



CONTINUUM OF CARE FOR HOMELESS PROGRAMS

2017 Application Guidelines for New and Renewal CoC Projects

The DeKalb County Department Community Development, as Collaborative Applicant for the DeKalb Continuum of Care (CoC) is pleased to release the following DeKalb CoC Application Guidelines and CoC Applications for New and Renewal Projects. Guidelines and Applications are subject to revision upon HUD release of the 2017 CoC Competition Notice of Funding Availability (NOFA).

Summary: DeKalb Continuum of Care (CoC) Program 2017 Applications for New and Renewal Projects

CoC Application Posting Date: June 2, 2017

CoC Project Application Due Date: June 16, 2017 - 3:00 p.m.

Application Submission Requirements:

One (1) original and three (3) hard copies 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 mailed or hand delivered to the following address:

DeKalb County Community Development Department
3486 Covington Highway
Decatur, Georgia 30030
Telephone Number: (404) 371-2727

Eligible Applicants: Local Governments, Public Housing Authorities or Non-Profit organizations having 501c3 status with the IRS for a minimum of two (2) years. See General Information for additional threshold and eligibility requirements.

Description: The CoC Program 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 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.

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).

General Information

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Timeline

Release Date	June 2, 2017
Applicant Information Meeting	June 2, 2017 1:00 p.m.
NOFA Technical Assistance Period	June 5 – 9 , 2017
Applications Due	June 16, 2017 3:00 p.m. EST
Project Applications to HUD (ESNAPS)	TBA*
Application Review and Ranking	June 19-30, 2017
Notification of Selection	TBA*
Deadline to Submit CoC Application to HUD	TBA*

*** Dates subject to release of HUD FY2017 Notice of Funding Availability**

**SECTION A
GENERAL INFORMATION**

<p>Purpose</p>	<p>This Notice of Fund Availability (NOFA) has been issued by the DeKalb County Department of Community Development, as Collaborative Applicant for the DeKalb CoC, to seek new and renewal applications from non-profit organizations and public entities to provide coordinated community based services to homeless individuals, families and unaccompanied youth 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.</p>
<p>Use of Funds</p>	<p>24 CFR 578.37 through 578.63 identifies the eligible costs for which funding can be requested for the Continuum of Care (CoC) Program. 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: Permanent Housing ; The CoC Program funds two types of permanent housing: Permanent Supportive Housing for Persons with Disabilities (PSH) and Rapid Re-housing (RRH). These activities provide homeless individuals and families with the assistance they need to obtain and maintain stable housing while allowing them to live as independently as possible. Supportive Services Only (SSO); Homeless Management Information System (HMIS); and a new project component Joint Transitional Housing and Rapid Re-Housing (TH-RRH). <i>See Glossary for a full description of components.</i></p> <p>Requests for ineligible costs or populations will be rejected.</p>
<p>Who may apply</p>	<p>All Applicants (New and Renewal) must meet the following threshold requirements to be eligible for consideration in the local Continuum of Care NOFA Application process.</p> <ul style="list-style-type: none"> • 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. • 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. (Certificate of Consistency from DeKalb County Community Development Department).

	<ul style="list-style-type: none"> • Agency must satisfy all match requirements.
Awards	<p>Applicants submitting more than one proposal must demonstrate that the agency has the capacity and resources to meet all requirements including the match requirement. Current award utilization and contract performance may impact award limits for renewal applicants.</p> <ul style="list-style-type: none"> • New projects will only be funded if the CoC reallocates funds from existing eligible renewal project(s).
Match	<p>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. Please 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.</p>
Submission Requirements and Deadlines	<p>Friday, June 16, 2017 at 3:00 p.m. EST</p> <p>Applicants are required to submit <u>one original and three copies of all required documentation.</u></p> <p>Faxed or partial proposals will not be accepted.</p> <p>All required components must be received and formatted as specified.</p>
Application Review Rating and Ranking	<p>All applications will receive a threshold review and may be denied for any of the following reasons:</p> <ul style="list-style-type: none"> • 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 adequate impact or cost effectiveness • Other, as may be identified by reviewing staff / team. <p>All applications must pass a qualifying threshold compliance review.</p> <p>Compliance Review</p> <p>Eligible project applications 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:</p> <ul style="list-style-type: none"> • All applications must be received by the published deadline. • All documents are accurately identified in the format specified. • All documents include required elements and satisfy proposal criteria. • Includes required signatures (Electronic signatures will not be accepted.) • Format - Forms completed as directed • Required application components: <ul style="list-style-type: none"> o Agency Information o Grant Agreement Information (Renewals Only) o Project Information o Project Narrative o Performance and Service Capacity o Operating Budget

	<ul style="list-style-type: none"> o Supportive Service Budget o Program Summary Budget o Match Documentation o Certification <p>• Required Documentation</p> <ul style="list-style-type: none"> o IRS Documentation of 501c3 status o Board of Directors Documentation o Policies and Procedures Manuel o Match Commitment o Audit or Financial Statements o ELOCCS (Renewals Only) o APRs (Renewals Only) <p>Applications that do not meet ALL compliance review criteria will be disqualified from further consideration. Applications that meet all compliance criteria undergo a qualitative review.</p> <p>Qualitative and Quantitative Review</p> <ul style="list-style-type: none"> • 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 NOFA, as well as an evaluation of each proposal component including, but not limited to: <ul style="list-style-type: none"> o Abstract o Target Population and Prioritization o Organizational Capacity o Program Design o Program Performance o Current Contract Compliance (if applicable) o Fund Utilization o HMIS Data Quality o Cost Effectiveness o Budget(s) <p>Applications that meet all proposal compliance review criteria in addition to meeting qualitative review standards will be eligible for ranking and tier placement.</p>
Award Notification	Award Notifications will be made on or before the date specified in the HUD issued FY2017 Notice of Funding Availability. 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 submitted with the CoC Consolidated Application to HUD.
Technical Assistance	DeKalb CoC NOFA technical assistance will be available at the Applicant Information Meeting and during the period June 5-9, 2017. After the Application Information Meeting, additional questions should be submitted in writing and emailed to: adpope@dekalbcountyga.gov

SECTION B	
HUD PROGRAM AND POLICY PRIORITIES	
	<p>Systemic Response to Homelessness</p> <ul style="list-style-type: none"> • Measure system performance • Create effective processes for Coordinated Entry • Promote participant choice • Plan as a system • Deliver homeless assistance in a more open, inclusive and transparent way
	<p>Strategic Resource Allocation:</p> <ul style="list-style-type: none"> • Review existing projects for project quality, performance and cost-effectiveness • Reallocate underperforming or ineffective projects • Maximize use of mainstream and other community based resources
	<p>Use a Housing First Approach:</p> <ul style="list-style-type: none"> • Remove barriers to Entry (both system and project level) • Client Centered Service Delivery • Prioritizing Households Most in Need • Inclusive Decision-making
	<p>End Chronic Homelessness through the following methods:</p> <ul style="list-style-type: none"> • Increase beds, through new and reallocated permanent supportive housing (PSH) projects that serve people experiencing chronic homelessness, including individuals and households with children. • Targeting the chronically homeless by giving them priority for PSH beds as vacancies become available through turnover. • Using the Housing First Model in the design of new PSH programs
	<p>End Family Homelessness through new reallocated Rapid Re-housing projects for families experiencing homelessness.</p>
	<p>End Youth Homelessness</p> <ul style="list-style-type: none"> • Reaching out to youth-serving organizations to fully participate in the CoC • Develop resources and programs that better meet the needs of homeless youth, including LGBTQ youth. • Serving victims of trafficking • Reallocate funds from lower performing youth serving projects to projects better serving youth.
	<p>End Veteran Homelessness</p> <ul style="list-style-type: none"> • Prioritize Veterans and families who cannot be effectively assisted by VA services; prioritize over non-Veterans with same level of need; • Work closely with VA and other Veteran-serving organizations and coordinate CoC resources with VA services including HUD-VASH and SSVF.

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

All applications **MUST** be submitted by Friday, June 16 by 3:00 p.m. (See Section A)

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 2017 HUD Grant Inventory Worksheet (Renewal Applicants Only)

Required Application Components – All Applicants

Section A: Applicant Information

Section B: Project Information

Section C: Performance and Service Capacity

Section D: Budget

Section E: Match

Section F: Certification

Additional Required Documents – New Applicants

- 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 – **Attach as Exhibit C**

Required Application Components – Renewal Applicants ONLY

- IRS Documentation of Non-Profit Status – **Attach as Exhibit A**
- Line of Credit Control System (LOCCS) expenditure information – **Attach as Exhibit B**
- HUD Monitoring Report – **Attach as Exhibit C**
- Non Profit Board Documentation – **Attach as Exhibit D**
 - 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, and a copy of the agency policies and procedures
- Audit or Financial Statement, including management letter – **Attach as Exhibit E**
- Two most recent HUD Annual Performance Reports (APR) – **Attach as Exhibit F**

DeKalb CoC Review, Ranking and Appeals Process

NOFA Project Application Review and Rating

All Project Applications will receive a three-part proposal review. 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. Renewal projects will receive a Quantitative review for a maximum of 180 points.

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

The Quantitative rating form for renewal project applications is divided into four sections to mirror the application and measures key performance to include data quality, bed utilization, increased income, length of participation and housing stability. A maximum of 180 points can be awarded.

I.	Application Information	20 Points
II.	Project Information	30 Points
III.	Performance and Service Capacity	40 Points
IV.	Quantitative Review	90 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 team of independent reviewers with experience in the human services or homeless assistance arena will be identified and convened to conduct the project 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 proposal review, project scores are reviewed, rated and ranked from the highest proposal score down.

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 of the CoC's decision.

For questions or concerns, please call or email Ann Pope at (404) 371-2637 or 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**

For the FY2017 Competition, CoCs will be able to create new joint TH and PH-RRH component projects to better serve individuals and families experiencing homelessness. 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. Additional information will be provided in the FY2017 COC Program Competition NOFA.

- **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.

- **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.