

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: GA-508 - DeKalb County CoC

1A-2. Collaborative Applicant Name: DeKalb County, Georgia

1A-3. CoC Designation: CA

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

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Faith Community		
VA/SSVF Grantees		

**1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)**

SOLICITS OPINIONS: We promote community-wide planning, coordination & strategic use of resources to address homelessness by having monthly meetings of the COC, Planning & Service Coord. Committees, Case Mgrs/ HMIS User Groups & Bimonthly mtgs of the Governance Bd. Input and recommendations made by these stakeholder committees are presented to CoC Board for approval and vote or adoption by full CoC. To ensure full participation & consider the full range of opinions, the CoC also solicits input from stakeholders inc. MH/SA Orgs, PSH, Youth/DV Advo. & providers w/ direct experience preventing or ending homelessness to participate in CoC training, activities, meetings & on committees through targeted outreach/recruitment. Community orgs and agencies are recruited & regularly invited to CoC monthly meetings to present on topics such as housing for re-entering citizens, mental health outreach & discharge planning, winter fire safety, ID and voter registration of the homeless. COMMUNICATES MEETINGS: We post info, announcements & mtg notices and recruitment flyers to CoC list serves, newspapers and county websites & distribute info directly to organizations, community groups and citizens. CoC members are encouraged monthly to share info with their list serves and invite new members. Calls and requests are received throughout the year from agencies and citizens interested in joining the CoC, names are added to the CoC list serve to receive info and meeting notices. USES INFO GATHERED: Stakeholder input is solicited to encourage community commitment and fill CoC gaps. CoC Mtg, CE and Case Mgr Mtgs allow for open discussion and input used to identify gaps, refine service coordination and provide opps case staffing for PH and stability. Targeted solicitation of faith-based orgs as coordinated entry access sites and input solicited in devel of warming stations to enhance CoC housing capacity to shelter homeless during cold weather emergencies.

**1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)**

The CoC has over 250 members, governance board & 6 committees w/respons. for planning, service coord. & eval. The CoC invites new members by public

open invit. CONTINUOUSLY by post on DeKalb website, MONTHLY at CoC Mtgs & by direct recruitment of needed partners 3-5 x/PER YEAR; Recruitment flyers posted to the CoC list serve with request to share with colleagues, partners and stakeholder groups. CoC members encouraged at monthly mts to share info with their list serves and invite new members. Calls and requests are received throughout the year from agencies and citizens interested in joining the CoC, names are added to the CoC list serve to receive info and meeting notices. The DeKalb PHA Dir was recruited to serve on CoC Board & chair Service Coord. Commit. - increasing perm housing for homeless fams w/HCV set asides. DeKalb DFCS Dir recruited to serve on CoC Board ensures service coord. & max of TANF & MOE to house vulnerable families. DV Provider recruited to provide valuable consult on Coord.Entry and to conduct Annual CoC training on victim services, access, safety & confidentiality. Youth Advocate with prior exp with DFCS and Foster Care ILP recruited to serve on CoC Board and Youth Service Provider serves on Coordinated Entry committee & provides consult & training on key issues related to Equal Access, youth outreach, services & LGBTQ access to services & housing. A formerly homeless veteran recruited by SSVF to serve on CoC Governance Board which meets monthly. CoC Nominations subcommittee conducted special outreach to CoC General body to recruit homeless or formerly homeless persons to fill recent vacancy on CoC Governance Board. Four applications were received in response. Two formerly homeless persons strongly considered, one formerly homeless mother, served by CoC provider and now employed by a CoC agency that serves homeless families will be recommended for vote by the CoC gen body to serve on the Governance Board.

**1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)**

The DeKalb CoC accepts & considers proposals from all organizations interested in ending homelessness that meet threshold requirements. Public notices announcing the opening of the DeKalb CoC Local 2018 Competition for HUD NOFA funding were posted 6/27/18 to the CoC Email distribution list. The announcement specified that the local competition would commence July 9, 2018 with an Applicant Information meeting, and the posting of local guidelines and applications for new and renewal project posted to the DeKalb County Govt. website at <http://www.dekalbcountyga.gov/community-development/grant-applications>. The announcement was also posted in the Champion Newspaper and ran in the 6/29/18 edition. Each posted public notice, encouraged new applicants and victim service providers to apply. Direct emails highlighting the availability of DV Bonus funding were also sent on 6/27/18 to two Victim Service Providers and 1 Youth Serving Organization not currently funded by the CoC. 9 ORGANIZATIONS NOT CURRENTLY FUNDED BY THE COC ATTENDED THE NOFA INFO MTG, held 7/9/18, including 3 VICTIM SERVICE PROVIDERS. Local apps for new and renewal project funding, application and submission guidelines were distributed at an Application Information Meeting on 7/9/18 and posted along with all meeting materials to the DeKalb County Govt Website (see site above) on 7/11/19. Application technical assistance was

provided July 10-13, 2018. In response, the Collaborative Applicant received 19 applications for renewal funding and 6 applications for new funding on 7/23 and 7/15/18 respectively. 2 OF THE 6 NEW PROJECT APPS (DV BONUS AND PH BONUS) INCLUDED SUBRECIPIENT ORGANIZATIONS THAT HAVE NOT PREVIOUSLY RECEIVED COC PROGRAM FUNDING.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Public Housing Authorities	Yes
Veterans Administration	Yes

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

DeKalb County Community Development Department (same entity as the CoC Collaborative Applicant) serves as the administrator of the DeKalb Emergency Solutions Grant Program (ESGP) and consults in weekly meetings with the Emergency Solutions Grant (ESG) subrecipients to support COC/ESG service

coordination and outreach. Using a Collective Impact approach, DeKalb County, as ESG Recipient and CoC Collaborative Applicant, has continued working with CoC and ESG providers and other stakeholders to refine the common agenda, determine outcome measures, and foster a culture of continuous improvement in our homeless service delivery system. Key funding criteria for ESG funded projects include consistency with HUD priorities, active CoC, Coordinated Entry and HMIS participation. The Consolidated Plan for DeKalb outlines the jurisdictions 5-year goals for reducing and ending homelessness. The 1-year plan goal of serving a minimum of 100 homeless/at-risk persons is met in collaboration with CoC and ESG funded agencies. Annual plan update also includes recommendations for ESGP funding. Information provided by CoC to the Consolidated Plan jurisdiction includes information on local homeless demographics housing and services – data derived from HMIS, CAPER, PIT & HIC/AHAR. CoC updates are given 1-year at Consolidated Plan Department Meetings and workshops. The CoC monitors and evaluate each Subrecipient programs to make sure data that is reported is accurate and truly reflects the Subrecipient programs performance. The CoC uses the HMIS data in the funding process for assisting with the decision making for the next application. The CoC adopted a shared community vision, identified strategically linked outcomes that has redesigned the homeless service system and is being used to align funding so that we reach the collective vision, has clear, defined and measurable indicators and uses a shared evaluation lens for funding decisions.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:

(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

CoC addresses safety needs of victims/survivors & fleeing DV, dating violence, sexual assault & stalking (DV) in coordination w local victim service providers (VSP) to ensure victims receive safe & secure housing & services to prevent homelessness. Non CoC funded VSPs are active in CoC & consult on Written

Standards & Coordinated Entry policies PRIORITIZATION & EMERGENCY TRANSFER CE process uses common assessment to ID & immed refer ppl fleeing DV to the DV Hotline or lead VSP for full, trauma informed assessment & safe shelter. CoCs Emerg Transfer Plan for CoC/ESG funded housing inc. VAWA req. to inform residents of right to request emerg transfer to ensure safety. To avoid additional trauma, an emergency transfer request can be made by/for victim, no 3rd party documents req'd, & inc. a list of resources to meet needs. HOUSING ACCESS & SVS CoC reallocated \$\$ in '16 for RRH for fams, ppl fleeing DV & youth. Prospd '18 DV Bonus dedicates addl RRH beds for survivors of DV w/ dedicated VSP Case Mgr to ID, w client input, safe PH & provide trauma informed, vict-centered case mgt pre, during & post housing placement. ESG funds ES & TH for DV w/kids & VSPs receive County gen funds. CLIENT CHOICE Victim & non-victim housing/service agencies must prioritize safety & equitable access to housing/services for ppl fleeing/attempting to flee DV or human trafficking while ensuring client choice. If CE screening indicates client may have been sexually assaulted/abused, the person must be offered referral to VSP. Victim can choose to remain in home w/safety plan, be referred to DV/VSP or access PH through CE process. In all cases, victims offered equitable access to all housing/services available in CoC via CE. CONFIDENTIALITY VSP practice inc gated/secured entry, call screens; coding/data sharing of client files by # vs name for stat reporting & secured by de-identified aggregate data from Apricot.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC coordinates with the Women's Resource Center to End Domestic Violence (WRC) to provide annual CoC training on Domestic Violence. Training is provided to the CoC general body, made up of community, faith organizations, non profit agencies and housing providers serving the continuum. The training is also provided to CoC outreach, ESG and Coordinated Entry staff to ensure best practice in serving survivors of DV, Dating Violence, Sexual Assault and Stalking. Topics covered include defining DV, debunking myths about DV, engaging and advocating for survivors, safety planning and protocols, trauma informed care and available services. Of particular interest this year was an in depth look at Georgia DV statistics and fatalities, the intersection of domestic violence and homelessness; the power and control dynamics related to abuse and the unique barriers to safety and housing that result such as poor credit and rental histories, lack of steady employment, housing discrimination and loss of subsidized housing for violations or damage caused by the abuser; Topics also included trauma informed, victim centered approaches to engaging, assessing and serving victims of DV and practices that respect victim choices, engage victims in safety planning, and validate their right to be safe and free from violence. The trainer also recognized the emotional toll on human and housing service professionals and offered several strategies for self care.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence,

**sexual assault, and stalking, including data from a comparable database.
(limit 2,000 characters)**

CoC uses data from a variety of sources to assess the scope of community need related to domestic violence, dating violence, sexual assault, and stalking, including data from comparable databases. State data from the Georgia Collation Against Domestic Violence reports over 44,000 DV crisis line calls and over 10,000 calls made to sexual assault lines in 2017 with over 6000 victims sheltered by DV programs. 2372 were turned away from DV shelters due to lack of bed space. Local DV shelters received 16237 crisis line calls and provided 17,238 bed nights in 2017. VSPs report they were unable to shelter approx. 400 people due to a lack of space with an increase in DV families. Data from 2017 GA DV Fatality Review Project reports DeKalb County is one of three GA counties with highest rates of DV related deaths. Of the 106 DV related homicide cases reviewed 50% of victims were stalked prior to fatal incident. Data collected through ESG CAPER also captures population specific data on DV in persons served, gender, HH comp and services provided by non DV shelters. CoC collects non-identifiable data through CE prescreen and comprehensive assessment process to identify, refer, prioritize and serve homeless persons fleeing DV and requesting shelter through DV or emergency/PH resources. Local VSPs funded through ESG collect and report data using comparable databases like Apricot and report to the CoC data on DV victims served, families affected by DV and services provided through DV shelter and transitional housing.

**1C-4. DV Bonus Projects. Is your CoC Yes
applying for DV Bonus Projects?**

**1C-4a. From the list, applicants must indicate the type(s) of DV Bonus
project(s) that project applicants are applying for which the CoC is
including in its Priority Listing.**

SSO Coordinated Entry	<input type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

1C-4b. Applicants must describe:

- (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;**
 - (2) the data source the CoC used for the calculations; and**
 - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

DeKalb County has three victim service providers currently serving the CoCs geographic area, including one transitional housing providing housing victims upon discharge from shelter; Local DV shelters received 17,542 crisis line calls and provided 17,238 bed nights to 262 individuals (including adults and children) in 2017. Local VSPs collect this data through Apricot, a comparable database and report to the CoC. Additional data collected over the last 6 months through the CoCs Coordinated Entry prescreening process reflects an

additional 11 persons requesting emergency or permanent housing assistance that indicated they were fleeing DV. ESG Caper Report for 2017 indicates that 31 individuals served by ESG were experiencing DV and 17 were fleeing DV.

1C-4c. Applicants must describe:

- (1) how many domestic violence survivors need housing or services in the CoC's geographic area;**
- (2) data source the CoC used for the calculations; and**
- (3) how the CoC collected the data.**
(limit 2,000 characters)

17,542 crisis line calls have been received by Local Victim Service Providers from persons in need of safe shelter, emergency housing, permanent housing or supportive services such as crisis counseling (individual and family), transitional housing, legal assistance, transportation (gas or marta cards) or financial assistance, clothing or food. In 2017, 321 domestic violence survivors have requested or are receiving housing services in the CoC. Data sources include Apricot data provided by Victim Service Providers, HMIS Sage and ESG CAPER.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:

- (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;**
- (2) quantify the unmet need for housing and services for DV survivors;**
- (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and**
- (4) describe how the CoC determined the unmet need for housing and services for DV survivors.**
(limit 3,000 characters)

In 2017 local VSPs were unable to serve approximately 500 victims due to a lack of shelter space. (Source VSP Apricot data reported to the CoC) All VSPs are reporting an increase in victims/survivors presenting with children, as well as families with 6 or more children.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.
(limit 2,000 characters)

Through the provision of case management and homeless prevention and rehousing services, this DV Bonus project will be instrumental in ending homelessness for up to 22 women and their associated family members fleeing domestic violence while ensuring their safety and total family stability.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

- (1) rate of housing placement of DV survivors;**
- (2) rate of housing retention of DV survivors;**
- (3) improvements in safety of DV survivors; and**

**(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)**

Action Ministries, Inc. has an extensive history of administering grants and providing housing services (including Transitional Housing, Permanent Supportive Housing, and Rapid Re-housing) to those experiencing homelessness including the hardest to serve populations requiring supportive housing. Since 1981, Action Ministries has been successfully providing housing services to the homeless population beginning with emergency shelter combined with case management and supportive services, to later adding transitional housing to its portfolio in a number of counties throughout the State of Georgia, funded by HUD grants since 1996. Additionally, AMI has been effectively providing rapid re-housing services to homeless and potentially homeless individuals and families since September 2012 through grant programs such as the Department of Veterans Affairs' Supportive Services for Veteran Families (SSVF) program, as well as through the Georgia Department of Community Affairs (DCA) and the US Department of Housing and Urban Development's (HUD) Rapid Re-housing grant programs. Since beginning its Rapid Re-housing operations 6 years ago, AMI has successfully ended homelessness for over 3,000 individuals and families using its Facilitating Access to Intervention & Resource (FAIR) housing model.

Action Ministries has partnered with the Women's Resource Center to End Domestic Violence (WRC) to aid those survivors who have found themselves homeless as a result of domestic violence. The WRC strives to meet the immediate and long-term needs of the diverse community of battered women and their children with programs that promote safety, compassion, connection, advocacy, and prevention.

Since 1985 WRC has extensive experience administering programs designed to ensure safety for victims of domestic violence as well as ensuring that they are placed on a track to recovery and long term success. Each year, WRC provides direct services to more than 6,000 women and children through its 24-hour domestic violence hotline, legal advocacy, community-based advocacy, financial education and assistance, basic needs assistance, support groups, and dating violence prevention and community education programs. Hotline advocates are available 24-hours each day to answer questions and provide peer-counseling support, safety planning, and referrals to victims of domestic violence. We help women reclaim their personal strengths, work toward their goals for the future and transition into a safe and stable living situation.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of the County of DeKalb	37.00%	Yes-HCV	No
Decatur Housing Authority	0.00%	No	No
Lithonia Housing Authority	0.00%	No	No

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

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)

Both Decatur and Lithonia Housing Authorities collaborate with the DeKalb CoC. A representative from the Decatur Housing Authority sits on the DeKalb CoC Governance Board. Decatur Housing Authority stated that they could not offer a homelessness preference this year because they are required to use all available vouchers for the relocation that must occur as they redevelop Public Housing. Decatur Housing Authority has committed that they will offer homelessness preferences when their redevelopment requirements are complete.

Lithonia Housing Authority is extremely small (approximately 43 vouchers). They could not offer a preference this year but are look for ways that they can offer a preference next year.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? No

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

Needs of LGBT hmls people addressed thru: FUNDING CoC & ESG funds provide targeted outreach, emergency shelter, prevention and RRH to homeless individuals and families including the LGBT community. '17 CoC

PHBonus awarded to CoC lead youth & LGTB serving agency provides RRH to homeless youth w/dedicated focus on pregnant/parenting youth. MONITORING DeKalb as collab applicant w/resp for monitoring CoC projects, sent Notice CPD-15-02 on 5/23/17-Appropriate Placement for Trans Persons in 1-Sex Emerg Shter & oth Facil. w/ instruc. to review, share w/staff, ensure placement requirements in agency policies and procedures. RECORD AND POLICY REVIEW conducted 8/23-24/2018 CoC Project App Review to ensure all fed requirements incl ANTI DISCRIMINATION POLICIES, reflected in agency policies & procedures as required in CoC Written Standards for provision of CoC/ESG services. TRAINING conducted at CoC general body mtg on 7/18/18 on Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identify. Annual Training conducted by CoC lead youth serving agency CHRIS180 w/ content on EA Rule, reqs w/ recomb. & techniques for implementation. PARTNERSHIPS:CoC partnership w/ LGBT & Youth serving agencies has enhanced CoC capacity to identify, assess & RRH homeless youth & LBGT youth & fams. CHRIS180 serves as a CE Access Point with 24 hour drop in site, conducts targeted outreach, counts & surveys of homeless & homeless LGBT youth for biennial PIT count. CHRIS180 & Lost-n-Found Youth (LNFY) partner to provide TH & PH to LGBT youth. CHRIS180 has MOU w/ Mercy Care to estab/operate an Integrated Health Clinic (IHC) to provide behav & phys health services to homeless & unaccom'd youth. Unique health needs of hmls youth, incl LGBT youth met through mental/physical/vision/dental screens, ind/group therapy, trauma assess, & trauma focused behavioral therapy to address with high risk behavior associated w/youth homelessness i.e. drug use & sex trade.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>

No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

1)GEO AREA: DeKalb uses multi-site centralized access points fr coordinated entry (CE); Ppl access entry pts via intake phone lines (2 fr families/individuals & 1 domstic violence) or by going to physical sites (5 agencies covering 6 days a week, incl. youth drop-in cntr); CE sites by interstates & subway/bus stops; Street outreach/PATH & ACT MH teams are mobile access pts; Hmlss or at risk can access CE at any point

2)LEAST LKLY APPLY: CoC under development fr additional 311 hotline # to be blasted by press release in newspapers, social media, radio; flyers/train srvcs prvdtrs, police, schools, libraries, community/rec cntrs, GA & DeKalb Dept Behavioral Health & Develop Disabilites, VA Comm Resource & Refrral Cntr etc; post on CoC & state website; Clients spread CE access pts by word of mouth; Translate into Spanish; PR, flyer, train, webste describe CE process & access pnts

3)PRIORITIZE: DeKalb uses phased approach fr CE; Step1- prescreen to triage ppl who are litrally homeless, at risk hmlss, stably housed, etc & need assistance; Step2- comprehensive assessment (CA) fr ppl who literally hmlss & in need of perm hsng. CA prioritizes ppl on list fr hsng via score w/ following factors: 1.Major physical, mental or behav health challenges, substance probs or functional imparments; 2.Hi utilization of crisis srvcs incl. ERs, jails & psych facilities, 3.Extent to which ppl esp. youth & kids are unsheltered, 4.Vulnerability to victimization, 5.Hi # prev hmlss episodes, 6.Length time hmlss, 7.Criminal history, 8.Bad credit or rental history; Upon completion of prescreen, ppl who need ES are placed on list, monitored by CE housing navigator & place ppl in ES as soon as beds available; Upon completion of CA, auto ranked on prioritized perm hsng list. 2nd CE hsng nvgrtr monitors PH list w/ goal of refrrals for hsng agncy w/n 72 hrs & housed w/n 60 days refrral

4)ASSESSMNT TOOL: DeKalb developed unique comprehensive assessment to prioritize needs specific to CoC(see attach)

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

SEVERITY OF NEEDS & VULNERABILITIES CONSIDERED IN RANKING AND SELECTION: New and renewal project apps evaluated and rated based on project type, target pop, # and % of clients served and prioritized in specific subpopulations, including chronic homeless, victims of DV or human trafficking, substance abuse, mentally ill, HIV/AIDs; Max points awarded to projects serving and prioritizing the chronically homeless, w/ plus points awarded to projects serving homeless famlies, individuals, unaccompanied youth and veterans. Additional points awarded for Housing 1st/low barrier services to indiv/fam with no/low income, crim histories, current SA, etc. Overall Ratings based on quantitative evaluation of project, alignment with HUD policy priorities, program design, vulnerability of target pop and CH priority, current fund utilization/cost effectiveness, data quality, APR/performance measures and client outcomes. Renewal/and New Bonus Projects providing low barrier PH-PSH/RRH and Jt. TH/RRH to chronics, fams, youth, DV, HIV/AIDS, Ment.ILL/SA were ranked high to low and prioritized in T1 & T2.

- 1E-3. Public Postings.** Applicants must indicate how the CoC made public:
- (1) objective ranking and selection process the CoC used for all projects (new and renewal);
 - (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
 - (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	<input type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input type="checkbox"/>
Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>	Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>	Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

- 1E-4. Reallocation.** Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

- 1E-5. Local CoC Competition.** Applicants must indicate whether the CoC:
- (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;
 - (2) rejected or reduced project application(s)—attachment required; and
 - (3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required. Yes

2A-1a. Applicants must: 3-4 in Governance Charter
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor? Eccovia ClientTrack

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area. Statewide HMIS (multiple CoC)

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	95	45	50	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	106	22	49	58.33%
Rapid Re-Housing (RRH) beds	233	0	233	100.00%
Permanent Supportive Housing (PSH) beds	1,882	0	1,571	83.48%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
 (limit 2,000 characters)**

Posted to Esnap 9.12.18

We have 100% bed coverage for ES & RRH, & 80%+ in PSH.

1) FOR PSH: The 311 PSH beds not recorded in HMIS are Decatur Housing Authority (DHA) VASH beds. VA & HUD don't require but encourage VASH beds to be recorded in HMIS. Housing Authorities use own database to report to HUD. CoC is working diligently with DHA to enter VASH data into HMIS. One option is for United Way to provide a data entry specialist to enter the DHA information as they had previously done for DeKalb County Housing Authority.
 2) For TH: 2A) 15 TH beds not in HMIS are at United Methodist Children's Home. UMCH is faith based & receives no ESG/CoC funding. CoC is taking practical steps to get UMCH to record units/beds in HMIS (i.e. staff received training/login ids, project set up in HMIS, encouraging UMCH to participate in coordinated entry). 2B) Another 20 TH beds not in HMIS are at Initiative for Affordable Housing. IAH had previously received CoC funding as TH provider and were an active member of the CoC. Several years ago they applied for RRH instead of TH and were approved. In the end, they declined the CoC funding for RRH and are no longer participating in CoC/HMIS. They are now focusing more on their rental housing than their homeless services.

**2A-6. AHAR Shells Submission: How many 12
 2017 Annual Housing Assessment Report
 (AHAR) tables shells did HUD accept?**

**2A-7. CoC Data Submission in HDX. 04/27/2018
 Applicants must enter the date the CoC
 submitted the 2018 Housing Inventory Count
 (HIC) data into the Homelessness Data
 Exchange (HDX).
 (mm/dd/yyyy)**

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/25/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/27/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)**

NOT APPLICABLE: DeKalb County didn't make any changes to its implementation of sheltered PIT count from 2017 to 2018. 3 months prior to count we develop a detailed provider questionnaire form based on HUD's "Notice for Housing Inventory Count (HIC) and PIT Count Data Collection for CoC Program & ESG Program". In Dec & Jan, we notify all DeKalb County agencies of upcoming PIT count via email & at meetings. Few days prior to count we send out survey with detailed instructions (on who/how to count) to all CoC sheltered agencies to return completed form day after PIT. The week after PIT, we follow up with providers on any missing data. Submitted prvdvr survey PIT count data is compared to HMIS, along with prior year's HIC, to check for any inconsistencies. Agencies are contacted to explain or correct discrepancies so that we have most accurate & valid numbers (validity). We have reliable data by repeatedly using HUD best practice method from "A Guide to Counting Sheltered Homeless People"

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	0
Beds Removed:	144
Total:	-144

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a No

change to the CoC's 2018 sheltered PIT count?

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable. No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count. (limit 2,000 characters)

CHRIS 180 (DeKalb County CoC funded homeless youth focused agency) helped plan homeless count, identified youth specific hotspot locations, & conducted count with 4 special coverage teams. 1) ENGAGEMENT IN PLANNING: CoC reached out to youth provider in October 2017 to request participation in 2018 homeless PIT count. Provider served on planning committee, helped create youth counting/surveying process & youth survey questions, & led / staffed homeless youth focused count teams. Planning committee met monthly with youth focused group also meeting once monthly. 2) STAKEHOLDERS SELECTING LOCATIONS: 2A) Youth focused agency has outreach workers who conduct street outreach weekly and identified locations where homeless youth most likely to be found. 2B) CHRIS 180 program director asked homeless youth residents and staff where to find unsheltered homeless youth. 2C) Locations included South DeKalb Mall, downtown Decatur, certain parks, colleges (Georgia Piedmont Technical College & GA State University Perimeter College); 2D) CHRIS 180 provided list of identified youth focused hotspot locations by 1st week in January. 3) YOUTH INVOLVED IN COUNT: 4

special coverage teams comprised of staff & (paid) residents from CHRIS 180 (4 staff and 15 youth). Teams went to known homeless youth hot spots (locations informed by homeless youth/provider). Youth on count teams approached other youth who appeared homeless because youth are more willing to engage with peers & homeless youth are more easily able to identify other homeless youth. The homeless survey included the HUD PIT Count Youth Survey – Addendum. The survey questions (i.e. about foster care, stays in juvenile detention center, educational status) were asked of any identified youth.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:

- (1) individuals and families experiencing chronic homelessness;**
 - (2) families with children experiencing homelessness; and**
 - (3) Veterans experiencing homelessness.**
- (limit 2,000 characters)**

INCREASED CAPABILITY OF A) STREET COUNT: all enumeration teams (not just hot spot teams) surveyed anyone encountered. Detailed survey asked if served in military, if live w/ any family members, & chronic homeless status (sleeping location, disabilities, number of times homeless, length of time homeless). B) SHELTERED COUNT: service agencies completed an in depth provider survey (detailed instructions included) that clearly identifies families (all types), chronically homeless and veterans staying in their programs. POPULATION FOCUS: 1) CHRONIC: Increase number (6 people) of chronic homeless on street from 2017 to 2018 homeless point-in-time count because more special coverage teams especially youth, veterans & Path (specific mental health) outreach (4 more teams) to cover more hotspot locations (additional 24 hotspots). 2) FAMILIES: United Methodist Children's Home sold complex and moved to smaller place and Initiative for Affordable Housing turned transitional housing units into apartments for rent, so decrease by 20 family units for 2018 homeless count. No families were found unsheltered for homeless count. 3) VETERANS: DeKalb County CoC achieved functional zero for veterans in 2016 & decreased number of homeless veterans from 2017 to 2018 homeless county by 13 veterans; 5 teams of veterans from Department of Veterans Affairs comprised of both clients & staff covered hotspot locations

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.

986

3A-1a. Applicants must:

(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.
(limit 2,000 characters)

(1) DESCRIBE HOW COC DETERMINE RISK FACTOR TO IDENTIFY PERSONS BECOMING HOMELESS FIRST TIME: The DeKalb County CoC has adopted a multi-site Centralized access approach in which a homeless or at risk of homelessness household can present at a designated entry agency located within the geographic area. Funded agencies are required to participate (ESG, COC CDBG and Human Services). When people first become homeless, the situation is a crisis for the person experience it. Crisis resolution responses must include: Rapid pre-screen assessment and triaging, based upon urgency, an instant focus on personal safety as the priority, de-escalation of the person's emotional reaction, and take definite action steps to get the household in emergency housing, as needed.

(2) DESCRIBE COC STRATEGY TO ADDRESS INDIVIDUALS AND FAMILIES AT RISK OF BECOMING HOMELESS: DeKalb County has developed a coordinated entry process that standardizes the access, assessment, prioritization and referral procedure for all people across all participating providers in the Dekalb County CoC. Thus each system entry point uses the same pre-screen tool and makes referral decisions based on a common set of factors. Coordinated referrals are made with a thorough understanding of all programs, including their specific requirements, target population, offered services, and bed availability. This approach means that homeless and at risk of homelessness individuals and families are identify early, screen and connected with the most appropriated intervention or best match.

(3) NAME ORG RESPONSIBLE OVERSEEING THE COC's STRATEGY REDUCE INDIVIDUALS AND FAMILIES EXPERIENCEING HOMELESSNESS FO THE FIRST TIME. The CoC Coordinator, ESG Coordinators and the Board

of Director, jointly are responsible for implementing this strategy.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1) DATA: Average length time homeless (LOTH) for ES/TH decreased from 218 days in 2016 to 177 days in 2017 per system perform measures (&) ES alone decreased from 81 to 59 days

3) IDENTIFY & HOUSE LONGEST LOTH: CoC determines LOTH w/ coordinated entry (CE) prescreen & comprehensive assessment. Longest LOTH is factor for scored higher, ranked on permanent housing list higher & thus a priority for refer/place for permanent housing in RRH, PSH & service intensive TH; CE navigators & outreach staff track LOTH for street & ES stays via HMIS & track time on PH list; HMIS shows engagements over time with homeless services

2) STRATEGY: 2A. Coordinated entry (CE) housing navigators goal to refer w/n 72 hours of being on perm housing prior list to RRH or PSH & housed w/n 60 days; 2B. CE navigators coordinate efforts b/n outreach/ES & RRH/PSH; Goal for ES stays 30 days or less; 2C.CoC adopted housing 1st model to reduce barriers; CE housing navigators address problems that arise w/ high barrier clients via case conferences; 2D.For 2019, HOPE Atlanta (adding new PSH beds) to partner w/ Step Up on Second to quickly house chronic homeless on street. Step Up has multi-interdisciplinary team i.e. nurse, psych, peer advocate who provide outreach, engagement & intensive case management to connect w/ housing placement as quickly as possible; 2E. Document Ready: Upon first engagement, outreach identifies people on street who want perm housing & get paperwork ready for PSH; Crossroads Community Ministries & First Pres. Church help clients obtain free documents that are required for housing / jobs / schooling i.e. birth certificates, identification; 2F. Salvation Army, Decatur Cooperative Ministry & other agencies partner with First Step Staffing who can place clients in job immediately

4) RESPONSIBLE: CoC Coordinator & Housing Committee

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

Percentage

Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	77%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	94%

3A-3a. Applicants must:

(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1)INCREASE TO PERM HOUSE: 1a) Emergency shelter residents complete coordinated entry (CE) comprehensive assessment, placing them on CE by name list (BNL). CE housing navigators pull from CE BNL to refer clients to permanent housing based on best match, eligibility and client housing choice. Navigators track clients from referral to actual perm housing and provide assistance if any issues arise during PH placement process
1b) While in TH, case managers work with clients to develop individual stability plan which sets goals, i.e. employment, GED, sobriety, saving, to accomplish for exiting to permanent housing. TH case managers i.e. United Methodist Children's Home work with CE housing navigator to locate permanent housing options such as Housing Choice Vouchers and RRH for domestic violence families.
1C) No safe haven programs in CoC
1d) OPEN DOORS: 6 RRH agencies partner with Open Doors. OD connects people to apts. where they have relationships with landlords to place high barrier households i.e. poor credit, evictions, incl. ratio disparity, some criminal records w/ OD letter that guarantees housing stability plan & extensive housing case management. OD has list of over 100+ apt complexes that are affordable & work with high barrier households. JOBS for HOUSING STABILITY: RRH case managers connect clients for job training and placement at Workforce Development, First Step Staffing, Next Step Staffing, Goodwill; CoC adopted HOUSING FIRST model;
2)RETAIN / EXIT TO PERM HOUSE: 2a. PSH staff encourage client's participation in supportive services or interventions designed to help client sustain and/or achieve permanent housing; 2b. Provide safe & desirable housing, regarding crime and illicit drug activity in the building and neighborhood; 2c. Create supportive relationships pertaining to residents & staff; 2d. Increase income (cash and non-cash) while in PH; 2e. Develop program rules that are low barriers for clients

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	3%

3A-4a. Applicants must:

- (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;**
 - (2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.**
- (limit 2,000 characters)**

DATA: Decrease returns to homelessness (RTH) over 2 years from 18% in 2016 to 11% for 2017 due to focus on stabilizing most vulnerable homeless via coordinated entry (CE), supportive services & permanent housing

1) COMMON FACTORS: Identify factors for RTH via CE assessments, HMIS data, speaking w. clients / case managers, & published RTH research articles. Factors inc. history of homelessness, having disabling condition, no/low income, household size

2.STRATEGY:

A)CE housing navigators match households w/ best hsng option & personal choice; Service intensive TH (DV, substance abuse, families) & PSH (9 agencies) available for ppl who need more than housing asst., while ppl who are housing ready & only need econ assist are connected to RRH (7 agencies)
B)RRH agencies develop budget & housing stability plan w/ clients which identifies steps & goals that clients make towards sustaining perm housing once subsidy concludes.

C)Partner w/ Open Doors (CoC agncy connects ppl to hsng) for limited rental guarantee so if hhold fails to maintain hsng then landlord contacts OD who steps in to pay arrears, contacts previous RRH case manager & CoC, enacts housing stability plan, & if household can't afford home, then assists in moving to more affordable unit to avoid eviction & RTH

D)For 2019, HOPE Atlanta (new PSH beds) to partner w/ Step Up on 2nd. SU has multi-interdisciplinary team i.e. nurse, psych, peer adv. who provide intensive case mngt i.e. MH, life skills, job train, medication support to chronically homeless for 1-2 years once perm housed w. HA to maintain perm housing

E)JOBS: Dept. Family & Children Services connect hholds to (DHS) DeKalb Access & Resource Center for employ assist; Action Ministries (RRH) has employ specialist to connect clients to jobs, i.e. fairs where hire on spot; Next Step Staffing & 1st Step Staffing work w. prison re-entry & ppl w. felonies for job placements

RESPONSIBLE: CE coordinator & housing navigators

3A-5. Job and Income Growth. Applicants must:

- (1) describe the CoC's strategy to increase access to employment and non-employment cash sources;**
 - (2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - (3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.**
- (limit 2,000 characters)**

To increase access to employment and non-employment cash sources, the CoC links organizations and participants with employment organizations and technical skills for jobs and skills training; and mainstream benefits, i.e. Food Stamps, TANF, Childcare, Healthcare; partner with insurance organizations to offer reduced cost insurance. Veterans referred through CE to VA for full VA assessment and benefits; Collaborative Applicant distributes job availability and job fair info to agencies through CoC list serve for client referral.

3A-6. System Performance Measures Data 05/30/2018
Submission in HDX. Applicants must enter
the date the CoC submitted the System
Performance Measures data in HDX, which
included the data quality section for FY 2017
(mm/dd/yyyy)

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:

- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
- (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	239
Total	239

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>
Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history	<input checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Applicants must:

(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1)STRATEGY: A) Refer to rapid re-housing (RRH) w/in 72 hours of completing coordinated entry (CE) comprehensive assessment with goal to house within 30 days. Currently at perm housing w/in 42 days of CE enrollment. B) Case managers meet monthly & case conference as needed to review permanent housing priority list and plan housing strategies for high barrier households. C) Use housing first model. D) In 2017, added TH-RRH project w/ 64 beds to house families quickly. E) CE housing navigators track households from assessment to stable housing & coordinate efforts as problems arise. F) RRH agencies partner w/ Open Doors (CoC member non-profit). OD connects people to apts. where they have relationships with landlords to place high barrier households i.e. poor credit, evictions, incl. ratio disparity, some criminal records w/ OD letter that guarantees housing stability plan & extensive housing case management. OD has list of over 100+ apt complexes that are affordable & work with hi barrier households. G) CoC has 135 PSH units for families. H) Through CE, as soon as unit is available, agency notifies coordination entry housing navigators to quickly place next family on prioritized list.

2)ENSURE MAINTENANCE: A) Connect with mainstream and other services i.e. job asst., food stamps/pantries, Medicare, childcare etc. B) Partner w/ OD for limited rental guarantee so that if households fails to maintain housing then landlord contacts OD who steps in to pay arrears, contacts previous RRH case managers & CoC, enacts housing stability plan, & if HH can't afford apt then assists in moving to more affordable unit to avoid eviction. C) Step Up on 2nd provides ongoing wrap around services i.e. mental health services, life skills, employment training, medication support, service coordination, transportation, advocacy to households for one year post perm housing

3)RESPONSIBLE: ESG & CoC Coordinators

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-2.6. Applicants must describe the CoC's strategy to increase:
 (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
 (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
 (limit 3,000 characters)

Strategies included increasing funding and using available mainstream resources:
 Obtain a County commitment to fund 20 new housing units thru tenant based rental assistance (TBRA) for homeless, fragile youth aged out of foster care; Implemented the Host HOME model for youth 18-20 to prevent homelessness among youth aged out of foster care; Obtained United Way Bridge Housing funds to remove youth from the streets while they look for permanent housing; Created drop-in centers for housing resistant street youth; Obtained funds from Medicaid and GA DBHDD for case management and life skills training

3B-2.6a. Applicants must:

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- (1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;**
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

Evidence these strategies are effective at ending youth homelessness
In a TBRA pilot with 15 youth aged out of foster care, 90% remain housed for 2 years and self sufficient.
Data shows that the Host Model is successful in other states. Seven(7) youth have been placed in Host Homes in the CoC. All youth remain in school and are scheduled to graduate on time. The program is being expanded. Bridge funding moved 23 youth from the streets. The CoC has seen a 69% decrease (includes kids of youth) in youth homelessness with these programs. Success of programs is measured in terms of % attainment of the desired outcome. The change in the number of homeless youth as measured by the point-in-time count information is HMIS are also used as success/failure indicators. The measures are directly related to outcome.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:

- (1) youth education providers;**
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

Liaison from school systems, colleges, juvenile justice orgs, and child welfare organizations work the CoC to provide services and refer homeless and at-risk families. A school system homeless liaison attend CoC case managers meetings to provide information and input on resources as well as strategies to improve service coordination. Two representatives from school systems, and the Department of Family and Children Services serve on the CoC Governance Board. A child care Director and head start provider serves as the CoC Board Chair. Reps from colleges, universities and technical schools also serve on the youth and services coordination committee.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

CoC and ESG funded projects serving households with children must employ education liaisons to develop relationships with school personnel, to inform school personnel and houses of benefits and to ensure that homeless children attend school. In the CoC intake process, parents and homeless students are informed of their rights and educational and homeless benefits. Projects make referrals to the liaison in the students school and ensure that students enroll and receive all eligible benefits such as transportation.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MOA’s or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	Yes
Head Start	Yes	Yes
Early Head Start	Yes	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	Yes	Yes
Birth to 3 years	Yes	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		
Boys & Girls Club	Yes	Yes
Youth Summer Camp Voucher Program	Yes	Yes

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

IDENTIFY: With coordinated entry process (CE), the first step for people requesting services is to complete a pre-screen assessment which identifies who is a veteran and their discharge status, along with additional demographics and requested needs.

ASSESSMENT: By completing the DeKalb County comprehensive assessment, households including veterans are auto-populated onto CE By Name List (BNL) of homeless people requesting permanent housing based on score from results of comp assessment. The ranking on the BNL list is such that those who are most vulnerable are prioritized for permanent housing.

REFERRALS: Referrals are made by the access point agency staff who completed pre-screen and CE housing navigators after placement on BNL. Referrals include emergency shelter agencies (4 in CoC), VA Community Resource and Referrals Center, Supportive Services For Veterans and their Families, DeKalb County and Decatur Housing Authorities for HUD-VASH, food / clothing, PSH for veterans with mental health issues, ESG & CoC funded RRH for veterans who don’t want veteran specific services. The County in collaboration with Veterans Empowerment Organization have implemented a housing subsidy program for veterans who are not eligible for VASH, SSVF or other veterans’ benefits. Referrals are made within 72 hours of appearing on

BNL.

FUNCTIONAL ZERO: In November 2016, DeKalb County CoC attained Functional Zero status for homeless veterans meaning any homeless veteran who will accept housing will receive it (housed typically within 90 days). Status confirmed by the United States Interagency Council on Homelessness, the U.S. Department of Housing and Urban Development and the U.S. Department of Veterans Affairs

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? Yes

3B-5. Racial Disparity. Applicants must: Yes
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	<input type="checkbox"/>
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
There are no racial disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

		<input type="checkbox"/>
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The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	<input type="checkbox"/>
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	<input type="checkbox"/>
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	<input type="checkbox"/>
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	<input type="checkbox"/>
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	<input type="checkbox"/>
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	<input type="checkbox"/>
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	<input type="checkbox"/>
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	<input type="checkbox"/>
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	<input type="checkbox"/>
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	<input type="checkbox"/>
Other:	<input type="checkbox"/>

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare.** Applicants must indicate, for each type of healthcare listed below, whether the CoC:
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
 - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:

- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
- (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
- (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)**

(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits; The DeKalb Cty CoC funded Providers are supplemented by the multiple Mainstream programs such as the DeKalb County's general fund, the county's judicial fund to support victim assistance projects, Veterans Admin, Depart of Family and Children Services, Health Care Providers and Board of Education agencies to enhance the CoC's ability to provide supportive services for the homeless. Additional, the local Emergency Food and Shelter Program assists the DeKalb County CoC Providers by providing funds for food, mortgage payments, temporary lodging, rental assistance and utility assistance.

(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); Working together, the COC and the Coordinated Entry Specialist ENGAGES AND TRAINS all DeKalb County CoC Providers, mainstream providers, private entities, and organizations within the homeless service system as well as non-funded agencies such as the faith-based community partners, school systems, the Board of Health, developers, and other interested community members.

(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. The CoC Coordinator, ESG Coordinators and the Board of Director jointly are responsible for implementing this strategy.

4A-2.Housing First: Applicants must report:

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	23
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	23
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:

- (1) describe the CoC's outreach;**
- (2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;**
- (3) describe how often the CoC conducts street outreach; and**
- (4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)**

(1) COC OUTREACH DESCRIPTION: The Outreach Coordinator works on reports of unsheltered homeless persons received from residents, other organizations, Police & other CE staff. We also receive reports of encampments from other County-wide staff. Basic Homeless Outreach Services provides simple survival items. Medical Outreach Services brings medical assistance to clients living on the street & provides referrals to services and housing. The Library Outreach Services focuses outreach to individuals who gather at the various DeKalb County libraries, identifying needs and linking to services/housing. Then the Street Engagement Services focuses outreach to streets/encampments, assessing and referring to services/housing. It also

covers: parks, nature areas, convenience stores, motels, recreation centers, shopping malls, and mass transit stops.

(2) **COVERAGE:** The DeKalb County CoC outreach coverage plan encompasses 100% of the geographic CoC area.

(3) **HOW OFTEN CONDUCTED:** Street Outreach is completed daily by a full-time Outreach Coordinator that finds unsheltered people and completes a needs assessment to determine individual needs and offers housing and services.

(4) **OUTREACH TAILORED TO THE LEAST LIKELY TO REQUEST ASSISTANCE:** The local outreach experience shows persons in encampment sites are less likely to request or accept services. The CoC Outreach Coordinator works with the PATH Team and Mental Health Providers to identify other encampment areas weekly to build rapport and trust. The CoC Outreach Coordinator canvasses other areas to screen individuals and offer services and housing. Data is recorded in HMIS on each person located. Persons may be geo-located and documented with the County's GIS application, facilitating finding specific homeless persons at a later date for follow-up to provide services and Housing.

4A-4. Affirmative Outreach. Applicants must describe:

(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and

**(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)**

(1) **STRATEGIES FOR FAIR HOUSING:** The Dekalb County Collaborate Applicant has partnered with "Metro Fair Housing Services, Inc." to help market fair housing and supportive services practices through detailed county-wide training sessions. MTFS serves as the County's Fair Housing Partner Agency; investigating tenant/landlord and fair housing complaints. All CoC, ESG, HOME, and CDBG providers are attending MTFS quarterly training sessions. Dekalb County has a melting pot of nationalities --including Asian, Hispanic, European, and African residents. The MFHS workshops deliver relevant fair housing information and examines compliance with the Fair Housing Act, regulatory requirements and anti-discrimination written policies are also distributed at all CoC meetings. The CoC advocates for housing opportunities and makes sure that we're helping people learn about their housing rights. (2) **MEASURES TO PROVIDE EFFECTIVE COMMUNICATIONS PERSONS WITH DISABILITIES LIMITED ENGLISH PROFICIENCY.** The Dekalb County Collaborate Applicant as a recipient of federal financial assistance and is obligated to reduce any language barriers for accessing housing services. Dekalb County is a very diverse community, which consist of over 64 spoken languages. We provide guidance and training to all ESG and CoC sub-recipients to provide language access services, technical assistance for translation and interpretation services, and training on how to provide meaningful access to their programs and activities throughout the county. We have strong community partner agencies who have experience in working with OUR DIVERSE families and individuals with disabilities and language barriers.

Atlanta Legal Aid provides legal assistance to individuals with mental, physical and developmental disabilities to secure housing. They focus on special populations, including those with disabilities, seniors, victims of domestic violence, people with cancer or HIV/AIDS, veterans, and their caregivers.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	225	233	8

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	Housing Authority...	09/14/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	1C-8. Coordinated...	09/13/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	1E-1. Objective C...	09/14/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	1E-3. Public Post...	09/14/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	1E-3. Public Post...	09/14/2018
1E-4. CoC's Reallocation Process	Yes	1E-4. CoC's Reall...	09/14/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	1E-5. Notificatio...	09/14/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	1E-5. Notificatio...	09/14/2018
1E-5. Public Posting–Local Competition Deadline	Yes	1E-5. Public Post...	09/14/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	2A-1. CoC and HMI...	09/14/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	2A-2. HMIS–Polic...	09/14/2018
3A-6. HDX–2018 Competition Report	Yes	3A-6. HDX 2018 Co...	09/13/2018
3B-2. Order of Priority–Written Standards	No	3B-2. Order of Pr...	09/14/2018

3B-5. Racial Disparities Summary	No	3B-5. Racial Disp...	09/13/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	2A.0-CoC-DEKALB C...	09/14/2018
Other	No	Additional NOFA A...	09/14/2018
Other	No		

Attachment Details

Document Description: Housing Authority Preference

Attachment Details

Document Description:

Attachment Details

Document Description: 1C-8. Coordinated Assessment Tool DeKalb County GA 508

Attachment Details

Document Description: 1E-1. Objective Criteria-Rate, Rank, Review and Selection Criteria DeKalb County GA 508

Attachment Details

Document Description: 1E-3. Public Posting CoC Approved Consolidated Application DeKalb County GA 508

Attachment Details

Document Description: 1E-3. Public Posting Local Competition Rate, Rank, Review and Selection Criteria DeKalb County GA 508

Attachment Details

Document Description: 1E-4. CoC's Reallocation Process DeKalb County GA 508

Attachment Details

Document Description: 1E-5. Notifications Outside E-snaps Projects Accepted DeKalb County GA 508

Attachment Details

Document Description: 1E-5. Notifications Outside E-snaps Projects Rejected or Reduced DeKalb County GA 508

Attachment Details

Document Description: 1E-5. Public Posting Local Competition Deadline DeKalb County GA 508

Attachment Details

Document Description: 2A-1. CoC and HMIS Lead Governance-DEK-GA 508

Attachment Details

Document Description: 2A-2. HMIS–Policies and Procedures Manual-DEK CTY GA 508

Attachment Details

Document Description: 3A-6. HDX 2018 Competition Report. DeKalb County GA 508

Attachment Details

Document Description: 3B-2. Order of Priority-Written Standards DeKalb County GA 508

Attachment Details

Document Description: 3B-5. Racial Disparities Summary DeKalb County GA 508

Attachment Details

Document Description:

Attachment Details

Document Description: 2A.0-CoC-DEKALB CTY-GA-CoC BYLAWS

Attachment Details

Document Description: Additional NOFA Attachment Public Postings

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	09/12/2018
1C. Coordination	09/14/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/14/2018
2A. HMIS Implementation	09/14/2018
2B. PIT Count	09/14/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/14/2018
3B. Performance and Strategic Planning	09/14/2018
4A. Mainstream Benefits and Additional Policies	09/14/2018
4B. Attachments	09/14/2018

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Submission Summary

No Input Required

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HADC Policy

The HADC will offer a preference to the following:

- DeKalb County residents;
 - Project-based voucher transfer waiting list;
 - Families participating in the HADC Foster Youth Aging Out Program;
 - Families participating in an HADC Homeless Demonstration Program;
 - State of Georgia Settlement Agreement Housing Program – Persons meeting the criteria under the Americans with Disabilities Act Settlement Agreement between the Department of Justice and the State of Georgia in order to assist the Department of Behavioral Health and Development Disabilities (DBHDD) and Department of Community Health (DCH) in carrying out the remedy required by the Settlement Agreement. To qualify for this preference an applicant must be receiving continuous voluntary highly targeted community based supportive services through DBHDD and the DCH. The preference will cover persons specified in the Settlement Agreement. In particular, the preference extends to persons with developmental disabilities and persons with severe and persistent mental illness or at risk of institutionalization. For people with mental illness, factors that indicate risk of institutionalization include people who are frequently readmitted to State hospitals, who are frequently seen in emergency rooms, who are chronically homeless, an/or who are being released from jails or prisons. The preference will also cover persons specified in the Settlement Agreement who are currently receiving temporary housing assistance thorough Georgia's DBHDD and the DCH.
 - Families terminated due to insufficient funding;
-



Complete the entire assessment to determine total score for housing placement.

Final Priority Score	Final Barrier Score
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AGENCY INFORMATION

Date	
Time	
Screener's Name	
Agency Name	
ClientTrack ID	

CLIENT CONTACT INFORMATION

Script: Let's start by getting some contact information.

First Name	
Last Name	
Phone	
Email Address	

A. HOMELESS & HOUSING INFORMATION

Script: Now, I need some information about your housing situation.

PRIORITY SCORE	A1a. Where did you sleep last night?
	<input type="checkbox"/> Place not meant for human habitation (i.e. on street, abandoned building, in car) [3 points] <input type="checkbox"/> Emergency shelter [2 points] <input type="checkbox"/> Hotel/motel paid for with ES voucher or charitable organization [2 points] <input type="checkbox"/> Substance abuse treatment [1 point] <input type="checkbox"/> Institutional care facility (Jail, substance abuse or mental health treatment, hospital) with prior night in place not meant for habitation or emergency shelter [1 pt] <input type="checkbox"/> Transitional housing with prior night in place not meant for human habitation or emergency shelter [1 pt] <i>If you do not see the location where the household slept last night, do not continue with comprehensive assessment</i>
	A1b. Length of stay in prior living situation? <input type="checkbox"/> One night or less <input type="checkbox"/> Two to six nights <input type="checkbox"/> One week or more, but less than one month <input type="checkbox"/> One month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than one year <input type="checkbox"/> One year or longer <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data not collected
	A1c. Approximate date homelessness started: mm/dd/yyyy ____/____/____
	A1d. (Regardless of where they stayed last night) Number of times the client has been on the streets, in ES, or SH in the past three years including today <input type="checkbox"/> One Time <input type="checkbox"/> Two Times <input type="checkbox"/> Three Times <input type="checkbox"/> Four or more Times <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data not collected
	A1e. Total number of months homeless on the street, in ES, or SH in the past three years <input type="checkbox"/> One month (this is the first month) <input type="checkbox"/> Two months <input type="checkbox"/> Three months <input type="checkbox"/> Four months <input type="checkbox"/> Five months <input type="checkbox"/> Six months <input type="checkbox"/> Seven months <input type="checkbox"/> Eight months <input type="checkbox"/> Nine months <input type="checkbox"/> Ten months <input type="checkbox"/> Eleven months <input type="checkbox"/> Twelve months <input type="checkbox"/> More than 12 months <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data not collected
	A1f. Answer for Institutional Situations only: Did you stay less than 90 days <input type="checkbox"/> Yes <input type="checkbox"/> No



BARRIER SCORE	A4. How many times have you been evicted in the past?
	0 eviction [0 point] 3 evictions [3 points] 1 eviction [1 point] 4 or more evictions [4 points] 2 evictions [2 points]
BARRIER SCORE	A5. Do you have any unpaid utility bills in your name?
	No [0 points] Yes [1 point]
ENTER SCORE	HOMELESS & HOUSING INFORMATION SUBTOTAL
	Priority score subtotal (questions A1 to A3)
	Barrier score subtotal (questions A4 & A5)

B. HEALTH

Script: With health being a huge concern for people, the following questions will help us to better understand your current level of wellness.

BARRIER SCORE	B1. Do you currently have any kind of health care coverage, including health insurance, prepaid plans such as HMOs, or government plans such as Medicare?
	No [1 point] Yes [0 points]
PRIORITY SCORE	B2. In the past six months, how many times have you, and/or any other immediate household member, visited the emergency room?
	None [0 point] 3 times [3 points] 1 time [1 point] 4 or more times [4 points] 2 times [2 points]
PRIORITY SCORE	B3. In the past six months, how many times have you, and/or any other immediate household member, been hospitalized overnight or longer in a medical facility?
	None [0 point] 3 times [3 points] 1 time [1 point] 4 or more times [4 points] 2 times [2 points]
PRIORITY SCORE	B4. In the past six months, how many times have you been hospitalized overnight or longer in a psychiatric facility?
	None [0 points] 3 times [3 points] 1 time [1 point] 4 or more times [4 points] 2 times [2 points]
PRIORITY SCORE	B5a. Have you ever been told by a doctor, nurse or other health professional that you have a chronic health problem (such as arthritis, asthma, diabetes, heart disease, high blood pressure, HIV/AIDS)?
	No [0 points] Yes [1 point] Yes, but if female, told only during pregnancy [0 points]
B5b. Please List	
PRIORITY SCORE	B6. Are you currently abusing or dependent on drugs or alcohol?
	No [0 points] Yes [1 point]
PRIORITY SCORE	B7. Have you ever been told by a doctor or other health professional that you have a cognitive impairment due to brain injury?
	No [0 points] Yes [1 point]
PRIORITY SCORE	B8a. Have you ever been told by a doctor or other health professional that you have a mental health condition (such as anxiety & panic disorder, bipolar disorder, depressive disorder, post-traumatic stress disorder, schizophrenia)?
	No [0 points] Yes [1 point]
B5b. Please List	



PRIORITY SCORE	B9. Have you ever been told by a doctor or other professional that you have a developmental disability?
	No [0 points] Yes [1 point]
PRIORITY SCORE	B10. Do you have a physical disability that is expected to be of a long-continuous or indefinite duration and substantially impairs your ability to live independently?
	No [0 points] Yes [1 point]
Next health question is for households with children	
PRIORITY SCORE	B12. Do any of the children have a disabling condition such as mental or chronic health problem, learning or developmental disability, or physical disability?
	No [0 pts] Yes [1 point] N/A (no Children) [0 pts]
ENTER SCORE	HEALTH INFORMATION SUBTOTAL
	Priority score subtotal (questions B2 to B11)
	Barrier score subtotal (question B1)

C. CHRONIC HOMELESS STATUS

See Policy and Procedures Manual for HUD definition of chronic homelessness

PRIORITY SCORE	Based on questions sleeping location Q.A1, length of time homeless Q.A2, number of times homeless Q3, and having a disability Q.B5 to B10
	DOES NOT meet HUD's definition for chronically homeless [0 points]
	DOES meet HUD's definition for chronically homeless [100 points]
ENTER SCORE	CHRONIC HOMELESSNESS SUBTOTAL
	Priority score subtotal (question C)

D. INCOME AND BENEFITS

Script: Now, these next few questions ask about your financial situation.

BARRIER SCORE	D1a. Do you receive any cash income?
	Yes [0 points] No [1 points]
D1b. What is the type and amount of the cash income? (Check all that Apply)	
<input type="checkbox"/> Earned income (i.e. employment income)	\$
<input type="checkbox"/> Unemployment Insurance	\$
<input type="checkbox"/> Supplemental Security Income (SSI)	\$
<input type="checkbox"/> Social Security Disability Insurance (SSDI)	\$
<input type="checkbox"/> VA Service-Connected Disability Comp.	\$
<input type="checkbox"/> VA Non-Service-Connected Disability Pension	\$
<input type="checkbox"/> Private disability insurance	\$
<input type="checkbox"/> Worker's Compensation	\$
<input type="checkbox"/> Temporary Assistance for Needy Families (TANF)	\$
<input type="checkbox"/> General Assistance (GA)	\$
<input type="checkbox"/> Retirement Income from Social Security	\$
<input type="checkbox"/> Pension or retirement income from a former job	\$
<input type="checkbox"/> Child support	\$
<input type="checkbox"/> Alimony and other spousal support	\$
<input type="checkbox"/> Other income:	\$
D1c. TOTAL MONTHLY AMOUNT	\$
BARRIER SCORE	D2. Annual Median Income (AMI) Determination Tool (See AMI table – end of survey)
	Exceeds AMI for household size [0 points]
	Less than 30% of AMI [3 points]
	30% to 50% of AMI [2 points]
	Greater than 50% of AMI [1 point]



BARRIER SCORE	D3a. Does the household receive any non-cash benefits?
	Yes [0 points] No [1 point] (Go to subtotal scoring)
D3b. What other type and amount of non-cash benefits does the household receive? (Check all that apply)	
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	\$
<input type="checkbox"/> Special Supplemental Nutrition Program (WIC)	\$
<input type="checkbox"/> TANF child care services	\$
<input type="checkbox"/> TANF transportation services	\$
<input type="checkbox"/> Other TANF-funded services	\$
<input type="checkbox"/> Other source	\$
D3c. TOTAL MONTHLY AMOUNT	\$
ENTER SCORE	INCOME & BENEFITS SUBTOTAL
	Barrier score subtotal (questions D1a, D2 & D3a)

E. CRIMINAL BACKGROUND

Script: I realize that the following questions about criminal background can be tough to answer but they are needed for us to understand any barriers you might face for housing or jobs.

BARRIER SCORE	E1. How many times have you been arrested over the past 5 years?
	None [0 points] (Go to next section) 3 times [3 points] 1 time [1 point] 4 or more times [4 points] 2 times [2 points]
BARRIER SCORE	E2. Do you currently have any felony charges?
	No [0 points] Yes [1 point]
BARRIER SCORE	E3. Over the past five years, how many times have you been in jail or prison?
	None [0 points] 3 times [3 points] 1 time [1 point] 4 or more times [4 points] 2 times [2 points]
E4. Please explain any charges answered above:	
ENTER SCORE	CRIMINAL BACKGROUND SUBTOTAL
	Barrier score subtotal (questions E1 to E3)

F. RISK FACTORS

Script: This next set of questions asks about personal experiences.

PRIORITY SCORE	F1. Have you ever been placed in foster care or a group home?
	No [0 points] Yes [1 point]
PRIORITY SCORE	F2. Have you ever been the victim of emotional, physical or sexual abuse?
	No [0 points] Yes [1 point]
PRIORITY SCORE	F3. Do you ever harm yourself such as by head butting, hitting, biting or cutting yourself?
	No [0 points] Yes [1 point]
PRIORITY SCORE	F4. In stressful situations are you ever aggressive towards others by yelling at people, starting a fight, or throwing things?
	No [0 points] Yes [1 point]
PRIORITY SCORE	F5. Do you participate in any of the following activities? (Total all that apply)
	N/A [0 pts] Hustling [1 pt] Not using protection during sex [1 pt] Exchange sex for food, money or drugs [1 pt]



ENTER SCORE	BEHAVIORAL CHALLENGES SUBTOTAL
	Priority score subtotal (questions F1 to F5)

G. DEMOGRAPHICS

Script: Now, I need to collect some personal and demographic information on you.

G1. What is your birthdate?		
Day	Month	Year
G2. What is your Social Security Number?		
-		
G3. What is your current gender?		
<input type="checkbox"/> Female <input type="checkbox"/> Transgender Female to Male <input type="checkbox"/> Client doesn't identify male, female, or transgender <input type="checkbox"/> Male <input type="checkbox"/> Transgender Male to Female		
G4. What is your race? (Check all that apply)		
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black of African American		
G5. Are you of Hispanic, Latino(a), or Spanish origin?		
<input type="checkbox"/> Non-Hispanic / Latino <input type="checkbox"/> Hispanic / Latino		
PRIORITY SCORE	G6a. Which household type are you?	
	Youth head of household (age 24 and younger) with children [6 points] Single adult (age 25 and older) with children [5 points] Unaccompanied youth (age 24 and younger) [4 points] Multiple adults (age 25 and older) with children [3 points] Unaccompanied adult (age 25 and older) [2 points] Multiple adults only (age 18 and older) [1 point]	
PRIORITY SCORE	G6b. If household with children under age 18: How many children are in the household?	
	1 child [1 point] 2 children [2 points] 3 children [3 points] 4 children [4 points] 5 or more children [5 points]	
BARRIER SCORE	G7a. What is the highest degree or level of school you have completed?	
	K – grade 12, no diploma [4 points] High school graduate, diploma, or equivalent (i.e. GED) [3 points] Some college credit, no diploma [3 points] Trade / technical / vocational training [2 points] Associate degree or certificate [2 points] Bachelor's or graduate degree [1 point]	
BARRIER SCORE	G7b. Are you currently enrolled in school?	
	No [0 points] Yes [1 point]	
ENTER SCORE	DEMOGRAPHICS SUBTOTAL	
	Priority score subtotal (questions G2)	
	Barrier score subtotal (question G7a & G7b)	

ENTER SCORE	DEKALB COUNTY COMPREHENSIVE ASSESSMENT FOR INDIVIDUALS
	Final Priority Score
	Final Barrier Score



FY 2017 Income Limit Area	Median Income Explanation	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
DeKalb County	\$69,700	Very Low (50%) Income Limits (\$) Explanation	24,400	27,900	31,400	34,850	37,650	40,450	43,250	46,050
		Extremely Low Income Limits (\$)* Explanation	14,650	16,750	20,420	24,600	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$) Explanation	39,050	44,600	50,200	55,750	60,250	64,700	69,150	73,600

1E-1 CoC Rating and Ranking Procedure DeKalb County GA-508

- DeKalb CoC Review, Ranking and Appeals
- 2018 Application Guidelines for New and Renewal CoC Projects
- 2018 DeKalb Application for New Projects
- 2018 DeKalb Application for Renewal Projects
- 2018 New Project Application – Quantitative Review and Rating Instructions and Rating Sheet
- 2018 Renewal Project Application – Qualitative Review and Rating Instructions and Rating Sheet

DeKalb CoC Review, Ranking and Appeals

The DeKalb County Human and Community Development Department released the 2018 NOFA Project Applications for the DeKalb CoC Program on July 9, 2018. In response, the Department received nineteen (19) applications for renewal funding and six (6) new project applications on August 23 and 25, 2018 respectively.

The application review and ranking process was completed on August 28, 2018. A description of the process and the CoC Ranking Results follow and are will be posted for public information on the Champion Newspaper and on the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application>

NOFA Project Application Review and Rating

All Project Applications received a three-part proposal review. Projects were evaluated for Application and Threshold Compliance then read and rated by a minimum of two independent reviewers. New project applications received a Quantitative Review for a maximum of 100 points. Renewal projects received a Quantitative and an Annual Performance Report (APR) and a comprehensive performance review for a maximum of 175 points.

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

I.	Applicant Information	25 Points
II.	Project Information	25 Points
III.	Performance and Service Capacity	25 Points

The Quantitative rating form for renewal project applications was divided into three sections to mirror the application and measured key performance to include HMIS data quality, bed utilization, increased income, length of participation and housing stability. Cost effectiveness and participation in coordinated entry were also evaluated. A maximum of 175 points could be awarded.

I.	Application Information	25 Points
II.	Project Information	25 Points
III.	Performance and Service Capacity	25 Points
IV.	Quantitative APR and Performance Review	100 Points

DeKalb CoC Priority List and Tier Ranking

Agency	Application Type	Project Name	Rank	Tier
Georgia Housing & Finance Authority	Renewal	<i>DeKalb HMIS Renewal</i>	1	1
DeKalb County Government	Renewal	<i>Coordinated Entry</i>	2	1
CHRIS 180	Renewal	<i>Changing Directions Rapid Rehousing</i>	3	1
Decatur Cooperative Ministry, Inc.	Renewal	<i>DCM Interim Housing Project</i>	4	1
Travelers Aid of Metropolitan Atlanta, Inc.	Renewal	<i>DeKalb PSH 2017</i>	5	1
Travelers Aid of Metropolitan Atlanta, Inc.	Renewal	<i>DeKalb RRH 2017</i>	6	1
Georgia Housing & Finance Authority	Renewal	<i>Caring Works DEK S+SR2*</i>	7	1
St. Jude's Recovery Center	Renewal	<i>Welcome Home</i>	8	1
Georgia Housing & Finance Authority	Renewal	<i>Caring Works DEK S+CR*</i>	9	1
Georgia Housing & Finance Authority	Renewal	<i>Jerusalem House DEK S+CR</i>	10	1
Action Ministries, Inc.	Renewal	<i>DeKalb Rapid Re-housing II*</i>	11	1
Action Ministries, Inc.	Renewal	<i>DeKalb Rapid Re-housing*</i>	12	1
Georgia Housing & Finance Authority	Renewal	<i>DeKalb CSB DEK S+CR</i>	13	1
Jerusalem House, Inc.	Renewal	<i>The Family Program</i>	14	1
Nicholas House Inc	Renewal	<i>New Horizons</i>	15	1
Decatur Cooperative Ministry, Inc.	Renewal	<i>Family Success Project</i>	16	1
Georgia Housing & Finance Authority	Renewal	<i>Rosalyn Apartments S+CR</i>	17	1
St. Jude's Recovery Center	Renewal	<i>Project Open Arms</i>	18	1
DeKalb Community Service Board	Renewal	<i>Permanent Housing for Persons with Disabilities</i>	19	2
DeKalb County Government	New SSO - CE	<i>Coordinated Entry II</i>	1	2

Appeal Procedures for Applicant Organizations

Section 1: Purpose

The purpose of the appeal procedure is to review and resolve any objections or concerns raised by the Applicant Organization as quickly as possible to assure an efficient Consolidated Grant Application process.

Section 2: Eligibility

An appeal may be filed by any applicant organization that claims it has been adversely affected by:

1. Improper application of rules, regulations and procedures concerning participation in the Consolidated Grant application process;
2. Improper interpretation of rules, regulations and procedures concerning participation in the Consolidated Grant application process;
3. Disparity in the application of rules, regulations and procedures regarding participation in the Consolidated Grant application process;
4. Violation of rules, regulations or procedures concerning participation in the Consolidated Grant application process.

Section 3: Informal Resolution

An applicant organization should pursue, if possible, an informal resolution of his/her complaint with the Collaborative Applicant before filing a formal written appeal. The Collaborative Applicant is encouraged to work with the applicant to resolve appeals informally. Efforts at informal resolution are unrelated to the formal appeal procedure. Time limits for the formal process do not change when an informal resolution is attempted.

Section 4: Filing an Applicant Organization Appeal

Step 1 - If the applicant organization is not satisfied with the informal resolution proffered by the Collaborative Applicant, the applicant organization has five (5) working days to file an appeal with the CoC Governance Board using the official form.

Step 2 - The CoC Governance Board must investigate the grievance, and respond in writing within five (5) working days using the official form. The decision of the CoC Governance Board is final.

Section 5: General Provisions

The Appeal Forms provided by the Collaborative Applicant should be used in pursuing a formal resolution of the grievance.

A just and fair resolution to our grievance is:

Date

Signature

Appeals not filed timely are considered settled at the previous level.

Copy retained by Applicant Organization. Copy retained in Applicant Organization NOFA file.



DeKalb County GEORGIA

CONTINUUM OF CARE FOR HOMELESS PROGRAMS

2018 DeKalb CoC Program Competition

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 2018 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 2018 CoC NOFA was released on June 20, 2018, opening the competition making available approximately \$2.1 billion nationally to serve people experiencing homelessness. Information and additional details about the HUD CoC NOFA is available at:

<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

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.

CoC Application Posting Date: July 9, 2018

CoC Project Application Due Dates: Renewal Project Applications - July 23, 2018 3:00 p.m.

New Project Applications – July 25, 2018 3:00 p.m.

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 2018 Continuum of Care Program and Policy Priorities

Section C Application Guidelines

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

Section D Ranking, Review and Appeals

Glossary of Key Terms

Resources

SECTION A GENERAL INFORMATION	
Purpose	<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, 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.</p>
Availability of Funds	<p>The DeKalb CoC is eligible to apply for the following amounts:</p> <p>CoC estimated Annual Renewal Demand: \$4,866,729</p> <ul style="list-style-type: none"> • Estimated Tier 1 (94%) of Annual Renewal Demand: \$4,575,725 • Estimated Tier 2 (6% - Balance of ARD) \$292,003 <p>Estimated Bonus Amount : \$292,004</p> <p>Estimated DV Bonus Amount \$357,080 (up to 3 projects)</p> <p>Estimated Planning Grant Amount \$146,002 (not ranked)</p>
Use of Funds	<p>24 CFR 578.37 through 578.63 identifies the eligible projects for which funding can be requested through the FY 2018 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:</p> <ol style="list-style-type: none"> 1. Permanent Housing (PH) ; The CoC Program funds two types of permanent housing: <u>Permanent Supportive Housing for Persons with Disabilities (PSH)</u> and <u>Rapid Re-housing (RRH)</u>. 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. 2. Transitional Housing 3. Joint Transitional Housing and PH-Rapid Re-Housing 4. Supportive Services Only (SSO) 5. HMIS <p><i>See Glossary for a full description of components and allowable costs</i></p> <p>Requests for ineligible costs or populations will be rejected.</p>
	<p>New project applications may be created through the reallocation process as a bonus project, or DV bonus.</p>

Application Review Rating	<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 Informationo Grant Agreement Information (Renewals Only)o Project Informationo Project Narrativeo Performance and Service Capacityo Operating Budgeto Supportive Service Budgeto Program Summary Budgeto Match Documentationo Certification• Required Documentation<ul style="list-style-type: none">o IRS Documentation of 501c3 statuso Board of Directors Documentationo Policies and Procedures Manual for CoC Funded Project (Renewals Only)o Match Commitmento Audit or Financial Statementso ELOCCS (Renewals Only)o APRs (Renewals Only)o HUD Grant Agreement, Amendments and Technical Submission (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>
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Technical Assistance	DeKalb CoC NOFA technical assistance will be available at the Applicant Information Meeting and during the period July 10 – 14, 2018 . After the Application Information Meeting, additional questions must be submitted in writing and emailed to: adpope@dekalbcountyga.gov
Award Notification	Award Notifications will be made on or before September 3, 2018. 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.
Local 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.
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 appeal the rejection directly to HUD by submitting a Solo Applicant project application in e-snaps prior to the application deadline of September 18, 2018 by 8:00 p.m. eastern time.

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

Applicant Identification:

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 2018 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: 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 below 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, and a copy of the agency policies and procedures
- 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

New HUD Policies Related to Project Applications in 2018

Refer to the specific NOFA 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, (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 its CoC.
- 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 2017 CoC Program Competition, a copy of the FY 2018 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 2018 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 2018 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 2018 funds on activities not included in the new project application.

project applicants are prohibited from using CoC Program funds to replace state and local funds.

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
 - 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.
 - **NEW for 2018** – 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 \$50 million set aside in the FY 2018 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 ONE OF EACH of the following types of projects:**
 - Rapid rehousing projects that must follow a housing first approach
 - Joint Transitional Housing and Rapid Rehousing component projects that must follow a housing first approach.
 - Supportive Services Only Projects 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.
- **The CoC can only submit one project application for each of the project types above.** If a CoC submits more than one project application for each project type, HUD will only consider the

Section D

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 175 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 175 points can be awarded.

I.	Application Information	25 Points
II.	Project Information	25 Points
III.	Performance and Service Capacity	25 Points
IV.	Quantitative Review	100 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.

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 homelessness. 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.

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. **2018 FAIR MARKET RENTS WILL APPLY FOR THE 2018 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

- **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 2018 COMPETITION**



DeKalb County
G E O R G I A

DeKalb Community Development Department

FY 2018

Continuum of Care Program Competition

This program is funded by the
United States Department of Housing and Urban Development (HUD)

2018 DeKalb Application for New Projects

Release Date: July 9, 2018
Information Meeting: July 9, 2018 1:00 p.m.

Deadline for Submission
July 25, 2018
3:00 p.m.
750 Commerce Drive, Suite 401, Decatur GA 30032

No applications will be accepted after the deadline.

Michael Thurmond, CEO

BOARD OF COMMISSIONERS

Nancy Jester, District 1; Jeff Rader, District 2;
Larry Johnson, District 3; Steve Bradshaw, District 4; Mereda Davis Johnson, District 5;
Kathie Gannon, District 6; Gregory Adams, District 7
www.dekalbcountyga.gov

4. Please provide a concise and clear description of the proposed project (include information on the specific homeless population(s) to be served, the number of clients you expect to serve, and expected outcomes.
5. Does the applicant have open (unresolved) monitoring findings or concerns from any governmental or foundation funder? No ☐ Yes ☐ If yes, list findings or concerns and remediation activities.

Finding/Concern/Date	Remediation Activity and Status

6. List the names of representatives from your organization who participated in DeKalb CoC activities as shown below:
- a. Attended CoC meetings

Representative Name	Date of CoC Meeting

- b. Participated in the CoC's 2018 Point-In-Time Count Yes ☐ No ☐

- c. Served on a CoC committee (please provide the representative name and the name of the CoC Committee or Workgroup, i.e. Planning, Service Coordination, Veterans, etc.)

Representative Name	CoC Committee

- d. Participated in other CoC activities (provide the name of the representative and the name and date of the activity)

Representative Name	CoC Activity	Date of Activity

7. If your organization was not represented in the above CoC activities, please explain why?

B. Project Information

1. Please describe your agency experience providing housing and/or services to the homeless population(s).
2. If applicable, please describe your agency experience providing transitional housing to the homeless population.
3. If applicable, please describe your agency experience provide Victim Services to the homeless population.
4. Indicate the type of housing proposed, including the number and configuration of units for proposed program participants.
5. Describe the type of supportive services that will be offered to program participants to ensure successful retention in or to help to obtain permanent housing, including all supportive services regardless of funding source.
6. Describe how program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)
7. Is the proposed project dedicated to serving the chronically homeless? Yes ☐ No ☐ If not, does your project prioritize the chronically homeless for "roll over beds" Yes ☐ No ☐
8. Does this project follow a housing first service approach? ☐ Yes ☐ No
If you follow a housing first model, please describe your approach. If not, why and what steps is your project taking to move toward a housing first model?
9. Indicate whether any of the following apply to your project

16. Please tell how you assist your clients to use the health insurance benefits available to them. For example, do you provide in-person training, transportation to medical appointments, etc.?)

2. Give specific examples of the strategies your project employs to support achievement of CoC- wide performance outcome objectives
 - a. Reduction in length of time persons remain homeless in project (TH only)
 - b. Increase in percent of persons who exit to or retain permanent housing
 - c. Increase in percent of adults who gain or increase employment or non-employment cash income

D. Budget

1. OPERATING BUDGET

To be completed only if requesting operating funds

Eligible Costs		Quantity (limit 400 characters)	SHP Request 1 Year
1	Maintenance/Repair		
2	Property taxes and insurance	v	
3	Replacement Reserve		
4	Building security		
5	Electricity, gas, water		
6	Furniture		
7	Equipment (lease/buy)		
Total Request			
Cash / In Kind Match			
Total Operating Budget			

2. SUPPORTIVE SERVICES BUDGET

To be completed only if requesting supportive services funds (new project limited to case management up to 20%)

Eligible Costs		Quantity (limit 400 characters)	SHP Request 1 year
1	Assessment of Service Needs		
2	Assistance with Moving Costs		
3	Case Management		
4	Child Care		
5	Education Services		
6	Employment Assistance		
7	Food		
8	Housing/Counseling Services		
9	Legal Services		
10	Life Skills		
11	Mental Health Services		
12	Outpatient Health Services		
13	Outreach Services		
14	Substance Abuse Treatment Services		
15	Transportation		
16	Utility Deposits		
Total service dollars requested			
Cash / In kind Match			
Total Supportive Services Budget			

5. BUDGET SUMMARY

PROGRAM SUMMARY BUDGET (Activities)		CoC Request	Cash / In-kind Match	Totals
1	Real Property Leasing from Leasing Budget Chart	\$		
2	Supportive Services from Supportive Services Budget Chart	\$		
3	Operations from Operations Budget Chart	\$		
4	Rental Assistance	\$		
5	(Subtotal lines 1 – 4)	\$		
5	CoC Request	\$		
6	Administrative Costs (Up to 10% of line 5)*	\$		
		Total CoC Request (Total lines 5 and 6):	Total Cash/In-kind Match:	Total Budget (Total CoC Request + Total Cash Match):
		\$	\$	\$

F. Certification

All information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

- Applicant will complete the HUD Project Application in e-snaps with the same information as contained in this application unless the CoC Project Review Scoring Committee has requested adjustments during the rating/ranking process. Those adjustments would supersede this document and are reflected in the Project Ranking Letter sent to each applicant.
- Applicant agrees to participate fully in the DeKalb CoC coordinated entry system.
- Applicant agrees to participate fully with this community’s Homeless Management Information System (HMIS) (ClientTrack) or comparable database if Victim Services Provider.

Name (please type) _____

Title: _____

Phone: _____

Email: _____

Original Signature of Authorized Representative:

Date: _____



DeKalb County
G E O R G I A

DeKalb Community Development Department

FY 2018

Continuum of Care Program Competition

This program is funded by the
United States Department of Housing and Urban Development (HUD)

2018 DeKalb Application for Renewal Projects

Release Date: July 9, 2018
Information Meeting: July 9, 2018 1:00 p.m.

Deadline for Submission
July 23, 2018
3:00 p.m.
750 Commerce Drive, Suite 401, Decatur GA 30032

No applications will be accepted after the deadline.

Michael Thurmond, CEO

BOARD OF COMMISSIONERS

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Larry Johnson, District 3; Steve Bradshaw, District 4; Mereda Davis Johnson, District 5;
Kathie Gannon, District 6; Gregory Adams, District 7
www.dekalbcountyga.gov

Does the applicant have a current IRS 501(c)(3) status? Please attach a copy of the 501(c)(3) Certificate from IRS (Exhibit A)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Please provide a clear and concise project description of the scope of the renewal project. The description should include the community need, target population(s) to be served, and expected outcomes.
5. Do you anticipate expending all funds allocated in your current CoC award? Yes ☐ No ☐ If not, please explain.
6. Have any funds been recaptured by HUD for the most recently expired grant term related to this renewal program? Yes ☐ No ☐ If yes, what was the amount of recaptured funds? _____ In the blanks below, please indicate the amount of funds that were not expended at the expiration of your each grant period. Please attach copies of your program grant’s ELOCCS for each year (**Exhibit E**).
- 2017

2016

2015

7. What was the date of your most recent CoC, HUD monitoring visit?_____. If yes, please attach a copy of your most recent monitoring report, along with any responses, documentation on corrective action, and any other associated documents (**Exhibit F**). Please attached a copy of your agency Policies and Procedures Manual related to administration of the funded CoC Program Project. Attach and Label as (**Exhibit G**). Please attach most recent HUD Grant Agreement, Amendments and Technical Submission (**Exhibit H**)
8. Does the applicant have open (unresolved) monitoring findings or concerns from any governmental or foundation funder? No ☐ Yes ☐ If yes, list findings or concerns and remediation activities.

Finding/Concern	Remediation Activity

14. Is your agency currently funded by other federal, state or local grants that assist the homeless? Specify funding source, award period and amount (s). Is the agency in compliance with all grant or contract requirements? If not, please explain.
15. Has your agency ever been required to repay Federal Funds? ☐ Yes ☐ No. If yes, please explain. Does the applicant have any outstanding federal debt? No ☐ Yes ☐ If yes, explain.

5. Does this project follow a housing first service approach? ☐ Yes ☐ No

If you follow a housing first model, please describe your approach. If not, why and what steps is your project taking to move toward a housing first model?

6. Indicate whether any of the following apply to your project

Housing First Approach Questions	Answer		Comments
	Yes	No	
a. Does the project accept all clients regardless of current substance use or history of use?			
b. Does the project accept clients who are diagnosed with or show symptoms of mental illness?			
c. Does the client accept clients regardless of criminal history?			
d. Does the project accept clients regardless of income or financial resources?			
e. Does the client use a harm-reduction model for drugs and/or alcohol use?			

7. If your project serves homeless households with children, please answer the following questions:

- How many employees act as the educational liaison? _____
- What are their titles? _____
- What are the employees' responsibilities?

8. Give examples of how you ensure that homeless individuals and families are informed of their eligibility for and receive access to educational services.

9. Please provide examples of steps you take to ensure that children are enrolled in school, connected to Head Start, Part C of the Disabilities Education Act, and/or McKinney Vento education services?

10. Describe how your project ensures that participants gain access to mainstream resources (TANF, SSI/SSDI, Food Stamps, Medicare, Medicaid, etc.). Give specific examples and identify collaborative partners in your example.

11. Does your project collaborate with mainstream employment organizations to aid homeless individuals and families to increase their income? ☐ Yes ☐ No If yes, please list organizations and provide specific examples of collaboration. If no, please explain.

2. Please complete the chart below showing housing stability achieved through exits to permanent housing, increased income and coordination with mainstream benefits. Please provide an explanation if your project did not meet the established targets.

	Metric	Target	Number or % (As reflected in the most recent APR Submitted to HUD)	Explanation
Housing Stability	Transitional Housing			
	How many clients were served in Transitional Housing			
	How many exited Transitional Housing			
	How many exited to Permanent Housing	70%		
	Successful Exits (Exited to PH/Total Exits for the Period		%	
	Permanent Supportive Housing			
	How many clients were served in Permanent Supportive Housing			
	How many exited to or retained Permanent Housing			
	How many exited to or retained Permanent Housing	70%		
	Successful Exits (Exited to PH/Total Exits for the Period		%	
	Rapid Rehousing			
	How many clients were served in Rapid Re-Housing			
	How many exited Rapid Re-Housing			
	How many exited to Permanent Housing	70%		
	Successful Exits (Exited to PH/Total Exits for the Period		%	

Residential Programs – Bed Units

Beds Units (Residential Programs Only)	Contracted # of Beds	Actual Annual # of Participants (Most Recent APR)
# Beds for Households with Children < 18 yrs. old		
a. Number of Households		
b. Number of Adults		
c. Number of Children		
# Beds for Households without Children: Individuals, Couples with no children, Parent or Guardian with adult children (18 yrs. or older)		
a. Number of Adults		
# Beds for Number of Households with ONLY Children (unaccompanied youth 17 yrs. or younger)		
a. Number of unaccompanied youth 17 yrs. or younger		
<div>Total</div>		
*Explanation if necessary:		

Beds Dedicated to Chronically Homeless:

Total Number of Units under Contract:

Total Number of Units being utilized on 9/30/2017:

Average Length of Stay, for clients in residence in past 12 months:

2. SUPPORTIVE SERVICES BUDGET

To be completed only if requesting supportive services funds (new project limited to case management up to 20%)

Eligible Costs		Quantity (limit 400 characters)	SHP Request 1 year
1	Assessment of Service Needs		
2	Assistance with Moving Costs		
3	Case Management		
4	Child Care		
5	Education Services		
6	Employment Assistance		
7	Food		
8	Housing/Counseling Services		
9	Legal Services		
10	Life Skills		
11	Mental Health Services		
12	Outpatient Health Services		
13	Outreach Services		
14	Substance Abuse Treatment Services		
15	Transportation		
16	Utility Deposits		
Total service dollars requested			
Cash / In kind Match			
Total Supportive Services Budget			

5. BUDGET SUMMARY

PROGRAM SUMMARY BUDGET (Activities)		CoC Request	Cash / In-kind Match	Totals
1	Real Property Leasing from Leasing Budget Chart	\$		
2	Supportive Services from Supportive Services Budget Chart	\$		
3	Operations from Operations Budget Chart	\$		
4	Rental Assistance	\$		
5	(Subtotal lines 1 – 4)	\$		
5	CoC Request	\$		
6	Administrative Costs (Up to 10% of line 5)*	\$		
		Total CoC Request (Total lines 5 and 6):	Total Cash/In-kind Match:	Total Budget (Total CoC Request + Total Cash Match):
		\$	\$	\$

F. Certification

All information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

- Applicant will complete the HUD Project Application forms with the same information as contained in this application unless the CoC Project Review Scoring Committee has requested adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant.
- Applicant agrees to participate fully in the DeKalb CoC coordinated entry system.
- Applicant agrees to participate fully with this community's Homeless Management Information System (HMIS) (ClientTrack).

Name: _____

(please type)

Title: _____

Phone: _____

Email: _____

Original Signature of Authorized Representative:

Date

2018 NEW PROJECT APPLICATION QUANTITATIVE REVIEW AND RATING INSTRUCTIONS

All DeKalb CoC Project Applications will receive a threepart proposal review. Each will undergo a Compliance and Threshold Review as well as a Quantitative proposal review. New Project applications will be read and rated by two independent reviewers for a maximum of 100 points.

Qualitative Review

This review includes a comprehensive evaluation of the applications responsiveness to HUD funding and policy priorities identified in the NOFA, as well as an objective evaluation of each proposal component including, but not limited to:

- o Applicant Information
- o Project Information
- o Performance and Service Capacity

A copy of the Project Application, as well as a copy of the Application, Guidelines and Glossary are provided to assist in answering the questions.

If you have any questions regarding the applications or the review process please call or e-mail Ann Pope at (404) 371-2637 / adpope@dekalbcountyga.gov

**DeKalb County Homeless Collaborative Continuum of Care
2018 New Project Application Review and Rating Form**

Applicant Name/Project: _____

Reviewer: _____

DATA SOURCE	MEASURE	SCORING	POINT RANGE	TOTAL POINTS
A. Applicant Information				
	Eligible New Projects			
App Q4	Description of the project is clear and leaves no unanswered questions about the services to be provided, target population, number to be served and expected outcomes.	Yes Partial No	6 points 4 points 0 points	
	New Rapid Rehousing Projects: Will the project serve homeless individuals, families or unaccompanied youth living on the streets, in emergency shelter, or fleeing domestic violence?	Yes No	5 points 0 points	
	New Permanent Supportive Housing Projects: Will the project serve exclusively (100%) chronically homeless individuals and families?	Yes No	5 points 0 points	
	New Services Only Projects: Will the project support the development or operation of centralized or coordinated assessment system designed to conduct outreach to sheltered and unsheltered homeless persons and families, including persons fleeing DV, link clients with housing or other necessary services, and provide ongoing support?	Yes No	5 points 0 points	
	New HMIS Projects: Will the project be conducted by the Homeless Management Information System (HMIS) lead 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 the CoC's HMIS.	Yes No	5 points 0 points	
	New Joint TH /PH-RRH Projects: Does the project have demonstrated capacity to provide both transitional housing and rapid rehousing services to homeless individuals and families, including persons fleeing or attempting to flee domestic violence?	Yes No	5 points 0 points	
	New Expansion: Does the project expand current operations of an eligible CoC renewal project or Non CoC funded project by adding units, beds, persons served?	Yes No	5 points 0 points	
App Q5	Applicant has no unresolved monitoring findings	Yes No	3 points 0 points	
	CoC Participation			
App Q6a	Agency representation/attendance at CoC Meetings in the past year	4 meetings 3 meetings 2 meetings 1 meeting 0 meetings	5 points 4 points 3 points 2 point 0 points	
App Q6b	Participated in CoC's 2018 PIT count	Yes No	3 points 0 points	N/A
App Q6c	Served on a CoC committee in the past year (e.g. CoC Board, Committees, Subcommittees, Workgroups, etc.)	Yes No	3 points 0 points	
App 6d	Participates in other CoC activities (e.g., Case Mangers Meetings and Coordinated Entry Meetings/Training)	Yes No	3 points 0 points	
		Total Points Application Section A (max 25 points)		
B. Project Information				
	Subpopulation			
App Q1	Applicant has demonstrated experience providing housing and/or services to the homeless population, including victims of Domestic Violence?	2 years + 0 -2 years	5 points 3 points	
App Q2	Project serves or prioritizes the chronically homeless	Yes No	3 points 0 points	
	Housing First Approach			
App Q5	Project follows a housing first approach or has clear steps to move to housing first model	Yes No	1 points 0 points	
App Q5a	Project accepts all clients regardless of substance abuse / use	Yes No	1 point 0 points	
App Q5b	Project accepts clients who are diagnosed with / show symptoms of mental illness	Yes No	1 point 0 points	
App Q5c	Project accepts clients regardless of criminal history	Yes No	1 point 0 points	
App Q5d	Project accepts clients regardless of income or financial resources	Yes No	1 point 0 points	

2018 RENEWAL PROJECT APPLICATION REVIEW AND RATING INSTRUCTIONS

All DeKalb CoC Project Applications will receive a three-part proposal review. Each will undergo a Compliance and Threshold Review as well as a Quantitative proposal review. Renewal Project applications will be read and rated by a minimum of two independent reviewers for a maximum of 175 points. Reviewers are asked to review and rate sections A – C only.

Quantitative Review

This review includes a comprehensive evaluation of the applications responsiveness to HUD funding and policy priorities identified in the NOFA, as well as an objective evaluation of each proposal component including, but not limited to:

- o Applicant Information
- o Project Information
- o Performance and Service Capacity
- o Program Performance (APR)
- o Budget and Cost Effectiveness

A copy of the Project Application as well as a copy of the HUD eLOCCS and Annual Performance Report (APR) are provided for reference and to assist in answering the questions. Programs in operation for less than a full year will not have an APR.

The application review time period is from Monday, August 5, 2018 to Friday, August 17, 2018. Please return your application ratings and plan to attend the application debrief on Friday, July 17, 2018 at 12:00 noon. Lunch will be provided.

If you have any questions regarding the applications or the review process please call or e-mail Ann Pope at (404) 371-2637 / adpope@dekalbcountyga.gov

**DeKalb County Homeless Collaborative Continuum of Care
2018 Renewal Project Application Review and Rating Form**

Applicant Name/Project: _____ **Reviewer** _____

DATA SOURCE	MEASURE	SCORING	POINT RANGE	TOTAL POINTS
A. Application Information				
	Project Description			
App Q4	Clear and concise description of scope of renewal project	Yes No	2 0	
	...Community Need		1	
	...Target Population (s)		1	
	...Expected Outcome(s)		1	
	Fund Expenditure			
App Q5	Anticipated Expenditure of Funds by the Expiration of Current Contract (2017)	100% 80% 70% 50% or less	5 points 3 points 2 points 0 points	
eLOCCS Grant Detail 2017	(Scoring: expend 80% of funds, receive 3 points; 70% = 2 points, 50% or less = 0)			
App Q6	Unexpended Funds in the Previous 2 Grant Years (2016, 2015)	100% 80% 70% 50% or less	5 points 3 points 2 points 0 points	
eLOCCS Grant Detail 2016, 2015	(Scoring: expend 80% of funds = 3 points; 70% = 2 points, 50% or less = 0)			
	CoC Program Compliance			
App Q8	Agency has open monitoring findings or concerns	No Yes	2 points 0 points	
	CoC Participation			
App Q9a	Agency representation/attendance at CoC Meetings in the past year	4 meetings 3 meetings 2 meetings 1 meeting 0 meetings	4 points 3 points 2 points 1 point 0 points	
App Q9b	Participated in CoC's 2018 PIT count	Yes No	2 points 0 points	N/A
App Q9c	Served on a CoC committee in the past year (e.g., CoC Board, Committees, Subcommittees, Workgroups, etc.)	Yes No	2 points 0 points	
App 9d	Participated in other CoC activities (e.g., Case Managers Meetings and Coordinated Entry Meetings/Training)	Yes No	2 points 0 points	
	Total Points Application - Section A (max 25 points)			
B. Project Information				
	Subpopulation			
App Q1	Subpopulations Served (75% or more of clients served)	CH DV Substance Abuse Mentally Ill HIV/Aids HH/Children Veterans Youth	2 points 2 points 1 points 1 points 1 points 2 points 2 points 2 points	
App Q4	Project is dedicated to serving the chronically homeless or prioritizes the chronically homeless (if yes to either question award full points)	Yes No	2 points 0 points	
	Housing First Approach			
App Q5	Project follows a housing first approach or has clear steps to move to housing first model	Yes No	1 points 0 points	
App Q6a	Project accepts all clients regardless of substance abuse / use	Yes No	1 point 0 points	
App Q6b	Project accepts clients who are diagnosed with / show symptoms of mental illness	Yes No	1 point 0 points	
App Q6c	Project accepts clients regardless of criminal history	Yes No	1 point 0 points	
App Q6d	Project accepts clients regardless of income or financial resources	Yes No	1 point 0 points	
App Q6e	Project uses harm-reduction model for drugs and/or alcohol use	Yes No	1 point 0 points	
	Mainstream Services			
App Q10	Clearly describes how project ensures participants gain access to mainstream services	Yes No	2 point 0 points	
App Q10	Provides specific and appropriate examples	Yes No	1 point 0 points	
App Q10	Identifies specific collaborative partners	Yes No	1 point 0 points	
	Total Points Application Section B (max 25 points)			

1E-3 Public Postings: Local Competition Rate, Rank, Review, and Selection Criteria (e.g. RFP)

See : Application Guidelines for New and Renewal CoC Projects for detailed Competition rate, rank, review and selection criteria.

- July 11, 2018
 - Posting to DeKalb County Government Website:
 - Local Competition Announcement and Notice of Application Posting

- June 27, 2018
 - CoC Email Distribution – Local Competition Announcement

- June 29, 2018
 - Public Posting to Champion Newspaper – Local Competition Announcement

 - Posting to DeKalb County Government Website:
 - Application Postings
 - 2018 Application Guidelines, Application for New Projects & Application for Renewal Projects

Public Notice: 7/11/18

Competitive Announcement
Posted to Dekalb Website



Dekalb County GEORGIA

Dekalb County Continuum of Care for Homeless Programs

FY 2018 Continuum of Care (COC) Program Competition

Dekalb Local Application Process will open July 9, 2018

On Tuesday July 9, 2018 the Dekalb County Continuum of Care (COC) will distribute the local application guidelines and applications for new and renewal funding to agencies and other entities interested in applying for the 2018 HUD Homeless Assistance Grant. Applications will be posted July 9, 2018 on the Dekalb County website at <https://www.dekalbcountyga.gov/community-development/grant-application>.

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Interested agencies and entities are strongly encouraged to review the HUD COC NOFA announcement and applicant threshold requirements in advance. New project applicants and Victim Service providers are encouraged to apply.

Show all

5:31 PM
7/11/18

CoC Notice of NOFA Competition Opening

Pope, Ann D.

From:
Sent:
To:

Pope, Ann D.

Wednesday, June 27, 2018 2:02 PM

'sshaffer@sjrcatl.org'; 'Laci Post'; 'Christine Carolan'; 'MNesbitt@actionministries.net';
'Matt Hurd'; 'keylan.mitchell@acf.hhs.gov'; 'Tara Hood'; 'Libby Tyre'; 'Leah Humphries';
'Wilin2b@aol.com'; 'reneed@dekcsb.org'; 'Marlene White';
'scottwalker@caringworksinc.org'; 'carolcollard@caringworksinc.org';
'dschultz@the3keys.org'; 'deborah.segue@greenforest.org'; 'April Lockett'; 'Kasey
Archey'; 'rivy@recoveryconsultantsatl.org'; 'Tara@jerusalemhouse.org';
'Kenneth.argot@uss.salvationarmy.org'; 'Caleb.louden@uss.salvationarmy.org';
'Darrell.Pinson@uss.salvationarmy.org'; 'Gwen.Craddieth@dbhdd.ga.gov'; 'Dennis
Bowman'; 'helen.johnson@pcaction.org'; 'gabbymack42@gmail.com';
'karnold@mercyatlanta.org'; 'paulthompson@pace-inc.org'; 'jstcf91754@gmail.com';
'mswinc@hotmail.com'; 'shamekela.bishop@livingroomatl.org'; 'abell_3@hotmail.com';
'kkridger@newlife-atl.org'; 'EAGLESRUNMGR@DESOLPM.COM'; 'Iola.Green2@va.gov';
'mjackson311386@msn.com'; 'bennie.boyd@greenforest.org';
'sharon.guest@dekalbhousing.org'; 'jowens@columbiare.com';
'jdingle@columbiare.com'; 'marquesp.dt@gmail.com'; 'rarnold@ihrcorp.com';
'rarnold@ihrcorp.com'; 'laura.hatcher@va.gov'; 'dplummer@sjrcatl.org';
'mmcdowell@pccihome.org'; 'nzimmermann@pccihome.org'; 'jenifer.turner-
reid@va.gov'; 'darlene.lanier@gdol.ga.gov'; 'kevin_hall@uss.salvationarmy.org';
'sarosa.martin-clark@va.gov'; 'dimethia@decaturcooperativeministry.org'; 'calfran32
@ymail.com'; 'calfran32@ymail.com'; 'apoole@hopeatlanta.org'; 'Ngoneh.Gaye-
Bullard@va.gov'; 'xavier.edwards@gfcdc.org'; 'Rhonda.Simmons@va.gov';
'patricia.bradford@va.gov'; 'jhopkins@dekalbhabitat.org';
'djackson@dekalbhabitat.org'; 'bagsbyberyl@yahoo.com'; 'Leonard.Davis5@va.gov';
'myra.greene@va.gov'; 'timothy.dorton@va.gov'; 'mmarrotte@sjrcatl.org';
'anthony.wimbley@va.gov'; 'yvettetcmillan@bellsouth.net'; 'william.matson@pcni.org';
'gerrilyn.levy@va.gov'; 'paul.posey@va.gov'; 'leah.montgomery@va.gov';
'Rhonda.Watson2@va.gov'; 'sdouglas@svidpgeorgia.org'; 'sroshell@svidpgeorgia.org';
'shantel.forstall@va.gov'; 'fdanzey@newlife-atl.org'; 'mbryant@newlife-atl.org';
'mathisb31@att.net'; 'cgwenb1@yahoo.com'; 'mbw65@bellsouth.net'; 'mbw65
@bellsouth.net'; 'k_richards2001@yahoo.com'; 'k_richards2001@yahoo.com';
'k_richards2001@yahoo.com'; 'randall.satterfield@clearpointccs.org';
'jmccarthy@smpmgt.com'; 'jmccarthy@smpmgt.com'; 'jmccarthy@smpmgt.com';
'lisa.battles@va.gov'; 'jamillah.bynum2@va.gov'; 'Blackwell, Darryl M.'; 'clarencejones555
@gmail.com'; 'viviancushion@aol.com'; 'zionkeepers@hotmail.com';
'zionkeepers@hotmail.com'; 'patsy.chinn@va.gov'; 'laticia.wilson@hud.gov';
'william.lockhart2@va.gov'; 'Rhonda.Watson2@va.gov'; 'malissa.collis-abdulla@va.gov';
'adriane.thomas@va.gov'; 'delice.echols@va.gov'; 'danita.white@va.gov'; 'SMIT1498
@BELLSOUTH.NET'; 'Amber.Beals@va.gov'; 'chelle.lamb@va.gov'; 'fbcliz@aol.com';
'familysolutionscs@gmail.com'; 'dewayneleonjr@gmail.com';
'johnny.bigdawg@yahoo.com'; 'mark.eister@gpc.edu'; 'carlamorgan99@gmail.com';
'tonya.jones@transition-house.org'; 'jerilyn.hamilton@transition-house.org';
'marlene@decaturcooperativeministry.org'; 'SBolling@actionministries.net';
'drdeadrea@miller@comcast.net'; 'dchatman@smpmgt.com'; 'teetee4@bellsouth.net';
'Fullerdarrius18@gmail.com'; 'mcraest3@gmail.com'; 'youngcoreyd@yahoo.com';
'dixnatalie14@yahoo.com'; 'alvindclarksr@gmail.com'; 'apoole@hopeatlanta.org';
'croman@thelaa.org'; 'tabdullah@ourhousega.org'; 'alice@cliftonsanctuary.com';
'brenitamccord@comcast.net'; 'alvin.minnifield@livingroomatl.org';
'ahardy@refugeefamilyservices.org'; 'apalach1@bellsouth.net'; 'James Tomlin';

To:

'bleanier@recoveryconsultantsatl.org'; 'cherylm@dekcsb.org';
'cindy.simpson@chris180.org'; 'cindy.vu@cpacs.org';
'cliff@decaturcooperativeministry.org'; 'connie.buchanan@capn.org';
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'manderson@furniturebankatlanta.org'; 'breeball@bellsouth.net';
'mlnesby@standinc.com'; 'safe_h@yahoo.com'; 'ahuff@pccihome.org';
'dplummer@sjrcatl.org'; 'ajones@recoveryconsultantsatl.org'; 'kdutton@the3keys.org';
'bwilliams@hoseafeedthehungry.com'; 'awilliams@hoseafeedthehungry.com';
'nzimmermann@pccihome.org'; 'naomishelpinghand@yahoo.com';
'prince@cliftonsanctuary.com'; 'reginaalexander@caringworksinc.org';
'sconiershosthome@rocketmail.com'; 'shawnwilliams@caringworksinc.org';
'stephen.lee@cpacs.org'; 'tfuller@thelaa.org'; 'virgil@oakhurstrecovery.org'; 'Mike Thomas'; 'Mayme Grant'; 'Margaret Schuelke'; 'julie@oakhurstrecovery.org'; 'Marlene White'; 'vmwinfrey@yahoo.com'; 'Jean Lee'; 'jevans@pccihome.org'; 'Barbara';
'leadership@riwn.org'; 'Latanga Montgomery'; 'Idyckman@familypromisensfd.org';
'Peten, Anita'; 'barbara@wrcdv.org'; 'shamika_m@yahoo.com';
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'joantstarks@gmail.com'; 'kbeckford@nicholashouse.org'; 'ywolde23@yahoo.com';
'treid-bryan@umchildrenshome.org'; 'Latanga Montgomery';
'deborah.segue@greenforest.org'; 'Tyese L. Lawyer'; 'Alroi L. Anderson';
'mike.eddins@dekalbhousing.org'; 'dplummer@sjrcatl.org';
'jeanette.pollock@dca.ga.gov'; 'bernard.hicks@dph.ga.gov'; 'Jennifer Owens'; 'Tiller, Lisa M.'; 'PBISWAS@UNITEDWAYATLANTA.ORG'; 'Brenda Cibus';
'april.edwards@va.gov'; 'Turner-Reid, Jenifer'; 'Falecia Stewart'; 'nasra mirreh';
'rkirby@mwfhe.org'; 'lbejarano@thelaa.org'; 'wandareed@caringworksinc.org';
'grntrt@gmail.com'; 'karnold@mercyatlanta.org'; 'robin.bledsoe@capn.org';
'pmkenny2000@yahoo.com'; 'reneed@deksb.org'; 'phyllisz@dekcsb.org';
'christine@hopeatlanta.org'; 'LyricD.Cosby@dhs.ga.gov';
'scottwalker@caringworksinc.org'; 'Tasho Wesley'; 'Terrence.Franklin@dbhdd.ga.gov';
'Sophia.Philogene@dbhdd.ga.gov'; 'John.McQueen@dbhdd.ga.gov'; 'Janice Harris Corry'; 'resmanager@jerusalemhouse.org'; 'alisa@jerusalemhouse.org';
'michael@jerusalemhouse.org'; 'adriana@jerusalemhouse.org'; 'Sheila Fuller'; 'Joy Hines'; 'Tara Williams'; 'Mackenzie Harkins'; 'taxperson@mindspring.com';
'Jerry.Kellar@dhs.ga.gov'; 'shardaway@htdi.org'; 'kanderson@hopeatlanta.org';
'andrea.stokfisz@capn.org'; 'cedrick.shipman@livingroomatl.org';
'aalimohamed@covenanthouse.org'; 'sharondjohnson@comcast.net';
'brian.dinapoli@dca.ga.gov'; 'robrjohnson@comcast.net';
'selima.morrow@chris180.org'; 'danielle.jordan@dca.ga.gov';
'slyoung@umchildrenshome.org'; 'besmartbayyinah307@att.net'; Delan, Letitia; 'Cheryl Moye'; 'cheried@dekcsb.org'; 'SLuten@actionministries.net'
Melvia Richards; Colbert, Mary

Cc:**Subject:**

Registration Information for DeKalb NOFA Information Meeting



DeKalb County GEORGIA

DeKalb County Continuum of Care for Homeless Programs

DeKalb CoC NOFA Application Process will open July 9, 2018

On Tuesday July 9, 2018 the DeKalb County Continuum of Care (CoC) will distribute the local application guidelines and applications for new and renewal funding to agencies and other entities interested in applying for the 2018 HUD Homeless Assistance Grant. Applications will be posted July 9, 2018 on the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/grant-application>.

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Interested agencies and entities are strongly encouraged to review the HUD COC NOFA announcement and applicant threshold requirements in advance. New project applicants and Victim Service providers are encouraged to apply.

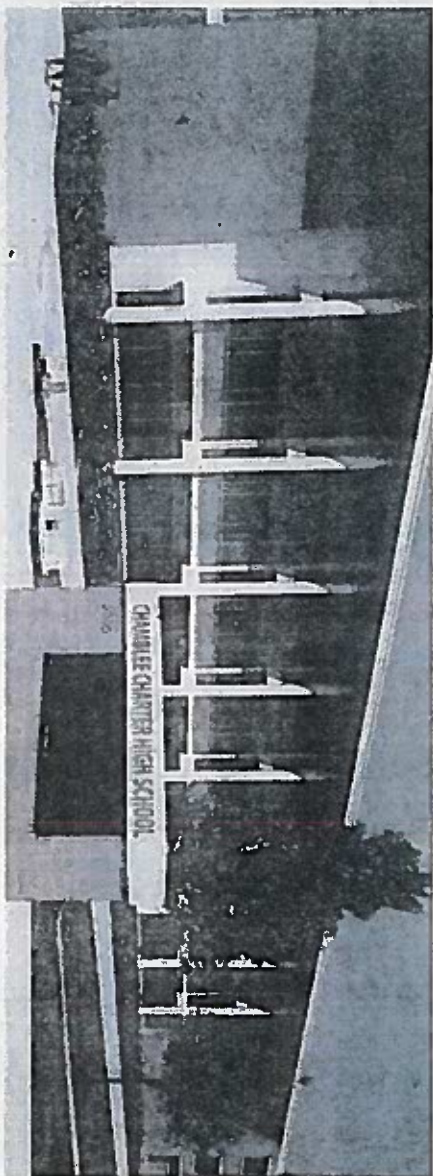
The funding announcement and additional CoC resources can be found on the HUD Exchange at <https://www.hud.gov/sites/dfiles/SPM/documents/FY18-CoC-NOFA.pdf> and <http://www.hudexchange.info/programs/coc>

General requests for information may be made to (404) 371-2727 or by email at adpope@dekalbcountyga.gov.

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department

750 Commerce Drive, Suite 401
Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov

CHAMBLEE



Chamblee Charter High teacher reassigned

BY DEREK SMITH

derek@dekalbchammp.com

A Chamblee Charter High School (CCHS) teacher whose discipline by the school's principal helped ignite the fury of parents has been reassigned following a suspension, according to DeKalb County School District (DCSD) officials.

Uwe Neuhaus, a German teacher at CCHS, has been reassigned to the district's International Welcome Center, district officials told *The Champion*. Officials did not comment on the reason for the reassignment, saying it is a personnel matter.



Neuhaus



Braaten

of Education Community Input Session, with many speaking against CCHS principal Rebecca Braaten. A recently graduated CCHS student said Braaten creates "a hostile environment" for teachers.

"I worry that when teachers

home language is other than English must register with the welcome center, according to the district website.

Efforts by *The Champion* to contact Neuhaus have been unsuccessful.

STONE MOUNTAIN

Redan High graduates win national stock market competition

Four recent Redan High School (RHS) graduates were met with congratulations from Congressmen Hank Johnson June 14 at Johnson's Washington, D.C. office. The graduates represented the winning team in the 2018 National Securities Industry and Financial Market Association (SIFMA) Capitol Hill Challenge Stock Market Game.

"These young minds deserve to be recognized and celebrated," Johnson said in a press release. "We must continue to foster all of our students' interests in the financial market and support their efforts to become self-sufficient with their finances and their understanding of the global markets."

The RHS graduates competed against thousands of other students from across the nation in a 14-week challenge, according to the release. The game organized hundreds of teams of middle and high school students by congressional district and state with emphasis on the importance of saving and investing while promoting a better understanding of government.

"Finance is big part of business, and since I'm striving to run my own business in the near future, this competition was awesome for that," RHS team member Alexis Goings said in the release. Goings is currently developing a business model to operate a catering business.

According to the release, the competition uses the SIFMA Foundation's curriculum-based stock market game to help students develop a better understanding of the global economy, become college and career ready, and improve their knowledge of math, economics, and business.

RHS stock market game coach William Roth said this is the first year RHS students have competed in the Capitol Hill Challenge.

"These outstanding young people dominated the country," Roth said in the release. "Their future growth and possibilities are limitless."

internal DCSD email which describes an assignment Neuhaus reportedly gave to students of his German class this semester. The assignment was a series of 11 skits meant to be acted out by specific students in German. One skit is a scene between a baseball batter and an umpire. In the skit, the batter lets go of a bat, which knocks the umpire unconscious. When the umpire wakes, he first threatens the batter with the bat, then after the batter begs for forgiveness, the umpire "hugs the batter, strokes his hair, rubs his back on the belly of the batter and gives him back the bat," the email reads.

According to the email, when a student asked Neuhaus to explain what was meant by "rubs his back on the belly of the batter," Neuhaus said "when we stand in front of each other, I turn around and put my back against your belly and then move up and down (like many pop stars like Beyonce do when they are erotically dancing on stage), then I rub my back on your belly."

On June 1, dozens of parents and CCHS supporters turned out for the DCSD Board

and supported, but instead threatened, they will be less able to do the excellent work they've done in the past," the student said.

Braten had been principal at CCHS for one year. The school received gold medal recognition from *U.S. News and World Report* in May and was ranked as the 14th best high school in Georgia and 457th best out of more than 6,500 high schools nationwide. The school also has scored above the national, state and district average on national tests in recent years, according to the Georgia Government Office of Student Achievement.

DCSD officials said in a statement June 20 that the district is "aware of the concerns of members of the Chamblee Charter High School community" but would not comment on whether the concerns were related to Neuhaus' reassignment to the International Welcome Center. According to district officials, the International Welcome Center is an office within the district that assists immigrant families in their transition to DCSD. Students whose primary



DeKalb County GEORGIA

DeKalb County Continuum of Care for Homeless Programs

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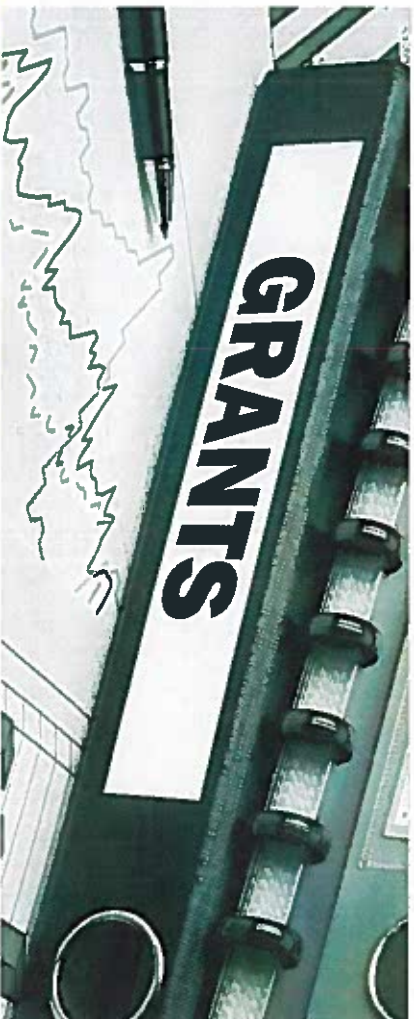
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General requests for information may be made to (404) 371-2727 or by email at adpope@dekalbcountyga.gov.

Community Development

- Community Development Block Grant (CDBG)
- Consolidated Plans
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Home Investment Partnership Grant (HOME)
- Grant Application
- Homelessness
- Neighborhood Stabilization Program (NSP)
- Other Information
- Public Notices
- Contact

Grant Application



2018 DeKalb CoC NOFA Competition:

- Application Guidelines (PDF)
- Application for New Projects (PDF)
- Application for Renewal Projects (PDF)
- CDBG Application Guidelines
- CDBG Application
- ESG Application Guidelines
- ESG Application
- CDBG-ESG Financial
- HOME 2013 Application
- Technical Assistance Workshop for 2018 Funding Presentation

Public Posting to DeKalb County Website

App Guidelines

* See Posted Application Guidelines for Ranking + Renewal

PA Pope, Ann D. Campbell, Byron K; Melvia Richards; Allen Mitchell; Cobert, Mary

2018 Dekalb CoC NOFA Application Documents for Web Posting

You forwarded this message on 7/9/2018 6:20 PM.

2018 Dekalb CoC NOFA Application Guidelines .pdf 653 KB

2018 Dekalb CoC NOFA Application for Renewal Projects .docx 78 KB

2018 Dekalb CoC NFOA Application for New Projects.docx 73 KB

Byron,

Please see attached the 2018 Dekalb CoC NOFA Application documents for posting to the Dekalb County Website at <http://www.dekalbcountyga.gov/community-development/grant-application>

2018 Dekalb CoC NOFA Competition:

- Application Guidelines (PDF)
- Application for New Projects (WORD)
- Application for Renewal Projects (WORD)

Posting of these documents demonstrates that the CoC has a transparent process in place to accept and consider proposals from organizations that have not previously received CoC Program funding.

Please advise when the documents have been posted so that a screen shot can be captured for documentation.

Thank you for your assistance with these public notices.

Ann D. Pope

Project Coordinator Sr.

Dekalb County Community Development Department

750 Commerce Drive, Suite 401

Decatur, Georgia 30030

404.371-2637

adonna@dekalbcountyga.gov



DeKalb County GEORGIA

CONTINUUM OF CARE FOR HOMELESS PROGRAMS

2018 DeKalb CoC Program Competition **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 2018 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 2018 CoC NOFA was released on June 20, 2018, opening the competition making available approximately \$2.1 billion nationally to serve people experiencing homelessness. Information and additional details about the HUD CoC NOFA is available at:

<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

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.

CoC Application Posting Date: July 9, 2018

CoC Project Application Due Dates: Renewal Project Applications - July 23, 2018 3:00 p.m.

New Project Applications – July 25, 2018 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
750 Commerce Drive, Suite 401
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. 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 2018 Continuum of Care Program and Policy Priorities

Section C Application Guidelines

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

Section D Ranking, Review and Appeals

Glossary of Key Terms

Resources

Timeline

2018 HUD CoC NOFA Release Date	June 20, 2018
DeKalb CoC Application Release Date	July 9, 2018

Applicant Information Meeting	July 9, 2018 1:00 p.m. Decatur Library
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NOFA Technical Assistance Period	July 10-13 , 2018
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Applications Due

Renewal Projects	July 23, 2018 3:00 p.m.
New Projects	July 25, 2018 3:00 p.m.

Project applications are required to be submitted to the CoC no later than 30 days before the application deadline of September 18.

Project Applications to HUD (ESNAPS)	August 13, 2018
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Application Review and Ranking	August 1 - 25, 2018
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Notification of Selection	September 3, 2018
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All project applicants who submitted their project applications by the COC-established deadline will be notified whether their project application (s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced

Public Posting	September 16, 2018
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All parts of the CoC Consolidated Application, including the Application attachments, completed Priority Listing and Project Applications will be posted on the DeKalb County website with community posting of notice. .

Deadline to Submit Consolidated CoC Application to HUD	September 18, 2018
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SECTION A GENERAL INFORMATION	
Purpose	<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, 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.</p>
Availability of Funds	<p>The DeKalb CoC is eligible to apply for the following amounts: CoC estimated Annual Renewal Demand: \$4,866,729</p> <ul style="list-style-type: none"> • Estimated Tier 1 (94%) of Annual Renewal Demand: \$4,575,725 • Estimated Tier 2 (6% - Balance of ARD) \$292,003 <p>Estimated Bonus Amount : \$292,004 Estimated DV Bonus Amount \$357,080 (up to 3 projects) Estimated Planning Grant Amount \$146,002 (not ranked)</p>
Use of Funds	<p>24 CFR 578.37 through 578.63 identifies the eligible projects for which funding can be requested through the FY 2018 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:</p> <ol style="list-style-type: none"> 1. Permanent Housing (PH) ; The CoC Program funds two types of permanent housing: <u>Permanent Supportive Housing for Persons with Disabilities (PSH)</u> and <u>Rapid Re-housing (RRH)</u>. 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. 2. Transitional Housing 3. Joint Transitional Housing and PH-Rapid Re-Housing 4. Supportive Services Only (SSO) 5. HMIS <p><i>See Glossary for a full description of components and allowable costs</i></p> <p>Requests for ineligible costs or populations will be rejected.</p>
	<p>New project applications may be created through the reallocation process as a bonus project, or DV bonus.</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. For-profit entities are not eligible 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. (Certificate of Consistency from DeKalb County Community Development Department). • Agency must satisfy all match requirements.
<p>Grant Awards</p>	<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 through reallocation of funds from existing eligible renewal project(s), as a Bonus or DV Bonus project.
<p>Match</p>	<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>
<p>Submission Requirements and Deadlines</p>	<p>Renewal Applications – Monday, July 23, 2018 at 3:00 p.m.</p> <p>New Applications – Wednesday, July 25, 2018 at 3:00 p.m.</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>

<p>Application Review Rating</p>	<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 o Supportive Service Budget o Program Summary Budget o Match Documentation o Certification • Required Documentation <ul style="list-style-type: none"> o IRS Documentation of 501c3 status o Board of Directors Documentation o Policies and Procedures Manual for CoC Funded Project (Renewals Only) o Match Commitment o Audit or Financial Statements o ELOCCS (Renewals Only) o APRs (Renewals Only) o HUD Grant Agreement, Amendments and Technical Submission (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>
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	<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 Project Performance/ System 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>
Review and Ranking	<p>HUD requires CoCs to review and rank 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.</p>
	<p>Tier 1</p> <p>Tier 1 is equal to 94% of the CoCs FY 2018 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.</p>
	<p>Tier 2</p> <p>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:</p> <ul style="list-style-type: none"> • 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. • Commitment to Housing First: Up to 10 of 100 points for: <ul style="list-style-type: none"> o How the permanent housing project commits to applying the Housing First Model; o How the Transitional Housing project, Joint TH and RRH Component Project or non- Coordinated Assessment Supportive Serve Only project demonstrates that it is low-barrier, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold) o 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 July 10 – 14, 2018 . After the Application Information Meeting, additional questions must be <u>submitted in writing and emailed to: adpope@dekalbcountyga.gov</u>
Award Notification	Award Notifications will be made on or before September 3, 2018. 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.
Local 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.
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 appeal the rejection directly to HUD by submitting a Solo Applicant project application in e-snaps prior to the application deadline of September 18, 2018 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.	
	<p>ENDING HOMELESSNESS FOR ALL PERSONS</p> <ul style="list-style-type: none"> • 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). • CoCs should have a comprehensive outreach strategy to identify and continuously engage all unsheltered individuals and families. • 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. • CoCs should use the reallocation process to create new projects that improve overall performance and better response to identified needs.
	<p>CREATING A SYSTEMIC RESPONSE TO HOMELESSNESS</p> <ul style="list-style-type: none"> • CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively we are serving people experiencing homelessness. • CoCs should be using their Coordinated Entry process 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.
	<p>STRATEGICALLY ALLOCATING AND USING RESOURCES</p> <ul style="list-style-type: none"> • Using cost, cost, performance, and outcome data, to improve how resources are utilized to end homelessness • CoCs should review projects for quality, performance, and cost effectiveness • HUD encourages CoC's to maximize the use of mainstream and other community-based resources to serve persons experiencing homelessness • ***NEW THIS YEAR*** – CoCs should work to develop partnerships with Public Housing Authorities to help CoC Program participants exit Permanent Supportive Housing through Housing Choice Vouchers and other available housing options. • CoCs should review all projects eligible for renewal in FY 2018 to determine effectiveness in serving people experiencing homelessness, including cost effectiveness.
	<p>USING A HOUSING FIRST APPROACH</p> <ul style="list-style-type: none"> • 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, remove barriers to entry, and adopt client-centered service methods.

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

Applicant Identification:

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 2018 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: 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 below 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, and a copy of the agency policies and procedures
- 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

- Policies and Procedures Manual - **Attach and Label as Exhibit G**
 - Include Table of Content (hard copy)
 - Attach Policies and Procedures Manual (USB Flash Drive)
- 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. ****NEW THIS YEAR**** SAM registration requires additional steps this year, and applicants should begin their registration process immediately.
- **REQUIRED READING.** Project applicants should read the CoC NOFA, COC Program Interim Rule, and the General NOFA.
- **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 [Code of Conduct for HUD Grant Programs](#) page on HUD's website to ensure your organization is listed (which means you have submitted an approved Code of Conduct). 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.
- **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.
- **2018 FAIR MARKET RENTS WILL APPLY.** Because the CoC Consolidated Application is due prior to the publication of the final FY 2019 FMRs, the FY 2018 FMRs will be used for funding amounts.
- **HOUSING FIRST:** Any housing project application that indicates it will use a Housing First approach, that is awarded FY 2018 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

New HUD Policies Related to Project Applications in 2018

Refer to the specific NOFA 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, (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 its CoC.
- 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 2017 CoC Program Competition, a copy of the FY 2018 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 2018 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 2018 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 2018 funds on activities not included in the new project application.

CONSOLIDATED PROJECTS

- Eligible renewal project applicants may consolidate two, three, or four 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 FY2018 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 each of the grants that are proposed to be consolidated, AND 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 will 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

- A renewal project applicant may submit a new project application to expand its current operations by adding units, beds, persons served, services provided to existing programs, or in the case of HMIS, increase the current HMIS grant activities within the CoCs geographic area.
- There are two types of expansions:
 - Expanding a CoC-Program- funded Project. Expansion in which a project applicant submits a new project application to expand the current operations of an eligible renewal project for which it is the recipient by adding additional CoC Program funds. Under this type of expansion, for the new expansion project to be selected for conditional award, the renewal project application must also be selected for conditional award.
 - Expanding a non-CoC Program funded project. Expansion in which a project applicant submits a new project application that requests CoC Program funds to add to a current homeless project that is funded from sources other than CoC Program funds. Note, that

project applicants are prohibited from using CoC Program funds to replace state and local funds.

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
 - 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.
 - NEW for 2018 – 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 \$50 million set aside in the FY 2018 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 ONE OF EACH of the following types of projects:
 - Rapid rehousing projects that must follow a housing first approach
 - Joint Transitional Housing and Rapid Rehousing component projects that must follow a housing first approach.
 - Supportive Services Only Projects 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.
- The CoC can only submit one project application for each of the project types above. If a CoC submits more than one project application for each project type, 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, 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 175 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 175 points can be awarded.

I.	Application Information	25 Points
II.	Project Information	25 Points
III.	Performance and Service Capacity	25 Points
IV.	Quantitative Review	100 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 rated and ranked from the highest proposal score down. Project applications are then reviewed and 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.

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 September 18, 2018 by 8:00 p.m. eastern time.

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**

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 homelessness. 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. **2018 FAIR MARKET RENTS WILL APPLY FOR THE 2018 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 2018 COMPETITION**

HUD RESOURCES:

- 2018 CoC NOFA: <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>
- COC Program Interim Rule (24 CFR part 578)
<http://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version>
- E-snaps application system: <https://esnaps.hud.gov>
- HUD Websites:
www.hud.gov
www.hudexchange.info
- Funding Application: <https://www.hudexchange.info/programs/e-snaps/>
- Training and Resources: www.hudexchange.info/homelessness-assistance/
- HUD Exchange Ask A Question (AAQ): <https://www.hudexchange.info/program-support/my-question/>
- Listserv: www.hudexchange.info/maillinglist

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:13 PM
To: Jeanette Pollock
Cc: Richards, Melvia; Colbert, Mary
Subject: Project Applicant Notification of Acceptance - GHFA HMIS 2018
Attachments: 2018 NOFA - Applicant Notification GHFA - HMIS 2018.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Georgia Housing and Finance Authority**
- **Project Name: HMIS 2018**

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing and Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Dear Ms. Chubb,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb HMIS Renewal 2018, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Jeanette Pollock

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
Nancy Jester

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Kathle Gannon

District 7
Gregory Adams Sr.



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Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Melvia Richards
Housing Manager
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Atlanta, GA 30032

Dear Ms. Richards,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb Planning Grant, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

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Sincerely,

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:34 PM
To: Ed Powers
Cc: Christine Carolan; Falecia Stewart; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - HOPE Atlanta PSH and RRH 2018
Attachments: 2018 NOFA Applicant Notification - HOPE Atlanta Traveler's Aid DeKalb PSH 2018 and DeKalb RRH 2018.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Traveler's Aid of Metropolitan Atlanta**
- **Project Names:**
 - **DeKalb PSH 2018**
 - **DeKalb RRH 2018**

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov



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Community Development
750 Commerce Drive
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Chief Executive Officer
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Mereda Davis Johnson

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Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Mr. Edward Powers
Executive Director
HOPE Atlanta Travelers Aid of Metropolitan Atlanta, Inc.
34 Peachtree Street, NE, Suite 700
Atlanta, GA 30303

Dear Mr. Powers,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb PSH 2018, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Christine Carolan



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

August 30, 2018

Board of Commissioners

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Nancy Jester

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Larry Johnson

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Steve Bradshaw

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Mereda Davis Johnson

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Kathie Gannon

District 7
Gregory Adams Sr.

Mr. Edward Powers
Executive Director
HOPE Atlanta Travelers Aid of Metropolitan Atlanta, Inc.
34 Peachtree Street, NE, Suite 700
Atlanta, GA 30303

Dear Mr. Powers,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb RRH, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

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Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Christine Carolan

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:39 PM
To: phyllisz@dekcsb.org; ReneeD@dekcsb.org
Cc: Matt Hurd; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification DeKalb CSB Permanent Housing for Persons for Disabilities
Attachments: 2018 NOFA Applicant Notification Dekalb CSB Permanent Housing for Persons with Disabilities.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance and Reallocation

- **Applicant: DeKalb Community Service Board**
- **Project Name: Permanent Housing for Persons with Disabilities**



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

August 30, 2018

Ms. Phyllis Zupkow
Director of Residential Services
DeKalb Community Service Board
455 Wynn Way
Decatur, GA 30030

Dear Ms. Zupkow:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb County CSB Permanent Housing for Persons with Disabilities, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Matt Hurd

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Jeff Rader

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Larry Johnson

District 4
Steve Bradshaw

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Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:31 PM
To: Charlie Few; Janice Harris Corry
Cc: Tara Williams; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA - Applicant Notification Jerusalem House The Family Program
Attachments: 2018 NOFA - Applicant Notification - Jerusalem House The Family Program.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Jerusalem House**
- **Project Name: The Family Program**



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Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

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Mereda Davis Johnson

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Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Mr. Charlie Frew
Executive Director
Jerusalem House
17 Executive Park Drive, NE, Suite 290
Atlanta, GA 30329

Dear Mr Frew:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, The Family Program, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Tara Williams

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:49 PM
To: Libby Tyre
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification GHFA DeKalb CSB S+CR
Attachments: 2018 NOFA - Applicant Notification GHFA DeKalb CSB S+CR.pdf



DeKalb County

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Georgia Housing and Finance Authority**
- **Project Name: DeKalb CSB DEK S+CR**



404.371.2727 (o) | Community Development
404.371.2742 (f) | 750 Commerce Drive
DeKalbCountyGa.gov | Decatur, GA 30032

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing & Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Chief Executive Officer
Michael L. Thumond

Board of Commissioners

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Mereda Davis Johnson

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Kathie Gannon

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Gregory Adams Sr.

Dear Ms. Chubb:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb CSB Shelter Plus Care, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Libby Tyre

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 7:10 PM
To: Libby Tyre
Cc: Richards, Melvia; Colbert, Mary; carolcollard@caringworksinc.org
Subject: 2018 NOFA Applicant Notification - GHFA Caring Works DEK S+CR2
Attachments: 2018 NOFA Applicant Notification - GHFA Caring Works DEK S+CR2.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: GHFA**
- **Project Name: Caring Works DEK S+CR2**



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DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing and Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Dear Ms. Chubb,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Caring Works DEK S+CR2, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Libby Tyre
Carol Collard

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 7:07 PM
To: Marvin Nesbitt
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - Action Ministries RRH DV Bonus
Attachments: 2018 NOFA Applicant Notification Action Ministries RRH DV Bonus.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification

- **Applicant: Action Ministries, Inc.**
 - **Project Names: Rapid Rehousing - DV**



404.371.2727 (o) | Community Development
404.371.2742 (f) | 750 Commerce Drive
DeKalbCountyGa.gov | Decatur, GA 30032

August 30, 2018

Mr. Steven Henderson
CEO/President
Action Ministries, Inc.
1700 Century Circle NE, Suite 200
Atlanta, GA 30345

Dear Mr. Henderson:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your bonus project application, DeKalb Rapid Rehousing- DV, will be submitted for funding consideration as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Marvin Nesbitt, Jr.

Chief Executive Officer
Michael L. Thumond

Board of Commissioners

District 1
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Jeff Rader

District 3
Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Carol Collard <carolcollard@caringworksinc.org>
Sent: Friday, August 31, 2018 7:02 PM
To: Pope, Ann D.
Cc: Libby Tyre; Richards, Melvia; Colbert, Mary
Subject: Re: 2018 NOFA Applicant Notification - GHFA Caring Works S+CR
Attachments: image001.png

Received, thank you.

On Fri, Aug 31, 2018, 6:50 PM Pope, Ann D. <adpope@dekalbcountyga.gov> wrote:



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: GHFA**
- **Project Name: Caring Works DEK S+CR2**

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404.371.2727 (o) | **Community Development**
404.371.2742 (f) | 750 Commerce Drive
DeKalbCountyGa.gov | Decatur, GA 30032

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing and Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Dear Ms. Chubb,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Caring Works DEK S+CR2, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

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A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a small flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Libby Tyre
Carol Collard

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
Nancy Jester

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Jeff Rader

District 3
Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:46 PM
To: Marvin Nesbitt
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - Action Ministries RRH Consolidation
Attachments: 2018 NOFA Applicant Notification _ Action Ministries RRH Consolidationousing.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Action Ministries**
 - **Project Name: DeKalb RRH Consolidation**



404.371.2727 (o)
404.371.2742 (f)

DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Jeff Rader

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Larry Johnson

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Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Mr. Steven Henderson
CEO/President
Action Ministries, Inc.
1700 Century Circle NE, Suite 200
Atlanta, GA 30345

Dear Mr. Henderson:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, with CoC Board approval and barring any objection from the Atlanta CPD Regional Office, the consolidated project application, DeKalb Rapid Rehousing, will be submitted for consolidated funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a small 'for' written below it.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Marvin Nesbitt, Jr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:44 PM
To: Pope, Ann D.
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - CE II (Bonus)
Attachments: 2018 NOFA - Applicant Notification DeKalb County CE Bonus.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification

- **Applicant: DeKalb County Government**
- **Bonus Project Name:**
 - **Coordinated Entry II**



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Community Development
750 Commerce Drive
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Chief Executive Officer
Michael L. Thurmond

August 30, 2018

Board of Commissioners

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District 5
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District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Ann Pope
Senior Project Coordinator
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Atlanta, GA 30032

Dear Ms. Pope,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your bonus project application, Coordinated Entry 2018, will be submitted for funding consideration as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a small 'MP' monogram at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:41 PM
To: Ed Powers
Cc: Falecia Stewart; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - Traveler's Aid of Metropolitan Atlanta Bonus Project Application
Attachments: 2018 NOFA - Applicant Notification Traveler's Aid DeKalbPermanent Supportive Housing Bonus.pdf



DeKalb County
GEORGIA

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification

- **Applicant: Traveler's Aid of Metropolitan Atlanta**
 - **Bonus Project Name: Permanent Supportive Housing**

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Jeff Rader

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Larry Johnson

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Steve Bradshaw

District 5
Mereda Davis Johnson

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Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Mr. Edward Powers
Executive Director
HOPE Atlanta Travelers Aid of Metropolitan Atlanta, Inc.
34 Peachtree Street, NE, Suite 700
Atlanta, GA 30303

Dear Mr. Powers,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your bonus project application, DeKalb Permanent Supportive Housing, will be submitted for funding consideration as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Falecia Stewart

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:29 PM
To: Darlene Schultz
Cc: kdutton@the3keys.org; Libby Tyre; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA - Applicant Notification of Acceptance
Attachments: 2018 NOFA - Applicant Notification GHFA Rosalyn Apartments S+CR.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

Project Applicant Notification of Acceptance

Applicant: Georgia Housing Finance and Housing Authority
Project: Rosalyn Apartments S+CR



404.371.2727 (o) | **Community Development**
404.371.2742 (f) | 750 Commerce Drive
Decatur, GA 30032
DeKalbCountyGa.gov

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing and Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Dear Ms. Chubb,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Rosalyn Apartments S+CR, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Libby Tyre
Darlene Schultz

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
Nancy Jester

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 6:07 PM
To: Libby Tyre
Cc: carolcollard@caringworksinc.org; Richards, Melvia; Colbert, Mary
Subject: Project Applicant Notification of Acceptance - GHFA Caring Works S+CR
Attachments: 2018 NOFA - Applicant Notification GHFA Caring Works S+CR.pdf



DeKalb County

DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance pending HUD CPD Regional Approval

- **Applicant:** Georgia Housing and Finance Authority
- **Project Name:** Caring Works S+CR

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing and Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Dear Ms. Chubb,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Caring Works DEK S+CR, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Libby Tyre
Carol Collard

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
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Jeff Rader

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Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:28 PM
To: Cindy Simpson
Cc: Veronica Kulon; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification- CHRIS 180 Changing Directions RRH
Attachments: 2018 NOFA Applicant Notification - CHRIS 180 Changing Directions.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: CHRIS 180**
- **Project Name: Changing Directions RRH**



404.371.2727 (o)
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DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

August 30, 2018

Ms. Cindy Simpson
Chief Operating Officer
CHRIS 180
1017 Fayetteville Road
Atlanta, GA 30316

Dear Ms. Simpson,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Changing Directions Rapid Rehousing, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

Cc: Veronica Kulon

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Jeff Rader

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Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:26 PM
To: Pope, Ann D.; Richards, Melvia
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - DeKalb County Government Coordinated Entry 2018
Attachments: 2018 NOFA Applicant Notification _ DeKalb County Gov CE 2018.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: DeKalb County Government**
- **Project Name: Coordinated Entry 2018**



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Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Merida Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Ann Pope
Senior Project Coordinator
DeKalb County Community Development Department
750 Commerce Drive, Suite 401
Atlanta, GA 30032

Dear Ms. Pope,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Coordinated Entry 2018, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:18 PM
To: Susanne Shaffer
Cc: 'Laci Post'; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA - Applicant Notification St. Jude's Project Open Arms
Attachments: 2018 NOFA - Applicant Notification St. Jude's Project Open Arms.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant:** St. Jude's Recovery Center, Inc.
- **Project Name:** Project Open Arms



404.371.2727 (o) | Community Development
404.371.2742 (f) | 750 Commerce Drive
Decatur, GA 30032
DeKalbCountyGa.gov

August 30, 2018

Ms. Suzanne Shaffer
President and CEO
St. Jude's Recovery Center, Inc.
139 Renaissance Parkway, NE
Atlanta, GA 30308

Dear Ms. Shaffer:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Project Open Arms, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a small flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
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Jeff Rader

District 3
Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:07 PM
To: Marlene White
Cc: James Wilson; Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA - Applicant Notification DCM Family Success Project
Attachments: 2018 NOFA - Applicant Notification Decatur Cooperative Ministry Family Success Project.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance and Reallocation

- **Applicant: Decatur Cooperative Ministry, Inc.**
- **Project Name: Family Success Project**



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DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
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Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Ms. Marlene White
Executive Director
Decatur Cooperative Ministry, Inc.
115 Church Street
Decatur, GA 30030

Dear Ms. White,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, Family Success Project, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,


Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: James Wilson

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 4:58 PM
To: Marlene White
Cc: Richards, Melvia; Colbert, Mary; James Wilson
Attachments: 2018 NOFA - Applicant Notification Decatur Cooperative Ministry Interim Housing.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Decatur Cooperative Ministry, Inc.**
- **Project Name: DCM Interim Housing Project**



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Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
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Board of Commissioners

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Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Ms. Marlene White
Executive Director
Decatur Cooperative Ministry, Inc.
115 Church Street
Decatur, GA 30030

Dear Ms. White,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DCM Interim Housing Project, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: James Wilson

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:03 PM
To: Libby Tyre; carolcollard@caringworksinc.org
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA - Applicant Notification GHFA Caring Works S+CR Consolidation
Attachments: 2018 NOFA - Applicant Notification GHFA Caring Works S+CR Consolidation.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance pending HUD CPD Regional Approval

- **Applicant: Georgia Housing and Finance Authority**
- **Project Name: Caring Works S+CR Consolidation**



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

August 30, 2018

Ms. Carmen Chubb
Deputy Executive Director
Georgia Housing and Finance Authority
60 Executive Park South, NE
Atlanta, GA 30329

Dear Ms. Chubb,

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, with CoC Board approval and barring any objection from the Atlanta CPD Regional Office, the consolidated project application, Caring Works DEK S+CR, will be submitted for consolidated funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a small 'xop' at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Libby Tyre
Carol Collard

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
Nancy Jester

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Steve Bradshaw

District 5
Merida Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:11 PM
To: Marvin Nesbitt
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification Action Ministries DeKalb RRH
Attachments: 2018 NOFA - Applicant Notification Action Ministries DeKalb RRH.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance

- **Applicant: Action Ministries**
- **Project Name: DeKalb Rapid Re-housing**



404.371.2727 (o)
404.371.2742 (f)
DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

August 30, 2018

Mr. Steven Henderson
CEO/President
Action Ministries, Inc.
1700 Century Circle NE, Suite 200
Atlanta, GA 30345

Dear Mr. Henderson:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb Rapid Rehousing, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Marvin Nesbitt, Jr.

Chief Executive Officer
Michael L. Thumond

Board of Commissioners

District 1
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Jeff Rader

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Larry Johnson

District 4
Steve Bradshaw

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Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

**1E-5 Notification Outside 3-snaps-Projects Rejected or Reduced
(Reallocation) DeKalb County GA-508**

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 4:54 PM
To: Dennis Boawman
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA - Applicant Notification Nicholas House - New Horizons w/ Reallocation
Attachments: 2018 NOFA - Applicant Notification Nicholas House w Reallocation.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance and Reallocation

- **Applicant: Nicholas House**
- **Project Name: New Horizons**



404.371.2727 (o)
404.371.2742 (f)

DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
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Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Mr. Dennis Bowman
Executive Director
Nicholas House, Inc.
Post Office Box 15577
Atlanta, GA 30333

Dear Mr. Bowman:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, New Horizons, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package. As discussed, funding for this renewal project will be reduced by \$40,000.00 through reallocation due to a trend of underutilization in the operating expense category. Reallocation of these funds will reduce the expenditure per client and increase cost effectiveness without reducing the number of persons served through PSH assistance and supportive services.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards'.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

Colbert, Mary

From: Pope, Ann D.
Sent: Friday, August 31, 2018 5:13 PM
To: Marvin Nesbitt
Cc: Richards, Melvia; Colbert, Mary
Subject: 2018 NOFA Applicant Notification - Action Ministries RRH w/ Reallocation
Attachments: 2018 NOFA - Applicant Notification Action Ministries w Reallocation.pdf



DeKalb County 2018 Continuum of Care (CoC) Program Competition

See Attached Project Applicant Notification of Acceptance and Reallocation

- **Applicant: Action Ministries, Inc.**
- **Project Name: DeKalb Rapid Rehousing II**



404.371.2727 (o)
404.371.2742 (f)

DeKalbCountyGa.gov

Community Development
750 Commerce Drive
Decatur, GA 30032

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

District 1
Nancy Jester

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Steve Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathle Gannon

District 7
Gregory Adams Sr.

August 30, 2018

Mr. Steven Henderson
CEO/President
Action Ministries, Inc.
1700 Century Circle NE, Suite 200
Atlanta, GA 30345

Dear Mr. Henderson:

Thank you for submitting an application for funding in the DeKalb County 2018 Continuum of Care (CoC) Program Competition. We are pleased to inform you that, as a result of CoC Application Review Committee scoring and Board approval, your project application, DeKalb Rapid Rehousing II, will be submitted for funding as part of the DeKalb CoC NOFA Application submission package. As discussed, funding for this renewal project will be reduced by \$49,664 through reallocation due to a trend of fund underutilization in the operating expense category. Reallocation of these funds will reduce the expenditure per client and increase cost effectiveness without reducing the number of persons served through RRH assistance and supportive services.

All parts of the CoC Consolidated Application, including the Project Applications, Application attachments and the Priority Listing will be posted to the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/sub-recipient-grant-application> on or before September 16, 2018.

A Continuum of Care/Collaborative Applicant staff member will be available the next five days if you would like to discuss your application. In the meantime, please contact me at (404) 371-2625 or mwrichards@dekalbcountyga.gov, if you have questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads 'Melvia Richards' with a stylized flourish at the end.

Melvia Richards
Housing Manager
DeKalb County Community Development Department
Collaborative Applicant

cc: Marvin Nesbitt, Jr.

1E-5 Public Postings: Local Competition Deadline

DeKalb County GA-508

Local Competition Deadline posted in 2018 DeKalb County CoC Application Guidelines, See Page 1 and Page 4 (Timeline)

- **June 27, 2018**
 - **CoC Email Distribution – Local Competition Announcement**

- **June 29, 2018**
 - **Public Posting to Champion Newspaper – Local Competition Announcement**

- **July 11, 2018**
 - **Posting to DeKalb County Government Website:**
 - **Local Competition Announcement and Notice of Application Posting**

 - **Posting to DeKalb County Government Website:**
 - **Application Postings**
 - **2018 Application Guidelines, Application for New Projects & Application for Renewal Projects**

CoC Notice of NOFA Competition Opening

Pope, Ann D.

From:
Sent:
To:

Pope, Ann D.

Wednesday, June 27, 2018 2:02 PM

'sshaffer@sjrcatl.org'; 'Laci Post'; 'Christine Carolan'; 'MNesbitt@actionministries.net';
'Matt Hurd'; 'keylan.mitchell@acf.hhs.gov'; 'Tara Hood'; 'Libby Tyre'; 'Leah Humphries';
'Wilin2b@aol.com'; 'reneed@dekcsb.org'; 'Marlene White';
'scottwalker@caringworksinc.org'; 'carolcollard@caringworksinc.org';
'dschultz@the3keys.org'; 'deborah.segue@greenforest.org'; 'April Lockett'; 'Kasey
Archey'; 'rivy@recoveryconsultantsatl.org'; 'Tara@jerusalemhouse.org';
'Kenneth.argot@uss.salvationarmy.org'; 'Caleb.louden@uss.salvationarmy.org';
'Darrell.Pinson@uss.salvationarmy.org'; 'Gwen.Craddieth@dbhdd.ga.gov'; 'Dennis
Bowman'; 'helen.johnson@pcaction.org'; 'gabbymack42@gmail.com';
'karnold@mercyatlanta.org'; 'paulthompson@pace-inc.org'; 'jstcf91754@gmail.com';
'mswinc@hotmail.com'; 'shamekela.bishop@livingroomatl.org'; 'abell_3@hotmail.com';
'kkridger@newlife-atl.org'; 'EAGLESRUNMGR@DESOLPM.COM'; 'Iola.Green2@va.gov';
'mjackson311386@msn.com'; 'bennie.boyd@greenforest.org';
'sharon.guest@dekalbhousing.org'; 'jowens@columbiare.com';
'jdingle@columbiare.com'; 'marquesp.dt@gmail.com'; 'rarnold@ihrcorp.com';
'rarnold@ihrcorp.com'; 'laura.hatchet@va.gov'; 'dplummer@sjrcatl.org';
'mmcdowell@pccihome.org'; 'nzimmermann@pccihome.org'; 'jenifer.turner-
reid@va.gov'; 'darlene.lanier@gdol.ga.gov'; 'kevin_hall@uss.salvationarmy.org';
'sarosa.martin-clark@va.gov'; 'dimethia@decaturcooperativeministry.org'; 'calfran32
@ymail.com'; 'calfran32@ymail.com'; 'apoole@hopeatlanta.org'; 'Ngoneh.Gaye-
Bullard@va.gov'; 'xavier.edwards@gfcdc.org'; 'Rhonda.Simmons@va.gov';
'patricia.bradford@va.gov'; 'jhopkins@dekalbhhabitat.org';
'djackson@dekalbhhabitat.org'; 'bagsbyberyl@yahoo.com'; 'Leonard.Davis5@va.gov';
'myra.greene@va.gov'; 'timothy.dorton@va.gov'; 'mmarrotte@sjrcatl.org';
'anthony.wimbley@va.gov'; 'yvettetcmillan@bellsouth.net'; 'william.matson@pcni.org';
'gerrilyn.levy@va.gov'; 'paul.posey@va.gov'; 'leah.montgomery@va.gov';
'Rhonda.Watson2@va.gov'; 'sdouglas@svidpgeorgia.org'; 'sroshell@svidpgeorgia.org';
'shantel.forstall@va.gov'; 'fdanzey@newlife-atl.org'; 'mbryant@newlife-atl.org';
'mathisb31@att.net'; 'cgwenb1@yahoo.com'; 'mbw65@bellsouth.net'; 'mbw65
@bellsouth.net'; 'k_richards2001@yahoo.com'; 'k_richards2001@yahoo.com';
'k_richards2001@yahoo.com'; 'randall.satterfield@clearpointccs.org';
'jmccarthy@smpmgt.com'; 'jmccarthy@smpmgt.com'; 'jmccarthy@smpmgt.com';
'lisa.battles@va.gov'; 'jamillah.bynum2@va.gov'; 'Blackwell, Darryl M.'; 'clarencejones555
@gmail.com'; 'viviancushion@aol.com'; 'zionkeepers@hotmail.com';
'zionkeepers@hotmail.com'; 'patsy.chinn@va.gov'; 'laticia.wilson@hud.gov';
'william.lockhart2@va.gov'; 'Rhonda.Watson2@va.gov'; 'malissa.collis-abdulla@va.gov';
'adriane.thomas@va.gov'; 'delice.echols@va.gov'; 'danita.white@va.gov'; 'SMIT1498
@BELLSOUTH.NET'; 'Amber.Beals@va.gov'; 'chelle.lamb@va.gov'; 'fbcliz@aol.com';
'familysolutionscs@gmail.com'; 'dewayneleonjr@gmail.com';
'johnny.bigdawg@yahoo.com'; 'mark.eister@gpc.edu'; 'carlamorgan99@gmail.com';
'tonya.jones@transition-house.org'; 'jerilyn.hamilton@transition-house.org';
'marlene@decaturcooperativeministry.org'; 'SBolling@actionministries.net';
'drdeadreamiller@comcast.net'; 'dchatman@smpmgt.com'; 'teetee4@bellsouth.net';
'Fullerdarrius18@gmail.com'; 'mcraest3@gmail.com'; 'youngcoreyd@yahoo.com';
'dixnatalie14@yahoo.com'; 'alvindclarksr@gmail.com'; 'apoole@hopeatlanta.org';
'croman@thelaa.org'; 'tabdullah@ourhousega.org'; 'alice@cliftonsanctuary.com';
'brenitamccord@comcast.net'; 'alvin.minnifield@livingroomatl.org';
'ahardy@refugeefamilyservices.org'; 'apalach1@bellsouth.net'; 'James Tomlin';

To:

'bleanier@recoveryconsultantsatl.org'; 'cherylm@dekcsb.org';
'cindy.simpson@chris180.org'; 'cindy.vu@cpacs.org';
'cliff@decaturcooperativeministry.org'; 'connie.buchanan@capn.org';
'deborah.segue@greenforest.org'; 'dexter_landfair@uss.salvationarmy.org';
'manderson@furniturebankatlanta.org'; 'breeball@bellsouth.net';
'mlnesby@standinc.com'; 'safe_h@yahoo.com'; 'ahuff@pccihome.org';
'dplummer@sjrcatl.org'; 'ajones@recoveryconsultantsatl.org'; 'kdutton@the3keys.org';
'bwilliams@hoseafeedthehungry.com'; 'awilliams@hoseafeedthehungry.com';
'nzimmermann@pccihome.org'; 'naomishelpinghand@yahoo.com';
'prince@cliftonsanctuary.com'; 'reginaalexander@caringworksinc.org';
'sconiershoshome@rocketmail.com'; 'shawnwilliams@caringworksinc.org';
'stephen.lee@cpacs.org'; 'tfuller@thelaa.org'; 'virgil@oakhurstrecovery.org'; 'Mike
Thomas'; 'Mayme Grant'; 'Margaret Schuelke'; 'julie@oakhurstrecovery.org'; 'Marlene
White'; 'vmwinfrey@yahoo.com'; 'Jean Lee'; 'jevans@pccihome.org'; 'Barbara';
'leadership@riwn.org'; 'Latanga Montgomery'; 'ldyckman@familypromisensfd.org';
'Peten, Anita'; 'barbara@wrcdv.org'; 'shamika_m@yahoo.com';
'dimethia@decaturcooperativeministry.org'; Thomas, Doris T;
'naomishelpinghand@yahoo.com'; 'anthony_hardeman@yahoo.com';
'tabdullah@ourhousega.org'; 'currie309@aol.com';
'mmurray@recoveryconsultantsatl.org'; 'snelson-theus@pccihome.org';
'joantstarks@gmail.com'; 'kbeckford@nicholashouse.org'; 'ywolde23@yahoo.com';
'treid-bryan@umchildrenshome.org'; 'Latanga Montgomery';
'deborah.segue@greenforest.org'; 'Tyese L. Lawyer'; 'Alroi L. Anderson';
'mike.eddins@dekalbhousing.org'; 'dplummer@sjrcatl.org';
'jeanette.pollock@dca.ga.gov'; 'bernard.hicks@dph.ga.gov'; 'Jennifer Owens'; 'Tiller,
Lisa M.'; 'PBISWAS@UNITEDWAYATLANTA.ORG'; 'Brenda Cibusas';
'april.edwards@va.gov'; 'Turner-Reid, Jenifer'; 'Falecia Stewart'; 'nasra mirreh';
'rkirby@mwfhe.org'; 'lbejarano@thelaa.org'; 'wandareed@caringworksinc.org';
'grntrt@gmail.com'; 'karnold@mercyatlanta.org'; 'robin.bledsoe@capn.org';
'pmkenny2000@yahoo.com'; 'reneed@deksb.org'; 'phyllisz@dekcsb.org';
'christine@hopeatlanta.org'; 'LyricD.Cosby@dhs.ga.gov';
'scottwalker@caringworksinc.org'; 'Tasho Wesley'; 'Terrence.Franklin@dbhdd.ga.gov';
'Sophia.Philogene@dbhdd.ga.gov'; 'John.McQueen@dbhdd.ga.gov'; 'Janice Harris
Corry'; 'resmanager@jerusalemhouse.org'; 'alisa@jerusalemhouse.org';
'michael@jerusalemhouse.org'; 'adriana@jerusalemhouse.org'; 'Sheila Fuller'; 'Joy
Hines'; 'Tara Williams'; 'Mackenzie Harkins'; 'taxperson@mindspring.com';
'Jerry.Kellar@dhs.ga.gov'; 'shardaway@htdi.org'; 'kanderson@hopeatlanta.org';
'andrea.stokfisz@capn.org'; 'cedrick.shipman@livingroomatl.org';
'aalimohamed@covenanthouse.org'; 'sharondjohnson@comcast.net';
'brian.dinapoli@dca.ga.gov'; 'robrjohnson@comcast.net';
'selima.morrow@chris180.org'; 'danielle.jordan@dca.ga.gov';
'slyoung@umchildrenshome.org'; 'besmartbayyinah307@att.net'; Delan, Letitia; 'Cheryl
Moye'; 'cheried@dekcsb.org'; 'SLuten@actionministries.net'
Melvia Richards; Colbert, Mary
Registration Information for DeKalb NOFA Information Meeting

Cc:**Subject:**



DeKalb County GEORGIA

DeKalb County Continuum of Care for Homeless Programs

DeKalb CoC NOFA Application Process will open July 9, 2018

On Tuesday July 9, 2018 the DeKalb County Continuum of Care (CoC) will distribute the local application guidelines and applications for new and renewal funding to agencies and other entities interested in applying for the 2018 HUD Homeless Assistance Grant. Applications will be posted July 9, 2018 on the DeKalb County website at <https://www.dekalbcountyga.gov/community-development/grant-application>.

On June 20, 2018 the U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Program Competition, FH-6200-N-25. Agencies and interested entities are encouraged to attend the **Application Information Meeting on July 9, 2018, 1:00 - 3:00 p.m. at the Decatur Library – 215 Sycamore Street, Decatur, GA.** Hard copies of the Application Guidelines and Applications for new and renewal funding will be available. **Please register to attend at mcolbert@dekalbcountyga.gov**

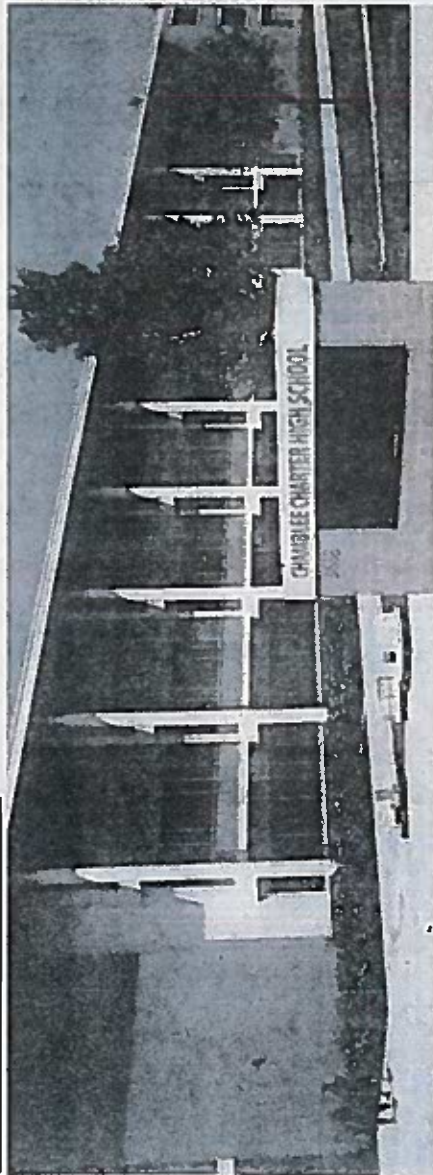
Interested agencies and entities are strongly encouraged to review the HUD COC NOFA announcement and applicant threshold requirements in advance. New project applicants and Victim Service providers are encouraged to apply.

The funding announcement and additional CoC resources can be found on the HUD Exchange at <https://www.hud.gov/sites/dfiles/SPM/documents/FY18-CoC-NOFA.pdf> and <http://www.hudexchange.info/programs/coc>

General requests for information may be made to (404) 371-2727 or by email at adpope@dekalbcountyga.gov.

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department

750 Commerce Drive, Suite 401
Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov



Chamblee Charter High teacher reassigned

BY DEREK SMITH

derek@dekalbchamp.com

A Chamblee Charter High School (CCHS) teacher whose discipline by the school's principal helped ignite the fury of parents has been reassigned following a suspension, according to DeKalb County School District (DCSD) officials.

Uwe Neuhaus, a German teacher at CCHS, has been reassigned to the district's International Welcome Center, district officials told *The Champion*. Officials did not comment on the reason for the reassignment, saying it is a personnel matter.



Neuhaus

of Education Community Input Session, with many speaking against CCHS principal Rebecca Braaten. A recently graduated CCHS student said Braaten creates "a hostile environment" for teachers.

"I worry that when teachers



Braaten

home language is other than English must register with the welcome center, according to the district website.

Efforts by *The Champion* to contact Neuhaus have been unsuccessful.

Redan High graduates win national stock market competition

Four recent Redan High School (RHS) graduates were met with congratulations from Congressmen Hank Johnson June 14 at Johnson's Washington, D.C. office. The graduates represented the winning team in the 2018 National Securities Industry and Financial Market Association (SIFMA) Capitol Hill Challenge Stock Market Game.

"These young minds deserve to be recognized and celebrated," Johnson said in a press release. "We must continue to foster all of our students' interests in the financial market and support their efforts to become self-sufficient with their finances and their understanding of the global markets."

The RHS graduates competed against thousands of other students from across the nation in a 14-week challenge, according to the release. The game organized hundreds of teams of middle and high school students by congressional district and state with emphasis on the importance of saving and investing while promoting a better understanding of government.

"Finance is big part of business, and since I'm striving to run my own business in the near future, this competition was awesome for that," RHS team member Alexis Goings said in the release. Goings is currently developing a business model to operate a catering business.

According to the release, the competition uses the SIFMA Foundation's curriculum-based stock market game to help students develop a better understanding of the global economy, become college and career ready, and improve their knowledge of math, economics, and business.

RHS stock market game coach William Roth said this is the first year RHS students have competed in the Capitol Hill Challenge.

"These outstanding young people dominated the country," Roth said in the release. "Their future growth and possibilities are limitless."

describes an assignment Neuhaus reportedly gave to students of his German class this semester. The assignment was a series of 11 skits meant to be acted out by specific students in German. One skit is a scene between a baseball batter and an umpire. In the skit, the batter lets go of a bat, which knocks the umpire unconscious. When the umpire wakes, he first threatens the batter with the bat, then after the batter begs for forgiveness, the umpire "hugs the batter, strokes his hair, rubs his back on the belly of the batter and gives him back the bat," the email reads.

According to the email, when a student asked Neuhaus to explain what was meant by "rubs his back on the belly of the batter," Neuhaus said "when we stand in front of each other, I turn around and put my back against your belly and then move up and down (like many pop stars like Beyonce do when they are erotically dancing on stage), then I rub my back on your belly."

On June 11, dozens of parents and CCHS supporters turned out for the DCSD Board

and supported, but instead threatened, they will be less able to do the excellent work they've done in the past," the student said.

Braaten had been principal at CCHS for one year. The school received gold medal recognition from *U.S. News and World Report* in May and was ranked as the 14th best high school in Georgia and 457th best out of more than 6,500 high schools nationwide. The school also has scored above the national, state and district average on national tests in recent years, according to the Georgia Government Office of Student Achievement.

DCSD officials said in a statement June 20 that the district is "aware of the concerns of members of the Chamblee Charter High School community" but would not comment on whether the concerns were related to Neuhaus' reassignment to the International Welcome Center.

According to district officials, the International Welcome Center is an office within the district that assists immigrant families in their transition to DCSD. Students whose primary



DeKalb County
GEORGIA

DeKalb County Continuum of Care for Homeless Programs

FY 2018 Continuum of Care (CoC) Program Competition

DeKalb Local Application Process will open July 9, 2018

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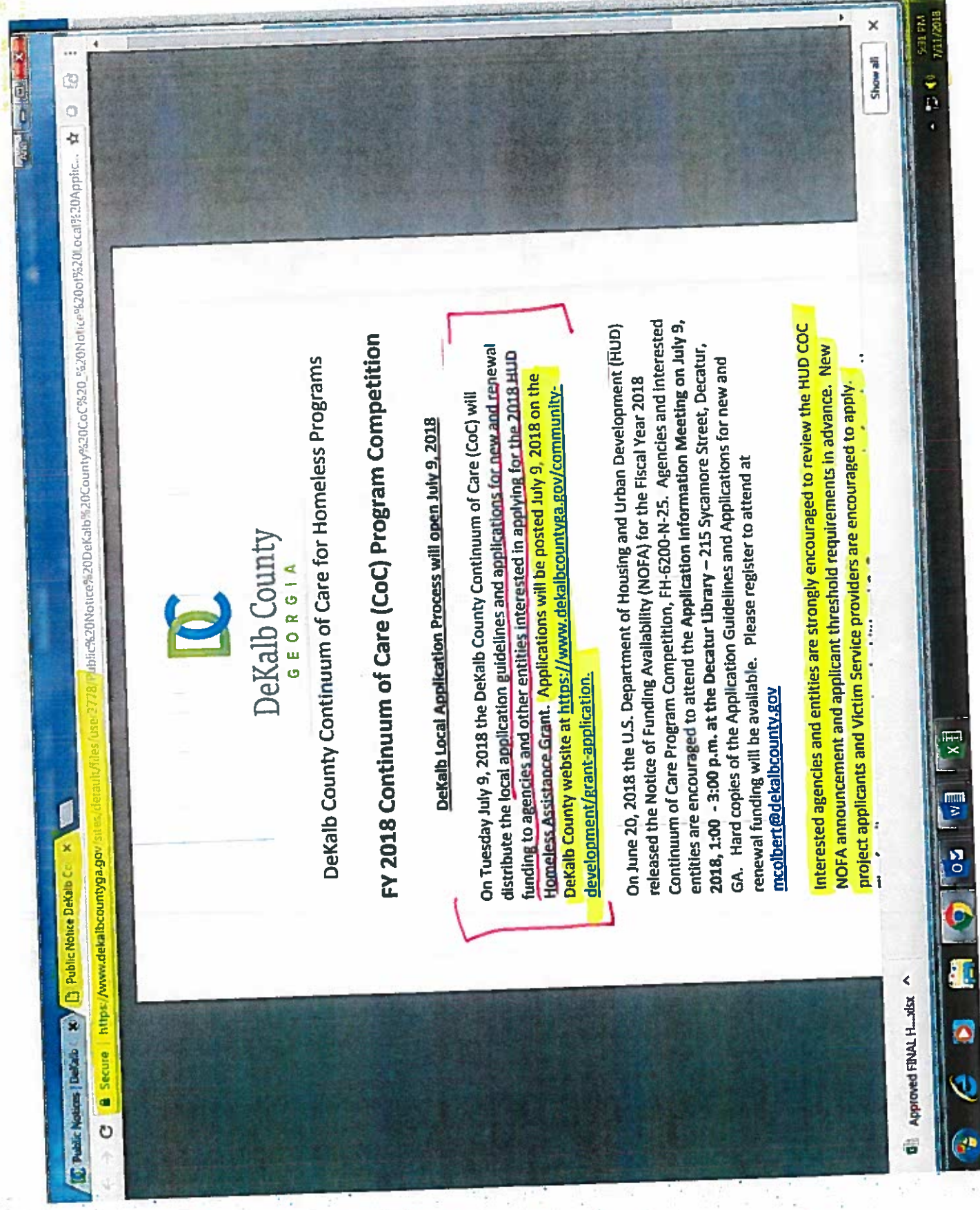
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Interested agencies and entities are strongly encouraged to review the HUD COC NOFA announcement and applicant threshold requirements in advance. New project applicants and Victim Service providers are encouraged to apply.

The funding announcement and additional CoC resources can be found on the HUD Exchange at <https://www.hud.gov/sites/dfiles/SPM/documents/FY18-CoC-NOFA.pdf> and <http://www.hudexchange.info/programs/coc>

General requests for information may be made to (404) 371-2727 or by email at adpope@dekalbcountyga.gov.

Public Notice: 7/11/18 Competitive Announcement
Posted to DeKalb Website



5:31 PM
7/11/18

Public Posting to Dekalb
County Website

The image is a screenshot of a web browser displaying the DeKalb County website. The browser's address bar shows the URL "https://www.dekalbcountyga.gov/community-development/grant-application". The website's header includes the DeKalb County logo and the text "DeKalb County GEORGIA". A navigation menu on the left lists various services: "Community Development", "Community Development Block Grant (CDBG)", "Consolidated Plans", "Consolidated Annual Performance and Evaluation Report (CAPER)", "Home Investment Partnership Grant (HOME)", "Grant Application", "Homelessness", "Neighborhood Stabilization Program (NSP)", "Other Information", "Public Notices", and "Contact". The main content area features a large graphic with the word "GRANTS" in bold, black letters, set against a background of a spiral notebook and a pen. To the right of this graphic, there is a list of links under the heading "2018 DeKalb CoC NOFA Competition:". The links are: "Application Guidelines (PDF)", "Application for New Projects (PDF)", "Application for Renewal Projects (PDF)", "CDBG Application Guidelines", "CDBG Application", "ESG Application Guidelines", "ESG Application", "CDBG-ESG Financial", "HOME 2013 Application", and "Technical Assistance Workshop for 2018 Funding Presentation". Handwritten red notes are visible on the right side of the page, stating: "See Local Competition Deadline p.1 and Timeline p.4". The browser's taskbar at the bottom shows several open applications, including a web browser, a file explorer, and a terminal window.

2018 DeKalb CoC NOFA Application Documents for Web Posting - Message (HTML)

File Message McAtee Email Scan Tell me what you want to do

PA

Pope, Ann D.

Campbell, Byron K; Melvia Richards; Allen Mitchell; Colbert, Mary

2018 DeKalb CoC NOFA Application Documents for Web Posting

You forwarded this message on 7/9/2018 6:20 PM.

2018 DeKalb CoC NOFA Application Guidelines .pdf

653 KB

2018 DeKalb CoC NOFA Application for New Projects.docx

73 KB

2018 DeKalb CoC NOFA Application for Renewal Projects .docx

78 KB

Byron,

Please see attached the 2018 DeKalb CoC NOFA Application documents for posting to the DeKalb County Website at <http://www.dekalbcountyga.gov/community-development/grant-application>

2018 DeKalb CoC NOFA Competition:

- Application Guidelines (PDF)
- Application for New Projects (WORD)
- Application for Renewal Projects (WORD)

Posting of these documents demonstrates that the CoC has a transparent process in place to accept and consider proposals from organizations that have not previously received CoC Program funding.

Please advise when the documents have been posted so that a screen shot can be captured for documentation.

Thank you for your assistance with these public notices.

Ann D. Pope

Project Coordinator Sr.

DeKalb County Community Development Department

750 Commerce Drive, Suite 401

Decatur, Georgia 30030

404.371-2637

adpope@dekalbcountyga.gov



DeKalb County GEORGIA

CONTINUUM OF CARE FOR HOMELESS PROGRAMS

2018 DeKalb CoC Program Competition **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 2018 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 2018 CoC NOFA was released on June 20, 2018, opening the competition making available approximately \$2.1 billion nationally to serve people experiencing homelessness. **Information and additional details about the HUD CoC NOFA is available at:**

<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

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.**

CoC Application Posting Date: July 9, 2018

CoC Project Application Due Dates: Renewal Project Applications - July 23, 2018 3:00 p.m.

New Project Applications – July 25, 2018 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
750 Commerce Drive, Suite 401
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. 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.

Timeline

2018 HUD CoC NOFA Release Date **June 20, 2018**

DeKalb CoC Application Release Date **July 9, 2018**

Applicant Information Meeting **July 9, 2018**
1:00 p.m.
Decatur Library

NOFA Technical Assistance Period **July 10-13 , 2018**

Applications Due

Renewal Projects **July 23, 2018**
3:00 p.m.

New Projects **July 25, 2018**
3:00 p.m.

Project applications are required to be submitted to the CoC no later than 30 days before the application deadline of September 18.

Project Applications to HUD (ESNAPS) **August 13, 2018**

Application Review and Ranking **August 1 - 25, 2018**

Notification of Selection **September 3, 2018**

All project applicants who submitted their project applications by the COC-established deadline will be notified whether their project application (s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced

Public Posting **September 16, 2018**

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

Deadline to Submit Consolidated CoC Application to HUD **September 18, 2018**

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 2018 Continuum of Care Program and Policy Priorities

Section C Application Guidelines

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

Section D Ranking, Review and Appeals

Glossary of Key Terms

Resources

DeKalb Continuum of Care GOVERNANCE CHARTER

I. Overview

A. Governance Charter Purpose

This document sets forth:

- Guiding principles of membership and participation in the DeKalb Continuum of Care (the Continuum)
- Responsibilities delegated by the Continuum to its Board, committees, and agents
- Provisions for Continuum governance through the Board and key policies and processes

B. Contents

The sections of this Charter are as follow:

- I. Overview
- II. The Continuum of Care
- III. The Board
- IV. Committees and Subcommittees
- V. Continuum Policies
- VI. Appointed Entities
- VII. General Provisions

C. Terms & Definitions

CoC Program Grantee (Recipient) - The CoC Program Grantee is the "recipient" as used by HUD and means an applicant that signs a grant agreement with HUD.

Collaborative applicant means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum. Section VI of this Charter designates DeKalb County as the Collaborative Applicant for the Continuum. The Collaborative Applicant is the coordination hub responsible for:

- Providing logistical support for Continuum responsibilities as in Interim Rule – 24 CFR §578.7
- Convening and facilitating the Board and Committees
- Monitoring strategic coherence across efforts
- Coordinating communication within the Continuum
- Managing collective data systems and information distribution
- Mobilizing planning efforts that frame community-wide plans and their revision
- Stewarding resources for collective impact as appropriate

The Continuum (Continuum of Care) means the group organized to carry out the responsibilities required by the HUD CoC Program and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

Homeless Management Information System (HMIS) means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD.

HMIS Lead means the entity designated by the Continuum of Care in accordance with this part to operate the Continuum's HMIS on its behalf. Section VI of this Charter designates the Department of Community Affairs/Georgia Housing Finance Agency as the HMIS Lead for the Continuum.

Notice is defined as adequate for this Charter when it meets any time required and the Collaborative Applicant:

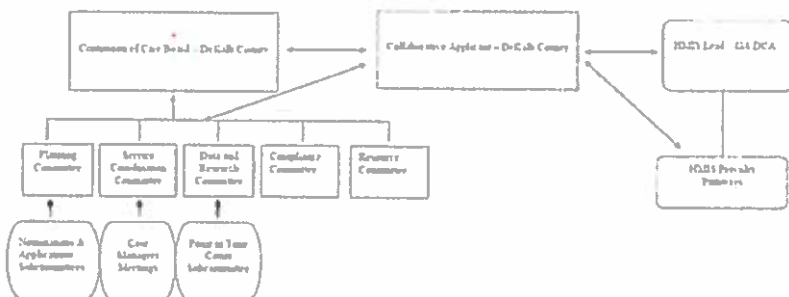
- Delivers the content electronically to Continuum member lists
- Posts the content to the Continuum website (once the site is up)

This further requires that:

- Members take responsibility for providing their electronic contact information to the Collaborative Applicant
- Committees disseminate the notice to their members
- Continuum members disseminate the notice both electronically and onsite as appropriate to its clients, staff and volunteers

D. Overview of Continuum Structure

DeKalb Continuum of Care Work Flowchart



As defined in this Charter:

- The Continuum is the collaborative body implementing homeless prevention and intervention strategies
- The Collaborative Applicant staffs the work of the Continuum as a body, coordinating the work of the Board and Committees and acts on behalf of the Continuum to maintain momentum and oversight. The Collaborative Applicant also applies for HUD's CoC Program funding, reporting to the Board
- Committees and the like are responsible for specific activities and strategies, reporting to the Board
- The HMIS Lead operates the Continuum's data system, reporting to the Statewide Advisory Board, on which the Continuum of Care has representation.

II. The Continuum of Care

A. Continuum Mission, Vision, Purpose & Responsibilities

Mission and Vision:

Our vision is that all DeKalb County residents will have the stable housing and appropriate services they need to live in dignity and reach their highest potential. Our mission is to develop and implement a community-wide coordinated system of housing and services for preventing and ending homelessness in DeKalb County.

Responsibilities:

- **Performance Targets & Monitoring**
 - o Establish appropriate performance targets by population and program in consultation with the CoC Program Grantee and sub---recipients and then:
 - §. Monitor performance and evaluate outcomes of ESG and CoC programs
 - §. Develop a fair process for performance improvement and recommend action per that process
 - §. Report to HUD
- **Centralized Assessment**
 - o Establish and:
 - §. Operate a centralized or coordinated assessment system in consultation with ESG fund recipients
 - §. Follow written standards for providing CoC assistance in consultation with ESG fund recipients
- **HMIS**
 - o Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS
 - o Review, revise, and approve privacy, security, and data quality plans
 - o Ensure consistent participation of the CoC Program Grantee and sub---recipients in HMIS
 - o Ensure that the HMIS is administered in compliance with HUD requirements
- **Planning**
 - o Coordinate implementation of a housing and service system
 - o Conduct a point---in---time count of homeless persons that meets HUD's requirements, at least biannually
 - o Conduct an annual gaps analysis of homelessness needs and services
 - o Provide information required to complete the Consolidated Plan(s)

- o Consult with state and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs
- Application for CoC Program Funds
 - o Design, operate and follow a collaborative process for developing applications and approving submission of applications in response to a CoC Program NOFA
 - o Establish priorities for funding projects
 - o Determine if one or more applications will be submitted
 - §. If more than one, designate the collaborative applicant
 - §. If only one, the applicant is the collaborative applicant
 - o Rank multiple applications if required by HUD

Delegation: The Continuum has delegated elements of its day-to-day work to the Collaborative Applicant, CoC Board, committees, and other entities as described in this Charter. However, the Continuum Board retains all of its responsibilities. Responsibilities extend to approval of the CoC Program application, even if it designates eligible applicants other than itself to apply for funds.

B. Continuum Membership Composition & Voting Rights

Composition: The Continuum is composed of:

- The following to the extent they are represented within the geographic area and are available to participate:

<ul style="list-style-type: none"> o Nonprofit homeless providers o Prevention service providers o Victim service providers o Disaster planning and prevention agencies o Faith—based organizations o Funders o Governments o Businesses o Advocates o Public housing agencies o School districts 	<ul style="list-style-type: none"> o Social service providers o Medical professionals o Mental health agencies o Hospitals o Universities o Affordable housing developers o Law enforcement o Organizations that serve homeless and formerly homeless veterans o Courts
--	--
- Homeless and formerly homeless persons
- Representatives from the following:
 - o Collaborative Applicant
 - o CoC Program Grantee
 - o Consolidated Plan Entity
 - o ESG Grantee
 - o HMIS Lead

Anyone/entity committed to the prevention and ending of homeless is welcome in the Continuum.

Voting Rights: Those individuals that meet the following provisions are eligible to vote at Continuum meetings.

- Self-identification as homeless or formerly homeless OR

- Commitment to the DeKalb Continuum of Care as demonstrated by active participation in the Continuum over the prior 12 months as demonstrated by Continuum and/or Committee attendance sheets.

The Collaborative Applicant will maintain eligibility lists and make them available prior to all meetings of the full Continuum.

C. Continuum Meetings

Frequency: The Continuum will hold full membership meetings at least four (4) times per year at a time and location determined by the Collaborative Applicant. The Collaborative Applicant will select a meeting location that is accessible to potential homeless participants and in regard to ability/disability.

Open Meeting: Meetings of the Continuum will be open to any interested person.

Agendas: The Collaborative Applicant will disseminate agendas in advance of the meeting.

Notice: The Continuum will publish agendas in advance of the meeting and publicly invite new members at least annually. Fifteen- (15)-days' notice will be given for meetings of the Continuum. See definition of Notice in Overview section of this Charter.

Quorum: Quorum for the transaction of business at full Continuum meetings will be defined as those present at a properly noticed meeting.

Voting: Each member must be present to vote on Continuum matters. Votes will be by voice or ballot at the will of the majority of those in attendance. No member may vote on any item that presents a real or perceived conflict-of-interest.

Proxy: There is no proxy voting. Decision-making requires live conversation and active participation from all parties.

III. The Board

A. Board Roles & Responsibilities

Definition: The Continuum Governing Board is the body that makes decisions on behalf of the full Continuum.

Continuum of Care Board: The Board is the designated entity for managing the CoC Program process in DeKalb, including the ranking of proposals for submittal to the US Department of Housing and Urban Development under the annual NOFA. The Board reviews and votes on all recommendations from the various committees.

In addition, the Board is responsible for:

- Working closely with the designated Collaborative Applicant to fulfill major duties of the Continuum.

- Monitoring implementation of the Continuum Plan and ongoing alignment with vision, goals and strategies.
- Overseeing periodic planning and annual plan revisions
- Making decisions about priorities
- Actively seeking out participation from each group listed below, for both the Continuum and its committees
 - o Nonprofit homeless providers
 - o Victim service providers
 - o Faith-based organizations
 - o Governments
 - o Businesses
 - o Advocates
 - o Public housing agencies
 - o School districts
 - o Social service providers
 - o Mental health agencies and substance abuse providers
 - o Hospitals, health care institutions and practitioners
 - o Universities
 - o Affordable housing developers
 - o Law enforcement
 - o Organization that serve homeless and formerly homeless veterans
 - o Homeless and formerly homeless persons
- Ensuring transparent governance within the Continuum and monitoring potential conflicts of interest
- Delegating activities to and oversee committees as appropriate
- Delegating responsibilities/activities to the Collaborative Applicant as appropriate
- Designating the HMIS Lead to manage the HMIS system.
- Ensuring consultation of ESG recipient throughout planning and implementation of Continuum activities.

Individual Members: Individuals serving on the Board must:

- Commit to preventing and ending homelessness
- Attend meetings of the Board and quarterly meetings of the Continuum
- Seek out input from the peers, industry, and/or population he/she represents
- Bring that input to Board deliberations, while remaining attentive to un-represented views
- Communicate Board work to the peers, industry, and/or population he/she represents
- Adhere to all Governance Charter policies

B. Board Number, Terms, Composition & Guidelines

Number: The Board will operate with no fewer than 15 members.

Terms: With the exception of the founding election, Board members will serve two-(2)-year terms up to a maximum of four (4) consecutive years (including partial terms) before rotating off for at least one (1) year. Member terms will be staggered such that approximately (1/2) are up for selection each year. See Board Member Elections.

Composition: Members of the Board represent local funders, government, services providers, consumers, and other community members whose interest relate to homeless services and housing systems. Specifically, the Board consists of the following:

- Elected Seats (4)
One Homeless or Formerly Homeless Individuals

- Three (3) Homeless or Housing Providers
- Named designees for up to eleven (11) Appointed Seats
 - DeKalb County Government (2)
 - DeKalb and Decatur Housing Authority (2)
 - DeKalb County School System (1)
 - Veterans Administration (1)
 - United Way (1)
 - DeKalb CSB (1)
 - DeKalb DFACS (1)
 - Business Community Representative (1)
 - Developer Community Representative (1)

Guidelines: In managing Board number and composition, the following will be true:

- Each seat has a vote as exercised by a named individual, and each individual may exercise only one vote.
- With the exception of short-term vacancies, there will always be an odd number of Board members.
- The Board should represent a diverse set of service, population, and program interests.
- Direct service providers can include those who do and do not receive federal funding; those serving individuals, families, youth, veterans, or any other targeted population; a wide range of services such as outreach, shelter, transitional housing, supportive housing, permanent housing, victim services, service only, etc.; and a mix of secular, faith-based, and community providers.

C. Board Member Elections

Oversight: The Planning Committee is responsible for development and oversight of all elections through the work of the Nominations Subcommittee. As such, they will:

- Send out calls for Board nominees
- Accept, verify and collect information (e.g., attendance record, bio) for nominations
- Present nominees to the Board for approval

Process: The election process will include at least the following:

- Calls for nominations, vetting of nominations received, and presentation of nominees for approval by the full CoC.

Process Review: The Board will review this process at least every five (5) years to ensure it remains consistent with Continuum objectives and responsibilities.

D. Board Officers

Officers: The Board members vote in a Chair and Vice-Chair from its membership.

- The Chair conducts Council meetings.
- The Vice Chair serves in the Chair's absence.

Terms: An officer serves for a one-(1)- year term with Chair and Chair-elect transitioning at the time of elections.

Term Limits: An officer cannot serve for more than one (1) consecutive term in the same role.

E. Board Vacancy, Removal & Resignation

Vacancy: In the event of a vacancy, the members of the Board will elect a successor based on the recommendations of the nominations committee to hold the vacant seat for the remainder of the term of the person vacating the seat. At the end of the term, a regular election will be held as described in this Charter. In the event of an appointee vacancy, the relevant agency will identify a replacement appointee.

Removal: Members of the Board may remove a Board member who is absent for two (2) Council regularly scheduled board meetings in any twelve-month period.

Board members may also be removed for cause by a 3/4 vote of the Board then-seated. Cause may include but is not limited to:

- Failure to perform Board duties
- Failure to comply with this Charter and/or applicable policies
- Engaging in conduct that constitutes a conflict of interest
- Engaging in behavior that causes harm to the reputation of the Continuum

Such seats will then be filled through the process described above under vacancies.

Resignation: Unless otherwise provided by written agreement, any member of the Board may resign at any time by giving written notice to the Chair. Any such resignations will take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the Board.

F. Board Meetings & Action

Frequency: The Board will meet no less frequently than four (4) times per year at such times and places as the Board will determine. The Chair or Vice Chair may call a special meeting of the Board provided it meets all notice and quorum requirements.

Open Meeting: Attendance at meetings of the Board will be open to any interested person to observe.

Agendas: The Board will disseminate agendas in advance of the meeting.

Notice: Fifteen (15) days' notice will be given for regularly scheduled meetings of the Continuum Board. Special meetings may be called in emergency situations with 48 hours notice. See definition of Notice in Overview section of this Charter.

Quorum: A number equal to a majority of the Board members then-seated will constitute a quorum for the transaction of business at any meeting. No decision will be made unless a quorum is present. Board members may attend meetings by phone or videoconference when necessary.

Decision-Making: The Board makes decisions by consensus. The group will work toward consensus on all issues but taking votes with majority rule for decisions. If, in a given meeting, the group cannot reach consensus on an issue, a final vote will be taken with simple majority rule at the same meeting barring any unique circumstances requiring a postponement of a vote.

Voting: Each member of the Board is eligible to vote on decisions being made when present at the meetings in person or by phone/videoconference. If a vote is necessary, all votes will be by voice or

ballot at the will of the majority of those in attendance at a meeting with a quorum represented. No member may vote on any item that presents a real or perceived conflict-of-interest.

Proxy: There is no proxy voting. Decision-making requires live conversation and active participation from all parties.

Action without a Meeting: The Board may take an action without a meeting if that action, provided:

- The action is within its authority
- Notice is provided
- It is approved via email, phone or video conference by a majority of all Board then-seated members who are entitled to vote on the matter

G. Board Staffing

An employee of the Collaborative Applicant staffs the Board. This staff member is responsible for:

- Recording minutes for the Board and
- Ensuring Board members receive all necessary information including changes at the federal level that may influence or impact the Continuum as they may occur.

Staff may participate in discussion but may not vote.

IV. Committees, Working Groups & Task Forces

A. Formation & Composition

Purpose: The committees and subcommittees are the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. These groups may also be directly responsible for specific strategies or exploring options to solve particular concerns.

Formation: Standing committees and subcommittees are designated in this Charter. Ad hoc working groups or task forces may be formed and given specific responsibilities as needed by the Board. All committee responsibilities apply to ad hoc groups as well.

Membership: Committee membership may include any Continuum member. However, at least one (1) committee member must come from the Board. Each committee will set its number and recruit members from the Continuum and larger community

B. Standing Committees

The Board has four (4) standing committees, three (3) standing subcommittees, and one standing workgroup:

1. Planning Committee
 - Nominations Subcommittee
 - Application Subcommittee
2. Service Coordination Committee
 - Case Managers Workgroup
3. Data and Research Committee
 - Point In Time Subcommittee
4. Compliance Committee
5. Resource Development Committee

Committees are responsible for the following:

- 1. Planning Committee** – Annually reviewing, updating, and ensuring Continuum approval of all policies, including the Governance charter, code of conduct, conflict of interest and recusal policies, and the Board election process; overseeing Continuum voting eligibility and elections; and coordinating capacity-building activities within the Continuum; monitoring grant performance, developing a fair process for performance improvement, recommending action per that process, and coordinating efforts to expand resources available to the continuum; Based on information from other committees – assesses the Continuum for gaps, overlaps, duplication, strategic conflicts, etc. and makes recommendations for funding priorities and resources allocation; Coordinating implementation of Continuum goals related to public policy, advocacy, and related strategies; Coordinating implementation of Continuum goals related to community awareness, education, partnership development.
 - a. Nominations Subcommittee** - Send out calls for Board nominees ; Accept, verify and collect information (e.g., attendance record, bio) for nominations ; Present nominees to the Continuum of Care membership for approval.
 - b. Application Subcommittee**– Overseeing of all application processes related to the HUD CoC Program: reviewing applications for funding, recommending project rank, assisting Collaborative applicant in developing application training, and answering questions related to the process. No agency currently receiving CoC funding can participate on the Application Subcommittee.
- 2. Service Coordination Committee** – Coordinating the implementation of housing system strategies within the Continuum that meets the needs of the homeless individuals (including unaccompanied youth) and families as well as those at risk of homelessness; Coordinating the implementation of service and prevention system strategies within the Continuum that meets the needs of the homeless individuals (including unaccompanied youth) and families as well as those at risk of homelessness; Scanning the environment for best practices and innovations; Developing written standards for CoC and ESG providers.
- 3. Data and Research** – Guiding the annual strategic plan review/update and periodic planning process, conducting an annual gaps analysis of the homeless needs and services available, evaluating outcomes of the Blueprint overall and projects funded under HUD (CoC and ESG Programs), and coordinating data collection and systems (including HMIS); Establishing system and project-level performance targets appropriate for population and program type, The Committee will not be responsible for nor have the authority to apply for funds directly.
Point-in-Time Subcommittee - Oversight of the point-in-time count process, implementation and analysis. Reviews best practice methodology and makes recommendations.
- 4. Compliance Committee** – Works closely with planning committee to develop monitoring procedures related to performance measurement, Continuum of Care policies and procedures, and any other applicable requirements. Implements monitoring of compliance with Continuum of Care operating procedures; Provides feedback to planning and services coordination committee, per monitoring policy, on results of monitoring regarding agencies noncompliance as well as on challenges experienced across all agencies.
- 5. Resource Development Committee** – Identifies potential sources of public and private funding and resources for services and infrastructure. Works closely with eligible agencies to

identify most effective strategy for applying for funding. Oversight of all funding and resources in DeKalb County to ensure maximum leverage and coordination of funds. Works closely with planning committee and application committee to ensure consistency and transparency around funding decisions and recommendations.

C. Committee Leadership

A chair or co-chairs, as selected from within the committee, will coordinate each committee.

D. Other Committee Roles & Responsibilities

Each committee will be responsible for:

- Recruiting its members
- Selecting a chair or co-chairs
- Establishing its policies and procedures, and providing them to the Board and Support Entity
- Recording its minutes and attendance, and providing them to the Support Entity
- Ensuring transparency of its process and meetings
- Providing recommendations to the Board on relevant HEARTH requirements

V. Continuum Policies

A. Conflict of Interest & Recusal

No member of the Continuum will participate in the review, ranking, selection, or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child, niece/nephew, or person with whom they cohabit) has a financial interest.

Members of the Continuum will disclose potential conflicts of interest that they may have regarding any matters that come before it in full session, Council or committee.

Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from discussion and voting on the matter.

More information about the Conflict of Interest Policy can be found in the DeKalb Continuum of Care Conflict of Interest Policy. All Board members and Committee members (where applicable) must sign the Conflict of Interest Policy and complete any associated paperwork prior to serving on the Continuum Board and annually thereafter.

B. Non-Discrimination

The members, officers, committee members and contractors of the Continuum will be selected entirely on a nondiscriminatory basis with respect to race, color, national origin, age, disability, religion, gender, sexual orientation, or other federal, state or locally protected group.

C. Committee Policies & Procedures

Committees will establish their own policies and procedures, consistent with this Charter, and provide them to the Board and Collaborative Applicant for review.

D. Limited Authority

The Continuum is not a formal organization. As such:

- It has, and can have, no assets or liabilities;
- It cannot indemnify member or participant action; and
- No member of the Continuum, Board or its committees may contract, incur debt, or otherwise create an enforceable obligation for the Continuum, Board or its committees.

Only the Board, in collaboration with the Collaborative Applicant, may designate an individual or entity to speak for the Continuum or its components.

With the exception of removal policies in this Charter, any grievance related to the Continuum or CoC Program will follow HUD policies and contracts.

VI. Appointed Entities

A. Process

Except as otherwise specified in this section, the process for entity appointment will be as follows:

- Specific performance expectations for each appointment will be outlined in the Memorandum of Agreement and/or policies and procedures
- The Board will review appointments and their performance each year
- Appointed entity relationships may be terminated upon mutual agreement or for cause with a majority vote of the then-seated Board

A broad description of each appointment is provided in this section of the Charter.

B. Collaborative Applicant

DeKalb County has been designated as Collaborative Applicant for the Continuum.

For the purposes of the annual HUD NOFA application and the management of CoC Program planning grants, the Continuum Board must designate a grant recipient to be the Collaborative Applicant.

The Collaborative Applicant is the only entity that may

- Apply for grants from HUD on behalf of the Continuum.
- Apply for and receive CoC Program planning funds on behalf of the Continuum.
- Manage Planning Funds on behalf the CoC.

The Collaborative Applicant will be chosen by the Board annually prior to the release of the HUD NOFA and accepted by a 75% vote of then-seated Council members.

C. HMIS Lead

Department of Community Affairs/Georgia Housing and Finance Authority (DCA) has been designated as the Continuum HMIS Lead. DCA, thus, ensures all HMIS activities are carried out in accordance with the HEARTH Act with direction from the Continuum of Care and Collaborative Applicant (as outlined in the MOA and HMIS governance charter). HMIS Lead roles and responsibilities are clearly outlined in the definitions of this Charter, in the HMIS Governance Charter, and in the HMIS governance charter. HMIS policies and procedures will be reviewed and updated by the Data Quality Committee annually in accordance with HMIS data standards and HEARTH act and submitted to the Continuum of Care Board for review and approval. The policies and procedures can be accessed through the Collaborative Applicant and the Continuum website once created. The HMIS Lead will be chosen by the Board annually prior to the release of the HUD NOFA and accepted by a 75% vote of then-seated Council members.

VII. General Provisions

A. Operating Year

The operating year of the Continuum will commence on January 1st of each calendar year and end on the 31st day of December of said calendar year.

B. Annual Document Review

The Board will review this Charter annually to ensure it remains consistent with HUD's COC Program requirements as well as Continuum objectives and responsibilities.

C. Record Keeping

Proceedings of all Continuum, Board and committee meetings are documented in minutes.

- Minutes of meetings are circulated to members of the relevant body and approved at the subsequent meeting.
- The Collaborative Applicant is responsible for recording minutes for quarterly meetings of the Continuum and Board meetings
- Committees are responsible for selecting a Secretary, recording their own minutes, and providing to the Support Entity for record keeping
- Minutes for all bodies will be disseminated by the Support Entity upon request

The Collaborative Applicant will be the holder of all Continuum, Board and committee documentation and records.

D. Amendments

The members of the Continuum will have the power to adopt, amend, or repeal the provisions of this Governance Charter by a two-thirds (2/3) vote of the membership present at any meeting where such proposed action has been described in the notice of the meeting.



GA HMIS Policies and Standard Operating Procedures

This document details the policies, procedures, guidelines, and standards that govern the operations of the GA Homeless Management Information System (GA HMIS).



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GA HMIS Policies and Standard Operating Procedures

Introduction

This document details the policies, procedures, guidelines, and standards that govern the operations of the GA Homeless Management Information System (GA HMIS). It outlines the roles and responsibilities of all agencies and persons with access to GA HMIS data, and it contains important and useful information about the ways in which GA HMIS data is secured and protected. All Providers using the GA HMIS should read this document in full and train every end user within its agency and programs to understand its contents as necessary. Appendix A is the End User Participation Agreement, which includes a statement that the user has read and understands these operating procedures as per the Agency Participation Agreement.

The US Department of Housing and Urban Development (HUD), other federal and state Partners, and the GA Collaborative, also known as Continuums of Care (CoCs), require GA HMIS to provide unduplicated statistical demographic reports on the numbers and characteristics of clients served as well as on program outcomes. In order to address the reporting requirements mandated by HUD, the Department of Community Affairs has implemented an electronic management information system that will provide the necessary demographic information and reports. This system is called the GA Homeless Management Information System (GA HMIS) and is administered by the GA Department of Community Affairs (DCA). All Providers funded by HUD, the federal partners, as well as some providers funded locally are required to participate in the GA HMIS, and some privately funded providers participate on a voluntary basis.

Providers participating in the GA HMIS are required to collect and record HUD required data elements for all new and continuing clients in the HMIS. Data entry should be completed within 48 hours for all projects including Emergency Shelters. All Providers using the GA HMIS are also required to comply with HUD's *HMIS Data and Technical Standards* available at www.hudhre.info and on the DCA website at <http://www.dca.state.ga.us/housing/specialneeds/programs/hmis.asp>.

Georgia recognizes the importance of maintaining confidential client records in a secure environment to ensure that the information is not misused or accessed by unauthorized people. The following Policies and Standard Operating Procedures (SOP) have been developed to establish standards for the collection, storage and dissemination of confidential information by the users of the GA HMIS. Georgia has developed a privacy policy regarding the use and disclosure of data in the GA HMIS and by programs operated directly by GA HMIS (see Appendix C for a copy of this policy).

The GA HMIS is an "open" system which allows for the sharing of client-level data electronically between collaborating agencies, which must adhere to the GA HMIS privacy policy as well as the policies and operating procedures in this document. Agencies may also be able to share information through other methods unrelated to the GA HMIS, as outlined in their specific program policies. Data shared outside of GA HMIS is not able to be controlled or monitored by GA; therefore this data is not covered by the GA

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HMIS privacy policy. DCA as the HMIS Lead and the GA HMIS System Administrators for the GA HMIS are the only entities with access to all client-level information, including personal identifiers, contained in the GA HMIS. Acceptable uses and disclosures of the data are outlined in the GA HMIS privacy policy. For example, DCA may disclose data that is required under a court order issued by a judge, to protect the health and safety of those being served in its programs, and may use de-identified data for research and analysis purposes. Except in rare cases, DCA does not provide access to client-level data containing personal identifiers to any non-Participating agency. Additionally, HUD does not require any client-level information from the GA HMIS for the programs it funds. Thus, only de-identified and/or aggregate-level data is shared with non-participating agencies and HUD.

GA HMIS Goals

The goals of the GA HMIS are to support and improve the delivery of homeless services in the jurisdictions it serves. Inclusive in these goals is the improvement of the knowledge base about homelessness that contributes to an enlightened and effective public response to homelessness. The GA HMIS is a tool that facilitates the following:

- *Improvements in service delivery* for clients as case managers assess the client's needs, inform the client about available services on site or through referral, help the client find and keep permanent housing, and improve service coordination when information is shared between programs within one agency that are serving the same client.
- *A confidential and secure environment* that protects the collection and use of all client data including personal identifiers.
- *The automatic generation of standard reports* required by HUD or other stakeholders and funders, including participation in the national Longitudinal System Analysis (LAS) formerly known as the Annual Homelessness Assessment Report (AHAR).
- *Generation of system-level data* and analysis of resources, service delivery needs and program outcomes for Georgia's homeless population.
- *A data collection and management* tool for authorized agencies to administer and supervise their programs.

GA recognizes the need to maintain each client's confidentiality, and will treat the personal data contained within the GA HMIS with respect and care. As the guardians entrusted with this personal data, GA has both an ethical and a legal obligation to ensure that data is collected, accessed and used appropriately. Of primary concern to GA are issues of security (i.e. encryption of data traveling over the Internet, the physical security of the GA HMIS servers), and the policies governing the release of this information to the public, government and funders. Meeting the needs of homeless persons served by GA HMIS and its Providers is the underlying and most basic reason for having the GA HMIS, and employing it for continued improvements in program quality.

GA HMIS Policies and Standard Operating Procedures

Incorporation and Modification of Other Documents

The GA HMIS End User Agreement, the GA HMIS Agency Participation Agreement, the GA HMIS Privacy Policy, the GA HMIS Client Consent and the GA HMIS Custom Development Policy are incorporated into this Agreement, restated in full, and are attached to this Agreement as Appendices A, B, C, D and E respectively. All five of these documents may be amended from time to time at the discretion of DCA and the GA HMIS Steering Committee, and all parties are bound by such amendments. Notice of any amendments will be done through DCA's current website at: <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>

Definitions

Agency Administrator: The person responsible for system administration at the agency level. This person is appointed by an Agency's Executive Director.

Authorized/Participating Agency: Any agency, organization or group who has a GA HMIS Participation Agreement and/or contract with DCA and that is allowed access to the GA HMIS ClientTrack application. These Agencies connect independently to the application via the Internet.

Client: shall mean any recipient requesting services by a Provider or any recipient of services offered by a Provider or Authorized/Participating Agency.

Client-level Data: Data collected or maintained about a specific person. This type of data can be de-identified for purposes of data analysis, which means that personally identifying information is removed from the record for reporting.

CoC HMIS Administrator: The designated individual(s) that provides local support to the respective CoC.

Database: An electronic system for organizing data so it can easily be searched and retrieved; usually organized by fields and records.

Encryption: Translation of data from plain text to a coded format. Only those with the "key" have the ability to correctly read the data. Encryption is used to protect data as it moves over the internet.

Firewall: A method of controlling access to a private network, to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

GA HMIS: The specific HMIS system utilized by the GA HMIS CoCs and other participating jurisdictions.

GA HMIS Lead Staff: The entity that provides oversight of GA HMIS.

GA HMIS Policies and Standard Operating Procedures

GA HMIS System Administrators: This person has the highest level of user access in GA HMIS and has full access to all user and administrative functions.

HMIS: Homeless Management Information System. This is a generic term for any system used to manage data about homelessness and housing.

HUD HMIS Data and Technical Standards: The initial HUD Data & Technical Standards were published July 30, 2004 Federal Register, Vol. 69, No. 146, pp. 45888 through 45934. The Department of Housing and Urban Development (HUD), the Department of Health and Human Services (HHS), and the Department of Veterans Affairs (VA) released the [2017 HMIS Data Standards](#) on May 2, 2017. The HMIS Data Standards provide communities with baseline data collection requirements developed by HUD, HHS, and VA.

Identifying Information: Information that is unique to an individual and that may be used to identify a specific person. Examples of identifying information are name and social security number.

Provider: Shall mean any organization within a CoC that provides outreach, shelter, housing, employment and/or social services to homeless people. For the purposes of this document, the term "provider" is synonymous with "Authorized Agency."

Server: A computer on a network that manages resources for use by other computers in the network. For example, a file server stores files that other computers (with appropriate permissions) can access. One file server can "serve" many files to many client computers. A database server stores a data file and performs database queries for client computers.

User: An individual who has approved login credentials to access the GA HMIS *ClientTrack* software.

GA HMIS Policies and Standard Operating Procedures

Organization and Management of GA HMIS

Program Management

Policy: The Georgia Department of Community Affairs (DCA) is responsible for project management and coordination of the GA HMIS. DCA contracts with Eccovia who provides System Administration for the GA HMIS and is responsible for baseline training, system changes, reporting, custom reporting, addressing end user tickets and system change coordination. The GA HMIS Lead Staff is the primary contact for necessary or desired system-wide changes. In this role, the GA HMIS Lead Staff endeavors to provide a uniform GA HMIS that yields the most consistent data for client management, agency reporting, and service planning.

Procedure: All concerns relating to the policies and procedures of the HMIS should be addressed with the GA HMIS Lead Staff.

System Administration

Policy: DCA contracts with Eccovia who provides System Administration for the GA HMIS and is responsible for baseline training, system changes, reporting, custom reporting, addressing end user tickets and system coordination and administration. In the absence of the System Administrator, the backup staff member/proxy for responding to Authorized Agencies is a member of the DCA HMIS Lead team.

Procedure: The GA HMIS System Administrators administers the day-to-day operations of the GA HMIS and is governed by Georgia Bylaws Code of Conduct. Among other things, this Code of Conduct governs access to the Georgia data (client level or otherwise). All system-wide questions and issues should be directed to the GA HMIS System Administrators or the HMIS Lead, if the System Administrator is absent. DCA, the HMIS Lead and the GA HMIS Collaborative are ultimately responsible for all final decisions regarding planning and implementation of the GA HMIS.

CoC HMIS Administration: The CoC HMIS Administrator is selected by the respective CoC management. The CoC HMIS Administrator is responsible for providing support to the agencies within their respective CoC. This support may consist of troubleshooting, additional training, communicating policies and procedures, monitoring data quality, assisting with federal reporting requirements and working with the System Administrators and the HMIS Lead.

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Agency Administration

Policy: Each Authorized Agency must designate a staff member to be the GA HMIS Agency Administrator who is responsible on a day-to-day basis for enforcing the data and office security requirements under these Policies and Standard Operating Procedures. While one person per Authorized Agency may be designated as the Agency Administrator; a backup Administrator should be considered.

Procedure: The Executive Director of the Authorized Agency must identify an appropriate Agency Administrator and provide that person's name and contact information to the GA HMIS System Administrators and respective CoC HMIS Administrator. Changes to that information over time should be reported immediately to the GA HMIS System Administrators and the respective CoC HMIS Administrator. The GA HMIS Lead Staff is responsible for maintaining a current list of Agency Administrators.

Agency Administrators are responsible for the following:

- Serves as the primary contact between the Authorized Agency, GA HMIS System Administrator, the HMIS Lead and the CoC HMIS Administrator.
- Must have a valid email address and be an active, trained user.
- Communicates the need to remove end users from the GA HMIS immediately upon termination from agency, placement on disciplinary probation, or upon any change in duties not necessitating access to GA HMIS information. All changes must be relayed to the GA HMIS System Administrators or proxy.
- Must be technically proficient with web-based software since he/she will be responsible for maintaining the Authorized Agency's GA HMIS User list and contact information.
- Has access to all client data, user data, and agency administration information for the Authorized Agency; thus, is responsible for the quality and accuracy of this data.
- Ensures the stability of the agency connection to the Internet and GA HMIS system ClientTrack system, either directly or in communication with other technical professionals.
- Ensures Privacy Posting is posted and visible to all clients.
- Monitors and enforces compliance with standards of client confidentiality and ethical data collection, entry, and retrieval at the agency level.

User Access Levels

Policy: All GA HMIS Users will have a level of access to data that is appropriate to the duties of their position so that information is recorded and accessed on a "need to know" basis. All users should have the level of access that allows efficient job performance without compromising the security of the GA HMIS or the integrity of client information.

Procedure: Each CoC Representative (and/or its CoC HMIS Administrator) will identify the level of access each end user will have to the GA HMIS system ClientTrack database. Privilege levels are detailed below:

GA HMIS Policies and Standard Operating Procedures

- **Manage Clients** - The ability to create and edit client records and enroll clients in programs
- **Manage Programs** - The same privileges as "Manage clients" with the addition of the ability to edit relevant program profile information
- **Manage Users** - The same privileges as "Manage Programs" with the addition of the ability to manage user access and permission to programs
- **Manage Agency** - The same privileges as "Manage Users" with the addition of the ability to edit Agency information and create/ manage sites
- **HMIS Lead** – A "super user" privilege level used by the DCA HMIS Lead staff to allow "Manage Agency" access to multiple agencies (a service area).
- **System Administrator** - Full privileges to GA HMIS - GA HMIS System Administrators, Help Desk, and programmers only

GA Communication with Authorized Agencies

Policy: The GA HMIS Lead Staff is responsible for relevant and timely communication with CoC Representative, who is then in turn responsible to communicate to each agency regarding the GA HMIS. The GA HMIS Lead Staff will communicate system-wide changes and other relevant information to agencies as needed.

Procedure: General communications from the GA HMIS Lead Staff will be directed towards all users. Specific communications will be addressed to the person or people involved. The GA HMIS Lead Staff will be available via email, phone, and mail. The GA HMIS email list will also be used to distribute HMIS information. While specific problem resolution may take longer, the GA HMIS System Administrators will strive to respond to Authorized Agency questions and issues within 24 hours of receipt. CoC HMIS Administrators and Agency Administrators are responsible for distributing information to any additional people at their agency who may need to receive it, including, but not limited to, Executive Directors, client intake workers, and data entry staff. Agency Administrators are responsible for communication with all of their agency's users.

System Availability

Policy: GA and GA HMIS will provide a highly available database server and will inform users in advance of any planned interruption in service.

Explanation: A highly available database affords agencies the opportunity to plan data entry, management, and reporting according to their own internal schedules. Availability is the key element in maintaining an HMIS that is a useful tool for Authorized Agencies to use in managing programs and services.

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Procedure: No computer system achieves 100% uptime. Downtime may be experienced for routine maintenance, in the event of a disaster, or due to systems failures beyond the control of GA HMIS System Administrators or the GA HMIS Lead Staff. In the event of disaster or routine planned server downtime, the GA HMIS Lead Staff will use Constant Contact to send correspondence that informs users of the cause and duration of the interruption in service. The HMIS ClientTrack system is backed up every four hours and the entire system is backed up daily so it can be restored as quickly as possible if necessary.

Inter-Agency Data Sharing

Policy: GA HMIS is an “open” system, meaning that data can be shared between all GA HMIS participating agencies. Whether data is actually shared or not is determined on a per client basis, based on user input and client data sharing preferences.

Explanation: The need for client confidentiality and the benefit of integrated case management needs to be balanced. In light of new regulations for Coordinated Entry and community needs, the privacy and security policies were designed to permit Inter-Agency data sharing while still safeguarding client confidentiality.

Procedure: When new clients are entered into GA HMIS, the initiating user must set the Client’s data sharing permission based on the Client’s response on the Consent to Share form, before data sharing is permitted. These permissions control the information that is shared about the client globally.

Users must record the actual responses received by the client when setting up the client’s electronic data sharing policy. Users may be monitored to ensure compliance with this policy at any time by Agency Administrators, the CoC HMIS Administrators, or the GA HMIS System Administrators, in which case users will need to provide a copy of the Consent to Share forms that are requested. Any user found to not adhere to the data sharing permissions allowed by the client will be required to go through the Privacy, Security and Confidentiality training. If violations continue, the user may be subject to being permanently banned from GA HMIS, and may face possible legal action. If a user feels it is in the best interest of the client, they may further restrict the client’s electronic sharing policy by setting sharing to Restrict to Org, but users may never choose to implement a less restrictive data sharing policy without collecting a new Release of Information form that has been signed by the client and permits less restrictive data sharing.

Ethical Data Use

Policy: Data contained in the GA HMIS will only be used to support or report on the delivery of homeless and housing services in Georgia. Each GA HMIS End User will affirm the principles of ethical data use and client confidentiality contained in the GA HMIS Policies and Standard Operating Procedures Manual, the GA HMIS Agency Participation Agreement, and the GA HMIS End User Agreement. Each Authorized

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Agency must have a written privacy policy, including specific policies related to employee misconduct or violation of client confidentiality. All GA HMIS End Users are expected to understand their Agency's privacy policy.

Procedure: All GA HMIS users will sign a GA HMIS System End User Agreement before being given access to the GA HMIS. Any individual or Authorized Agency misusing, or attempting to misuse GA HMIS data will be denied access to the database, and his/her relationship with the GA HMIS may be terminated. Any Authorized Agency for which the relationship with the GA HMIS is terminated may likely be de-funded by the Continuum of Care in which they are located because of the statutory requirement to participate in the Continuum's HMIS.

Access to Core Database

Policy: Only the GA HMIS System Administrators/GA HMIS Lead Staff will have direct access to the GA HMIS database through any means other than the GA HMIS user interface, unless explicitly given permission by GA HMIS System Administrators/GA HMIS Lead Staff.

Procedure: /GA HMIS Lead Staff will employ updated security methods to prevent unauthorized database access.

Client Rights and Confidentiality of Records

Policy: The GA HMIS System operates under a protocol of *inferred consent* to include client data in the GA HMIS. Each Authorized Agency is required to post a sign about their privacy policy in a place where clients may easily view it (i.e. - at the point of intake, on a clipboard for outreach providers, in a case management office). The privacy posting should include a statement about the uses and disclosures of client data as outlined in this document. Written authorization for inclusion of a client's data in GA HMIS is not required, but is inferred when a client accepts the services offered by the program.

Clients may opt out of GA HMIS or be unable to provide basic personal information. Clients have the right of refusal to provide personal identifying information to the GA HMIS. In these cases, it will be the responsibility of the CoC to provide alternative methods to capture the information outside of the HMIS system. Such refusal or inability by the client to produce the information shall not be a reason to deny eligibility or services to a client. When a client exercises his/her right of refusal, de-identified demographic (anonymous) information may be entered into the GA HMIS for federal reporting purposes.

Each Authorized Agency shall take appropriate steps to ensure that authorized users only gain access to confidential information on a "need-to-know" basis in accordance with this document and their own Privacy Policy. Duly authorized representatives of GA may inspect client records (including electronic records) at any time, although non-GA HMIS staff will not, as a matter of routine, be permitted to access

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protected private information. GA System Administrators, CoC HMIS Administrators, the HMIS Lead and Authorized Agencies will ensure the confidentiality of all client data as described in this document.

Explanation: The data in the GA HMIS is personal data, collected from people in a vulnerable situation. GA HMIS System Administrators, CoC HMIS Representatives, CoC Administrators, the HMIS Lead and Authorized Agencies are ethically and legally responsible to protect the confidentiality of this information. The GA HMIS will be a confidential and secure environment protecting the collection and use of client data.

Procedure: Access to client data will be controlled using restrictive access policies. Each Authorized Agency must develop and make available a privacy policy related to client data captured in GA HMIS and through other means. A posting that summarizes the privacy policy must be placed in an area easily viewed by clients, and must also be placed on the Authorized Agency's web site (if they have one). Only individuals authorized to view or edit individual client data in accordance with the stated privacy policies and these Standard Operating Procedures will have access to that data.

Authorized Agency Grievances

Policy: Authorized Agencies will contact the GA HMIS System Administrators to resolve GA HMIS problems including but not limited to operation or policy issues. If an issue needs to be escalated, the GA HMIS System Administrators may contact GA HMIS Lead Staff for further guidance. The GA HMIS Lead Staff and the CoC HMIS Steering Committee will have final decision-making authority over all grievances that arise pertaining to the use, administration, and operation of the GA HMIS.

Procedure: Users at Authorized Agencies will bring GA HMIS problems or concerns to the attention of their Agency Administrator. If problems, concerns, or grievances cannot be addressed by the Agency Administrator, the Agency Administrator will contact their respective CoC HMIS Representative, who may ask for these issues to be stated in writing. If the grievance requires further attention, the GA HMIS Lead Staff may consult with Georgia's legal counsel. The Georgia HMIS Lead along with the GA HMIS Steering Committee shall have final decision-making authority in all matters regarding the GA HMIS.

Client Grievances

Policy: Clients must contact the Authorized Agency with which they have a grievance for resolving of GA HMIS problems. Authorized Agencies will report all GA HMIS related client grievances to the respective CoC Representatives, who in turn, will report these grievances to the GA HMIS Lead Staff. If the Authorized Agency's grievance process has been followed without resolution, the Authorized Agency may escalate the grievance to the respective GA CoC Representative as outlined in the "Authorized Agency Grievances" section.

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Procedure: Each Authorized Agency is responsible for answering questions, complaints, and issues from their own clients regarding the GA HMIS. Authorized Agencies will provide a copy of their privacy policy and/or copies of the GA HMIS Privacy Policy or GA HMIS Policies and Standard Operating Procedures upon client request. Client complaints should be handled in accordance with the Authorized Agency's internal grievance procedure, and then escalated to the appropriate CoC Representative in writing if no resolution is reached. The GA HMIS Lead Staff is responsible for the overall use of the GA HMIS, and will respond if users or Authorized Agencies fail to follow the terms of the GA HMIS agency agreements, breach client confidentiality, or misuse client data. Authorized Agencies are obligated to report all GA HMIS related client problems and complaints to their CoC Representative, who will determine the need for further action. Resulting actions might include further investigation of incidents, clarification or review of policies, or sanctioning of users and Agencies if users or Agencies are found to have violated standards set forth in GA HMIS Agency Agreements or the Policies and Standard Operating Procedures Manual. If a client request that their data is no longer shared, the user will have the client sign an updated Client Consent to Share - Revocation form that will be retained in the clients file and change their sharing restrictions to Restrict to Org in the HMIS system.

Authorized Agency Hardware/Software Requirements

Policy: Authorized Agencies will provide their own computers and method of connecting to the Internet, and thus to the GA HMIS ClientTrack system. If possible and as funds permit, GA HMIS Lead Staff or the respective CoC may choose to assist Authorized Agencies in obtaining computers and Internet access for the GA HMIS.

Procedure: Contact your local CoC Representative for the current status or assistance.

Hardware/Software Requirements: GA HMIS is web-enabled software; all that is required to use the database is a computer, a valid username and password, and the ability to connect to the Internet using internet browser software (Chrome, Internet Explorer, Firefox, etc.). There is no unusual hardware or additional GA HMIS-related software or software installation required. The following workstation specifications are recommended.

Minimum Workstation Requirements

- Computer: PC 500 MHz or better
- Web Browser: Google Chrome 4.0.249 or higher, Microsoft Internet Explorer 5 or higher, Mozilla Firefox 3.0 or higher, or Netscape Navigator 6.0 or higher
- Hard Drive: 2 GB
- 64 MB RAM
- Internet Connectivity (broadband or high-speed)
- SVGA monitor with 800 x 600+ resolutions
- Keyboard and Mouse

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Recommended Workstation Requirements

- Computer: 1 Gigahertz Pentium Processor PC
- Browser: Google Chrome 17.0.963 or higher, Microsoft Internet Explorer 8.0 or higher (preferred)
- 20 GB Hard Drive
- 512 MB RAM
- Broadband Internet Connection - 128 Kbps (hosted version) or LAN connection
- SVGA monitor with 800x600 + resolution
- Keyboard and mouse

Although there is no unusual hardware or additional GA HMIS related software required to connect to the database, the speed and quality of the Internet connection and the speed of the hardware could have a profound effect on the ease of data entry and report extraction. A high-speed Internet connection, like a DSL or ISDN line with speeds at or above 128.8 Kbps, is preferred, as is a computer with speeds above 166MHz. Google Chrome 17.0.963 or higher is the recommended platform to eliminate certain technical problems.

Authorized Agency Technical Support Assistance

Policy: GA HMIS System Administrators and the GA HMIS Lead Staff will provide technical assistance including a help desk, training, and ongoing software support for users of the GA HMIS. Technical issues with the GA HMIS software should be addressed by submitting a ticket while logged into the ClientTrack system or submit an email at GAHMISsupport@dca.ga.gov. Internal hardware and internet connectivity issues should be addressed by the Authorized Agency's internal IT staff to the extent possible.

Procedure: Hardware and connectivity issues not related to the GA HMIS software are not under the control of the GA HMIS Lead Staff or GA HMIS System Administrators and should be addressed by the Authorized Agency's internal IT staff. Authorized Agencies may send an email to GAHMISsupport@dca.ga.gov for technical support to learn what is necessary to connect to the GA HMIS ClientTrack system as well as to request assistance with the application itself.

Videos, Guides, Etc.

Policy: The GA System Administrators and the GA HMIS Lead Staff will provide an array of materials to assist all GA HMIS End Users on use and functionality of the system. Each GA HMIS End User will be required to view several videos and complete an assessment prior to obtaining system access. These videos, documentation, forms, etc. will be posted in the GA HMIS webpage <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>.

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Explanation: A variety of training methods and materials target various learning styles to provide software users with information about how the software product is used. Videos and reference guides will provide specific technical instruction to GA HMIS End Users about how to use GA HMIS ClientTrack.

Procedure: The GA HMIS System Administrators and GA HMIS Lead Staff will create, distribute and update the necessary videos, reference guides, etc. These will include procedures that are held in common for all Authorized Agencies.

Monitoring and Evaluation

Policy: The GA HMIS Lead Staff and participating CoCs will regularly monitor and evaluate the effectiveness of the GA HMIS Implementation and, based on the information received, will continue to make enhancements to the GA HMIS system and the Policies and Standard Operating Procedures as necessary.

Explanation: Monitoring and evaluation helps ensure security and proper usage of the GA HMIS system.

Procedure: The GA HMIS System Administrators will conduct internal system monitoring. This information will be shared with the CoCs and may be used by the CoC to monitor programs funded through the CoC as required by HUD. The HMIS Lead is authorized to conduct monitoring on behalf of the GA HMIS System Administrators and/or their CoC.

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Security and Access

User Access

Policy: Only the GA HMIS System Administrators or the GA HMIS Lead Staff will be authorized to grant user access to GA HMIS. User accounts will be unique for each user and may not be exchanged or shared with other users.

Explanation: Unique user names and passwords are the most basic building block of data security. Not only is each user name assigned a specific access level, but in order to provide to clients or program management an accurate record of who has altered a client record, when it was altered, and what the changes were (called an "audit trail") it is necessary to log a user name with every change. Exchanging or sharing user names seriously compromises the security of the GA HMIS system, and *will be considered a breach of the system user agreement* and will trigger appropriate repercussions and/or sanctions for the user and agency.

Procedure: Users are not able to access any data until they are trained, all agreements are collected, and the account is activated by GA HMIS staff. The GA System Administrator and GA HMIS Lead Staff will have access to the list of active end user names. Additionally, Agency Administrators will monitor the users in their agency to ensure that accounts are current.

User Changes

Policy: The Authorized Agency Administrator will notify the System Administrator and GA HMIS Lead Staff of needed changes to the Authorized Agency user accounts. This includes revoking authorization for staff who are no longer with the agency and any needed changes to the users' agency access and privilege levels, etc.

Procedure: The Agency Administrator is required to inform the System Administrator through the ticketing system within the ClientTrack application of the need to revoke the user account of a terminated employee immediately upon termination of employment. For employees with user access otherwise leaving the agency, the user account should be revoked at the close of business on the person's last day of employment.

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Passwords

Policy: GA End Users will have access to the GA HMIS ClientTrack system via a user name and password. Passwords must be changed a minimum of once every 90 days. Users will keep passwords confidential. Under no circumstances shall a user share a password nor shall they post their password in an unsecured location; to do so *will be considered a breach of the system user agreement* and will trigger appropriate repercussions and/or sanctions for both the user and agency.

Procedure: Upon sign in with the user name and temporary password, the user will be required by the software to select a unique password that will be known only to him/her. Every 90 days, end users will be prompted to change their password. See Section entitled "User Access" for additional detail on Password security.

Password Recovery

Policy: The GA HMIS System Administrators and GA HMIS Lead Staff DO NOT have access to User account passwords.

Procedure: In the event of a lost or forgotten password, the end user will use the password recovery option to reset their password. The system will ask the user for their email address, and then ask for the answer to their security question. As an extra layer of security, End Users may not choose where the password reset email is sent. Once the security question is answered correctly, an email will be sent only to the email address listed in the End User's account profile. If this account is no longer active, the End User must request assistance from the System Administrator or HMIS Lead to reactivate their account. This request must be sent to the GAHMISsupport@dca.ga.gov address. Once users receive the Password reset email which contains a temporary Password, Users must login and change their password immediately before gaining access to Agency and Client data. Each request for a new password is logged in an audit trail.

Extracted Data

Policy: GA HMIS end users will maintain the security of any client data extracted from the database and stored locally, including all data used in custom reporting. GA HMIS users will not electronically transmit any unencrypted client data across a public network. Any custom reports (electronic or printed) which are shared with non-Participating agency, must remove Client and Household names.

Procedure: Data extracted from the database and stored locally will be stored in a secure location (not on floppy disks/CDs or other temporary storage mechanisms like flash drives or on unprotected laptop computers, for example) and will not be transmitted outside of the private local area network unless it is

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properly protected via encryption or by adding a file-level Password. The GA HMIS System Administrators will provide help in determining the appropriate handling of electronic files. All security questions will be addressed to the GA HMIS System Administrators via the internal ticketing system. Breach of this security policy will be considered a violation of the user agreement, which may result in personnel action and/or agency sanctions.

Data Access Computer Requirements

Policy: Users will ensure the confidentiality of client data, following all security policies in the GA HMIS Policies and Standard Operating Procedures Manual and adhering to the standards of ethical data use, regardless of the location of the connecting computer. All Policies and Procedures and security standards will be enforced regardless of the location of the connecting computer. The participating CoC may restrict access to the GA HMIS system to specific computers in the future.

Explanation: Because GA HMIS is web-enabled, software end users could conceivably connect to the database from locations other than the Authorized Agency itself, using computers other than agency-owned computers. Connecting from a non-agency location may introduce additional threats to data security, such as the ability for non-GA HMIS users to view client data on the computer screen or the introduction of a virus. If such a connection is made, the highest levels of security must be applied, and client confidentiality must still be maintained. This includes only accessing the GA HMIS via a computer that has virus protection software installed and updated.

Procedure: Each Authorized Agency and Agency Administrator is responsible for:

- a) Physical space: Authorized Agencies must take reasonable steps to ensure client confidentiality when authorized users are accessing the GA HMIS system. Authorized end users are required to conduct data entry in a protected physical space to prevent unauthorized access to the computer monitor while confidential client information is accessible.
- b) Use of a non-agency computer located in a public space (i.e. internet café, public library) to connect to HMIS is discouraged.
- c) Time-Out Routines: Time-out (login/logout) routines on every computer to shut down access to the GA HMIS ClientTrack system when a computer is unattended. Time-out routines will be engaged at a minimum after 10 minutes of inactivity or at other intervals as GA HMIS Steering Committee determines.
- d) Each computer that accesses GA HMIS ClientTrack system must have current virus software that updates automatically installed.
- e) If the GA HMIS ClientTrack system is accessed over a network, the network must be protected by a hardware or software firewall at the server. A stand-alone machine that accesses the GA HMIS client data must also have a hardware or software firewall installed and active. This may be the firewall protection included as part of the operating system or the virus protection software installed on the computer.

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Questions about security of the GA HMIS should be referred to the GA HMIS System Administrators via the internal ticketing system.

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Agency Participation Requirements

GA HMIS Agency Participation Agreements

Policy: Only Authorized Agencies will be granted access to the GA HMIS ClientTrack system. The GA CoCs shall make the sole determination to identify Authorized Agencies that will participate in their Continuum of Care. The Executive Director of each Authorized Agency will be required to sign a "GA HMIS Agency Participation Agreement" (Appendix B) binding their organization to the GA HMIS Policies and Standard Operating Procedures and all applicable Federal, State, and local laws and regulations regarding the handling of client data before access is granted.

Procedure: Authorized Agencies will be given a copy of the GA HMIS Agency Participation Agreement, the Policies and Standard Operating Procedures Manual, and any other relevant GA HMIS paperwork prior to any end user for the agency accessing the ClientTrack system. The Executive Director should review and then sign the paperwork and return to the GA HMIS Lead Staff. The Agency account must be setup first prior to activating an end user account under that agency.

User Accounts

Policy: In order to activate an account, an end user review and sign the GA HMIS End User Agreement and send to the GA HMIS Lead Staff. Additionally, Agency end users will be trained to use GA HMIS ClientTrack system by completing the initial end user video playlist or by the System Administrator at a training sessions scheduled by the GA HMIS System Administrators or GA HMIS Lead Staff. Once training has been completed, the end user will complete the associated training assessment and then will activate each user's account.

Sharing of accounts, User IDs, or Passwords is strictly prohibited. Users may not even share accounts, User IDs, or Passwords with management within their agency.

Procedure: Each Agency Administrator (or Executive Director) will identify the authorized users for the agency. These authorized user names should be submitted to the GA HMIS System Administrators via the internal ticket system of the need to set up new authorized end user accounts.

GA HMIS System User Agreements

Policy: Each Authorized Agency User will sign a GA HMIS Collaborative System User Agreement before being granted access to the GA HMIS.

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Explanation: Before being granted access to the GA HMIS, each user must sign a GA HMIS End User Agreement, stating that he/she will abide by the GA HMIS Policies and Standard Operating Procedures Manual, will appropriately maintain the confidentiality of client data, and will only collect, enter, and retrieve data in the GA HMIS relevant to the delivery of services to people in housing crisis.

Procedure: The GA HMIS Lead Staff will distribute GA HMIS System End User Agreements to new GA HMIS Users for signature. The user will sign the GA HMIS System End User Agreement and the agreement will be faxed, mailed or emailed/scanned to the GA HMIS Lead Staff. The GA HMIS Lead Staff will also file the signed GA HMIS System End User Agreements for all users. The existence of a signed GA HMIS End User Agreement for each active user will be verified in any on-site reviews or may be checked during regular monitoring of contracts. Allowing a user access to the GA HMIS system without a signed user agreement is a violation of the GA HMIS Policies and Standard Operating Procedures and may result in sanctions.

Training

Policy: The GA HMIS System Administrators and GA HMIS Lead Staff are responsible for defining training needs and organizing training sessions for Authorized Agencies. Various training options will be provided, to the extent possible, based on the needs of GA HMIS end users. GA HMIS ClientTrack training materials will be provided on <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp> that may be used by Agency Administrators, CoC Representatives and CoC Admins to provide extra training opportunities.

Explanation: In order for the GA HMIS to be a benefit to clients, a tool for Authorized Agencies and a guide for planners, all users must be adequately trained to collect, enter, and extract data.

Procedure: The GA HMIS System Administrators and GA HMIS Lead Staff will provide access to training for all GA HMIS users. The GA HMIS System Administrators and GA HMIS Lead Staff will provide support to Agency Administrators, CoC Representatives and CoC Admins, who will in turn provide for end user training above and beyond the initial training.

Contract Termination Initiated by Authorized Agency

Policy: Authorized Agencies that are not required to use the GA HMIS may terminate the GA HMIS Agency Participation Agreement with or without cause upon 30 days written notice to GA HMIS and according to the terms specified in the GA HMIS Agency Participation Agreement. In the event of termination of the GA HMIS Agency Participation Agreement, all data entered into the GA HMIS will remain an active part of the GA HMIS system.

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Explanation: While Authorized Agencies who are not required to use the GA HMIS may terminate the GA HMIS Agency Participation Agreement, the data entered prior to that termination would remain part of the database. This is necessary for the database to provide accurate information over time and information that can be used to guide planning for community services in GA. The termination of the GA HMIS Agency Participation Agreement may affect other contractual relationships with DCA, HUD, or other funders.

Procedure: For Authorized Agencies that are not required to use the GA HMIS and that are terminating the GA HMIS Agency Participation Agreement, the person responsible for signing the GA HMIS Agency Participation Agreement (or a person in the same position within the agency) will notify the GA HMIS System Administrators 30 days or more prior to the date of termination. In all cases of termination of GA HMIS Agency Participation Agreement, the GA HMIS System Administrators will disable all user accounts from that Authorized Agency on the date of termination of agreement.

Contract Termination Initiated by GA

Policy: DCA may terminate the GA HMIS Agency Participation Agreement for non-compliance with the terms of the agreement or with the GA HMIS Policies and Standard Operating Procedures with written notice to the Authorized Agency. DCA may also terminate the GA HMIS Agency Participation Agreement with or without cause with 30 days written notice to the Authorized Agency and according to the terms specified in the GA HMIS Agency Participation Agreement. If a GA HMIS contract is terminated under the terms of that contract, the GA HMIS Agency Participation Agreement(s) for GA HMIS access for that/those Agency (ies) will also be terminated. In that case, access may be renegotiated by DCA and the agency if appropriate and in accordance with these standard operating procedures. The termination of the GA HMIS Agency Participation Agreement or contract with DCA may affect other contractual relationships with GA, HUD, or other funders. In the event of termination of the GA HMIS Agency Participation Agreement or GA HMIS contract, all data entered into the GA HMIS will remain a part of the GA HMIS. If termination of the GA HMIS Agency Participation Agreement occurs, all Authorized Agency end user accounts will be disabled on the date the GA HMIS Agency Participation Agreement is terminated.

Explanation: While DCA may terminate the GA HMIS Agency Participation Agreement with the Authorized Agency, the data entered by that Authorized Agency prior to termination of the agreement would remain part of the database. This is necessary for the database to provide accurate information over time and information that can be used to guide planning for community services in GA. The termination of the GA HMIS Agency Participation Agreement may affect other contractual relationships with GA, HUD, or other funders.

Procedure: Any GA HMIS Authorized Agency regardless of their funding can be terminated if they demonstrate willful neglect or disregard of the Standard Operating Procedures. If the agreement with an authorized agency or collaborative of authorized agencies is terminated, that/those Agency (ies) will be terminated from GA HMIS. For Authorized Agencies that are not required to use the HMIS system and

GA HMIS Policies and Standard Operating Procedures

which the GA HMIS Agency Participation Agreement is terminated, the GA HMIS System Administrators will notify the CoC Representative 30 days or more from the date of termination. The CoC will notify the Provider Agency. In all cases of termination of the GA HMIS Agency Participation Agreement, the GA HMIS System Administrators will disable all user accounts from that Provider Agency on the date of termination of agreement.

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Data Collection, Quality Assurance and Reporting

Required Data Collection

Policy: Authorized Agencies funded by HUD (as either a recipient or subrecipient) are required to participate in HMIS by HUD. Other providers contracted by other State or Federal departments may also be required to participate in the GA HMIS. All Authorized Agencies that participate in HMIS are considered "Covered Homeless Organizations" (CHO) and are required to comply with HUD's *HMIS Data and Technical Standards* unless those standards are in conflict with local laws. This includes the collection of required data elements.

Authorized Agencies shall collect and enter all HUD required data elements on every client served by the Provider upon intake into the Provider's facility or program. Authorized Agencies may choose to collect more client information for their own case management and planning purposes or to comply with requirements from their CoC or funders.

Timeliness of Data Entry: Providers are required to enter basic client intake data into the GA HMIS within 48 hours of a client being served which includes their entry or exit from their Program.

Procedure: Each agency should review and enter all HUD required data into GA HMIS as specified by HUD per Program Type.

Client Consent

Policy: Each agency must post a sign at each intake or comparable location and on its web site (if applicable) explaining the reasons for data collection for those seeking services. Consent for entering of data into GA HMIS may be inferred when the proper privacy notice is posted and if the client accepts the services offered. If a client chooses to not share their data through GA HMIS, all of the client's data may still be collected and stored in GA HMIS, but data sharing must be disabled for that client's record (i.e. "locked").

Explanation: Privacy Policies should be in effect for each agency to both inform clients about the uses and disclosures of their personal data and to protect the agency by establishing standard practices for the use and disclosure of data. Each client must give permission for the disclosure and/or use of any client data outside of the privacy policy developed and posted by the agency. Client consent notices must contain enough detail so that the client may make an informed decision. Clients may withdraw permission to have their personal protected information in the HMIS, or may make a request to see copies of his or her client record.

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Procedure: Authorized Agencies will develop a privacy posting, which will be posted in appropriate areas for client review.

Client Consent Forms for Data Sharing

Policy: GA HMIS participating/authorized agencies must use the GA HMIS Client Consent to Share form to collect all clients' sharing consent (Appendix F). Each agency should include in its privacy policy that data collected by the agency is disclosed to the DCA HMIS Lead as part of its administrative responsibility for the GA HMIS and that the data may be used for analysis and reporting purposes. DCA HMIS Lead will only report aggregate and/or de-identified data as part of its responsibilities, and agrees to maintain the data with the highest level of confidentiality and within the security guidelines set forth in this document.

Procedure: Each client must have a signed GA HMIS Client Consent to Share form on file which records their permission (or lack thereof) before users can share their data via GA HMIS.

Appropriate Data Collection

Policy: GA HMIS end users will only collect client data relevant to the delivery of services to people in housing crises as required by HUD and/or required by funders or by law.

Explanation: The purpose of the GA HMIS is to support the delivery of homeless and housing services in Georgia. The database should not be used to collect or track information not related to serving people in housing crises or otherwise required for policy development, planning, or intake purposes.

Procedure: Agency Administrators will ask the GA HMIS System Administrators for any necessary clarification of appropriate data collection. The GA HMIS System Administrators, in consultation with GA HMIS Steering Committee, will make decisions about the appropriateness of data being entered into the database. The GA HMIS Lead Staff may periodically audit an agency's data collection practices to ensure the database is being used appropriately.

Ownership

Policy: The GA HMIS, including any and all data stored in the GA HMIS, is the property of the DCA. DCA has authority over the creation, maintenance, and security of the GA HMIS. Violations of the GA HMIS Agency Participation Agreement, the Standard Operating Procedures, and Privacy Policies may be subject to discipline and/or termination of access to the GA HMIS.

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Procedure: The GA HMIS Agency Participation Agreement includes terms regarding the maintenance of the confidentiality of client information, an acknowledgement of receipt of the Policies and Standard Operating Procedures Manual, and an agreement to abide by all policies and procedures related to the GA HMIS including all security provisions contained therein. Because programs participating in the GA HMIS are funded through different streams with different requirements, DCA shall maintain ownership of the database in its entirety in order that these funders cannot access data to which they are not legally entitled.

Data Entry - Client Profile Sharing Level

Policy: Users will accurately record the real time data sharing level(s) indicated by the client. Repeated violation of this policy may lead to personnel action and or action against the Authorized Agency, including but not limited to immediate termination of user and/or agency access.

Procedure: Client information will not ever be shared unless the user expressly sets up a data sharing policy in the client's profile. It is imperative that, once a data sharing policy is set up for a client, users at an Authorized Agency keep this information current, modifying a current policy record or creating a new policy record as necessary, in accordance with changes to the client's GA HMIS Client Consent to Share form.

Additional Customization

Policy: Authorized Agencies may request additional desired customization (such as special reports) directly from the respective CoC Representative. Agency or CoC level customizations will be considered by the GA HMIS Steering Committee on a case-by-case basis. Appendix E covers the GA HMIS Custom Development Policy if the customization requires development.

Explanation: It is the responsibility of individual Agencies to determine the best way to use GA HMIS for internal data collection, tracking, and reporting. This may include purchasing additional customization.

Procedure: Authorized Agencies will contact their CoC Representative in order to discuss additional customization needs.

GA HMIS Policies and Standard Operating Procedures

Data Integrity

Policy: GA HMIS users will be responsible for the accuracy of their data entry. Authorized Agency leadership will be responsible for ensuring that data entry by users is being conducted in a timely manner and will also ensure the accuracy of the data entered. Data may also be used to measure program efficacy, which impacts funding opportunities during competitive funding processes such as the annual Continuum of Care application to HUD or annual ESG applications.

Procedure: It is the responsibility of each Authorized Agency and the respective CoC to monitor the quality and accuracy of its GA HMIS data. However, the GA HMIS Lead Staff may periodically audit data integrity. In order to test the integrity of the data contained in the GA HMIS, the GA HMIS System Administrators will perform periodic data integrity checks on the GA HMIS. The data integrity checks will include reporting of "overlaps," possible verification of data and comparison to hard files, as well as querying for internal data consistency and null values. Any patterns of error will be reported to the GA HMIS Lead Staff and the GA HMIS Steering Committee. When patterns of error have been discovered, users will be required to make corrections where possible, correct data entry techniques, and improve the accuracy of their data entry.

Quality Control: Data Integrity Expectations

Policy: Accurate and consistent data entry is essential to ensuring the usefulness of the GA HMIS. Authorized Agencies will provide acceptable levels of timeliness and accuracy. Authorized Agencies without acceptable levels of data quality may incur sanctions as instituted by the respective CoC until the problems are addressed.

Procedure: The Continuum of Care will perform data integrity checks on its respective GA HMIS authorized agencies.

On-Site Review

Policy: The DCA Lead may perform reviews of an Authorized Agency's procedures related to the GA HMIS as part of monitoring. Additional monitoring may take place by funding bodies or CoCs.

Procedure: Reviews enable the GA HMISs Lead and the CoCs to monitor compliance with the Policies and Standard Operating Procedures Manual and GA HMIS Agency Participation Agreements. The exact procedures for on-site reviews will be determined in advance of the actual on-site review.

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Client Data Retrieval

Policy: Any client may request to view, or obtain a printed copy of, his or her own records contained in the GA HMIS. This information should be made available to clients within a reasonable time frame of the request. No client shall have access to another client's records in the GA HMIS.

Procedure: A client may ask to see his or her own record. The Agency Administrator, will verify the client's identity and print all requested information. The client may request changes to the record. The agency can follow applicable laws regarding whether to change information based on the client's request. A log of all such requests and their outcomes should be kept on file in the client's record.

Public Data Retrieval

Policy: The GA HMIS Lead Staff will address all requests for data from entities other than Authorized Agencies or clients. No individual client data will be provided to any group or individual that is neither the Authorized Agency that entered the data or the client him or herself without proper authorization or consent.

Procedure: All requests for data from anyone other than an Authorized Agency or a client must be directed solely to GA HMIS Lead Staff. GA may also issue periodic public reports about homelessness and housing issues in the areas covered by GA HMIS. No individually identifiable client data will be reported in any of these documents.

Data Retrieval Support/Reporting

Policy: Authorized CoC HMIS Administrators will create and run CoC- level and agency-level reports.

Explanation: Authorized CoC HMIS Administrators and the System Administrators have the ability to create and execute reports on CoC –wide and agency-wide data, depending on their privilege level. This allows Authorized CoC HMIS Administrators to support CoC-level and agency-level goals.

Procedure: The CoC HMIS Administrators will be trained in the use of reporting tools by the System Administrator. The System Administrator will provide query functionality and templates for reports specifically for GA HMIS. The System Administrator may assist with the development of or running of reports/queries.

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DATA SHARING & SECURITY

- Clients are uniquely identified by a database-managed identity field.
- GA HMIS maintains the following:
 - a. User permissions are assigned by role and by Agency/Site
 - b. Users are logged out of the system after a configurable period of inactivity (20 minutes)
 - c. Passwords must be changed periodically (90 days)
 - d. Inactive end users must contact the System Administrator to re-activate the end user account.
- GA HMIS uses HTTPS/SSL Standards for data transmission.
- Passwords must be updated every 90 days, and cannot be reused.

DISASTER RECOVERY

- Disaster recovery for the GA HMIS application is managed by Eccovia.
- A full back up of the Database is performed nightly. Incremental and Transactional backups are done periodically during the day. All back up files are moved off site.

GA HMIS Policies and Standard Operating Procedures

Appendix A: GA HMIS End User Participation Agreement

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Appendix A: GA HMIS End User Participation Agreement

Agency Name (Please Print): _____

User Name (Please Print): _____

In this End User Participation Agreement, "Agency" refers to the agency named above. Agency recognizes the privacy of client needs in the design and management of the Georgia HMIS ("GA HMIS"). These include both the need to continually improve the quality of homeless and housing services with the goal of eliminating homelessness in our community, and the need to vigilantly maintain client confidentiality, treating the personal data of our most vulnerable populations with respect and care.

GA HMIS End Users ("Users") have a moral and a legal obligation to ensure that the data is being collected, stored, accessed and used appropriately. It is also the responsibility of each User to ensure that client data is only used for the purposes for which it was collected. Proper user training; compliance with the terms and conditions as stated in the User Agreement, and the GA HMIS Privacy Policy.

Relevant points regarding client confidentiality include:

- A client consent form must be signed by each client whose data is shared with a GA HMIS participating agency via the GA HMIS system. Users may not share client data with other GA HMIS participating agencies via the GA HMIS system without obtaining this written permission from the client.
- Client consent may be revoked by that client at any time by completing the GA HMIS Client Consent to Share Revocation Form at any GA HMIS participating agency.
- No client may be denied services for failure to provide consent for GA HMIS data sharing or collection.
- With the exception of case notes, Clients have a right to inspect, receive a copy of, and request changes to their GA HMIS records.
- Users will maintain GA HMIS data in such a way as to protect the identity of clients from further participating agencies, individuals or entities.
- Any User failing to protect client confidentiality as set forth in this User Agreement and the GA HMIS Privacy Policy, may be denied access to the GA HMIS.

I have received and read a copy of the GA HMIS End User Participation Agreement, the GA HMIS Privacy Policy, and the GA HMIS Policies and Procedures Manual and affirm the following:

1. I have received GA HMIS Privacy Policy.
2. I have read and will abide by the terms of the GA HMIS User Agreement, the GA HMIS Privacy Policy and the GA HMIS Policies and Procedures Manual.
3. I will maintain the confidentiality of client data in the GA HMIS as outlined above and as outlined in the User Agreement, the GA HMIS Privacy Policy, and the GA HMIS Policies and Procedures Manual.
4. I will only collect, enter, and extract data in the GA HMIS relevant to the delivery of services to homeless, at risk of becoming homeless, and formerly homeless people experiencing a crisis in our community.

User Signature

Date

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Appendix B: GA HMIS Agency Participation Agreement

GA HMIS Policies and Standard Operating Procedures

Appendix B: GA HMIS Agency Participation Agreement

_____ (“Agency”) has elected to participate in the Homeless Management Information System (“HMIS”). The HMIS software is licensed by the Georgia Housing Finance Authority, who has designated it to be solely administered by the Georgia Department of Community Affairs (“DCA”). Agency is entering into this HMIS Participation Agreement for Agencies (“Agreement”). The HMIS is a database that collects and maintains information on the characteristics and service needs of clients. The system collects and stores client-level data, which can be used to generate unduplicated and aggregate reports to determine the use and effectiveness of the services being provided to the homeless population.

In consideration of their mutual undertakings and covenants, the Agency and DCA agree as follows:

1. General Understandings:

A. Definitions. In this Agreement, the following terms will have the following meanings:

- i. “Agency” (sometimes called “Participating Agency”) refers to any service provider or organization signing this document that is participating or planning to participate in the HMIS.
- ii. “Agency staff” refers to employees, volunteers, contractors, or any other agents of the Agency.
- iii. “Client” refers to a person receiving services from the Agency.
- iv. “DCA” refers to the Georgia Department of Community Affairs.
- v. “De-Identifying Information” (also referred to as “non-identifying” information) refers to data that has specific Client demographic information removed, to allow use of the data without identifying a specific Client.
- vi. “End User” refers to Agency employees, volunteers, contractors, or any other agents of the Agency authorized to have, and having, access to the HMIS.
- vii. “Enter(ing)” or “entry” refers to the entry of any Client information into the HMIS.
- viii. “GA HMIS Privacy Policy” is a document related to the processing of protected personal client information by end users of the GA HMIS.

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- ix. "GA HMIS End User Agreement/Code of Ethics is a document outlining the agreement between the End User and DCA.
- x. "GHFA" refers to the Georgia Housing Finance Authority.
- xi. "HMIS" refers to the Homeless Management Information System.
- xii. "HMIS staff" refers to the employees, contractors, or agents of DCA assigned to administer the HMIS, as well as to analyze, review and report on the data contained in HMIS.
- xiii. "GA HMIS Policies and Procedures" is a document referring to the day to day policies and procedures to be followed.
- xiv. "Identifying Information" (also referred to as confidential data or confidential information) refers to information about a Client that can be used to distinguish or trace the Client's identity, either alone or when combined with other personal or identifying information using methods reasonably likely to be used.
- xv. "Information" refers to both De-Identifying Information and Identifying Information.
- xvi. "Share(ing)," or "information share(ing)" refers to entering information into HMIS, or providing Identifying Information to other agencies, organizations, individuals, or providers that participate in the HMIS.

B. Use and Disclosure. Whenever Agency enters information into HMIS, such Identifying Information will be available to the HMIS staff who may use it to: administer HMIS, conduct analysis, coordinate services, and prepare reports to be submitted to others in a de-identifying form. Identifying Information entered into the GA HMIS may also be viewed by other agencies that participate in the HMIS who are serving that client with appropriate authorization, have executed a GA HMIS End User Agreement and have agreed to be bound by the GA HMIS Privacy Policy ("Privacy Policy") and GA HMIS Policies and Procedures ("HMIS Policies"). Agency may use and disclose HMIS Identifying Information only in accordance with the above documents.

C. Incorporation and Modification of Other Documents. The GA HMIS End User Agreement, the GA HMIS Agency Agreement, GA HMIS Privacy Policy, the GA HMIS Client Consent and the GA HMIS Custom Development Policy are incorporated into this Agreement, restated in full, and are attached to this

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Agreement as Appendices A, B, C, D and E respectively. All five of these documents may be amended from time to time at the discretion of DCA, and all parties are bound by such amendments. Notice of any amendments will be done through DCA's website at:

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

D. Access. Agency agrees to allow DCA and its subcontractors access to information provided by the Agency in accordance with this Agreement and to carry out its duties with respect to the HMIS, which includes without limitation, HMIS administration, testing, problem identification and resolution, management of the HMIS database, and data aggregation and analysis activities, as permitted by applicable state and federal laws and regulations.

2. Confidentiality:

A. Agency shall not:

- i. enter information into the HMIS which it is not authorized to enter, or
- ii. share information that Agency is not authorized to share.

By entering information into the HMIS, Agency represents that it has the authority to enter such information into the HMIS. To the best of Agency's knowledge, any information entered into the HMIS does not violate any of the Client's rights, under any relevant federal, state, or local confidentiality laws, regulations or other restrictions applicable to Client information.

If Agency is subject to any laws or requirements which restrict Agency's ability either to disclose or enter certain data elements into HMIS, Agency will ensure that any entry it makes in the HMIS or disclosure of any data elements complies with all applicable laws or other restrictions. Agency is solely responsible for determining if any disclosures of Client information are restricted under any state or federal laws and regulations including but not limited to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Federal Drug and Alcohol Confidentiality Regulations, 42 CFR Part 2 ("Confidentiality Regulations").

B. To the extent that information entered by Agency into the HMIS is or becomes subject to disclosure restrictions, Agency will immediately inform DCA in writing of such restrictions and submit by mail to the address given herein for written notices.

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3. Display of Notice:

Pursuant to the notice published by the Department of Housing and Urban Development ("HUD") on July 30, 2004, Agency will prominently display at each intake desk (or comparable location) the Privacy Policy provided by DCA, that explains generally the reasons for collecting Identifying Information in the HMIS and the Client rights associated with providing Agency staff with Identifying Information. It is Agency's responsibility to ensure that each Client understands his or her rights. Additionally, if Agency maintains a public webpage, the current version of the Privacy Policy must be posted on the webpage. The current form of Privacy Policy, which may be modified from time to time at DCA's discretion, is attached to and incorporated into this Agreement by reference, and is available from DCA or on its website, <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>

4. Information Collection, Release and Sharing Consent:

A. Collection of Identifying Information. Agency must collect information by lawful and fair means, and with the knowledge or consent of the Client.

Any Identifying Information collected by the Agency must be relevant to the purpose for which it is to be used. To the extent necessary for those purposes, Identifying Information should be accurate, complete and timely.

B. Sharing. Prior to sharing any of a Client's information with an agency or organization, except as provided in the Privacy Policy, Agency will provide the Client with a copy of its GA HMIS Consent to Share Form ("Consent"). Following an explanation regarding the entity or individual that the information will be shared with and how it will be used, the Agency will obtain the informed consent of the Client by having the Client sign the Consent Form.

If a Client does not sign the Consent form, information may not be shared with other agencies except as may be allowed in the Privacy Policy. Agency shall keep all copies of the signed Consent form for a period of seven (7) years after the Client last received services at or from the Agency. Such forms shall be available for inspection and copying by DCA and/or the U.S. Department of Housing and Urban Development, at any time.

C. Refusal of Services. Agency may not refuse or decline services to a Client or potential Client if that person:

- i. objects to the entry of its information in the HMIS; or

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- ii. refuses to share his or her personal information with the Agency or cannot remember certain information; however, some information may be required by the program to determine eligibility for housing or services, to assess needed services, or to fulfill reporting requirements.

5. HMIS Policies and Procedures:

Notwithstanding any other provision of this Agreement, Agency's use of and participation in the HMIS, and the use, disclosure, and submission of data to and from the HMIS shall, at all times, be governed by the Privacy Policy and the HMIS Policies, as may be revised from time to time. The Privacy Policy shall control any disagreements between the referenced documents.

6. Disclosure to Third Parties:

Agency shall not release any Identifying Information received from the HMIS to any other person or organization without the written informed Consent of the Client, unless such disclosure is required by law or in accordance with the Privacy Policy.

7. Client Inspection/Correction:

Upon receipt of a written request from a Client, Agency shall allow the Client to inspect and obtain a copy of his or her own information during regular business hours. Agency is not required to provide a Client access to information (a) compiled in reasonable anticipation of, or for use in, a civil, criminal or administrative action or proceeding; (b) about another individual; (c) obtained under a promise of confidentiality if disclosure would reveal the source of the information; and (d) which, if disclosed, would be reasonably likely to endanger the life or physical safety of any individual. Agency must allow a Client to correct information that is inaccurate or incomplete; provided, however, that prior to correcting such information, Agency shall consult with DCA. Such consultation is necessary to ensure proper coordination between the Agency's response and the capabilities of the HMIS system, unless the requested correction is a routine correction of a common data element for which a field exists in HMIS (e.g., date of birth, prior residence, social security number, etc.). Agency is not required to remove any information as a result of a correction, but may, in the alternative, mark information as inaccurate or incomplete and may supplement it with additional information.

8. Security:

Agency shall maintain the security and confidentiality of information in the HMIS and is responsible for the actions of its employees, contractors, volunteers, or agents and their proper training and supervision. Agency agrees to follow the HMIS Policies. At its discretion, DCA may conduct periodic

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assessments of Agency to monitor its compliance. The steps Agency must take to maintain security and confidentiality include, but are not limited to:

A. Access. Agency will permit password-protected access to the HMIS only to authorized Agency staff who need information from the HMIS for legitimate business purposes (such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements). Agency will limit the access of such staff to only those records that are immediately relevant to their work assignments.

B. End User Code of Ethics. Prior to permitting any End User to access HMIS, Agency will require the End User to sign an End User Code of Ethics. Agency will comply with and enforce the End User Code of Ethics and will inform DCA immediately in writing of any breaches of the End User Code of Ethics.

- i. any staff, volunteer or other person who has been granted an End User ID and password and is found to have committed a breach of system security and/or Client confidentiality will have his/her access to the database revoked immediately.
- ii. in the event of a breach of system security or Client confidentiality, the Director of the Agency or designee shall notify DCA in writing immediately, but in no event later than twenty-four (24) hours. This correspondence should be sent to address given herein for notice. Any Agency that is found to have had breaches of system security and/or Client confidentiality shall enter a period of probation, during which technical assistance shall be provided to help the Agency prevent further breaches.

Probation shall remain in effect until DCA has evaluated the Agency's security and confidentiality measures and found them compliant with the policies stated in this Agreement and the End User Code of Ethics. Subsequent violations of system security may result in suspension from the HMIS.

C. Computers: Security for data maintained in the HMIS depends on a secure computing environment. Computer security is adapted from relevant provisions of the Department of Housing and Urban Development's ("HUD") "Homeless Management Information Systems (HMIS); Data and Technical Standards Proposed Rule" (Docket No. FR 5475-P-01- Fed. Reg. Vol. 76, No. 237 (December 9, 2011/Proposed Rules). Agencies are encouraged to directly consult that document for complete documentation of HUD's standards relating to HMIS, and hereby agree to incorporate any changes to HUD policy into their computing environment on the timeline specified by HUD. Agency will allow access to the HMIS only from computers which are:

- i. protected from viruses by commercially available virus protection software (a) that includes, at a minimum, automated scanning of files as they are accessed by End Users

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on the system on which the HMIS application is accessed and (b) with virus definitions that are regularly updated from the software vendor;

- ii. protected with a secure software or hardware firewall between, at least, the workstation and any systems (including the internet and other computer networks) located outside of the Agency;
- iii. maintained to ensure that the computer operating system running the computer used for the HMIS is kept up to date in terms of security and other operating system patches, updates, and fixes;
- iv. accessed through web browsers with 128-bit encryption (e.g., Internet Explorer, and Google Chrome). Some browsers have the capacity to remember passwords, so that the End User does not need to type in the password when returning to password-protected sites. This default shall not be used with respect to the HMIS; the End User is expected to physically enter the password each time he or she logs on to the system; and
- v. staffed at all times when in public areas. When computers are not in use and staff is not present, steps should be taken to ensure that the computers and data are secure and not usable by unauthorized individuals. These steps should minimally include (a) logging off the HMIS system, (b) physically locking the computer in a secure area, (c) shutting down the computer entirely, or (d) using a password protected screen saver.

D. End User Authentication: Agency will permit access to HMIS only with use of an End User authentication system consisting of an End User name and a password which the End User may not share with others. Written information pertaining to End User access (e.g., End User name and password) shall not be stored or displayed in any publicly accessible location. Passwords shall be between eight and twelve characters long and include both letters and numbers. Passwords shall not be, (or include) the End User name, the HMIS vendor's name, the HMIS name, the Agency's name, or consist entirely of any word found in the common dictionary or any of the forenamed words spelled backwards. The use of default passwords on initial entry into the HMIS application is allowed so long as the End User changes the default password on first use. Individual End Users must not be able to log on to more than one workstation at a time, or be able to log on to the network at more than one location at a time. Passwords and End User names shall be consistent with guidelines issued from time to time by HUD and DCA. Passwords and End User names shall not be exchanged electronically without DCA's approval.

E. Hard Copies: The Agency must secure any paper or other hard copy containing Identifying Information that is generated either by or for the HMIS, including, but not limited to reports, data entry forms and signed consent forms. Any paper or other hard copy generated by or for the HMIS that

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contains such information must be supervised at all times when it is in a public area. If Agency staff is not present, the information must be secured in areas that are not publicly accessible. Agencies wishing to dispose of hard copies containing Identifying Information must do so by shredding the documents or by other equivalent means with written approval by DCA. Written information specifically pertaining to End User access (e.g., End User name and password) must not be stored or displayed in any publicly accessible location.

F. Training/Assistance: Agency will ensure End Users have received the required GA HMIS Privacy, Security and Confidentiality Training and the End User Onboarding Training prior to accessing the HMIS system. Agency will participate in such training as is provided from time to time by DCA. Representatives of DCA will be reasonably available during DCA's defined weekday business hours for technical assistance (e.g., troubleshooting and report generation).

9. Information Entry Standards:

- A. Information entered into HMIS by Agency will be truthful, accurate, complete and timely to the best of the Agency's knowledge.
- B. Agency will not solicit from Clients or enter information about Clients into the HMIS database unless the information is required for a legitimate business purpose such as to provide services to the Client, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements.
- C. Agency will only enter information into the HMIS database with respect to individuals which it serves or intends to serve, including through referral.
- D. Agency will enter information into the HMIS database within seven (7) days of data collection.
- E. Agency will not alter or over-write information entered by another Agency.

DCA reserves the right to, in its sole discretion, delete or segregate information entered into the HMIS by an Agency, or take any other appropriate measures, to maintain the accuracy and integrity of the HMIS or to avoid compromising the HMIS' goal of maintaining unduplicated counts of Clients.

10. Use of the HMIS:

- A. Agency will not access Identifying Information for any individual for whom services are neither being sought nor provided by the Agency.
- B. Agency may report non-identifying information to other entities for funding or planning purposes. Such non-identifying information shall not directly identify individual Clients.

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C. Agency and DCA will report only non-identifying information in response to requests for information from the HMIS, including but not limited to requests for information related to research

D. Agency will not use the HMIS in violation of any federal or state law, including, but not limited to, copyright, trademark and trade secret laws, and laws prohibiting the transmission of material which is threatening, harassing, or obscene. Software licensing was purchased from ClientTrack, Inc. ("Supplier") to implement the HMIS. Without limiting the foregoing covenant, Agency agrees that the data and information related to the software licensed by Supplier, and related documentation and support services, may be confidential and proprietary information ("Confidential Information") of the Supplier and agrees to use such Confidential Information only in connection with Agency's authorized use of the HMIS and support services and further agrees not to disclose such Confidential Information to any third party, other than as required by law. Furthermore, Agency acknowledges and agrees that the Supplier will retain all right, title, interest and ownership in and to the HMIS software, including any customization or modification thereof, and Agency will not copy any documentation related to the HMIS software other than for internal business purposes, nor shall Agency disassemble, decompose or reverse engineer the HMIS software, except as otherwise provided herein, use the HMIS software on behalf or for the benefit of any other person or entity or otherwise infringe upon any of the Supplier's trademarks, trade secrets, copyrights, patents or other intellectual property rights. Agency shall include all Supplier copyright and other proprietary notices on any copy of the documentation related to HMIS software reproduced, used, or made available by Agency.

E. Agency will not use the HMIS to defraud federal, state or local governments, individuals or entities, or conduct any illegal activity.

F. Agency shall not use the HMIS to aggregate data to compare the performance of other participating Agencies, without the express written consent of DCA and each of the Participating Agencies being compared.

G. Notwithstanding any other Section of this Agreement, the parties may use or disclose for any lawful purpose information that: (a) is in the possession of the party prior to the time of the disclosure to the party through the HMIS and was not acquired, directly or indirectly, from the HMIS; or (b) is made available to the party by a third party who has the legal right to do so.

11. Proprietary Rights of the HMIS:

A. Agency or HMIS Staff shall assign passwords and access codes for all Agency Staff that meet other privacy, training and conditions contained within this Agreement.

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B. Agency or HMIS Staff shall not assign passwords or access codes to any other person not directly connected to or working for the Agency.

C. Agency shall be solely responsible for all acts and omissions of its End Users, and all other individuals who access the HMIS either through the Agency or by use of any password, identifier or log-on received or obtained, directly or indirectly, lawfully or unlawfully, from the Agency or any of the Agency's Authorized End Users, with respect to the HMIS and/or any confidential and/or other information accessed in connection therewith, and all such acts and omissions shall be deemed to be the acts and omissions of the Agency. Each Agency shall certify:

- i. that its End Users have received training regarding the confidentiality of HMIS information under all applicable federal, state, and local laws and agree to protect the Information in compliance with such laws and this Agreement;
- ii. that its End Users shall only access the HMIS for purposes approved by the Agency and that are consistent with this Agreement;
- iii. that its End Users have agreed to hold any passwords, or other means for accessing the HMIS, in a confidential manner and to release them to no other individual or entity. Agency shall ensure that all End Users understand that sharing passwords and other means for accessing the HMIS is expressly prohibited;
- iv. that its End Users agree and understand that their failure to comply with the terms of this Agreement may result in their exclusion from the HMIS and may constitute cause for disciplinary action by the Agency; and
- v. that it has restricted access to the HMIS only to the End Users that the Agency has identified pursuant to this Section.

D. Agency shall inform the CoC Administrator or System Administrator at DCA via email to terminate the rights of an End User immediately upon the End User's termination or resignation from his or her position. The Agency is responsible for following up to verify that the End User is removed from the system. It shall be the responsibility of the Agency to routinely ensure that End Usernames and passwords are current and to immediately notify HMIS staff in the event that End Usernames and passwords are not current.

E. Agency shall be diligent not to cause in any manner or way, corruption of the HMIS, and Agency agrees to be responsible for any damage it may cause.

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12. Data Collection & Evaluation Committee:

DCA will consult with the Data Collection & Evaluation Committee under the Georgia HMIS By-Laws from time to time regarding issues such as revision to the form of this Agreement. Written Agency complaints that are not resolved may be forwarded to the Data Collection & Evaluation Committee under the GA HMIS By-Laws, which will try to reach a voluntary resolution of the complaint. Unresolved issues would then go to the Steering Committee for resolution.

13. Limitation of Liability and Indemnification:

Note: Under sections 13 and 14, the term DCA includes both GHFA and DCA. It is the intention of the parties that all limitations of liability and indemnification agreed to apply to DCA also apply to GHFA. Parties acknowledge that this is an essential provision of this Agreement.

A. Except as provided in Section 13, no party to this Agreement shall assume any additional liability of any kind due to its execution of this Agreement or its participation in the HMIS system. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; but that no party shall assume additional liability on its own behalf or liability for the acts of any other person or entity through participation in HMIS except for the acts and omissions of its own employees, volunteers, agents or contractors unless any such liability is expressly created herein. The parties specifically agree that this Agreement is for the benefit of the parties only and creates no rights in any third party.

B. IT IS EXPRESSLY AGREED THAT IN NO EVENT SHALL DCA BE LIABLE TO AGENCY FOR ANY SPECIAL, DIRECT, INDIRECT, CONSEQUENTIAL, EXEMPLARY, OR OTHER DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OR PROFITS OR REVENUES, LOSS OF USE, LOSS OF INFORMATION/DATA, OR OTHER DAMAGES NOT SPECIFIED HEREIN. This is agreed whether a claim for any such liability or damages is premised upon breach of contract, breach of warranty, negligence, strict liability, equitable theory, tort, or any other theories of liability, even if DCA has been apprised of the possibility or likelihood of such damages occurring. Parties acknowledge that this is an essential provision of this Agreement, with adequate consideration made.

C. Agency agrees to indemnify, defend and hold harmless DCA including its directors, officers, employees, representatives, and agents from and against any and all claims and liabilities (including, without limitation, all damages, costs, and expenses, including legal fees and disbursements paid or incurred) arising from the intentional acts or omissions, negligence, or strict liability of Agency, its directors, officers, employees, representatives, or agents, or Agency's breach of this Agreement. This Section shall survive the termination of this Agreement.

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D. Without limiting any other provision of this Agreement, Agency and its End Users shall be solely responsible for all decisions and actions taken or not taken involving services, treatment, patient care, utilization management, and quality management for their respective Clients resulting from or in any way related to the use of the HMIS or the Information made available thereby. Agency and End Users shall have no recourse against, and hereby waive, any claims against DCA for any loss, damage, claim or costs relating to or resulting from its own use or misuse of the HMIS.

E. HMIS uses available technology to match Client identities with their records in the HMIS to provide Agencies with information regarding Clients. Because Client information is maintained in multiple places and because not all information is kept in a standard fashion, it is possible that false matches may occur or that there may be errors or omissions in the information provided to Agency. To that end, it is incumbent upon the Agency and its End Users to verify the Client's information before the information is relied upon in providing services to a Client. Neither DCA nor the HMIS in general independently verifies or reviews the information transmitted through the HMIS for accuracy or completeness. Further, neither DCA nor the HMIS make any representations or promises regarding the continued participation of any particular Agency in the HMIS. Agencies may be added to or deleted from the HMIS at any time and such changes may be beyond the control of DCA or the HMIS and may occur without prior notice to Agency.

F. Agency acknowledges and agrees that the HMIS is an information management tool only and that it contemplates and requires the involvement of Agencies and End Users that are qualified to maintain, collect and enter information into the HMIS. Agency further acknowledges and agrees that DCA has not represented its services as having the ability to perform any tasks that constitute the practice of medicine or of other professional or academic disciplines. DCA shall not be responsible for any errors, misstatements, inaccuracies, or omissions regarding the content of the HMIS, although every effort has been made to ensure its quality and accuracy. Agency assumes all risk for selection and use of the content in the HMIS.

G. All data to which access is made through the HMIS originates from Agencies, and not from DCA. All such data is subject to change arising from numerous factors, including without limitation, changes to Client information made at the request of the Client, changes in the Client's condition, the passage of time and other factors. DCA neither initiates the transmission of any data nor monitors the specific content of data being transmitted. Without limiting any other provision of this Agreement, DCA shall have no responsibility for or liability related to the accuracy, content, currency, completeness, content or delivery of any data either provided by Agency, or used by Agency, pursuant to this Agreement.

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H. Access to the HMIS and the information obtained by Agency pursuant to the use of those services are provided "as is" and "as available." Agency is solely responsible for any and all acts or omissions taken or made in reliance on the HMIS or the information in the HMIS, including inaccurate or incomplete information.

I. DCA shall not be liable for any cessation, delay or interruption of services, nor for any malfunction of hardware, software or equipment for whatever reason.

14. Disclaimer of Warranties:

DCA makes no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose, to any Agency or any other person or entity as to the services of the HMIS or as to any other matter.

15. Notice

All notices under this Agreement to DCA will be made as follows. This Notice address may be modified in writing.

Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
ATTN: Jeanette Pollock

Notices to the Agency under this Agreement will be made according to the Authorized Officer at the mailing address specified in the signature block of this Agreement. This Notice address may be modified in writing.

16. Prohibition of Unauthorized Customization

For customization of any features of HMIS that may be desired by an Agency, Agency will first contact their local Continuum of Care, who will forward any such request directly to DCA for approval. DCA has the absolute right to approve or disapprove of any requested modification at its' sole discretion. Such requests will not be unreasonably withheld. Agency understands that it may be liable for the complete cost of any such approved customization.

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17. Survival

The following provisions shall survive any termination of this Agreement: Sections 1, 2, 4B, 5, 6, 7, 8E, 9, 10, 11c, 11e, 13, 14, 15, 17. It is the intention of the parties that termination does not relieve any party of any obligations detailed in the Agreement generally up until the point the Agreement is terminated.

18. Term

This agreement will continue until terminated by either party pursuant to the provisions contained herein.

19. Additional Terms and Conditions

A. Agency will abide by such guidelines as are promulgated by HUD and DCA from time to time regarding administration of the HMIS.

B. Agency and DCA intend to abide by applicable State and Federal laws. Should any term of this Agreement be inconsistent with applicable law, or should additional terms be required by applicable law, Agency and DCA agree to modify the terms of this Agreement so as to comply with applicable law.

C. Neither DCA nor Agency will transfer or assign any rights or obligations regarding the HMIS without the written consent of the other party.

D. This Agreement will be in force until terminated by either party. Either party may terminate this Agreement with thirty (30) days written notice, for any reason. Either party may also terminate this Agreement immediately upon a material breach of this Agreement by the other party, including but not limited to a breach of the HMIS Policies or Privacy Policy by Agency. Upon termination of this Agreement, Agency shall remain liable for (and nothing in this Agreement shall prevent DCA from recovering) any fees, costs, or expenses that have been incurred prior to the termination of this Agreement.

DCA and the remaining Participating Agencies will maintain their rights to use all of the information previously entered by Agency except to the extent a restriction is imposed by the Client or applicable law.

E. Copies of Agency data will be provided to the Agency upon termination of this Agreement at the Agency's written request to DCA made within sixty (60) days after the termination of this Agreement. Information will be provided on hard drive or other mutually agreed upon media. Unless otherwise specified in writing, copies of data will be delivered to Agency within sixty (60) calendar days of receipt

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of written requests for data copies. DCA reserves the right to charge Agency DCA's actual costs for providing such data to Agency.

F. Except as otherwise provided, no action taken by either party, or its officers, employees or agents, pursuant to this Agreement, shall be deemed to constitute an action of the other party, or shall be construed to place the parties in a relationship of partners, joint ventures, principal and agent, or employer and employee, or shall be deemed to confer upon either party any express or implied power, right or authority to enter into any agreement or commitment, express or implied, or to incur any obligation or liability on behalf of the other party except as expressly provided herein. DCA and Agency intend and agree that they and their respective agents or employees shall serve as independent contractors and not as employees of the other party, and this Agreement shall not be considered a hiring by either party or a contract of employment.

G. During the term of this Agreement, Agency shall not (without the written consent of DCA) directly or indirectly, hire, employ or attempt to hire or employ any person who is an employee of DCA, or who was within the preceding twelve (12) month period an employee of DCA, or in any way solicit, induce, bring about, influence, promote, facilitate, encourage, cause or assist or attempt to cause or assist any current employee of DCA to leave his or her employment with DCA.

H. This Agreement may be amended or modified, and any of the terms, covenants, representations, warranties or conditions of this Agreement may be waived, only by a written instrument executed by the Parties, or in the case of a waiver, by the party waiving compliance.

I. Any waiver by any party of any condition, or of the breach of any provision, term, covenant, representation or warranty contained in this Agreement, in any one or more instances, shall not be deemed to be or construed as a further or continuing waiver of any such condition or breach of any other condition or the breach of any other provision, term, covenant, representation, or warranty of this Agreement.

J. Neither party shall assign its rights or delegate its duties hereunder without the prior written consent of the other, which consent will not be unreasonably withheld. All of the terms, provisions, covenants, conditions and obligations of this Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto.

K. Any notice required or permitted to be given under this Agreement shall be conclusively deemed to have been received by a party Three days after mailing, or upon actual signature date for registered/certified mail.

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L. This Agreement sets forth the entire understanding between the parties with respect to the matters contemplated by this Agreement and supersedes and replaces all prior and contemporaneous agreements and understandings, oral or written, with regard to these matters.

M. If any provision of this Agreement is determined to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of any other provisions of this Agreement that can be given effect without the invalid or unenforceable provisions, and all unaffected provisions of this Agreement shall remain in full force and effect as if this Agreement had been executed without such invalid or unenforceable provisions.

N. The Parties affirm that this Agreement has been entered into in the State of Georgia and will be governed by and construed in accordance with the laws of the State of Georgia, notwithstanding any state's choice of law rules to the contrary. Any action to enforce, challenge or construe the terms or making of this Agreement or to recover for its breach shall be litigated exclusively in a state court located in the State of Georgia, DeKalb County, or in Federal Court in the Northern District of Georgia.

O. Headings used in this Agreement are for the convenience of the parties, and shall not be used to assist in the interpretation of the Agreement.

P. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same instrument.

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In Witness Whereof, Agency and DCA have, through their duly authorized representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below hereby agree to the terms thereof.

Agency Name: _____

Name of Authorized Officer: _____

Signature of Authorized Officer: _____

Date: _____

Title of Authorized Officer: _____

Agency Street Address: _____

Mailing Address for notice (if different): _____

Telephone: _____ Facsimile: _____

Email: _____

DCA

Name of Authorized Officer: _____

Signature of Authorized Officer: _____

Date: _____

Title of Authorized Officer: _____

Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

GA HMIS Policies and Standard Operating Procedures

Appendix C: GA HMIS Privacy Policy

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Appendix C: GA HMIS Privacy Policy

This notice describes the privacy policy of the Georgia Homeless Management Information System ("GA HMIS"). GA HMIS is administered by the HMIS Lead Agency, the Georgia Department of Community Affairs ("DCA"), operating on behalf of the Georgia Housing and Finance Authority (GHFA). DCA administers GA HMIS on behalf of the regional homeless services planning bodies (individually referred to as "Continuum of Care" or "CoC" and collectively referred to as "The Collaborative" or "CoCs") in Georgia that participate in the statewide GA HMIS implementation. DCA may amend this GA HMIS Privacy Policy at any time, and will maintain a record of any changes made, as well as post new versions on the GA HMIS website located at <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>.

This notice applies to the personal information of individuals whose personal data is collected or maintained in hard copy or in electronic formats in the GA HMIS.

In relation to this personal information, users entering data in the GA HMIS:

- Collect personal client information only when appropriate or required by entities providing funding for homeless services ("the Funder or Funders");
- May use or disclose information in order to facilitate service delivery;
- May also use or disclose information to comply with legal requirements or other obligations as described in the notice;
- Will not disclose personal information without written consent unless specifically stated within the notice; and
- Assume that, unless stated otherwise, persons applying for or receiving services from one of the GA HMIS Participating Agencies agree to allow users of the GA HMIS to collect, use, or disclose information as described in this notice.

Each person providing personal information may:

- Inspect his/her personal information that is maintained in the GA HMIS, with the exception of case notes;
- Ask the agency entering data for the GA HMIS to correct inaccurate or incomplete information within the record;
- Ask about the GA HMIS' privacy policy or practices;
- File a grievance regarding GA HMIS' privacy policies and practices. DCA will respond to questions and complaints;
- Request a copy of this full notice for more details.

A. What this notice covers

1. This notice describes the privacy policy and practices of the GA HMIS, administered by DCA, which is the lead agency for the GA HMIS. DCA's main office is located at 60 Executive Park South,

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Atlanta, GA 30329. DCA's phone number for purposes of GA HMIS is (404) 679-4840. Information about GA HMIS is on DCA's web site which is located at:

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

2. The policy and practices in this notice cover the processing of protected personal client information by users of the GA HMIS within The Collaborative. This notice covers all personal information policies set forth by DCA in its role as a program administrator for CoC programs and in its role as the administrator of the GA HMIS. GA HMIS Participating Agencies may have additional privacy policies on information entered and accessed by users.
3. Protected Personal information (PPI) is any information GA HMIS maintains about a client that:
 - Allows identification of an individual directly or indirectly; and
 - Can be manipulated by a reasonably foreseeable method to identify a specific individual; Or
 - Can be linked with other available information to identify a specific client.

When this notice refers to personal information, it means PPI.

4. DCA and each CoC in The Collaborative have adopted this policy in accordance with the Homeless Management Information Systems Data and Technical Standards and subsequent HMIS notices issued by the U.S. Department of Housing and Urban Development (HUD) and their federal partners through the U.S. Interagency Council on Homelessness (USICH). DCA's policies and practices are consistent with those standards and with industry standard best practices. DCA's policies are also consistent with requirements outlined in other applicable state and local laws.
5. This notice informs clients, staff, contractors, GA HMIS Participating Agency users, Funders and others how personal information is processed by the GA HMIS Collaborative.
6. DCA may amend this notice and change the policy or practices at any time. Amendments may affect personal information that DCA or the GA HMIS Participating Agencies obtained before the effective date of the amendment. Any changes to this privacy policy will be posted as a notice at <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>.
7. DCA and/or GA HMIS Participating Agencies will provide a written copy of this notice to any individual or organization that requests one. DCA also maintains a copy of this notice on its website located at <http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp>.

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B. How and Why We Collect Personal Information

1. DCA (including DCA's contractors), CoC Administrator Agencies (an agency other than DCA, duly authorized in writing by a respective CoC, to have an employee(s) with access to the client-level data of that specific CoC for purposes of system administration activities), and the GA HMIS Participating Agencies may collect and/or maintain personal information for some or all the following purposes:
 - To provide or coordinate services to clients;
 - To locate other programs that may be able to assist clients;
 - For functions related to payment or reimbursement from others for services provided by DCA or DCA's contractors;
 - To carry out administrative functions, including legal, audit, personnel, oversight, contract monitoring, program evaluation, and other management functions;
 - To comply with government and Funder reporting obligations;
 - For research, data analysis, and community reporting purposes, including reporting to the GA HMIS Steering Committee to inform policy decisions; and
 - When required by law.
2. DCA (including DCA's contractors), CoC Administrator Agencies, and the GA HMIS Participating Agencies use only lawful and fair means to collect and/or maintain personal information.
3. By seeking assistance at one of the GA HMIS Participating Agencies and providing personal information, it is assumed that a person consents to the collection of information as described in this notice and that the collected information may be entered into the GA HMIS.
4. DCA (including DCA's contractors), CoC Administrator Agencies, and the GA HMIS Participating Agencies may also obtain information about those seeking services from:
 - Other individuals who are accompanying the person seeking services, such as a guardian, caretaker, or advocate;
 - Referring organizations and/or service providers (with proper written consent);
 - DCA's contractors and/or GA HMIS Participating Agency users that are providing services.
5. GA HMIS Participating Agencies are required to post a sign at their intake desks or offices explaining the reasons personal information is requested. GA HMIS Participating Agencies may have additional policies not required by DCA that they must follow, but at a minimum, they must adhere to this Notice. While GA HMIS Participating Agencies are required to adopt their own privacy policies and postings for data collection unrelated to GA HMIS, DCA provides a posting template to GA HMIS Participating Agencies which reads:

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Privacy Posting

Georgia Homeless Management Information System

The U.S. Department of Housing and Urban Development (HUD) and other federal and state partners require that each jurisdiction that receives homeless funding have a Homeless Management Information System (HMIS) in place. Therefore, this Agency is required to participate in the GA Homeless Management Information System (GA HMIS), a computerized system that collects and stores basic information about the persons who receive services from this Agency. The goal of the GA HMIS is to assist us in determining your needs and to provide a record for evaluating the services we are providing to you.

We only collect information that is needed to provide you services, or that we consider relevant to helping us understand the scope and dimensions of homelessness in order to design effective service delivery. We do not use or disclose your information without written consent, except when required by our funders or by law, or for specific administrative or research purposes outlined in our privacy policy. By requesting and accepting services from this project, you are giving consent for us to enter your personal information into the GA HMIS.

The collection and use of all personal information is guided by strict standards of confidentiality as outlined in our privacy policy. A copy of our agency's Privacy Policy and a copy of the Georgia HMIS Privacy Policy is available upon request for your review.

C. Usage and Disclosure of Personal Information

1. **DCA, CoC Administrator Agencies, and the GA HMIS Participating Agencies** may use or disclose personal information for the following purposes:
 - a) To provide or coordinate services for individuals to help them end their homelessness. GA HMIS may be used to share portions of client records (with written consent) with GA HMIS Participating Agencies that, at a minimum, must adhere to this notice and may have additional privacy policies and that may allow different uses and disclosures of the information;
 - b) For functions related to payment or reimbursement for services;
 - c) To carry out administrative functions, such as legal, audit, personnel, oversight, contract monitoring, program evaluation, and other management functions;
 - d) When required by law to the extent that use or disclosure complies with and is limited to the requirements of the law.
 - e) To avert a serious threat to health or safety if:
 - It is believed in good faith that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public, and

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- The use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat.
- f) To report about an individual that DCA, a CoC Administrator Agency, or a GA HMIS Participating Agency reasonably believes to be a victim of abuse, neglect or domestic violence to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect or domestic violence under any of the following circumstances:
- where the disclosure is required by law and the disclosure complies with and is limited to the requirements of the law;
 - if the individual agrees to the disclosure; or
 - to the extent that the disclosure is expressly authorized by statute or regulation; and
 - DCA, a CoC Administrator Agency, or a GA HMIS Participating Agency believes the disclosure is necessary to prevent serious harm to the individual or other potential victims; or
 - if the individual is unable to agree because of incapacity, then a law enforcement or other public official authorized to receive the report must represent that the PPI for which disclosure is sought is not intended to be used against the individual, and must represent that an immediate enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until the individual is able to agree to the disclosure; and
 - when DCA, a CoC Administrator Agency, or a GA HMIS Participating Agency makes a permitted disclosure about a victim of abuse, neglect or domestic violence, DCA, the CoC Administrator Agency, or the GA HMIS Participating Agency will promptly inform the individual who is the victim that a disclosure has been or will be made, except if:
 - i. in the exercise of professional judgment DCA, the CoC Administrator Agency, or the GA HMIS Participating Agency believes informing the individual would place the individual at risk of serious harm, or
 - ii. DCA, the CoC Administrator Agency, or the GA HMIS Participating Agency would be informing a personal representative (such as a family member or friend) and reasonably believe the personal representative is responsible for the abuse, neglect or other injury; such that informing the personal representative would not be in the best interests of the individual as DCA determines in the exercise of professional judgment.

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- g) To a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under the following circumstances:
 - In response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena;
 - If the law enforcement official makes a written request for PPI that:
 - i. is signed by a supervisory official of the law enforcement agency seeking the PPI;
 - ii. states that the information is relevant and material to a legitimate law enforcement investigation;
 - iii. identifies the PPI sought;
 - iv. is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought; and
 - v. states that de-identified information could not be used to accomplish the purpose of the disclosure.
 - If it is believed in good faith that the PPI constitutes evidence of criminal conduct that occurred on the premises of DCA or the premises of a GA HMIS Participating Agency;
 - In response to a written request as described above for the purpose of identifying or locating a suspect, fugitive, material witness or missing person and the PPI disclosed consists only of name, address, date of birth, place of birth, Social Security Number, and distinguishing physical characteristics; or
 - If the official is an authorized federal official seeking PPI for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 and 879 (threats against the President and others); and if the information requested is specific and limited in scope to the extent reasonably practicable in light of the purpose for which it is sought.
 - h) To comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.
2. **DCA and CoC Administrator Agencies** may use or disclose personal information for activities set forth below and for activities DCA determines to be compatible with such activities. DCA assumes that you consent to the use or disclosure of your personal information for such purposes.
- a) To carry out maintenance and operation of GA HMIS.

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- b) To create de-identified (anonymous) information that can be used for research and statistical purposes without identifying clients.
- c) For academic research purposes, release of PPI will be allowed if research is:
 - Conducted by an individual or institution that has or enters into a formal relationship with DCA and/ or with a CoC Administrator Agency, if the research is conducted by either:
 - i. an individual employed by or affiliated with the organization for use in a research project conducted under a written research agreement approved in writing by DCA and/ or the CoC Administrator Agency, (other than the individual conducting the research); or
 - ii. an institution for use in a research project conducted under a written research agreement approved in writing by DCA and/ or the CoC Administrator Agency; and
 - The formal relationship is contained in a written research agreement that must:
 - i. establish rules and limitations for the processing and security of PPI in the course of the research;
 - ii. provide for the return or proper disposal of all PPI at the conclusion of the research;
 - iii. restrict additional use or disclosure of PPI, except where required by law;
 - iv. require that the recipient of data formally agree to comply with all terms and conditions of the agreement;
 - The written research agreement is not a substitute for approval (if appropriate) of a research project by an Institutional Review Board, Privacy Board, or other applicable human subjects protection institution
- 3. Before DCA, a CoC Administrator Agency, or the GA HMIS Participating Agencies make any use or disclosure of your personal information that is not described herein and above, we will seek your consent.

D. How to Inspect and Correct Personal Information

1. Clients may inspect and have a copy of their PPI that is maintained in GA HMIS, with the exception of case notes. DCA, a CoC Administrator Agency, and/or the GA HMIS Participating Agency, will respond to any such request made by a client within a reasonable time frame, usually 2-3 business days. GA HMIS Participating Agency staff will offer to explain any information in the file. For data that is maintained by DCA as the administrator of GA HMIS but was not entered by the DCA staff, DCA may require that the request for inspection be managed through the GA HMIS Participating Agency that entered the information.

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2. DCA, a CoC Administrator Agency, and/or the GA HMIS Participating Agency will consider requests for correction of inaccurate or incomplete personal information from clients. If DCA, a CoC Administrator Agency, and/or the GA HMIS Participating Agency agrees that the information is inaccurate or incomplete, the personal information may be deleted or supplemented with additional information.
3. To inspect, get a copy of, or ask for correction of personal information, a client can contact any GA HMIS Participating Agency staff member at the GA HMIS Participating Agency at which he or she received services. The appropriate GA HMIS Participating Agency staff member will be located to assist with the review and/or correction of the file within a reasonable time period, usually 2-3 business days.
4. DCA, a CoC Administrator Agency, and/or a GA HMIS Participating Agency may deny a direct request for inspection or copying of personal information if:
 - the information was compiled in reasonable anticipation of litigation or comparable proceedings;
 - the information is about another individual;
 - the information was obtained under a promise of confidentiality and if the disclosure would reveal the source of the information; or
 - disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual.
5. If a request for access or correction is denied, the organization that denies the request (DCA, the CoC Administrator Agency, and/or the GA HMIS Participating Agency) will explain the reason for the denial. DCA, the CoC Administrator Agency, and/or the GA HMIS Participating Agency will also include, as part of the personal information that is maintained, documentation of the request and the reason for the denial.
6. DCA, a CoC Administrator Agency, and/or a GA HMIS Participating Agency may reject repeated or harassing requests for access or correction

E. Data Quality

1. The Collaborative collects only personal information that is relevant to the purposes for which it plans to use it or as required for reporting to our Funders. To the extent necessary for those purposes, The Collaborative seeks to maintain only personal information that is accurate, complete, and timely.

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2. DCA may implement a plan to dispose of personal information not in current use seven years after the information was created or last changed. As an alternative to disposal, DCA may choose to remove identifiers from the information so that the data can be maintained for analysis purposes.
3. DCA may keep information for a longer period if it chooses or if it is required to do so by statute, regulation, contract, or other requirement.

F. Complaints and Accountability

1. DCA, on behalf of The Collaborative, accepts and considers questions or complaints about GA HMIS' privacy and security policies and practices. To file a complaint or question, a person should do the following:
 - If the complaint is about one of the GA HMIS Participating Agencies using GA HMIS, the client should first follow the questions and/or grievance procedure of that organization. If the grievance cannot be resolved at the GA HMIS Participating Agency level, the question/complaint should be addressed to DCA in writing or in person for resolution. DCA's main office is located at 60 Executive Park South, Atlanta, GA 30329. DCA's phone number for purposes of GA HMIS is (404) 679-4840;
 - If the complaint is received by DCA, in writing or in person, about a GA HMIS Participating Agency or about an internal program, it will be reviewed by the staff responsible for administering GA HMIS first. If the question or complaint cannot be resolved at that level it will be brought to the attention of the GA HMIS Steering Committee and/or DCA's Office of General Counsel, whichever is most appropriate for the particular situation.
2. All members of DCA (including employees, volunteers, affiliates, contractors and associates), CoC Administrator Agencies and GA HMIS Participating Agencies are required to comply with this notice. Each individual with access to GA HMIS must receive and acknowledge receipt of a copy of this notice and pledge to comply with this notice in writing.

G. Privacy Policy Change History

Each copy of this notice will have a history of changes made to the document. This document's change history is as follows:

- Version 1 – 2005 - Initial Policy
- Version 2 – New policy Draft (Insert approval date here and remove drafts below)
 - October 19th, 2015 (Initial revised Draft)
 - Appendix D: GA HMIS Client Consent Form December 14th, 2015 (2nd revised Draft)
- Version 3 – GA HMIS Interim Policies and Standard Operating Procedures
 - December 2017
- Version 4 – GA HMIS Policies and Standard Operating Procedures – January 2018

GA HMIS Policies and Standard Operating Procedures

Appendix D: GA HMIS Client Consent Form

GA HMIS Policies and Standard Operating Procedures

Appendix D: GA HMIS Client Consent Form

Georgia Homeless Management Information System (GA HMIS) Collaborative Client Consent to Share Information

The Georgia Homeless Management Information System ("GA HMIS") is an online database that is used to collect information (data) about clients accessing housing and homeless services throughout the State of Georgia. Organizations that receive homeless funding from the US Department of Housing and Urban Development (HUD) and other federal and state partners are required to collect and store basic information about the persons who receive their services. This organization participates in the GA HMIS and by requesting and accepting services from this agency you are providing consent to enter your personal information into the GA HMIS. This information is utilized to determine your needs and provide supportive services to you and your household, and information is shared with other organizations that use this database, based on your signed consent.

What type of information may be shared in the HMIS?

We collect general and Protected Personal Information about you and record it in GA HMIS. Depending on your situation, this may include, but is not limited to:

- Your basic identifying information (including name, Social Security Number, date of birth, gender, race/ethnicity, marital and family status, household relationships, contact information, veteran status, disability status, etc.)
- Your history of homelessness and housing (including your current housing status and where and when you have accessed services)
- Your income information (sources and amounts of household income, employment information, work skills) and other resources, such as non-cash benefits
- Your legal history/information
- Your general, self-reported medical history including any mental health and substance abuse issues (however, detailed medical or treatment information will never be shared), and type of health insurance
- Your service needs and the outcomes of services provided
- Your emergency contact information

How do you benefit from sharing your information?

The information you provide to GA HMIS helps us coordinate the most effective services for you and/or your family. By sharing your information, you may be able to avoid being screened more than once, get faster and more personalized services, and minimize how many times you have to tell your 'story.' Collecting this information also gives us a better understanding of homelessness in your local area and the effectiveness of the services provided in your area.

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Who can have access to your information?

The GA HMIS participating organizations can have access to your data. These organizations may include homeless service providers, other social services organizations, housing providers, and healthcare providers. System users at participating organizations who have access to your information have signed an agreement to maintain the security and confidentiality of your information.

How is your personal information protected?

Your information in the HMIS is secured by passwords and encrypted transmission technology. In addition, each participating organization and system user must sign an agreement to maintain the security and confidentiality of the information. Your information is protected by the federal HMIS Privacy Standards. In some instances, depending on the services provided by a participating organization, your information may also be protected by additional Federal and/or State regulations, which may require additional written consent prior to any disclosure.

By signing below, you understand that:

- You have the right to receive services even if you do not sign this consent form.
- Signing this consent form does not guarantee you services.
- You have the right to receive a copy of this consent form.
- Your consent allows your record to be updated by any participating organization with which you interact without you being required to sign another consent form.
- This consent is valid for seven (7) years from the date after the Protected Personal Information was created or updated.
- You may cancel your consent at any time, but your cancellation must be done either in writing or by completing the Client Revocation of Consent to Share Information form. You further understand that any cancellation of this consent will not retroactively change information that has already been disclosed or actions already taken under your previous authorization.
- The GA HMIS Privacy Policy contains more detailed information about how your information may be used and disclosed.
- Upon your request, we will provide you with:
 - A copy of the Client Revocation of Consent to Release Information;
 - A copy of the GA HMIS Privacy Policy;
 - A copy of your full HMIS records (apart from case notes) within five (5) business days of your request;
 - A current list of participating organizations that have access to your data.
- If you find inaccurate or incomplete Protected Personal Information in your records, you have the right to request a correction.
- Aggregate or statistical data that is released from HMIS will not disclose any of your Protected Personal Information.

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- You have the right to file a grievance against any organization you feel has violated your confidentiality.
- If you need to be referred to another agency for services, certain information may need to be forwarded through HMIS to facilitate a referral. If you do not provide consent to share your information, it may negatively affect participating providers from addressing your service needs in a coordinated fashion.
- You are not waiving any rights protected under Federal and/or Georgia law.

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SIGNATURE AND ACKNOWLEDGEMENT

Your signature below indicates that you have read (or been read) this client consent form and have received answers to your questions. Please indicate your sharing preference by choosing one of the options below:

- ☐ I consent to allow my information, and that of my minor children (if applicable, as listed below), to be shared via the GA HMIS as described in this consent form.
- ☐ I consent to allow my information, and that of my minor children (if applicable, as listed below), to be shared via the GA HMIS; however, I wish to limit that sharing as specified in the Client Consent to Share Information – Supplement form.
- ☐ I do not consent to allow my information to be shared via the GA HMIS. I understand that this choice may negatively affect the quality of services the GA HMIS participating providers are able to provide.

Client/ Legal Guardian Name (Please print): _____ DOB: _____

Last 4 digits of SS _____

Signature _____ Date _____

Minor Children (if any):

Client Name: _____ DOB: _____ Last 4 digits of SS _____

Client Name: _____ DOB: _____ Last 4 digits of SS _____

Client Name: _____ DOB: _____ Last 4 digits of SS _____

For Agency Personnel Use Only:

Print Name of Organization

Print Name of Organization Staff

Signature of Organization Staff

Date

GA HMIS Policies and Standard Operating Procedures

Appendix E: GA HMIS GA HMIS Custom Development Policy

GA HMIS Policies and Standard Operating Procedures

Appendix E: GA HMIS Custom Development Policy

The GA HMIS Collaborative has approved the following policy for a CoC or federal partner (SSVF, VA, PATH and HOPWA) who desires to enhance or customize Georgia's HMIS system. GA HMIS Bylaws and Policies require that any CoC or federal partner (collectively, "HMIS Partners") abide by HMIS Standard Operating Procedures.

Georgia Housing Finance Agency (GHFA) is under a contract with Eccovia to provide HMIS services ("GA HMIS Agreement"). The Georgia Department of Community Affairs (DCA) administers the HMIS system and is charged with ____ as the HMIS Lead. Any HMIS Partner's customization or enhancement of the HMIS system must adhere to the GA HMIS Agreement and this policy.

- A. Initiation of HMIS Customization or Enhancement. Any HMIS Partner may initiate a discussion with Eccovia to draft a concept or specification documents. This specification process must be wholly at Eccovia or the HMIS Partner's expense. DCA nor GHFA will be subject to time or costs for specification discussions without DCA's written consent. If a HMIS Partner requests DCA's participation in the specification process, DCA's time will not exceed 15 hours unless otherwise directed by the GA HMIS Collaborative.
- B. Approval by DCA. After a HMIS Partner has completed the specification process and documented a scope of work, the HMIS Partner will submit the proposed work for DCA's approval.
 - a. DCA shall not unreasonably withhold approval.
 - b. Approval will not exceed ten (10) business days absent extraordinary circumstances. If there are extraordinary circumstances, DCA will notify the HMIS Partner at least five (5) business days in advance.
 - c. DCA will review the proposed scope of work to:
 - i. Evaluate the scope's consistency with HUD regulations or contractual requirements;
 - ii. Whether the proposed scope of work will interfere with the HMIS system's normal operations; and
 - iii. The scope's consistency with this policy and the GA HMIS Agreement.DCA will note any concerns and notify the HMIS Partner. DCA's concerns must be resolved prior to DCA granting approval.
- C. Funding. Any customization or enhancement projects that use funds allocated to the HMIS Partner via the GA Cost Sharing Plan must adhere to GHFA and HUD requirements. DCA must agree to any funding commitments regarding funds allocated to DCA. No other agency or entity may obligate DCA time or resources. Payments to Eccovia must be distributed across the term of any agreement and associated with concrete measurable deliverables. The CoC and DCA will

GA HMIS Policies and Standard Operating Procedures

document a payment schedule to ensure that no payment is duplicated and that sufficient funds are retained until the final deliverable to ensure Eccovia's compliance with the agreement.

- D. **Ongoing Support.** Customizing or expanding the HMIS system will require additional DCA time and resources after implementation. Therefore, DCA will calculate an additional charge to the HMIS Partner for ongoing support of the changes calculated on the level of effort and complexity. DCA will provide this cost to the HMIS Partner during the approval process.
- E. **Contract Provisions.** The agreement between Eccovia and the HMIS Partner shall adhere to the format attached to this policy. The attached agreement contains terms that define the parties' relationships and must be signed by GHFA.

GA HMIS Policies and Standard Operating Procedures

GA HMIS Custom Development Agreement

THIS AGREEMENT (hereinafter "Agreement"), dated as of the (numeric) day of (month), 2017, is entered into by and between the Georgia Housing and Finance Authority ("GHFA") and (name of Continuum of Care), ("CoC") and Eccovia, Inc. ("Eccovia").

WHEREAS, GHFA entered into an agreement with Eccovia on October 12, 2016 for HMIS software services ("GA HMIS Agreement"); and

WHEREAS, the CoC desires to develop or customize the HMIS system to provide additional functionality and services; and

WHEREAS, the GA HMIS Agreement prohibits Eccovia from developing or customizing the HMIS system without GHFA's consent; and

[if GHFA responsible to pay]: WHEREAS, CoC was awarded a HMIS grant through HUD's NOFA application process; and

[if GHFA responsible to pay]: WHEREAS, GHFA, as directed by HUD, is responsible to administer CoC's HMIS grant; and

WHEREAS, GHFA consents to the CoC contracting for development or customization of the HMIS [if GHFA responsible to pay]: and agrees to issue payment from the CoC's HMIS grant for such services pursuant to the terms of this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

1. **Scope of Work.** Eccovia shall perform fully and faithfully the services described in Exhibit A ("Scope of Work"), attached hereto and incorporated by reference.
2. **Pricing.** Eccovia agrees to provide the services described in the Scope of Work _____. [add]
_____.

[If CoC is responsible to pay]: CoC must adhere to Eccovia's standard terms, which generally provide for a portion due upon execution then additional invoices due as the project deliverables are completed. Invoices are due net 30 days.

GA HMIS Policies and Standard Operating Procedures

[If GHFA responsible to pay]: GHFA must adhere to Eccovia's standard terms, which generally provide for a portion due upon execution then additional invoices due as the project deliverables are completed. Invoices are due net 30 days.

3. Termination. GHFA, Eccovia or CoC may terminate this Agreement pursuant to the termination provisions in the GA HMIS Agreement. Termination of this Agreement will not affect the GA HMIS Agreement. Eccovia shall receive payment for all services performed up to the effective date of cancellation.

4. This Agreement is subject to GA HMIS Agreement. This Agreement, including any development or customization of the HMIS system pursuant to this Agreement, must adhere to requirements and restrictions in the GA HMIS Agreement, which is attached hereto and incorporated by reference, including but not limited to the following provisions:

Section 2, "Approval of Material Changes": GHFA must approve any changes to the HMIS prior to implementation.

Section 5(E), "Satisfaction": All work performed on the HMIS shall be done to the reasonable satisfaction of DCA.

Section 5(F), "Standards": The HMIS shall comply with all data and technical standards set forth by HUD.

5. Responsible Parties. Subject to the terms and provisions of this Agreement, the CoC is solely responsible to monitor and ensure that Eccovia completes the deliverables as defined in the Scope of Work. GHFA shall not be responsible to monitor Eccovia's compliance with the Scope of Work. However, GHFA has the discretionary right to determine that Eccovia has failed to complete a deliverable or has violated the terms of this Agreement or the GA HMIS Agreement. In the event GHFA makes this determination, GHFA may require that Eccovia and/or the CoC remedy the failure or violation.

The CoC shall designate a project manager to oversee this Agreement and Eccovia's performance.

6. GHFA's Limited Liability. Any dispute by CoC regarding Eccovia's performance under this Agreement shall only be between Eccovia and CoC [if GHFA responsible to pay]: and shall not affect GHFA's duty to pay. CoC shall not hold GHFA liable for claims or damages relating to Eccovia's performance or nonperformance under this Agreement [if GHFA responsible to pay]: or GHFA's release of funds to Eccovia.

[if GHFA responsible to pay]: The parties recognize that CoC has an interest in funds paid by GHFA from its HMIS grant and shall have the right to recover same from Eccovia if warranted and in addition to any

GA HMIS Policies and Standard Operating Procedures

other allowed damages in the event of Eccovia's breach of this Agreement. Payment in full by GHFA shall release GHFA from any liability under this Agreement but shall not constitute acceptance of the deliverables or operate to bar or waive claims regarding Eccovia's performance.

7. Indemnification of GHFA. CoC and Eccovia hereby release and discharge GHFA and agree to indemnify, protect and hold harmless GHFA with respect to any claim, demand, liability, loss, penalty, cost or expense (including court costs and reasonable attorneys' fees) arising out of or occurring in connection with this Agreement. The parties intend that GHFA shall not be liable for any costs or damages in connection with this Agreement. CoC and Eccovia shall, at their sole expense, participate in the defense or any suit or action brought against GHFA. No settlement or compromise entered into by CoC or Eccovia stemming from a demand, action or suit shall be effective to bind GHFA unless entered into with GHFA's express written approval.

8. Amendment. No amendment to this Agreement is effective unless reduced to writing and signed by all parties.

9. Conflict. All terms of the GA HMIS Agreement shall be incorporated herein and applicable to the parties' relationships in this Agreement. If there is a conflict between this Agreement and the GA HMIS Agreement, this Agreement will take precedence.

2018 HDX Competition Report

PIT Count Data for GA-508 - DeKalb County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	473	460	321
Emergency Shelter Total	101	99	91
Safe Haven Total	0	0	0
Transitional Housing Total	214	176	87
Total Sheltered Count	315	275	178
Total Unsheltered Count	158	185	143

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	24	47	46
Sheltered Count of Chronically Homeless Persons	5	19	12
Unsheltered Count of Chronically Homeless Persons	19	28	34

2018 HDX Competition Report

PIT Count Data for GA-508 - DeKalb County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	76	59	48
Sheltered Count of Homeless Households with Children	76	59	48
Unsheltered Count of Homeless Households with Children	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	NA	32	21	8
Sheltered Count of Homeless Veterans	NA	19	13	0
Unsheltered Count of Homeless Veterans	NA	13	8	8

2018 HDX Competition Report

HIC Data for GA-508 - DeKalb County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	91	45	46	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	106	22	49	58.33%
Rapid Re-Housing (RRH) Beds	233	0	233	100.00%
Permanent Supportive Housing (PSH) Beds	1882	0	1571	83.48%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	2,312	67	1899	84.59%

2018 HDX Competition Report

HIC Data for GA-508 - DeKalb County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	176	250	308

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	33	61	55

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	129	225	233

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for GA-508 - DeKalb County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	182	266	81	59	-22	77	53	-24
1.2 Persons in ES, SH, and TH	375	444	218	177	-41	117	82	-35

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	182	550	81	199	118	177	99	-78
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	375	733	218	250	32	117	124	7

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	23	0	0%	0	0%	0	0%	0	0%
Exit was from ES	72	4	6%	6	8%	3	4%	13	18%
Exit was from TH	119	0	0%	0	0%	11	9%	11	9%
Exit was from SH	0	0		0		0		0	
Exit was from PH	238	3	1%	7	3%	15	6%	25	11%
TOTAL Returns to Homelessness	452	7	2%	13	3%	29	6%	49	11%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	473	460	-13
Emergency Shelter Total	101	99	-2
Safe Haven Total	0	0	0
Transitional Housing Total	214	176	-38
Total Sheltered Count	315	275	-40
Unsheltered Count	158	185	27

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	380	451	71
Emergency Shelter Total	182	271	89
Safe Haven Total	0	0	0
Transitional Housing Total	198	184	-14

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	748	766	18
Number of adults with increased earned income	5	29	24
Percentage of adults who increased earned income	1%	4%	3%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	748	766	18
Number of adults with increased non-employment cash income	11	54	43
Percentage of adults who increased non-employment cash income	1%	7%	6%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	748	766	18
Number of adults with increased total income	16	82	66
Percentage of adults who increased total income	2%	11%	9%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	113	253	140
Number of adults who exited with increased earned income	21	50	29
Percentage of adults who increased earned income	19%	20%	1%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	113	253	140
Number of adults who exited with increased non-employment cash income	21	39	18
Percentage of adults who increased non-employment cash income	19%	15%	-4%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	113	253	140
Number of adults who exited with increased total income	32	84	52
Percentage of adults who increased total income	28%	33%	5%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	254	323	69
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	79	33	-46
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	175	290	115

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1558	1112	-446
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	507	126	-381
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1051	986	-65

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	132	137	5
Of persons above, those who exited to temporary & some institutional destinations	73	89	16
Of the persons above, those who exited to permanent housing destinations	24	35	11
% Successful exits	73%	91%	18%

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1108	732	-376
Of the persons above, those who exited to permanent housing destinations	808	565	-243
% Successful exits	73%	77%	4%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	1520	1466	-54
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1462	1384	-78
% Successful exits/retention	96%	94%	-2%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

GA-508 - DeKalb County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	187	63	62	59	345	450	271	208	1360	1713	1707	1861	18	44	129	225				
2. Number of HMIS Beds	117	49	62	59	231	377	194	168	476	1207	1403	1542	18	44	129	225				
3. HMIS Participation Rate from HIC (%)	62.57	77.78	100.00	100.00	66.96	83.78	71.59	80.77	35.00	70.46	82.19	82.86	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	208	180	182	272	277	256	198	185	981	1368	1526	1652	49	89	204	1231	12	43	98	52
5. Total Leavers (HMIS)	179	146	152	225	135	159	84	126	96	166	134	214	28	26	159	879	9	33	74	42
6. Destination of Don't Know, Refused, or Missing (HMIS)	2	3	1	10	6	10	2	9	7	43	15	9	0	0	0	3	0	0	0	7
7. Destination Error Rate (%)	1.12	2.05	0.66	4.44	4.44	6.29	2.38	7.14	7.29	25.90	11.19	4.21	0.00	0.00	0.00	0.34	0.00	0.00	0.00	16.67

2018 HDX Competition Report

Submission and Count Dates for GA-508 - DeKalb County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/25/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/27/2018	Yes
2018 HIC Count Submittal Date	4/27/2018	Yes
2017 System PM Submittal Date	5/30/2018	Yes

DeKalb Continuum of Care Written Standards

Section 1 - Health and Safety		Required	Standard of Excellence	Applicable Program Types	Method of Monitoring
#	Standard				
1.1	Facilities/units comply with all applicable building, zoning, fire, health, and safety codes and laws.	X		All	Permits available upon request
1.2	Staff members have access to a phone for 911 calls.	X		All	Visual inspection
1.3	Facilities/units are in a fit and habitable condition.	X		All	Visual inspection
1.4	Facility has an Emergency and Disaster Safety Plan.	X		All	Plan available upon request
1.5	Facility has clear First Aid Procedures including availability of First Aid Kit and trained staff.	X		All	Plan available upon request
1.6	Facilities comply with all applicable OSHA and Health Department standards.	X		Facility based	
1.7	Facilities have a safety and security plan which is appropriate to their location and the population served.		X	Facility based	Plan available upon request
1.8	Program follows TB screening/prevention guidelines as recommended by the Health Department.		X	Congregate living facilities	
1.9	All designated program vehicles are maintained and used for appropriate program purpose and follow applicable DOT standards.	X		All	
1.10	Program has clear procedures for appropriate storage of medication for clients in a locked cabinet with refrigeration available when necessary.	X		Congregate living facilities	
1.11	The agency has a posted policy regarding firearms and other weapons, as it relates to employees, clients and volunteers.	X		All	Policy is posted
1.12	Agency has a written policy and procedure regarding admission of sex offenders including diversion/referral processes when necessary.		X	Shelters and Housing Facilities	
1.13	The program has a written mandated reporting policy.		X	All	Policy available upon request
1.14	Facilities providing services to children follow appropriate policies related to child safety.		X	All	Visual Inspection

#	Section 2 – Client Rights and Responsibilities Standard	Required	Standard of Excellence	Applicable Program Types	Method of Monitoring
2.1	The program has a written document outlining clients' rights, which is posted, read or otherwise made known to clients upon admission.	X		ALL	Document available for review.
2.2	The program has a written document that outlines the client and property search policy, which is posted, read or otherwise made known to clients upon admission.	X		All	Document available for review.
2.3	The agency makes available legal rights brochures to clients on topics such as fair housing and emergency transfer.		X	Facility Based	Visual Inspection
2.4	Clients participate in the development of a housing and services plan and selection of housing.		X	All	Evidence available in case plans
2.5	Agency has developed and implemented written procedures to ensure the security and confidentiality of all personally identifiable information obtained on any individual or family who applies for and/or received CoC assistance.	X		All	Policies available upon request
2.6	The facility provides lockers, storage trunks or makes other accommodations that allow residents to store their belongings.		X	Shelters and Housing Facilities	
2.7	Program has clear procedures for how client's funds or possessions are stored, handled and retrieved which is posted, read or otherwise made known to clients upon admission.		X	Shelters and Housing Facilities	Policies available upon request
2.8	The agency prohibits requiring, mandating or improperly influencing religious participation as a prerequisite to receiving services in any program receiving government funding.		X	All	
2.9	The program has a written policy regarding client possession of controlled substances and clients are verbally informed of the policy.	X		Shelters and Housing Facilities	Policies available upon request

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#	Section 3 – Assessment, Eligibility and Prioritization for Services Standard	Required	Standard of Excellence	Applicable Program Types	Method of Monitoring
3.1	Agency will participate and comply with the Coordinated Intake and Assessment policies and procedures as defined by the Continuum of Care	X		All	Policies and procedures
3.2	Programs have expedited admission processes, to the greatest extent possible, including assistance with obtaining necessary documentation.		X	All	ALOS from referral to enrollment
3.3	Programs that receive HUD funding will require that all program participants meet the HUD eligibility criteria and that all records meet HUD Eligibility Determination and Documentation Requirements.	X		All	Client File Inspection
3.4	Agencies will accept only referrals through the coordinated assessment process and will enroll individuals with the greatest need based on their position on the coordinated assessment waiting list.		X	Prevention (ESG and CE Policies and Procedures)	Program Enrollment Records
3.5	Agencies will accept only referrals through the coordinated assessment process and will enroll individuals with the greatest length of homelessness and greatest needs based on their position on the coordinated assessment waiting list. <ul style="list-style-type: none"> • Priority 1 – Chronically Homeless • Priority 2 – Literally Homeless • Priority 3 – Homeless Under Other Federal Statutes 		X	Rapid Rehousing (ESG Policies and Procedures)	Program Enrollment Records
3.6	Programs will prioritize housing for PSH according to HUD prioritization guidelines to ensure those with the greatest length of homelessness and greatest service needs are housed first. <ul style="list-style-type: none"> • Priority 1 – Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs • Priority 2 – Homeless Individuals and Families with a Disability for Severe Service Needs. • Priority 3 – Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs • Priority 4 – Homeless Individuals and Families with a Disability Coming from Transitional Housing 	X		All Permanent Supportive Housing	Program Enrollment Records

3.7	Client files are complete, accurate and entered into HMIS in a timely manner.	X		All	Case File Inspection and HMIS
3.8	Agency has a written client admissions policy with clearly delineate admission and eligibility criteria and procedures based on the CoC guidelines to the extent possible.	X		All	
3.9	<i>If an agency is unable to accept a person referred through coordinated assessment, the reasons are clearly documented for Coordinated Assessment staff.</i>		X		
3.10	The CoC promotes low barrier admission practices and does not deny admission based solely on a client's sobriety or criminal history unless program has specific restrictions due to funder restrictions or clear safety or housing reasons.		X	All	Policies and procedures

Section 4 – Provision of Housing and Services					
#	Standard	Required	Standard of Excellence	Applicable Program Types	Method of Monitoring
4.1	Programs serving families serve all types of families regardless of composition, age, gender or sexual orientation of family members.		X	All	Policies and procedures
4.2	Program does not discriminate on the basis of race, color, religion, gender identify, sexual orientation, national origin, disability or other handicap, age, military status, marital or familial status.	X		All	Policies and procedures
4.3	Program/facility is in compliance with fair housing laws, rental housing laws and regulations and applicable provisions of the Americans with Disabilities Act.	X		All	Policies and procedures
4.4	Hours of operation and service availability are established and maintained and are made known to clients.	X		All	Policies and procedures
4.5	Hours of operation and service availability accommodate the needs of the clients to the fullest extent possible.		X	All	Policies and procedures
4.5	Program works to place clients in appropriate stable permanent housing as quickly as possible.		X	All Interim Housing	Policies and procedures
4.6	Program supports clients in maintaining stable permanent housing.		X	PSH	Policies and procedures
4.7	Case plans and/or housing support plans are based on individual client assessment and needs.	X		All	Policies and procedures
4.8	Case plans are maintained and updated in a timely fashion.	X		All	Policies and procedures

4.9	Program has clear procedures and documentation of how tenant rent is calculated.	X		PSH and TH	Policies and procedures; Client documentation
4.10	Program follows CoC and ESG guidelines around determination of length and amount of RRH and Prevention assistance.		X	RRH and Prevention	Policies and procedures; Client Documentation
4.11	Participation in supportive services is voluntary unless required based on program type (i.e. substance abuse treatment in substance abuse recovery housing)		X	All	Policies and procedures
4.12	Program provides connections to appropriate supportive services as determined by the client goals and needs.	X		All	Policies and procedures
4.13	Program works with clients to increase income through cash and/or benefits, as well as assistance in obtaining non-cash benefits.		X	Any program providing CM	Policies and procedures
4.14	Program implements best practice program models where appropriate.		X		

	Section 5 - Connection to Education	Required	Standard of Excellence	Applicable Program Types	
#	Standard				Method of Monitoring
5.1	Intake process for housing programs that serve families will include questions about the educational status of all children in the household.	X		CoC Housing Programs	Policies and Procedures
5.2	Each housing program identifies a lead staff person to ensure children are enrolled in school and connected to the appropriate educational services within the community.	X		CoC Housing Programs	Policies and Procedures
5.3	Parents/Legal Guardians/Unaccompanied Youth will be offered the ability to sign a release of information allowing the housing provider to speak with the school education provider to coordinate services.	X		CoC Housing Programs	Policies and procedures
5.4	Housing programs establish policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.	X		CoC Housing Programs	Policies and procedures
5.5	Housing program provides families with information about educational rights and protections for their school aged children and youth upon intake, which is posted, read or otherwise made known to clients upon admission.	X		CoC Housing Programs	Policies and procedures

Section 6 - Termination and Grievance					
#	Standard	Required	Standard of Excellence	Applicable Program Types	Method of Monitoring
6.1	The program has a written document outlining grievance procedures, which is posted, read or otherwise made known to clients upon admission. Grievance procedures, at a minimum, consist of written notice with reasons for termination; opportunity to present written or oral objections before an agency representative other than the individual who made or approved the decision; and prompt written notice of the final decision.	X		All	Policies and Procedures
6.2	Program follows administrative and legal due process when terminating housing or evicting clients becomes necessary.	X		Agencies acting as Landlord	Policies and Procedures
6.3	Shelter clients who have been discharged for rule infractions are permitted to appeal discharge decisions prior to being asked to leave the shelter unless they pose an immediate threat to the safety of other shelter residents, themselves, staff and volunteers and/or the shelter property.		X	Shelters	Policies and Procedures
6.4	<i>Loss of housing due to termination from program is used as a last resort and programs offer multiple steps for remediation before termination.</i>		X	TH and PH Housing	Policies and Procedures

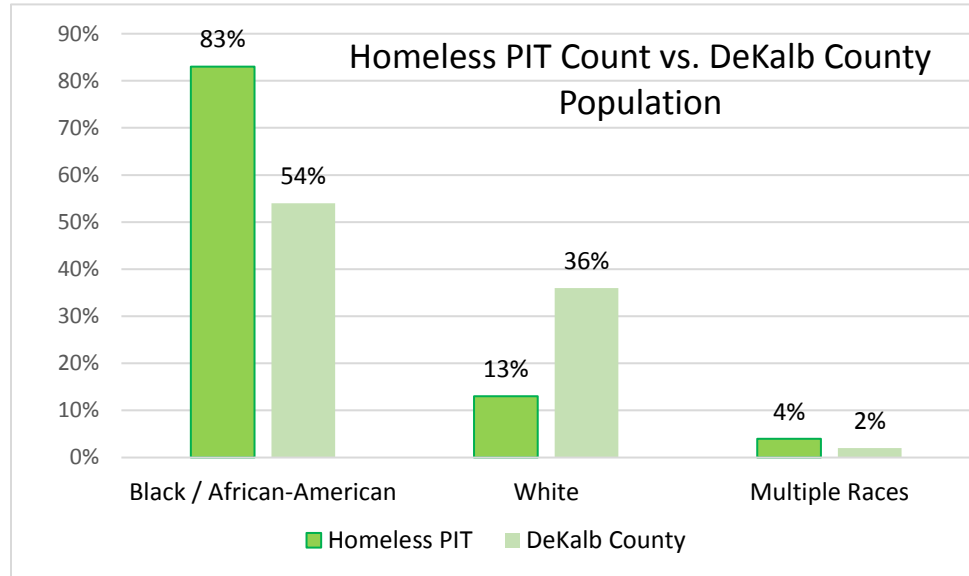
Section 7 – Agency Policies and Procedures					
#	Standard	Required	Standard of Excellence	Applicable Program Types	Method of Monitoring
7.1	The Agency has a lead contact identified for Program Administration.	X		All	Submitted to CoC
7.2	The Agency has an operations policies and procedures manual.	X		All	Available for review
7.3	Any agency operating as a nonprofit has a 501(c)3/EIN.	X		All	IRS
7.4	The Agency maintains an Advisory Board and/or Board of Directors.	X		All	Board Composition
7.5	The Advisory Board has a makeup representative of the community served.		X	All	Board Composition Details
7.6	The Agency has a Drug Free Workplace Policy.	X		All	Posted and available
7.7	The Agency has a non-discrimination policy as well as a uniform policy that prohibits sexual harassment, which is applicable to staff, trustees, volunteers and clients.	X		All	Available upon request
7.8	The Agency regularly participates in Continuum of Care and Community Meetings.		X	All	Meeting Records – Define consistently
7.9	All staff and applicable volunteers are screened and receive training before providing services.		X	All	Documentation available – define screening
7.10	Agency uses a financial management system that is accurate, clear and current.	X		All	
7.11	Agency has had an audit completed in the last 2 years		X	All	Results available

3B-5. RACIAL DISPARITIES SUMMARY FOR DEKALB COUNTY, GA 508

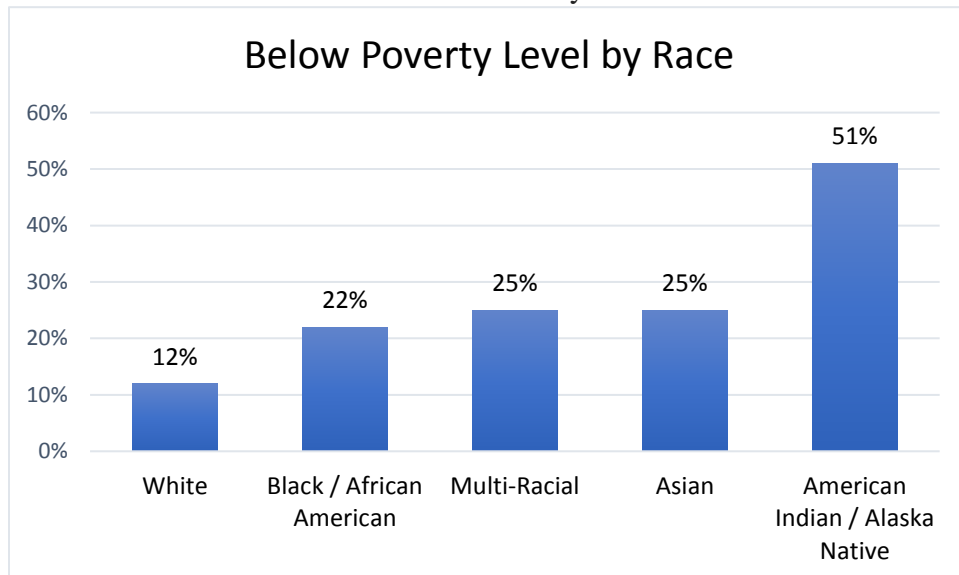
RACIAL DISPARITY IN DEKALB COUNTY, GA

Racial disparity refers to the lack of similarity or equality that affect different races within the United States. One type of racial disparity occurs when there is a significant difference between the percentage of a racial group represented in the general population and the percentage of the same group represented among a vulnerable population. As can be seen from the 2018 Homeless Point-in-Time Count, the rate of homelessness is skewed higher (over represented) for people who are Black / African-American and of multiple races as compared to the U.S. Census Bureau Data

for the general DeKalb County population. Thus DeKalb County found similar results with data from across the country that Black / African Americans are hugely overrepresented within the population experiencing homelessness.



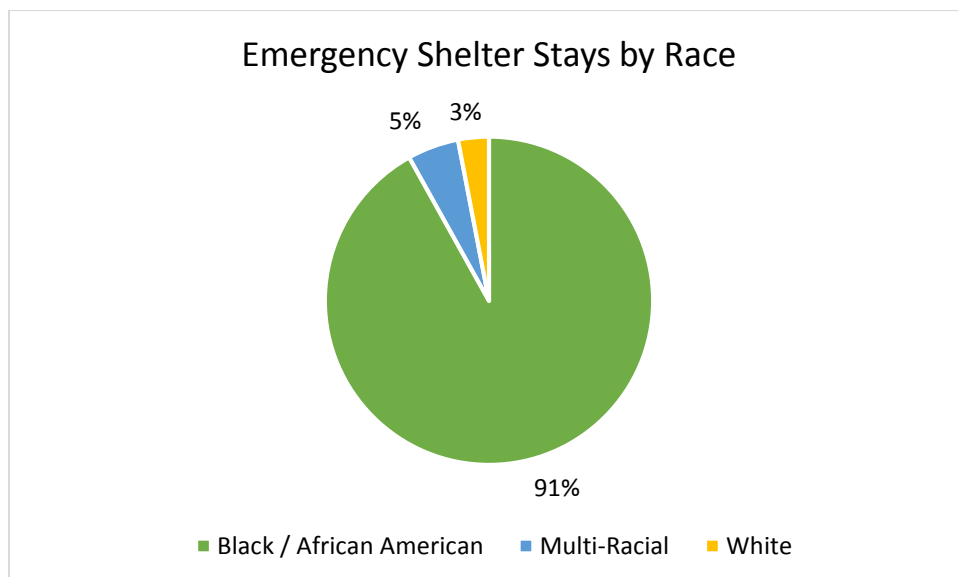
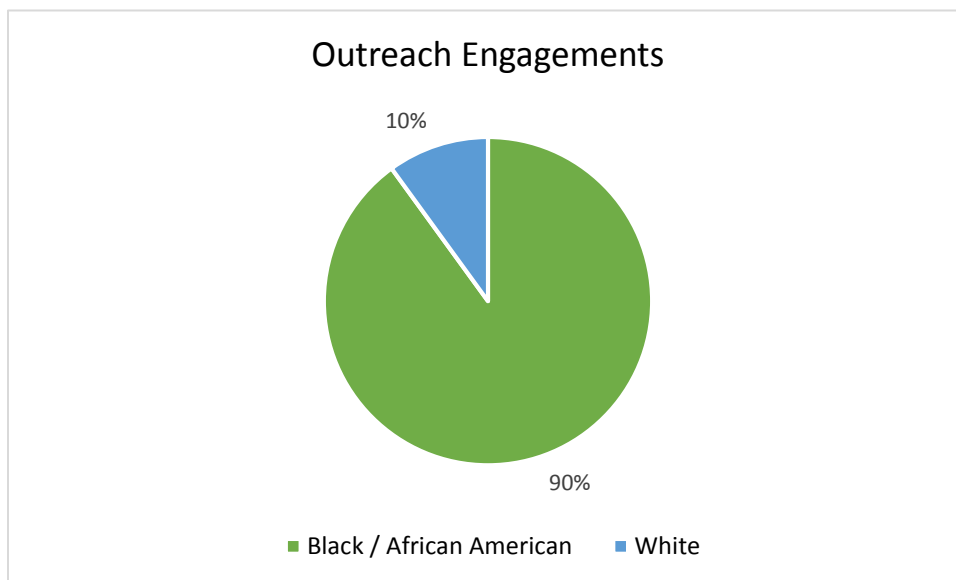
Often times, these inequities may be manifested in the distribution of wealth, power, and life opportunities afforded to people based on their race or ethnicity. According to the U.S. Census Bureau, the white population has the lowest rate of poverty in DeKalb County with American Indian / Alaska Native having the highest rate. People living in poverty are at a higher risk of becoming homeless than those who are more financially stable.



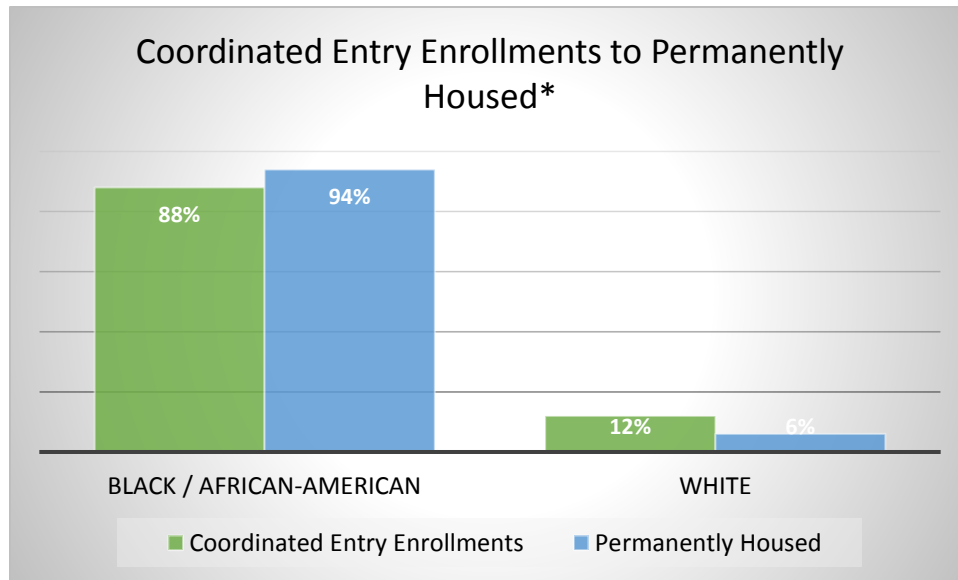
3B-5. RACIAL DISPARITIES SUMMARY FOR DEKALB COUNTY, GA 508

HOMELESS ASSISTANCE PROVISIONS AND OUTCOMES

DeKalb County's general population is majority Black / African American (54%). The homeless point-in-time count indicates that the majority of the homeless population are Black / African American (83%). Similarly, the majority of the population requesting services and housing via coordinated entry are Black / African American (88%). Additionally, the majority of people that outreach finds and engages on the street are majority Black / African American (90%). Thus, the majority of homeless people that DeKalb County permanently houses via RRH and PSH are black / African American (94%). Based on the data that the CoC has available, there does not appear to be evidence of racial disparity between homeless assistance need, provision and outcome.



3B-5. RACIAL DISPARITIES SUMMARY FOR DEKALB COUNTY, GA 508



*Please note that the table indicates who has been enrolled in coordinated entry and referred for permanently housed. There are over 100 households that have been referred for permanent housing and are in the process of becoming housed.

GAPS IN ASSESSMENT

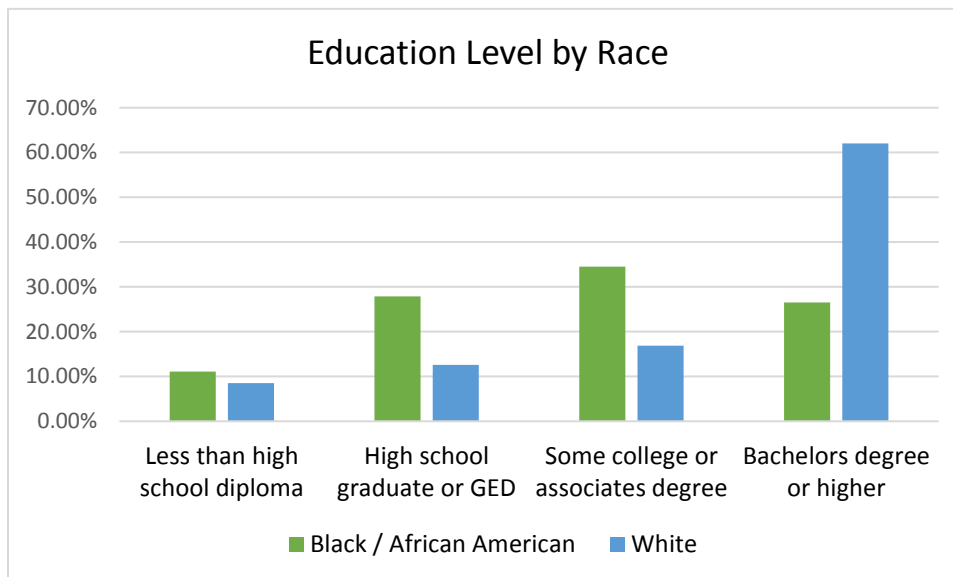
Because the higher number of Black / African Americans are renters in DeKalb County, prevention services are a critical component of diverting households from becoming homeless. Our ESG funded agencies are just a small part of the prevention services provided across DeKalb County. Other providers of prevention funds include United Way, Emergency Food and Shelter Program, Community Action Agencies. Due to the state of Georgia's transition to a new Homeless Management Information System (HMIS) provider (ClientTrack), several of the non-CoC funded agencies are having problems with the new HMIS in that it is difficult to record services only transactions for prevention. Based on the results of the racial disparity question, it is critical for the CoC better coordinate our efforts and data with the other funding agencies of prevention services. One such example is with Partnership for Community Action (PCA). The CoC is encouraging PCA to participate in coordinated entry. To do so, they must enter their clients into Coordinated Entry (CE) in ClientTrack and complete the pre-screen assessment in order to make referrals for the CE comprehensive assessment to be placed on the CoC by name list for permanent housing.

Additionally, DeKalb County has one of the largest populations of immigrants / refugees in the region. Because they do not seek services through the CoC system providers, we do not have data on the needs and outcomes for this population. Again, it is important for the CoC to partner with agencies that serve this population such as the Latin American Association, Center for Pan Asian Community Services, New American Pathways, International Refugee Assistance Project, Refugee Women's Network.

3B-5. RACIAL DISPARITIES SUMMARY FOR DEKALB COUNTY, GA 508

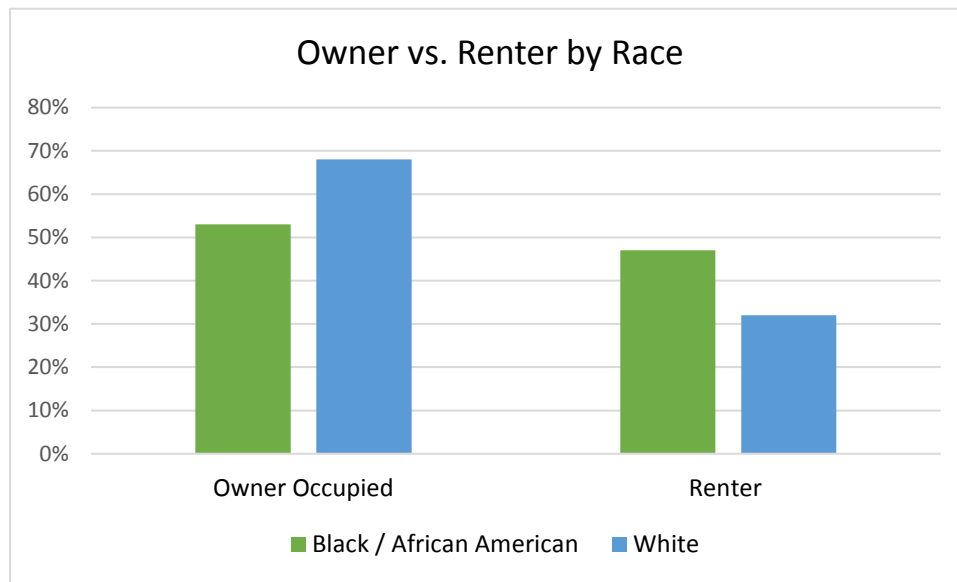
DISCUSSION

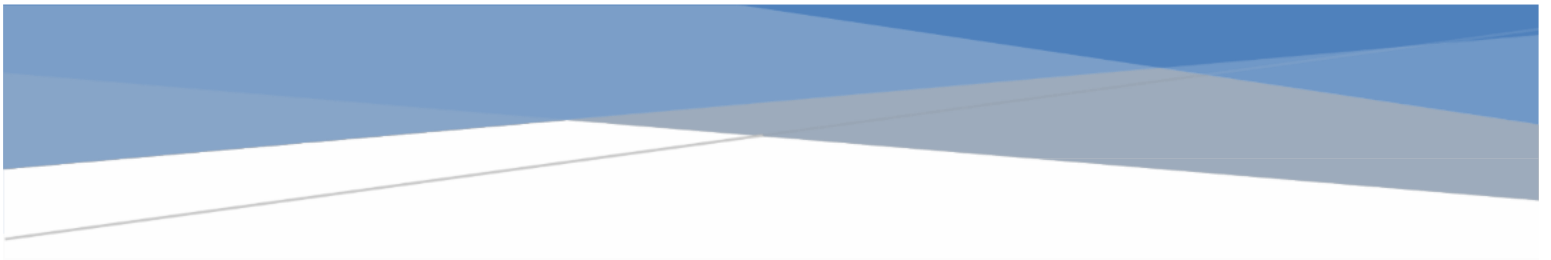
Research indicates that lower educational attainment (high school diploma or less) correlates with lower income levels due to fewer employment opportunities. As households are placed into emergency shelters and referred to rapid re-housing programs, adults are connected to employment services such as Workforce Development, DeKalb Access and Resource Center, First Step Staffing, Next Step Staffing for job training and placement. First Step can place clients into jobs immediately, especially for construction work. Additionally, Next Step Staffing works with people who are re-entering from prison and adults with felonies for job placement. For adults who need further education, they are connected to local colleges such as Georgia Piedmont Technical College (including GED classes) and Georgia State University – Perimeter College. There are also several certifications that are available through Women’s Academy at Wellspring Living and online at Courseca (financial aid available).



Typically, homeless people who had previous stable housing was via renting and not owning. Renters who weren’t able to maintain are often left with evictions on their records which makes it difficult for the possibility of future rentals. CoC and ESG funded RRH agencies partner with Open Doors of Atlanta. OD connects people to apartments where they have relationships with landlords to place high barrier households i.e. poor credit, evictions, income ratio disparity, some criminal records with letter that guarantees housing stability plan & extensive housing case management. They have a list of over 100+ apartment complexes that are affordable & work with high barrier households. Additionally, OD provides limited rental guarantee to landlords so that if household fails to maintain housing then landlord contacts OD who steps in to pay arrears, contacts previous RRH case manager & CoC, enacts housing stability plan, & if household can’t afford home, then assists in moving to more affordable unit to avoid eviction.

3B-5. RACIAL DISPARITIES SUMMARY FOR DEKALB COUNTY, GA 508





GA HMIS BY-LAWS 2018

Georgia HMIS Steering Committee

By-Laws

Section I: Name

The name of the organization shall be Georgia Homeless Management Information System (GA HMIS) Steering Committee. This committee serves the following Continua of Care (CoC), known collectively as the “GA HMIS Collaborative”:

GA-500	Atlanta
GA-501	Georgia Balance of State
GA-502	Fulton County
GA-503	Athens-Clarke County
GA-504	Augusta-Richmond County
GA-506	Marietta-Cobb County
GA-507	Savannah-Chatham County
GA-508	DeKalb County

Section II: Purpose

The GA HMIS Collaborative operates a Homeless Management Information System (HMIS) to record and store client -level information about the numbers, characteristics, and needs of persons who use homeless housing and supportive services and for persons who receive assistance for persons at risk of homelessness.

The Governance Structure and Authorities for the CoC’s HMIS are prescribed by federal statutes and HUD regulations that can be accessed at <https://www.hudexchange.info/resource/1491/hmis-tools-governance-structure-steering-committee/> -regulations –and -notices/. The HMIS is used to aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; and measure the effectiveness of homeless assistance projects and programs. Data produced is used for planning and education.

Because the CoCs listed in Section I share a single Homeless Management Information System (HMIS), it is crucial for the HMIS to be managed collaboratively and transparently, and for uniform priorities and standards to be established across the whole HMIS implementation, for the good of all participating CoCs. These By-laws outline the authority of the GA HMIS Steering Committee, the governance roles, responsibilities, and relationship of Georgia’s aforementioned participating CoCs and the HMIS Lead Agency. The Georgia Housing and Finance Authority (Authority), the grantee has designated the Georgia Department of Community Affairs (DCA) to serve as the HMIS Lead for the Georgia HMIS Collaborative.

The purpose of the GA HMIS Steering Committee (Committee) is to collaboratively manage the implementation and administration of the shared HMIS in accordance with the requirements established by the U.S. Department of Housing and Urban Development (HUD), its Federal partners, and the shared priorities of the GA HMIS Collaborative. Additionally, the Steering Committee strives to identify ways to help provider agencies record, report, and improve their services through the shared HMIS by serving as a conduit between CoCs and the HMIS Lead.

The benefits derived from utilizing the HMIS system include: Understanding the extent and scope of homelessness, producing an unduplicated count, identifying service gaps, informing program design and policy decisions, and development of a forum for addressing community-wide issues.

Section III: Responsibilities

Responsibilities of the Continuum of Care

Each CoC listed in Section I has agreed to participate in the statewide HMIS implementation through a Memoranda of Agreement (MOA) with DCA on behalf of the GHFA, and has agreed to collaboratively govern HMIS through these by-laws. The responsibilities listed below will be carried out in accordance with each CoC's governing processes. At a minimum, each CoC agrees to carry out the following responsibilities:

- Adopt and/or re-affirm adoption of these by-laws and participate in an annual review and request updates to these by-laws;
- Appoint two voting members, in writing, as specified in Section IV, to serve on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Continuum in GA HMIS decision-making;
- Accept the HMIS software chosen by the GA HMIS Collaborative as the designated software for its Continuum;
- Designate the HMIS Lead chosen by the GA HMIS Collaborative to manage the Continuum's HMIS and apply for/receive HUD HMIS funding on behalf of their CoC;
- Require that all agencies and users in their respective CoC jurisdiction comply with the GA HMIS policies and procedures of the GA HMIS Collaborative;
- Ensure that service providers in their respective CoC jurisdiction adequately meet the minimum HMIS participation requirements as established by the GA HMIS Steering Committee;
- Designate at least one user in the CoC to be a CoC HMIS Administrator, who would be authorized to have administrative-level access to the data for the specific CoC for purposes of providing oversight and user support, as well as to monitor agency compliance with Federal Data Standards;
- Direct all requests and concerns to the HMIS Lead, including, but not limited to, software vendor management, HMIS enhancements, system errors, and project status to allow the HMIS Lead to more efficiently manage communications and centralize feedback and input across all participating CoCs;
- Require that participating agency users meet the minimum training requirements established by the GA HMIS Steering Committee;
- Participate in the commitment of funding the implementation of the GA HMIS project;
- Ensure HMIS privacy and security protocols are integrated into agency policies and practices;
- Conduct ongoing data analysis and evaluation to help drive planning and funding decisions; and
- Prepare, review, and submit all HUD required Continuum-level reports (i.e., Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report, and System Performance Measures) with support from the HMIS Lead.

CoCs may individually identify additional priorities, policies, procedures, and requirements for their respective CoC, so long as no conflict is created with the priorities, policies, procedures, and requirements created by the GA HMIS Steering Committee under authority of these by-laws, and provided they assume the burden of enforcing any additional requirements.

Responsibilities of the HMIS Lead

The HMIS Lead agrees, at a minimum, to carry out the following responsibilities to the best of its ability:

Project Management

- Oversee the day-to-day operations and management of the GA HMIS;
- Enter into an Memorandum of Agreement with each CoC for the provision of HMIS services;
- Obtain and maintain GA HMIS Participation Agreements with all participating agencies and users;
- Administer HUD HMIS awards for all Continua participating in the GA HMIS Collaborative, in accordance with the MOAs between GHFA and these jurisdictions and in concert with these by-laws;
- Provide staff support for GA HMIS Steering Committee meetings;
- Develop and maintain a process for the Committee to submit, track, review, and approve requests for system enhancements and development projects; and
- Develop and maintain a tracking and communication process that will allow the Committee to stay informed about vendor activities related to compliance, enhancements, bug fixes, and new development projects.
- Develop a process for software development request.

System Functionality

- Enter into a formal contractual relationship with the GA HMIS vendor that outlines the requirements and responsibilities of the vendor, including those required by HUD and its Federal partners through its data and technical standards, rules, notices, etc.;
- Monitor the vendor's software system for compliance with all current data and technical standards, statute, regulation, and notices;
- Monitor the vendor's software system for compliance with any other required standards set by other federal partner and state programs that require HMIS use;
- Provide assistance to the GA HMIS Collaborative that the GA HMIS Steering Committee deems necessary to ensure that the comparable database used statewide by Victim Service Providers meets the minimum standards set forth by HMIS regulations and notices;
- Monitor that the software vendor provides reasonable development timeframes, provides CoCs with the ability to produce all HUD required reports, including related reports needed to assess data quality, timeliness, and completeness; and,
- Provide CoC Administrators, the CoC-identified user who is authorized to have administrative-level access to the data in a specific CoC for purposes of providing oversight and user support with tools necessary to monitor agency compliance with Federal Data Standards, including reports and access to raw agency data; and
- Ensure that the software continues to meet the needs of the GA HMIS Collaborative.

Policies and Procedures

- Develop and maintain GA HMIS Policies and Procedures in accordance with HUD requirements and notices and CoC needs for approval by the GA HMIS Steering Committee;
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements for approval by the GA HMIS Steering Committee; As specified by MOA with each CoC, assist CoCs in monitoring participating agency compliance with security, privacy, and confidentiality policies; and
- Develop minimum general participation and timeliness standards for agencies for approval by the GA HMIS Steering Committee.

Training and Technical Assistance

- Develop minimum training requirements for participating agency users for approval by the GA HMIS Steering Committee;
- Ensure required basic training is available to participating agency staff and accessible on a regular basis;
- Identify and provide additional training that may be needed to ensure good data quality for HUD and the federal partners;
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis; and
Ensure CoCs have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.

Responsibilities of the GA HMIS Steering Committee

Except where stated otherwise in these by-laws, the GA HMIS Steering Committee has authority on all matters regarding HMIS and is responsible for providing oversight of the HMIS implementation, and for providing counsel, guidance, and assistance to the staff members, governing bodies, and contributing providers within each of the eight (8) participating CoCs. The Steering Committee agrees, at a minimum, to carry out the following responsibilities to the best of its ability:

- Participate in decision making and approve system-wide priorities, policies, protocols, procedures, and other requirements needed to implement the GA HMIS, including but not limited to Standard Operating Procedures, privacy policies, security policies, data quality standards, timeliness standards, and provide input and direction to the HMIS Lead;
- Collaborate on goals and objectives that support shared HMIS activities;
- Disseminate information to the respective CoCs about GA HMIS, the Steering Committee, and HMIS Lead activities, policies, procedures, and training;
- Provide counsel, guidance, and assistance to HMIS staff within their respective CoC;
- Identify, develop, and implement strategies for improving HMIS coverage and data quality throughout the geographic region of the participating Georgia CoCs;
- Provide support to individual CoCs in their efforts to identify and eliminate potential barriers to the use and improvement of the GA HMIS;

- Confirm that the comparable database used statewide by Victim Service Providers meets the minimum standards set forth by HMIS regulations and notices;
- Monitor for the collaborative availability of funding for the implementation of the GA HMIS project.

Section IV: Membership and Officers

Committee Composition

The GA HMIS Steering Committee is a partnership of representatives from each of the participating Continua of Care listed in Section I, and the HMIS Lead, and contains one class of member. Each CoC shall have equal voting rights except as may be provided elsewhere in these by-laws. The Committee is composed of the following:

1. Two representatives from each Continuum of Care (one from the Collaborative Applicant, and one with a solid technical understanding of HMIS, such as an HMIS power user). Each CoC shall designate their two representatives by whatever means established within that CoC and provide those names to the HMIS Committee Chairs in writing within the timeframes stated elsewhere in these by-laws.
2. One representative from the HMIS Lead Agency, appointed by the chief official of the HMIS Lead.

Appendix A lists the appointments by each CoC and by the HMIS Lead. Necessary changes to Appendix A do not constitute a change to these by-laws and do not require Committee approval.

Terms of Office

Each Steering Committee member shall serve with no term limit. Each CoC can change their appointees at any time to ensure their membership is reflective of the CoC needs as stated in the section below.

Appointment of Committee Members

Each CoC and the HMIS Lead is responsible for the appointment of a designee to the HMIS Steering Committee Chairs in writing.

Unanticipated vacancies will be filled as outlined in Section IX.

Officers

The GA HMIS Steering Committee shall have two co-chairs, one elected chair and one chair being filled by the HMIS Lead. Any member of the GA HMIS Steering Committee is eligible to serve as a chair. The elected chair position shall be filled by a simple majority vote. The newly elected chair shall assume office at the close of that meeting and shall serve a term of one year. Elected chairs may only serve a maximum of two full terms consecutively. If an officer is elected due to a need to fill a vacancy, that officer will serve for the remainder of the vacating officer's term. This partial term will not count toward the consecutive term limitation. The current designated HMIS Lead shall fill the non-elected co-chair position without any term limitations until such time that a new HMIS Lead is designated by the GA HMIS collaborative.

The elected chairperson's duties will be to:

1. Serve as primary point of contact for the Steering Committee;
2. Co-facilitate and preside over GA HMIS Steering Committee meetings with the HMIS Lead;
3. Facilitate the development of meeting agendas with the HMIS Lead; and
4. Encourage communication and participation of all Steering Committee members.
5. Monitor effectiveness of the HMIS Lead.

The HMIS Lead's duties as a co-chair will be to:

1. Record and distribute meeting minutes;
2. Co-facilitate and preside over GA HMIS Steering Committee meetings with the elected chairperson;
3. Maintain the committee and subcommittee appointment lists;
4. Co-develop and disseminate the meeting agendas; and
5. Distribute meeting notices

The Chairpersons shall be ex-officio members of all committees created by this Steering Committee.

Section V: Subcommittees

Any member of the HMIS Steering Committee is eligible to serve on any subcommittees and are approved by a simple majority vote of the GA HMIS Steering Committee Members.

Standing Committees

Governance and Policy Subcommittee

The Governance and Policy Subcommittee is responsible for keeping these by-laws and any related appendices up to date. In addition, it will assist the HMIS Lead in policy and procedures development and maintenance by providing feedback during initial drafts. At a minimum, this means conducting an annual review of the by-laws, appendices, and all related policies and procedures and recommending changes to the Steering Committee for approval.

The Governance and Policy Subcommittee is also responsible for working with the HMIS Lead and other relevant organizations to develop and approve a template for MOAs for approval by the respective CoCs. The purpose of this is to ensure that each CoC has the same minimum requirements in their MOA and that CoCs do not add requirements that conflict with the goals of the GA HMIS Collaborative as a whole.

Data Collection, Reporting & Evaluation Subcommittee

The Data Collection, Reporting & Evaluation Subcommittee members work in conjunction with the HMIS Lead in reviewing, evaluating and analyzing data collection and processes not only for HUD programs, but also other federal partners such as Veterans Affairs and Health and Human Services, and other faith-based and non-profit agencies not participating in HMIS. This committee will make recommendations to the GA HMIS Steering Committee to encourage potential areas of change/improvement. This committee will also provide input on any updates to the Data Quality Plan.

Ad Hoc Subcommittees

The GA HMIS Steering Committee may create ad hoc subcommittees as it deems necessary to carry out the work of the Georgia HMIS Implementation. Ad hoc committee participation is not restricted to GA HMIS Steering Committee members and may include any individual from the at-large GA HMIS collaborative. However, at a minimum, each ad hoc committee must have a chair, and that chair must be an existing GA HMIS Steering Committee member. If non-GA HMIS Steering Committee members will be included in an ad hoc subcommittee, the GA HMIS Steering Committee will develop a process for nominating a slate of candidates from all Participating CoCs and a process for approving subcommittee members. The creation of any ad hoc meetings will be documented in the minutes of the meeting in which the subcommittee was created.

Section VI: Meetings and Attendance

General Meetings

At a minimum, the GA HMIS Steering Committee will conduct six meetings per year, with increased frequency when needed. A minimum of two weeks advance notice of meeting dates, times, and locations will be provided to all GA HMIS Steering Committee members, as well as posted on the <https://dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/homeless-management-information-system-hmis> website. The meetings for the following calendar year will be scheduled during the last meeting of each calendar year so that members may plan accordingly.

Any action required or permitted to be taken by the GA HMIS Steering Committee may be taken without a meeting, if all members of the Steering Committee unanimously consent to taking action without a meeting. If consent is not collected at a meeting (i.e. consent is collected through electronic means instead), written consents must be filed with the minutes of the proceedings of the Steering Committee. Action by written consent has the same force and effect as the in-person vote of the Steering Committee members. Written consent includes electronic written communication such as email.

Members must maintain adequate participation to ensure continuity in the process. Remote access to the meetings will be provided as needed, and remote participation will serve as attendance. "Adequate participation" is defined as either a) a minimum member attendance of 4 meetings per year, if only six meetings are held, or b) if more than six meetings are held in a particular year, a minimum of 75% of the meetings held.

Should a member experience a last -minute issue that prevents attendance, the member shall notify the Co-Chairs via telephone or email.

A Committee member or officer may be removed if the member is in violation of the attendance policy stated above.

Section VII: Voting

Each Continuum of Care shall have one vote. Committee actions shall require a majority vote from a quorum of the Steering Committee (5 of 8 CoCs). A quorum shall be defined as a simple majority of the CoCs, subject to the provision that at least one member (or Proxy) from each of the Continua be present. A minimum of five of the eight CoCs must be present for any vote to occur. Voting by simple majority shall prevail except as may be provided elsewhere in these by-laws. The HMIS Lead shall retain the right to settle any matters resulting in a tie vote.

Electronic Voting

Electronic voting is allowed, if vote responses represent a quorum of CoCs. A simple majority vote from 5 of 8 CoCs is required.

Proxy Voting

At times, situations (such as geographic constraints) may occur that make it difficult or impossible for a CoC to vote at some meetings.

The CoC who wishes to use a third party to vote for the respective CoC will issue the third party a written proxy statement. A copy of the written proxy statement shall be forwarded to the one of the co-chairs at least 24 hours in advance of the meeting date on which the proxy shall be placed in effect.

The proxy statement will provide the following information:

1. The name of the CoC issuing the proxy;
2. The party who will vote (a non-committee member can be designated); and
3. Whether the proxy is limited to the vote on a particular question or if the proxy is valid for all votes at a specific meeting.

A proxy statement shall only be valid for a specific meeting and the proxy statement will expire upon adjournment of that meeting. While a proxy allows a vote to be cast in the event of a CoC's absence, from an attendance perspective, the member(s) are considered absent when a proxy is used.

Section VIII: Resignation, Replacement, and Removal of members and officers

A Committee member or Chairperson may resign from the Steering Committee by:

1. Submitting a written notice to the Chairperson, or
2. A CoC may choose to replace their respective Steering Committee members at any time by submitting a written notice to the Chairperson.

A Committee member or officer may only be removed if a meeting is called specifically for this reason and only if the member:

1. Commits a violation of the Conflict of Interest Code as outlined in Section X;
2. Commits a violation of the Code of Conduct as outlined in Section XI; or
3. For just cause, as defined below.

If a member wishes to call a meeting for the purpose of removal of another member, they must first notify the Chairpersons, at which point, notice must be sent by one of the Chairpersons to both the Collaborative Applicant and Board of the potentially affected CoC, and all GA HMIS Steering Committee members, stating that the proposed removal is the purpose of the meeting and include the reasons for the proposed removal. The person recommended for removal and any additional representation desired by the affected CoC shall have the opportunity to speak on his or her behalf prior to a vote of the Steering Committee. The Steering Committee may deliberate without the person recommended for removal present, prior to a vote. A member or officer may only be removed from the Steering Committee by a 2/3 majority vote of the remaining Steering Committee members.

Just cause is defined as (but is not limited to):

1. Charged with a crime that would subject the member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
2. Unprofessional behavior or acts of moral turpitude.
3. As defined by a 2/3 majority of the Steering Committee.

Section IX: Unanticipated Vacancies

Aside from vacancies due to lack of appointment, as described in Section IV of this document, unanticipated vacancies in a CoC position on the Steering Committee shall be filled, in writing, by the respective CoC.

Steering Committee members who are appointed due to an unanticipated vacancy will complete the remaining term of the committee member he or she was replacing.

Aside from a vacancy due to lack of appointment, as described in Section IV of this document, an unanticipated vacancy of the HMIS Lead representative shall be filled within thirty (30) days through appointment, in writing, by the chief official of the HMIS Lead. During this allotted time frame, the HMIS Lead forfeits its single vote.

Section X: Conflict of Interest

A Conflict of Interest Code shall govern the performance, behavior, and actions of the GA HMIS Steering Committee and its members.

1. No Committee Member shall participate in the selection, award, or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to the reasonable person.

2. Conflicts of interest may arise when any Committee Member has a financial, family, or any other beneficial interest in the vendor firm selected or considered for an award.
3. No Committee Member shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. Committee Members shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of one hundred dollars (\$100) from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
5. As permitted by law, rule, policy or regulation, the Steering Committee shall pursue appropriate legal, administrative or disciplinary action against a committee member, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined, or pled no contest to a procurement violation, said person shall be removed from any further responsibility or activities on behalf of the Steering Committee.

Section XI: Code of Conduct

GA HMIS Steering Committee members are expected to conduct themselves with courtesy and respect, and the utmost civility and decorum.

At all times, the best interest of the GA HMIS Collaborative should influence the decisions made by the GA HMIS Steering Committee members. Personal relationships must not result in special considerations, including bias, nepotism, or favoritism that influences the performance of their official duties in a manner contrary to the interest of the GA HMIS Collaborative.

GA HMIS Steering Committee members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

Section XII: CoC Withdrawal from the GA HMIS Collaborative

CoCs may withdraw from the GA HMIS Collaborative at any time by submitting written notice to the GA HMIS Steering Committee chairpersons; however, any CoC that does so will forfeit their access to both the HMIS Lead and the HMIS Implementation identified by the GA HMIS Collaborative. If a CoC fails to adopt these by-laws or amendments to these by-laws, such failure shall constitute a decision to withdraw from the GA HMIS Collaborative.

Section XIII: Exceptions to GA HMIS Steering Committee Authority

HMIS Lead changes

In the event that the HMIS Lead for the GA HMIS Collaborative must be changed, and this change is not initiated by the HMIS Lead, the GA HMIS Steering Committee must seek a 2/3 majority approval of the CoCs in the GA HMIS Collaborative to initiate the process. Additionally, the documented process by which the new HMIS Lead is selected, regardless of the reason a change was initiated, must also be approved by a 2/3 majority vote of the CoCs in the GA HMIS Collaborative.

HMIS Software changes

In the event that the HMIS Software must be changed, the GA HMIS Steering Committee must seek a 2/3 majority approval of the CoCs in the GA HMIS Collaborative to initiate the process. Additionally, the documented process by which the new HMIS Software is selected must also be approved by a 2/3 majority vote of the CoCs in the GA HMIS Collaborative.

Section XIV: By-Laws

Adoption

These by-laws shall be in effect upon approval by a 2/3 majority vote of the CoCs listed in Section I. Each CoC is responsible for determining the process by which they vote. Approval shall be by signatures which are documented and stored by the Chairpersons.

Annual Review

These by-laws shall be reviewed by the Governance and Policy Subcommittee not less than annually. Any proposed changes will be provided to the full GA HMIS Steering Committee membership for comments at least 21 calendar days in advance of the next regularly scheduled meeting, at which point the process outlined in Section XV will be followed if amendments are needed.

Section XV: Amendments

Recommendations to change or amend these by-laws may be made by any GA HMIS Steering Committee Member and shall be submitted at a regular meeting of the GA HMIS Steering Committee. Proposals shall stand for action and be open for discussion among members. If the proposal is accepted by a majority vote of the GA HMIS Steering Committee, the change(s) will be proposed to the Board of each CoC. Final changes must be voted on by each CoC, with each CoC voting by its established method. Each CoC will have 30 calendar days to submit their written vote to the HMIS Lead for record and tabulation.

If approved by a 2/3 majority of CoCs, the proposed change(s) will be accepted and the HMIS Lead shall update the document to reflect the changes and will distribute updated copies to all members before the next regular GA HMIS Steering Committee meeting.

Acknowledgement and Acceptance of GA HMIS Bylaws

The Continuum of Care, a member of the Georgia HMIS Collaborative, (CoC Name)

- Accepts and adopts these Bylaws for the GA HMIS Steering Committee.
- Appoints the following two people to be the CoC representatives on the GA HMIS Steering Committee.

CoC Representative 1

_____ Name/Title	_____ Agency/Company
_____ Relationship to CoC	_____ Contact email/phone number

CoC Representative 2

_____ Name/Title	_____ Agency/Company
_____ Relationship to CoC	_____ Contact email/phone number

Individual Authorized to enter into this Agreement

_____ Printed Name	_____ Signature
_____ Authorizing Role for the CoC	_____ Date

Additional NOFA Attachment: Public Postings

DeKalb County CoC 2018 Consolidated NOFA Application and Priority Listing Posted for Public Review and Comment

- September 12, 2018
 - CoC Email Distribution – Notice of Consolidation Application/Priority Listing for Public Review and Comment
 -
- September 13, 2018
 - Public Posting in Champion Newspaper – Notice of Consolidation Application/Priority Listing for Public Review and Comment

Pope, Ann D.

From:
Sent:
To:

Pope, Ann D.

Wednesday, September 12, 2018 3:50 PM

'sshaffer@sjrcatl.org'; 'Laci Post'; 'Christine Carolan'; 'MNesbitt@actionministries.net';
'Matt Hurd'; 'keylan.mitchell@acf.hhs.gov'; 'Tara Hood'; 'Libby Tyre'; 'Leah Humphries';
'Wilin2b@aol.com'; 'reneed@dekcsb.org'; 'Marlene White';
'scottwalker@caringworksinc.org'; 'carolcollard@caringworksinc.org';
'dschultz@the3keys.org'; 'deborah.segue@greenforest.org'; 'April Lockett'; 'Kasey
Archey'; 'rivy@recoveryconsultantsatl.org'; 'Tara@jerusalemhouse.org';
'Kenneth.argot@uss.salvationarmy.org'; 'Caleb.louden@uss.salvationarmy.org';
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'mjackson311386@msn.com'; 'bennie.boyd@greenforest.org';
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'jdingle@columbiaries.com'; 'marquesp.dt@gmail.com'; 'rarnold@ihrcorp.com';
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@bellsouth.net'; 'k_richards2001@yahoo.com'; 'k_richards2001@yahoo.com';
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'mmurray@recoveryconsultantsatl.org'; 'snelson-theus@pccihome.org';
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'deborah.segue@greenforest.org'; 'Tyese L. Lawyer'; 'Alroi L. Anderson';
'mike.eddins@dekalbhousing.org'; 'dplummer@sjrcatl.org';
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'aalimohamed@covenanthouse.org'; 'sharondjohnson@comcast.net';
'brian.dinapoli@dca.ga.gov'; 'robrjohnson@comcast.net';
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'barbara@wrcdv.org'; 'katherine.cole@dekalbhousing.org'; 'vernon comer';
'tabdullah@pccihome.org'; 'swarren@pccihome.org'

Cc:

Melvia Richards; Allen Mitchell; Tyese L. Lawyer; Batchelor, Josie P.; Phillips III, Tommy;
Knorr, Jeremy

Subject:

Public Notice: DeKalb County CoC 2018 Consolidated NOFA Application and Priority
Listing

COC NOTICE OF POSTING FOR PUBLIC REVIEW AND COMMENT

FY 2018 Continuum of Care (CoC) NOFA Consolidated Application and Priority Ranking

The U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program supports national efforts to prevent and end homelessness and provides critical funding to support local efforts to permanently house and support individuals and families experiencing homelessness in DeKalb County, Georgia. Each year HUD releases a Notice of Funding Availability (NOFA) which signifies the beginning of a national funding competition among approximately 450 CoCs across the country.

The DeKalb County Community Development Department, as the designated Collaborative Applicant for the DeKalb CoC, has responsibility for administering the local competition to determine which homeless assistance projects will be included in the Consolidated CoC NOFA Application to HUD, and submitting the Consolidated Applications along with the priority ranking for projects. The local competition, rating and review of applications for new and renewal projects commenced on July 9, 2018 and concluded on August 28, 2018.

A copy of the Consolidated Application for 2018 HUD CoC funding, along with all local project applications and their respective priority ranking will be posted and available for public review and comment on the DeKalb County website **on September 16, 2018**, at <https://www.dekalbcountyga.gov/community-development/grant-application>.

Questions, comments or recommendations for revision will be accepted until 11:00 a.m. on September 17, 2018 to Ann Pope at (404) 371-2727 or by email at adpope@dekalbcountyga.gov.

Ann D. Pope
Project Coordinator Sr.
DeKalb County Community Development Department
750 Commerce Drive, Suite 401

Decatur, Georgia 30030
404.371-2637
adpope@dekalbcountyga.gov

AROUND DEKALB

AVONDALE ESTATES

Sip 'n Stroll rides through for another year

Avondale Estates Business Association (AEBA) will host the annual Sip 'n Stroll in Avondale Estates on Sept. 29 from 4 to 7 p.m.

The Sip 'n Stroll will feature 25 Avondale Estates businesses, and 50 wines from around the world.

AEBA will also have a FurBus for free transportation during the stroll.

Tickets are \$35. Tickets purchased the day of event are \$45. Participants must pick up a souvenir wine glass before 5:30 p.m. on the day of the event to be able to participate in the stroll.

Registration and wine glass pick up will be at the old bank building parking lot at 64 N. Avondale Rd. at Oak Street. Personal identification must be provided. Participants must be 21 or older.

The AEBA Sip 'n Stroll supports community events to promote the city and its businesses. The event is partially funded by the Downtown Development Association.

BROOKHAVEN

Brookhaven to host blood drive

The city of Brookhaven will host an American Red Cross Blood Drive Sept. 14.

The blood drive will be held at Brookhaven's City Hall, 4362 Peachtree Road, from 10 a.m. to 3 p.m.

To schedule an appointment, visit www.redcrossblood.org and enter the sponsor code: brookhaven. Walk-ins are also welcome.

Brookhaven's Citizen's

Police Academy starts

Brookhaven Police Department Citizen's Police Academy is designed to give residents an overview of how their police department works.

Class will meet every Thursday night from 7-9:30 p.m. The first meeting will be held at the Brookhaven Police Department. The fall 2018 academy will start on Tuesday, Sept. 18, and continue through Nov. 20.

Anyone who lives or works in Brookhaven is invited to attend. The class is open to those more than those over 21 years of age and it is free of charge. A criminal background check is required for all applicants and the police department reserves the right to deny enrollment to those with a criminal history.

LITHONIA

Church hosting community cookout

Union Missionary Baptist Church will host its annual homecoming celebration weekend in Lithonia on Sept. 15.

The church will have a community cookout and will be open to the public.

The cookout will take place at the church beginning at noon. Church officials said the community is also invited to worship for homecoming on Sept. 16 at the 10:45 a.m. service. Dinner will be served immediately after service.

If you have any questions, please contact the church at (770) 482-7088.

SCOTSDALE

Taste of the world dinner announced

Positive Growth Inc. will host a fundraising event, "Taste of the World Dinner," Sept. 28 from 7 to 9 p.m.

Attendees will partake in a five-course meal with each dish prepared by one of Positive Growth's refugee clients representing their native country. Tickets are \$50. The dinner will be held at 3155 East Ponce de Leon Avenue in Scottdale. For more information or to purchase a ticket, visit www.eventbrite.com.

STONE MOUNTAIN

Tunes by the Track begins soon

Stone Mountain's Tunes

by the Track series will begin Sept. 21. The free concert will be held at 922 Main Street near the gazebo from 7 to 9 p.m. For more information, visit www.stonemountaincity.org, ntastakepublicaffairs@gmail.com or call (404) 382-8255.



DeKalb County

DeKalb County Continuum of Care for Homeless Programs

FY 2018 Continuum of Care (CoC) NOFA Consolidated Application and Priority Ranking

The U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program supports national efforts to prevent and end homelessness and provides critical funding to support local efforts to permanently house and support individuals and families experiencing homelessness in DeKalb County, Georgia. Each year HUD releases a Notice of Funding Availability (NOFA) which marks the beginning of a national funding competition among approximately 450 CoCs across the country.

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NOTICE OF REFERENDUM CONCERNING THE SALE OF ALCOHOLIC BEVERAGES BY THE DRINK ON SUNDAYS WITHIN THE CITY OF BROOKHAVEN

TO THE QUALIFIED VOTERS OF THE CITY OF BROOKHAVEN, GEORGIA

YOU ARE HEREBY NOTIFIED that on November 6, 2018, an election will be held in all of the election districts of the City of Brookhaven, Georgia (the "City"), at which election there will be submitted to the qualified voters of the City the question for their determination of whether the City should amend section 4-302 of the Code of the City of Brookhaven to allow for the sale of beer, wine, and distilled spirits for on-premises consumption at restaurants within the City of Brookhaven.

Voters desiring to vote for the amendment to the Code shall do so by voting "YES" and voters desiring to vote against the amendment to the Code shall do so by voting "NO" as to the question propounded substantially as follows:

"Shall the governing authority of the City of Brookhaven be authorized to permit and regulate Sunday sales of distilled spirits or alcoholic beverages for beverage purposes by the drink from 11:00 A.M. to 12:30 P.M."

The several places for holding said election shall be in the regular and established election districts of the City, and the polls will be open from 7:00 A.M. to 7:00 P.M. on the said date fixed for the election. Those qualified to vote at said election shall be determined in all respects in accordance and in conformity with the laws of the State of Georgia.

The last day to register to vote in this election shall be October 9, 2018.

Those residents qualified to vote at said election shall be determined in all respects in accordance with election laws of the State of Georgia.

This notice is given pursuant to joint action of the City Council and Board of Elections of DeKalb County.