

**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/CoCApplicantsandGranteesOnly.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/CoCApplicantsandGranteesOnline.asp>. Applicants are strongly advised to review the criteria before submitting an application.

The average proposal size for a new RRH project will depend on the area and coverage of the proposed program 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.

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Attached is one (1) document:

- 1) 2016 Balance of State CoC Proposal Outline