kirby, MS, BA, CACIL	rkirby@mwfhf.org
	Debbie	Towson	dtowson@mulberrymethodist.org				
Little Friendship Missionary Outreach	Dolores	Reynolds	dvjreynolds@yahoo.com	Coastal Plain Area EOA, Inc.	Randall	Lane	rlane@coastalplain.org
Clayton County Housing & Community Development	Dwayne A.	Hartman	dwayne.hartman@co.clayton.ga.us	Georgia Department of Community Health	R.L.	Grubbs	rlgrubbs@dch.ga.gov
Georgia Law Center for the Homeless	David	Whisnant	dwhisnant@galawcenter.org	Waycross, City of	Raphel	Maddox	rmaddox@waycrossga.com
Travelers Aid (Hope Atlanta)	deldrick	wilson	dwilson@hopeatlanta.org	Albany Area Community Service Board (a/k/a Asp	Mike	McCasill	rmccaskill@albanycsb.org
McIntosh Trail Community Services Board (CSB)	Diana	Young	dyoung@mctrail.org	Georgia Advocacy Office	Ruby	Moore	rmoores@thegao.org
Georgia Council on Developmental Disabilities	Dee	Spearman	dyspearman@thr.state.ga.us	Macon, City of	Robert	RMyers	RMymers@maconbibb.us
The Zilles Group	Dave	Zilles	dzilles@earthlink.net	NEW Members...ADD			rnnewsome@maconbibb.us
Early County Community Development Corporation	Nancy	Wright	earlyccdc06@windstream.net	Salvation Army (DHQ - Norcross)	Rob	Vincent	Rob_Vincent@uss.salvationarmy.org
Georgia Department of Labor	Ellen	Starrett	eastarrett@dol.ga.gov	Southeast Georgia United	Robert B.	Cooke, MBA, EDPF	robert.cooke@swgau.org
E & B Consulting	Ella	Bailey	ebaile01@bellsouth.net	Georgia Criminal Justice Coordinating Council (CJ)	Robert	Thornton	robert.thornton@cjcc.ga.gov
Salvation Army (Thomasville)	Ervin	Brock	ebrock@fmbbank.org	Department of Veterans Affairs (VA Dublin)	Robert	Willis	robert.willis2@va.gov
NOA's Ark, Inc.	Elaine	Cannon	ecannon@noonealone.org	Cobb County CDBG Program Office	Kim	Roberts	robertsk@cobbcountycdbg.com
United Way of Metropolitan Atlanta	Elizabeth	Danley	edanley@unitedwayatlanta.org	Salvation Army Thomasville	Robyn	Hickey	robyn_hickey@uss.salvationarmy.org
Proclaim Liberty Ministries, Inc.	Ed	Jeffery	edj@mindspring.com	UGA Housing and Demographics Research Center	Tom	Rodgers	roddgers@fcs.uga.edu
Albany Area Community Service Board (a/k/a Aspire BH	Eddie	Williams	edwilliams@albanycsb.org	Brother Charlie Rescue Center, Inc.	Rod	Maggert	rodmaggert246@yahoo.com
Georgia Council on Developmental Disabilities	Eric	Jacobson	eejacobson@thr.state.ga.us	Padgett House, Inc. (The)	Ron	Balog	ron@balogs.name
NEW Members...ADD			efedd@unisonbh.com	Volunteer Macon	Ronnie T.	Miley	ronniemiley@yahoo.com
Family Support Circle, Inc.	Elna	Poulard	ejeantina@familysupportcircle.org	U. S. Department of Health and Human Services	Rosie	Mangual	rosie.mangual@hrs.hhs.gov
Elbert County Commission	Bob	Thomas	elbertthomas2000@bellsouth.net	Another Chance of Atlanta	Rozell	Green	rozell@anotherchanceofatlanta.org
Bulloch County Shelter, Inc.	Elizabeth	Brown	elibrown@georgiasouthern.edu	Gwinnett Children's Shelter	Renita	Pollard	rpollard@gwinnettchildrenshelter.org
Georgia Southern University	Elizabeth	White	Elite1@elitebusiness.org	Statewide Independent Living Council of Georgia	Rebecca	Tuttle	rtuttle@silcga.org
Elite Business & Consulting Services LLC	Chenitte	Scott	elizabeth.scott@gdol.ga.gov	Middle Georgia Community Action Agency, Inc.	Robin	Sergeant	rsergeant@mgcaa.org
Georgia Department of Labor	Elizabeth	Gerstein	ellen@winnetcoalition.org	McIntosh trail	Robin	Stulddivant	Rstulddivant@mercyatlanta.org
Gwinnett Coalition for Health and Human Services	Ellen	Yeager	ellyn@mhageorgia.org	Banks County Family Connection	Rod	Trotter	rtbfcf@hotmail.com
National Mental Health Association of Georgia	Eilyn	Napier	elsie.napier@dph.ga.gov	Family Promise of Whitfield County	Randall	Maret	rtmaret@optilink.us
Lowndes County Board of Health	Elsie	Major	elvin.major@pcni.org	Collaborative Solutions, Inc.	Rusty	Bennett	Rusty@collaborative-solutions.net
Pathways Community Network	Elvin	McGhee	emcgree@doe.k12.ga.us	Salvation Army - Toccoa	Ruth	Kenyon	ruth_kenyon@uss.salvationarmy.org
Georgia Department of Education	Eric	McQueen	emcqueen@albanycsb.org	Southwest Georgia Community Action Council, In	Randy	Weldon	rweldon@swgacac.com
Albany Area CSB (d/b/a Aspire BH DD)	Elizabeth	Mills	emills@advantagebhs.org	Urban Residential Development Corporation (urd	Rashan	Wilder	rwilder@urdc.org
Advantage Behavioral Health Systems	Evan	Favors	emoneyjackson@yahoo.com	Living Unity through Spiritual Ascension, Inc.	Rodney	Wilson, II	rwilsonll@livingunity.net
Daughters of the King Ministries, Inc.	Tonya	Huff	entrapp@bellsouth.net	HTF Interested Party	S.	Kerns	s_kerns@bellsouth.net
GA DHS - Division of Family and Children Services (DFC)	Karen E.	Parks	eparks@hopeatlanta.org	Kirk Healing Center	Linda	Sachau	sachaul@gmail.com
Travelers Aid of Metropolitan Atlanta, Inc.	Edward	Powers	epowers@hopeatlanta.org	Citizens Against Violence	Debbie	Vives	safehaven@nctv.com
Travelers Aid (Hope Atlanta)	Eric	Mayle	eric@centenarymacon.org	Salvation Army Central Georgia	Naomi	Ladson	safarmynlb@aol.com
Centenary Community Ministries, Inc.	Erica	Trammell	erica.trammell@yahoo.com	Lowndes Associated Ministries to People, Inc. (LA	Sally	Willis	sallywillis@lampinc.org
HTF Interested Party	Erica	Ellen	ericellen@highlandrivers.org	Salvation Army (Vidalia)	Sandy	Roberts	salvationarmy57@yahoo.com
Highland Rivers CSB	Erin	Reimers	erin@maconrescuecommission.com		Samatra	Phillips	Sam0078@aol.com
Macon Rescue Mission, Inc.	Erin	Anderson	erin_anderson@pap.state.ga.us; erin.anderson@pap.ga.gov	Gateway Behavioral Health Services	Samantha	Benton	Samantha.benton@gatewaybhs.org
Georgia State Board of Pardons and Paroles	Errol	Jones	erroljones.arkrefugechurch@gmail.co	Partnership Against Domestic Violence, Inc.	Samantha	Macedo	Samantha.Macedo@padv.org
Ark Refuge Ministries, Inc.	Elizabeth	Runkle	ERunkle@gcn.org	Project Community Connections, Inc.	Sam	Bacote	samuelbacote@gmail.com
Georgia Center for Nonprofits	Eryca	Fambro	Eryca.Fambro@gwinnettcountry.com	Bremen Food Bank	Sandra	Morris	sandraamorris4590@gmail.com
Gwinnett County Community Development Program	Eryca	Fambro	efoster@cafi-ga.org				
Community Action for Improvement, Inc.	Edna	Foster					

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

Essence of Hope, Inc.	Hilda E.	Johnson	essenceofhope@bellsouth.net	Rhema Word Int. Ministries	Sandra	Powell	sandrapowell2009@yahoo.com
Hinesville, City of	Erica	Usher	eusher@cityofhinesville.org	S&W Group Enterprises L.L.C.	Robert	Warthen	SandWGroupLLC@gmail.com
Nicola, Eustiches D. (dba Danny's Haven)	Danny	Eustiches	eustiches@yahoo.com	Gwinnett Housing Resource Partnership, Inc. (The	Sandra	Burns	sandy.burns@theimpactgroup.org
Community Growth Enterprise, Inc.	Rosa	Evans	evansrosa@aol.com	Flint Circuit Council on Family Violence	Sarah	Lacy	sarah.lacy@henryhavenhouse.org
Governor's Office of Transition, Support and Reentry	Evelyn	Armour	Evelyn.Armour@dcs.ga.gov	Laurens County Board of Health	Sarah	McRae	Sarah.McRae@dph.ga.gov
Ceek to Fulfill	Evelyn	Cooksey	evelyn.cooksey@ceek2fulfill.com	Center for Family Resources, Inc.	Sarah	Dimond	sarahdimond@thecfr.org
				Volunteers of America Southeast, Inc.			satchison@voase.org
Genesis Joy House	Margaret	Flowers	executive@genesisjoyhouse.org		Sherry	Atchison	
Northeast Georgia Council on Domestic Violence, Inc.	Katherine	Reusing	executivedirector@negadv.org; hcdv	Action Ministries (Central Office)	Samantha	Bolling, MSW, MFT	sbolling@actionministries.net
Tiftton Judicial Circuit Shelter, Inc. (f/k/a Tiftarea Judicial	Nancy	Bryan	executivedirector@rcpchn.net	Atlanta Regional Commission	Sue	Burgess	sburgess@atlantaregional.com
Extended Care, Inc.	Merlynette	Morris-Glea	extendedcareinc2001@yahoo.com	Georgia Department of Behavioral Health and De	Scarlett	Freelin	scarlett@thr.state.ga.us
3-D Enterprises, Inc.	Fletcher	Dozier, Jr.	f.dozier@gmail.com	Middle Flint Behavioral Health Care (CSB)	Schenita	Dennard	SchenitaD@mbhbc.org
Faith Community Development Services, Inc.	Freddie	Phillips	faith.community@yahoo.com	Families First, Inc.	Scott	LaSalle	scott.lasalle@familiesfirst.org
Faith Community Outreach Center, Inc.	Iris	Davis	faithcommunityoutreach@yahoo.com	Region Six - GA Dept. of Behavioral Health and De	Sam	Page	scpage@thr.state.ga.us
Fund for Life, Inc.	Alicja	Griffin	famalicja@bellsouth.net	NEW Members...ADD			scurry@river-edge.org
Family Promise of Gwinnett	Chuck	Ferraro	familypromise@bellsouth.net	Rainbow Community Center, Inc.	Sue	Dale	sdale100@gmail.com
Family Promise of Whitfield County	Susan	Lentz	familypromisewhitfield@gmail.com	Goodwill Industries Of Middle Georgia	Suzette	Dance	sdance@goodwillworks.org
Family Promise of Whitfield County	Amy	Kleem	familypromisewhitfield@yahoo.com	Liberty House of Albany, Inc.	Silke	Deeley	sdeeley@libertyhouseofalbany.com
Fund for Life, Inc.	Thomas (To	Eden	famtom@bellsouth.net	Lowndes Associated Ministries to People, Inc. (LA Shara	h	Denton	sdenton@lampinc.org
Serenity Community Services	Ngolo	Okonji, LMS	favorokonji1003@gmail.com	Georgia Mountains Women's Center, Inc.	Suzanne	Dow	sdow@gacircleofhope.org
Action Ministries, Inc. (dba Gainesville Ministries)	Linda	Lamb	laybright@aol.com	Region Five - GA Dept. of Behavioral Health and C	Sarah	Dunbar	sdunbar@thr.state.ga.us
Salvation Army (Albany)	Faye	Turney	faye_turney@uss.salvationarmy.org	Coastal Georgia Area CAA, Inc.	Sandria	Bruce - Dyal	sdyal@cgaca.org
Fellowship Deliverance Ministries	Inez	Patterson	fdmreach12@gmail.com	HTF Interested Party	Antoine	McNair	secondchance297@gmail.com
Restoration Oasis, Inc.	Felicia	Holston	felicia.holston@gmail.com	Association on Battered Women of Clayton Cour	Patricia L.	Altemus	securus@bellsouth.net
Macedonia Baptist Church	Fer-Rel M.	Malone, Sr.	ferrellmalone@yahoo.com		George	Demirus	seedsforselfesteem@gmail.com
First Light Vision, Inc.	Cynthia	Ellison	firstlight138@aol.com	Clayton County Housing & Community Developm	Semira	Ajani	Semira.Ajani@co.clayton.ga.us
Vision 21 Concepts, Inc.	Edwin	Ford	flattimore@v21concepts.org	Family Promise of Gwinnett	Sherita	Waddle	seniorcmm@familypromisegwinnett.org
Community Action for Improvement, Inc.	Fred	Lundberg	flundberg@cafi-ga.org	Colquitt County Serenity House Project, Inc.	Wanda	Autrey	serenityhouse@windstream.net
Georgia Hospital Association	Faizeh	Muheb	fmuheb@gha.org	Serenity Rose Recovery Center for Women, Inc.	Earnestine	Thompson	serenityrose1@bellsouth.net
Salvation Army of Central GA	Frances	Gilliam	frances_gilliam@uss.salvationarmy.or	Area Committee To Improve Opportunities Now,	Stacey	Favors	sfavors@actionincorporated.org
NEW Members...ADD			freda@gahomeless.org	Pineland Area CSB	Susan	Ford	sford@pinelandcsb.org
America's Second Harvest of South Georgia (d/b/a The	Franklin	Richards	frichards@valdostafoodbank.org	Georgia Mountains Women's Center, Inc.	Shericka	Freeman	sfreeman@gacircleofhope.org
Appalachian Community Enterprises, Inc.	Grace	Fricks	fricks@aceloans.org	Safe Harbor Children's Shelter, Inc.	Sharron	Akinson	sfreeman@safeharborcenterinc.org
Dougherty County Community Coalition, Inc.	Sylvia	Hart	friendbaptchbj@bellsouth.net	Action Ministries (Central)	Shari	Fulmer	sfulmer@actionministries.net
Fresh Start Help Center, Inc.	Clark	Tony	fsch222@att.net; fshc222@att.net	Covington, City of	Scott	Gaither	sgaither@cityofcovington.org
Women of Purpose Association	Sharon	Ford	fshae@hotmail.com; sharron@reeseb	New Horizons Community Service Board (CSB)	Susan E.	Gallagher	sgallagher@nhbh.org; susanegallagher
New Horizons	Frederick	Smith	fsmith@nhbh.org	SGH Consulting and Support Services	Shunte	Howze	sgghconsulting@gmail.com
NEW Members...ADD			fstewart@hopeatlanta.org	Region Four - GA Dept. of Behavioral Health and I	Sharon	Pyles	spyles@thr.state.ga.us
Open Arms, Inc.	Fonda	Thompson	fthompson@openarmsinc.org	Living Room, Inc.	Shamekela	Bishop	shamekela.bishop@livingroomatl.org
	Pamela	McKenzie	fus2004@bellsouth.net	Goodwill Industries of the Southern Rivers	Sondra	Hampton	shampton@gwisr.org
Metro Fair Housing Services	Gail	Williams	gail.williams@metrofairhousing.com	Forsyth County Family Haven	Shandra	Dawkins	shandra@familyhavenga.org
Gift Transitional Home, Inc.	Godwin	Ananaba	gananaba@yahoo.com	Salvation Army - Toccoa	Shaning	Moran	shaning.moran@uss.salvationarmy.org
Georgia Department of Veterans Services	Fred	Daniels	gavetsvc@vs.state.ga.us	Dog Tags, Inc.	Haley	Shank	shank.haley@gmail.com
Lowndes Associated Ministries to People	Moreen	Gayle	gaylemoreen@lampinc.org	Ninth District Opportunity, Inc.	Shanna	Cotton	shanna.cotton@ndocsbg.org
River Edge Community Service Board (CSB)	Gawanna	Cabiness	gcabiness@river-edge.org	Gwinnett County Community Development Progr	Shannon	Candler	shannon.candler@gwinnettcountry.com
Glynn Community Crisis Center	Dorothy	Bromley	gcccdirector@bellsouth.net	Georgia Vocational Rehabilitation Agency (DHS)	Shanti	Aaron	shanti.aaron@vgra.gov
Georgia State Board of Pardons and Paroles	George S.	Braucht	george_braucht@pap.state.ga.us	S.H.A.R.E. House, Inc.	Kyra	Matthews	sharehouse.kyra@gmail.com
Georgia Community Action Association	Lorraine	Daniels	georgiacaa@aol.com	Hope Shelter (The)	Sharkey	Buford	sharkey@bellsouth.net
Georgia Food Bank, Inc.	Bob	Wilson	georgiafoodbank@bellsouth.net	U.S. Department of Veterans Affairs	Sharon	Washington	Sharon.Washington2@va.gov
Pathways to Recovery and Associates, Inc.	Glenda	Grant	gg6326.glenda@gmail.com	New Beginnings Ministry	Sharon	Thompson	sharon@newbeginningslife.net
Gift Transitional Home, Inc.	Christine	Richards-Nv	gifttransitionalhome99@yahoo.com;	SafeHomes of Augusta	Sharon	Barber	sharon@safehomesdv.org
Bartow, County of	Valerie	Gilreath	gilreathv@bartowga.org	Collaborative Solutions, Inc.	Sharon	Fenstermaker, MSW	sharonf@collaborative-solutions.net
Dalton - Whitfield County CDC	Gaile R.	Jennings	gjennings@dwcdc.org	River Edge Community Service Board (CSB)	Shannon	Harvey	sharvey@river-edge.org
Pastor Joyce Ann Gowder/dba Pastor Joyce's Place	Joyce Ann	Gowder	gjycnn@aol.com	Albany, City of	Shelena	Hawkins	SHawkins@dougherty.ga.us;
Signs & Wonders, Inc. (d/b/a The Quinn House)	Executive Director		GKNOWS@gmail.com	Ninth District Opportunity, Inc.	Shawn	Howell	shawn.howell@ndocsbg.org
Highland Rivers CSB	Gladys	Wanyeki	gladyswanyeki@highlanddrivers.org	W.O.L. Inc. / dba Carter Hope Center	Shellah	Brady	shellah@chcenter.com
NEW Members...ADD			gleanga@endhunger.org	Northeast Georgia Council on Domestic Violence, Stephanie		Norton	sheltermanager@negadv.org
Salvation Army (Carrollton)	Glenda	Lambert	glenda_lambert@uss.salvationarmy.o	Georgia Department of Labor	Sherry	Deakin	sherry.deakin@dol.ga.gov
HTF Interested Party	Sue	Keith	globalpartnerships@gmail.com	Macon Bibb County EOC, Inc.	Sarita	Hill	shill@maconbibbeoc.com
Divine Success	Georginna	Lockett	glockett@divinesuccess.org	Grooming Future World Leaders, Inc.	Shirley	Smith	shirley@groomingleaders.org
Area Committee To Improve Opportunities Now, Inc.	Gwen	Maxey	gmaxey@actionincorporated.org	Norcross Cooperative Ministry, Inc.	Shirley	Cabe	shirley@norcrossco-op.org
HTF Interested Party	Griff	Long	gnglong@hotmail.com		Shirley	Woods	shirleywoods98@gmail.com
Homeless Shelter Action Committee, Inc.	Ginger	Mahoney	gnsmanager@yahoo.com	Oconee Community Service Board (CSB)	Sarah	Hogan	shogan@oconeeconecity.com
Newsome St. Church of Christ	Gene	Godfrey	godfrey_g@bellsouth.net	Georgia Criminal Justice Coordinating Council (CJ	Shontel	Wright	Shontel.Wright@cjcga.gov
Fala Group, Inc.	Fred	Anderson	godmakespower@comcast.net	Covington, City of	Steve	Horton	shorton@cityofcovington.org
Fala Group, Inc.	Lisa	Anderson	godmakespower@comcast.net	Show Class Ventures, Inc.	Sandra	Reed	showclass@gmail.com
Gordon Family Connection	Cindy	Cochran	gordonconnection@yahoo.com	HTF Interested Party	Sikiki	Stewart	sikiki1511@yahoo.com
Servant's Heart (The)	Grace S.	Lucas - King	grace.king@robins.af.mil	South Georgia Community Service Board	Stefanie	Jackson	sjackson@bhsqa.com
HTF Interested Party	Karen	Dublin	gracefavor123@gmail.com	South Georgia Community Service Board	Stephanie	Johnson	sjohnson@bhsqa.com
Wellspring Living	Jennifer	McEwen	grants@wellspringliving.org	Young People Matter, Inc.	Simone	Joye	sjoye@ypmatlanta.org
Melson & Sora Management Consultant, LLC	Mary	Melson Gre	greenbread2000@comcast.net	Georgia Mental Health Consumer Network	Sharon	Jenkins Tucker, MA,	sjtucker@gmhcn.org
Darlington, Mamie	Charcella	Green	greencharcella@yahoo.com	HODAC, Inc.	Sherri	Peavy	sipeavy64@gmail.com; speavy@hodac
Signs & Wonders, Inc. (d/b/a The Quinn House)	Dian	Washam	greenmoose48@gmail.com	Peace Place, Inc.	Samantha	Lunsford	slunsford@peaceplaceinc.org
First Step Staffing, Inc.	Greg	Block	greg@first-step.us	NEW Members...ADD			smcclapp@actionministries.net
Ark Refuge Ministries, Inc.	Gregory	McCommon	gregorymccommons@peoplepc.com	Waycross Area Shelter for Abused Persons, Inc. (r	Jana	Benton	smmagolia@waycrossareashelter.cor
Holmes Rule, Inc.	Harriet W.	Felts	gruleinc31058@yahoo.com	Telamon Corp.	Sherrie	Moody	smoody@telamon.org
Unison Behavioral Health	Glyn	Thomas	gthomas@unisonbh.com	Hand-up, Inc. (d/b/a Voluntary Action Center)	SaBess	Moore	smoore.thebridge@gmail.com
Guara Bi, Inc.	Angelica	Rivera	guarabi@prtc.net; arivera@guarabi.o	Georgia Coalition Against Domestic Violence	Shenna	Morris	smorris@gcadv.org
Guara Bi, Inc.	Christian O.	Duarte	guarabiga@gmail.com	Care and Counseling Center of Georgia	Sandra A.	Mullins	smullins@cccgeorgia.org
Douglas County Board of Commissioners	Gary	Watson	gwatson@co.douglas.ga.us	Habitat for Humanity Valdosta (and BOD SGPEH)	Stuart	Mullis	smullis@valdostahabitat.org
Covington Housing Authority	Greg	Williams	gwilliams@covha.com	Action Ministries (Central)	Steve	Napier	snapiet@actionministries.net
A Friend's House	Gary	Wright	gwright@afriendshouse.org	HTF Interested Party	Jajuan	Warren	snickers_wa@yahoo.com
Heart to Heart Second Chance Homes, Inc.	Suvoneer	Morris	h2hsch@aol.com	South Georgia Partnership to End Homelessness,	Sonja	Jenkins	sojenkins@valdosta.edu
Habersham Homeless Ministries	JoAnn	Kennedy	habershamhomeless@windstream.ne	Volunteers of America Southeast	Shanell	Johnson	sojohnson@voase.org
Halcyon Home for Battered Women, Inc.	Chris	Marsh	halcyon@rose.net	Soul Changers Recovery Program, Inc.	Bonnie	Moss	soulchangersinc@bellsouth.net
Christian Family Center, Inc.	Hank	Steverson	hanksteverson@gmail.com	Tree of Life Outreach Ministry	Reginald	Hall	soulbeingsaved@yahoo.com
State Housing Trust Fund for the Homeless	Deag	Hanson	hans8722@bellsouth.net	Sowing Green Seeds, Inc.	Pamela	Berry	sowinggreenseeds@yahoo.com
W. O. E., Inc. (a/k/a Women of Excellence)	Heath	Harriman	harrimanheather@yahoo.com	Crisis Line & Safe Home of Central Georgia, Inc.	Suzanne	Palmer	SPalmer@cl-sh.org
Travelers Aid (Hope Atlanta)	Harvinder	Makkar	harvindermakkar@hopeatlanta.org	South Georgia Community Service Board (CSB)	Shamb	Purohit	spurohit@bhsqa.com
Hayes Faith Temple Baptist Church, Inc.	Earnest	Hayes	hayesfaithtemplebc@bellsouth.net	Depaul USA / Daybreak	Catherine	Norris	sr.katie.norris@depaulusa.org
Dougherty County Community Coalition, Inc.	Portia S.	Johnson	hbjjohnson@bellsouth.net	Shepherd's Rest Ministries, Inc.	Kathryn D.	Melton	srminc1@bellsouth.net
Heart Haven	Blondie	Willingham	hcdv@hartcom.net	Georgia Mental Health Consumer Network	Sandra	Pierce	srpierce@hotmail.com
UGA Housing and Demographics Research Center	Philip	Holtsberg	hdcrc@fcs.uga.edu	NEW Members...ADD			ssagnot@co.henry.ga.us
Home Depot Foundation	Heather Pril	Pritchard	heather_pritchard@homedepot.com	Statewide Independent Living Council of Georgia	Shelly	Simmons	SSimmons@silcga.org
Salvation Army (Griffin)	Heather	Tucker	heather_tucker@uss.salvationarmy.o	Georgia Mountains Women's Center, Inc.	Shelia	Smith	ssmith3@its.jnj.com
Heavenly Home, Inc. (The)	Deborah	Davis	heavenlyhome@rose.net	Open Arms, Inc.	Shaundra	Stephens	ssstephens@openarmsinc.org
Salvation Army (Milledgeville)	Helen	Frazier	helenfrazier@windstream.net	HTF Interested Party	Sara	Sutterfield	ssutte00@gmail.com
Rescue House	Henry	Gosier, Jr.	HGosier@aol.com	Bright from the Start: Georgia Department of Ear	Stacey	Schaff, MSW	stacey.schaff@decalf.ga.gov
Georgia Pines Community Service Board	Heather	Hatchett	hhatchett@georgiapines.net	Centenary Community Ministries, Inc.	Stacey	Harwell	stacey@centenarymacon.com
NEW Members...ADD			high2@yahoo.com	Citizens Against Violence, Inc.	Benita	Edwards	staffaccountant@nctv.com
Morning Glory Personal Care Home, Inc.	Bernard	Hill	hillbernard@gmail.com	United Way of the CSRA, Inc.	Stan	Shepherd	stan.shepherd@att.com
Hilltop House, Inc.	Susie	Cooper Kien	hilltophouseinc@aol.com	Dublin, City of	Deborah	Stanley	stanleyd@dlcga.com
YWCA of Northwest Georgia, Inc.	Holly	Walquist	holly@hollyenterprises.com	Travelers Aid of Metropolitan Atlanta, Inc.	Steve	Tedder	stedder@liveoakcapitalpartners.com
Project Community Connections, Inc.	Holly	Bills	hollybills@pcchhome.org	HTF Interested Party	Alice	Clinton	stepback@hotmail.com

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

HomeAid Atlanta, Inc.	Ann Carey	homeaid@atlantahomebuilders.com	Ware, Michael	Michael	Ware	stephanmichaels2001@yahoo.com
Fannin County Family Connection	Thomas Bartholf	homeless@etcmail.com	Salvation Army (THQ - Atlanta)	Stephen	Ellis	stephen_ellis@uss.salvationarmy.org
Homerun RC / Jacobs Tree	Stanley Brown	homerunrc@cox.net	NEW Members...ADD			stephine.lennen@vphealth.org
Hope At Edgewood, LLC	Sheila K. Rahim	hope.edgewood@yahoo.com	NEW Members...ADD			steven.brown1@mchsi.com
Hospitality House for Women, Inc.	Anne Havron	hospadmin@comcast.net	McIntosh Trail Community Services Board (CSB)	Shari	Thomas	sthomas@mctrail.org
Hospitality House for Women, Inc.	Amy Weaver	hospshc@comcast.net	Georgia Mountains Women's Center, Inc.	Stephanie	Tolbert	stolbert@gacirleofhope.org
Crossroads Gospel Rescue Mission	Mike Houman	houman@outlook.com	Fight Abuse in the Home in Rabun County, Inc.	Tammy	Harasa	stopabuse@faith-inc.org
House of Dawn, Inc.	Dawn Murray	houseofdawn1@bellsouth.net	St. Stephen's Ministry of Augusta, Inc.	Hope	Campbell	ststephenshouse@knology.net
Glynn Community Crisis Center, Inc.	Elizabeth Merritt	housing.gccc@att.net	Brunswick, City of	Shauntae L.	Walker	styson@cityofbrunswick.ga.gov
Riverview Residential Complex	Edward Grant	Housing4vets@yahoo.com	SafeHouse Ministries, Inc.	Sue	Beitzel	suebeitzel@yahoo.com
HTF Interested Party	Robert Smith	hrs82@yahoo.com	Middle Flint Behavioral Health Care (CSB)	Sue	Davis	sued@mlfbc.org
United Way of Metropolitan Atlanta	Horace Sibley	hsib@aol.com	Clayton County Community Development	Sule	Carpenter	Sule.Carpenter@co.clayton.ga.us
YWCA of Northwest Georgia, Inc.	Holly Tuchman	htuchman@ywcawga.com	NEW Members...ADD			super121@hotmail.com
Hancock Memorial Hospital	Timothy L. Hutchings	hutchingstim@aol.com	Georgia Department of Labor	Susan	Dukes	susan.dukes@dol.ga.gov
I Am the Difference, Inc.	Kerry Davis	iamthedifferenceinc@gmail.com	Partnership Against Domestic Violence, Inc.	Susan	Smith	susan.smith@padv.org
South Georgia Partnership to End Homelessness, Inc.	Iris Brown	ibrown@sgpeh.org	Cordele Housing Authority	Susan	Leger-Boike	susan@cordelehousing.com
NorthEast GA Homeless Veteran Shelter	Fawn Alexander	ICFawnA@aol.com		Susan	Gallagher	susanegallagher@aol.com
Concerted Services, Inc.	Ilona Nagy	inagy@concertedservices.org	Forsyth County Family Haven, Inc.	Susan	Hart	susanh@familyhaven.ga.org
Fannin County Family Connection	Brenda Crawford	inda30560@yahoo.com	HTF Interested Party	Susan	Greene	susanhgreene@gmail.com
Agape Recovery Outreach, Inc. (Albany)	Tim Jefferson	info@agaperecovery.com	Partnership Against Domestic Violence, Inc.	Susie	Brown	susie.brown@padv.org
Rehoboth Goodwill Housing Inc.	Albert Udoukpong	info@rehobothgoodwillhousing.org	Gwinnett Coalition for Health and Human Service	Suzy	Bus	Suzy@gwinnettcoalition.org
Crossroads for Christ	Kimberly Iona	lona777k@gmail.com	Albany ARC	Shea	Vinson	svinson@albanygaarc.org
MUST Ministries, Inc.	Dwight (Ike) Reighard	ireighard@mustministries.org	Warner Robins, City of	Sherri	Windham	swindham@wrnga.gov
Global Issues, Inc.	Isha Pierce	ishapierce@yahoo.com	United States Department of Veterans Affairs	Sylvester	Wallace	sylvester.wallace2@va.gov
National Housing Counseling Agency	Joyce Blanton	j.blanton@att.net; j.blanton@nhcaus	Hayes Faith Temple Baptist Church, Inc.	Tony	Briggs	takeittothestreets@bellsouth.net
Unison Behavioral Health	Janett Carter	JaCarter@unisonbh.com	Department of Veterans Affairs (VA Dublin)	Tammie	Taylor	tammie.taylor@va.gov
Dalton Public Schools	Jackie Taylor	jackie.taylor@dalton.k12.ga.us	McIntosh trail	E. Thomas	Andrews	tandrews@mercyatlanta.org
New Hope Full Gospel Baptist	Katrina Jackson	jackson_f@bellsouth.net	NEW Members...ADD			tanf@bellsouth.net
Georgia Criminal Justice Coordinating Council (CJCC)	Jacqueline Bunn	jacqueline.bunn@cjcc.ga.gov	Rainsong, Inc.	Tanya	Smith	tanyasmith@gahope.org
The Harvest Society, Inc-Albany Care Group	Lewis Price	jacquelynlewis13@yaho.com	Victorious Veterans Womens Shelter	Thomas	Pulliam	tapinus7@aol.com
Region Four - GA Dept. of Behavioral Health and Devel	Jacqueline Davis	jadavis4@thr.state.ga.us	Greene County Board of Education	Targie	Folds	Targie.Folds@greene.k12.ga.us
Asian American Resource Foundation, Inc.	Jae Hwan Yoo	jae.yoo@aacr-atlanta.org	Whitfield County Schools	Teresa	Sefcik	tasefcik@whitfield.k12.ga.us
NEW Members...ADD		jaellis@live.com	Calvary Refuge, Inc	Tawana	Tarno	tawana@calvaryrefuge.org
Gainesville Housing Authority	Judith Escamilla	jaescamilla@bellsouth.net	Cherokee Family Violence Center, Inc.	Taylor	Forst	taylor@cfvc.org
Georgia Department of Behavioral Health and Develop	Judy Fitzgerald	jfitzgerald@dbhdh.ga.gov	Carter Center (The)	Thomas H.	Bornemann	tbornem@emory.edu
Central City AIDS Network, Inc.	James Baker	james@rainbowcenter.us	Lutheran Services of Georgia	Taylor	Brand	tbrand@lsga.org
HTF Interested Party	Dorris Callahan Jar	james6109@bellsouth.net	Middle Georgia Community Action Agency, Inc.	Tiffany	Collins	tcollins@mgcaa.org
Salvation Army of Dublin, GA	Allen James	jamesalen@uss.salvationarmy.org	Tri-County Protective Agency, Inc.	Cynthia	Gates	TCPAPP@clids.net
Salvation Army (Griffin)	James Jenkins	jamestj55@yahoo.com	Middle Georgia Community Action Agency, Inc.	Tina	Dyke	tdyke@mgcaa.org
Salvation Army (Griffin)	Jane Smith	jananita2003@yahoo.com	Georgia Department of Community Affairs	Teresa	Concannon	teresa.concannon@dca.ga.gov
Salvation Army (DHQ - Norcross)	Janeane Schmidt	janeane_schmidt@uss.salvationarmy.	Cherokee Family Violence Center, Inc.	Teresa	Millsaps	teresa@cfvc.org
Gateway House, Inc.	Janet Whittaker	janetwhittakergateway@gmail.com	Lowndes County Board of Health a/k/a South He	Terri	Ball	Terri.Ball@dph.ga.gov
Ninth District Opportunity, Inc.	Janice Riley	janice.riley@ndoc.org	Positive Response, Inc.	Terry	Agne	terryagne@gmail.com
AVITA Community Partners	Janice Wheeler	Janice.Wheeler@avitapartners.org	Georgia Legal Services Program, Inc. (Macon)	Terry	Everett	terryeverett@cox.net
Lookout Mountain Community Services (CSB)	Jan Lewis	janl@lmcs.org	Region Five - GA Dept. of Behavioral Health and C	Ted	Schiffman	tschiffman@thr.state.ga.us
Georgia Legal Services Program, Inc. (Gainesville/Athern	James Boswell III	jboswell@kslaw.com	Cobb - Douglas Co. Community Service Board (CS	Thed	Foreman	tforeman@cobbcsb.com
Wayne County Protective Agency, Inc.	Julia Burch	jburch@fairhavenjesup.org	Georgia Department of Behavioral Health and De	Travis	Fretwell, MAC, NCAC	tfretwell@dbhdh.ga.gov
Gateway House, Inc.	Jessica Butler	jbutler@gatewaydvcnter.org	Coastal GA Area Community Action Authority, Inc	Tres	Hamilton	thamilton@cgacaa.org
Lowndes County Board of Commissioners	Jim Carter	jcarter@lowndescount.com	Family Crisis Center of Walker, Dade, Catosa & C	Eddie	Uphshaw	thampton@fccwddc.org
Georgia Coalition Against Domestic Violence, Inc.	Jan Christianser	jchristiansen@gcadv.org	HTF Interested Party	Teresa	Bestwick	tbestwick@bellsouth.net
Safe Harbor Children's Shelter, Inc.	Jeff Clark	jclark@safeharborcenterinc.org	Alcove, Inc.	Kristen O.	Harrison	thealcoveshelter@yahoo.com
JCVision and Associates, Inc.	DANA INGRAM	jcvision2000@yahoo.com	The Arlington House, Inc. / Good Faith Transi	Tamara	Dennis	thearlingtonhouse@hotmail.com
Emmaus House-LaGrange, Inc	Jessica David	jdavid@emmaushelter.com	Bridge of Tift Area, Inc. (The)	Martine J.	Hill	thebridge_cwj@att.net
Metro Fair Housing Services	J. D. Frazier	jdfrazier@gmail.com	New Mercy Community Services, Inc.	W. Theodore	Harris	theodore309@gmail.com
Pineland Area CSB	June DiPolito	jdipolito@pinelandcsb.org	Salvation Army - Toccoa	Bunny (Theresa)	Vance	theresa_vance@uss.salvationarmy.org
GA Department of Human Services	Jean O'Callaghan	Jean.Ocallaghan@dhs.ga.gov	House of Dawn, Inc.	Taqiya	Holloway	THOLLOWAYHOUSEOFDAWN@gmail.c
GA Department of Human Services	Jeannette David	Jeannette.David@dhs.ga.gov	Georgia State Board of Pardons and Paoles	Thurman	Henderson	thurman_henderson@pap.state.ga.us
Phoenix Pass, Inc.	Jean Yontz	JeanYontz@phoenixpass.org	HTF Interested Party	Tiffany	McDay	tiffanymcday@yahoo.com
Comprehensive AIDS Resource Encounter, Inc.	Jeff Johnson	jeff.care2013@yahoo.com	Knight Monumental Church (AME)	Timothy	Davis	timdavisgroup@excite.com
Providence Ministries, Inc.	Jeff Lewis	jefflewis.pm@gmail.com	Fight Abuse in the Home in Rabun County, Inc.	Tina	Gonzalez	tina@faith-inc.org
Hall County Treatment Services	Jessi Emmett	jemmett@hallcounty.org	New Life Church of Vidalia, Inc.	Tina	Houser	tina76@bellsouth.net
U.S. Department of Veteran Affairs	Jennifer Turner-Reid	Jennifer.Turner-Reid@va.gov	Lily Pad	Witasha	Williams	tisha@lilypadcenter.com
Viewpoint Health	Jennifer Hibbard	jennifer.hibbard@vphealth.org	Community Service Board (CSB) of Middle Georgi	Tina	Clements	tjclements@csbm.com
View Point Health	Jennifer Speights	jennifer.speights@vphealth.org	Georgia State University	Terri	Lewinson, LMSW, Ph	tlewinson@gsu.edu
Center for Family Resources, Inc.	Jennifer Cain	jennifercain@thecfr.org	Colquitt County Serenity House Project, Inc.	Rachel	Lamas	tlpcasemanager@windstream.net; seri
Salvation Army (Griffin)	Jenny Reed	jenny_reed@uss.salvationarmy.org	Elbert County Commission	Tommy	Lyon	tylon@athenstech.edu
Center for Family Resources, Inc.	Jeri Barr	jeribarr@thecfr.org	Salvation Army (Atlanta Metro Area Command)	Todd	Hawks	Todd.Hawks@uss.salvationarmy.org
Cherokee Family Violence Center, Inc.	Jessica Garcia	jessica@cgfvc.org	Whitaker House, Inc.	Todd	Hughes	toddmarstar@gmail.com
Teaching, Educating, Advancing, Christian, Health, Inc.	Joan Allen	jstusteachus@bellsouth.net	Gwinnett Housing Resource Partnership, Inc. (dbi	Tom	Merkel	tom.merkel@theimpactgroup.org
Project Community Connections, Inc.	Jimiuy Evans	jevans@pccihome.org	Salvation Army - Toccoa	Tom	Kenyon	tom_kenyon@uss.salvationarmy.org
Cobb County CDBG Program Office	Jeremy D. Gray	jgray@cobbcountycdbg.com	Lookout Mountain Community Services (CSB)	Tom	Ford	tomf@lmcs.org
Georgia Department of Community Health	Jerome Greathouse	jgreathouse@dch.ga.gov	Pathways Community Network	Tommy	Phillips	tommy.phillips@pcni.org
Schley County Family Connection	John T. Greene	jgreene1960@yahoo.com	Atlanta Union Mission Corporation	Toni	Dixon	toni.dixon@atlantamission.org
Mulberry Street United Methodist Church	John Hathcock	jhathcock@mulberrymethodist.org	Gwinnett County Community Development Progr	Tony	Lowe	tony.lowe@gwinnettcountry.com
Carroll County Emergency Shelter, Inc.	Jill Duncan	jill@jillduncaninsurance.com	Lookout Mountain Community Services	Tonya	Sired	tonyas@lmcs.org
Atlanta Union Mission Corporation	James Reese	jim.reese@atlantamission.org	NOA's Ark, Inc.	Tori	Owens	towens@noonealone.org
Salvation Army (DHQ - Norcross)	Jim Arrowwood	jim_arrowwood@uss.salvationarmy.org	Northeast Georgia Council on Domestic Violence, Tracy	Tracey	Evans	tpe235@yahoo.com
Clayton Community MH, AD Developmental Services (C	Jimmy Wiggins	jimmy.wiggins@claytoncenter.org	Ogeechee Behavioral Health Services (CSB)	Tracey J.	Johnson	traceyj@obhs-ga.org
Homestead Women's Recovery	Jean Cooper	jcooper718@gmail.com	Tenth Judicial District	Tracy J.	BeMent	Tracy.BeMent@AthensClarkeCounty.c
Gateway House, Inc.	Jeannette Jenkins	jjenkins60@hotmail.com	Family Support Council, Inc. (The)	Tracy	Brookshire	tracybrookshire@gmail.com
HTF Interested Party	Judy Franson	jfranson@aol.com	Willie M. Simpson Evangelistic Ministries, Inc.	Tracy	Wright	tracywright8@hotmail.com
Circle of Love Center, Inc.	Jessica Jones	jjones@circle-of-love.org	YWCA of Northwest Georgia, Inc.	Tammy	Shearer	tshearer@ywcawga.com
State Housing Trust Fund for the Homeless	Joyce Stevens	jstevens@windstream.net	Calvary Refuge Center, Inc.	Tom	Maples	tsmaples@gmail.com
Heart to Heart Second Chance Homes, Inc.	Javonna Latimore	jlatimore@cox.net	S.H.A.R.E. House	Teresa	Smith	tsmith6228@yahoo.com
Georgia State Union	Jan Ligon	jligon@gsu.edu	Community Action for Improvement, Inc.	Trudy	St. Pierre	tstpierre@cafi-ga.org
Post 45 American Legion Canton	James Lindenmayer	jllindenmayer80@gmail.com	HTF Interested Party	Tony	Tanksley, CPM	ttanksley@lpsi.com
United Way of the CSRA, Inc.	Juanita McDaniel	jmcddaniel@uwcsra.org	Family Crisis Center of Walker, Dade, Catosa & C	Tena	Thompson	tthompson@fccwddc.org
Oconee Community Service Board (CSB)	Jeremy Mills	jmillis@oconeeconec.com	Gordon County Board of Education	Tony	Waters	twaters@gcbe.org
Action Ministries (Central Office)	John Moeller	jmoeller@actionministries.net	Ujamaa House Wellness Outreach Project	Lawrence	Reynolds	ujamaahouse@aol.com; breynolds196
Advantage Behavioral Health System (BHS)	Jenna Bagby Moor	jmoon@advantagebhs.org	Lamar County DFCS	Ulanda	Barkley	Ulanda.Barkley@dhs.ga.gov
United Way of the Midlands	Jennifer L. Moore	jmoore@uway.org	Universal Love Outreach Center	Maxine B.	Lewis	universal.outreach2u@yahoo.com
Georgia Advocacy Office	Josh Norris	jnorris@thegao.org	Uplift, Inc.	Executive	Director	upliftmorven@yahoo.com
HTF Interested Party	Jenny Walsh	jnywalsh@yahoo.com	HTF Interested Party	Daniel	King	uucrsra@aol.com
Habersham Homeless Ministries Inc.	Jo Ann Kennedy	joandjack@windstream.net; habersha	HTF Interested Party	Ursula	Wallace	uwallace@msn.com
Housing Authority of the City of Carrollton	Jodie Goodman	jodie@carrolltonhousingauthority.co	Colquitt County Serenity House Project, Inc.	Angela	Castellow	uwcolquitt@moultriega.net
Salvation Army (Covington)	Jody Carver	jody_carver@uss.salvationarmy.org	Lean On Me Outreach	V'Laria	Eves	vaeves00@hotmail.com
Hogansville, City of	Bobby Frazier	joefrazier4412@yahoo.com	Gabriel, Inc.	Valerie	Cobb	valericobb@comcast.net
Department of Veterans Affairs (VA Dublin)	John Blakely	john.blakely2@va.gov	Promise Place, Inc. (f/k/a Fayette County Council	Vanessa	Wilkins	vanessa.wilkins@promiseplace.org
Salvation Army (Brunswick)	John Dancer	John.dancer@uss.salvationarmy.org	Rainbow Village, Inc.	Violetta	Ardoin	vardoin@rainbowvillage.org
State Housing Trust Fund for the Homeless Commissio	John Ellis	john.ellis@dca.ga.gov	New Horizons Community Service Board (CSB)	Valerie	Bowden	vbowden@nhbh.org
Community Outreach Service Center	John H. Thomas	john@ccenteroutreach.mgacoxmail.c	S.H.A.R.E. House, Inc.	Valerie	Dennis	vdennis@bellsouth.net
Impact International, Inc.	John McDaniel	johnemc@bellsouth.net	U.S. Department of Veterans Affairs	Velda	McCoy	velda.mccoy@va.gov
Impact International, Inc.	John McDaniel	johnemc123@gmail.com	Emergency Solutions Grant (ESG) or Housing	Veronica	MITCHELL	veronicamit2@aol.com

# Georgia Balance of State CoC - Competition Notice (Solicitation of Applications) 7-14-16

Central City AIDS Network, Inc.	Subrena	Johnson	johnniejohnson@bellsouth.net	NEW Members...ADD			vflucas@valdostacity.com
Central City AIDS Network, Inc.	Johnny	Fambro	johnny@rainbowcenter.us	Soteria House	Vernon M.	Gates	vgates30274@gmail.com
SAFE Homes of Augusta, Inc.	JoAnn	Herbert	joherbert@comcast.net	Dalton - Whitfield County CDC	Victoria	Hamilton	vhamilton@dwcdc.org
Salvation Army (Griffin)	Jordan	Hinson	jordan_hinson@uss.salvationarmy.org	BAIN, Inc.	Virginia	Harris	vharris@baincil.org
DeKalb Community Service Board (CSB)	Joseph	Bona	josephb@dekcsb.org	Comprehensive AIDS Resource Encounter, Inc.	Vicki C.	Hopps	vhopps@wayne.k12.ga.us
Brain and Spinal Injury Trust Fund Commission	Joseph D.	Frazier	josephfrazier@comcast.net	Vidalia Housing Authority	Robert	Kelly	vidaliaha@bellsouth.net; hav_1@bellsouth.net
Salvation Army of Griffin, GA	Josh	Hinson	josh_hinson@uss.salvationarmy.org	Families United Services	Vivienne	Swaby	vivienne_swaby@yahoo.com
Volunteer Macon	Joshua	Hess	joshuam.hess@gmail.com	Kennesaw State University Research and Service	Victor E.	Kane	vkane@kennesaw.edu
Asian American Resource Foundation, Inc.	Joy	Seo	joy.seo@aarc-atlanta.org	Lean On Me Outreach, Inc.	V'Laria	Eaves	v'laria.eaves@leanonmeoutreach.com
GA Department of Human Services	Joyce W.	Johnson, M	Joyce.Johnson@dhs.ga.gov	Georgia Council on Developmental Disabilities	Valerie	Suber	vmsuber@dhr.state.ga.us
Georgia Department of Community Health	James T.	Peoples	jpeoples@dch.ga.gov	Voice of Grace Dream Center	Peggy	Nee Smith	vogdreamcenter@att.net
God's House of Human Services	Peggy	Jones	jpjones170@yahoo.com	Hand Up Inc. DBA Voluntary Action Center	Stacy	Long	voluntaryaction@comcast.net
Kennesaw State University Research and Service Found	Jennifer	Priestley	jpriestl@kennesaw.edu	Homeless Shelter Action Committee, Inc.	Alicia	Harrell	volunteer@goodneighborshelter.org
Lowndes County Board of Commissioners	Joseph	Pritchard	jpritchard@lowndescounty.com	Middle Georgia Community Action Agency, Inc.	Vicky	Rich	vrich@mgscaa.org
Harrison, Michael	Judy	Redmond	jredmond3@yahoo.com	Vehicle Restoration Ministries, Inc. (a/k/a The Jot	David	Hart	vrminc@yahoo.com
James, Jerome	Jerome	James	jridge11@aol.com	Georgia Community Action Association	Vanessa	Rush	vrush08@yahoo.com
First Choice Primary Care	Jose	Rodriguez	jrodriguez@firstchoiceprimarycare.org	Brunswick, City of	Valarie L.	Stallworth	vstallworth@cityofbrunswick-ga.gov
Dalton-Whitfield Community Development Corporation	Jennifer	Shearin	jshearin@dwcdc.org	S.H.A.R.E. House, Inc.	Teresa	Smith	vtteresasmith@bellsouth.net; tsmith62@gmail.com
Travelers Aid (Hope Atlanta)	John	Shereikis	jshereikis@hopeatlanta.org	United Way of Metropolitan Atlanta	Vanna	Walker	vwalker@unitedwayatlanta.org
River Edge Community Service Board (CSB)	JoAnne	Sims	JSims@river-edge.org	Revival of Power Too Crusade Ministry	Vanessa	Welch	vwelchs@yahoo.com
Kennesaw State University Research and Service Found	Judith R.	Slater, L.C.S	jslater@kennesaw.edu	Waycross Area Shelter for Abused Persons, Inc. (c	Dorothy	Griffin	walkerggriffin@hotmail.com
Families First, Inc.	Joyce	Sloan	JSloan@familiesfirst.org	State Housing Trust Fund for the Homeless	Walter R.	Huntley, Jr.	walterhuntley@huntleyassoc.net
Rainbow Village, Inc.	John	Smith	jsmith@rainbowvillage.org	Department of Veterans Affairs (VA Dublin	Wanda	Greene	wanda.greene@va.gov
Goodwill Industries Of Middle Georgia	James	Stiff	jstiff@goodwillworks.org	Brother Charlie Rescue Center, Inc.	Wanda	Colwell	wandacolwell@bellsouth.net
Lutheran Services of Georgia, Inc.	Janet	Tharp	jtharp@lsga.org; apalach1@bellsouth	Caring Works, Inc.	Wanda	Rainey Reed	wandareed@caringservicesinc.org
HTF Interested Party	Judy	Williams	judithwhiddon@tds.net	Central City AIDS Network, Inc.	Bruce	Helton	warriorsfan77@hotmail.com
Salvation Army (Albany)	Judy	Russell	judy_russell@uss.salvationarmy.org	Waycross Housing Authority	Darlene	Strickland, P.H.M.	wayxpha@accessatc.net
Akin Memorial UMC	Julian	Tucker	julian@bellsouth.net	Aging Services of Georgia	Walter	Coffey	wcoffey@agingservicesga.org
GA Department of Human Services	Julius	Simmons	Julius.Simmons@dhs.ga.gov	Volunteers of America Southeast	Wallace	Davis	wdavis@vovase.org
Sister Sheree Marshall & the Bells of Joy Missionary Go	Sheree	Marshall	jumuntye@yahoo.com	Gateway Behavioral Health Services	Wendy	Hughes	wendy.hughes@gatewaybhs.org
Mentors Project of Bibb County, Inc. (The)	June	O'Neal	june.oneal@bcsdk12.net; mchc.inc@	Men and Women for Human Excellence, Inc.	Wesley	Bryant	wesleybgood@msn.com
Lowndes Associated Ministries to People, Inc. (LAMP)	Justin	Martin	justin.martin@raymondjames.com	Cobb County CDBG Program Office	Frank	Newton	WFNINC@aol.com
Samaritan Clinic	Joyce	Anighoro	jwajoyce@bellsouth.net	Georgia Legal Services Program, Inc. (Gainesville/	Wendy	Glasbrenner	wglasbrenner@glsp.org
Region Four - GA Dept. of Behavioral Health and Devel	Jennifer	Dunn	jwdunn@dhr.state.ga.us	Jones County Commission	Donald	Black	whidbyadams@windstream.net
North Georgia Mountain Crisis Network, Inc.	Julie	Welch	jwelch@etcmall.com	Proclaim Liberty Ministries, Inc.	Sally	Jeffery	wildspirit1@mindspring.com
Rockdale County Emergency Relief Fund, Inc.	Maury	Wilson	wilson922@aol.com	Department of Veterans Affairs (Valdosta)	William A.	Jordan	william.jordan1@va.gov
Colquitt County Serenity House	Karen T.	Boyd	karen.boyd@sgfc.com	Pathways Community Network	Matson	William	william.matson@pcni.org
Advocates for Bartow's Children	Karen	White	karen@advocchild.org	Trinity Properties, Inc.	Willie	Franks	willie.franks@yahoo.com
Phoenix Center Behavioral Health Services (CSB)	Karen	Lynch	karenlynch@phoenixcenterbhs.com	Women In Need of God's Shelter, Inc.	Jennifer	Giddens	wings07@bellsouth.net
Fight Abuse in the Home in Rabun County, Inc.	Karon	Miller	karon@windstream.net	Women In Need of God's Shelter, Inc.	Barb	Johns	wingscsc@bellsouth.net
Gwinnett County Community Development Program	Kate	Bass	Kate.Bass@gwinnettcountry.com	Women In Need of God's Shelter, Inc.	Heather	Mullis	wingsed@bellsouth.net
Partnership Against Domestic Violence	Katha	Blackwell	katha.blackwell@padv.org	Women In Need of God's Shelter, Inc.	Melody	Watson	wingsvol@bellsouth.net
Northwest Georgia Family Crisis Center, Inc.	Katherine	Heckman	katherineheckman1@att.net	Macon, City of	Wanzina	Jackson	WJackson@maconbibb.us
Georgia Alliance to End Homelessness	Preston	Katheryn	katheryn@gahomeless.org	Oconee Community Service Board	Willie	Lester	wlester@oconeecenter.com
Gwinnett County Community Development Program	Kati	Battaglia	Kathleen.Battaglia@gwinnettcountry.c	Georgia Department of Education	Whittney	Mitchell	wmitchell@doe.k12.ga.us
Flint Circuit Council on Family Violence	Katie	Tucker	katie.tucker@henryhavenhouse.org	Willie M. Simpson Evangelistic Ministries, Inc.	Willie M.	Simpson	wmsimpson25@hotmail.com
Collaborative Solutions, Inc.	Katie	Pittenger	katie@collaborative-solutions.net	Georgia Department of Behavioral Health and De	Wendy	Tiegren	wtiegree@dhr.state.ga.us
Georgia Center for Nonprofits Inc.	Karen	Beavor	kbeavor@gcn.org	Douglas County Continuum of Care Coalition, Inc.	William	Zachery	wtzachery@bellsouth.net
Georgia Legal Services Program - Dalton Regional Offic	Kathryn	Bennett	kbennett@glsp.org	Youth and Community Empowerment Services, Ir	Olive	Wedderburn	yandcinc@yahoo.com; yancinc@yahoo.com
City of Hinesville	Kristen	Bryant	kbryant@cityofhinesville.org	Cobb-Douglas County Community Service Board	Yvonne	DePina	ydepina@cobbcsb.com
Macon, City of	Katherine	Buchman	KBuchman@maconbibb.us	Douglas County Community Service Board (CSB)	Yvonne	DePina	ydepina@cobbcsb.com
Carter Center (The)	Kristin	Christakis, A	kchristakis@emory.edu	Liberty County Homeless Coalition	Melinda	Schneider	yellowbowlady@coastalnow.net
NEW Members...ADD			kclark@maconbibbeoc.com	Ark Refuge Ministry, Ark Refuge Church of Salvati	Yvonne	Lopez	yholiday1226@yahoo.com; contact@a
South Georgia Partnership to End Homelessness, Inc.	Kaliah	Collins	kcollins@sgpeh.org	Nicholas House, Inc.	Yvette	Mason	ymason@nicholashouse.org
Young People Matter	Kellie	Daniels	kdaniels@ypmatlanta.org	View Point Health	Yolanda	Cunningham	Yolanda.Cunningham@VPHealth.org
Southwest Georgia Regional Commission	Kerrie	Holder Davi	kdavis@swgrdc.org	Lowndes Associated Ministries to People, Inc. (LA	Yvonne	Brooks	yvonne.brooks@lampinc.org
Families First, Inc.	Keisha	Jones	keisha.jones@familiesfirst.org	Colquitt County Serenity House Project, Inc.	Zilphia	Dorsett	zildorsett1@windstream.net
				Jenifer Turner-Reed email person...			leonard@visionoutreach.org



**1F-5 – CoCs Process for Reallocating**

**GA-501 - Georgia Balance of State CoC**

**ARD Reallocations FY 2013, FY 2014, FY 2015, FY 2016**

	<b>ARD Amount</b>	<b>Amount Reallocated</b>	<b>Percent of ARD</b>
<b>FY 2013</b>	\$14,010,067	\$0	0%
<b>FY 2014</b>	\$14,522,930	\$649,917	4.5%
<b>FY 2015</b>	\$15,602,960	\$2,800,557	17.9%
<b>Total</b>	\$44,135,957	\$3,450,474	7.8%

**Georgia Balance of State Continuum of Care****Georgia Balance of State Continuum of Care Governance Board****Approved July 13, 2016****2016 Georgia Balance of State Continuum of Care Competition**

The Georgia Balance of State (BoS) Continuum of Care (CoC) is issuing the following guidance for the 2016 Notice of Funding Availability (NOFA) competition. This guidance applies to all renewing Continuum of Care grants for permanent supportive housing and rapid re-housing as well as for new applications submitted either for rapid re-housing and permanent supportive housing. This announcement is being provided in accordance with the HUD Notice of Funding Availability (NOFA) for the 2016 Continuum of Care Program Competition (Docket No. FR-6000-N-25) at: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>.

Funding for new projects is only available through the process of reallocation or the permanent housing bonus. The Balance of State CoC may only create new project(s) through the permanent housing bonus up to 5% of the Final Pro Rata Need (FPRN) amount, which is around \$882,000 (based on the Preliminary Pro Rata Need amount). Applications for new projects made available through reallocation will only be considered if the application review sub-committees determine the need to reallocate from eligible renewal projects due to those projects not meeting threshold, poor performance, and underspending due to significantly operating under capacity. There is no estimated amount to be reallocated at this time.

The Georgia Department of Community Affairs (DCA), designated as the Collaborative Applicant for the Georgia Balance of State Continuum of Care (CoC), is responsible for overseeing and managing the application process for the FY2016 HUD Continuum of Care Homeless Assistance funding process. HUD requires that the CoC develop a process for submitting one consolidated application for the FY2016 CoC program. The Collaborative Applicant works with the Standards, Rating, and Project Selection Committee to develop and recommend the process for CoC Board approval. The BoS CoC Board approved this policy on July 13, 2016.

The following document outlines the policy and process for the FY2016 funding cycle.

**Timeline**

June 20, 2016 - Final CoC Review Step for the CoC Registration due.

June 27, 2016 - Final HUD Approved GIW sent to CoCs.

June 29, 2016 – NOFA released by HUD.

July 11, 2016 - Standards, Rating, and Review Committee meeting to approve and recommend process for scoring and ranking held.

July 13, 2016 - CoC Board meeting to approve process recommended by the Standards, Ratings, and Review Committee held.

July 14, 2016 – 2016 Balance of State CoC NOFA Competition Policy, Process, Timeline, Review Applications, Scoring Criteria, Addendum, and other Competition materials released (approved by the BoS CoC Standards, Rating, and Project Selection Committee and the Balance of State CoC Board).

July 19, 2016 (2<sup>nd</sup> webinar July 21, 2016) - Informational Webinar for BoS CoC Competition Policy, Renewal PSH and RRH applicants held by DCA, and materials from the webinar posted.

July 20, 2016 – Proposal Outlines for new PSH or RRH projects due.

July 21, 2016 - Informational Webinar for BoS CoC Competition Policy, Renewal PSH and RRH applicants held by DCA (repeat of webinar from July 19).

July 21, 2016 – Informational Webinar for New PSH and RRH applicants and materials from the webinar posted.

July 29, 2016 - Review Applications for Renewing PSH and RRH projects, as well as the required HUD APR from HMIS (or APRICOT/ALICE) and supplemental documents (including Addendum), due by 3:00 pm.

July 29, 2016 - Review Applications (including Addendum) for New PSH and RRH projects, as well as all required copies and supplemental documents, due at DCA by 3:00 pm.

July 29-August 4, 2016 – Internal review

August 11, 2016 – ALL project applications (Renewal PSH, RRH, and New PSH and RRH) and updated certifications must be entered into *e-snaps* by 5:00 pm.

August 4, 2016 – August 18, 2016 – Review Team Sub-Committee application review.

August 22, 2016 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.

August 24, 2016 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.

August 30, 2016 – Notification given to applicants of placement in scoring and ranking for all projects (due date).

September 5, 2016 – ALL project application corrections (if applicable) should be completed in *e-snaps* by 2:00 pm.

September 12, 2016 – CoC application submitted to HUD.

**Summary of Changes and Policy Priorities for the FY2016 Georgia Balance of State Continuum of Care Homeless Assistance Funding Cycle**

Please note that there have been significant changes in the process and method by which local CoCs are being scored under Federal priorities in the last two years. All applicants and interested parties are strongly encouraged to read this document, as well as the HUD FY 2016 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>) in their entirety to ensure there is complete understanding of the information provided. Some of the major changes and policy priorities include:

- Only Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) projects will be eligible for ranking and renewal.
- In order to be eligible for renewal in FY 2016, a project must have an executed grant agreement by December 31, 2016 and have an expiration date in Calendar Year (CY) 2017 (between January 1, 2017 and December 31, 2017). All projects that received a new RRH project under the last competition are included on the 2016 Grant Inventory Worksheet (GIW) and are expected to have an application submitted to renew each project that received a new award in 2015.
- Projects implemented prior to the 2015 competition that underspend and/or are significantly operating under capacity may be subject to full or partial reallocation. Reallocation of underperforming projects is contingent on appropriate high-scoring new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the lower scoring renewal project. Any project that has less than \$10,000 at the end of the grant will not be in jeopardy of having the grant amount reduced.
- As in previous years, HUD will continue the Tier 1 and Tier 2 funding process, with the top 93% of the funding allotted to a CoC being in Tier 1, and the bottom 7% of the funding allotted to a CoC in Tier 2.
- Projects that were awarded for the first time under the 2015 NOFA cycle as first time grants, where they have not had the opportunity to be up and running for a full year, will automatically receive median performance scores for like applications for performance in the scoring and ranking process. Those points will then be averaged with that project's 2015 application score in order to take into account project design and other important factors related to the implementation of that project.
- Through this competition, new applications for RRH for individuals and families will be accepted. Also new applications for PSH for the chronically homeless individuals and families will be accepted.
- BoS CoC bonus points will be available for permanent housing projects (PSH or RRH) that are currently using, or commit to using, the Housing First model when housing program participants (with a concrete plan of action, to utilize the Housing First model of service delivery). To receive any of these bonus points, applicants should demonstrate that the project is low-barrier, prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions to entry. Please note,

renewal applicants must meet, or improve, the level committed in each 2015 project application.

- BoS CoC bonus points will be available to all project applications that are low barrier projects (or commit to being low barrier projects) and allow entry to program participants that includes: low or no income, current or past substance use, criminal records—with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Please note that renewal applicants must meet, or improve, the level committed in each 2015 project application.
- Beginning in the 2015 competition, any project application(s) that indicates a Housing First approach and/or commits to operating as a low barrier program and is reviewed, approved, and ranked by the CoC and awarded CoC Program funds is required to operate as a Housing First and/or low barrier project.
- BoS CoC bonus points will be available for projects that prioritize Veterans. To receive these points, projects will need to commit to partnering with the BoS CoC's Initiative to End Veteran Homelessness and indicate units/beds that become available will be prioritized, as needed, in the Housing Blitz to connect homeless Veterans on the CoC's Master List to housing. And additional bonus points will be available for applicants who coordinated the Veteran Homeless Registry in March of 2016, thus assisting the CoC identify homeless Veterans in their area.
- All renewal BoS CoC PSH projects that do not already have 100% of their beds dedicated to people who are chronically homeless will be required to prioritize at least 85% of their non-dedicated beds to people who are chronically homeless\*. The BoS CoC is prioritizing homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Chronically homeless individuals and families should be given priority for permanent supportive housing beds not currently dedicated to this population as vacancies become available through turnover. Permanent supportive housing renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance use disorder) must continue to serve those subpopulations, as required in the current grant agreement. However, chronically homeless individuals and families within the specified subpopulation should be prioritized for entry. The full notice can be found at: <https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>. \*Projects that committed to prioritizing 100% of non-dedicated beds to people who are chronically homeless are required to continue to prioritize 100% of beds at turnover.
- In order maintain alignment to HUD priorities for this funding and to keep homeless people with disabilities who are residing in PSH projects from becoming homeless, with the exception of the HMIS and Centralized Assessment grants, which are critical to the operations of the CoC, and will therefore be placed mid-Tier 1, the BoS CoC will rank projects within the following groupings:
  - o Renewal PSH and RRH projects that are currently housing people who are homeless, without significant capacity issues (based on score)
  - o New RRH projects awarded in the 2015 competition (based on score)

- Renewal PSH and RRH projects determined to be significantly underperforming or operating under capacity (and PSH projects that are both utilizing 50% or less of the units and returning a significant amount of funds).
- New PSH and RRH projects (based on score)

Projects implemented prior to the 2015 competition that underspend and/or are significantly operating under capacity may be subject to full or partial reallocation. Reallocation of underperforming projects is contingent on appropriate high-scoring new project applications. If there are not adequate new project applications to include in the final ranking, the CoC reserves the right to include the lower scoring renewal project. Any project that has less than \$10,000 at the end of the grant will not be in jeopardy of having the grant amount reduced

- HUD will score projects ranked in Tier 2 using a 100 point scale (please see full details on page 16 of the NOFA):
  - CoC Score – up to 50 points will be in direct proportion to the score received on the CoC Application;
  - CoC Project Ranking – up to 35 points will be based on the CoC's ranking of the project application(s);
  - Project Type – up to 5 points will be based on the type of project application(s) submitted and the population that will be served;
  - Commitment to Policy Priorities – up to 10 points will be based on how project application commits to applying the Housing First model.
- As noted above, HUD is also allowing for CoCs to apply for permanent housing bonus funding. More than one project can be submitted for the bonus funding. HUD guidance shows that for CoCs to receive grants for new projects, other than through reallocation, CoCs must competitively rank projects based on how they improve system performance.

### **General Information**

In addition to the information presented in this document, it is expected that all applicants read the HUD FY 2016 Continuum of Care NOFA, related scoring criteria, and any supplemental materials (<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>) in their entirety to ensure there is complete understanding of the information provided.

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

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

All renewal project applications must pass a threshold review and will then be scored according to specific criteria. The criteria will consist of current data in the Homeless Management Information System (HMIS), project performance, the most recent HUD monitoring visit, and the scoring of the review application. This will be scored by an independent review panel that will then consolidate the scores and rank the projects. The independent review panel will submit

their results to the Collaborative Applicant who will publish the results with the BoS CoC Board's approval.

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

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

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

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

DCA, as the Collaborative Applicant, will post any additional details of the competition and HUD resources as they become available on the Continuum of Care webpage. It is the applicant's responsibility to ensure that they check the both the BoS CoC (<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnly.asp>) and the HUD CoC (<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>) websites regularly for the latest updates. Please note that all of HUD's competition and e-snaps materials, notices, and training guides can be accessed on the HUD page.

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

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

Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the System for Award Management (SAM) per Section V.A.1. of the FY 2016 General Section. The System for Award Management (SAM) can be found at: <https://www.sam.gov/portal/SAM/#1>. HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM registration.

Project applicants must ensure that applications (Review Application and HUD application in the E-Snaps system) are complete and the information within the application is consistent throughout the application. Narratives must be fully responsive to the question being asked, and responses should meet all of the criteria for that question as required by the NOFA and the detailed instructions provided in E-Snaps. Applicants must also ensure that proposed program



participants are eligible for the program component type selected, and proposed activities are eligible under 24 CFR part 578. Applicants should also ensure that all required attachments correspond to the attachments list in E-Snaps, contain accurate and complete information, and are dated between May 1, 2016 and September 14, 2016.

### **Appeals**

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

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

As stated above, renewal PSH and RRH applications must be received no later than 3:00pm on July 29, 2016. The following materials must be received for each project in order for an application to be considered complete:

- The Review Application for renewal applicants;
- The addendum document for all projects;
- Supportive documents showing timely draw downs (LOCCS or internal database reports)
- The HUD APR part 1 and part 2 from HMIS (for 7/1/2015-6/30/2016); and
- The most recent HUD monitoring report and responses (no matter how dated).

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

In addition to the BoS CoC application materials (including all required certifications dated between May 1, 2016 and September 14, 2016), all renewal projects must complete the HUD application in *e-snaps* by 3:00pm on August 11, 2016.

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

### **New Project Application Information**

In line with information presented in the NOFA, the BoS CoC will seek applications for new permanent supportive housing (PSH) projects that will serve 100 percent chronically homeless individuals and families and new rapid re-housing (RRH) projects that will serve homeless individuals and families.

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

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

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCAplicantsandGranteesOnline.asp> no later than 3:00pm on July 20, 2016.



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

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

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

All complete new project packages must be received by the CoC Collaborative Applicant, the Department of Community Affairs, by July 29, 2016 at 3:00 pm. Submissions must be mailed to Tina Moore, CoC Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

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

In addition to the application packet described above, applicants for new RRH or PSH projects must also complete, and submit, the HUD application (including all required certifications and documentation dated between May 1, 2016 and September 14, 2016) in *e-snaps*.

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

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

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

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

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

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

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

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

### **Match and Leveraging**

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

HUD guidelines state that projects should only report match and leveraging where there are commitment letters on file that are dated between May 1, 2016 and September 14, 2016, and HUD is requesting that all documented commitments be submitted with the application.

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

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

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

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

**Federal Disaster Area Notification**

Applicants administering projects that have been impacted by a major disaster, as declared under Title IV of the Robert T. Stafford Act that occurred in the 12 months prior to the publication of this NOFA should submit a letter indicating this with the review application packages due on July 29, 2016. News releases related Georgia can be found at: <https://www.fema.gov/news-release/2016/02/26/president-declares-disaster-state-georgia>. CoCs in impacted areas are required to notify HUD of this prior to the close of this competition.

**GA DCA Contacts:**

---

Tina Moore <a href="mailto:tina.moore@dca.ga.gov">tina.moore@dca.ga.gov</a> Phone: (404) 327-6870 Fax: (404) 679-0669	Patricia Wright <a href="mailto:patricia.wright@dca.ga.gov">patricia.wright@dca.ga.gov</a> Phone: (404) 327-6856 Fax: (404) 679-0669	Shawn Williams <a href="mailto:shawn.williams@dca.ga.gov">shawn.williams@dca.ga.gov</a> Phone: (404) 679-0621 Fax: (404) 679-0669
--	---	--

TM/tm

Attached is one (1) document:

- 1) 2016 Balance of State CoC Proposal Outline

## 2016 Georgia BoS CoC Application – Project Performance & CoC Priority Scoring Criteria Renewal Projects Only

Applicant Agency \_\_\_\_\_

HUD Project Name \_\_\_\_\_

HUD Project Type:

☐

Permanent Supportive Housing

☐

Rapid Re-Housing

For APR data requested within the application, agencies should use data from the HUD APR part 1 and part 2 from HMIS or APRICOT/ALICE covering the period of 7/1/2015 to 6/30/2016 (submission of these reports is required). Please note that renewal projects that have are first-time renewal projects funded under the 2015 competition, (and have not been operational for 1 full year) will automatically receive the median points awarded for like projects on performance, with the exception of bonus points, which will be applicable as scored.

Project Threshold Criteria	Scoring	Reviewer Score	Reviewer Notes
<b>Agency demonstrates they have the capacity to carry out and implement the project proposed.</b> Eligible renewing projects are considered to have met threshold unless other information is available to the contrary.	Pass/Fail		

Performance Criteria	Standard / Goal	Points Available	Scoring	Data Source	Review Score
<b>1. ALL Projects - Spending all grant funds awarded for last grant award period.</b> [Total of all funds expended/total funds awarded by HUD for most recently completed operating year]	Spending 100% of award or Proposed Project Implementation	5	95% or > spent = 5 90-94% spent = 4 85-89% spent = 3 80-84% spent = 2 70-79% = 0* <b>*may be subject to reduction</b>	Applica. or APR [Q 30a1-4 or Q31]	
<b>1-a. ALL Projects – Quarterly Draw Downs from LOCCS.</b> [Funds are drawn down from LOCCS every 90 days or less once the contract was executed]	Funds drawn down every 90 days or less.	5	90 days or less = 5	Provider report from LOCCS or internal database.	
<b>2. ALL Projects – Project Utilization Units/Clients</b> [% of unit utilization for housing programs]	Unit/Client Utilization 100% Or Capacity to fully utilize program	5	95% or > = 5 90-94% = 4 85-89% = 3 80-84% = 2 51-79% = 0 Projects at 50% or less = -20 (and <b>may be subject to reduction or reallocation</b> )	Review Applica. / or APR	
<b>Subtotal Grant / Utilization</b>		<b>15</b>			

## Tina Moore

---

**From:** Tina Moore  
**Sent:** Thursday, July 14, 2016 3:01 PM  
**To:** HAD Office of Homeless & Special Needs  
**Subject:** 2016 Balance of State Continuum of Care Notice of Funding Availability  
**Attachments:** 2016 Georgia BoS CoC NOFA Competition Policy.pdf; 2016 Balance of State CoC Proposal Outline.doc

Good afternoon –

Georgia's Balance of State (BoS) Continuum of Care (CoC) is issuing the attached guidance for the 2015 Notice of Funding Availability (NOFA) competition. This guidance applies to all agencies that are currently administering Continuum of Care grants as well as for new applications for rapid re-housing and permanent supportive housing in the BoS CoC. This notice is being announced in accordance with HUD's NOFA for the HUD Continuum of Care programs (Docket No. FR-6000-N-25), <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

This information relates to projects that are in Georgia's 152 county Balance of State Continuum of Care jurisdiction. 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, and Savannah-Chatham County. To submit an application in one of the listed jurisdictions, you should contact the appropriate CoC jurisdiction for information.

Interested parties should please read the attached notice thoroughly. Please note that there have been significant changes in the process and method by which local CoCs are being scored under Federal priorities in the last two years. All applicants and interested parties are strongly encouraged to read this document (attached), as well as the HUD FY 2016 Continuum of Care NOFA and any supplemental materials (<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>) in their entirety to ensure there is complete understanding of the information provided. Applicants must ensure that they note the differences so that they can consider which type of project to submit a funding request for.

In the 2016 Balance of State CoC Competition, only Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) will be eligible for ranking and renewal.

Complete review criteria and the required review applications for renewal projects, new Rapid Re-Housing (RRH) projects, and new Permanent Supportive Housing (PSH) projects are posted on the Georgia BoS CoC webpage at <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp>. Please note that all documents will be posted on this web page as they are available. Applicants are strongly advised to review the criteria and the 2016 competition policy before submitting an application.

Agencies interested in applying for a new RRH project or a new PSH project should complete and submit the attached "2016 BoS CoC Proposal Outline" to alert the Collaborative Applicant of their intent. The Proposal Outline form is attached and also available on the BoS CoC web page listed above. **Proposal Outlines need to be received by Tina Moore, CoC Program Coordinator, at [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov), by 2:00 pm on July 20, 2016 (review applications due on July 29, 2016).** This will alert DCA staff to forward information to organizations (intending to submit a new project application) regarding the New Applicant webinar, HUD training events, webinars, etc., as well as any updated COC policies, updated scoring criteria, notice of CoC changes, etc. This information will be sent to renewal applicants automatically. Please note that there is a very short turnaround time, and new applicants should not wait for the webinar to begin.

Applicants that are currently funded that decide to forgo submitting a renewal application, or reduce the amount being requested, should please send something in writing to Tina Moore, CoC Program Coordinator, at [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov), prior to the review application deadline of July 29, 2016, to alert DCA staff.

Should you have questions, please contact Tina Moore ([tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)) or ([patricia.wright@dca.ga.gov](mailto:patricia.wright@dca.ga.gov)).

Thank you for your continued dedication to serving people in need, and have a great afternoon!

(Please note: This notice was sent to all interested parties on the mailing list of the State Housing Trust Fund for the Homeless. If you would like your contact information removed from the database, please let me know.)

Thank you,  
Tina Moore



*Learn more about our commitment to [fair housing](#).*

### **Tina Moore**

Continuum of Care Program Coordinator  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Direct 404-327-6870  
Fax 404-679-0669  
[tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

## Balance of State Continuum of Care 2016 NOFA Competition New Project Applicant Meeting

Webinar: July 21, 2016 / 10:00 am  
Webinar login information was sent directly to agencies  
that submitted a proposal outline or notice of intent.

Georgia's  
Community Affairs

## 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 as it is released on HUD's web site, HUD Exchange to see program and eligibility requirements.  
(<https://www.hudexchange.info>)

## 2016 Balance of State CoC Process

- ❑ HUD released the Notice of Funding Availability (NOFA) (6/29/16)
- ❑ The Standards, Rating & Project Review Committee (7/11/16) established and the Balance of State CoC Board (7/13/16) approved:
  - ❑ The 2016 Georgia BoS CoC NOFA Competition Policy, Process, Application Documents, Addendum, Scoring Criteria, and Other Materials for the NOFA including:
    - ❑ Program priorities according to type (Permanent Housing, Transitional Housing, etc.)
    - ❑ Reallocation process
  - ❑ Updates to the 2015 BoS CoC Review Application – New Applicant documents
  - ❑ Scoring Criteria for the project application reviews
- ❑ Competition opened and all materials released on 7/14/16

## Seven Policy Priorities Highlighted in NOFA

- ❑ Create a Systematic Response to Ending Homelessness
  - ❑ System Performance, Coordinated Entry, participant choice, plan as a system, and make delivery of homeless assistance more open, inclusive, and transparent
- ❑ Strategic Resource Reallocation
  - ❑ Comprehensive Review of Projects, Mainstream Resources, Partnerships, Transitional Housing
- ❑ Ending Chronic Homelessness
  - ❑ Increase units, Target beds and units to chronically homeless, Align with CPD 14-012 Prioritizing Persons Experiencing Chronic Homelessness
- ❑ Ending Family Homelessness
  - ❑ Rapid Re-Housing (RRH), Explore Affordable Housing, Permanent Housing Subsidies, Permanent Supportive Housing
- ❑ Ending Youth Homelessness
  - ❑ Coordinating with youth specific providers, Identify and serve unsheltered youth, Serving victims of human trafficking, Homeless youth RRH model
- ❑ Ending Veteran Homelessness
  - ❑ Prioritizing Veterans, Veterans who are not being served by VA programs, Coordination
- ❑ Using a Housing First Approach
  - ❑ Remove Barriers, Rapid Placement Into Housing, Voluntary Services, Coordinated Assessment System, Client-centered Service Delivery, Prioritizing Households Most in Need, Inclusive Decision Making

## BoS CoC NOFA Priorities and Policies

- ❑ Create a Systematic Response to Ending Homelessness (New)
  - ❑ New criteria to measure system performance
  - ❑ Participant choice w/Housing First
  - ❑ Project performance emphasis in reducing homelessness
  - ❑ Plan as a system

## BoS CoC NOFA Priorities and Policies

- ❑ Strategic Resource Allocation
  - ❑ Underspending projects (returning \$10,000 or more) will be subject to reduction or reallocation
  - ❑ Continued emphasis on partnerships and mainstream resources
  - ❑ Underperforming PSH and RRH projects to be reduced, reallocated, and/or placed in the third grouping in Tier 2

## BoS CoC NOFA Priorities and Policies (continued)

- Ending Chronic, Veteran, & Family Homelessness
  - Prioritization of 85% of non-dedicated PSH beds for people who are chronically homeless
  - Bonus points for projects currently providing PSH
  - Bonus points for projects that commit to low-barriers models
  - New PSH and RRH projects for individuals and families
  - Bonus points for projects that will partner in Housing Blitz to prioritize veterans on By-Name List
  - Scoring criteria for populations served
- Housing First Model
  - Bonus points for PSH and RRH that utilize the HF Model
  - Bonus points for projects that commit to low-barriers models
  - Applications scored through a HF/low-barrier lens
- Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) continue to be the focus of this funding source

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

- HUD NOFA Tiered Approach - All projects permanent housing (PSH and RRH)
  - Tier 1 = top 93% of funding available to the CoC
  - Tier 2 = remaining 7% of funding available to the CoC and amount equal to 5% of funding available bonus PSH and RRH projects
- In response
  - BoS CoC reducing or reallocating projects currently providing PH (PSH or RRH) for underutilization or significant capacity issues
    - Grant utilization
    - Housing stability
  - Consideration of Returns to Homelessness (people with disabilities currently being housed in PSH)
  - Consideration of maintaining or increasing units for people who are chronically homeless
  - BoS CoC ranking priorities
    - Renewal PSH and RRH projects that are currently housing homeless people without significant capacity issues
    - HMIS and Coordinated Assessment
    - Renewal RRH newly awarded in the 2015 competition
    - Renewal PH projects determined to be underperforming and significantly operating under capacity
    - New PSH and RRH projects
- Permanent Housing Bonus Projects
  - BoS CoC will apply for bonus project funding, provided appropriate high-scoring new project applications are submitted.

## Additional BoS CoC NOFA Priorities and Policies (continued)

- New applicants should have submitted a proposal outline to indicate their intention to apply for a new project
- No late new applications will be accepted
- Projects that were recently awarded for the first time will receive the median performance points for like applications. Those points will be averaged with that project's 2015 score to account for project design and other factors related to implementation of that project
- All applications must pass a threshold review to move forward to the scoring portion. Threshold factors include, but are not limited to:
  - Financial and Management Capacity and Experience
  - Past performance, if applicable
  - Lack of match or leverage dollars
  - Use of HMIS (or HMIS compatible system, if a DV provider)
  - Incomplete or late (for new projects) applications
  - Ineligible populations, activities, location, etc.
  - Failure to obtain Certificate of Consistency (Local Approval)
  - Submission of Required certifications as specified in NOFA

## 2016 Balance of State CoC Process – Going Forward

- July 19, 2016 (and July 21, 2016) - Informational Webinar for BoS CoC Competition Policy, renewal applicants, and materials from the webinar posted
- July 20, 2016 - Proposal Outlines for NEW PSH or RRH projects Due
- July 21, 2016 - Informational Webinars for NEW PSH and RRH applicants and materials from the webinar posted
- July 29, 2016 - Review Applications for New PSH and RRH projects, as well as all supplemental documents (including Addendum) due by 3:00 pm.
- August 11, 2016 - ALL project applications (renewal and new PSH and RRH) must be entered into e-snaps by 3:00pm.
- August 22, 2016 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.
- August 24, 2016 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.
- August 30, 2016 - Notification given to applicants of placement in scoring and ranking for all projects (due date).
- September 5, 2016 - Corrections and resubmission of application in e-snaps due by 2:00pm.
- September 12, 2016 - CoC application submitted to HUD.

## 2016 HUD NOFA Competition

- As in past years, the application process is a two step process
  - Review Application and Addendum for project ranking
    - Mailed or dropped off at DCA (with all required attachments)
      - Application and Addendum due no later than 3:00pm, July 29, 2016
    - Applications will be scored and ranked by an application review subcommittee
  - HUD Application in E-SNAPS
    - This is required for ALL project applications
    - Must be complete, with all required attachments, no later than 3:00pm, August 11, 2016

## Eligible New Projects

- Funds for new projects will be available as a result of the reallocation of funding from existing projects. As HUD has stated, the focus of this funding is permanent housing. Therefore, there are two types of new project applications that will be accepted:
  - Permanent Supportive Housing (PSH)
  - Rapid Re-Housing project (RRH)



## Program and Project Applications

### Project Size

- ❑ Average proposal size for new PSH or RRH project will depend on the area & coverage of proposed program
- ❑ Average size of a large regional or metro area application to be approximately \$250,000
- ❑ Average size of a smaller program in southern or rural parts of the State must be a minimum of \$100,000

### PSH Project Application - HUD Threshold

Permanent Supportive Housing (permanent housing for people that are chronically homeless and have a disability)

- ❑ Must be 100% dedicated for individuals and families who are chronically homeless
- ❑ Project Applicant in good standing with HUD
- ❑ Demonstrate plan for rapid implementation of program
- ❑ Demonstrate connection to mainstream service systems
- ❑ Participate/agree to participate in CoC's Coordinated Assessment System & HMIS
- ❑ Must administer programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities

### Eligible Expenses for New PSH Projects

- ❑ Rental Assistance (see § 578.51 for full guidance)
  - ❑ 25% Match Requirement
  - ❑ Fair Market Rent (FMR) to rent individual units to provide housing (based on FMR for location)
  - ❑ Utility allowance included in FMR
- ❑ Leasing (see § 578.49 for full guidance) – Cannot be combined with Rental Assistance
  - ❑ No Match Requirement
  - ❑ Can lease individual units to provide housing
  - ❑ Based on Fair Market Rent for location
  - ❑ No utilities unless they are included in the actual rent amount
- ❑ Operating Costs (see § 578.55 for full guidance) – Cannot be combined with Rental Assistance
  - ❑ 25% Match Requirement
  - ❑ Utilities to support Leasing (If utilities not covered in rent)
  - ❑ Furniture
  - ❑ Equipment
- ❑ Supportive Services (see § 578.53 for full guidance)
  - ❑ Eligible Service Costs Limited (see NOFA)
  - ❑ 25% Match
- ❑ 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
- ❑ HMIS (see § 578.57 for full guidance)
  - ❑ Fees, Data entry
  - ❑ Other

Please see full CoC Interim Regulations at:  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

### RRH Project Application - HUD Threshold

- ❑ For individuals and families who originally came from the streets or emergency shelters
- ❑ Project Applicant in good standing with HUD
- ❑ Demonstrate plan for rapid implementation of program
- ❑ Demonstrate connection to mainstream service systems
- ❑ Participate/agree to participate in CoC's Coordinated Assessment System & HMIS

### Eligible Expenses for New RRH Projects

- ❑ Rental Assistance (see § 578.51 for full guidance)
  - ❑ 25% Match Requirement
  - ❑ Fair Market Rent (FMR) to rent individual units to provide housing (based on FMR for location)
  - ❑ Utility allowance included in FMR
- ❑ Supportive Services (see § 578.53 for full guidance)
  - ❑ Eligible Service Costs Limited
  - ❑ 25% Match
- ❑ 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
- ❑ HMIS (see § 578.57 for full guidance)
  - ❑ Fees, Data entry
  - ❑ Other

Please see full CoC Interim Regulations at:  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

## Project Quality

- ❑ Whether type, scale, and location of the housing fit the needs of program participants
- ❑ Whether type and scale of the supportive services fit the needs of program participants
- ❑ Whether the specific plan for ensuring program participants will be individually assisted to obtain mainstream benefits meet the needs of participant
- ❑ Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs

## Match and Leveraging Requirements

- ❑ The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources for eligible costs.
- ❑ Match must be for eligible activities within the same category
  - ❑ HMIS dollars are not eligible match for Supportive Service Costs
- ❑ Examples of Eligible Sources of Cash Match include:
  - ❑ Applicant/Project Sponsor's own cash
  - ❑ Federal government grants/contracts (excluding CoC funds)
  - ❑ State and local government grants/contracts
  - ❑ Private grants or contributions
  - ❑ Program Income (see NOFA pages 2-3 and 22)
- ❑ Examples of Eligible Sources of Non-cash Match include:
  - ❑ In-kind donations
  - ❑ Volunteer time
  - ❑ Donated services
  - ❑ Donated Property
- ❑ For the project application in E-Snaps, agencies should submit FORMAL documentation (list those in application), and this documentation will be required at technical submission.
- ❑ CoCs that have 100 percent participation in leveraging from all project applications (including only those communities that have commitment letter(s), submitted with application, 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 and Leveraging Documentation

- ❑ All project applications are required to have documentation dated between May 1, 2016 and September 14, 2016, in order for the commitment to count for match or leverage.
- ❑ While match and leverage can be either cash or in-kind, please note that submitting only in-kind sources may call into question the strength and fiscal capacity to administer the project.
- ❑ Designated match and leveraging cannot be duplicated across applications.

## Eligible Populations

## Populations Served Through Continuum of Care

### Homeless Individuals & Families

- ❑ Originally from the streets or emergency shelters
- ❑ Homeless Verification - A household is homeless if you can prove with adequate documentation.
- ❑ All families served by new PSH or RRH projects MUST meet HUD definition of homelessness and agencies MUST complete/provide homeless verification on ALL people served.
- ❑ Example of Documentation format on DCA ESG web page at <http://www.dca.ga.gov/housing/specialneeds/programs/ESGGranteesOnly.asp>
- ❑ Families with children include ALL families with children.
- ❑ Equal access.

## New Permanent Supportive Housing (Chronically Homeless ONLY)

PSH Projects MUST serve 100% Chronically Homeless Individuals or Families.

- (1) A "homeless individual with a disability" as defined in the Act, who
  - ❑ Lives in a place not meant for human habitation, a safe haven, or emergency shelter; and
  - ❑ Has been homeless (as described above) continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months
    - Occasions separated by a break of at least 7 nights
    - Stays in an institution of fewer than 90 days do not constitute a break
- (2) An individual who has been residing in an institutional care facility (hospital, jail, etc.) for fewer than 90 days and met all of the criteria above of this definition, before entering the facility; or
- (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) and (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless

**\*\*2016 Georgia Balance of State Point-in-Time Count\*\*:**

- ❑ 793 Chronically Homeless Individuals (97%)
- ❑ 24 Chronically Homeless Families (3%)

## Final Definition of Chronically Homeless (Amends 24 CFR 91.5 and 24 CFR 578.3)

### Summary of Major Changes

- ❑ Four occasions must total 12 months
- ❑ Replaced "disabling condition" with "homeless individual with a disability"
- ❑ "Occasion" is defined by a break of at least 7 nights not residing in an emergency shelter, safe haven, or residing in a place not meant for human habitation (e.g., staying with a friend, in a hotel/motel paid for by a program participant)
- ❑ Stays in institution of fewer than 90 days does not constitute as a break and count toward total time homeless
- ❑ New Recordkeeping Requirements under CoC Program
- ❑ Effective – CoC Program Recipients must comply for participants admitted after January 15, 2016

## Definition of Disability

(as it relates to Chronically Homeless)

- ❑ The individual or family has a head of household with a diagnosable 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 a brain injury, or chronic physical illness or disability.

## Documenting Chronic Homeless Status: Disability (as it relates to Chronically Homeless)

- ❑ Must be third party, and includes:
  - ❑ Written verification from a professional licensed by the State to diagnose and treat the disability and certification that the disability is expected to be long-continuing or of an indefinite duration and substantially impedes the individual's ability to live independently
  - ❑ Written verification from SSA
  - ❑ The receipt of a disability check
  - ❑ Intake staff-recorded observation of a disability that is accompanied by evidence above within 45 days
- ❑ \*\*Documentation also required for homeless status and length of time homeless/occasions of homelessness

## Homeless Verification

- ❑ A person is Chronically Homeless if you can prove with adequate documentation.
- ❑ All individuals served in New PSH projects MUST meet HUD definition of chronic homelessness and agency MUST complete/provide homeless verification on ALL persons served.
- ❑ HUD Guidance at <https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>

## New Rapid Re-Housing Projects

- ❑ New Rapid Re-housing projects created through reallocation (and bonus project) may serve individuals, including unaccompanied youth, and families coming from the streets or emergency shelters or persons fleeing domestic violence or other persons who qualify under paragraph (4) of the definition of homeless; however, these program participants must meet all of the other criteria for this type of housing (i.e., individuals and household with children who enter directly from the streets or emergency shelter).
- ❑ \*\*Homeless Verification also required.

## 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 custody

## Grant Requirements

## Certification of Consistency with Consolidated Plan

- ❑ CoCs must submit Certificate for all grantees in a jurisdiction combined in **one** form (and submit certifications in CoC Application)
- ❑ Tina will email local Consolidated Plan representatives and cc Renewal Project Applicants
- ❑ In order to go forward in the application process and be included in the CoC application to HUD, local jurisdictions need to review/approve all projects

## Certification of Consistency with Consolidated Plan (continued)

- ❑ Local Consolidated Planning Jurisdiction will need to review project application to determine if proposed project is consistent with their Consolidated Plan . Con Plan jurisdictions within the BoS CoC are:
  - ❑ Albany
  - ❑ Brunswick
  - ❑ Dalton
  - ❑ Gainesville
  - ❑ Hinesville
  - ❑ Macon-Bibb County
  - ❑ Rome
  - ❑ Valdosta
  - ❑ Warner Robins
  - ❑ Cherokee County
  - ❑ Clayton County
  - ❑ Gwinnett County
  - ❑ Henry County
- ❑ All other cities and counties fall under the State's Consolidated Planning jurisdiction.

## Grant Requirements

Applicants are expected to read and understand HUD's CoC Interim Regulations and the 2016 CoC NOFA to ensure ability to comply with ALL requirements which include, but are not limited to:

- |   |                                 |
|---|---------------------------------|
| ❑ Match   | ❑ Site Control                  |
| ❑ Leveraging  | ❑ Environmental Review          |
| ❑ Homeless Verification   | ❑ Technical Submission          |
| ❑ Disability Verification (if applicable)                       | ❑ Annual Performance Report     |
| ❑ HMIS Participation  | ❑ Support Service Provision     |
| ❑ Collaboration with McKinney Education Liaison (if applicable) | ❑ Certifications listed in NOFA |
|   | ❑ Program Eligibility           |
|   | ❑ Etc...                        |

## 2016 NOFA Educational Assurances

- ❑ Project Applicants must demonstrate that project has established policies and practices consistent with the laws related to the provision of educational and related services to individuals & families experiencing homelessness; and
- ❑ Projects serving families must demonstrate in application that a staff person has been designated to ensure that children are enrolled in school and receiving educational services, as appropriate (can include early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services); and
- ❑ Must address non-compliance (if applicable).
- ❑ Formal BoS CoC Educational Policy released last year for CoC and ESG funded projects.

## State Executive Order 12372

- ❑ The State of GA is no longer operating the Clearinghouse.
- ❑ DCA's guidance is to select "b. Program subject to...but has not been selected for review." 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 is located within the project applicant guide on page 5.

## HMIS Participation

- Mandated by HUD through Continuum of Care Process
- All non-DV agencies participating in the Balance of State CoC must actively participate in Homeless Management Information Systems (HMIS) through use of CoC Designated HMIS
  - DV agencies need to participate in the APRICOT system
- Data is reported to HUD on an annual basis through Annual Homeless Assessment Report (AHAR)
  - This AHAR data is used by Congress to determine future funding levels
- Data used by Continuum and Statewide for planning
- System Performance Data HUD's HDX system (DUE August 1<sup>st</sup>)

## Georgia BoS CoC HMIS Policy

- Enter all consenting clients into HMIS
  - Authorization for HMIS should be attempted for all clients
- 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/APRICOT MIS
- The most recent BoS CoC HMIS Policy and BoS CoC Data Requirements can be found on DCA Website
  - <http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp>
  - <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>

## 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

## Overall System Performance

FY2016 NOFA - Increased Emphasis on Performance

Continuum Reporting System Performance (baseline year):

- Reduction in Number of Homeless Individuals and Families (PIT)
  - And Progress Ending Veteran, Family, Youth, Chronic Homelessness
- Reduction in Number of First Time Homeless
- Length of Time Homeless
- Successful Permanent Housing Placement or Retention
- Returns to Homelessness
- Jobs and income growth
- Thoroughness of Outreach
- HMIS Data
  - Annual data should come directly out of HMIS
  - Point-in-Time data should come directly out of HMIS
  - Project performance measured in HMIS (and data quality)
  - CoC System Performance measured in HMIS

## Application Scoring

## Application Scoring

- There is one scoring criteria document for each type of New Project. The scores from this documents will make up the total score for each renewal project application.
  - 2016 Georgia BoS CoC New PSH Project Scoring Form
  - or
  - 2016 Georgia BoS CoC New RRH Project Scoring Form

## All New Project Threshold

- ❑ Agency meets HUD's eligibility criteria
- ❑ Agency demonstrates adequate capacity to carry out grant (with proper documentation).
- ❑ Project meets eligible costs or activities requirements.
- ❑ Project sufficiently demonstrates eligible populations will be served.
- ❑ Project shows required match & sufficient commitments for leveraging to implement project.
- ❑ Agency does not have serious compliance or performance issues on current projects.
- ❑ Project demonstrates adequate impact or cost effectiveness.
- ❑ Other, as identified by reviewers.

## 2016 New RRH Project Scoring (130 Possible Points)

- ❑ Agency Capacity – 20 points
- ❑ Homeless and RRH Experience – 20 points
- ❑ Leasing, Rental Assistance, Services, & HMIS Experience – 5 points
- ❑ Program Description – 7 points
- ❑ Estimated Schedule (project implementation timeliness) – 6 points
- ❑ Harm Reduction & Housing First – 6 points
- ❑ Rental Assistance Procedure – 6 points
- ❑ Educational Liaison – 5 points
- ❑ Permanent Housing Stability (services) – 5 points
- ❑ Increase in Employment &/or Income (services) – 5 points
- ❑ Supportive Services – 5 points
- ❑ Prioritization – 10 points
- ❑ Housing Stability Performance Measures – 3 points
- ❑ Income Performance Measures – 3 points
- ❑ Budget – 10 points
- ❑ Project Match – 5 points
- ❑ Project Leveraging – 9 points

## 2016 New RRH Project Bonus Scoring (25 Possible Points)

- ❑ Veteran Prioritization (Housing Blitz) - 5 points
- ❑ Housing First - 10 points
- ❑ Coordination of Veteran Registry - 10 points

## Combined 2016 New RRH Project Scoring (155 Possible Points)

- ❑ 155 total possible points
  - ❑ 130 possible points – Project Application Score
  - ❑ 25 possible points – Bonus Score
- ❑ Please note – all new projects will be ranked against each other

## 2016 New PSH Project Scoring (130 Possible Points)

- ❑ Agency Capacity – 20 points
- ❑ Homeless and PSH Experience – 20 points
- ❑ Leasing, Rental Assistance, Services & HMIS Experience – 5 points
- ❑ Program Description – 7 points
- ❑ Harm Reduction & Housing First – 6 points
- ❑ Prioritization of Chronically Homeless – 6 points
- ❑ Estimated Schedule (project implementation timeliness) – 6 points
- ❑ Educational Liaison – 5 points
- ❑ Permanent Housing Stability (services) – 5 points
- ❑ Increase in Employment and/or Income (services) – 5 points
- ❑ Supportive Services – 5 points
- ❑ Prioritization – 10 points
- ❑ Housing Stability Performance Measures – 3 points
- ❑ Income Performance Measures – 3 points
- ❑ Budget – 10 points
- ❑ Project Match – 5 points
- ❑ Project Leveraging – 9 points

## 2016 New PSH Project Bonus Scoring (25 Possible Points)

- ❑ Veteran Prioritization (Housing Blitz) - 5 points
- ❑ Housing First - 10 points
- ❑ Coordination of Veteran Registry - 10 points

### Combined 2016 New PSH Project Scoring (155 Possible Points)

- 155 total possible points
  - 130 possible points – Project Application Score
  - 25 possible points – Bonus Score
- Please note – all new projects will be ranked against each other

### Overall HUD CoC Scoring

- As in past years, HUD looks not only at the individual project applications but at the CoC, as a whole.
  - Coordination and engagement
  - Project Ranking, review and capacity
  - HMIS
  - Point-in-Time Count
  - System Performance
  - Performance and Strategic Planning
  - Bonus Points (none specifically in 2016)

### Other Highlights of HUD CoC Scoring

- Housing First & Low Barrier Projects
- Prioritization of Chronically Homeless for PSH
- Dedicated PSH beds for Chronically Homeless
- Prioritization of Families and Unaccompanied Youth
- Ending Veteran & Chronic Homelessness
- Severity of Needs in project review, ranking and selection
- Performance Monitoring
  - Utilization
  - Housing Stability
  - Participant Eligibility
  - Length of time homeless
  - Timely draw downs
  - Mainstream benefits

## Application Process

### Application Process & Timeline

(just to reiterate)

- July 19, 2016 (and July 21, 2016) - Informational Webinar for BoS CoC Competition Policy, renewal applicants, and materials from the webinar posted
- July 20, 2016 – **Proposal Outlines for NEW PSH or RRH projects Due**
- July 21, 2016 - Informational Webinars for NEW PSH and RRH applicants and materials from the webinar posted
- July 29, 2016 - Review Applications for New PSH and RRH projects, as well as all required supplemental documents (including Addendum) due by 3:00 pm.
- August 11, 2016 – ALL project applications (renewal and new PSH and RRH) must be entered into e-snaps by 3:00pm.
- August 22, 2016 - Standards, Rating, and Review Committee meeting to approve and recommend ranking of projects held.
- August 24, 2016 - CoC Board meeting to approve ranking recommended by the Standards, Ratings, and Review Committee held.
- August 30, 2016 – Notification given to applicants of placement in scoring and ranking for all projects (due date).
- September 5, 2016 – Corrections and resubmission of application in e-snaps due by 2:00pm.
- September 12, 2016 – CoC application submitted to HUD.

### Review Application Packet

- Application Packages Due to be in DCA's office for scoring on **July 29, 2016 (by 3:00 pm) to include:**
  - Five (5) copies of the Review Application (New PSH or New RRH) including Match/leveraging documentation, & the Addendum
  - One (1) copy of 501(c)(3) documentation (if applicable)
  - One (1) copy Board Member list
  - One (1) copy Financial audit
  - One (1) copy Current IRS Form 990 in each package
- Packages must contain a complete response
- MUST be received by July 29<sup>th</sup>
- Then HUD Application due in e-snaps on August 11<sup>th</sup>

## Review Application Packet

### □ Mail or drop off materials to:

Georgia Department of Community Affairs  
Office of Homeless and Special Needs Housing  
60 Executive Park South, NE  
Atlanta, GA 30329  
Attn: Tina Moore/CoC Application

## E-Snaps Information

## E-SNAPS Submission

- In addition to the review application (and supporting materials) that need to be completed for each project, agencies **MUST** complete and submit CoC Project Application electronically in E-SNAPS
  - <https://www.hudexchange.info/e-snaps/>
- This must be completed by August 11, 2016
- There will be a general review of the submissions for completeness and accuracy and agencies will be expected to make any required corrections no later than September 5, 2016
- Failure to complete the e-snaps portion of the application process and/or failure to respond and make the necessary corrections may result in a project not being included in the BoS CoC application to HUD
- **\*\*Applicant Profiles should have current certifications (Addendum).**

## E-SNAPS Submission (continued)

- Read ALL directions
  - <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>
- Questions about the e-snaps application should go to HUD through Virtual Help Desk ("Ask a Question")
  - <https://www.hudexchange.info/get-assistance/my-question/>
- Please remember that online systems can freeze up and slow down with excessive traffic
  - Do not wait until the last minute

## E-SNAPS Attachments (pages 6 and 30 of the HUD NOFA)

- **\*\*All** required attachments correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between May 1, 2016 and September 14, 2016.
- Each project application must include
  - Project application charts, narratives, and attachments
  - SF-424 Application for Federal Assistance
  - SF-424 Supplement, Survey on Ensuring Equal Opportunities for Applicants (non-profits only & survey is voluntary)
  - Documentation of Applicant AND Subrecipient Eligibility
  - Applicant Certifications
  - Form HUD-2880, Applicant/Recipient Disclosure/Update Report (for each project)
  - SF-LLL – Disclosure of Lobbying Activities (if applicable)
  - Applicant Code of Conduct
  - HUD-50070 – Certification of a Drug-free Workplace
- It is the responsibility of the agency to ensure that the correct forms are updated and that the policies outlined are adhered to.

## Addendum (due w/Review Application)

- Bed Prioritization for Chronically Homeless Policy
- Low Barrier Housing
- Housing First
- Partnership w/BoS CoC's Initiative to End Veteran Homelessness
- Assurance that ALL Certifications will be Current and Properly Submitted in Applicant Profile in E-snaps (by 8/11/16)
  - Dated between 5/1/16 and 9/14/16
  - Accurate
  - Complete
  - Signed by Authorized Official (of your agency)



## CoC Project Review in E-snaps

- CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD
- CoCs are expected to closely review information provided in each project application in order to ensure that:
  - Eligibility of participants
  - Eligibility of activities
  - Narratives are fully responsive to question and that it meets all criteria for that question as required by NOFA and included in detailed instructions
  - Data consistent in application
  - All required attachments correspond to attachments list in E-snaps and the attachments contain accurate and complete information and are dated between May 1, 2016 and September 14, 2016.

## HUD Requirements for Compliance with Fair Housing and Civil Rights Laws (pages 7-13 in General NOFA)

- Fair Housing and Civil Rights Laws
- Affirmatively Furthering Fair Housing
- 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
- Lead-Based Paint Requirements

## Questions

- E-Snaps & CoC Competition Resources:
  - <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- E-SNAPS & CoC Program questions can be directed to HUD staff through the HUD Exchange Ask A Question (AAQ) Helpdesk
  - <https://www.hudexchange.info/get-assistance/my-question/>
- General CoC/Application submission questions
  - Tina Moore
    - (404) 327-6870
    - Tina.moore@dca.ga.gov

## A Few More Resources

- 2016 Continuum of Care NOFA & CoC Competition page
  - <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>
- CoC Interim Regulations
  - <https://www.hudexchange.info/resource/2033/heart-h-coc-program-interim-rule/>
- HUD Exchange
  - <https://www.hudexchange.info/>

Questions?



# **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) 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 United States Interagency Council on Homelessness 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 veteran homelessness as soon as possible;
- Ending chronic homelessness by 2017;
- 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 State Interagency Council on Homelessness and Georgia’s other 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](http://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 nineteen (19) 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, eleven (11) 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) appointments by the State agency with lead responsibility for coordination of the Emergency Solutions Grants (ESG) Program, and for the provision of, and planning for, housing and housing related matters;
- Two (2) appointments by the State Housing Trust Fund for the Homeless Commission;

- One (1) appointment 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) appointment by the State agency that was designated by the General Assembly to focus solely on policies, programs, and services for people with mental illness, substance use disorders, and developmental disabilities;
- One (1) appointment by the State agency that was designated by the General Assembly to combat family violence and to develop a comprehensive state plan for ending family violence in Georgia;
- One (1) appointment by the State agency responsible for effectively managing adult offenders and providing opportunities for positive change;
- One (1) appointment by the State agency responsible for providing leadership and service to local school systems;
- One (1) appointment by the State agency responsible for working with public and private partners in building a workforce system that contributes to Georgia's economic prosperity;
- One (1) appointment, specific to assist in addressing housing and homelessness among Veterans, made by the State agency with lead responsibility for the provision of, and planning for, housing and housing related matters;
- One (1) appointment by Clayton County with lead responsibility for coordination of the ESG Program;
- One (1) appointment by Gwinnett County with lead responsibility for coordination of the ESG Program;
- One (1) appointment by Macon-Bibb County with lead responsibility for coordination of the ESG Program; 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*. Board terms shall be for three years. Initially, however, to ensure continuity, initial terms will be staggered (3, 4, and 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.

A quorum shall require that at least fifty percent (50%) of the entire board membership is present. Assigned proxy can be used.

The affirmative vote of a majority of the Board members in attendance at a meeting shall be the act of the Board if a quorum is present.

The Chair, or the person acting as Chair, shall only vote in the event of a tie vote from other Board members.

A record shall be kept of attendance and all motions, votes and actions taken by the Board.

## **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 four (4) ESG entitlement jurisdictions [Clayton County, Gwinnett County, Macon-Bibb 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 “Opening Doors” plan.

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 policies and procedures and making 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 service 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 Continuum of Care and to assure that requirements are met for the annual HUD Continuum of Care funding competition. DCA shall collaborate with other Georgia Continuum 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 (Clayton, Gwinnett, Macon-Bibb, 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 as the HMIS Lead for the Continuum.

The roles and responsibilities of the HMIS Lead, as well as the roles and responsibilities of the CoC, as they relate to HMIS matters, are outlined in the “Georgia HMIS Bylaws,” which were approved by the CoC HMIS Committee and the CoC Board.

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 (Clayton, Gwinnett, Macon-Bibb and State) 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 governance became operational as follows:

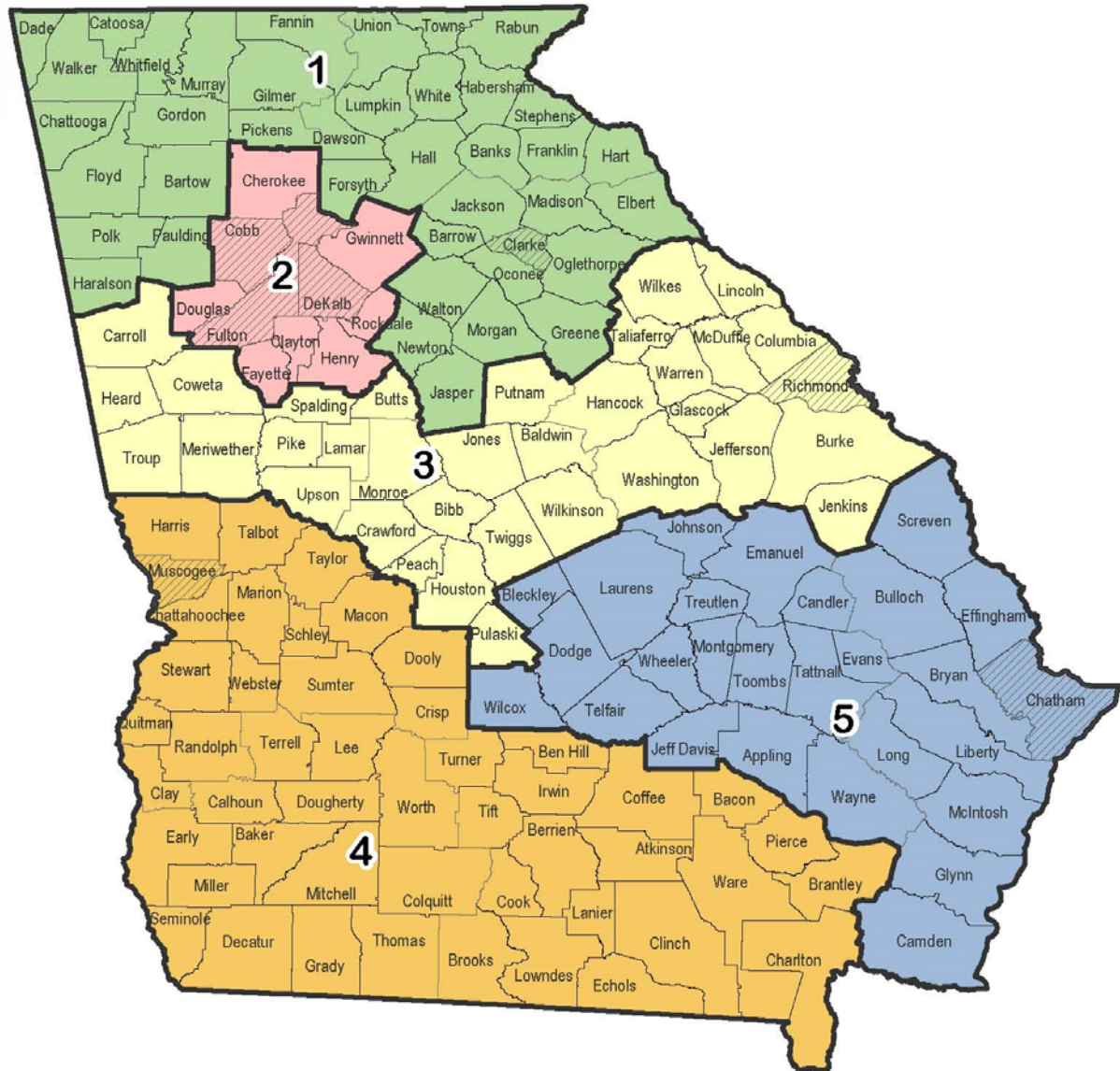
1. Initial Continuum Membership was established by DCA, as the Collaborative Applicant, based upon full membership meetings held September 30 and October 2, 2013. Through these meetings and through follow-up survey input was received by


Members and much of said input was incorporated into the Founding Governance Charter.

2. The Founding Governance Charter dated January 9, 2014 was first 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 obtained Board appointments from appointing authorities, and the Inaugural Board consisted of appointed members.
4. While awaiting agency appointments for the Founding Board, DCA, as the Collaborative Applicant, worked with an Interim Membership and Rules Committee and an Interim Standards, Rating, and Project Selection Committee. Both were approved at the inaugural Board Meeting on January 21, 2015.
5. The Membership and Rules Committee:
  - a. Reviewed and approved appointed Board members, as required in the Governance Charter, on December 16, 2014;
  - b. Developed criteria for approval and for the election of regional Board members, which was approved September 8, 2014;
  - c. Called upon membership for nominees by email notification on September 10, 2014; and
  - d. Developed the initial slate of nominees for review by Members on November 18, 2014.
6. The Collaborative Applicant conducted elections for regional Board members.
7. The full Board held its first meeting and appointed the Interim Membership and Rules Committee and the Interim Standards, Rating, and Project Selection Committee were approved on January 21, 2015. The Assessment, Placement, and Services Committee was appointed at a special meeting on September 29, 2015, and the HMIS Committee was appointed on November 18, 2015.



# BoS CoC Super Regions



 Counties outside of the Balance of State CoC

Map prepared by: Georgia Department of Community Affairs, 2014

## **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.



8/1/2016

# Georgia Homeless Management Information System

**Policies and Procedures Manual**



## TABLE OF CONTENTS

<b>Section A. Background and Structure .....</b>	<b>3</b>
Section A.1 HMIS Background .....	3
Section A.2 HUD Requirements and HMIS Data Standards .....	3
Section A.3 Annual Homeless Assessment Report (AHAR) .....	4
Section A.4 Georgia HMIS Organization, Management and Contacts .....	5
Section A.5 State and Local HMIS Policies .....	8
Section A.6 Domestic Violence Agencies .....	9
<b>Section B. Agency and User Setup .....</b>	<b>10</b>
B.1 New Agency Procedures .....	10
B.2 New User Procedures .....	11
<b>Section C. Data Entry and Data Quality .....</b>	<b>14</b>
C.1 Client Authorization and Intake .....	14
C.2 Required Data Elements .....	15
C.3 Programs (Enrollment and Discharge) .....	17
C.4 Updating Data .....	17
C.5 Data Quality and Data Integrity .....	17
<b>Section D. Data Ownership, Security and Access .....</b>	<b>19</b>
D.1 HMIS Privacy and Security Standards .....	19
D.2 Agency Privacy and Security Procedures .....	19
D.3 Pathways Privacy and Security Procedures .....	19
D.4 Access to Data .....	21
D.5 Client Grievances .....	22
<b>Section E. Reporting .....</b>	<b>24</b>
E.1 Introduction to Pathways Reporting .....	24
E.2 Reporting Categories .....	25
E.3 Commonly Required Reports .....	25
E.4 Advanced Use of Report Tools .....	26
<b>Section F. System Support, Training and Technical Assistance .....</b>	<b>28</b>
F.1 Training .....	28
F.2 Technical Assistance .....	29
F.3 Online Resources .....	30
F.4 Reporting System Issues .....	31
F.5 Requesting Enhancements .....	32
<b>Section G. Monitoring .....</b>	<b>33</b>
G.1 Data Monitoring .....	33
G.2 Privacy and Security Monitoring .....	33
<b>Additional Resources .....</b>	<b>34</b>

## **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 COMPASS ROSE 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 eight of the nine Georgia Continuum's of Care. Active agencies have entered over 1,643,233 individuals and families into COMPASS ROSE 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**

The HMIS Data Standards (2014 HMIS Data Dictionary and HMIS Data Manual) provide communities with baseline data collection requirements developed by each of these federal partners. The Manual is intended to serve as a reference and provide basic guidance on HMIS data elements for CoCs, HMIS Lead Agencies, HMIS System Administrators and users. This release of the 2014 HMIS Data Manual is Version 5.1 and is an update to the 2014 Data Standards Manual. The companion document to the HMIS Data Manual is the HMIS Data Dictionary which defines all of the data elements and requirements for HMIS compliance for HMIS Vendors and System Administrators. The privacy and system security standards for providers remain the same as presented in the July 30, 2004 Final Notice.

Access the current HMIS Data Manual at:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

Access to the current HMIS Data Dictionary Manual at:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>

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

<https://www.hudexchange.info/resource/1318/2004-hmis-data-and-technical-standards-final-notice/>

### **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://www.hudhdx.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 eight of the nine 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 eight continuum of care and the DCA project manager. 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 with DCA 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 their CoC Representative.

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 for review. This request will be reviewed by the GA HMIS Steering Committee.

## Georgia HMIS Standard Operating Procedures

### Pathways System Errors

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 404.639.9933, option 2 in the Atlanta area. You may also contact Support by email at [support@pcni.org](mailto: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 Jeanette Pollock at [Jeanette.pollock@dca.ga.gov](mailto:Jeanette.pollock@dca.ga.gov).

The CoC lead contact for HMIS issues are:

Athens – Ryan Halsey – [Ryan.Halsey@athensclarkecounty.com](mailto:Ryan.Halsey@athensclarkecounty.com)

Atlanta – Cathryn Marchman – [CFMarchman@AtlantaGa.Gov](mailto:CFMarchman@AtlantaGa.Gov)

Augusta – Daniel Evans - [devans@augusta.gov](mailto:devans@augusta.gov)

Balance of State – Tina Moore - [tina.moore@dca.ga.gov](mailto:tina.moore@dca.ga.gov)

Cobb – Joan Toder - [jtoder@hotmail.com](mailto:jtoder@hotmail.com)

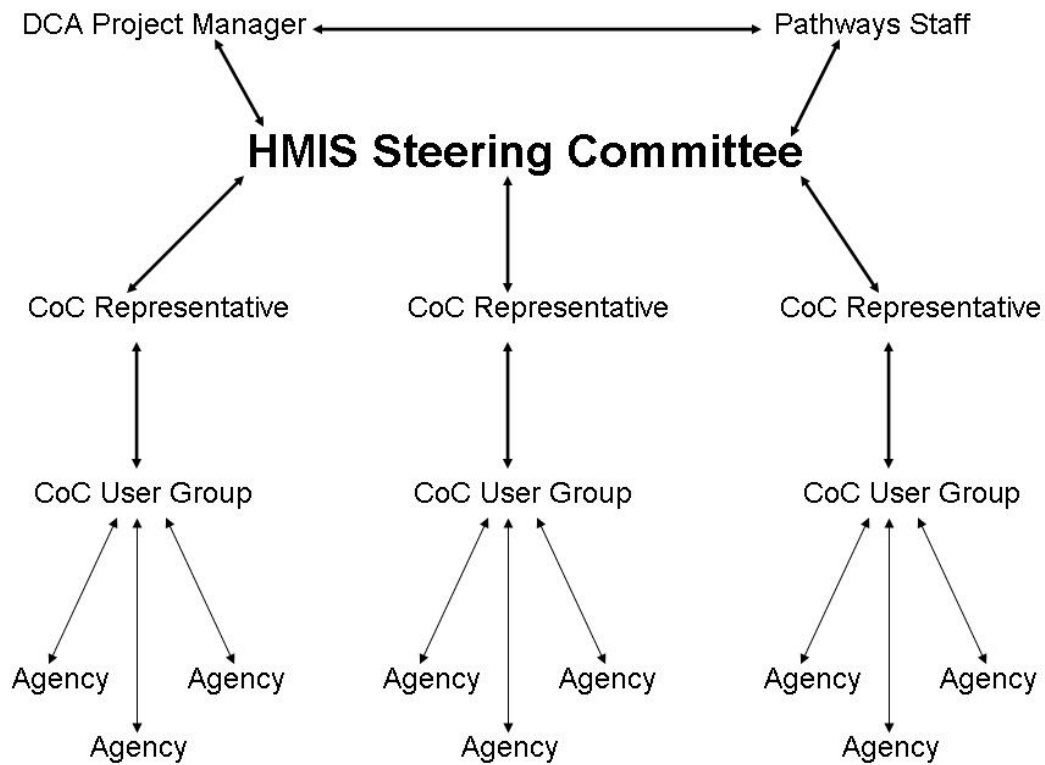
DeKalb – Melvia Richards - [mwrichards@dekalbcountyga.gov](mailto:mwrichards@dekalbcountyga.gov)

Fulton – Leonard Westmoreland - [Leonard.Westmoreland@fultoncountyga.gov](mailto:Leonard.Westmoreland@fultoncountyga.gov)

Savannah – Janice Sheffield - [janice@homelessauthority.org](mailto:janice@homelessauthority.org)

If your agency is located in Columbus/Muscogee, you should contact the Continuum of Care Lead of Home for Good, Ron King, Director at [ronking@unitedwayofthecv.org](mailto:ronking@unitedwayofthecv.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

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 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

- 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](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 COMPASS ROSE. 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 COMPASS ROSE 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 COMPASS ROSE 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 projects in the HMIS system.

## Georgia HMIS Standard Operating Procedures

- Separate projects should be set up for emergency shelter, transitional housing, permanent supportive housing, overflow and winter shelter, and vouchers.
- Separate projects should be set up for programs that cross multiple continuum of care. For example, if a project has beds or units in both DeKalb and Gwinnett County, they should set up two separate projects in HMIS – one for the beds in DeKalb County and one for the beds in Gwinnett County.
- If a project 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 projects by county.
- Projects 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 project 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 project in HMIS.

### **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 COMPASS ROSE 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 [Pathways Training](#) 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 COMPASS ROSE 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 [Pathways Training](#) 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 [Pathways Training](#) under Forms. However, this method should be the exception and not the rule.

### **Step 2. Obtaining a Password**

Each COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE**

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 <https://pathwayscompass.org/>
2. 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 <https://pathwayscompass.org/>
2. Go to the COMPASS ROSE login link
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 COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE system, the client information should not be entered in to COMPASS ROSE. 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 COMPASS ROSE 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 COMPASS ROSE. 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 COMPASS ROSE system. Client Intake includes entering new client data or updating information for a client that is already in the COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE 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://www.pathwaystraining.org/#!/guides-and-manuals/c5pe> - click on the Sample Intake Form.

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 September 2014 HUD 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.

The Universal Data Elements section provides information on data elements required to be collected by all projects using an HMIS as part of a CoC implementation. This includes all projects funded by any of the HMIS federal partners and those projects that receive other funding, including those who receive no federal funding.

### **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. The Universal Data Elements section provides information on data elements required to be collected by all projects using an HMIS as part of a CoC Implementation. This includes all projects funded by any of the HMIS federal partners and those that receive other funding, including those who receive no federal funding. The 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, Project Entry Date, Project Exit Date, Destination, Personal ID, Household ID, Relationship to Head of Household, Client Location, Length of Time on Street, in an Emergency Shelter, or Safe Haven.

The COMPASS ROSE system automatically generates the unique person identification number, the project 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.

The program specific data elements that are required for HUD's current APR reporting include: Housing Status, Income and Sources, Non-Cash Benefits, Health Insurance, Physical Disability, Developmental Disability, Chronic Health condition, HIV/AIDS, Mental Health, Substance Abuse, Domestic Violence, Contact, Date of Engagement, Services Provided, Financial Assistance Provided, Referrals Provided, Move –In Date, Housing Assessment Disposition and Housing Assessment at Exit. Some of these 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. For more guidance on the HUD data standards:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

### **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/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 COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE 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 COMPASS ROSE system. A sample client intake form in word format is available for download from: <http://www.pathwaystraining.org/#!/guides-and-manuals/c5pe>
- 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, please contact your Continuum of Care Representative.

### **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 COMPASS ROSE 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 unlocked, 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 COMPASS ROSE, 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 COMPASS ROSE HMIS system and/or data obtained through the HMIS system.



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 COMPASS ROSE 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). COMPASS ROSE 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/coveredentities/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 COMPASS ROSE 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 COMPASS ROSE 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).

### **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 COMPASS ROSE system:**

Any user accessing the COMPASS ROSE 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.

## Georgia HMIS Standard Operating Procedures

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 COMPASS ROSE which now would deny any member within the agency to access that client file.

## Section E. Reporting

### E.1 Introduction to Pathways Reporting

COMPASS ROSE 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.

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 COMPASS ROSE 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 COMPASS ROSE 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.

COMPASS ROSE 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 COMPASS ROSE, 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.pathwaystraining.org/#!/guides-and-manuals/c5pe>)

**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.

## **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 COMPASS ROSE 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, System Utilization, Programs and Bed Counts, and much more.

The COMPASS ROSE 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 COMPASS ROSE 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 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 COMPASS ROSE exports. These database, spreadsheet and report writing tools include but are not limited to Microsoft Excel, Microsoft Access, FileMaker, ESRI ArcGIS and ODBC.

## 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 <http://www.pathwaystraining.org/>. 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.



## Georgia HMIS Standard Operating Procedures

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.
--------------------------------	------------------	--	--

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: <http://www.pathwaystraining.org/>

To assess the various trainings for HMIS, visit <http://www.pathwaystraining.org/>, and select Training Schedule. You can register online, by email at [support@pcni.org](mailto:support@pcni.org) or by phone at: 404-866-1032 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. Entering data into COMPASS ROSE system
6. 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 COMPASS ROSE 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 COMPASS ROSE. 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](mailto:support@pcni.org) or by phone at 404-639-9933 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 [Online resources](#) 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.*

**COMPASS ROSE User Guide** - *Step-by-step procedures for all of the end-user COMPASS ROSE 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 COMPASS ROSE reports that relate to the APR.*

**COMPASS ROSE 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.*

**COMPASS ROSE 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.*

**COMPASS ROSE Quick Reference Card:** *The QRC contains information such as how to log into the COMPASS ROSE system, check training class schedules, and contact the Support Team.*

## 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](mailto:support@pcni.org)

Phone: 404-639-9933 option 2 (local)

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.

## 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 Tina Moore at [tina.moore@dca.ga.gov](mailto:tina.moore@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\\_Corrective\\_Guidance\\_Q4.pdf](http://www.dca.ga.gov/housing/SpecialNeeds/programs/documents/HMIS_Monitoring_Corrective_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.pathwaystraining.org/#!/guides-and-manuals/c5pe>

### 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.

<https://www.hudexchange.info/resource/1318/2004-hmis-data-and-technical-standards-final-notice/>

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.

## **ADDITIONAL RESOURCES**

**Pathways Documents, Forms and Tutorials –**

**<http://www.pathwaystraining.org/>**

**DCA HMIS Website -**

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

**HUD Homelessness Resource Exchange – <http://www.hudhdx.info/>**

## Attachment

### 2016 Balance of State Continuum of Care

#### 09. PHA Administration Plan (Applicable Section(s) Only)

1. Macon GA Housing Authority
2. Northwest GA Housing Authority
3. Brunswick GA Housing Authority

## **C. RECEIPT OF APPLICATION FOR ADMISSION and TENANT SELECTION**

---

It is the policy of the MHA to fully implement the rental choice provisions of QHWRA (flat rents) to ensure that the market-based rents of the lowest income developments reflect the actual value of such units. This will enable such developments to compete more effectively with internal and external competition for the working poor. This policy is also intended to ameliorate disincentives to employment and encourage existing residents to increase their incomes.

### **C.6.0 APPLICATION SELECTION AND ASSIGNMENT PLAN**

#### **Admissions Preference Guidelines and Application Ranking**

#### **1. APPLICATION RANKING (Rev. 2012)**

The MHA at its sole discretion hereby adopts the following admission preference to be effective April 1, 2012. Applications will be filed first by unit size and then by unit type required (regular, elderly, or handicapped).

Applications will be deemed ineligible for a preference if a family does not qualify under the following definitions, and/or any family member is found to owe MHA a debt from a prior tenancy, either in public housing or Section 8 or is on the MHA Barred List.

Within each category of unit size and type, the order of preference to select applications is as follows:

##### **a. First Preference**

- i. Applicant families whose head or spouse is otherwise eligible, and who qualify as elderly, handicapped or disabled families, as defined in 24 CFR 5.603, and are receiving Social Security or SSI benefits as a result of their inability to work..

##### **b. Second Preference**

- i. Applicant families whose head or spouse is otherwise eligible, who are employed and have been employed for 120 days or more and are working an average of 15 hours per week as of the date of the application. "Employed" is defined as continuously working for monetary compensation with no break of 30 days or more between jobs. Employment includes Self-Employment outside of the home only.
- ii. Applicant families otherwise eligible, whose head or spouse is currently receiving retirement benefits or disability payments (other than SS or SSI); e.g., Pension from employment, RR Retirement, Civil Service Pension, VA Benefits, Family Medical Leave (FMLA) payments, Workmen's Compensation, or other such benefits.

##### **c. Third Preference**

- i. Applicant families whose head or spouse is otherwise eligible, who are currently receiving other types of income; e.g., TANF, Child Support, Alimony, Regular Contributions and Gifts, SSI/SSA for children, working less than 120 days, or other types of income.

##### **d. Fourth Preference**

- i. All other families.

#### **2. HOMELESS PRIORITY WITHIN EACH PREFERENCE**

- a. Applicants, otherwise eligible, who meet the definition of homeless. "Homeless" is defined as any individual or family who:



**C. RECEIPT OF APPLICATION FOR ADMISSION and TENANT SELECTION**

---

- i. Lacks a fixed, regular and adequate nighttime residence, AND
  - ii. Is living in a homeless shelter (or other temporary housing provided by an agency serving the homeless) that is controlled in whole by an agency that has a current Memorandum of Understanding on file with the MHA. An applicant family must also be referred by such agency. Referrals in this regard must be accompanied by an official certification by the referring agency as to the homeless status of the applicant.
- b. This priority cannot be claimed by:
- i. An individual or family who is residing with relatives
  - ii. An individual or family who has created a homeless situation for the sole purpose of obtaining the priority. Creating a homeless situation includes, but is not limited to: (1) purposely setting fire to existing shelter, (2) being evicted from a rental unit for violation of the lease, or (3) voluntarily moving from an otherwise suitable unit.

Within each preference, applications will be ranked by priority along with the date and time of application as described in Section C.7.0.2 of this policy.

None of the above preferences create a property right, actual or implied, for applicant families. The burden to provide verification for any preference claimed rests solely on the applicant family. Failure to provide verification will result in denial of claimed preference.

If MHA determines that an individual or family does not qualify for a claimed preference, MHA will follow the procedures found in Section C.7.0.5 of this policy, "Grounds for Denial of Preference".

## Chapter 4

### ESTABLISHING PREFERENCES AND MAINTAINING MHA's WAITING LIST

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

#### **INTRODUCTION**

It is MHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the three local preferences which MHA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains MHA's system of applying them. Placement on the waiting list in no way guarantees acceptance to the Section 8 program. MHA reserves the right to remove any individual or family from the waiting list for supplying false information, or not supplying MHA with requested information.

By maintaining an accurate waiting list, MHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

#### **A. WAITING LIST** [24 CFR 982.204]

MHA uses a single waiting list for admission to its Section 8 tenant-based assistance program.

Except for special admissions, applicants will be selected from the MHA waiting list in accordance with policies and preferences and income targeting requirements defined in this chapter.

The waiting list contains the following information for each applicant listed as listed on each pre-application:

1. Applicant name
2. Family unit size (number of bedrooms family qualifies for under MHA subsidy standards)
3. Date and time of application
4. Qualification for any local preference
5. Racial or ethnic designation of the head of household, for demographic research purposes only
6. Annual (gross) family income
7. Number of persons in family
8. Any other information which MHA or HUD may require from time to time

MHA reserves the right to stop application-taking at any time. The existence of a waiting list does not guarantee placement on the list. Placement on the waiting list only occurs when MHA opens the

waiting list for application-taking. MHA opens the list at its discretion when it is estimated that additional applications can be processed in a timely manner, generally within the next eighteen months to two years.

**B. SPECIAL ADMISSIONS [24 CFR 982.203]**

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. MHA maintains separate records of these admissions.

These types of admissions only occur when HUD awards MHA special funding that is targeted to specific families for specific reasons. Additionally meeting the following criteria for special admissions does not guarantee admission to the Section 8 program. Special admission applicants must otherwise qualify for admission to the program. Some examples of special admissions include:

1. A family displaced because of demolition or disposition of a public or Indian housing project as outlined in the Displacement Preference Policy;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project as outlined in the Displacement Preference Policy;
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Additionally, the HUD office of the Inspector General and/or the U.S. Attorney's Office from time to time, contacts MHA wanting to house families or individuals under the Witness Protection Program. In these types of situations, MHA will at its discretion enter into an agreement with the Inspector General's Office or the U.S. Attorney's Office to house individuals who must otherwise qualify for Section 8. The HUD Inspector General may waive other provisions under this and HUD policy as it deems necessary to accomplish its purposes.

**C. LOCAL PREFERENCES [24 CFR 982.207]**

MHA has three local (not to be confused with any Federal definitions) preferences:

1. Homeless Preference
2. Displacement Preference
3. Disabled Preference

**D. HOMELESS PREFERENCE**

1. For purposes of this policy, a homeless family lacks a fixed, regular and adequate night time residence; AND

## MACON GA PHA Public Housing and HCV Preference Excerpts

2. Has a primary night time residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

### **Memoranda of Understanding:**

All individuals or families who claim a homeless preference must present a letter from an agency that has a memorandum of understanding with MHA to certify that the particular individuals or families are homeless with respect to the above definition. Memoranda of understanding are currently on file with the following agencies:

1. Bibb County Department of Family & Children's Services
2. Macon-Bibb County Economic Opportunity Council, Inc.
3. Macon Rescue Mission, Elderly Division
4. Macon Rescue Mission, Women's Division
5. Macon Outreach

MHA reserves the right to add or remove agencies from this list at any time. MHA retains the sole right to determine whether an applicant meets the criteria for the homeless preference and may consider any other available information in making this determination.

### **E. DISPLACEMENT PREFERENCE:**

From time to time, there is a need for low-income families to obtain a Section 8 voucher because their current place of residence (either a unit rented or owned by a low-income individual or family), is being considered for purchase to be demolished by an agency of the United States or by any state or local governmental body or agency, including the Macon Housing Authority (MHA), for the purpose of developing a public improvement program. When this occurs, MHA may offer assistance through the Section 8 rental assistance program in accordance with this policy.

### **POLICY:**

1. At its sole discretion, MHA may enter into a memorandum of understanding, contract, or other type of agreement with Federal, state or local governments or agencies who are in the process of purchasing and disposing of homes or rental units for the purpose of developing public improvement programs.

When an agreement is reached between MHA and an appropriate agency, MHA will give preference to those families or individuals who are or will be affected by displacement action imposed by that Federal, state or local government or agency.

- a) "Displacement" means that a low-income individual or family will not have a suitable place of residence to reside in if action is taken to acquire and/or demolish their home or rental unit.

## MACON GA PHA Public Housing and HCV Preference Excerpts

- b) "Preference" means that an individual or a family, who is or will be affected by displacement action, will be given the opportunity to apply for a Section 8 voucher without having to be placed on the regular Section 8 waiting list and will receive a higher ranking than others on the waiting list, regardless of date of application. Among families equally qualified under this preference, those with the earliest date and time of application will normally be selected first, but MHA reserves the right to coordinate the actual issuance of vouchers to meet the scheduling needs of the cooperating agency, or for other business reasons.
2. If the individual or family is determined to be eligible, and has provided proper certification that displacement will occur, the individual or family will be issued a voucher to find Section 8 housing. The family or individual may also be issued a voucher to find Section 8 housing because of MHA initiated displacement.
- a) "Eligible" means that an individual or family meets all the requirements found at CFR 982.201, Subpart E, and any other requirements as specified in the MHA Administrative Plan and memorandum of understanding, contract or agreement between MHA and the entity engaging in action which will displace a low-income family. Also, to be eligible, a low-income individual or family must provide proper certification that they will be displaced. MHA retains the sole right to determine eligibility.
  - b) "Proper Certification" means that the low income individual or family must obtain a letter, with such supporting documentation as MHA may require, from the agency with which MHA has entered into a signed agreement. The letter must include a statement that the low-income individual or family will be displaced because of the actions undertaken by the agency. The letter must also include a recommendation that the individual or family receive the displacement preference. MHA retains the sole right to determine the adequacy of the certification.
  - c) "MHA Initiated Displacement" means that MHA may cause displacement of Section 8 eligible families as a result of its own housing or redevelopment programs. In such cases, MHA shall document the displacement and determine eligibility at the outset of the project on an individual basis in the same manner as with an outside agency.
3. If a low income individual or family is approved for Section 8 rental assistance, the individual or family will be required to adhere to all Federal regulations and MHA policy pertaining to Section 8 continued occupancy.
4. Nothing in this policy creates a property right for any individual or family to receive the displacement preference. Additionally, this policy does not create a right for any governmental body or agency to enter into a memorandum of understanding, agreement or contract with MHA to provide the displacement preference.
5. When a need has been identified, MHA will develop an agreement which will include specific time limits, eligibility requirements, and any other lawful requirements which must be met before MHA will allow a low-income individual or family who is being displaced to apply for Section 8 assistance and receive a displacement preference.

## **CHAPTER 4            ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST** [24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

### **A. INTRODUCTION**

It is NWGHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the local preferences which NWGHA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains NWGHA's system of applying them.

By maintaining an accurate waiting list, NWGHA will be able to perform the activities, which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

### **B. WAITING LIST [24 CFR 982.204]**

NWGHA uses a single waiting list for admission to its Housing Choice Voucher tenant-based assistance program. This list is maintained separately from Public Housing.

Except for Special Admissions, applicants will be selected from the NWGHA waiting list in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

NWGHA will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

- Applicant name
- Family unit size (number of bedrooms family qualifies for under NWGHA subsidy standards)
- Date and time of application
- Qualification for any local preference
- Racial or ethnic designation of the head of household
- Number of persons in family
- Singles preference status
- Targeted program qualifications

### **C. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]**

If HUD awards NWGHA program funding that is targeted for specifically named families, NWGHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. NWGHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990
- A family residing in a project covered by a project-based Housing Choice Voucher HAP contract at or near the end of the HAP contract term, and
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project

Applicants, who are admitted under Special Admissions, rather than from the waiting list, are not maintained on separate lists.

#### **D. WAITING LIST PREFERENCES [24 CFR 982.207]**

An applicant will not be granted any local preference if any member of the family has been evicted from housing assisted under a 1937 Housing Act program during the past five (5) years because of drug-related criminal activity.

NWGHA will grant an exception to such a family if the responsible member has successfully completed a rehabilitation program.

If an applicant makes a false statement in order to qualify for a local preference, NWGHA will deny admission to the program for the family.

#### **E. LOCAL PREFERENCES [24 CFR 982.207]**

Individuals who qualify for local preference will be organized based on date and time of receipt of a completed application.

NWGHA uses the following local preference system:

**Working preference.** Families with at least one adult who is employed at least twenty (20) hours per week or who are active participants in accredited educational and training programs designed to prepare the individual for the job market and paying more than 30% of adjusted income toward rent and utilities. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their inability to work.

**Victims of domestic violence.** NWGHA will offer a local preference to families that have been subjected to or victimized by a member of the family or household within the past year. NWGHA will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home. The following criteria are used to establish a family's eligibility for this preference:

## Northwest GA Housing Authority

- Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.
- The actual or threatened violence must have occurred within the past ninety (90) days or be of a continuing nature.
- An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.
- To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless NWGHA gives prior written approval.

NWGHA will approve the return of the abuser to the household under the following conditions:

- NWGHA verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.
- A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.
- If the abuser returns to the family without approval of NWGHA, NWGHA will deny or terminate assistance for breach of the certification.

At the family's request, NWGHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

**Target Population Preference** People with severe, chronic development disabilities who currently live in institutions or are at serious risk of institutionalization; people with serious, persistent mental illness who reside in state hospitals, are at serious risk of institutionalization, or are chronically homeless due to their disabilities, and persons qualifying for participation in Money Follows the Person program.

**\*Involuntary Displacement.** Involuntarily displaced applicants are applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by NWGHA

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
2. Federal, state or local government action related to code enforcement, public improvement or development.
3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy, and is other than a rent increase.

If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.



For purposes of this definitional element, reasons for an applicant having to vacate a housing unit include, but are not limited to:

- Conversion of an applicant's housing unit to non-rental or non-residential use;
  - Closure of an applicant's housing unit for rehabilitation or non-residential use;
  - Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;
  - Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or
  - Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.
4. To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family.
  5. NWGHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.
  6. By hate crimes if a member of the family has been the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.
  7. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status [including sexual orientation] and occurred within the last ninety (90) days or is of a continuing nature.
  8. Displacement by non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.  
Critical elements are:
    - Entry and egress of unit and building
    - A sleeping area,
    - A full bathroom,
    - A kitchen if the person with a disability must do his or her own food preparation/other.
  9. Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.

### **Homeless**

1. Individuals and families who lack a fixed, regular and adequate night-time residence and includes a subset of an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided.
2. Individuals and families who will imminently lose their primary nighttime residence.
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition. "Youth" is defined as less than 25 years of age.

4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking and other dangerous or life-threatening conditions that relate to violence against the individual or a family member. Third party documentation is required.

**Substandard Housing.** Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria provided that the family did not cause the condition:

- Is dilapidated, as cited by officials of local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of family.
- Does not have operable indoor plumbing.
- Does not have usable flush toilet in the unit for the exclusive use of the family.
- Does not have usable bathtub or shower in unit for exclusive family use.
- Does not have adequate, safe electrical service.
- Does not have an adequate, safe source of heat.
- Should, but does not, have a kitchen. (Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).
- Has been declared unfit for habitation by a government agency.
- Is overcrowded according to HQS

An applicant who is a "Homeless Family" is considered to be living in substandard housing. "Homeless Families":

- Lack a fixed, regular and adequate nighttime residence; AND
- Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

Homeless families may maintain their place on the waiting list while completing a transitional housing program.

Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.

**Rent Burden.** For purposes of this preference, "Family Income" is Gross Monthly Income as defined in the regulations.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities, which can be either:

- The average monthly payments the family actually made for these utilities in the most recent 12-month period, **OR**

- If information is not obtainable for the entire period, the average of at least the past three (3) months or available representative sampling.

If the applicant pays their share of rent to a cohabitant and is not named on the lease, NWGHA will require both verification from the Landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant.

If an applicant owns a mobile home, but rents the space upon which it is located, then "Rent" must include the monthly payment made to amortize the purchase price of the home.

**Treatment of Single Applicants.** Single applicants will be treated as any other eligible family on the waiting list.

NWGHA may not issue to non-preference applicants. The waiting list will be reopened when all applicants claiming a preference have received a voucher.

#### **F. INCOME TARGETING**

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year NWGHA will reserve a minimum of seventy-five percent (75%) of its Housing Choice Voucher Program new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." NWGHA will admit families who qualify under the Extremely Low Income limit to meet the income-targeting requirement, regardless of preference.

NWGHA's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

#### **G. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION**

[24 CFR 982.207]

At the time of application, an applicant's entitlement to a local preference may be made on the following basis.

An applicant's certification that they qualify for a preference will be accepted without verification at the initial application. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and given an opportunity for a meeting.

#### **H. EXCEPTIONS FOR SPECIAL ADMISSIONS [24 CFR 982.203, 982.54(d)(3)]**

If HUD awards NWGHA program funding that is targeted for specifically named families, NWGHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. NWGHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

#### **I. TARGETED FUNDING [24 CFR 982.203]**

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by codes in the automated system NWGHA has the following "Targeted" Programs:

- Mainstream for Persons with Disabilities
- Family Unification Program

#### **J. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR 982.207]**

**Change in Circumstances.** Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify NWGHA in writing when their circumstances change.

If the family's verified annual income, at final eligibility determination, does not fall under the Extremely Low Income limit and the family was selected for income targeting purposes before family/families with a higher preference, the family will be returned to the waiting list.

##### **Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]**

NWGHA will not merge its waiting lists. However, if the Housing Choice Voucher Program waiting list is open when the applicant is placed on the public housing program, or the project-based voucher, or the moderate rehabilitation program waiting list, the NWGHA must offer to place the family on its tenant-based assistance list.

If the waiting list for NWGHA's public housing program is open at the time an applicant applies for Housing Choice Voucher Program, NWGHA may offer to place the family on its waiting lists for the other programs.

##### **Other Housing Assistance [24 CFR 982.205(b)]**

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

NWGHA may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

- Refuse to list the applicant on the NWGHA waiting list for tenant-based assistance;
- Deny any admission preference for which the applicant is currently qualified;
- Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under NWGHA selection policy; or
- Remove the applicant from the waiting list.

**K. ORDER OF SELECTION [24 CFR 982.207(e)]**

NWGHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

**Local Preferences**

The PHA has selected the following system to apply local preferences equally.

**Among Applicants with Equal Preference Status**

Among applicants with equal preference status, the waiting list will be organized by date and time.

**L. FINAL VERIFICATION OF PREFERENCES [24 CFR 982.207]**

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, NWGHA will obtain necessary verifications of preference at the interview and by third party verification.

**M. PREFERENCE DENIAL [24 CFR 982.207]**

If NWGHA denies a preference, NWGHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

**N. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]**

The Waiting List will be purged not more than one time each year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant, which require a response, will state that failure to respond within ten (10) days will result in the applicant's name being dropped from the waiting list.

## Northwest GA Housing Authority

An extension of ten (10) days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If an applicant fails to respond to a mailing from NWGHA, the applicant will be sent written notification and given ten (10) days to contact NWGHA. If they fail to respond within ten (10) days, they will be removed from the waiting list.

If the applicant did not respond to NWGHA request for information or updates because of a family member's disability, NWGHA will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Director of Housing determines there were circumstances beyond the person's control.

NWGHA allows a grace period of ten (10) days after completion of the purge. Applicants who respond during this grace period will be reinstated.

End Chapter 4

**ADMINISTRATIVE PLAN**  
**FOR THE**  
**HOUSING CHOICE VOUCHER PROGRAM**

Product # 301-002

January 1, 2005

Revision Date	Revision Date
September 1, 2005	August 1, 2010
May 1, 2006	May 1, 2011
December 1, 2006	April 1, 2012
July 1, 2007	August 14, 2013
August 1, 2008	March 3, 2015
November 1, 2008	October 21, 2015
October 1, 2009	

Approved by the HA Board of Commissioners: March 11, 2015

Submitted to HUD:

### **PART III: SELECTION FOR HCV ASSISTANCE**

#### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

#### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

##### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

##### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

##### PHA Policy

The PHA administers the following types of targeted funding:

##### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.



#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### PHA Policy

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

##### Victims of Domestic Violence

Victims of domestic violence as defined by HUD VAWA notice.

##### Involuntary Displacement

Involuntarily Displaced applicants are applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by the PHA.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
2. Federal, state or local government action related to code enforcement, public improvement or development.
3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy, and is other than a rent increase.

If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.

For purposes of this definitional element, reasons for an applicant's having to vacate a housing unit include, but are not limited to:

Conversion of an applicant's housing unit to non-rental or non-residential use;

# Brunswick GA Housing Authority HCV Preference Documentation

Closure of an applicant's housing unit for rehabilitation or non-residential use;

Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;

Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or

Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.

4. To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends rehousing the family to avoid or reduce risk of violence against the family.

The family must be part of a Witness Protection Program, or the HUD Office or law enforcement agency must have informed the PHA that the family is part of a similar program.

The PHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

5. By hate crimes if a member of the family has been the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status including sexual orientation and occurred within the last 30 days or is of a continuing nature.

6. Displacement by non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are:

entry and egress of unit and building

a sleeping area,

a full bathroom,

a kitchen if the person with a disability must do their own food preparation/other.

7. Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.

Standard Replacement Housing

## Brunswick GA Housing Authority HCV Preference Documentation

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary according to local housing code, that is adequate for the family size according to local code, and that the family is occupying pursuant to a written or oral lease or occupancy agreement.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of Victims of Domestic Violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is considered temporary and is not considered standard replacement housing.

### **Substandard Housing**

Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria provided that the family did not cause the condition:

Is dilapidated, and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of family.

Does not have operable indoor plumbing.

Does not have usable flush toilet in the unit for the exclusive use of the family.

Does not have usable bathtub or shower in unit for exclusive family use.

Does not have adequate, safe electrical service.

Does not have an adequate, safe source of heat.

Should, but does not, have a kitchen. (Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).

Has been declared unfit for habitation by a government agency.

Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Is residing in temporary housing that is not adequate for the family size and does not offer separate sleeping areas for adults and children.

Applicants living in Public Housing or publicly assisted housing shall not be denied this preference if unit meets the criteria for the substandard preference.

## Brunswick GA Housing Authority HCV Preference Documentation

An applicant who is a "Homeless Family" is considered to be living in substandard housing. "Homeless Families":

Lack a fixed, regular and adequate nighttime residence; AND/OR

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

### **Rent Burden**

This preference applies to families paying more than 50% of their income for rent and utilities for at least 90 days prior to submitting an application.

For purposes of this preference, "Family Income" is Gross Monthly Income as defined in the regulations.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities which can be either:

The PHA's reasonable estimate of the cost of such utilities, using the Section 8 Utility Allowance Schedule; or

The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past 3 months.

An applicant family may choose which method to use to calculate utilities expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in family income. The applicant must show that they actually paid the utility bills.

To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent.

Members of a cooperative are "renters" for the purposes of qualifying for the preference. In this case, "rent" would mean the charges under the occupancy agreement.

### **Homelessness**

The PHA considers the family homeless if:

1. Lacks a fixed, regular and adequate nighttime residence and/or
2. Has a primary nighttime residence that is:
  - a. Supervised publically or privately operated shelter designed to provide temporary living accommodations

---

## *Georgia HMIS Steering Committee*

---

### **By-Laws**

#### **Section I: Name**

The name of the organization shall be Georgia Homeless Management Information System (GA HMIS) Steering Committee. This committee serves the following Continua of Care (CoC), known collectively as the “GA HMIS Collaborative”:

GA-500	Atlanta
GA-501	Georgia Balance of State
GA-502	Fulton County
GA-503	Athens-Clarke County
GA-504	Augusta-Richmond County
GA-506	Marietta-Cobb County
GA-507	Savannah-Chatham County
GA-508	DeKalb County

#### **Section II: Purpose**

Because the CoCs listed in Section I share a single Homeless Management Information System (HMIS), it is crucial for the HMIS to be managed collaboratively and transparently, and for uniform priorities and standards to be established across the whole HMIS implementation, for the good of all participating CoCs. The purpose of these by-laws is to establish the authority of the GA HMIS Steering Committee, and to outline the governance roles, responsibilities, relationship, and authorities of Georgia’s aforementioned participating CoCs and the HMIS Lead Agency. The Georgia Housing and Finance Authority (Authority), the grantee has designated the Georgia Department of Community Affairs (DCA) to serve as the HMIS Lead for the Georgia HMIS Collaborative.

The purpose of the GA HMIS Steering Committee (Committee) is to collaboratively manage the implementation and administration of the shared HMIS in accordance with the requirements established by the U.S. Department of Housing and Urban Development (HUD), its Federal partners, and the shared priorities of the GA HMIS Collaborative. Additionally, the Steering Committee strives to identify ways to help provider agencies record, report, and improve their services through the shared HMIS by serving as a conduit between CoCs and the HMIS Lead.

### **Section III: Responsibilities**

#### **Responsibilities of the Continua of Care**

Each CoC listed in Section I has agreed to participate in the statewide HMIS implementation through Memoranda of Agreement (MOA) with DCA on behalf of the GHFA, and has agreed to collaboratively govern HMIS through these by-laws. At a minimum, each CoC agrees to carry out the following responsibilities:

- Adopt and/or re-affirm adoption of these by-laws and participate in an annual review and request updates to these by-laws;
- Appoint two voting members, in writing, as specified in Section IV, to serve on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Continuum in GA HMIS decision-making;
- Accept the HMIS software chosen by the GA HMIS Collaborative as the designated software for its Continuum;
- Designate the HMIS Lead chosen by the GA HMIS Collaborative to manage the Continuum's HMIS and apply for/receive HUD HMIS funding on behalf of their CoC;
- Require that all agencies and users in their respective CoC jurisdiction comply with the GA HMIS policies and procedures of the GA HMIS Collaborative;
- Ensure that service providers in their respective CoC jurisdiction adequately meet the minimum HMIS participation requirements as established by the GA HMIS Steering Committee;
- Designate at least one user in the CoC to be a CoC Administrator, who would be authorized to have administrative-level access to the data for the specific CoC for purposes of providing oversight and user support, as well as to monitor agency compliance with Federal Data Standards;
- Direct all requests and concerns to the HMIS Lead, including, but not limited to, software vendor management, HMIS enhancements, system errors, and project status to allow the HMIS Lead to more efficiently manage communications and centralize feedback and input across all participating CoCs;
- Require that participating agency users meet the minimum training requirements established by the GA HMIS Steering Committee;
- Ensure the commitment of funding for the implementation of the GA HMIS project;
- Ensure HMIS privacy and security protocols are integrated into agency policies and practices;
- Conduct ongoing data analysis and evaluation to help drive planning and funding decisions; and
- Prepare, review, and submit all HUD required Continuum-level reports (i.e., Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report, and System Performance Measures) with support from the HMIS Lead.

CoCs may individually identify additional priorities, policies, procedures, and requirements for their respective CoC, so long as no conflict is created with the priorities, policies, procedures, and requirements created by the GA HMIS Steering Committee under authority of these by-laws, and provided they assume the burden of enforcing any additional requirements.

## **Responsibilities of the HMIS Lead**

The HMIS Lead agrees, at a minimum, to carry out the following responsibilities to the best of its ability:

### **Project Management**

- Oversee the day-to-day operations and management of the GA HMIS;
- Enter into an Memorandum of Agreement with each CoC for the provision of HMIS services;
- Obtain and maintain GA HMIS Participation Agreements with all participating agencies and users;
- Administer HUD HMIS awards for all Continua participating in the GA HMIS Collaborative, in accordance with the MOAs between GHFA and these jurisdictions and in concert with these by-laws;
- Provide staff support for GA HMIS Steering Committee meetings;
- Develop and maintain a process for the Committee to submit, track, review, and approve requests for system enhancements and development projects; and
- Develop and maintain a tracking and communication process that will allow the Committee to stay informed about vendor activities related to compliance, enhancements, bug fixes, and new development projects.

### **System Functionality**

- Enter into a formal contractual relationship with the GA HMIS vendor that outlines the requirements and responsibilities of the vendor, including those required by HUD and its Federal partners through its data and technical standards, rules, notices, etc.;
- Ensure the vendor's software system maintains timely compliance with all current and future data and technical standards, statute, regulation, and notices;
- Ensure that the vendor's software system maintains timely compliance with any other required standards set by other federal partner and state programs that require HMIS use;
- Provide any assistance to the GA HMIS Collaborative that the GA HMIS Steering Committee deems necessary to ensure that the comparable database used statewide by Victim Service Providers meets the minimum standards set forth by HMIS regulations and notices;
- Ensure the software system, within reasonable development timeframes, provides CoCs with the ability to produce all HUD required reports, including related reports needed to assess data quality, timeliness, and completeness; and,
- Provide CoC Administrators, the CoC-identified user who is authorized to have administrative-level access to the data in a specific CoC for purposes of providing oversight and user support with tools necessary to monitor agency compliance with Federal Data Standards, including reports and access to raw agency data; and
- Ensure that the software continues to meet the needs of the GA HMIS Collaborative.

## **Policies and Procedures**

- Develop and maintain GA HMIS Policies and Procedures in accordance with HUD requirements and notices and CoC needs for approval by the GA HMIS Steering Committee;
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements for approval by the GA HMIS Steering Committee;
- As specified by MOA with each CoC, assist CoCs in monitoring participating agency compliance with security, privacy, and confidentiality policies; and
- Develop minimum general participation and timeliness standards for agencies for approval by the GA HMIS Steering Committee.

## **Training and Technical Assistance**

- Develop minimum training requirements for participating agency users for approval by the GA HMIS Steering Committee;
- Ensure required basic training is available to participating agency staff and accessible on a regular basis;
- Identify and provide additional training that may be needed to ensure good data quality for HUD and the federal partners;
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis; and
- Ensure CoCs have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.

## **Responsibilities of the GA HMIS Steering Committee**

Except where stated otherwise in these by-laws, the GA HMIS Steering Committee has authority on all matters regarding HMIS and is responsible for providing oversight of the HMIS implementation, and for providing counsel, guidance, and assistance to the staff members, governing bodies, and contributing providers within each of the eight (8) participating CoCs. The Steering Committee agrees, at a minimum, to carry out the following responsibilities to the best of its ability:

- Participate in decision making and approve system-wide priorities, policies, protocols, procedures, and other requirements needed to implement the GA HMIS, including but not limited to Standard Operating Procedures, privacy policies, security policies, data quality standards, timeliness standards, and provide input and direction to the HMIS Lead;
- Collaborate on goals and objectives that support shared HMIS activities;
- Disseminate information to the respective CoCs about GA HMIS, the Steering Committee, and HMIS Lead activities, policies, procedures, and training;
- Provide counsel, guidance, and assistance to HMIS staff within their respective CoC;
- Identify, develop, and implement strategies for improving HMIS coverage and data quality throughout the geographic region of the participating Georgia CoCs;
- Provide support to individual CoCs in their efforts to identify and eliminate potential barriers to the use and improvement of the GA HMIS;



- Ensure that the comparable database used statewide by Victim Service Providers meets the minimum standards set forth by HMIS regulations and notices;
- Ensure the collaborative availability of funding for the implementation of the GA HMIS project.

## **Section IV: Membership and Officers**

### **Committee Composition**

The GA HMIS Steering Committee is a partnership of representatives from each of the participating Continua of Care listed in Section I, and the HMIS Lead, and contains one class of member. Each member shall have equal voting rights except as may be provided elsewhere in these by-laws. The Committee is composed of the following:

1. Two representatives from each Continuum of Care (one from the Collaborative Applicant, and one with a solid technical understanding of HMIS, such as an HMIS power user). Each CoC shall designate their two representatives by whatever means established within that CoC and provide those names to the HMIS Committee Chairs in writing within the timeframes stated elsewhere in these by-laws.
2. One representative from the HMIS Lead Agency, appointed by the chief official of the HMIS Lead.

Appendix A lists the appointments by each CoC and by the HMIS Lead. Necessary changes to Appendix A do not constitute a change to these by-laws and do not require Committee approval.

### **Terms of Office**

With the exception of unanticipated vacancies, each Steering Committee member shall serve two year terms with no limit to the number of consecutive terms, with all the terms beginning in July. Each CoC can change their appointees to ensure their membership is reflective of the CoC needs as stated in the section below.

### **Appointment of Committee Members**

Each CoC and the HMIS Lead is responsible for the appointment of a designee prior to the end of the term limit for an existing designee by providing the appointee's name to the HMIS Steering Committee Chairs in writing.

If the CoC or HMIS Lead does not submit the appointment or reappointment to fill a particular Steering Committee slot in writing by the first working day of July, the CoC or HMIS Lead will forfeit that vote until proper reappointment is made. Additionally, any CoC or the HMIS Lead with vacancies due to neglecting to appoint or reappoint members will not be needed to achieve a quorum.

Unanticipated vacancies will be filled as outlined in Section IX.

### **Officers**

The GA HMIS Steering Committee shall have two co-chairs, one elected chair and one chair being filled by the HMIS Lead. Any member of the GA HMIS Steering Committee is eligible to serve as a chair. The elected chair position shall be filled by a simple majority vote during the first occurring meeting after the first working day of July. The newly elected chair shall assume

office at the close of that meeting and shall serve a term of one year. Elected chairs have no term limits, but may only serve a maximum of two full terms consecutively. If an officer is elected due to a need to fill a vacancy, that officer will serve for the remainder of the vacating officer's term. This partial term will not count toward the consecutive term limitation. The current designated HMIS Lead shall fill the non-elected co-chair position without any term limitations until such time that a new HMIS Lead is designated by the GA HMIS collaborative.

The elected chairperson's duties will be to:

1. Serve as primary point of contact for the Steering Committee;
2. Co-facilitate and preside over GA HMIS Steering Committee meetings with the HMIS Lead;
3. Facilitate the development of meeting agendas with the HMIS Lead; and
4. Ensure communication of Steering Committee matters to all members.

The HMIS Lead's duties as a co-chair will be to:

1. Record and distribute meeting minutes;
2. Co-facilitate and preside over GA HMIS Steering Committee meetings with the elected chairperson;
3. Maintain the committee and subcommittee appointment lists;
4. Co-develop and disseminate the meeting agendas; and
5. Distribute meeting notices

The Chairpersons shall be ex-officio members of all committees created by this Steering Committee.

## **Section V: Subcommittees**

Any member of the HMIS Steering Committee is eligible to serve on any subcommittees and are approved by a simple majority vote of the GA HMIS Steering Committee Members.

### **Standing Committees**

#### **Governance and Policy Subcommittee**

The Governance and Policy Subcommittee is responsible for keeping these by-laws and any related appendices up to date. In addition, it will assist the HMIS Lead in policy and procedures development and maintenance by providing feedback during initial drafts. At a minimum, this means conducting an annual review of the by-laws, appendices, and all related policies and procedures and recommending changes to the Steering Committee for approval.

The Governance and Policy Subcommittee is also responsible for working with the HMIS Lead and other relevant organizations to develop and approve a template for MOAs for approval by the respective CoCs. The purpose of this is to ensure that each CoC has the same minimum requirements in their MOA and that CoCs do not add requirements that conflict with the goals of the GA HMIS Collaborative as a whole.

### **Ad hoc subcommittees**

The GA HMIS Steering Committee may create ad hoc subcommittees as it deems necessary to carry out the work of the Georgia HMIS Implementation. Ad hoc committee participation is not restricted to GA HMIS Steering Committee members and may include any individual from the at-large GA HMIS collaborative. However, at a minimum, each ad hoc committee must have a chair, and that chair must be an existing GA HMIS Steering Committee member. If non-GA HMIS Steering Committee members will be included in an ad hoc subcommittee, the GA HMIS Steering Committee will develop a process for nominating a slate of candidates from all participating CoCs and a process for approving subcommittee members. The creation of any ad hoc meetings will be documented in the minutes of the meeting in which the subcommittee was created.

## **Section VI: Meetings and Attendance**

### **General Meetings**

At a minimum, the GA HMIS Steering Committee will conduct six meetings per year, with increased frequency when needed. A minimum of two weeks advance notice of meeting dates, times, and locations will be provided to all GA HMIS Steering Committee members, as well as posted on the [GA HMIS Steering Committee Meetings](#) website. The meetings for the following calendar year will be scheduled during the last meeting of each calendar year so that members may plan accordingly.

Any action required or permitted to be taken by the GA HMIS Steering Committee may be taken without a meeting, if all members of the Steering Committee unanimously consent to taking action without a meeting. If consent is not collected at a meeting (i.e. consent is collected through electronic means instead), written consents must be filed with the minutes of the proceedings of the Steering Committee. Action by written consent has the same force and effect as the in-person vote of the Steering Committee members. Written consent includes electronic written communication such as email.

Members must maintain adequate participation to ensure continuity in the process. Remote access to the meetings will be provided as needed, and remote participation will serve as attendance. "Adequate participation" is defined as either a) a minimum member attendance of 4 meetings per year, if only six meetings are held, or b) if more than six meetings are held in a particular year, a minimum of 75% of the meetings held.

Should a member experience a last -minute issue that prevents attendance, the member shall notify the Co-Chairs via telephone or email.

## **Section VII: Voting**

Each individual Steering Committee member shall have one vote. Committee actions shall require a majority vote from a quorum of the Steering Committee. A quorum shall be defined as a simple majority of the Committee members, subject to the provision that at least one member from each of the Continua be present. With the exception of vacancies due to lack of

appointment (as addressed in Section IV), if both appointees for a particular CoC are absent, a quorum is defined as the presence of two-thirds of the remaining members. Voting by simple majority will prevail except as may be provided elsewhere in these by-laws. The HMIS Lead shall retain the right to settle any matters not met with a consensus of a simple majority (i.e. 8-8 or 16-16 split in voting on an issue, HMIS Lead would hold the tie-breaker).

### **Proxy Voting**

At times, situations (such as geographic constraints) may occur that make it difficult or impossible for a Steering Committee member to vote at some meetings. Therefore, a Committee member may decide to grant a proxy to a third party in order to ensure that his or her vote is cast.

The Committee member who wishes a third party to vote for him or her will issue the third party a written proxy statement. A copy of the written proxy statement shall be forwarded to the one of the co-chairs at least 24 hours in advance of the meeting date on which the proxy shall be placed in effect.

The proxy statement will provide the following information:

1. The name of the Committee member issuing the proxy;
2. The party who will vote (this must be another Committee member, unless both are missing, in which case a non-committee member can be designated); and
3. Whether the proxy is limited to the vote on a particular question or if the proxy is valid for all votes at a specific meeting.

A proxy statement shall only be valid for a specific meeting and the proxy statement will expire upon adjournment of that meeting. While a proxy allows a vote to be cast in a member's absence, from an attendance perspective, the member is considered absent when a proxy is used.

### **Section VIII: Resignation, Replacement, and Removal of members and officers**

A Committee member or Chairperson may resign from the Steering Committee by:

1. Submitting a written notice to the Chairperson, or
2. A CoC may choose to replace their respective Steering Committee members at any time by submitting a written notice to the Chairperson.

A Committee member or officer may only be removed if a meeting is called specifically for this reason and only if the member:

1. Is in violation of the attendance policy as outlined in Section VI;
2. Commits a violation of the Conflict of Interest Code as outlined in Section X;
3. Commits a violation of the Code of Conduct as outlined in Section XI; or
4. For just cause, as defined below.

If a member wishes to call a meeting for the purpose of removal of another member, they must first notify the Chairpersons, at which point, notice must be sent by one of the Chairpersons to

both the Collaborative Applicant and Board of the potentially affected CoC, and all GA HMIS Steering Committee members, stating that the proposed removal is the purpose of the meeting, and include the reasons for the proposed removal. The person recommended for removal and any additional representation desired by the affected CoC shall have the opportunity to speak on his or her behalf prior to a vote of the Steering Committee. The Steering Committee may deliberate without the person recommended for removal present, prior to a vote. A member or officer may only be removed from the Steering Committee by a 2/3 majority vote of the remaining Steering Committee members.

Just cause is defined as (but is not limited to):

1. Charged with a crime that would subject the member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
2. Unprofessional behavior or acts of moral turpitude.
3. As defined by a 2/3 majority of the Steering Committee.

### **Section IX: Unanticipated Vacancies**

Aside from vacancies due to lack of appointment, as described in Section IV of this document, unanticipated vacancies in a CoC position on the Steering Committee shall be filled, in writing, by the respective CoC within sixty (60) days. During this allotted time frame, the remaining appointee for that CoC will have two votes.

Should a CoC fail to fill a vacant position within the required period, then the vacancy shall remain open until action by the CoC, which will cause the CoC to lose the vote of the vacant position until such time that the position is filled.

Steering Committee members who are appointed due to an unanticipated vacancy will complete the remaining term of the committee member he or she was replacing.

Aside from a vacancy due to lack of appointment, as described in Section IV of this document, an unanticipated vacancy of the HMIS Lead representative shall be filled within thirty (30) days through appointment, in writing, by the chief official of the HMIS Lead. During this allotted time frame, the HMIS Lead forfeits its single vote.

### **Section X: Conflict of Interest**

A Conflict of Interest Code shall govern the performance, behavior, and actions of the GA HMIS Steering Committee and its members.

1. No Committee Member shall participate in the selection, award, or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to the reasonable person.
2. Conflicts of interest may arise when any Committee Member has a financial, family, or any other beneficial interest in the vendor firm selected or considered for an award.

3. No Committee Member shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. Committee Members shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of one hundred dollars (\$100) from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
5. As permitted by law, rule, policy or regulation, the Steering Committee shall pursue appropriate legal, administrative or disciplinary action against a committee member, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined, or pled no contest to a procurement violation, said person shall be removed from any further responsibility or activities on behalf of the Steering Committee.

#### **Section XI: Code of Conduct**

GA HMIS Steering Committee members are expected to conduct themselves with courtesy and respect, and the utmost civility and decorum.

At all times, the best interest of the GA HMIS Collaborative should influence the decisions made by the GA HMIS Steering Committee members. Personal relationships must not result in special considerations, including bias, nepotism, or favoritism that influences the performance of their official duties in a manner contrary to the interest of the GA HMIS Collaborative.

GA HMIS Steering Committee members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

#### **Section XII: CoC Withdrawal from the GA HMIS Collaborative**

CoCs may withdraw from the GA HMIS Collaborative at any time by submitting written notice to the GA HMIS Steering Committee chairpersons; however, any CoC that does so will forfeit their access to both the HMIS Lead and the HMIS Implementation identified by the GA HMIS Collaborative. If a CoC fails to adopt these by-laws or amendments to these by-laws, such failure shall constitute a decision to withdraw from the GA HMIS Collaborative.

## **Section XIII: Exceptions to GA HMIS Steering Committee Authority**

### **HMIS Lead changes**

In the event that the HMIS Lead for the GA HMIS Collaborative must be changed, and this change is not initiated by the HMIS Lead, the GA HMIS Steering Committee must seek a 2/3 majority approval of the CoCs in the GA HMIS Collaborative to initiate the process. Additionally, the documented process by which the new HMIS Lead is selected, regardless of the reason a change was initiated, must also be approved by a 2/3 majority vote of the CoCs in the GA HMIS Collaborative.

### **HMIS Software changes**

In the event that the HMIS Software must be changed, the GA HMIS Steering Committee must seek a 2/3 majority approval of the CoCs in the GA HMIS Collaborative to initiate the process. Additionally, the documented process by which the new HMIS Software is selected must also be approved by a 2/3 majority vote of the CoCs in the GA HMIS Collaborative.

## **Section XIV: By-Laws**

### **Adoption**

These by-laws shall be in effect upon approval by a 2/3 majority vote of the CoCs listed in Section I. Each CoC is responsible for determining the process by which they vote. Approval shall be by signatures which are documented and stored by the Chairpersons.

### **Annual Review**

These by-laws shall be reviewed by the Governance and Policy Subcommittee not less than annually. Any proposed changes will be provided to the full GA HMIS Steering Committee membership for comments at least 21 calendar days in advance of the next regularly scheduled meeting, at which point the process outlined in Section XV will be followed if amendments are needed.

## **Section XV: Amendments**

Recommendations to change or amend these by-laws may be made by any GA HMIS Steering Committee Member and shall be submitted at a regular meeting of the GA HMIS Steering Committee. Proposals shall stand for action and be open for discussion among members. If the proposal is accepted by a majority vote of the GA HMIS Steering Committee, the change(s) will be proposed to the Board of each CoC. Final changes must be voted on by each CoC, with each CoC voting by its established method. Each CoC will have 30 calendar days to submit their written vote to the HMIS Lead for record and tabulation.

If approved by a 2/3 majority of CoCs, the proposed change(s) will be accepted and the HMIS Lead shall update the document to reflect the changes and will distribute updated copies to all members before the next regular GA HMIS Steering Committee meeting.

## Acknowledgement and Acceptance of GA HMIS Bylaws

The GA Balance of State Continuum of Care, a member of the Georgia HMIS Collaborative,  
(CoC Name)

- Accepts and adopts these Bylaws for the GA HMIS Steering Committee.
- Appoints the following two people to be the CoC representatives on the GA HMIS Steering Committee

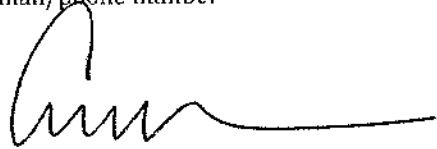
### CoC Representative

<u>Keya Hillman, Director of Grants Mgt</u>	<u>Action Ministries, Inc.</u>
Name/Title	Agency/Company
<u>HMIS User &amp; Committee Rep.</u>	<u>KHillman@actionministries.net / 404-956-4371</u>
Relationship to CoC	Contact email/phone number

### CoC Representative

<u>Christy Hahn, Planning Manager</u>	<u>GA Department of Community Affairs</u>
Name/Title	Agency/Company
<u>Collaborative Applicant Rep.</u>	<u>christy.hahn@dca.ga.gov / 404-679-0571</u>
Relationship to CoC	Contact email/phone number

Carmen Chubb  
Printed Name

  
Signature

CoC Board Chair  
Authorizing Role for the CoC

11/6/15  
Date

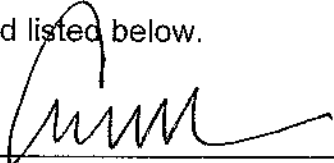


## Adoption of the GA HMIS Bylaws

In accordance with Section XIV, Bylaws Adoption, these bylaws are approved and effective, as of the date listed below.

This adoption of Bylaws is attested by the GA HMIS Lead listed below.

Carmen Chubb  
Printed Name

  
Signature

GHFA/DCA  
Authorizing Representative

11/17/15  
Date

## Acknowledgement and Acceptance of GA HMIS Bylaws

The GA Balance of State Continuum of Care, a member of the Georgia HMIS Collaborative,  
[CoC Name]

- Accepts and adopts these Bylaws for the GA HMIS Steering Committee.
- Appoints the following two people to be the CoC representatives on the GA HMIS Steering Committee

### CoC Representative

<u>Keya Hillman, Director, Grants Mgt.</u>	<u>Action Ministries, Inc.</u>
Name/Title	Agency/Company
<u>HMIS User &amp; Committee Rep.</u>	<u>KHillman@actionministries.net / 404-956-4371</u>
Relationship to CoC	Contact email/phone number

CoC Representative -to temporarily replace Christy Hahn during her leave of absence

<u>Katie Arce, Data Coordinator</u>	<u>GA Department of Community Affairs</u>
Name/Title	Agency/Company
<u>Collaborative Applicant Rep.</u>	<u>katherine.arce@dca.ga.gov / 404-679-0571</u>
Relationship to CoC	Contact email/phone number

<u>Carmen Chubb</u>	
Printed Name	Signature
<u>CoC Board Chair</u>	<u>5/25/16</u>
Authorizing Role for the CoC	Date

# **Georgia Balance of State Continuum of Care Permanent Supportive Housing Written Standards & Chronic Prioritization**

## **PERMANENT SUPPORTIVE HOUSING PROGRAMS (PSH)**

Permanent Supportive Housing (PSH) programs provide community-based housing and supportive services, without a predetermined length of stay, to assist homeless persons with a disability to live independently.

### **STANDARD:**

The project will provide safe, affordable housing that meets participants' needs in accordance with HUD guidelines for permanent supportive housing programs.

### **CRITERIA:**

1. In providing or arranging for housing, the program considers the needs of the individual or family experiencing homelessness.
2. The program provides assistance in accessing suitable housing.
3. The program may provide assistance with moving costs.
4. The program signs occupancy agreements or leases (or subleases) with all program participants residing in housing.
5. The program enters into an occupancy agreement or lease agreement (or sublease) with program participant for a term of at least once year, which is terminable for cause. The lease must be automatically renewable upon expiration for a minimum term of one month. Assistance may be extended as stated in 24 CFR 578.79.
6. For programs where regulations require individuals and families residing in permanent supportive housing to pay occupancy charges or rent, occupancy charges and rent may not exceed those specified in 24 CFR 578.77.

### **ELIGIBILITY CRITERIA:**

In order to be served in a CoC-funded PSH program (individuals or family households) all adult program participants must meet the following program eligibility requirements:

- Be homeless; and
- Be 18 years old or older; and
- Be a member of a zero to low-income household.

Priority is given to chronically homeless individuals and families as defined by HUD.

Recipients that are providing permanent supportive housing for hard-to-house populations of homeless persons must exercise judgment and examine all circumstances in determining whether termination is appropriate.

Under the Continuum of Care Interim Rule, it was determined that a participant's assistance should be terminated only in the most severe cases.

The Georgia Balance of State CoC adopts HUD's Notice CPD-14-012, *Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing*, issued on July 28, 2014, in that those experiencing chronic homelessness should be given priority for non-dedicated PSH beds as vacancies become available through turnover. PSH renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance abuse issues) must continue to serve those groups, as required in the current grant agreement. However, the chronically homeless within the specified

subpopulation should be prioritized for entry as described below. The full notice, which includes related recordkeeping requirements can be found at: <https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf>. As noted in the Georgia Balance of State CoC Competition policy for 2015, at least 85 percent of the CoC program-funded permanent supportive housing beds that become available through turnover must be prioritized for chronically homeless individuals and families.

The overarching goal of adopting this Notice is to ensure that the homeless individuals and families with the most severe service needs within a community are prioritized in PSH, which will also increase progress towards the Georgia Balance of State CoC's goal of ending chronic homelessness. This will also guide programs in ensuring that all CoC Program-funded PSH beds are used most effectively.

Recipients of CoC Program-funded PSH are required to follow the order of priority when selecting participants for housing in accordance with the Georgia Balance of State CoC's written standards while also considering the goals and any identified target populations served by the project, in a manner consistent with their current grant agreement.

Due diligence must be exercised when conducting outreach and assessment to ensure that persons are served in the order of priority as adopted by the Georgia Balance of State CoC. HUD and the Georgia Balance of State CoC recognize that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing. Recipients are not required to keep units vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach and housing providers should continue to make attempts to engage those persons using a Housing First approach to place as few conditions on a person's housing as possible.

### **PRIORITIZATION of CHRONICALLY HOMELESS**

#### **A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

##### **First Priority:**

***Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.***

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

1. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
2. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I.D.3. of this Notice for definition of severe service needs).

##### **Second Priority:**

***Chronically Homeless Individuals and Families with the Longest History of Homelessness.***

A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

1. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
2. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

**Third Priority:**

***Chronically Homeless Individuals and Families with the Most Severe Service Needs.***

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

1. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than 12 months; and
2. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

**Fourth Priority:**

***All Other Chronically Homeless Individuals and Families.***

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

1. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is **less than** 12 months; and
2. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

Where a CoC or a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families as defined in 24 CFR 578.3 within the CoC, the order of priority in the section below (*B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness*) may be followed.

**B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness**

**First Priority:**

***Homeless Individuals and Families with a Disability with the Most Severe Service Needs.***

An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons

exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution **and** has been identified as having the most severe service needs.

**Second Priority:**

***Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness.***

An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.

**Third Priority:**

***Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.***

An individual or family that is eligible for CoC Program-funded PSH who has been living in a place not meant for human habitation, a safe haven, or an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.

**Fourth Priority:**

***Homeless Individuals and Families with a Disability Coming from Transitional Housing.***

An individual or family that is eligible for CoC Program-funded PSH who is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing—all are eligible for PSH even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.

**PROCEDURE:**

Permanent Supportive Housing Programs will be required to utilize the Coordinated Assessment Process as implemented.

**Key Terms:**

***Homeless*** means (To be eligible for permanent supportive housing, people must meet the federal criteria under category [1] or [4] of the “homeless” definition in 24 578.3):

- An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

- An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

**Disabling Condition (Disability)** means:

- A person shall be considered to have a disabling condition if he or she has a condition that:
  - Is expected to be long-continuing or of indefinite duration;
  - Substantially impedes the individual's ability to live independently;
  - Could be improved by the provision of more suitable housing conditions; and
  - Can be diagnosed as one or more of the following conditions: substance abuse 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).
- A person will also be considered to have a disability if he or she has acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**Chronically Homeless** means:

- a) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
  - i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;
- b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering that facility; or
- c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition described above, including a family whose composition has fluctuated while the head of household has been homeless.

**Housing First** means:

Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals. PSH projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable. Any recipient that indicated that they would follow a Housing First approach in a CoC Project Application must continue to do so in subsequent years, as the CoC score for that CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient's HUD grant agreement.

**Severity of Service Needs** means (these PSH written standards refer to persons who have been identified as having the most severe service needs):

1. For the purpose of these standards, this means an individual for whom at least one of the following is true:
  - a. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
  - b. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs a. and b. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

2. In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs a. and b. above. However, such determination must not be based on a specific diagnosis or disability type.



# Performance Measurement Module (Sys PM)

## Summary Report for GA-501 - Georgia Balance of State CoC

### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1:** Change in the average and median length of time persons are homeless in ES and SH projects.

**Metric 1.2:** Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		4072		83			20	
1.2 Persons in ES, SH, and TH		5229		165			30	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

## Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	123	2	2%	1	1%	0	0%	3	2%
Exit was from ES	1743	407	23%	289	17%	259	15%	955	55%
Exit was from TH	478	10	2%	7	1%	8	2%	25	5%
Exit was from SH	0	0		0		0		0	
Exit was from PH	1608	55	3%	22	1%	16	1%	93	6%
TOTAL Returns to Homelessness	3952	474	12%	319	8%	283	7%	1076	27%

## Performance Measurement Module (Sys PM)

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	7577	5797	-1780
Emergency Shelter Total	1298	1248	-50
Safe Haven Total	0	0	0
Transitional Housing Total	962	1031	69
Total Sheltered Count	2260	2279	19
Unsheltered Count	5317	3518	-1799

#### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		5781	
Emergency Shelter Total		4587	
Safe Haven Total		0	
Transitional Housing Total		1398	

### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

#### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		863	
Number of adults with increased earned income		10	
Percentage of adults who increased earned income		1%	

## Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		863	
Number of adults with increased non-employment cash income		19	
Percentage of adults who increased non-employment cash income		2%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		863	
Number of adults with increased total income		27	
Percentage of adults who increased total income		3%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		612	
Number of adults who exited with increased earned income		156	
Percentage of adults who increased earned income		25%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		612	
Number of adults who exited with increased non-employment cash income		82	
Percentage of adults who increased non-employment cash income		13%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		612	
Number of adults who exited with increased total income		234	
Percentage of adults who increased total income		38%	

## Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		4957	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		839	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		4118	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		5965	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		1116	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		4849	

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

## Performance Measurement Module (Sys PM)

### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

#### Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		114	
Of persons above, those who exited to temporary & some institutional destinations		54	
Of the persons above, those who exited to permanent housing destinations		36	
% Successful exits		79%	

#### Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		4969	
Of the persons above, those who exited to permanent housing destinations		2086	
% Successful exits		42%	

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		2108	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		1954	
% Successful exits/retention		93%	

SATURDAY, SEPTEMBER 10, 2016

**HUD.GOV**  
U.S. Department of Housing and Urban Development  
Secretary Julián Castro



Connect with HUD  
  
[Información en Español](#)

Welcome, [Tina Moore](#) | [Log Out](#)

Now viewing data for: GA-501 - Georgia Balance of State CoC

[Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [Sys PM](#) [Messages](#) [Reports](#) [HDX Admin](#)




Performance Measurement Module (Sys PM)

[Reports](#) [Measure 1](#) [Measure 2](#) [Measure 3](#) [Measure 4](#) [Measure 5](#) [Measure 6](#) [Measure 7](#)

[Reporting Status](#) [Import](#)

## Reporting Status for GA-501 - Georgia Balance of State CoC

Reporting Period: 2016 (10/1/2014 - 9/30/2015)

Current Status	Complete
Reports	<ul style="list-style-type: none"><li><a href="#">Sys PM Report</a>  </li></ul>
Last Updated On	8/11/2016
Last Updated By	Tina Moore
Submitted On	8/11/2016 
Submitted By	Tina Moore
Validation Warnings +	0 Validation Warnings
Messages +	1 Message

Developed under contract with the U.S. Department of Housing and Urban Development  
[Technical Support](#)

Download [Adobe Acrobat Reader](#) to view PDF files located on this site.

[RECOVERY.GOV](#) | [Busque Información en Español](#) | [Accessibility](#) | [Contact Info](#) | [Privacy Policy](#) | [FOIA](#) | [Web Policies and Important Links](#)



U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455  
[Find the address of the HUD office near you](#)