



CONTINUUM OF CARE FOR HOMELESS PROGRAMS

2019 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 2019 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 2019 CoC NOFA was released on July 3, 2019, 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-2019-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 23, 2018

CoC Project Application Due Dates: **Renewal Project Applications** - July 31, 2019 3:00 p.m.

New Project Applications – August 5, 2019 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

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Timeline

2019 HUD CoC NOFA Release Date	July 3, 2019
DeKalb CoC Application Release Date	July 23, 2019
Applicant Information Meeting	July 23, 2019 1:00 p.m. DeKalb Watershed Department
NOFA Technical Assistance Period	July 24 -26 , 2019
Applications Due	
Renewal Projects	July 31, 2019 3:00 p.m.
New Projects	August 5, 2019 3:00 p.m.
<i>Project applications are required to be submitted to the CoC no later than 30 days before the application deadline of September 30.</i>	
Renewal Project Applications in ESNAPS	August 8, 2019
New Project Applications in ESNAPS	August 15, 2019
Application Review and Ranking	August 1 - 25, 2018
Notification of Selection	September 11, 2019
<i>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</i>	
Public Posting	September 26, 2019
<i>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.</i>	
Deadline to Submit Consolidated CoC Application to HUD	September 30, 2019

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 (ARD): \$4,998,875</p> <ul style="list-style-type: none"> • Estimated Tier 1 Funding - \$4,698,942 (100% of ARD for 1st time renewals plus 94% of ARD for all other renewals) • Estimated Tier 2 Funding \$549,877 (Remaining ARD + CoC Bonus) • CoC Bonus: \$249,944 • DV Bonus: \$384,720 (single or multiple awards – minimum award \$25,000) • Estimated Planning Grant Amount: \$149,966 (not ranked)
Use of Funds	<p>24 CFR 578.37 through 578.63 identifies the eligible projects for which funding can be requested through the FY 2019 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. Joint Transitional Housing and PH-Rapid Re-Housing 3. Supportive Services Only (SSO) 4. HMIS <p><i>See Glossary for a full description of components and allowable costs</i> Requests for ineligible costs or populations will be rejected.</p>
	<p>New project applications may only be created through the reallocation process as a bonus project, or a combination of reallocation and CoC Bonus, DV Bonus Projects.</p>

Who may apply	<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 <u>are not</u> 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 from the DeKalb County Community Development Department (Certificate of Consistency) • Agency must satisfy all match requirements.
Grant Awards	<p>Applicants submitting more than one proposal must demonstrate that the agency has the capacity and resources to meet all programmatic requirements, including the match requirement. Current award utilization and contract performance may impact award limits for renewal applicants.</p> <ul style="list-style-type: none"> • New projects will only be funded through reallocation of funds from existing eligible renewal project(s), or as a Bonus or DV Bonus project.
Match	<p>Match (Cash or In-Kind Resources) Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule at 24 CFR 578.72 – CFR 578.73. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.</p>
Submission Requirements and Deadlines	<p>Renewal Applications – Wednesday, July 31, 2019 at 3:00 p.m.</p> <p>New Applications – Monday August 5, 2019, 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 financial or management capacity to carry out project activities • 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>Applications from eligible project applicants will be reviewed and evaluated based on submission criteria set forth in the Application and Application Guidelines. Components of the compliance review are as follows:</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 Certifications and Assurances • Required Documentation <ul style="list-style-type: none"> o IRS Documentation of 501c3 status o Board of Directors Documentation 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>

	<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"> Abstract Target Population and Prioritization Organizational Capacity Program Design Project Performance/ System Performance Current Contract Compliance review to include: <ul style="list-style-type: none"> Monitoring/audit findings eLOCCS draws APR submissions HMIS Data Quality Cost Effectiveness 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>
HUD Review and Ranking	<p>HUD requires CoCs to review and rank projects submitted by project applicants, except CoC planning projects, and have 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 **Revised in 2019**</p> <ul style="list-style-type: none"> Tier 1 is equal to 100% of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time, plus 94% of the combined Annual Renewal Amounts for all other projects eligible for renewal. 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. In the event insufficient funding is available under this NOFA to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, the DeKalb CoC will carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2.
	<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.

	<ul style="list-style-type: none"> • CoC Project Ranking: Up to 40 of 100 points for the CoCs ranking of the project application. • **Revised in 2019** Low Barriers to Entry (previously, Commitment to Housing First): Up to 10 of 100 points for: <ul style="list-style-type: none"> ○ How the permanent housing project demonstrates that it is low barrier and prioritizes rapid placement and stabilization in permanent housing; ○ How Permanent housing (including PSH and RRH), Transitional Housing, Joint Transitional Housing and Rapid Rehousing Component projects, safe haven projects, or Supportive Services Only projects that are not for centralized or coordinated assessment demonstrate that that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have preconditions to entry (such as sobriety or a minimum income threshold); ○ HMIS projects or SSO projects for coordinated assessment will automatically receive 10 points.
Technical Assistance	DeKalb CoC NOFA technical assistance will be available at the Applicant Information Meeting and during the period July 24-26, 2019 . After the Application Information Meeting, additional questions must be <u>submitted in writing and emailed</u> to: adpope@dekalbcountyga.gov
Award Notification	Award Notifications will be made on or before September 11, 2019. 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 align with HUD's policy priorities.	
1.	ENDING HOMELESSNESS FOR ALL PERSONS <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.
2.	CREATING A SYSTEMIC RESPONSE TO HOMELESSNESS <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.
3.	STRATEGICALLY ALLOCATING AND USING RESOURCES <ul style="list-style-type: none"> Using 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 ***Revised in 2019 ***CoCs should work to develop partnerships to help CoC Program participants sustainably exit Permanent Supportive Housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, substance abuse, job training and life skills. CoCs should review all projects eligible for renewal in FY 2019 to determine effectiveness in serving people experiencing homelessness, including cost effectiveness.
4.	USING AN EVIDENCE-BASED APPROACH <ul style="list-style-type: none"> CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include but are not limited to: rates of positive housing outcomes, such as a reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

SECTION B HUD'S HOMELESS POLICY AND PROGRAM PRIORITIES	
5.	**NEW THIS YEAR ** INCREASING EMPLOYMENT <ul style="list-style-type: none"> CoCs and CoC-Program funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoCs should promote partnerships with public and private organizations that promote employment.
6.	**NEW THIS YEAR ** PROVIDING FLEXIBILITY FOR HOUSING FIRST WITH SERVICE PARTICIPATION REQUIREMENTS <ul style="list-style-type: none"> CoC-Program funded projects should work with individuals and families, with unconditional acceptance and without preconditions, to move quickly into permanent housing. This NOFA provides communities and programs with flexibility, without penalty, to use service participation requirements <u>after</u> people have been stabilized in housing.

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 2019HUD 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 - D

- Audit or Financial Statement, including management letter – **Attach as Exhibit A**
- Two most recent HUD Annual Performance Reports (APR) – **Attach as Exhibit B**
- Line of Credit Control System (LOCCS) expenditure information – **Attach as Exhibit C**
- Most recent HUD Grant Agreement, Amendments and Technical Submission – **Attach as Exhibit D.**

Important Points for All Project Applicants:

- ****NEW IN 2019** YOUTH.** Any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.
 - **Youth Documentation.** As provide by the Consolidated Appropriations Act, 2019, youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under this NOFA.
 - **Definitions.** HUD interprets “youth-serving provider” as a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under. HUD interprets “living in unsafe situations” as having an unsafe primary nighttime residence and no safe alternative to that residence.
 - These youth-related requirements supersede any conflicting requirements under this NOFA or the CoC Program rule.
- **DUNS/SAM REGISTRATION.** All project applicants must have a DUNS number and an active SAM registration. **Links to DUNS and SAM resources are on page 14 of the NOFA.**
- **REQUIRED READING.** Project applicants should read the CoC NOFA, COC Program Interim Rule (linked at the bottom of this document).
- **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.

- **HUMAN TRAFFICKING.** Again, HUD clarifies that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24CFR 578.3; and therefore the individuals may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply.
- **2019 FAIR MARKET RENTS WILL APPLY.** Because the CoC Consolidated Application submission deadline falls in FY 2019, HUD will use FY 2019 FMRs for funding amounts.
- **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.
- ****NEW in 2019** – Other Guidance**
 - **Faith-Based Organizations.** Executive orders 13798 and 13831, promote religious liberty and the increased engagement of faith-based groups in creating opportunity and serving underserved communities.
 - **Promoting Opportunity and Economic Mobility.** Executive Order 13828 instructs federal agencies to promote prosperity and economic opportunity to the greatest extent possible, by structuring programs to promote self-sufficiency and reduce dependency. This includes incorporating mechanisms such as: work incentives, policies to strengthen families, and including greater participation from the private sector and faith-based organizations, all of which should work to uplift the most vulnerable to self-sufficiency, thereby alleviating the need for government assistance and reducing reliance on government intervention and resources.
- ****NEW IN 2019** ADMINISTRATIVE, NATIONAL AND DEPARTMENT POLICY REQUIREMENTS FOR HUD RECIPIENTS.** New in 2019, this section specified:
 - Affirmatively Furthering Fair Housing
 - Economic Opportunities for Low and Very Low Income Persons (Section 3)
 - *Unchanged from 2019:* Equal Access to Housing Regardless of Sexual Orientation or Gender Identify.

New HUD Policies Related to Project Applications in 2019

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

IMPORTANT POINTS FOR RENEWAL PROJECTS

To be eligible for renewal in FY 2019, a project must have an executed grant agreement by December 31, 2019 and have an expiration date in Calendar Year (CY) 2020 (between January 1, 2010 and December 31, 2020).

DedicatedPLUS Projects: A Renewal Project that is Permanent Supportive Housing 100% dedicated to chronically homeless people may either become a DedicatedPLUS project or may continue to dedicate 100% of its beds to chronically homeless individuals and families. Projects considering changing to DedicatedPLUS should consult with the Collaborative Applicant in advance.

ELIGIBLE NEW PROJECTS:

Again in 2019, CoCs may submit new projects created through (1) reallocation, (2) CoC Bonus, or a combination of reallocation and CoC Bonus, (3) DV Bonus project, (4) CoC Planning Project and (5) UFA Cost Projects (if applicable)

****NEW IN 2019 ** New Project Grant Terms.** HUD will allow new projects to request 1 year of funding with a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting 1 year of funding normally take approximately 3 to 6 months to begin full operating the new project (e.g., hiring staff, developing partnerships with landowners if leasing or renting). Therefore, a new project requesting 1 year of funding may request a grant term of 12 months to 18 months that will allow for the additional start-up process.

ELIGIBLE TYPES OF NEW PROJECTS FOR EXISTING RENEWAL PROJECTS (ONLY)

TRANSITION GRANTS

Again in 2019, applicants may transition their project(s) from one CoC Program Component to another (e.g., Transitional Housing to Rapid Rehousing, Rapid Rehousing to permanent Supportive Housing) over a one-year grant cycle.

- 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. **To be eligible to receive a transition grant, the renewal project applicant must have the consent of its CoC.**
- 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.**
- 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 2019 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.
- By the end of the FY 2019 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 2019 funds on activities not included in the new project application.

CONSOLIDATED PROJECTS

- **Again in 2019, 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 does not have to 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 projects 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 FY2019 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

- HUD will allow project applicants to apply for a new expansion project under the DV Bonus, Reallocation, and through the CoC bonus processes to expand existing projects by adding units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects within the CoC geographic area.
- 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.
 - **DV Bonus funds** can be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homelessness at 24 CFR 578.
- **In order to request an expansion for a current CoC Program-funded project, project applicants will be required to submit three project applications.**
 - The renewal project application that will be expanded; and
 - A new project application with just the expansion information; and
 - A renewal project application that incorporates the renewal and new expansion activities and the combined budget line items for the renewal and the new expansion.
- The renewal and new projects will be ranked by the CoC, the combined expansion project will not be ranked and, if selected for conditional award, will take the ranked position of the stand-alone renewal project and the separate new project will be removed from the ranking resulting in project applications below to slide up one ranked position.

ELIGIBLE TYPES OF NEW PROJECTS CREATED THROUGH BONUS OR REALLOCATED FUNDING

**** NEW IN 2019** Fewer Population Eligibility Specifications.** Note that eligible new housing projects available through the 2019 NOFA contain fewer population limitations than the previous year.

- A CoC may apply for the following types of new projects:
 - **PERMANENT HOUSING – PERMANENT SUPPORTIVE HOUSING PROJECTS** for chronically homeless at program entry or who meet the definition of DedicatedPLUS
 - **PERMANENT HOUSING – RAPID REHOUSING PROJECTS** for people who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3
 - **JOINT TRANSITIONAL HOUSING AND RAPID REHOUSING COMPONENT PROJECTS** for people who qualify as homeless under paragraphs (1), (2) or (4)
 - **DEDICATED HMIS PROJECT** for 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 (and the HMIS Lead can also apply for funding for comparable database for victim service providers).

- **SUPPORTIVE SERVICES ONLY PROJECTS FOR COORDINATED ENTRY PROJECT** to develop or operate a centralized or coordinated assessment system.

DOMESTIC VIOLENCE (DV) BONUS

- Through this NOFA, up to \$50 million is available nationally for DV Bonus projects, which are dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3
- **The DeKalb CoC may apply for an estimated DV Bonus of \$384,720**
- **The CoC may apply for the following types of projects:**
 - **RAPID REHOUSING PROJECT** that demonstrates trauma-informed, victim-centered approaches and is dedicated to serving survivors of domestic violence, dating violence, or stalking.
 - **JOINT TRANSITIONAL HOUSING AND RAPID REHOUSING COMPONENT PROJECTS** that demonstrates trauma-informed, victim-centered approaches and is dedicated to serving survivors of domestic violence, dating violence, or stalking.
 - **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 (e.g. to implement policies and procedures that are trauma-informed, client centered or to better coordinate referrals between the COC's coordinated entry and the victim service providers coordinated entry system, where they are different).
- **** NEW IN 2019** Number of Applications.** A CoC may apply for any number of Permanent Housing Rapid Rehousing and Joint TH/RRH project provided that each application is for at least \$25,000. A CoC may only accept one project application for an SSO-CE 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 so long as the DV Bonus funds are used solely for **additional units, bed, persons served, or services provided to participants eligible for services funded by the DV Bonus.**
- **Grant Term:** Regardless of the type of project the COC applies for, the grant term must be 1-year.
- ****NEW in 2019** Project Quality Threshold for DV Bonus.** To be eligible to receive a DV Bonus project for PH-RRH or Joint TH and PH-RRH, the CoC must demonstrate that the project will use trauma-informed, victim-centered approaches.

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

NEW PROJECT PRIORITIES AND BONUS POINTS

There are four different types of projects that can be funded as new projects in the 2019 NOFA through the CoC Bonus, DV Bonus or Reallocation process. Additional bonus points may be assigned to eligible projects with an associated justification for priority ranking.

New Supportive Services Only (SSO) projects for centralized or coordinated entry system.

Bonus Points: 4 • Justification: CE is the CoCs homeless response system and requires adequate funding to implement. Additional funding is needed to fully support CE Access and implementation county wide. **New Joint Transitional Housing/Rapid Rehousing projects** that

serve homeless individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence.

Bonus Points: 3 • Justification: There is not sufficient shelter coverage in the DeKalb CoC. Fixed or scattered site TH, with ability to transition participants rapidly to RRH, helps address the need for immediate access to short term, interim housing until permanent housing is secured. **New permanent supportive housing projects** that serve chronically homeless individuals, unaccompanied youth, and families or are DedicatedPLUS. **Bonus Points: 2** Justification: Having sufficient PSH is necessary to continue to prioritize service resistant homeless individuals with the greatest vulnerabilities and unaccompanied youth with supportive service needs. **New HMIS Expansion** - HMIS is required for CoC Program and CE compliance. **Bonus Points: 1** Justification: HMIS expansion will support full integration of the CoCs CE assessment, referral and matching requirements into ClientTrack.

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

The quantitative review also measures project level system performance in meeting the needs of people experiencing homelessness in the CoC, as compared to the Homeless System Performance Measure national averages and established CoC targets. The Collaborative Applicant will also factor HMIS Data Quality, Cost effectiveness and participation in the CoCs Coordinated Entry system in the rating.

- 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 APR and System Performance Review	75 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 objectively reviewed by a minimum of two independent reviewers.

Rating and Ranking

It is important to note that the rating of project applications and the priority ranking of projects are two distinct processes. All Project Applications from eligible applicants will be reviewed and rated based on the submission criteria as set forth in the Application Guidelines and Applications for New and Renewal Projects. Project Applications are ranked from the highest application score down. Project applications will then be ranked and listed in the order of priority based on how each project improves system performance and client outcomes, or through reallocation, having them fall into two Tiers based on financial thresholds. The Planning Project is not ranked. New Project Applications for the DV Bonus will be ranked on the New Project Listing of the CoC Priority Listing with a unique rank number. All projects must pass HUD's eligibility and project quality thresholds, no matter their priority.

Reallocation

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

Applicant Notification

All Project applicants will be notified in writing 30 days prior to the HUD Consolidation Application submission deadline, including those projects accepted for inclusion in the consolidated CoC NOFA application, those rejected and projects whose funding request will be reduced or eliminated through the reallocation process. Applications rejected for inclusion in the consolidated plan have the right to appeal the CoC's 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 30, 2019 by 8:00 p.m. eastern time.

Glossary of Key Terms

- **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.

- **DedicatedPLUS:**

A DedicatedPLUS project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals, households with children, and unaccompanied youth **that at intake meet one of the following categories:**

- Experiencing chronic homelessness as defined in 24 CFH 578.3;
- Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- Residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless prior to entering the project;
- Residing in a transitional housing funded by a Joint TH and RRH component project and who were experiencing chronic homelessness;
- Residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meets the definition of "homeless individual with a disability; or
- Receiving assistance through a Department of Veterans Affairs (VA) funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Transitional Housing**

Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing

may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing. The provisions of the CoC Program's TH program component have not changed significantly from the TH provisions under SHP.

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

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

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

- **Supportive Services Only**

The supportive services only (SSO) program component allows recipients and subrecipients to provide services to homeless individuals and families not residing in housing operated by the recipient. SSO recipients and subrecipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

- **Homeless Management Information System**

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

- **Homelessness Prevention**

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

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

Eligible Costs – See § 578.37(a)

The eligible costs under the CoC Program are summarized below:

- **Acquisition**

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

- **Rehabilitation**

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

New Construction

New construction of structures is eligible under the PH and TH program components. New construction may include building entirely new facilities, constructing an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land for construction. Projects must demonstrate that construction is more cost-effective than rehabilitation. Unlike the previous regulations, the CoC Program interim rule establishes no maximum grant limits for rehabilitation or new construction. CoC Program funds may be used for up to 100 percent of costs as long as the match requirement is met through other resources. New construction on leased properties is ineligible.

- **Leasing Costs**

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule. **2019 FAIR MARKET RENTS WILL APPLY FOR THE 2019 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 2019 COMPETITION**

HUD RESOURCES:

- **2019 CoC NOFA Competition Page:** <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>
- **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