DeKalb County
GEORGIA

CONTINUUM OF CARE FOR HOMELESS PROGRAMS

2021 DeKalb CoC Program Competition

Revised
Application Guidelines for New and Renewal CoC Projects

Description: The CoC Program (24 CFR Part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States and local governments to quickly re-house homeless individuals, family, youth and persons fleeing domestic violence, dating violence, sexual assault, and stalking, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by the homeless; and to optimize self-sufficiency among those experiencing homelessness.

Authority: The CoC Program is authorized by subtitle C of the title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381-11389) (the Act).

Summary: DeKalb Continuum of Care (CoC) Program Competition and 2021 Applications for New and Renewal Projects

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness. The 2021 CoC NOFA was released on August 18, 2021, opening the competition making available approximately $2.7 billion nationally to serve people experiencing homelessness. **Information and additional details about the HUD CoC Notice of Funding Opportunity (NOFO) is available at:**

https://www.hudexchange.info/programs/e-snaps/fy-2021-coc-program-nofa-coc-program-competition/

Before the application is submitted to HUD the DeKalb County CoC is required to hold a local competition to determine which projects will be included in the consolidated application, along with their relative priority. **All applicants interested in applying for CoC Funding must participate in the local competition described herein.**

DEKALB COC NOFO TIMELINE

DeKalb CoC Application Posting Date: September 9, 2021

CoC Project Application Due Dates: **Renewal Project Applications -** **September 23, 2021 3:00 p.m.**

                                                New Project Applications –   **September 30, 2021 3:00 p.m.**

Application Deadline Extension

CoC Project Application Due Dates: **Renewal Project Applications:**   September 30, 2021 3:00 p.m.

                                                New Project Applications: October 7, 2021 3:00 p.m

Application Submission Requirements:

Applications will be submitted online. One (1) original copy of the application must be received in full no later than 3:00 p.m. eastern time, on the due date referenced above. Applications must be emailed with all attachments to mcolbert@dekalbcountyga.gov. If you have questions please call the Community Development Department at (404) 371-2727.

Eligible Applicants:

- Local Governments
- Public Housing Authorities
- Non-Profit organizations having 501c3 status with the IRS for a minimum of two (2) years.
- For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

See General Information for additional threshold and eligibility requirements.

General Information

Section A   **General Information**

- Use of Funds
- Who May Apply
- Award Limits
- Match
- Submission Requirements and Deadline
- Proposal Review, Rating and Ranking
- Award Notification
- Technical Assistance
- Program Contacts

Section B   **HUD FY 2021 Continuum of Care Program and HUD Policy Priorities**

Section C   **Application Guidelines**

- Required Components and Format
- Additional Documents
- Important Points for All Project Applicants

Section D   **Objective Criteria for Application Review, Rating and Ranking, Reallocation and Appeals**

Glossary of Key Terms

Resources

Timeline and Important HUD Required Dates

2021 HUD CoC NOFA Release Date   **August 18, 2021**

DeKalb CoC Application Release Date   **September 9, 2021**

Applicant Information Meetings(Virtual)

                                                      September 9, 2021
                                                      1:00 -3:00 p.m.

ZOOM Log In: https://dekalbcountyga.zoom.us/j/86328998182

                                                      September 24, 2021
                                                      9:00 – 10:00 a.m.

                                      https://dekalbcountyga.zoom.us/j/85766404595

NOFA Technical Assistance Periods   **September 10-14, 2021**

                                                       September 27-29, 2021

Applications Due

                        Renewal Projects   **September 23, 2021**   **3:00 p.m.**

                        New Projects   **September 30, 2021**   **3:00 p.m.**

<u>Deadline Extensions:</u>

                        Renewal Projects   **September 30, 2021**   **3:00 p.m.**

                        New Projects   **October 7, 2021**   **3:00 p.m.**

Project applications are required by HUD to be submitted to the CoC no later than 30 days before the application deadline of November 16, 2021.

Project Applications to HUD (E-snaps)   **October 15, 2021**

Application Review and Ranking   **October 7-29, 2021**

Notification of Selection   **November 1, 2021**
All project applicants who submitted their project applications by the COC-established deadline to be notified on or

before Monday, November 1, 2021 whether their project application (s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced

Public Posting   **November 14, 2021**

All parts of the CoC Consolidated Application, including the Application attachments, and the Priority Listing will be posted on the DeKalb County website with community and stakeholder notice of posting.

Deadline to Submit Consolidated CoC Application to HUD   **November 16, 2021**

SECTION A GENERAL INFORMATION	
Purpose	This Notice of Fund Availability (NOFA) has been issued by the DeKalb County Department of Community Development, as Collaborative Applicant for the DeKalb Homeless Continuum of Care (CoC), to seek new and renewal applications from non-profit organizations and public entities to provide coordinated community- based services to homeless individuals, families, unaccompanied youth and persons fleeing domestic violence, dating violence, sexual assault and stalking in DeKalb County, Georgia. Program services are designed to quickly re-house the homeless while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by the homeless; and to optimize self-sufficiency among those experiencing homelessness.
Availability of Funds	In FY2021, the DeKalb CoC is eligible to apply for the following amounts: CoC Estimated Annual Renewal Demand (ARD): $5,952,645 - Estimated Tier 1 Funding - $5,952,645 (100% of CoCs ARD) - Estimated Tier 2 Funding - $297,632 (CoC Bonus amount, i.e. 5% of Preliminary Pro Rata Need) - DV Bonus - $680,195 (single or multiple awards) – minimum award $50,000) - Estimated Planning Grant Amount: $178,579 (not ranked)
Use of Funds	24 CFR 578.37 through 578.63 identifies the eligible projects for which funding can be requested through the FY 2021 Continuum of Care (CoC) Program Competition. CoC funds may be used to pay for the eligible costs listed in 24 CFR 578.37 through 578.63 when used to establish and operate the following projects: 1. **Permanent Housing (PH)** ; The CoC Program funds two types of permanent housing: a. **Permanent Supportive Housing for Persons with Disabilities (PSH)** These projects are for chronically homeless at program entry or who meet the definition of DedicatedPLUS as

described in Section III.B.2g of the HUD CoC NOFO. PH-PSH Requirements can be found in 24 Cfr 578.37(a)(1)(i).

b. **Rapid Re-housing (RRH)**. Projects for people who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Dekalb County CoC is not approved to serve people who quality as homeless under paragraph (3).

2. **Joint Transitional Housing and Rapid Re-Housing**

a. Projects for people who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Dekalb County CoC is not approved to serve people who quality as homeless under paragraph (3).

3. **Supportive Services Only (SSO) –** projects to develop or operate a centralized or coordinated assessment system.

4. **Dedicated HMIS -** projects for the costs at 24 CFR 578.37 (a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant and is listed as the HMIS Lead for the CoC.

See Glossary for a full description of components and allowable costs

Requests for ineligible projects, costs or populations will be rejected.

New Projects	**New project applications for components noted above may only be created** through the following processes: • Reallocation • CoC Bonus • Combination of Reallocation and CoC Bonus • DV Bonus • Transition/Expansion * • CoC Planning *New projects applications may be created by request for <u>transition</u> from an eligible renewal project, fully eliminated through reallocation in the FY 2021 competition and awarded to the same recipient. See Section III.B.2.z of the HUD NOFO for requirements. New project applications may also be created by request to <u>expand</u> an existing eligible CoC Program renewal project, so long as it is the same component and type. To apply for a new project that will expand an existing renewal project you must submit two project applications, both a New and a Renewal Project Application. New in 2021: CoCs may receive up to 10 bonus points is the Priority Listing includes new project applications created through reallocation or the CoC Bonus that utilizes housing subsidies or subsidized housing units funded through sources other than the CoC or ESG programs and healthcare provided through an array of healthcare providers. See Section VII.B.6 of the NOFO for additional details.
New DV Bonus Project(s)	Through the 2021 CoC NOFO, HUD has allocated up to $102 million nationally for DV Bonus projects, which are dedicated to survivors of

domestic violence, dating violence, and/or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3

The estimated DV Bonus amount available through the local CoC NOFO is $680,195

New DV Project applications are being accepted for the following:

- **Rapid Rehousing** that adopts a housing first approach and is dedicated to serving survivors of domestic violence, dating violence, and/or stalking;

- **Joint Transitional Housing and Rapid Rehousing** that adopts a housing first approach and is dedicated to serving survivors of domestic violence, dating violence, and/or stalking; and

- **Supportive Services Only (SSO) projects for Coordinated Entry** to implement policies, procedures, and practices that equip the CoCs coordinated entry to better meet the needs of people experiencing homelessness who are survivors of domestic violence, dating violence, and/or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different).

DV Bonus funds are not eligible for new PH-Permanent Supportive Housing Projects.

Number of New DV Applications	Any number of DV PH RRH and/or DV Joint TH/RRH projects may be submitted provided that each application is for at least $50,000. Only one project application for DV SSO Coordinated Entry can be submitted.
Expansion of Existing Renewal Projects to Serve DV	Project applications may be submitted to expand an existing renewal project, including one that was previously funded with DV Bonus funding. DV bonus funding may be used to expand an exiting renewal project that is not dedicated to serving survivors or domestic violence, et. al. so long as the requested DV Bonus funds for expansion are used solely for additional units, beds, or services dedicated to persons eligible to be served with DV bonus funding.
Who may apply	**All Applicants (New and Renewal) must meet the following threshold requirements to be eligible for consideration in the local Continuum of Care NOFO Application process.** • Eligible applicants include Local Governments, Public Housing Authorities or Non-Profit organizations having 501c3 status with the IRS for a minimum of two (2) years.

	For-profit entities <u>are not eligible</u> to apply for grants or to be subrecipients of grant funds.
	• Agency is a current recipient in good standing with local, state, or federal funding awarded under a competitive, substantive grant process that requires detailed financial and beneficiary reporting.
	• Participation in a Continuum of Care (DeKalb or other Jurisdiction) Homeless Collaborative.
	• Agency has an active, all volunteer board, where no voting member of the board receives any financial or in-kind remuneration from the organization and meets a minimum of four (4) times per year.
	• Agency has provided homeless assistance services or housing for at least two (2) years.
	• Agency must have had an outside audit by a CPA within the last twelve (12) months.
	• Agency must have a minimum annual operating budget of $100,000.
	• Agency must have or obtain local approval and consolidated plan certification from the DeKalb County Community Development Department (Certificate of Consistency)
	• Agency must satisfy all match requirements.
	Important Points for Renewal Project Eligibility: To be eligible for renewal in FY 2021, a project must have an executed grant agreement by December 31, 2021 and have an expiration date in Calendar Year (CY) 2022 (between January 1, 2022 and December 31, 2022).
Grant Awards and Terms	Applicants submitting more than one proposal must demonstrate that the agency has the capacity and resources to meet all programmatic requirements including the match requirement. Current award utilization and contract performance may impact award limits for renewal applicants. • New projects will only be funded through reallocation of funds from existing eligible renewal project(s), or as a Bonus or DV Bonus project. • The initial grant term for new project applications may be one to fifteen years, but there are limitations depending on the grant type. Please see pp. 32-34 of the HUD CoC NOFO for details. The grant term may be extended consistent with 2 CFR 200.308 and 2 CFR 200.309. Please not that the total grant amount is divided among the grant years (e.g., you can receive $100,000 for one year, or $33,333 for three years).

	• HUD will also allow new projects to request one year of funding with a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting one year of funding normally take approximately three to six months to begin fully operating the new project (e.g. hiring staff, developing partnerships with landowners if leasing or renting). Therefore a new project requesting one year of funding make request a grant term of 12-18 monthat that will allow for the additional start-up process.
Match	Match (Cash or In-Kind Resources) Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. **Note:** Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule at 24 CFR 578.72 – CFR 578.73.
Submission Requirements and Deadline Extension	**Renewal Applications – September 30, 2021 by 3:00 p.m** **New Applications – October 7, 2021 by 3:00 p.m.** Applicants are required to submit **one scanned original electronically with all required attachments (labeled) to mcolbert@dekalbcountyga.gov** Faxed or partial proposals will not be accepted. **All required components must be received and formatted as specified**.
Objective Criteria for Application Review and Rating	**Threshold Review:** **All applications will receive a threshold review and may be denied for any of the following reasons:** • Agency does not meet HUD's eligibility criteria • Agency lacks adequate capacity to carry out grant • Proposes ineligible costs or activities • Proposes to serve ineligible populations • Does not show required match • Current contract compliance or performance concerns • Project does not demonstrate financial or management capacity to carry out project activities **All applications must pass a qualifying threshold compliance review.** **Compliance Review:** Applications from eligible project applicants will be reviewed and evaluated based on submission criteria set forth in the Application and Application Guidelines. Components of the compliance review are as follows:

- All applications must be received by the published deadline.
- All documents and attachments are accurately identified in the format specified.
- All documents include required elements and satisfy proposal criteria.
- Includes required signatures (scanned original signatures)
- **Format** - Forms completed as directed
- **Required application components:**
  - Agency Information
  - Grant Agreement Information (Renewals Only)
  - Project Information
  - Project Narrative
  - Performance and Service Capacity
  - Operating Budget
  - Supportive Service Budget
  - Program Summary Budget
  - Match Documentation
  - Certifications and Assurances

- **Required Documentation**
  - IRS Documentation of 501c3 status
  - Board of Directors Documentation
  - Policies and Procedures Manuel for CoC Funded Project (Renewals Only)
  - Match Commitment
  - Audit or Financial Statements
  - ELOCCS (Renewals Only)
  - APRs (Renewals Only)
  - HUD Grant Agreement, Amendments and Technical Submission (Renewals Only)

Applications that do not meet ALL compliance review criteria will be disqualified from further consideration.

Applications that meet all threshold and compliance criteria will undergo a qualitative review.

Qualitative and Quantitative Review
- Each proposal is read and evaluated by an independent review team. This review includes a comprehensive evaluation of the responsiveness of the proposal to the HUD funding and policy priorities identified in the NOFO, as well as an evaluation of each proposal component including, but not limited to:
  - Abstract
  - Target Population and Prioritization
  - Organizational Capacity
  - Project Design
  - Project Performance/ System Performance

	o Current Contract Compliance review to include:
	    ▪ Monitoring/audit findings
	    ▪ eLOCCS draws
	    ▪ APR submissions
	o HMIS Data Quality
	o Budget
	
	Project Applications that meet all proposal compliance review criteria in addition to meeting qualitative review standards will be eligible for ranking and tier placement.
	
	Important Note for Renewal Projects: Project Quality Threshold FY2021
	
	Any project requesting renewal funding will be considered as having met the project quality threshold requires through its previously approved grant application unless information to the contrary is received, e.g.
	    • Monitoring Findings
	    • Results from investigations by HUDs Office of Inspector General
	    • Recipient routinely does not draw down funds from eLOCCS at least once per quarter,
	    • Consistently late APR submissions
	    • Compliance issues which result in the project not operating in accordance with the Rule

	Project Review and Tier Ranking HUD requires CoCs to review, rate and rank all projects submitted by project applicants, except CoC planning projects, having them fall into two Tiers based on financial threshold. All projects must pass HUD's eligibility and threshold requirement specified above, no matter their priority.
	Tier 1 Tier 1 is equal to 100% of the CoCs FY 2021 Annual Renewal Demand. Tier 1 projects will be conditionally selected from the highest-scoring CoC to the lowest-scoring CoC, provided the project applications pass both eligibility and threshold review. DV Bonus projects may be ranked in Tier 1. • If a DV Bonus project ranked in Tier 1 is selected for DV Bonus funds, the project will be removed from Tier 1 and the project(s) below it will move up one rank position. If it is not selected for DV Bonus funded the project will retain its ranking in Tier 1.

	In the event there is insufficient funding under the NOFO to award all Tier 1 projects. Tier 1 will be reduced proportionately, which could result in some Tier 1 project falling into Tier 2. The CoC will carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2.
	Tier 2 (CoC Bonus) Projects in Tier 2 are less likely to be funded, and every Tier 2 project will be scored by HUD using a 100-point scale based on three factors: • CoC Score: Up to 50 of 100 points will be awarded in direct proportion to the score received on the CoC Application. • CoC Project Ranking: Up to 40 of 100 points for the CoCs ranking of the project application. • <u>Commitment to Housing First</u>: Up to 10 of 100 points will be based on the project applications commitment to follow a focusing first approach that prioritized rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). • HMIS projects or SSO projects for Coordinated Assessment will automatically receive 10 points.
Technical Assistance	DeKalb CoC NOFA technical assistance will be available at the Applicant Information Meeting and during the period September 10 – 14, 2021. After the Application Information Meeting, additional questions must be <u>submitted in writing and emailed</u> to: <u>adpope@dekalbcountyga.gov</u> <u>Additional CoC NOFA technical assistance will be available to review revisions to the Application Guidelines and Applications for New and Renewal Project at a second Applicant Information Meeting and during the period September 27 – 29, 2021. Additional questions must be submitted in writing and emailed to: adpope@dekalbcountyga.gov</u> Questions that cannot be answered by reading the HUD 2021 NOFO or careful review of the Application Guidelines can be addressed to HUD at <u>cocnofo@hud.gov</u>. For technical issues related to e-snaps email HUD at <u>E-snaps@hud.gov</u>.
Award Notification	Award Notifications will be made on or before November 1, 2021. Project Applicants will be notified by Dekalb of their application rating and tier ranking. Applicant will also be notified if the project application will be accepted, rejected or reallocated in the CoC Consolidated Application submission to HUD.
Local Appeals	Project applicants that believe they were denied the opportunity to participate in the local CoC competition in a reasonable manner and were rejected or reallocated by the CoC may appeal directly to the Collaborative Applicant for review by the CoC Governance Board and determination.

	Specific guidance, forms and submission guidelines for local appeal process are available upon request to the Collaborative Applicant.
Solo Applicants	Project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may also appeal the rejection directly to HUD by submitting a Solo Applicant project application in e-snaps prior to the application deadline of November 16, 2021 by 8:00 p.m. eastern time.

SECTION B
HUD'S HOMELESS POLICY AND PROGRAM PRIORITIES
CoCs will be evaluated based on the extent to which they further HUD's policy priorities.

1	**ENDING HOMELESSNESS FOR ALL PERSONS**
	• CoCs should Identify, engage, and effectively serve all persons experiencing homelessness.
	• CoCs should measure their performance based on local data taking into account challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, and those experiencing chronic homelessness).
	• **New for 2021** CoCs should partner with housing, health care and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies and rapid rehousing.
	• CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.
2	**USING A HOUSING FIRST APPROACH **Back Again in 2021**
	• Housing First prioritizes rapid replacement and stabilization in permanent housing and does not have service participation requirements or preconditions.
	• CoC Program funded projects should help individuals and families move quickly into permanent housing. Measure and help projects reduce the length of time people experience homelessness.
	• CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods.
	• CoCs are encouraged to assess how well Housing First approaches are being implemented in their communities
3	**REDUCING UNSHELTERED HOMELESSNESS ** New in 2021**
	• In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders.

	• CoCs should identify permanent housing options for people who are unsheltered.
4	**IMPROVING SYSTEM PERFORMANCE** **** Revised in 2021**** • CoC's should be using system performance measures (e.g. average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effective they are serving people experiencing homelessness. • Coc's should use Coordinated Entry to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive and transparent. • CoC should review all projects eligible for renewal in FY 2021 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. • CoCs should look for opportunities to implement continuous quality improvement and other process improvement strategies; • HUD recognizes the effects of COVID-19 on CoC performance and data quality and compared to previous CoC NOFOs, reduces the points available for rating factors related to system performance. However, HUD plans to significantly increase the points available for system performance rating factors in the FY 2022 and subsequent CoC NOFOs.

5	**PARTNERING WITH HOUSING, HEALTH AND SERVICES AGENCIES** **** New in 2021****
	
	• Using cost performance and outcome data, to improve how ALL AVAILABLE resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help prevent and end homelessness.
	
	• HUD encourages CoC's to maximize the use of mainstream and other community-based resources to serve persons experiencing homelessness
	    ○ Work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs;
	    ○ Partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness.
	    ○ Use these partnerships to help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness.
	    ○ Partner with local workforce development centers to improve employment opportunities;

6	**RACIAL EQUITY ** New in 2021**** • In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD s emphasizing systems and program changes to address racial equity within CoCs. • CoCs should review local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families experiencing homelessness.
7	**PERSONS WITH LIVED EXPERIENCE ** New in 2021**** • HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. • People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on

decisions, and provide input related to the local competition process (e.g. how rating factors are determined).

SECTION C: Application Guidelines

All information is required. The DeKalb County CoC reserves the right not to review incomplete applications or projects that do not meet eligibility requirements.

Required Application Components and Format

<u>Applicant Identification:</u>   **Identification of the applicant agency should be consistent with the name as it appears on the IRS certification of Non-Profit Status (New Applicants Only) or as identified on the 2020 HUD Grant Inventory Worksheet (Renewal Applicants Only)**

<u>Required Application Components</u> – All Project Applicants – Sections A -F

Section A: Applicant Information

Section B: Project Information

Section C: Performance and Service Capacity

Section D: Budget

Section E: Match

Section F: Certification

<u>Additional Required Documents</u> – New Applicants: Exhibits A - C

- IRS Documentation of Non-Profit Status – **Attach as Exhibit A**
- Non-Profit Board Documentation – **Attach as Exhibit B**
    - Include Board structure, list of current board members, meeting schedule for the past 12 mo, next 6 mo and minutes from the last four board meetings

- Audit or Financial Statement, including management letter (must be within the past 12 months) – **Attach as Exhibit C**
- **See additional requirements for new projects created through transition, consolidation or expansion grant**

Required Application Components – Renewal Applicants ONLY: Exhibits A - H

- IRS Documentation of Non-Profit Status – **Attach as Exhibit A**
- Non-Profit Board Documentation – **Attach as Exhibit B**
- Include Board structure, list of current board members, meeting schedule for the past 12 mo, and next 6 mo, minutes from the last four board meetings
- Audit or Financial Statement, including management letter – **Attach as Exhibit C**
- Two most recent HUD Annual Performance Reports (APR) – **Attach as Exhibit D**
- Line of Credit Control System (LOCCS) expenditure information – **Attach as Exhibit E**
- HUD Monitoring Report – **Attach as Exhibit F**
- Program Policies and Procedures Manual - **Attach as Exhibit G**
  - Related to the CoC projects currently funded, including policies and procedures developed and implemented during COVID 19.
- Most recent HUD Grant Agreement, Amendments and Technical Submission – **Attach as Exhibit H.**

Important Points for All Project Applicants:

- **DUNS/SAM REGISTRATION.** All project applicants must have a DUNS number and an active SAM registration. <u>New applicants should begin their registration process immediately</u>.
- **REQUIRED READING.** Project applicants should read the CoC NOFO, COC Program Interim Rule, and the General HUD NOFO (See HUD COC NOFO Resources).
- **NO LEVERAGE:** No leverage again this year.
- **CODES OF CONDUCT:** All applicants must have a current HUD-approved Code of Conduct. Be sure to review the <u>Code of Conduct for HUD Grant Programs</u> page on HUD's website to ensure your organization is listed (which means you have submitted an approved Code of Conduct). <u>If you do not see your organization on the list, be sure to attach a current and complete Code of Conduct to your Project Applicant Profile in e-snaps.</u>
- **ESTIMATE AMOUNT OF PROGRAM INCOME AS MATCH:** Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
- **EFFECT OF PROGRAM REGULATION AMENDMENTS:** The grant agreements will be subject to the program regulation as it may be amended from time to time. Recipients will be subject to regulatory revisions as they come into effect, without having to wait until the grant is renewed in a future competition.

- **2022 FAIR MARKET RENTS WILL APPLY.** Because the CoC Consolidated Application submission deadline falls in FY2022, HUD will use FY 2022 FMRs for funding amounts.
- **HOUSING FIRST:** Any housing project application that indicates it will use a Housing First approach, that is awarded FY 2021 CoC Program funds will be required to operate as a Housing First project.
- **ENVIRONMENTAL REQUIREMENTS.** All scattered-site projects where program participants choose their own unit and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58-35(b)(1) as CENST. This now includes both tenant-based rental assistance and tenant-based leasing projects where rental
- **YOUTH:** Youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services under the NOFO. Any youth-serving provider (a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under) funded under the NOFO may serve unaccompanied youth aged 24 and under or families headed by youth aged 24 and under who have an unsafe primary nighttime residence and no safe alternative to that residence. These youth-related requirements supersede any conflicting requirements under the NOFO or the CoC Program Interim Rule.

Transition, Expansion and Consolidated Project Applications FY 2021

Refer to the specific NOFO section that provides the complete information you need to determine the course of action you as the project applicant want to take in this year's CoC Program Competition

TRANSITION GRANTS

- **Applicants may transition renewal projects from one CoC Program component to another using the CoC Program Competition, over a one year grant cycle** (e.g., Transitional Housing to Rapid Rehousing, Rapid Rehousing to Permanent Supportive Housing)
- **To be eligible to receive a transition grant, the renewal project applicant must have the consent of the DeKalb CoC Collaborative Applicant.**
- To create a transition grant, the CoC must wholly eliminate one or more project and use those funds to create the single, new transition grant.
- For a new project to be considered a transition grant, the applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and **the applicant must provide the grant number(s) of the projects being eliminated to create the new project and attach a copy of the most recently awarded project application** (e.g., if the project was last funded in the FY 2020 CoC Program Competition, a copy of the FY 2019 CoC Program Competition project application must be attached to the project application).

- No more than 50% of each transition grant may be used for costs of eligible activities of the program component originally funded. All remaining funds awarded must be used for eligible activities awarded under the new component for the project.
- **Transition grants conditionally awarded in the FY 2021 CoC Program Competition will have one year to fully transition from the original component to the new component and this will take place during the transition grant's normal operating year.**
- The project's operating start date will be the day after the end of the previous grant term for the expiring component, i.e., the transition grant will have the same operating year as the expiring component project. For transition grants reallocated from more than one project, the operating start day of the transition grant will be the day after the end of the earliest expiring grant term.
- **By the end of the FY 2022 operating year, the transition grant must be operating under the new component and will be eligible to apply for renewal in the next CoC Program Competition under the component to which it transitioned.**
- If HUD determines that a new project that applied to be a transition grant does not qualify to be a transition grant, but meets all other new project requirements, then HUD may award the project as a new project that is not a transition grant. In these instances, the recipient will not be permitted to expend any FY 2021 funds on activities not included in the new project application.

CONSOLIDATED PROJECTS

- **Eligible renewal project applicants may consolidate up to ten eligible renewal projects into one project application during the application process.**
- This means that a CoC Program recipient no longer must wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Program Competition. However**, prior to beginning the consolidation process in the project application, the applicant should consult with the local HUD field office to ensure it is eligible to consolidate the projects.**
- The project being combined during a grant consolidation will continue uninterrupted.
- **To be eligible for consolidation, projects must have the same recipient and be for the same component;** and they will be funded in this competition only with FY2021 funds (meaning no funds recaptured from prior years will be awarded to the project).
- **HUD will not permit projects to consolidate if they have:**
  - Outstanding audit or monitoring findings;
  - Outstanding obligation to HUD that is in arrears;
  - Unresolved construction delays;
  - History or poor financial management or drawdown issues;
  - History of low occupancy levels, or lack of experience in administering the project type; or
  - Other capacity issues.

- **To apply for a consolidated grant, applicants must submit separate renewal project applications for <u>each</u> of the grants that are proposed to be consolidated, <u>AND</u> an application for the new consolidated grant with the combined budget and information for all grants proposed for consolidation.**
- Project applications for the grants that are proposed to be consolidated with be ranked. If all those grants are selected, then HUD will award the single consolidated grant. If one of the projects proposed for consolidation is found to be ineligible or is not selected , then HUD will award the grant(s) eligible for renewal and selected as separate grants.

EXPANSION PROJECTS

- **HUD will allow renewal project applicants to apply for a new expansion project under the DV Bonus, reallocation and CoC bonus processes to expand existing project by adding units, beds, persons served, services provided to existing programs, or to add additional activities to HMIS and SSO-Coordinated Entry projects within the CoCs geographic area.**
- **To request an expansion for a current CoC-Program funded project, applicants will be required to submit two project applications: (1) the renewal project application that will be expanded ; and (2) a new project application with just the expansion information.**
- For the new expansion project to be selected for a conditional award BOTH the renewal project application and the new expansion project must be selected for a conditional award.

ELIGIBLE TYPES OF NEW PROJECTS CREATED THROUGH REALLOCATION AND/OR BONUS

- **PERMANENT HOUSING- PERMANENT SUPPORTIVE HOUSING PROJECTS** where 100% of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3 or that meet the requirements of Dedicated PLUS.
- **PERMANENT HOUSING – RAPID REHOUSING PROJECTS** that will serve homeless individuals and families, including unaccompanied youth.
- **JOINT TRANSITIONAL HOUSING AND RAPID REHOUSING COMPONENT PROJECTS** to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
  - Residing in a place not meant for human habitation;
  - Residing in an emergency shelter
  - Person meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;
  - Residing in a Transitional Housing project that is being eliminated;
  - Residing in Transition Housing funded by a Joint Transitional Housing and Rapid Rehousing Component project; or

- o Receiving services from a VA-funded homeless assistance program and met one of the criteria above at initial intake to the VA homeless assistance system.
    - o Funding for this project cannot be used for capital costs.
- **DEDICATED HMIS PROJECTS** – for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.
- **SUPPORTIVE SERVICES ONLY PROJECTS FOR COORDINATED ENTRY** – to develop or operate a centralized or coordinated assessment system.

DOMESTIC VIOLENCE (DV) BONUS

- Due to up to $210 million set aside in the FY 2021 HUD Appropriations Act, **CoCs will be able to apply for a DV Bonus for Rapid Rehousing projects, Joint Transitional Housing and Rapid Rehousing Component projects, and Supportive Services Only project for Coordinated Entry to address the unique housing, service and coordination needs of victims fleeing domestic violence, dating violence, sexual assault, and stalking**
- **The CoC may apply for the following types of projects:**
    - o <u>Rapid rehousing</u> projects that must follow a housing first approach
    - o <u>Joint Transitional Housing and Rapid Rehousing</u> component projects that must follow a housing first approach.
    - o <u>Supportive Services Only Projects</u> for Coordinated Entry to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking. Only one SSO CE DV Project Application can be submitted.
- If a CoC submits more than one project application for DV PH (PSH and RRH), HUD will only consider the highest ranked project that passes eligibility and quality threshold review for the DV Bonus and will consider any other project for funding as a regular bonus project.
- **A CoC may apply to expand an existing renewal project** that is not currently dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking **to dedicate additional units, bed, persons served, or services provided to existing program participants to this population.**
- **CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number.** If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position. If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position

Section D
DeKalb CoC Review, Rating, Ranking and Appeals Process

OBJECTIVE RATING AND RANKING CRITERIA

NOFA Project Application Review and Rating

All Project Applications will receive a three-part proposal review using objective rating criteria. Projects are evaluated for Application and Threshold Compliance, then read and rated by a minimum of two independent reviewers. New project applications receive a Quantitative Review for a maximum of 100 points. Additional bonus points may be awarded for New Projects that address CoC Priorities as described below. Renewal projects will receive a Quantitative review for a maximum of 150 points. Fifty percent of the total application score for all projects is based on key project and system performance measures.

The Quantitative rating form for **new project applications** is divided into three sections to mirror the application.

I.	Applicant Information	25 Points
II.	Project Information	25 Points
III.	Performance and Service Capacity	50 Points
IV.	Bonus Points – CoC Priorities	4 Points

The evaluation and rating of all new **Permanent Housing Projects** (PSH, RRH, Joint TH/RRH) includes an evaluation of the proposed project's specific plan to coordinate and integrate with other mainstream health, social services and employment programs. New **DV Bonus Projects** will be evaluated based on the experience and previous performance of the applicant in serving survivors of domestic violence, dating violence, or stalking, use of trauma informed/victim centered approaches and the ability of the project to house survivors and meet safety outcomes. The rating of new **Supportive Service Only Projects for Coordinated Entry** factors the extent to which the applicant demonstrates the need for a Coordinated Entry system that better meets the needs of survivors of domestic violence, dating violence or stalking and how the project will fill this need. **All Permanent Housing Projects** (new and renewal) must demonstrate that the project is low barrier and prioritizes rapid placement and stabilization in permanent housing, without precondition to entry (such as sobriety or a minimum income threshold).

NEW PROJECT PRIORITIES AND BONUS POINTS

There are four different types of projects that can be funded as new projects in the 2021 COC NOFO through the CoC Bonus, DV Bonus or Reallocation process. Additional bonus points may be assigned to eligible projects with an associated justification for priority ranking.

New Supportive Services Only (SSO) projects for centralized or coordinated entry system. **Bonus Points: 4** • Justification: CE is the CoCs homeless response system and requires adequate funding to implement. Additional funding is needed to fully support CE Access and implementation county wide. **New permanent supportive housing projects** that serve chronically homeless individuals, unaccompanied youth, and families or are DedicatedPLUS. **Bonus Points: 3** Justification: Having sufficient PSH is necessary to continue to prioritize service resistant homeless individuals with the greatest vulnerabilities and unaccompanied youth with supportive service needs. **New Joint Transitional Housing/Rapid Rehousing projects** that serve homeless individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence. **Bonus Points: 2** • Justification: There is not sufficient shelter coverage in the DeKalb CoC. Fixed or scattered site TH, with ability to transition participants rapidly to RRH, helps address the need for immediate access to short term, interim housing until permanent housing is secured. **New HMIS Expansion -** HMIS is required for CoC Program and CE compliance. **Bonus Points: 1** Justification: HMIS expansion will support full integration of the CoCs CE assessment, referral and matching requirements into ClientTrack.

The Quantitative rating form for **Renewal Project Applications** is divided into five sections. Three sections mirror the application and measures project performance in key areas to include the needs, vulnerabilities and barriers of populations served, bed utilization, increased participant income, and rates of positive housing outcomes such as length of time homeless, length of participation, exits to permanent housing and housing stability.

The quantitative review also measures project level system performance in meeting the needs of people experiencing homelessness in the CoC. The Collaborative Applicant will also factor HMIS Data Quality, System Performance and compliance with the CoCs Coordinated Entry system requirements in the rating.

- A maximum of 150 points can be awarded.

I.	Application Information	25 Points
II.	Project Information	25 Points
III.	Performance and Service Capacity	25 Points
IV.	Quantitative APR and System Performance Review	50 Points
V.	Coordinated Entry Compliance Review	25 Points

Reviewers will be provided a copy of the Application for New and Renewal Projects, the Application Guidelines and supporting documentation. Reviewers will also be provided a copy of the HUD eLOCCS , Agency Annual Performance Report (ARP) and Data Quality reports to assist in the qualitative evaluation of renewal applications.

Review Team

A diverse team of independent reviewers has been identified that reflects those over-represented in the local homelessness population, as well as those with lived experience.   All reviewers have experience in the human services or homeless assistance arena and will conduct the project application reviews. An orientation is conducted and each reviewer assigned a minimum of two project applications. Each application is reviewed by a minimum of two independent reviewers.

Rating and Ranking

Based on the results of the application rating, APR and CE compliance reviews (renewals only), project scores are rated and ranked from the highest proposal score down. Project applications

are then ranked, except CoC planning projects, having them fall into two Tiers based on financial threshold. All projects must pass HUD's eligibility and threshold requirement specified above, no matter their priority.

New: **Reallocation**

The CoC will also consider reallocating funds from existing renewal projects to fund new or expand higher performing projects. The following factors will be considered: (1) Projects that do not align with HUD and COC policies and priorities; (2) Projects that are underperforming, as measured by APR scores; (3) Projects indicating that they will not or cannot implement the scope of work submitted in the previous NOFA application and (4) Projects that show a 2-3 year trend of underspending, or projects that indicate that funding is in excess of their ability to spend.

Applicant Notification

Project applicants accepted for inclusion in the consolidated CoC NOFA application will be notified in writing 30 days prior to the HUD Consolidation Application submission deadline. Applications rejected for inclusion in the consolidated plan have the right to appeal the CoCs decision. Specific guidance is provided regarding appeal to the Collaborative Applicant of the CoC's decision. If applicant complaint cannot be resolved at the local level, Project Applicants have the right to submit a Solo Applicant directly to HUD.

Appeals

Project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may appeal the rejection directly to the Collaborative Applicant for review by the CoC Governance Board and determination. Specific guidance, forms and submission guidelines for local appeal process are available upon request to the Collaborative Applicant. If resolution at the local level is unsuccessful, Applicants can appeal directly to HUD by submitting a Solo Applicant project application in e-snaps prior to the application deadline of November 16, 2021 by 8:00 p.m. eastern time.

For questions or concerns, please email Ann Pope at adpope@dekalbcountyga.gov.

Glossary of Key Terms

CoC Program Components

- **Permanent Housing**

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one

year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month.

The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid re-housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

- **Transitional Housing**

Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing. The provisions of the CoC Program's TH program component have not changed significantly from the TH provisions under SHP.

- **Joint Transitional Housing and PH- Rapid Rehousing**

These projects provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design. The joint TH and PH-RRH component combines two existing program components, TH and PH-RRH, into a single project to serve individuals and families experiencing homeless. Eligible costs include the following: Capital costs (i.e., new construction, rehabilitation, or acquisition) leasing of a structure or units, and operating costs to provide transitional housing; Short or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid re-housing portion of the project; Supportive services; HMIS; and Project administrative costs.

Joint TH and PH-RRH component projects that assist program participants must be able to provide both transitional housing assistance and rapid rehousing assistance to each program participant. HUD will require that applications for this program component demonstrate that the project will have capacity to provide both kinds of assistance as needed to each program participant.

- **Supportive Services Only**

The supportive services only (SSO) program component allows recipients and subrecipients to provide services to homeless individuals and families not residing in housing operated by the recipient. SSO recipients and subrecipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central

site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

- **Homeless Management Information System**

  Funds under this component may be used only by Homeless Management Information System (HMIS) leads for leasing a structure in which the HMIS operates, for operating the structure in which the HMIS is housed, and/or for covering other costs related to establishing, operating, and customizing a CoC's HMIS. Other recipients and subrecipients may not apply for funds under the HMIS program component, but may include costs associated with contributing data to the CoC's HMIS within their project under another program component (PH, TH, SSO, or HP).

- **Homelessness Prevention**

  Recipients and subrecipients located in HUD-designated High Performing Communities (HPCs) may use CoC Program funds for homelessness prevention assistance for individuals and families at risk of homelessness. The services under this component may include housing relocation and stabilization services as well as short- and medium-term rental assistance to prevent an individual or family from becoming homeless. Through this component, recipients and subrecipients may help individuals and families at-risk of homelessness to maintain their existing housing or transition to new permanent housing. Homelessness prevention must be administered in accordance with 24 CFR part 576.

  **DeKalb County CoC has not received HUD designation as a High Performing Community (HPC) therefore no applications will be accepted for this program component.

Eligible Costs – See § 578.37(a)

The eligible costs under the CoC Program are summarized below:

- **Acquisition**

  Acquisition of real property is an eligible cost category under the PH, TH, and SSO program components. Grant funds may be used for up to 100 percent of the cost of purchasing property for the purpose of providing permanent housing, transitional housing, and supportive services only activities.

- **Rehabilitation**

  Rehabilitation of structures is an eligible cost category under the PH, TH, and SSO program components. Eligible rehabilitation costs include installing cost-saving energy measures and bringing a structure up to health and safety standards. Rehabilitation on leased properties is ineligible.

  New Construction

  New construction of structures is eligible under the PH and TH program components. New construction may include building entirely new facilities, constructing an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land for construction. Projects must demonstrate that construction is more cost-effective than rehabilitation. Unlike the previous regulations, the CoC Program interim rule establishes no

maximum grant limits for rehabilitation or new construction. CoC Program funds may be used for up to 100 percent of costs as long as the match requirement is met through other resources. New construction on leased properties is ineligible.

- **Leasing Costs**

    Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule. **2022 FAIR MARKET RENTS (FMR) WILL APPLY FOR THE 2021 COC COMPETITION.**

- **Rental Assistance Costs**

    Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

    Rental assistance may be short-term for up to 3 months; medium-term for 3 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

    - **TBRA.** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area.
    - **SBRA.** Program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
    - **PBRA.** Program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.
    - When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

- **Supportive Services Costs**

  Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

  Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and subrecipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

- **Operating Costs**

  Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.

- **HMIS Costs**

  Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

- **Project Administration**

  Recipients and subrecipients may use up to 10 percent of any grant, excluding the amount for CoC planning and Unified Funding Agency (UFA) costs, established through the CoC Program NOFA for project administrative costs. These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review.

- **Match**

  Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

- **Leverage**

Leverage is the non-match cash or non-match in-kind resources committed to making a CoC Program project fully operational. This includes all resources in excess of the required 25 percent match for CoC Program funds as well as other resources that are used on costs that are ineligible in the CoC Program.

Leverage funds may be used for any program related costs, even if the costs are not budgeted or not eligible in the CoC Program. Leverage may be used to support any activity within the project provided by the recipient or subrecipient. **NOT REQUIRED FOR THE 2021 COMPETITION**

HUD COC NOFO RESOURCES:

- **2021 COC NOFO Competition Page: https://www.hudexchange.info/programs/e-snaps/fy-2021-coc-program-nofa-coc-program-competition/**

- **COC Program Interim Rule (24 CFR part 578)**

  http://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFr-2018-title24-vo3-part578.xml

- **2021 COC NOFO: https://www.grant.gov/web/grants/search-grants.html?keywords=hud%20coc%20nofo**

- **Application Pages**

  - **Access E-snaps Application System: https://esnaps.hud.gov**
  - **E-snaps Information: https://www.hudexchange.info/programs/e-snaps/**

- **Code of Conduct for HUD Grant Programs:**

  https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants

- **Dun & Bradstreet Data Universal Number System (DUNS**): http://dnb.com/duns-number.html

- **System for Award Management (SAM): https://www.same.gov/SAM**

- **Training and Resources:** www.hudexchange.info/homelessness-assistance/

- **Listserv:** www.hudexchange.info/mailinglist

- HUD.GOV Email Addresses

- cocnofo@hud.gov   for questions about the NOFO, competition and applications;

- E-snaps@hud.gov   for questions about e-snaps technical issues.