Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC’s project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:
- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

  - This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
  - For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
  - For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
  - Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
  - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click here.
1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number:  GA-500 - Atlanta CoC

1A-2. Collaborative Applicant Name:  Partners for HOME

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 form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings.
Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.
Only select "Not Applicable" if the organization or person does not exist in the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board</th>
<th>Sits on CoC Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Not Applicable</td>
<td>No</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
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Applicant: Partners for HOME
Project: GA-500 CoC Registration FY2016
COC_REG_2016_136019
1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

CoC meetings, governing council (GC) meetings, and strategic planning sessions are open members, which totals to almost 70 individuals, and to the public. ESG program and provider input on priorities and CoC standards is gathered through the Con Plan process and coordination of services. The CoC works closely with the City, VA, HUD, the Atlanta Housing Authority (AHA), and the UW Regional Commission on Homelessness. CoC funding meetings are publicly notices and open. One example of involvement relates to youth homelessness. Due to the unique factors related to youth, several youth service providers, including Covenant House and ChrisKids, currently a funded and non-funded agency, respectively, sit on a committee dedicated to this issue. Another example is AHA, which is represented on the GC, as well as on the committee that developed the policies and materials for this NOFA process. While not a direct homeless service agency, the AHA provides valuable resources and support to the CoC.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

<table>
<thead>
<tr>
<th>Youth Service Provider (up to 10)</th>
<th>RHY Funded?</th>
<th>Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.</th>
<th>Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covenant House</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Lost n Found Youth</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Young Adult Guidance Center</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Chris Kids (180)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.
Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

<table>
<thead>
<tr>
<th>Victim Service Provider for Survivors of Domestic Violence (up to 10)</th>
<th>Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016</th>
<th>Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership Against Domestic Violence</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

Notice of the open funding opportunity was sent out to the entire CoC email list, which includes funded and non-funded agencies, government officials, advocacy groups, and other interested parties. A second email was sent out to the list announcing NOFA informational meetings, for both currently funded and non-funded agencies. Emails were sent out as more information became available. This information, as well as all presentation and application materials, was also posted on the CoC website. Agencies were encouraged to share the information with others who may not be aware of the opportunity, especially those not as likely to apply. As a result, several new parties expressed interest in applying, and one new application was received. In addition to threshold criteria, new projects were scored, by the same committee that scored and ranked the renewal projects, on a full range of topics, including project design, alignment with HUD and CoC priorities, and organizational capacity.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?

Bi-Monthly
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects?
Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

<table>
<thead>
<tr>
<th>Funding or Program Source</th>
<th>Coordinates with Planning, Operation and Funding of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>No</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>No</td>
</tr>
<tr>
<td>Housing and service programs funded through Federal, State and local government resources.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC’s geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

<table>
<thead>
<tr>
<th>Number of Con Plan jurisdictions with whom the CoC geography overlaps</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?</td>
<td>1</td>
</tr>
<tr>
<td>How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?</td>
<td>1</td>
</tr>
<tr>
<td>How many of the Con Plan jurisdictions are also ESG recipients?</td>
<td>1</td>
</tr>
<tr>
<td>How many ESG recipients did the CoC participate with to make ESG funding decisions?</td>
<td>1</td>
</tr>
<tr>
<td>How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?</td>
<td>1</td>
</tr>
</tbody>
</table>
1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

The CoC collaborated with the Atlanta Con Plan jurisdiction which is the only jurisdiction the CoC overlaps. The CoC met biweekly with the Con Plan jurisdiction and attended two Con Plan jurisdiction meetings to update the plan and provide feedback. The CoC meets 3.5 hours per quarter with the Con Plan jurisdiction. The CoC engages with the Con Plan jurisdiction through quarterly meetings, and email and phone calls as needed. For the purposes of the Con Plan development, the City of Atlanta discussed homeless needs and strategies with the CoC leadership early in the planning process. The CoC provides PIT count data for the development of, and updates to, the Con Plan. Issues concerning data utilization and the homeless census were resolved, and the current CoC plan was incorporated into the Con Plan homeless sections. The draft Con Plan, including homeless strategies and goals, was shared with the CoC and its input contributed to the revisions made from the draft to the final plan.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

CoC staff and the ESG recipient (City of Atlanta) discuss standards, priorities, funding decisions, and project evaluation. CoC priorities and recommendations are incorporated in the ESG RFP and review process and at the grantees information meeting. CoC staff review ESG applications and provide feedback and funding recommendations. The CoC provides PIT count data for the Con Plan, benefiting ESG decisions. Additionally, the CoC provides performance data to the Con Plan jurisdiction to assist with the evaluation of ESG project performance. Additionally, CoC and ESG HMIS staff work together on developing common data quality measures. The CoC works closely with ESG staff, and has engaged HUD TA, to aid in the development of performance standards and alignment of funding priorities and allocation. ESG staff are part of the CoC policies and procedures work group. The ESG Manual, developed as part of the ESG program changes mandated by the HEARTH Act, is also incorporated into this effort.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)
The CoC coordinates with the state DV coalition and hotline, which provides information and referrals to anyone experiencing any type of DV. If a victim presents for CE or at a homeless service agency, whether CoC or ESG funded, or not funded by either, and it is determined that immediate safety is a risk, referrals will be made to the local family violence agency, PADV, or to the statewide coalition. CE screens for DV and assists persons fleeing DV to the hotline. The CoC works with DV providers so clients have equal access to RRH, PSH, and other housing resources available through CoC agencies. DV victims have equal access to the full continuum of housing/services if they choose not to use DV services. DV agencies are prohibited from entering data into HMIS, instead using a comparable system. DV survivors are protected by all agencies through anonymous HMIS records. Victim service providers and homeless providers use a unique identifier assigned to each household to protect PII.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Authority of the City of Atlanta</td>
<td>22.00%</td>
<td>Yes-HCV</td>
</tr>
</tbody>
</table>

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-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

The Georgia Housing Voucher Program, through Department of Behavioral Health and Developmental Disabilities, provides supportive housing to the chronically homeless and to people moving out of institutions. Over 170 vouchers have been issued in Atlanta. Georgia was awarded two Section 811 grants, and while statewide, there are currently three properties in Atlanta that will have availability. Although not only for people who are homeless, they will be eligible. Atlanta has HOPWA and HOME TBRA which provide affordable housing assistance. The State Housing Trust Fund allocates money for RRH
for homeless families and individuals, albeit statewide. The VA also provides housing assistance through VASH and SSVF programs. The housing authority provides 150 pilot program vouchers, to increase availability in permanent supportive housing for people who are homeless, by moving individuals out of PSH and into independent living. Relationships with landlords and management companies also help.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC’s geographic area. Select all that apply.

| Engaged/educated local policymakers: | X |
| Engaged/educated law enforcement: | X |
| Implemented communitywide plans: | X |
| No strategies have been implemented | |
| Other:(limit 1000 characters) | |
| Engaged/educated local public defender’s office | X |
| Engaged/educated local business owners | X |
| | |
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

| Foster Care:     |   X  |
| Health Care:    |   X  |
| Mental Health Care: |   X  |
| Correctional Facilities: |   X  |
| None:           |     |

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

| Foster Care:     |   X  |
| Health Care:    |   X  |
| Mental Health Care: |   X  |
| Correctional Facilities: |   X  |
| None:           |     |

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons...
discharged are not discharged into homelessness. (limit 1000 characters)

N/A
1E. Centralized or Coordinated Assessment
(Coordinated Entry)

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. (limit 1000 characters)

For CE, there is a central assessment point (CAP) with a dedicated staff person to conduct assessments (VI-SPDAT) on anyone who seeks housing assistance. Community partners send people there for an assessment. A new application was submitted to add another CAP. Five PATH outreach teams serve as mobile access points conducting assessments in the field, to reach people who are least likely to access the downtown location. There is also an access point for Veterans, although they can be assessed at the other points. CE can be accessed through 2-1-1. Bilingual staff is available for clients with limited or no English. Once assessed, clients are placed on a queue based on vulnerability and in the priority order laid out in the CPD Notice, allowing for easy and coordinated access to housing interventions. PSH providers report vacancies which are paired with clients from the queue. All PSH providers have received Housing First and low barrier training and monitoring of barriers is ongoing.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of
the screen, and then select the applicable checkboxes.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participate in Ongoing Planning and Evaluation</th>
<th>Makes Referrals to the Coordinated Entry Process</th>
<th>Receives Referrals from the Coordinated Entry Process</th>
<th>Operates Access Point for Coordinated Entry Process</th>
<th>Participate in Case Conferencing</th>
<th>Does not Participate</th>
<th>Does not Exist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>CDBG/HOME/Entitlement Jurisdiction</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Law Enforcement</td>
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<td>Local Jail(s)</td>
<td>X</td>
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<td>Hospital(s)</td>
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<td>X</td>
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<tr>
<td>Mental Health Service Organizations</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Substance Abuse Service Organizations</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Affordable Housing Developer(s)</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Public Housing Authorities</td>
<td>X</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>X</td>
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<td>School Administrators/Homeless Liaisons</td>
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<tr>
<td>Non-CoC Funded Victim Service Organizations</td>
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<td>X</td>
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<tr>
<td>Street Outreach Team(s)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Homeless or Formerly Homeless Persons</td>
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<td>PATH Teams</td>
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<td>Healthcare for the Homeless</td>
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<td>Homeless Service Providers</td>
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<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC’s review of the Annual Performance Report(s).

| How many renewal project applications were submitted in the FY 2016 CoC Program Competition? | 28 |
| How many of the renewal project applications are first time renewals for which the first operating year has not expired yet? | 0 |
| How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition? | 28 |
| Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition? | 100.00% |

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC’s publicly announced Rating and Review procedure must be attached.

| Performance outcomes from APR reports/HMIS: |  |
| % permanent housing exit destinations | X |
| % increases in income | X |

| Monitoring criteria: |  |
| Utilization rates | X |
| Drawdown rates | X |
| Frequency or Amount of Funds Recaptured by HUD | X |

Need for specialized population services:
### 1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority.

(limit 1000 characters)

Projects were scored on a range of measures, including working with clients with the following barriers: low or no income; current or past substance abuse; criminal history; having been a victim of DV; significant health issues; and resistance to services. Applicants were scored on prioritization of clients with long lengths of homelessness and high vulnerabilities, and use of harm-reduction and housing first models. Renewal projects also included project materials, in an effort to confirm that what was answered in the application is actually what is in practice. Projects were scored by what they do to help those people with the highest barriers, including chronically homeless, remain housed. For performance measure criteria, applicants were to explain any challenges, such as serving a higher need population that may have affected their performance, which was then given special consideration, if applicable. Points were given to projects that served a high number of veterans and youth.

### 1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached.

(limit 750 characters)

The CoC released a local NOFA on 7/25/16, which included the competition policy with review, ranking, and selection criteria, new and renewal project applications, and a timeline for the process. This was emailed to the entire CoC mailing list (about 340 addresses), which includes funded and non-funded agencies, government officials, advocacy groups, and other interested parties. On 7/27/16, all the above materials were posted on the CoC website; and throughout the process, as materials became available, they were also shared (HUD manuals and scoring tools, for example). In addition, agencies and others on the mailing list were asked to share the information with others, especially those who might not otherwise know about the process.
1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC’s full membership must be attached).

09/12/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)

Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)

08/03/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC’s FY 2016 CoC’s FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?

Yes
1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.
(limit 1000 characters)
The NOFA competition is used to annually monitor project performance. Criteria evaluated include, but are not limited to: utilization rates; participant eligibility and special needs; housing stability increases; destination at exit; participant income increases; mainstream benefits connections; operating in a housing first manner; and serving the clients who have the longest length of time homeless and are most vulnerable. This year, projects were also reviewed to determine if they have made progress from last year. Spending is monitored by requiring agencies to submit eLOOCS screenshots to ensure that they draw funds at least quarterly and are not underspending. They are also assessed to determine if they have a good housing cost emphasis and cost per client rate. APR and other HMIS data quality reports are reviewed for data completeness and accuracy. With the reopening of Esnaps for APR submissions, agencies will submit a pdf of their completed report to ensure timely submission.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?
Yes
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC’s Governance Charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.

Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC’s attached governance charter or attached MOU/MOA.

pages 2-3 in the Governance Charter; pages 1-2 in the MOU, pp 2-4 ion Bylaws

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.

Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHO)?

Yes

2A-4. What is the name of the HMIS software

Compass Rose
used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Pathways Community Network Institute
2B. Homeless Management Information System (HMIS) Funding Sources

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Multiple CoCs

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC</td>
<td>$289,884</td>
</tr>
<tr>
<td>ESG</td>
<td>$0</td>
</tr>
<tr>
<td>CDBG</td>
<td>$0</td>
</tr>
<tr>
<td>HOME</td>
<td>$0</td>
</tr>
<tr>
<td>HOPWA</td>
<td>$0</td>
</tr>
<tr>
<td>Federal - HUD - Total Amount</td>
<td>$289,884</td>
</tr>
</tbody>
</table>

2B-2.2 Funding Type: Other Federal

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Health and Human Services</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Labor</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Agriculture</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

2B-2.3 Funding Type: State and Local

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 CoC Application</td>
<td>Page 20</td>
</tr>
<tr>
<td>09/12/2016</td>
<td></td>
</tr>
</tbody>
</table>
### 2B-2.4 Funding Type: Private

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$0</td>
</tr>
<tr>
<td>Organization</td>
<td>$0</td>
</tr>
<tr>
<td>Private - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

### 2B-2.5 Funding Type: Other

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Fees</td>
<td>$37,000</td>
</tr>
<tr>
<td>Other - Total Amount</td>
<td>$37,000</td>
</tr>
</tbody>
</table>

2B-2.6 Total Budget for Operating Year  

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$326,884</td>
</tr>
</tbody>
</table>
2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):
05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2016 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ESG) beds</td>
<td>1,968</td>
<td>36</td>
<td>852</td>
<td>44.10%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>1,763</td>
<td>0</td>
<td>1,363</td>
<td>77.31%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>519</td>
<td>0</td>
<td>433</td>
<td>83.43%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>2,325</td>
<td>0</td>
<td>1,931</td>
<td>83.05%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

There was an error in the 2016 HIC, and beds were miscategorized as non-HMIS. With the corrections, ES would increase 63 beds (46%); TH 201 beds (89%); RRH 86 beds (100%); and PSH 76 beds (86%). The CoC is addressing why these errors were made and continues to work to improve consistent accuracy over the next 12 months by working with each project type individually to correctly identify which beds are in HMIS. As the CoC transitions to a new HMIS, there will be careful oversight of project classification. With the correction, only ES bed coverage remains under 85%. To improve that rate, and the others, even though over 85%, the CoC has hired a data entry contractor to assist agencies who cite lack of staff as the reason they do not utilize HMIS. The CoC continues to work with HOPWA, faith-based, and other providers not currently utilizing HMIS to expand use. The CoC is also having conversations with other funders, including United Way, to incorporate use of HMIS into their policies.
2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Grant per diem (VA GPD)</td>
<td></td>
</tr>
<tr>
<td>VASH</td>
<td></td>
</tr>
<tr>
<td>Faith-Based projects/Rescue mission:</td>
<td>X</td>
</tr>
<tr>
<td>Youth focused projects:</td>
<td></td>
</tr>
<tr>
<td>Voucher beds (non-permanent housing):</td>
<td></td>
</tr>
<tr>
<td>HOPWA projects:</td>
<td>X</td>
</tr>
<tr>
<td>Not Applicable:</td>
<td></td>
</tr>
</tbody>
</table>

2C-4. How often does the CoC review or assess its HMIS bed coverage?  
Semi-Annually
## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

<table>
<thead>
<tr>
<th>Universal Data Element</th>
<th>Percentage Null or Missing</th>
<th>Percentage Client Doesn't Know or Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Name</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.2 Social Security Number</td>
<td>1%</td>
<td>4%</td>
</tr>
<tr>
<td>3.3 Date of birth</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.4 Race</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.5 Ethnicity</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.6 Gender</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.7 Veteran status</td>
<td>0%</td>
<td>1%</td>
</tr>
<tr>
<td>3.8 Disabling condition</td>
<td>14%</td>
<td>1%</td>
</tr>
<tr>
<td>3.9 Residence prior to project entry</td>
<td>15%</td>
<td>1%</td>
</tr>
<tr>
<td>3.10 Project Entry Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.11 Project Exit Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.12 Destination</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.15 Relationship to Head of Household</td>
<td>3%</td>
<td>0%</td>
</tr>
<tr>
<td>3.16 Client Location</td>
<td>32%</td>
<td>0%</td>
</tr>
<tr>
<td>3.17 Length of time on street, in an emergency shelter, or safe haven</td>
<td>59%</td>
<td>0%</td>
</tr>
</tbody>
</table>

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

| CoC Annual Performance Report (APR):                        | X                          |
| Annual Homeless Assessment Report (AHAR) table shells:       | X                          |
2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?  
12

2D-4. How frequently does the CoC review data quality in the HMIS?  
Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.  
Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC’s HMIS.

<table>
<thead>
<tr>
<th>Program Description</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Supportive Services for Veteran Families (SSVF):</td>
<td></td>
</tr>
<tr>
<td>VA Grant and Per Diem (GPD):</td>
<td></td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY):</td>
<td></td>
</tr>
<tr>
<td>Projects for Assistance in Transition from Homelessness (PATH):</td>
<td></td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC’s HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)  
N/A
2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?
Yes

2E-2. Indicate the date of the most recent sheltered PIT count: 01/26/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?
Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 05/02/2016
2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Census Count:</td>
<td>X</td>
</tr>
<tr>
<td>Random sample and extrapolation:</td>
<td></td>
</tr>
<tr>
<td>Non-random sample and extrapolation:</td>
<td></td>
</tr>
</tbody>
</table>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

<table>
<thead>
<tr>
<th>Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS:</td>
<td></td>
</tr>
<tr>
<td>HMIS plus extrapolation:</td>
<td></td>
</tr>
<tr>
<td>Interview of sheltered persons:</td>
<td>X</td>
</tr>
<tr>
<td>Sample of PIT interviews plus extrapolation:</td>
<td></td>
</tr>
</tbody>
</table>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

For the sheltered count, there was a complete census of all clients in ES and TH on the night of the count. For programs that utilize HMIS, their data was collected from there. The CoC collected data from provider surveys for all
programs that do not utilize HMIS, e.g., DV programs. The surveys were carefully developed to make it easy to collect all required information. The agencies were provided ample time to complete the surveys. Once collected, that information, as well as the data collected from HMIS, was reviewed and checked for inconsistencies and missing information. As necessary, the CoC reached out to agencies for clarification and corrections. This method was selected in an effort to collect the most comprehensive information. As there are several programs that do not utilize HMIS, the survey allowed for their information to be included in the Count. Similarly, for the programs that use HMIS, using that data allowed for ease of collection.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

There were no changes to the sheltered count methodology.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

For the 2016 PIT Count, the coverage was more thorough than in past years. Additional efforts were made to include projects and agencies that had not been involved or counted in 2015. Additionally, the Metro Atlanta Task Force for the Homeless, a large non-HMIS shelter, participated in the Count, allowing for the clients to be surveyed for the first time this year. Therefore, it was possible to obtain aggregate numbers and specific demographic information that in previous years was derived through extrapolation analysis.
2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

| Training:                  | X |
| Follow-up:                 | X |
| HMIS:                      | X |
| Non-HMIS de-duplication techniques: | X |

Approximately 90 days prior to the community’s PIT sheltered count (1/26/2016), the CoC staff conducted an intensive data quality analysis to ensure that community providers were accurately enrolling and discharging clients. Through the PIT data quality analysis, CoC staff conducted site visits to community providers identified as having poor data quality (in regards to enrollment and discharge) to ensure that users were prepared to have updated information in the system for active and inactive clients. Community providers were encouraged to confirm that they would have adequate staff to enter data in anticipation for the PIT data pull. If community providers claimed that they did not have adequate staff to enter data in HMIS in a timely fashion, the CoC provided volunteers to assist in data entry for the night of the sheltered count.

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

Prior to the shelter count, CoC staff reached out to programs that are not on HMIS, in an effort to make them more willing to participate in the count, which they may not have in previous years. Also, prior to the night of the sheltered count, CoC staff conducted a thorough data quality analysis to ensure that providers were accurately enrolling and discharging clients. While some checks may have been done in the previous year, this effort was made to ensure a more accurate count on actual night. Related, CoC staff also asked providers to assess their capacity to enter the information for the clients they were serving on the night of the PIT in a timely fashion to ensure the availability of accurate data for the sheltered count. If providers indicated that they would not be able to get data entered in a timely fashion, the CoC offered volunteers to provide...
assistance with enrolling clients on the night of PIT and additional support for data entry in the days that followed as needed.
2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/26/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016
# 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

**Instructions:**
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

## 2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Night of the count - complete census:</td>
<td>X</td>
</tr>
<tr>
<td>Night of the count - known locations:</td>
<td></td>
</tr>
<tr>
<td>Night of the count - random sample:</td>
<td></td>
</tr>
<tr>
<td>Service-based count:</td>
<td>X</td>
</tr>
<tr>
<td>HMIS:</td>
<td></td>
</tr>
</tbody>
</table>

## 2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology.

*Limit 1000 characters*

Teams of volunteers went throughout the city to look for people who were homeless and on the street or places not meant for human habitation. Once identified, volunteers asked if they would be willing to be interviewed. If not, or if it was too disruptive to ask, volunteers completed an observation tool which still allowed for the person to be counted. While teams did cover the entire CoC geography, areas that historically showed few homeless people were clustered together and areas that tended to have a higher population were covered by more teams, and by more experienced volunteers. Also, for the week following the night of the count, teams were deployed to service locations citywide to interview people regarding where they slept on the night of the count. This method of covering the entire city one night, and visiting service locations the following week was selected in an effort to capture the most complete count and data for the CoC.
2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count).
(limit 1000 characters)

The 2016 PIT Count used a complete census method of counting and a service based count versus a sampling and extrapolation method that has been used previously.

These methods were used in an effort to provide the most complete census and data information possible. Also, these methods allowed for a direct and complete count of all people and their characteristics and do not require any estimates, which is what methods used in previous years relied on. They also incorporate the entire geography of the CoC and can be used as a benchmark for future PIT counts.

Also, for the 2016 Count, youth providers were a part of the PIT Committee and assisted in identifying areas and times to provide outreach to conduct surveys to the youth.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?
Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth.
(limit 1000 characters)

N/A

However, while the CoC did take some extra measures to identify youth in the 2016 count, additional measures are also being taken to continue to better identify youth who are homeless.

For the 2016 Count, youth providers were a part of the PIT Committee and assisted in identifying areas and times to provide outreach to conduct surveys to the youth.

Additionally, in the summer of 2015, a special youth count was conducted by a local university. This count focused on unaccompanied youth, including LGBTQ and victims of sex trafficking. While this was a separate endeavor initially, for subsequent years, the efforts of this count will be incorporated into the CoC Count. This will include participation from non-CoC funded youth service providers, as well as local university students.
2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

<table>
<thead>
<tr>
<th>Step</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training:</td>
<td></td>
</tr>
<tr>
<td>&quot;Blitz&quot; count:</td>
<td>X</td>
</tr>
<tr>
<td>Unique identifier:</td>
<td>X</td>
</tr>
<tr>
<td>Survey questions:</td>
<td>X</td>
</tr>
<tr>
<td>Enumerator observation:</td>
<td>X</td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method).

(limit 1000 characters)

Learning from previous years, the survey used in the unsheltered count was edited to provide better clarity in the questions that the volunteers asked. Some questions were changed to provide for clearer responses. Volunteers were trained in small groups, allowing time for more direct questions on the survey tool. Both of these changes resulted in more complete and accurate responses. Volunteers were also recruited for the service based count which improved the coverage at service locations and increased the number of surveys collected. In 2015 an outside contractor was hired to lead the PIT Count, and the 2016
Count was led by CoC staff. This was beneficial as the team was familiar with the agencies and partners, as well as with the issue of homelessness and geography of the City. The person who managed the 2015 Count had an unforeseen learning curve, as the issue and community were new. This did not exist in 2016, which resulted in a smoother and more efficient process.
3A. Continuum of Care (CoC) System Performance

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.


* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

<table>
<thead>
<tr>
<th>Category</th>
<th>2015 PIT (for unsheltered count, most recent year conducted)</th>
<th>2016 PIT</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>4,317</td>
<td>4,063</td>
<td>-254</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>1,688</td>
<td>1,782</td>
<td>94</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>1,592</td>
<td>1,443</td>
<td>-149</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>3,280</td>
<td>3,225</td>
<td>-55</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>1,037</td>
<td>838</td>
<td>-199</td>
</tr>
</tbody>
</table>

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

<table>
<thead>
<tr>
<th>Category</th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>8,894</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>6,426</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>3,644</td>
</tr>
</tbody>
</table>


Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.
(limit 1000 characters)

The local public defender’s office is an active partner in the CoC, assisting in identifying criminalization, and in reducing discharges to homelessness. The CoC participates in task forces related to people exiting from the juvenile justice system and the criminal justice system, as well as a pre-arrest diversion team, which is designing a pilot to offer alternatives to incarceration, which often leads to homelessness. The local Office of Children and Families is also involved with the CoC, assisting in ensuring youth from foster care are not discharged into homelessness. All providers in the CoC utilize the Barriers to Housing assessment, which will help identify common causes of homelessness to address. Almost $150,000 of state and local entitlement funds was awarded to Atlanta agencies for prevention, including Nicholas House and HOPE Atlanta, in another effort to prevent people from becoming homeless. Prevention and diversion are also focuses in the CoC strategic planning process.


Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

With CE system, the CoC works to reduce how long individuals and families remain homeless by assessing and prioritizing based on vulnerability and length of time homeless. As a part of CE, date of first homeless episode will be tracked to ensure the length of time homeless is addressed. Housing navigators, part of CE, help speed up the housing search. In addition to CE, training agencies have received on housing first and lowering barriers assists in decreasing the length of time people remain homeless. Building relationships with landlords and assisting with move-in costs also help. The CoC already measures length of time homeless for Veterans and it is reducing. The CoC is beginning to do so for people who are chronically homeless and for families. With a new HMIS, the CoC will be able to evaluate progress made, system-wide, on reducing lengths of time homeless. This will include data from CoC and ESG funded agencies, as well as from agencies who do not receive such funding.

* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the
retention of program participants in CoC Program-funded permanent supportive housing.

<table>
<thead>
<tr>
<th></th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in SSO, TH and PH-RRH who exited</td>
<td>60</td>
</tr>
<tr>
<td>Of the persons in the Universe above, how many of those exited to permanent destinations?</td>
<td>28</td>
</tr>
<tr>
<td>% Successful Exits</td>
<td>46.67%</td>
</tr>
</tbody>
</table>

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

<table>
<thead>
<tr>
<th></th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>862</td>
</tr>
<tr>
<td>Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?</td>
<td>799</td>
</tr>
<tr>
<td>% Successful Retentions/Exits</td>
<td>92.69%</td>
</tr>
</tbody>
</table>

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.
(limit 1000 characters)

HMIS data for the first 6 months of 2016 compared to the same in 2015 shows a decrease in returns to homelessness, after two years (22% in 2015, 19% in 2016). More telling is the decrease in returns to homelessness in two years from people who exit PH (14% in 2015, 9% in 2016). This shows progress on reducing returns to homelessness, but efforts to reduce this more continue. With CE, the VI-SPDAT is done, which scores returns to homelessness. This assists in identifying people who return to homelessness. The CoC will continue to provide training on housing first and low barriers, which help PH providers increase their housing stability, and therefore reduce returns to homelessness. In the event eviction is inevitable, the CoC will case-conference to rehouse the person with another provider. The CoC is undergoing a “right-sizing” process to ensure proper interventions are available and offered, increasing likelihood of stability. From HMIS, non-PH exits will be monitored and addressed.

Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-
employment non-cash sources.  
(limit 1000 characters)

Steps are being taken to continue to address increase in all income sources. This includes:

- Most project applicants assist with transportation for income related matters; provide follow-ups regarding benefits; and have access to TA regarding SSI/SSDI; use a single application and have been SOAR trained in the past 2 years.

- The CoC continues to engage agencies that assist with increasing income, including New Hope Enterprises and the Atlanta Center for Self Sufficiency, which have job programs, and First Step Staffing, which provides employment and benefit assistance. The CoC is strengthening relations with the workforce development agency and coordinated entry to ensure people are connected to immediate job opportunities upon assessment.

While income growth has been minimal, with the above, the CoC hopes to see this change. Agencies are being retrained in how to record increases in HMIS, as some of the slow progress may be credited to poor data entry.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.  
(limit 1000 characters)

Funded agencies work with the Department of Labor, which has an office at the central location that has a staff person dedicated to CE. There and at other DOL locations, clients can get job search assistance, including focused help for people with disabilities, Veterans, and youth. They also allow a person to self-identify as homeless during intake, which allows for tailored service, including referrals to service providers. Funded agencies also work with the Atlanta Workforce Development, which assists with GEDs, vocational rehab, and other job skills. They also have a childcare center, computer lab, clothing closet, and transportation assistance. Agencies also work with First Step Staffing, which is a temporary staffing agency, as well as a SOAR trained program. Atlanta Center for Self-Sufficiency, a partner agency, livestreams job training, which removes transportation barriers.

About 90% of the 27 funded housing projects (all PH) connect with mainstream employment services.

3A-7. What was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC’s unsheltered PIT count?  
(limit 1000 characters)

Prior to the unsheltered count, the PIT Committee coordinated with outreach teams, downtown ambassadors, and the police to identify areas of the city that tend to have high concentrations of people who are homeless. This process also helped identify previously unknown locations that people who were unsheltered stayed. Once identified, all areas of the city were divided up for teams of volunteers to cover for surveying. The night of the Count, teams were
sent out and when someone who was unsheltered was located, a numbered survey was administered, with the location being included. Also included on the survey was information about how to best reach the person, whether directly, or through a service agency, and where the person might be during the day, for follow-up. Once all surveys were complete and entered into a database, anyone who consented to being identified were added to the housing queue and identified for further assessment (VI-SPDAT) and prioritization for permanent housing.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?

No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?

(limit 1000 characters)

N/A

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.

(mm/dd/yyyy)

08/12/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.

(limit 1500 characters)

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

Objective 1: Ending Chronic Homelessness

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons</td>
<td>781</td>
<td>556</td>
<td>-225</td>
</tr>
<tr>
<td>Sheltered Count of chronically homeless persons</td>
<td>416</td>
<td>290</td>
<td>-126</td>
</tr>
<tr>
<td>Unsheltered Count of chronically homeless persons</td>
<td>365</td>
<td>266</td>
<td>-99</td>
</tr>
</tbody>
</table>

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)
The CoC continues to see a decrease in CH. Since 2014, there has been a decrease in over 775 people who were chronically homeless, including a 234 decrease from 2015 to 2016. This decrease is equally in both sheltered and unsheltered, which each saw about a 30% decrease. In addition to focusing on Veterans, the CoC has dedicated a lot of energy and resources to identifying and housing people who are chronically homeless and most vulnerable. HUD TA has provided guidance on best practices towards addressing chronic homelessness. Additionally, the CoC has engaged other TAs to assist and train providers in providing appropriate services and housing in an effort to not only house people who are chronically homeless, but to help them remain housed and not return to homelessness. The CoC also increased PSH beds dedicated for CH. In regards to the PIT, adjustments were made to the survey, to better clarify who met the definition of chronic homelessness, which resulted in more accurate data.

### 3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.</td>
<td>875</td>
<td>2,263</td>
<td>1,388</td>
</tr>
</tbody>
</table>

### 3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.

(limit 1000 characters)

The information in the 2016 HIC for beds dedicated to the chronically homeless is incorrect. It was reported that there are 2263 dedicated CH beds - a 159% increase in dedicated CH beds from 2015 (an increase of 1388 beds). The correct count for dedicated CH beds for 2016 is 1073. This more accurately reflects a 23% increase in dedicated CH beds (an increase of 198 beds). The data showing the incorrect increase in beds was due to errors when submitting the HIC data. The CoC continues to work to ensure correct and accurate information will be submitted going forward.

The actual increase is a result of adding new funded PSH beds, as well as better identifying beds in the CoC which had not been previously included. The new beds were primarily dedicated to chronically homeless. Also, some non-funded projects also added beds, some of which were dedicated to chronic homelessness. The strategic plan that is being finalized also has specific goals related to increasing PSH beds.

### 3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice

Yes
CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

Previously thought to be on target to end chronic homelessness by 2017, the CoC realized more time is needed. The CoC is in the midst of strategic planning and one goal identified is to end CH by 2019. As a part of that planning process, the CoC is identifying action items needed which include additional PSH units and resources to create those units. As a priority community, the CoC continues to utilize HUD TA to guide this work and meet the goal. The CoC also engaged other TA to assist with system transformation, CE, and supportive housing development. With a by-name list and coordinated entry, individuals who are chronically homeless continue to be prioritized and all CoC funded PSH is prioritized for the chronically homeless, in line with the CPD Notice. The COC has provided training and monitoring of PSH projects to ensure fidelity to Housing First, harm reduction, and other evidence based practices shown to lead to positive outcomes in housing and reductions in recidivism.
3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC’s based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

<table>
<thead>
<tr>
<th>Factor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization:</td>
<td>X</td>
</tr>
<tr>
<td>Number of previous homeless episodes:</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered homelessness:</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History:</td>
<td></td>
</tr>
<tr>
<td>Bad credit or rental history (including not having been a leaseholder):</td>
<td></td>
</tr>
<tr>
<td>Head of household has mental/physical disabilities:</td>
<td>X</td>
</tr>
<tr>
<td>Chronic Homelessness</td>
<td>X</td>
</tr>
<tr>
<td>Length of Homeless Episode</td>
<td>X</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

3B-2.2. Describe the CoC’s strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)
liaisons and with others who work with children. To house families quicker, the CoC is first addressing families who are chronically homeless, through coordinated entry. Other families, when identified, are also offered housing assistance, which is increasing. The CoC has three RRH funded projects, and is submitting for a new one, to increase the amount of assistance available to families. Additionally, over $500,000 is available in local entitlement ESG RRH and HOME rental assistance, and almost $300,000 in state entitlement for RRH. RRH will also be reintegrated into CE, with referrals through the CE process, which will help rehouse families quicker. With a new HMIS, the CoC will be able to track and measure to ensure that families who become homeless are rehoused as quickly as possible, aiming to rehouse in 30 days or less. A goal of the strategic plan is to reach that by 2020.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve families in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>45</td>
<td>55</td>
<td>10</td>
</tr>
</tbody>
</table>

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

- CoC policies and procedures prohibit involuntary family separation: [X]
- There is a method for clients to alert CoC when involuntarily separated: [ ]
- CoC holds trainings on preventing involuntary family separation, at least once a year: [X]
- [ ]
- [ ]
- None: [ ]

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th>PIT Count of Homelessness Among Households With Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 (for unsheltered count, most recent year conducted)</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>FY2016 CoC Application</td>
</tr>
</tbody>
</table>
3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count.

The total number of households with children who were homeless decreased from 2015 to 2016 about 25%. The CoC believes this overall decrease is due to an increase in CoC-funded PSH and ESG- and CoC-funded RRH for families, as well as more coordinated services for families. This total, however, includes a decrease in the number of households in shelter, but an increase in the total number of unsheltered households with children increased, from 3 households in 2015 to 19 in 2016. While it is difficult to determine the exact cause for this increase, it is suspected that this may reflect not an actual increase but rather may be the result of a more comprehensive methodology for the PIT. The PIT in 2016 was better planned to ensure all areas of the city were covered. Input from the police, downtown ambassadors, and outreach teams helped identify areas that families may stay, which may have otherwise been overlooked.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

<table>
<thead>
<tr>
<th>Strategy Description</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human trafficking and other forms of exploitation?</td>
<td>Yes</td>
</tr>
<tr>
<td>LGBTQ youth homelessness?</td>
<td>Yes</td>
</tr>
<tr>
<td>Exits from foster care into homelessness?</td>
<td>Yes</td>
</tr>
<tr>
<td>Family reunification and community engagement?</td>
<td>Yes</td>
</tr>
<tr>
<td>Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?</td>
<td>Yes</td>
</tr>
<tr>
<td>Unaccompanied minors/youth below the age of 18?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

<table>
<thead>
<tr>
<th>Strategy Description</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversion from institutions and decriminalization of youth actions that stem from being trafficked:</td>
<td>X</td>
</tr>
<tr>
<td>Increase housing and service options for youth fleeing or attempting to flee trafficking:</td>
<td>X</td>
</tr>
</tbody>
</table>
**3B-2.7.** What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Length of time homeless</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Unsheltered homelessness</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lack of access to family and community support networks</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Disabling Condition</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**3B-2.8.** Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry</td>
<td>135</td>
<td>136</td>
<td>1</td>
</tr>
</tbody>
</table>

**3B-2.8a.** If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing
program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.

(limit 1000 characters)

The number of unsheltered youth in FY2015 was basically the same as in FY2014 (136 and 135, respectively). The CoC is has several strategies to address youth homelessness, including those who are unsheltered. In 2015, there was a specific youth homeless point-in-time count spearheaded by Georgia State University. The professor who led that count is collaborating with the CoC for the 2017 Count which will assist in locating unsheltered youth, and with their consent, providing follow-up assessment for housing. Additionally, the CoC has a Youth Committee which meets every other month to develop policies and strategies for addressing youth homelessness. In this NOFA process, the youth providers in the CoC collaborated together to submit an application for a new RRH project. If funded, this will provide almost 30 new RRH beds, specifically for youth, with unsheltered youth being a priority. Finally, the CoC is submitting an application for the Youth Homeless Demonstration Project funding.

3B-2.9. Compare funding for youth homelessness in the CoC’s geographic area in CY 2016 and CY 2017.

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Calendar Year 2016</th>
<th>Calendar Year 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):</td>
<td>$5,923,392.00</td>
<td>$6,505,193.00</td>
<td>$581,801.00</td>
</tr>
<tr>
<td>CoC Program funding for youth homelessness dedicated projects:</td>
<td>$333,392.00</td>
<td>$665,193.00</td>
<td>$331,801.00</td>
</tr>
<tr>
<td>Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):</td>
<td>$5,590,000.00</td>
<td>$5,840,000.00</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other’s meetings between July 1, 2015 and June 30, 2016?

<table>
<thead>
<tr>
<th>Cross-Participation in Meetings</th>
<th># Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC meetings or planning events attended by LEA or SEA representatives:</td>
<td>0</td>
</tr>
<tr>
<td>LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:</td>
<td>5</td>
</tr>
<tr>
<td>CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):</td>
<td>16</td>
</tr>
</tbody>
</table>

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.

(limit 1000 characters)

There are several providers in the CoC that serve families and all have partnerships with the local schools, the homeless liaison, and early childhood
programs. This is beneficial when the provider has a child to enroll, but also when the local program identifies a family who may be homeless, they have a resource to connect with. They are also involved in the CoC strategic planning process and are instrumental in developing goals and strategies to end family homelessness by 2020. There are many collaborations between educational partners and the CoC. Chris Kids has an MOU to provide mental health and trauma training to staff at local childcare facilities that work with children who are homeless. Families First has a contract with the DHS-Division of Family and Children Services to provide multiple services, including home-based “parents as teachers” trainings and a program which provides training and support to Limited English Proficiency parents and/or are geographically isolated.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

The CoC and new school liaison are restarting conversations to ensure that schools are aware of services that children and families who are homeless are eligible for. If any school contacts the liaison, she is aware that the CoC can work with families to determine eligibility for services. The liaison is also engaged with shelters to ensure they have access to available resources for families.

In the CoC written standards, which apply to CoC and ESG agencies, all housing programs are responsible for including questions about the educational status of all children. Additionally, agencies must have a lead staff person identified to ensure all children are enrolled in school and connected to the appropriate educational services. Parents and/or legal guardians will be offered the ability to sign a release of information allowing the housing provider to speak with the education provider, to assist in the coordination of services. Agencies also must have policies and practices that are consistent with 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. Finally, all housing programs provide 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.

Although not directly related to connections to schools, ensuring that the shelter environments are safe and developmentally appropriate also help position children for success in education. The CoC recently began conversations with a TA provider regarding assisting with this, in addition to continuing to build relationships and awareness with local schools and early childhood providers. One tool that the CoC may implement to do so is the “Early Childhood Self-Assessment Tool for Family Shelters,” developed by the Administration for Children and Families within HHS.

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and
youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others? (limit 1000 characters)

There are several programs in the Atlanta CoC that have written agreements with programs that serve children, including: • Action Ministries, and Project Community Connections Inc, which both have MOUs with Our House (preschool and Headstart programs); • Chris Kids, which has an MOU with Our House (preschool and Headstart programs) and Sheltering Arms (early childhood programs) to provide mental health services and trauma training to staff; and • Families First, which has contracts with DHS to provide an evidence based home visiting model, and additional resources to families with at least one child between the ages of 0-5. They also have a contract for a program that provides mobilization, training, education, and support services to expecting Hispanic parents and those who have children between the ages of zero and five years old; families who are geographically isolated and residing in “food, transportation and social service deserts”; and/or those who speak limited or no English.
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT count of sheltered and unsheltered homeless veterans:</td>
<td>633</td>
<td>369</td>
<td>-264</td>
</tr>
<tr>
<td>Sheltered count of homeless veterans:</td>
<td>482</td>
<td>366</td>
<td>-116</td>
</tr>
<tr>
<td>Unsheltered count of homeless veterans:</td>
<td>151</td>
<td>3</td>
<td>-148</td>
</tr>
</tbody>
</table>

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

N/A.

There was a decrease in homeless Veterans between 2015 and 2016. This decrease in homeless Veterans can be attributed to the significant effort and resources committed over the last year to meet the Mayor’s Challenge to End Veteran’s Homelessness. Over 1000 homeless Veterans have been permanently housed since the Mayor accepted the challenge resulting in over a 98% decrease in unsheltered Veterans from the 2015 PIT count. There was 30% decrease in sheltered Veterans. In collaboration with United Way, SSVF providers, the Veterans Administration, the CoC manages the by name list of Veterans to develop housing solutions for those sheltered and unsheltered. When applicable, and no other VA equivalent housing is available, the CoC
prioritizes all permanent supportive housing at turnover, to ensure that all episodes of Veteran homelessness are rare and brief.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veteran's Affairs services and housing to appropriate resources such as HUD-VASH and SSVF. (limit 1000 characters)

SSVF providers, some of which are CoC funded organizations, in partnership with UW, do outreach several times a week to locate and identify homeless Veterans. Other outreach teams, such as PATH teams, also ask about military service, to identify Veterans on the street. The VI-SPDAT, which is the assessment used for coordinated entry, is another way to identify if someone is a Veteran. Once identified, Veterans are assessed, using the VI-SPDAT, whether on the street, at the Veterans Community Resource and Referral Center (the Veteran specific CAP), or at the centrally located access point. If a Veteran who is homeless presents at the local VA, they are also assessed. Veterans who are eligible for SSVF are referred for that. All chronically homeless Veterans are referred to VASH through the coordinated entry process to be screened and scheduled for intake. All providers know that if a Veteran presents for services, he or she should be referred to the VA to determine other eligibility.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

<table>
<thead>
<tr>
<th></th>
<th>2010 (or 2009 if an unsheltered count was not conducted in 2010)</th>
<th>2016</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total PIT Count of sheltered and unsheltered homeless veterans:</td>
<td>962</td>
<td>375</td>
<td>-61.02%</td>
</tr>
<tr>
<td>Unsheltered Count of homeless veterans:</td>
<td>341</td>
<td>3</td>
<td>-99.12%</td>
</tr>
</tbody>
</table>

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?
When no VA equivalent housing is available, the CoC prioritizes all PSH for Veterans. Through a partnership with Atlanta Housing Authority, the Supportive Housing Pilot Program issues vouchers to individuals in PSH who are able to live independently, with limited case management. The CoC then uses the vacant PSH units for Veterans. The CoC works with the VA and VA-funded providers, as a part of the Mayors Challenge, to identify all Veterans. Cross-checking in HMIS and outreach efforts help to ensure all Veterans are on the by name registry. The CoC partners with Open Doors, a nonprofit partner who engages private landlords, which lowers barriers and increases access to affordable housing. This partnership has led to increased landlord participation and housing for Veterans.

HUD TA has worked closely with the CoC during this process. Additionally, the community is very active in this endeavor and there are a few meetings, each month, to assess the progress being made.
4A. Accessing Mainstream Benefits

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?

Yes

4A-2. Based on the CoC’s FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

| Total number of project applications in the FY 2016 competition (new and renewal): | 30 |
| Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, “Yes” is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, “Yes” is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A). | 30 |
| Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits: | 100% |

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

Although a non-expansion state, the CoC collaborates with Mercy Care to assist homeless program participants to enroll in health insurance. Mercy Care, which is Atlanta’s Healthcare for the Homeless provider and a federally qualified health center, has outreach and enrollment specialists who hold outreach and enrollment days at over 10 clinics/shelters throughout the CoC geography. They also staff outreach activities including fairs, festivals and other outreach events targeting the homeless population. In the last 12 months, Mercy Care enrolled 970 participants into healthcare benefits. Additionally, Chris Kids has a full time
Certified Navigator that helps young adults and families apply for health insurance through Medicaid, CMO’s and Kaiser. In 2015-2016 their navigator assisted 47 youth successfully obtain insurance.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

<table>
<thead>
<tr>
<th>Educational materials:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person Trainings:</td>
<td></td>
</tr>
<tr>
<td>Transportation to medical appointments:</td>
<td>X</td>
</tr>
<tr>
<td>Outreach Fairs and Project Homeless Connect Events</td>
<td>X</td>
</tr>
<tr>
<td>Not Applicable or None:</td>
<td></td>
</tr>
</tbody>
</table>
4B. Additional Policies

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

<table>
<thead>
<tr>
<th>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2016 competition:</td>
<td>29</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as “low barrier”:</td>
<td>100%</td>
</tr>
</tbody>
</table>

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

<table>
<thead>
<tr>
<th>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:</td>
<td>29</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:</td>
<td>100%</td>
</tr>
</tbody>
</table>

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC’s geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:

X
4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve all populations in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>45</td>
<td>55</td>
<td>10</td>
</tr>
</tbody>
</table>

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?

No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135? (limit 1000 characters)

N/A

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?

No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons
defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.
(limit 2500 characters)
N/A

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.
(limit 1500 characters)
N/A

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

| CoC Governance: |   |
| CoC Systems Performance Measurement: |   |
| Coordinated Entry: |   |
| Data reporting and data analysis: |   |
| HMIS: |   |
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:

Maximizing the use of mainstream resources:

Retooling transitional housing:

Rapid re-housing:

Under-performing program recipient, subrecipient or project:

Not applicable:

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

<table>
<thead>
<tr>
<th>Type of Technical Assistance Received</th>
<th>Date Received</th>
<th>Rate the Value of the Technical Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
# 4C. 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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants</td>
<td>Yes</td>
<td>Atlanta CoC Evidence</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>02. 2016 CoC Consolidated Application: Public Posting Evidence</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03. CoC Rating and Review Procedure (e.g. RFP)</td>
<td>Yes</td>
<td>Atlanta CoC Rating and Review Procedure</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>05. CoCs Process for Reallocating</td>
<td>Yes</td>
<td>Atlanta CoC Evidence</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>06. CoC's Governance Charter</td>
<td>Yes</td>
<td>Atlanta CoC Governance Charter</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>GA HMIS Policies ...</td>
<td>09/06/2016</td>
</tr>
<tr>
<td>08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09. PHA Administration Plan (Applicable Section(s) Only)</td>
<td>Yes</td>
<td>Atlanta CoC PHA Administration Plan</td>
<td>09/08/2016</td>
</tr>
<tr>
<td>11. CoC Written Standards for Order of Priority</td>
<td>No</td>
<td>Atlanta CoC Written Standards</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. HDX-system Performance Measures</td>
<td>Yes</td>
<td>Atlanta CoC HDX-system Performance Measures</td>
<td>09/06/2016</td>
</tr>
<tr>
<td>14. Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: Atlanta CoC Evidence of Communication to Rejected/Fully Reallocated Projects

Attachment Details

Document Description: Atlanta CoC Ranking and Review (policy, apps, scoring tools, presentations)

Attachment Details

Document Description: Atlanta CoC Evidence of Public Posting and Email Proof of Application Processes (meetings, announcements, policies, tools)

Attachment Details

Document Description: Atlanta CoC Evidence of Ranking and Review Process (notice, website, emails, etc)
Document Description: Atlanta CoC Governance Charter and Byalws that Outline Lead and CoC Responsibilities

Attachment Details


Attachment Details

Document Description: Atlanta CoC PHA Admin Plan

Attachment Details

Document Description: CoC HMIS MOU

Attachment Details

Document Description: Atlanta CoC Written Standards and Agency Certifications for Order of Priority
Attachment Details

Document Description:

Attachment Details

Document Description: Atlanta CoC SPM

Attachment Details

Document Description:

Attachment Details

Document Description:
Submission Summary

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>08/28/2016</td>
</tr>
<tr>
<td>1B. CoC Engagement</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/12/2016</td>
</tr>
</tbody>
</table>

FY2016 CoC Application  Page 64  09/12/2016
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>1D. CoC Discharge Planning</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>1E. Coordinated Assessment</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>1F. Project Review</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>1G. Addressing Project Capacity</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>2A. HMIS Implementation</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>2B. HMIS Funding Sources</strong></td>
<td>09/11/2016</td>
</tr>
<tr>
<td><strong>2C. HMIS Beds</strong></td>
<td>09/12/2016</td>
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<tr>
<td><strong>2D. HMIS Data Quality</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>2E. Sheltered PIT</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>2F. Sheltered Data - Methods</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>2G. Sheltered Data - Quality</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>2H. Unsheltered PIT</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>2I. Unsheltered Data - Methods</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>2J. Unsheltered Data - Quality</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>3A. System Performance</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>3B. Objective 1</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>3B. Objective 2</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>3B. Objective 3</strong></td>
<td>09/12/2016</td>
</tr>
<tr>
<td><strong>4A. Benefits</strong></td>
<td>09/10/2016</td>
</tr>
<tr>
<td><strong>4B. Additional Policies</strong></td>
<td>09/11/2016</td>
</tr>
<tr>
<td><strong>4C. Attachments</strong></td>
<td>Please Complete</td>
</tr>
<tr>
<td><strong>Submission Summary</strong></td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
Atlanta CoC Attachment
1. Evidence of CoC Communication to Rejected Participants

- Email to Georgia Housing and Finance Authority acknowledging their decision to not submit application for renewal
- Email to GHFA regarding reduction in grants
- Email to Covenant House regarding reduction in grants
Thanks! With this decision to not submit a renewal application for Jerusalem House, the CoC will not be including this project on the priority listing, and will reallocate the funds.

Thanks!

(not sure why my dca email is being forwarded to Theresa, but...)

-------------------
Amy Zaremba
Deputy Director
Programs and Grants Management
Partners for HOME
Atlanta Homeless CoC
amzaremba@atlantaga.gov
(404) 865-8859

From: Libby Tyre
Sent: Sunday, July 31, 2016 10:34 AM
To: Zaremba, Amy M.
Subject: Jerusalem House

Amy –

Just wanted to remind you that JH does not want their ATL shelter plus care grant anymore. Actually, they moved clients off that grant (in HMIS and billing) at the end of the 2014 grant cycle (2-29-16).

So...GHFA will not be submitting an application for this grant:

| Jerusalem House ATL S+CR | GA0022L48001508 |

Please advise if you have anything else we should do.

Libby
Good afternoon-

On Friday, August 26, 2016, the Governing Council met and voted on the 2016 Priority Listing for the Atlanta CoC. This was proposed by the Ranking and Review Committee who reviewed, scored, and ranked all the submitted applications based on HUD and CoC priorities and guidelines.

Below are the results for your project(s):

<table>
<thead>
<tr>
<th>Tier</th>
<th>Grantee</th>
<th>Agency</th>
<th>Project Name</th>
<th>Proposed Grant Award</th>
<th>Reduction</th>
<th>Reason for Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>Caring Works</td>
<td>Caring Works ATL S+CR2</td>
<td>$94,403.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>Caring Works</td>
<td>Caring Works ATL S+CR</td>
<td>$94,403.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>Covenant House</td>
<td>Covenant House ATL S+CR</td>
<td>$60,222.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>Families First</td>
<td>Families First S+CR2</td>
<td>$234,408.00</td>
<td>$33,420.00</td>
<td>grantees recommendation, based on underspending</td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>Families First</td>
<td>Families First S+CR</td>
<td>$198,390.00</td>
<td>$68,143.00</td>
<td>grantees recommendation, based on underspending</td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>GRO</td>
<td>Georgia Rehabilitation Outreach S+CR</td>
<td>$218,422.00</td>
<td></td>
<td></td>
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<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>GRO</td>
<td>Georgia Rehabilitation Outreach S+CR2</td>
<td>$203,080.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>PII</td>
<td>Presley Woods S+CR</td>
<td>$156,798.00</td>
<td>$9,168.00</td>
<td>grantees recommendation, based on underspending</td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>PII</td>
<td>Phoenix House S+CR</td>
<td>$217,971.00</td>
<td>$57,855.00</td>
<td>grantees recommendation, based on underspending</td>
</tr>
<tr>
<td>Tier 1</td>
<td>Georgia Housing and Finance Authority</td>
<td>PII</td>
<td>Welcome House S+CR- pili</td>
<td>$329,491.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attached is the full final listing that was approved and will be included in the Atlanta CoC application to HUD. This will also be posted on the Atlanta CoC website (https://atlantacoc.wordpress.com).

As noted in earlier materials, this was a competitive process within the CoC. And, it is still competitive among all other CoCs nationwide. While we are hopeful that the Atlanta CoC application will score high enough for all Tier 1 and Tier 2 projects to be funded, HUD makes all final funding determinations and inclusion in the CoC application to HUD does not guarantee funding.

While we are in the homestretch of this application process, there are still several things that need to be completed. The next steps include:

- We will review your esnaps applications for completeness and will contact you with any adjustments that will need to be made. As this process has been done for several years, we anticipate any changes to be more technical oversights (funding amounts, grant numbers, etc.) and not so much changes to the narratives.
- We will re-review the Applicant Profile and related attachments to make certain they are correct and updated (if applicable). Having incorrect or incomplete attachments may not only affect your project application to HUD, but it will also result in the CoC losing points.
- We continue to work on the CoC application and related materials.
- Partners for Home, as the Atlanta CoC Collaborative Applicant, will submit (CoC Application, CoC Priority Listing, and all CoC Project Applications) no later than September 14, 2016 (hopefully by September 12)!
Thanks, again, for working with us on this. If you have any questions, please let me know.

Have a great day!

-------------------
Amy Zaremba
Deputy Director
Programs and Grants Management
Partners for HOME
Atlanta Homeless CoC
amzaremba@atlantaga.gov
(404) 865-8859

-------------------
From: Zaremba, Amy M.
Sent: Monday, August 29, 2016 4:25 PM
To: 'aashe@covenanthouse.org'; 'jpaveglio@covenanthouse.org'; Lisa Curia (lcuria@covenanthouse.org)
Cc: Marchman, Cathryn F.
Subject: Atlanta CoC FY2016 NOFA Priority Listing

Good afternoon-

On Friday, August 26, 2016, the Governing Council met and voted on the 2016 Priority Listing for the Atlanta CoC. This was proposed by the Ranking and Review Committee who reviewed, scored, and ranked all the submitted applications based on HUD and CoC priorities and guidelines.

Below are the results for your project(s):

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</thead>
<tbody>
<tr>
<td></td>
<td>Georgia Housing and Finance Authority</td>
<td>Covenant House</td>
<td>Covenant House ATL S+CR</td>
<td>$60,222.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 2</td>
<td>Covenant House Georgia, Inc</td>
<td>Covenant House</td>
<td>South Fulton SHP</td>
<td>$270,255.00</td>
<td>$2,915.00</td>
<td>Project was the lowest ranking project based on score, therefore the Ranking and Review Committee voted to reduce funds</td>
</tr>
</tbody>
</table>

Attached is the full final listing that was approved and will be included in the Atlanta CoC application to HUD. This will also be posted on the Atlanta CoC website (https://atlantacoc.wordpress.com).

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Thanks, again, for working with us on this. If you have any questions, please let me know!

Have a great day!

-------------------
Amy Zaremba  
Deputy Director  
Programs and Grants Management  
Partners for HOME  
Atlanta Homeless CoC  
amzaremba@atlantaga.gov  
(404) 865-8859
Atlanta CoC Attachment
3. CoC Rating and Review Procedure

- Competition Policy
- Competition Timeline
- Renew Project Application
- New Project Application
- Renew Project Scoring Tool
- New Project Scoring Tool
- Atlanta Certification Form
- Presentation from Interested Parties Meetings, covering ranking and review procedure
- Ranking and Review Scoring Training
- Other Links Provided to Applicants
Introduction
In response to the Notice of Funding Availability (NOFA) for the 2016 Continuum of Care (CoC) Program Competition that the Department of Housing and Urban Development (HUD) released on June 29, 2016, Partners for HOME (PFH), as the Collaborative Applicant for the Atlanta CoC, is providing the following guidance for the competition process.

Contact Info
If you have any questions about this process, please email:
Amy Zaremba
Deputy Director, Grants and Performance Management
Partners for Home – Atlanta CoC
amzaremba@atlantaga.gov

Summary
This announcement is being provided in accordance with the HUD NOFA, which can be found here: https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf. While this document will provide an overview of the NOFA, all interested parties and applicants are encouraged to read the NOFA and all related materials in their entirety.

PFH will submit the CoC application to HUD, on behalf of the Atlanta CoC. The application has two parts: a CoC application and individual applications for the projects that the CoC is putting forth for funding consideration. This document will focus primarily on the latter.

Again this year, HUD is having CoCs rank their project applications in two tiers. Tier One will consist of 93% of the CoC Annual Renewal Demand (ARD), which is approximately $6.24 million for the Atlanta CoC. Tier Two is the remaining 7% of the ARD, which is approximately $470,000 for the Atlanta CoC. Projects ranked in Tier One are relatively secure to be renewed, while projects ranked in Tier Two are at risk of not being funded.

HUD has announced that they anticipate bonus funding to be available to CoCs, up to 5% of their Final Pro Rata Need, which is anticipated to be approximately $243,000 for the Atlanta CoC.

As in past years, currently funded Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), and Homeless Management Information System (HMIS) projects will be eligible for renewal.

Funding for new projects will only be available through reallocation of current projects or through bonus funding, if the CoC scores high enough. Coordinated Entry (Supportive Services Only), RRH, and PSH are eligible new project applications, through reallocation. RRH and PSH are eligible for new bonus project applications.

The Ranking and Review Committee, an independent group comprised of community members representative of the CoC, and approved by the Atlanta CoC Governing Council, will score and rank the individual projects based on HUD and CoC priorities, which are consistent with those outlined in the NOFA. This committee will also make the recommendation known to the CoC membership and will present it to the Governing Council for approval.

Important Dates
NOFA Released June 29, 2016
Governing Council Special Meeting July 15, 2016
Policy and Applications Released Approximately July 25, 2016
Interested Parties Meeting/Webinar July 26 and 28, 2016
Optional Applicant One on One Meetings Week of August 1, 2016
Review Applications Due August 5, 2016, 4pm
**E-snaps Drafts and all Required E-snaps Attachments Due**  
August 12, 2016, 4pm

**Preliminary Scores Released to Applicants to Review/Appeal**  
August 23, 2016

**Deadline for Applicants to Appeal Preliminary Score**  
August 25, 2016

**Applicants Notified of Inclusion in CoC Application**  
August 30, 2016

**E-snaps Feedback Provided to Applicants**  
No later than September 6, 2016

**Final E-snaps Applications Due**  
September 9, 2016

**NOFA Submission Due**  
No later than September 14, 2016

**HUD’s Homeless Policy and Program Priorities**

In this NOFA, HUD has indicated that they will score CoCs based on seven specific goals which align with those that the United States Interagency Council on Homelessness identified in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.*

1. Create a systemic response to homelessness.
   a. Measure System Performance.
   b. Create an effective Coordinated Entry process.
      i. Make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
      ii. Prioritize persons with the longest histories of homelessness and the most extensive needs;
      iii. Lower barriers to entering programs or receiving assistance; and,
      iv. Ensure that persons receive assistance and are housed as quickly as possible.
   c. Promote participant choice.
   d. Plan as a system.
   e. Make the delivery of homeless assistance more open, inclusive, and transparent.

2. Strategically allocate resources.
   a. Comprehensively review project quality, performance, and cost effectiveness.
   b. Maximize the use of mainstream and other community-based resources.
   c. Review transitional housing projects.
   d. Integration.

3. End chronic homelessness.
   a. Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing.
   b. Increase units.
   c. Improve outreach.

4. End family homelessness.
5. End youth homelessness.
6. End veteran homelessness.
7. Use a Housing First Approach.
   a. Use data to quickly and stably house homeless persons.
   b. Engage landlords and property owners.
   c. Remove barriers to entry.
   d. Adopt client-centered service methods.

**New Projects**

As stated, new projects will only be available through reallocation or bonus funding.

New PSH, RRH and SSO for Coordinated Entry will be available through reallocation, which can be from projected unspent funds from renewal projects or from funds recaptured from projects that will be reduced or not be put forth for renewal due to low scores. There may also be bonus funding available, if the CoC scores high enough, for new PSH or new RRH.
Because of the importance of coordinated entry, again this year, the priority for any reallocated dollars will be for a coordinated entry project.

New project applications will also be accepted, however, for either other reallocated funding or for bonus funding, for new PSH projects that will serve 100% chronically homeless individuals and families and new RRH projects that will serve homeless individuals and families.

Acknowledging HUD’s priority on addressing youth homelessness, and the need for more services for youth who are homeless, youth will be prioritized for a new collaborative project. It is anticipated that this project will be submitted under the permanent housing bonus funding, but final decisions regarding funding type (reallocation or bonus) and tier placement (if at all) will be determined by the Ranking and Review Committee.

**Project Ranking and Review**
Recognizing the crucial roles coordinated entry and HMIS play in aligning with the HUD priorities and ending homelessness in the community, the HMIS renewal project and a new coordinated entry project, created through reallocation, will be ranked in the middle of the Tier One projects.

With the above exception noted, in an effort to submit as strong an application as possible, the Ranking and Review Committee will also score and rank projects, to the extent possible, based on the same identified goals listed above in the “HUD’s Homeless Policy and Program Priorities” section. Individual project applications will be ranked based on scores and criteria derived from the HUD priorities, as well as guidance provided in the NOFA.

As the scoring criteria for renewal projects will be based primarily on performance data, newly awarded renewal projects which have not been operating long enough to have a year of performance data and therefore cannot be ranked accordingly, will receive the median score for all data driven questions.

New PSH and RRH projects may be ranked above renewal PSH and RRH projects that are underperforming and did not meet scoring goals. This includes new projects created for bonus funds. The Ranking and Review Committee will take project scores, project spending, and NOFA guidance and strategy into account when determine rank order.

**General Information**
In addition to submitting the project application and all related materials to PFH to be scored and ranked, all new and renewal applications must also complete the HUD application process in e-snaps. Failure to do so will result in disqualification for funding.

This is a competitive process, within the CoC as well as within all other CoCs nationwide. Submitting an application to be scored, completing the e-snaps process, and/or being included in the CoC application to HUD does not guarantee funding.

While PFH, as the Collaborative Applicant, will email additional details of the competition, information will also be posted on the CoC webpage ([https://atlantacoc.wordpress.com](https://atlantacoc.wordpress.com)). It is the responsibility of the applicants to ensure that they check the website, as well as the HUD Exchange website ([https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition](https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition))

**Appeals**
In accordance with 24 CFR part 578 and the NOFA, applicants have the right to appeal if they believe that they were improperly denied the right to participate in the CoC planning process in a reasonable manner; were improperly denied or decreased funding; or were improperly denied
a Certification of Consistency from the local government with the Consolidated Plan. The appeal must be carried out as outlined in the NOFA.

**Disclaimer**
Partners for Home reserves the right to update or correct any of the information provided in this document, in the event of additional guidance from HUD or inadvertent error or omission.
## 2016 HUD NOFA City of Atlanta CoC Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFA Released</td>
<td>June 29, 2016</td>
</tr>
<tr>
<td>Ranking and Review Debrief Meeting</td>
<td>July 8, 2016</td>
</tr>
<tr>
<td>Governing Council Special Meeting</td>
<td>July 15, 2016</td>
</tr>
<tr>
<td>NOFA Policy Meeting to Approve Policy and Applications</td>
<td>Week of July 18, 2016</td>
</tr>
<tr>
<td>Policy and Applications Released</td>
<td>July 25, 2016</td>
</tr>
<tr>
<td>Interested Parties Meeting/Webinar</td>
<td>July 26 (in-person) and July 28 (webinar)</td>
</tr>
<tr>
<td>Optional Applicant One on One Meetings</td>
<td>Week of August 1, 2016</td>
</tr>
<tr>
<td>Review Applications Due</td>
<td>Week of August 1, 2016</td>
</tr>
<tr>
<td>E-snaps Drafts Due</td>
<td>August 12, 2016, 4pm (note corrected date)</td>
</tr>
<tr>
<td>Ranking and Review Prep Meeting</td>
<td>August 1, 2016</td>
</tr>
<tr>
<td>Ranking and Review Process Meeting and Applications Available</td>
<td>August 8, 2016</td>
</tr>
<tr>
<td>Ranking and Review Scores Due</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td>Ranking and Review Score Review and Ranking Meeting</td>
<td>August 22, 2016</td>
</tr>
<tr>
<td>Preliminary Data Scores Released to Applicants to Review/Appeal</td>
<td>August 23, 2016</td>
</tr>
<tr>
<td>Deadline for Applicants to appeal preliminary score</td>
<td>August 25, 2016</td>
</tr>
<tr>
<td>Ranking and Review Appeal Call (if necessary)</td>
<td>August 26, 2016</td>
</tr>
<tr>
<td>Governing Council Meeting to Approve Final Ranking</td>
<td>August 26 or 29, 2016</td>
</tr>
<tr>
<td>Applicants Notified of inclusion in CoC Application</td>
<td>August 30, 2016 (no later than August 30, 2016)</td>
</tr>
<tr>
<td>E-snaps Feedback Provided to Applicants</td>
<td>No later than September 6, 2016</td>
</tr>
<tr>
<td>Final E-snaps Applications Due</td>
<td>September 9, 2016</td>
</tr>
<tr>
<td>Publish CoC Application, Priority Listing, and all attachments</td>
<td>No later than September 12, 2016</td>
</tr>
<tr>
<td>Notify stakeholders/community/applicants that everything is published</td>
<td>No later than September 12, 2016</td>
</tr>
<tr>
<td>NOFA Submission</td>
<td>No later than September 14, 2016</td>
</tr>
<tr>
<td>Reply to any solo applicant</td>
<td>30 days after CoC gets notice from solo applicant</td>
</tr>
</tbody>
</table>
Although online this year, much of the information collected is similar to recent years.

As we anticipate this year being a competitive one, please make sure to fully answer each question, as the Ranking and Review Committee can only score based on the information provided.

For each Renewal Project, applicant package must include:
1. This review application
2. Most recent HUD monitoring report (along with any response, corrective action, or other related documents)
3. Copy of intake package, including any house rules and polices
4. eLOCCS Grant Detail Sheets for your most recently expired grant and eLOCCS Grant Detail Sheet for your current grant (even if it just started)
5. Copy of your most recently submitted HUD APR (exported from esnaps)
6. Atlanta CoC Agency Certification form
7. Any other documentation requested in the review process

The submission deadline for all completed renewal review applications, and all required documents, is August 5, 2016, at 4:00pm. An application may be considered incomplete if it does not include all required documents.

The deadline for your e-snaps application, and all required updated attachments is August 12, 2016, at 4:00pm (note corrected date). An e-snaps application may be considered incomplete if all required attachments, with the correct updated information, are not uploaded. Failure to submit an e-snaps application, with the required attachments, may result in your application being not scored.

No late applications or attachments will be accepted.
* **1. Name of Organization**

[Blank field]

* **2. Organization Type**

- [ ] Non-profit 501(c)(3)
- [ ] Unit of Government
- [ ] Public Housing Authority (PHA)
- [ ] Other (please specify)

* **3. Name of Sub-Recipient / Sponsor Organization (if applicable)**

[Blank field]

* **4. Sub-Recipient / Sponsor Organization Type (if applicable)**

- [ ] Non-profit 501(c)(3)
- [ ] Unit of Government
- [ ] Public Housing Authority (PHA)
- [ ] Other (please specify)

* **5. Contact person for this application**

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>[Blank field]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>[Blank field]</td>
</tr>
<tr>
<td>Email Address</td>
<td>[Blank field]</td>
</tr>
</tbody>
</table>
6. HUD Project Name

7. HMIS (or equivalent) Project Name

8. HUD Project Type
   - Permanent Supportive Housing - facility based
   - Permanent Supportive Housing - scattered site
   - Rapid Rehousing
   - HMIS

9. Total HUD 2016 Funding Request

10. Are any of the following changes proposed to the project grant?
   - Reduction to grant proposed due to under-utilization or under-spending.
   - Any other substantial changes (e.g., new recipient, new program type, etc.).
   - N/A

11. If any changes are proposed (Q10), please explain. If no changes, please enter n/a. (500 characters maximum)

12. Please provide a brief, but complete, summary of your project, including a rationale for why the project should be continued to be funded. (1000 characters maximum)
The Atlanta CoC works to align itself with the HUD priorities, as well as with the USICH Plan, *Opening Doors*. These next questions correlate to those priorities.

While much of the scored information will be taken from project APRs and HMIS, please respond to the questions, addressing the various objectives of the CoC. Please provide a brief explanation for each of the subparts, when requested.

Unless otherwise indicated, for questions that reference project performance, please include the applicable project performance data from the HUD APR Parts 1 and 2 from HMIS (or equivalent) covering the periods of 07/01/2014 – 06/30/2015 and 07/1/2015 - 06/30/2016. If your project does not have the one or both of the complete years to report, please note that and explain how the project will meet the objectives, when narratives are indicated.
* 13. Does the project prioritize client selection based on duration of homelessness and vulnerability?
   
   ○ Yes
   ○ No

* 14. Please briefly explain your response from Q13. (500 characters maximum)

* 15. Does the project drug test prior to move in and/or while the client lives in the project?
   
   ○ Yes
   ○ No

* 16. Please briefly explain your response from Q15. (500 characters maximum)

* 17. Does the project require compliance with, or enrollment in, mental health treatment in order to be accepted?
   
   ○ Yes
   ○ No

* 18. Please briefly explain your response from Q17. (500 characters maximum)

* 19. Does the project accept clients regardless of criminal history?
   
   ○ Yes
   ○ No
20. Please briefly explain your response from Q19. (500 characters maximum)

21. Does the project accept clients regardless of income or financial resources?
   - Yes
   - No

22. Please briefly explain your response from Q21. (500 characters maximum)

23. Does the project use a harm-reduction model for drugs and/or alcohol use?
   - Yes
   - No

24. Please briefly explain your response from Q23. (500 characters maximum)

25. Does the project include mandatory case management and/or home visits as a condition of remaining in the program?
   - Yes
   - No

26. Please briefly explain your response from Q25. (500 characters maximum)
In addition to prioritizing people experiencing chronic homelessness, the coordinated entry process will prioritize people who are more likely to need some form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness. CoC funded projects frequently work with families or individuals who have severe barriers to finding and maintaining housing, and it's important for the system of care to be responsive to those needs.
* 27. Please indicate which of the following are required for clients to be accepted into this project.

- [ ] Current employment
- [ ] Income *
- [ ] State issued identification
- [ ] Sobriety (alcohol or drugs) *
- [ ] No presenting of symptoms of mental illness
- [ ] Transportation
- [ ] Specific disabling condition (e.g. MH, SA, HIV/AIDS) *
- [ ] Medication compliance *
- [ ] Order of protection, police involvement, or specified time separated from abuser for victims/survivors of domestic violence
- [ ] Other *
- [ ] None

For any options selected with an asterisk, you must provide this further information:
Income - amount
Sobriety - Number of days without using
Specific disabling condition - Identify which
Medication compliance - number of days compliant
Other - explain other requirements

* 28. Please list and discuss all program entry requirements and restrictions for homeless persons to access and be accepted into this project. Include how this project works with those families and individuals with high barriers to accessing and remaining in housing. (2000 characters maximum)
Populations and Sub-Populations

* 29. Populations Served (check all that apply)
   - Households without children (individuals and couples with no children)
   - Households with children
   - Households with only children

* 30. Total persons served in one year [July 1, 2015 - June 30, 2016] (APR Q7, Total number of applicable records for all clients)

* 31. What is the total number of clients served from each of the sub-populations below? (Clients may fall into multiple categories) [APR July 1, 2015 – June 30, 2016]
   - Mental Illness (APR Q18)
   - Alcohol Abuse (APR Q18)
   - Drug Abuse (APR Q18)
   - Chronic Health Condition (APR Q18)
   - HIV/AIDS and Related Disorders (APR Q18)
   - Developmental Disability (APR Q18)
   - Physical Disability (APR Q18)
   - Victim/Survivor of Domestic Violence (APR Q19a)
   - Veteran (APR Q21)
   - Youth Households (APR Q16, 18-24)
* 32. What is the percentage of clients served from each of the sub-populations below?
[APR July 1, 2015 – June 30, 2016] (To calculate, divide the number listed in Q31 for the applicable sub-population by the total number from Q30 and multiply by 100.)

<table>
<thead>
<tr>
<th>Sub-population</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Illness</td>
<td></td>
</tr>
<tr>
<td>Alcohol Abuse</td>
<td></td>
</tr>
<tr>
<td>Drug Abuse</td>
<td></td>
</tr>
<tr>
<td>Chronic Health Condition</td>
<td></td>
</tr>
<tr>
<td>HIV/AIDS and Related Disorders</td>
<td></td>
</tr>
<tr>
<td>Developmental Disability</td>
<td></td>
</tr>
<tr>
<td>Physical Disability</td>
<td></td>
</tr>
<tr>
<td>Victim/Survivor of Domestic Violence</td>
<td></td>
</tr>
<tr>
<td>Veteran</td>
<td></td>
</tr>
<tr>
<td>Youth Households</td>
<td></td>
</tr>
</tbody>
</table>

* 33. For the last completed operating year for which an APR was submitted, what percentage of clients were chronically homeless? (An APR pulled from HMIS will not have this information. This must come from the APR submitted in e-snaps. Due to the delay in the ability of submitting APRs in esnaps, this info may be dated.)

<table>
<thead>
<tr>
<th>Sub-population</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates covered by this submitted APR (must pull from esnaps)</td>
<td></td>
</tr>
<tr>
<td>Bed/Unit Inventory (APR 5b Bed/Unit)</td>
<td></td>
</tr>
<tr>
<td>CH Bed/Unit (APR 5b)</td>
<td></td>
</tr>
<tr>
<td>Percentage (CH number divided by inventory multiplied by 100)</td>
<td></td>
</tr>
</tbody>
</table>
### Housing Stability

**34. Number of persons served in one year (APR Q7, Total number of applicable records for all clients)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of Persons Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
</tr>
</tbody>
</table>

**35. Number of persons exited in one year (APR Q27, Sum of leavers minus APRQ29a1, Other Destination-deceased)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of Persons Exited</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
</tr>
</tbody>
</table>

**36. Number of persons who exited to permanent housing (APR Q29a1, Sum of all in Permanent Destination chart)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of Persons Exiting to Permanent Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
</tr>
</tbody>
</table>

**37. Percent of total leavers who exited who exited to permanent housing**

<table>
<thead>
<tr>
<th>Period</th>
<th>Percent of Total Leavers Exiting to Permanent Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
</tr>
</tbody>
</table>
* 38. Percent of persons who maintained housing within the project or obtained other permanent housing upon exit (APR Q36a. Housing Stability Measure 1)

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR July 1, 2014 – June 30, 2015</td>
<td>[ ]</td>
</tr>
<tr>
<td>APR July 1, 2015 – June 30, 2016</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

* 39. Please explain any decreases from last year, and how your agency plans to continue to improve, or maintain, the housing stability of project participants (1000 characters maximum).

[ ]
## Project Participant Income

* 40. Percentage of adults who gained or increased earned income from entry to follow-up/exit (APR Q24b3, 1st Row)
  a. APR July 1, 2014 – June 30, 2015
  b. APR July 1, 2016 – June 30, 2016

* 41. Percentage of adults who gained or increased other (non-employment) income from entry to follow-up/exit (APR Q24b3, 3rd Row)
  a. APR July 1, 2014 – June 30, 2015
  b. APR July 1, 2015 – June 30, 2016

* 42. Percentage of adults who gained or increased any income from entry to follow-up/exit (APR Q24b3, 5th Row)
  a. APR July 1, 2014 – June 30, 2015
  b. APR July 1, 2015 – June 30, 2016

* 43. Please explain any decreases from last year, and how your agency plans to **continue to improve** income for project participants (1000 characters maximum).
### Project Participant and Mainstream (Non-Cash) Benefits

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>44. Number of persons served in one year (APR Q7, Total number of applicable records for all clients)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Total number of clients [leavers] with 1+Source (APR Q26a2, 2nd Row)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46. Total number of clients [stayers] with 1+Source (APR Q26b2, 2nd Row)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. Total number of clients with 1+Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015 (45a + 46a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016 (45b + 46b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48. Percent of clients with 1+Source at follow-up/exit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. APR July 1, 2014 – June 30, 2015 (47a / 44a * 100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. APR July 1, 2015 – June 30, 2016 (47b / 44b * 100)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
49. Please describe any decreases from last year, and how your agency plans to **continue to increase** the percentage of participants who access mainstream benefits (1000 characters maximum).
*50. What was the average daily utilization rate during the most recently completed submitted APR in esnaps?

Projects for individuals should use the bed rate. Projects for families should use the average unit rate. (An APR pulled from HMIS will not have this information. This must come from the APR submitted in e-snaps. Due to the delay in the ability of submitting APRs in esnaps, this info may be dated.)

Operating end date of most recently submitted APR

(APR Q10 or Q 11, from the APR submitted in e-snaps. An APR pulled from HMIS will not have this information.)

*51. Please describe any issues regarding the above utilization rate and how your agency plans to maintain or increase the utilization rate (1000 characters maximum).


In addition to project performance, there are other factors that HUD stresses that the CoCs consider when reviewing project applications. Please respond to the following financial and related questions.
2016 Atlanta CoC Renewal Project Review Application

## Spend Down and Cost Efficiency

<table>
<thead>
<tr>
<th>Question</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 52. Expended Funding for Current Contract</td>
<td></td>
</tr>
<tr>
<td>Start and end date of this HUD award</td>
<td></td>
</tr>
<tr>
<td>Total amount of award</td>
<td></td>
</tr>
<tr>
<td>Total amount of funds not yet drawn down</td>
<td></td>
</tr>
<tr>
<td>* 53. Do you anticipate you will have unexpended funds at the expiration date of this current contract?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>* 54. If yes, how much? And please explain the reason for the unexpended funds.</td>
<td></td>
</tr>
<tr>
<td>* 55. Have you had unexpended HUD funds at the expiration of grant terms in any of the previous years listed in Q56, if applicable?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>* 56. If yes, how much? (Enter 0 if all funds were expended and n/a if it does not apply)</td>
<td></td>
</tr>
<tr>
<td>FFY 2015 (ended in 2016, if already expired)</td>
<td></td>
</tr>
<tr>
<td>FFY 2014 (ended in 2015)</td>
<td></td>
</tr>
<tr>
<td>FFY 2013 (ended in 2014)</td>
<td></td>
</tr>
<tr>
<td>FFY 2012 (ended in 2013)</td>
<td></td>
</tr>
</tbody>
</table>
* 57. Have there been extenuating circumstances in drawing down funds such as a change in the grant year or execution of the contract?
   - Yes
   - No

* 58. If yes, please briefly explain (identifying grant years impacted).

* 59. Please provide the dates (month/day/year) of each drawdown made under your most recently expired grant from the first drawdown to the last closeout one.
   - Start and end date of award
   - Drawdown 1
   - Drawdown 2
   - Drawdown 3
   - Drawdown 4
   If needed, listed all remaining dates (enter n/a if no other dates)

* 60. What was the total budget for this project (include all financial resources, excluding in-kind) for the most recently completed contract year?
   - a. Total Annual Budget
   - b. Start and End Date

* 61. How many persons were served during the above time period? (APR Q7, Total number of applicable records for all clients)

* 62. What is the average cost per person served?
   (Q60a / Q61) =

* 63. How many persons either remained in permanent housing or exited the project to permanent destinations over the course of the program year? (APR Q36, 1st row, 4th column, Actual number of participants who accomplish this measure)
* 64. What is the average cost per exit to, or maintenance of, permanent housing over the course of the program year?
(Q60a / Q63) =

* 65. Housing Emphasis: Ratio of HUD Funding Used for Housing Costs (including only rental assistance, leasing, and operations)
Total HUD CoC funding request

* 66. Total dollar request for housing activities (excluding supportive services, HMIS, and admin)
a. Leasing

b. Rental Assistance

c. Operations

TOTAL for all Housing Activities (Q66a + Q66b + Q66c) =

* 67. Does the applicant have any outstanding federal debt?
   
   ○ Yes
   ○ No

* 68. If yes, please provide an explanation of debt owed and repayment arrangements (250 characters maximum).

* 69. When was your most recent HUD monitoring visit (if applicable)?


* 70. Please provide an explanation for any open or unresolved findings or concerns, if applicable (500 characters maximum).


* 71. Does the agency have any open (unresolved) monitoring findings or concerns from any governmental or foundation funder? If yes, please identify the finding or concern and explain a corrective plan of action (500 characters maximum).


* 72. Within your organization, please describe what actions are done to evaluate project and agency performance (1000 characters maximum).


Energy Star Appliances

* 73. Does your project use Energy Star equipment/appliances and/or plan for the purchasing of Energy Star products for new or replacement equipment/appliances?

- [ ] Yes
- [ ] No
- [ ] N/A
HUD requires a 25% match (minus leasing) for this funding. This needs to be based on current commitments at the time of project application, covering the requested grant operating period/term, and NOT based on projections. Documentation is not required at this time, but must be in-hand and dated within 60 days of the HUD application deadline. For additional guidance on match, please refer to the project guides, as well as the FAQs on the HUDexchange website https://www.hudexchange.info/coc/faqs and search for “match.”

* 74. Total Match

a. Total HUD CoC funding request (minus leasing)

b. Total cash match (listed below)

c. Total in-kind match (listed below)

Percent of match provided

\[
\frac{Q73b + Q73c}{Q73a} \times 100
\]

* 75. Cash Match

List source of match and amount committed

Source and Amount

Source and Amount

Source and Amount

Source and Amount

Source and Amount

If needed, list all other sources and amounts

TOTAL CASH MATCH
### 76. In-Kind Match

List source of match and amount committed

<table>
<thead>
<tr>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
</tr>
</thead>
</table>

If needed, list all other sources and amounts

**TOTAL IN-KIND MATCH**

76
To the best of my knowledge and belief, 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 esnaps application form with the same information contained in this application unless adjustments have been requested by the Collaborative Applicant.
* Applicant agrees to participate fully with the HMIS identified by the CoC, or alternate system for domestic violence providers.
* Applicant agrees to participate fully with the CoC Coordinated Entry system when implemented.

Additionally, the governing body of this applicant understands that:

* Submission of this application and the e-snaps application is not a guarantee of funding.
* Inclusion in the Atlanta CoC application to HUD also does not guarantee funding, as all final funding decisions are made by HUD.

77. Electronic Acknowledgement

Name and Title

Date
Thank you for thoughtfully and thoroughly completing this application.

Do not forget that for this application to be considered complete, you need to submit, by email, the following documents:
1. This review application;
2. Most recent HUD monitoring report (along with any response, corrective action, or other related documents);
3. Copy of intake package, including any house rules and polices;
4. eLOCCS Grant Detail Sheets for your most recently expired grant and eLOCCS Grant Detail Sheet for your current grant (even if it just started);
5. Copy of your most recently submitted HUD APR (this must be exported from esnaps, not Parts 1 and 2 from HMIS); and
6. The Atlanta CoC Agency Certification form.

If any of these do not apply, (HUD monitoring, APR, etc.), please submit a separate document simply stating that so that it is clear that you did not fail to submit the documentation.

Once you complete this online application, email Amy Zaremba to let her know and to send the above documents. Please use both of these addresses (to lessen the chance of an email getting lost in those big clouds!):

amzaremba@atlantaga.gov
azaremba@partnersforhome.org

You will receive an acknowledgement that your email has been received.

Also, please remember that you need to have your e-snaps application and all required updated documentation complete by August 12, 2016, at 4:00pm (note corrected date). An e-snaps application may be considered incomplete if all required attachments, with the correct updated information, are not uploaded.

Failure to email the required documentation and/or failure to complete the e-snaps application, with the required attachments, may result in your application being not scored.

Also, as we continue through this process, please know that we may request more information,
either for scoring clarification or to assist in completing the HUD CoC application.

Thanks, again, for all your hard work and dedication to the CoC and to people in need in our community!
Although online this year, much of the information collected is similar to recent years.

As we anticipate this year being a competitive one, please make sure to fully answer each question, as the Ranking and Review Committee can only score based on the information provided.

For each New Project, applicant package must include:
1. This review application
2. Atlanta CoC Agency Certification form
3. Evidence of nonprofit status (if applicable)
4. Most Recent Independent Audit (if applicable)
5. Any other documentation as requested in the review process

The submission deadline for all completed new review applications, and all required documents, is August 5, 2016, at 4:00pm. An application may be considered incomplete if it does not include all required documents.

The deadline for your e-snaps application, and all required updated attachments is August 12, 2016, at 4:00pm (note corrected date). An e-snaps application may be considered incomplete if all required attachments, with the correct updated information, are not uploaded. Failure to submit an e-snaps application, with the required attachments, may result in your application being not scored.

No late applications or attachments will be accepted.
GENERAL INFORMATION

1. Name of Organization

* 2. Organization Type
   - Non-profit 501(c)(3)
   - Unit of Government
   - Public Housing Authority (PHA)
   - Other (please specify)

* 3. Agency Address
   - Street
   - City
   - Zip Code

* 4. Agency DUNS

* 5. Agency Employer ID/Tax ID

6. Name of Sub-Recipient / Sponsor Organization (if applicable)
7. Sub-Recipient / Sponsor Organization Type (if applicable)

- Non-profit 501(c)(3)
- Unit of Government
- Public Housing Authority (PHA)
- Other (please specify)

8. Contact person for this application

Name and Title

Phone Number

Email Address

9. HUD Project Name

10. HUD Project Type

- Permanent Supportive Housing (PSH) - facility based
- Permanent Supportive Housing (PSH) - scattered site
- Rapid Rehousing (RRH)

11. Total HUD 2016 Funding Request
There are certain threshold requirements that all projects must meet in order to be considered eligible for this funding source.

Based upon a review of your entire application and supporting materials, the Ranking and Review Committee members will assign your application one point for each of the following criterion met and zero points for each criterion not met. Projects must score a minimum of 6 out of 7 points to be further reviewed by the CoC. Please note these points are used only for threshold purposes and do not count toward overall project competitive scoring. Please keep these questions in mind when completing your application.

1. Does the type, scale, and location of the housing fit the needs of the program participants?
2. Does the type, scale, and location of the supportive services and mode of transportation to those services fit the needs of the program participants?
3. Does the specific plan for ensuring program participants will be individually assisted to obtain benefits of the mainstream health, social, and employment programs for which they are eligible meet the needs of the program participants?
4. Does the application indicate that program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs?
5. Do at least 75% of proposed program participants come from the street or other location not meant for human habitation, emergency shelters, or safe havens?
6. Are amenities (e.g., grocery stores, pharmacies, etc.) accessible in the community?
7. Does the applicant currently participate in HMIS with at least 90% of universal data elements reported? (Will not apply if the agency is not yet HUD funded.)

The following questions will also not be included in the overall score, but the responses will help to determine eligibility.

* 12. RRH Projects Only: Eligibility of Participants - Will the project serve homeless individuals, families, or unaccompanied youth living on the streets, in emergency shelter, or fleeing domestic violence?

- [ ] Yes
- [ ] No
- [ ] N/A
**13. PSH Projects Only: Eligibility of Participants - Will the project serve exclusively (100%) chronically homeless individuals and families?**

- Yes
- No
- N/A

**14. HMIS Participation: Will this project participate in the Atlanta CoC HMIS (or a comparable database if you are a victim services agency) in the event that the project is funded?**

- Yes
- No

**15. Coordinated Entry: Will this project participate in the Atlanta CoC Coordinated Entry system in the event that the project is funded?**

- Yes
- No

**16. Housing First: Will this project follow a Housing First approach as defined in HUD guidance?**

- Yes
- No

**17. Match: Will the project provide 25% cash or in-kind match for all HUD funding except Leasing?**

- Yes
- No
**APPLICANT EXPERIENCE**

* 18. Experience with Project Activities: Describe the experience of the applicant and potential partners (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. (2000 character limit)

* 19. Experience Leveraging Other Sources: Describe the experience of the applicant and partners (if any) in leveraging other Federal, State, local, and private sector funds. (1000 character limit)

* 20. Management Structure: Describe the basic organization and management structure of the applicant and partners (if any). Include evidence of internal and external coordination and an adequate financial accounting system. (3000 character limit)

* 21. Monitoring/Audit Findings: Are there any unresolved monitoring or audit findings for any government or foundations grants (including HUD ESG) operated by the applicant or potential partners (if any)?

  - Yes
  - No

* 22. If yes, please explain.

* 23. Securing Units: Please explain your experiencing working with landlords, realtors, and other housers, and helping clients to lease and move into housing quickly. (1000 character limit)
24. Energy Star: Will this project use Energy Star equipment/appliances and/or plan for the purchasing of Energy Star products for new or replacement equipment/appliances?

- Yes
- No
QUALITY OF PROPOSED PROJECT

* 25. Project Description: Provide a description that addresses the entire scope of the proposed project. (3000 character limit)

* 26. Estimated Schedule: Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work (1000 character limit).

* 27. Clients to be Served/Needs: Please describe a description of the characteristics and needs of the homeless population to be served by this project. (1000 character limit)
The Atlanta CoC works to align itself with the HUD priorities, as well as with the USICH Plan, Opening Doors. Please respond to the following questions, addressing the various objectives of the CoC. Please provide a brief explanation for each of the subparts, if requested.

28. Describe how the project will implement a Housing First model. (1000 character limit)

29. Will the project prioritize client selection based on duration of homelessness and vulnerability?
   - Yes
   - No

30. Please briefly explain your response from Q29. (500 characters maximum)

31. Will the project drug test prior to move in and/or while the client lives in the project?
   - Yes
   - No

32. Please briefly explain your response from Q31. (500 characters maximum)

33. Will the project require compliance with or enrollment in mental health treatment in order to be accepted?
   - Yes
   - No
34. Please briefly explain your response from Q33. (500 characters maximum)

35. Will the project accept clients regardless of criminal history?
   - Yes
   - No

36. Please briefly explain your response from Q35. (500 characters maximum)

37. Will the project accept clients regardless of income or financial resources?
   - Yes
   - No

38. Please briefly explain your response from Q37. (500 characters maximum)

39. Will the project use a harm-reduction model for drugs and/or alcohol use?
   - Yes
   - No

40. Please briefly explain your response from Q39. (500 characters maximum)

41. Will the project include mandatory case management and/or home visits as a condition of remaining in the program?
   - Yes
   - No

42. Please briefly explain your response from Q41. (500 characters maximum)
In addition to prioritizing people experiencing chronic homelessness, the coordinated entry process will prioritize people who are more likely to need some form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness. CoC funded projects frequently work with families or individuals who have severe barriers to finding and maintaining housing, and it's important for the system of care to be responsive to those needs.
43. Please indicate which of the following will be required for clients to be accepted into this project.

- Current employment
- Income *
- State issued identification
- Sobriety (alcohol or drugs) *
- No presenting of symptoms of mental illness
- Transportation
- Specific disabling condition (e.g. MH, SA, HIV/AIDS) *
- Medication compliance *
- Order of protection, police involvement, or specified time separated from abuser for victims/survivors of domestic violence
- Other *
- None

For any options selected with an asterisk, you must provide this further information:
Income - amount
Sobriety - Number of days without using
Specific disabling condition - Identify which
Medication compliance - number of days compliant
Other - explain other requirements

44. Please list and discuss all program entry requirements and restrictions for homeless persons to access and be accepted into this project. Include how this project works with those families and individuals with high barriers to accessing and remaining in housing. (2000 characters maximum)
## Supportive Services

For all supportive services available to participants, indicate if the specific service will be made available, who will provide it (Applicant, Subrecipient, Partner, or Nonpartner), and the frequency of the service.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Yes/No</th>
<th>Who will provide?</th>
<th>Frequency of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 45. Assessment of Service Needs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 46. Assistance with Moving Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 47. Case Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 48. Child Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Yes/No</td>
<td>Who will provide?</td>
<td>Frequency of Service</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>49. Education Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>50. Employment Assistance and Job Training</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>51. Food</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>52. Housing Search and Counseling Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>53. Legal Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>54. Life Skills Training</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td>Yes/No</td>
<td>Who will provide?</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------</td>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td>55</td>
<td>Mental Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Outpatient Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Outreach Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Substance Abuse Treatment Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Utility Deposits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SERVICES FOR PARTICIPANTS (continued)

* 61. Employment/Income: Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. (2000 character limit)


* 62. Obtain/Remain Permanent Housing: Describe how participants will be assisted to obtain and remain in permanent housing. (2000 character limit)


* 63. Improving Service Access: Will the project include the following activities? Check all that apply.

- [ ] Transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs
- [ ] A single application form for four or more mainstream programs
- [ ] Follow-up at least annually with participants to ensure mainstream benefits are received and renewed.
- [ ] Access to SSI/SSDI technical assistance provided by the applicant or a partner agency.
* 64. Total Number of Proposed Units

* 65. Total Number of Proposed Beds

* 66. Populations Served (check all that apply)

- Households without children (individuals and couples with no children)
- Households with children
- Households with only children

* 67. Households without children
   a. Number of Households
   b. Number of Adults

* 68. Households with children
   a. Number of Households
   b. Number of Adults
   c. Number of Children

* 69. Households with only children (unaccompanied youth 17 years or younger)
   a. Number of Children
**70. Total Projected to be Served**

Total Number of Households (67a + 68a + 69a)

Total Number of People (67b + 68b + 68c + 69a)

**71. Projected Percentage of Chronically Homeless Served**

Chronically Homeless Veteran

Chronically Homeless (not a Veteran)

**72. Projected Percentage of Veterans Served**

Households with at least one Veteran

Households with no Veterans

**73. Projected Percentage of Youth (ages 18-24) Served**

Youth headed households (individuals or families, if head of household is a youth)

Non-youth headed households (individuals or families, with head of household 25 or older)

**74. If project proposes to target youth (ages 18-24), please describe how this population will be targeted, current partnerships related to appropriate referrals, and the need of a program for this target population (please submit data as necessary). (2000 character limit)
What is the estimated percentage of clients served from each of the sub-populations below? (These are not mutually exclusive and do not need to add up to 100%.)

<table>
<thead>
<tr>
<th>Sub-population</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Illness</td>
<td></td>
</tr>
<tr>
<td>Alcohol Abuse</td>
<td></td>
</tr>
<tr>
<td>Drug Abuse</td>
<td></td>
</tr>
<tr>
<td>Chronic Health Condition</td>
<td></td>
</tr>
<tr>
<td>HIV/AIDS and Related Disorders</td>
<td></td>
</tr>
<tr>
<td>Developmental Disability</td>
<td></td>
</tr>
<tr>
<td>Physical Disability</td>
<td></td>
</tr>
<tr>
<td>Victim/Survivor of Domestic Violence</td>
<td></td>
</tr>
<tr>
<td>Veteran</td>
<td></td>
</tr>
<tr>
<td>Youth Households</td>
<td></td>
</tr>
<tr>
<td>Not represented by an above listed sub-population</td>
<td></td>
</tr>
</tbody>
</table>
Indicate the proposed number of persons who will remain in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year.

Count every participant who is anticipated to continue residing in the project, or the number of participants who are anticipated to exit the project and move into another permanent housing situation.

Universe (#): Enter the total number of persons about whom the measure is expected to be reported. The Universe is the total pool of persons that could be affected.

Target (#): Enter the number of applicable persons who are expected to achieve the measure within the operating year from the universe of total persons. The Target is the total number of persons from the pool that are affected.

* 76. Persons remaining in permanent housing as of the end of the operating year
   a. Universe Number
   b. Target Number
   c. Target Percent (Q76b / Q76a * 100)

* 77. Please explain the plan to reach the housing stability target (1000 characters maximum).
Choose one of the two performance measures. This measure is not applicable for children and youth below the age of 18. Total income can include all cash sources, public and private.

Q78. Persons age 18 and older who maintained or increased their total income (from all sources) at the end of the operating year or program exit:

Universe (#): Enter the total number of persons about whom the measure is expected to be reported. The Universe is the total pool of persons that could be affected.

Target (#): Enter the number of applicable persons who are expected to achieve the measure within the operating year from the universe of total persons. The Target is the total number of persons from the pool that are affected.

OR

Q79. Persons age 18 through 61 who maintained or increased their earned income at the end of the operating year or program exit:

Universe (#): Enter the total number of persons about whom the measure is expected to be reported. The Universe is the total pool of persons that could be affected.

Target (#): Enter the number of applicable persons who are expected to achieve the measure within the operating year from the universe of total persons. The Target is the total number of persons from the pool that are affected.

78. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit

a. Universe Number

b. Target Number

c. Target Percent (Q78b / Q78a * 100)
79. Persons age 18 through 61 who maintained or increased earned income as of the end of the operating year or program exit

<table>
<thead>
<tr>
<th>a. Universe Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Target Number</td>
</tr>
<tr>
<td>c. Target Percent (Q79b / Q79a * 100)</td>
</tr>
</tbody>
</table>

* 80. Please explain the plan to reach the income stability target (1000 characters maximum).
For the following budget related questions, please pay careful attention to the HUD budget guidelines in the “New Project Detailed Instructions” posted on the Atlanta CoC website.

* 81. Proposed Project Type
   - □ Rapid Rehousing
   - □ Permanent Supportive Housing
Please enter the general budget breakdown for the requested funds in Q82. For the RRH budget questions that follow Q82, please enter, more specifically, what each general category will fund.

* 82. For each activity listed, please enter the amount of assistance that is requested.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Short or Medium Term</td>
<td></td>
</tr>
<tr>
<td>Rental Assistance</td>
<td></td>
</tr>
<tr>
<td>b. Supportive Services</td>
<td></td>
</tr>
<tr>
<td>c. HMIS</td>
<td></td>
</tr>
<tr>
<td>d. Subtotal (Q82a + Q82b + Q82c)</td>
<td></td>
</tr>
<tr>
<td>e. Administrative costs (Up to 7% of subtotal)</td>
<td></td>
</tr>
<tr>
<td>TOTAL AMOUNT OF REQUEST (Q82d + Q82e)</td>
<td></td>
</tr>
</tbody>
</table>
## RRH Rental Assistance Budget

83. Indicate the quantity and total budget for each allowable type of rental assistance.

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Rental Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium Term Rental Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Q83a + Q83b) (Should equal Q82a)</td>
<td>83</td>
<td></td>
</tr>
</tbody>
</table>

84. Enter number of units by unit type and multiply the number of units by FMR (2016 FMR located at: https://www.huduser.gov/portal/datasets/fmr.html) and multiply that number by 12 (1 year grant = 12 months) and enter totals.

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Q84a + Q84b + Q84c + Q84d + Q84e) (should equal Q82a)</td>
<td>84</td>
<td></td>
</tr>
</tbody>
</table>
Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE. Please remember, the amount requested for supportive services must be equal or less than 30% of the total amount requested, less administrative costs. If something does not apply, please enter 0 or n/a.

**85. Assessment of Service Needs**
- a. Quantity AND Description (200 character limit)
- b. Amount Requested

**86. Assistance with Moving Costs**
- a. Quantity AND Description (200 character limit)
- b. Amount Requested

**87. Case Management**
- a. Quantity AND Description (200 character limit)
- b. Amount Requested

**88. Child Care**
- a. Quantity AND Description (200 character limit)
- b. Amount Requested
* 89. Education Services
  a. Quantity AND
  Description (200 character limit)
  b. Amount Requested

* 90. Employment Assistance
  a. Quantity AND
  Description (200 character limit)
  b. Amount Requested

* 91. Food
  a. Quantity AND
  Description (200 character limit)
  b. Amount Requested

* 92. Housing/Counseling Services
  a. Quantity AND
  Description (200 character limit)
  b. Amount Requested

* 93. Legal Services
  a. Quantity AND
  Description (200 character limit)
  b. Amount Requested

* 94. Life Skills
  a. Quantity AND
  Description (200 character limit)
  b. Amount Requested
95. Mental Health Services
a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

96. Outpatient Health Services
a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

97. Outreach Services
a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

98. Substance Abuse Treatment Services
a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

99. Transportation
a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

100. Utility Deposits
a. Quantity AND
    Description (200 character limit)
    b. Amount Requested
101. Operating Costs (only if for a facility that is used to provide services)
   a. Quantity AND Description (200 character limit)
   b. Amount Requested

102. Total Annual Assistance Requested
   Sum of Q85b through Q101b (Should equal Q82b)
Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS item. When including staff costs, please include title, salary and FTE. If something does not apply, please enter 0 or n/a.

<table>
<thead>
<tr>
<th></th>
<th>103. Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Quantity AND Description (200 character limit)</td>
</tr>
<tr>
<td></td>
<td>b. Amount Requested</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>104. Software</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Quantity AND Description (200 character limit)</td>
</tr>
<tr>
<td></td>
<td>b. Amount Requested</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>105. Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Quantity AND Description (200 character limit)</td>
</tr>
<tr>
<td></td>
<td>b. Amount Requested</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>106. Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Quantity AND Description (200 character limit)</td>
</tr>
<tr>
<td></td>
<td>b. Amount Requested</td>
</tr>
</tbody>
</table>
* 107. Space and Operations
   a. Quantity AND Description (200 character limit)
   b. Amount Requested

* 108. Total Annual Assistance Requested
   Sum of Q103b through Q107b (Should equal Q82c)
Please enter the general budget breakdown for the requested funds in the first budget question. For the PSH budget questions that follow, please enter, more specifically, what each general category will fund.

*109. For each activity listed, please enter the amount of assistance that is requested.

a. Leasing Units

b. Leased Structures

c. Rental Assistance

d. Supportive Services

e. Operating

f. HMIS

g. Subtotal (a + b + c + d + e + f)

h. Administrative costs (Up to 7% of subtotal)

TOTAL AMOUNT OF REQUEST (g + h)
PSH Leasing Units Budget

* 110. Enter number of units by unit type and multiply the number of units by FMR (2016 FMR located at: https://www.huduser.gov/portal/datasets/fmr.html) and multiply that number by 12 (1 year grant = 12 months) and enter totals.

<table>
<thead>
<tr>
<th>Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Efficiency</td>
<td></td>
</tr>
<tr>
<td>b. One bedroom</td>
<td></td>
</tr>
<tr>
<td>c. Two bedroom</td>
<td></td>
</tr>
<tr>
<td>d. Three bedroom</td>
<td></td>
</tr>
<tr>
<td>e. Four bedroom</td>
<td></td>
</tr>
<tr>
<td>f. Total (a + b + c + d + e) (should equal corresponding amount in PSH main budget)</td>
<td></td>
</tr>
</tbody>
</table>
2016 Atlanta CoC New Project Review Application

PSH Leased Structure Budget

* 111. Enter the name and address of the proposed structure. Enter the monthly rent and multiply that number by 12 (1 year grant = 12 months) and enter total.

a. Structure Name and Address

b. Rent

c. Annual Assistance Requested (b * 12) (should equal corresponding amount in PSH main budget)
* 112. Enter number of units by unit type and multiply the number of units by FMR (2016 FMR located at: https://www.huduser.gov/portal/datasets/fmr.html) and multiply that number by 12 (1 year grant = 12 months) and enter totals.

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Efficiency</td>
<td></td>
</tr>
<tr>
<td>b. One bedroom</td>
<td></td>
</tr>
<tr>
<td>c. Two bedroom</td>
<td></td>
</tr>
<tr>
<td>d. Three bedroom</td>
<td></td>
</tr>
<tr>
<td>e. Four bedroom</td>
<td></td>
</tr>
<tr>
<td>f. Total (a + b + c + d + e)</td>
<td>( \text{should equal corresponding amount in PSH main budget} )</td>
</tr>
</tbody>
</table>
Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE. Please remember, the amount requested for supportive services must be equal or less than 30% of the total amount requested, less administrative costs. If something does not apply, please enter 0 or n/a.

**113. Assessment of Service Needs**

a. Quantity AND Description (200 character limit)

b. Amount Requested

**114. Assistance with Moving Costs**

a. Quantity AND Description (200 character limit)

b. Amount Requested

**115. Case Management**

a. Quantity AND Description (200 character limit)

b. Amount Requested

**116. Child Care**

a. Quantity AND Description (200 character limit)

b. Amount Requested
<table>
<thead>
<tr>
<th>Category</th>
<th>Description Limit</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>117. Education Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quantity AND Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Amount Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>118. Employment Assistance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quantity AND Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Amount Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>119. Food</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quantity AND Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Amount Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>120. Housing/Counseling Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quantity AND Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Amount Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>121. Legal Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quantity AND Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Amount Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>122. Life Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quantity AND Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Amount Requested</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
123. Mental Health Services
   a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

124. Outpatient Health Services
   a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

125. Outreach Services
   a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

126. Substance Abuse Treatment Services
   a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

127. Transportation
   a. Quantity AND
   Description (200 character limit)
   b. Amount Requested

128. Utility Deposits (only if not included in rental/lease agreement)
   a. Quantity AND
   Description (200 character limit)
   b. Amount Requested
129. Operating Costs (only if for a facility that is used to provide services)

a. Quantity AND Description (200 character limit)

b. Amount Requested

130. Total Annual Assistance Requested

Sum of all "b. amount requested" listed on this page (should equal corresponding amount in PSH main budget)
Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating item. If something does not apply, please enter 0 or n/a.

**131. Maintenance and Repair**
- **a. Quantity AND Description (200 character limit)**
- **b. Amount Requested**

**132. Property Taxes and Insurance**
- **a. Quantity AND Description (200 character limit)**
- **b. Amount Requested**

**133. Replacement Reserve**
- **a. Quantity AND Description (200 character limit)**
- **b. Amount Requested**

**134. Building Security**
- **a. Quantity AND Description (200 character limit)**
- **b. Amount Requested**
**135. Electricity, Gas, and Water**

a. Quantity AND Description (200 character limit)

b. Amount Requested

---

**136. Furniture**

a. Quantity AND Description (200 character limit)

b. Amount Requested

---

**137. Equipment**

a. Quantity AND Description (200 character limit)

b. Amount Requested

---

**138. Total Annual Assistance Requested**

Sum of all "b. Amount Requested" on this page (should equal corresponding amount in PSH main budget)
Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS item. When including staff costs, please include title, salary and FTE. If something does not apply, please enter 0 or n/a.

* 139. Equipment
a. Quantity AND Description (200 character limit)

b. Amount Requested

* 140. Software
a. Quantity AND Description (200 character limit)

b. Amount Requested

* 141. Service
a. Quantity AND Description (200 character limit)

b. Amount Requested

* 142. Personnel
a. Quantity AND Description (200 character limit)

b. Amount Requested
<table>
<thead>
<tr>
<th>143. Space and Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Quantity AND Description (200 character limit)</td>
</tr>
<tr>
<td>b. Amount Requested</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>144. Total Annual Assistance Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum of all &quot;b. Amount Requested&quot; on this page (should equal corresponding amount in PSH main budget)</td>
</tr>
</tbody>
</table>
* 145. Please briefly explain how your costs, including housing costs and service costs, are all necessary and reasonable. (1000 character limit)

* 146. What additional funding sources are committed to this project? (1000 character limit)

* 147. What is the projected **total budget** for this project (include all financial resources, excluding in-kind)?

  Total Annual Budget

* 148. How many persons are projected to be served?

* 149. What is the projected total average cost per person served?

  \[
  \text{total budget / persons served}
  \]

* 150. What is the **total HUD request** for this project?

  Request Amount

* 151. What is the projected total average cost, of HUD funds, per person served?

  \[
  \text{total request / persons served}
  \]

* 152. How many persons are projected to either remain in permanent housing or exit the project to permanent destinations over the course of the program year?
* 153. What is the projected average cost per exit to, or maintenance of, permanent housing over the course of the program year?

(total budget / persons in PH)

<table>
<thead>
<tr>
<th>Total HUD CoC funding request</th>
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</tbody>
</table>

* 154. Housing Emphasis: Ratio of HUD Funding Used for Housing Costs (including only rental assistance, leasing, and operations)

<table>
<thead>
<tr>
<th>Total HUD CoC funding request</th>
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<tbody>
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</table>

* 155. Total dollar request for housing activities (excluding supportive services, HMIS, and admin)

<table>
<thead>
<tr>
<th>a. Leasing</th>
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<table>
<thead>
<tr>
<th>b. Rental Assistance</th>
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<table>
<thead>
<tr>
<th>c. Operations</th>
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</table>

TOTAL for all Housing Activities (a + b + c)

<table>
<thead>
<tr>
<th>TOTAL for all Housing Activities (a + b + c)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

* 156. Does the applicant have any outstanding federal debt?

- [ ] Yes
- [ ] No

* 157. If yes, please provide an explanation of debt owed and repayment arrangements (250 characters maximum).

<table>
<thead>
<tr>
<th>Explanation of debt owed and repayment arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
HUD requires a 25% match (minus leasing) for this funding. This needs to be based on current commitments at the time of project application, covering the requested grant operating period/term, and NOT based on projections. Documentation is not required at this time, but must be in-hand and dated within 60 days of the HUD application deadline. For additional guidance on match, please refer to the project guides, as well as the FAQs on the HUDexchange website [https://www.hudexchange.info/coc/faqs](https://www.hudexchange.info/coc/faqs) and search for “match.”

**158. Total Match**

a. Total HUD CoC funding request (minus leasing)

b. Total cash match (listed below)

c. Total in-kind match (listed below)

Percent of match provided

\[
\frac{(b + c)}{a} \times 100 = \]

**159. Cash Match**

List source of match and amount committed

<table>
<thead>
<tr>
<th>Source and Amount</th>
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</tbody>
</table>

If needed, list all other sources and amounts

**TOTAL CASH MATCH**
160. **In-Kind Match**

List source of match and amount committed

<table>
<thead>
<tr>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
<th>Source and Amount</th>
</tr>
</thead>
</table>

If needed, list all other sources and amounts

**TOTAL IN-KIND MATCH**
* 161. Does the agency have any open (unresolved) monitoring findings or concerns from any governmental or foundation funder? If yes, please identify the finding or concern and explain a corrective plan of action (500 characters maximum).

* 162. Within your organization, please describe what actions are done to evaluate project and agency performance (1000 characters maximum).
This question was accidentally skipped when this application was first formatted. It should be in the "Quality of Proposed Project" section.

* 163. Describe how the project will take into account the educational needs of children and youth in the project. Include a discussion of how the policies and practices are consistent with federal laws and whether or not there will be a staff person specifically designated to ensure children and youth are enrolled in school and receive educational services. If the project will not serve children or youth under age 25, indicate N/A. (1000 character limit)
To the best of my knowledge and belief, 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 esnaps application form with the same information contained in this application unless adjustments have been requested by the Collaborative Applicant.
* Applicant agrees to participate fully with the HMIS identified by the CoC, or alternate system for domestic violence providers.
* Applicant agrees to participate fully with the CoC Coordinated Entry system when implemented.

Additionally, the governing body of this applicant understands that:
* Submission of this application and the e-snaps application is not a guarantee of funding.
* Inclusion in the Atlanta CoC application to HUD also does not guarantee funding, as all final funding decisions are made by HUD.

164. Electronic Acknowledgement

Name and Title

Date
Thank you for thoughtfully and thoroughly completing this application.

Do not forget that for this application to be considered complete, you need to submit, by email, the following documents:

1. This review application;
2. Evidence of nonprofit status (if applicable);
3. Most recent independent audit (if applicable);
4. Copy of intake package, including any house rules and polices, if already established; and
5. The Atlanta CoC Agency Certification form.

If any of these do not apply, please submit a separate document simply stating that so that it is clear that you did not fail to submit the documentation.

Once you complete this online application, email Amy Zaremba to let her know and to send the above documents. Please use both of these addresses (to lessen the change of an email getting lost in those big clouds!):

amzaremba@atlantaga.gov
azaremba@partnersforhome.org

You will receive and acknowledgement that your email has been received.

Also, please remember that you need to have your e-snaps application and all required updated documentation complete by August 12, 2016, at 4:00pm (note corrected date). An e-snaps application may be considered incomplete if all required attachments, with the correct updated information, are not uploaded.

Failure to email the required documentation and/or failure to complete the e-snaps application, with the required attachments, may result in your application being not scored.

Also, as we continue through this process, please know that we may request more information, either for scoring clarification or to assist in completing the HUD CoC application.

Thanks, again, for all your hard work and dedication to the CoC and to people in need in our
# 2016 City of Atlanta CoC Evaluation Criteria and Scoring
## Renewal Project Applications

**APPLICANT/PROJECT NAME:** __________________________  **REVIEWER NAME:** __________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Summary and Overall Quality of Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q12 and overall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application is clear and concise and gives a complete picture of the project = 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application gives an adequate description of project, but leaves a few unanswered questions = 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application unclear and leaves unanswered questions about purpose of project = 0</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>(4 total possible points)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ending Chronic Homelessness</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q13 – Q26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies were required to answer “Yes” or “No” to each response and to provide an explanation to support answer. Points are not automatic; if explanation does not back up answer award zero points.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award one point for each yes/no answer indicated below, if the explanation is satisfactory.</td>
<td></td>
<td></td>
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<tr>
<td>Q13/14 – yes</td>
<td></td>
<td></td>
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<tr>
<td>Q15/16 – no</td>
<td></td>
<td></td>
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<tr>
<td>Q17/18 – no</td>
<td></td>
<td></td>
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<tr>
<td>Q19/20 – yes</td>
<td></td>
<td></td>
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<tr>
<td>Q21/22 – yes</td>
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<td></td>
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<tr>
<td>Q23/24 - yes</td>
<td></td>
<td></td>
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<tr>
<td>Q 25/26 - no</td>
<td></td>
<td></td>
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<tr>
<td>(7 possible total points)</td>
<td></td>
<td></td>
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<tr>
<td>Q13 – Q26</td>
<td></td>
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<tr>
<td>If an answer does not correspond with the key above but the agency provided a strong answer to explain the response, award one point.</td>
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<tr>
<td>(1 possible total point)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(There is only one additional point available, no matter how many contrary answers and strong responses are provided.)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>(8 total possible points)</td>
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</tr>
<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------</td>
<td>-------</td>
</tr>
<tr>
<td>High Barriers to Housing and/or Special Needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Q27</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies were required to indicate which, if any, factors were requirements to be accepted into the project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additionally, for certain factors, an explanation was required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award one point for each factor that is not selected, with the exception of “Specific Disabling Condition.” Depending on the explanation provided, if that factor is selected, you may award the point (if, for example, it is indicated that the funding was for a specific population).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Also, do not award a point if “other” is not selected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Q27</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If either no factors are selected (ie “none” is selected) or if only “specific disabling condition” is selected, but the explanation is specific (for example, funded for that population), award one additional point.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 possible point)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Q28 and program materials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies were asked to discuss their program rules and requirements, as well as to include a copy of all related materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response and materials are clear and concise and give a complete picture of how the project works with people with high barriers to housing = 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response and materials gives an adequate description but leaves unanswered questions and/or present some barriers = 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response and materials are unclear and/or present multiple barriers = 0</td>
<td></td>
<td></td>
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<tr>
<td>(3 possible points)</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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<tr>
<td>(13 total possible points)</td>
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<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
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<tr>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Populations and Sub-Populations</td>
<td>Q32 Agencies were required to report the actual percentages of various sub-populations that were served over the course of one year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 – 10 sub-populations with over 49% (50%+) = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 – 6 sub-populations with over 49% (50%+) = 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 – 3 sub-populations with over 49% (50%+) = 1 point</td>
<td></td>
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<tr>
<td></td>
<td>(3 possible points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q32 Ending homelessness among veterans and youth are priorities of HUD, and therefore of the CoC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75% or more veterans = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75% or more youth = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2 possible points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q33 Ending chronic homeless is another priority.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75% or more = 1 point</td>
<td></td>
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<tr>
<td></td>
<td>(1 possible point)</td>
<td></td>
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<tr>
<td></td>
<td>TOTAL (6 total possible points)</td>
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<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
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<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Q37 (APR July 1, 2015 – June, 30, 2016) Percent of persons who exited to permanent housing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90% or above = 6 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>80% - 89% = 3 points</td>
<td></td>
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<tr>
<td></td>
<td>Below 80% = 0 points</td>
<td></td>
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<tr>
<td></td>
<td>(6 possible points)</td>
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<tr>
<td></td>
<td>Q38 (APR July 1, 2015 – June, 30, 2016) HUD standard = 80%</td>
<td></td>
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<tr>
<td></td>
<td>90% or above = 6 points</td>
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<tr>
<td></td>
<td>80% - 89% = 3 points</td>
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<td></td>
<td>Below 80% = 0 points</td>
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<tr>
<td></td>
<td>(6 possible points)</td>
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<tr>
<td></td>
<td>Q38 Increase in Housing Stability</td>
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<tr>
<td></td>
<td>2015-2016 % is higher than 2014-2015 % = 1 point</td>
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<tr>
<td></td>
<td>2014-2015 % is higher than 2015-2016 % = 0 points</td>
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<td></td>
<td>(1 possible point)</td>
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<td></td>
<td>Q39 Explanation of plan to continue to improve or maintain is clear and concise = 2 points</td>
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<td></td>
<td>Explanation is adequate but leave some unanswered questions = 1 point</td>
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<tr>
<td></td>
<td>Explanation is unclear = 0</td>
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<tr>
<td></td>
<td>(2 possible points)</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td>(15 total possible points)</td>
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<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
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<td>---------------------------</td>
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</tr>
<tr>
<td><strong>Project Participant</strong></td>
<td></td>
<td></td>
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<tr>
<td>Income</td>
<td></td>
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<tr>
<td>Q40 (APR July 1, 2015 – June, 30, 2016) Gain or Increase in Earned Income</td>
<td></td>
<td></td>
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<tr>
<td>25% or above = 3 points</td>
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<td></td>
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<tr>
<td>20% - 25% = 1 point</td>
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<tr>
<td>Below 20% = 0 points</td>
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<tr>
<td>(3 possible points)</td>
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<tr>
<td>Q41 (APR July 1, 2015 – June, 30, 2016) Gain or Increase in Unearned Income</td>
<td></td>
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<tr>
<td>25% or above = 3 points</td>
<td></td>
<td></td>
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<tr>
<td>20% - 25% = 1 point</td>
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<tr>
<td>Below 20% = 0 points</td>
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<tr>
<td>(3 possible points)</td>
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<tr>
<td>Q42 (APR July 1, 2015 – June, 30, 2016) Gain or Increase in Any Income</td>
<td></td>
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<tr>
<td>25% or above = 3 points</td>
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<tr>
<td>20% - 25% = 1 point</td>
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<td></td>
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<tr>
<td>Below 20% = 0 points</td>
<td></td>
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<tr>
<td>(3 possible points)</td>
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<td></td>
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<tr>
<td>Q42 Gain or Increase in Any Income</td>
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<tr>
<td>2015-2016 % is higher than 2014-2015 % = 1 point</td>
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<tr>
<td>2014-2015 % is higher than 2015-2016 % = 0 points</td>
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<tr>
<td>(1 possible point)</td>
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<tr>
<td>Q43</td>
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<tr>
<td>Explanation of plan to continue to improve or maintain is clear and concise = 2 points</td>
<td></td>
<td></td>
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<tr>
<td>Explanation is adequate but leave some unanswered questions = 1 point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear = 0</td>
<td></td>
<td></td>
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<tr>
<td>(2 possible points)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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<tr>
<td>(12 total possible points)</td>
<td></td>
<td></td>
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<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
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<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td><strong>Mainstream (Non-Cash) Benefits</strong></td>
<td></td>
<td></td>
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<tr>
<td>Q48 (APR July 1, 2015 – June, 30, 2016)</td>
<td></td>
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<tr>
<td>Mainstream (Non-Cash) Benefits</td>
<td></td>
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<tr>
<td>85% or above = 3 points</td>
<td></td>
<td></td>
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<tr>
<td>75% - 84% = 1 point</td>
<td></td>
<td></td>
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<tr>
<td>Below 75% = 0 points</td>
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<tr>
<td>(3 possible points)</td>
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<tr>
<td>Q48</td>
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<tr>
<td>Gain or Increase in Any Income</td>
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<tr>
<td>2015-2016 % is higher than 2014-2015 % = 1 point</td>
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<tr>
<td>2014-2015 % is higher than 2015-2016 % = 0 points</td>
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<tr>
<td>(1 possible point)</td>
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<tr>
<td>Q49</td>
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<tr>
<td>Explanation of plan to continue to improve or maintain is clear and concise = 2 points</td>
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<tr>
<td>Explanation is adequate but leave some unanswered questions = 1 point</td>
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<tr>
<td>Explanation is unclear = 0</td>
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</tr>
<tr>
<td>(2 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>(6 total possible points)</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Utilization Rate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of bed/unit utilization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92% or above = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>85% - 91% = 1 point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Below 85% = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation of plan to continue to improve or maintain is clear and concise = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is adequate but leave some unanswered questions = 1 point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>(5 total possible points)</strong></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Spend Down and Cost Efficiency</strong></td>
<td><strong>Q52 – Q54</strong> Current Spenddown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100% expended anticipated = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90% - 99% and explanation provided is satisfactory = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90% - 99% but explanation is unsatisfactory = 1 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Below 90% = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4 possible points)</td>
<td></td>
</tr>
<tr>
<td><strong>Q55 – Q58</strong></td>
<td><strong>Historical Spenddown</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100% average expended = 5 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90% - 99% average and explanation provided is satisfactory = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90% - 99% average but explanation is unsatisfactory = 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Below 90% average = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(5 possible points)</td>
<td></td>
</tr>
<tr>
<td><strong>Q59</strong></td>
<td><strong>Quarterly Draws</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>At least quarterly (every 90 days) = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less than quarterly = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3 possible points)</td>
<td></td>
</tr>
<tr>
<td><strong>Q65 – 66</strong></td>
<td><strong>Housing Emphasis</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>70% or &gt; = 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50%-69% = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt;50%&lt; = 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3 possible points)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>(15 total possible points)</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
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<tr>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Program Monitoring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Q69 - 70</strong></td>
<td><strong>HUD Monitoring</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No findings (or no monitoring) = 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Findings are addressed in action plan = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Findings and no adequate action plan = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2 possible points)</td>
<td></td>
</tr>
<tr>
<td><strong>Q71</strong></td>
<td><strong>Other Monitoring</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No findings or findings are addressed in action plan (or no monitoring) = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Findings and no adequate action plan = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1 possible point)</td>
<td></td>
</tr>
<tr>
<td><strong>Q72</strong></td>
<td><strong>Agency Evaluation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation is clear and process is thorough and well-thought out = 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation is adequate but leave some unanswered questions = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation is unclear = 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2 possible points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>(5 total possible points)</td>
</tr>
<tr>
<td><strong>Other Factors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Partners for Home staff will provide these scores)</td>
<td>HMIS Accuracy and Responsiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 – 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Data completeness and accuracy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Submission of accurate and timely data for HIC and other requests (including but not limited to System Performance Measure requests and NOFA-prep requests)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. User group participation</td>
<td></td>
</tr>
<tr>
<td><strong>CoC Participation</strong></td>
<td>0 – 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Attendance at CoC meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Participation in PIT Week</td>
<td></td>
</tr>
<tr>
<td><strong>Participation in Coordinated Entry</strong></td>
<td>0 – 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Attendance at meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Responsiveness to emails (vacancies/referrals)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Number of vacancies filled through CE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Number of referrals offered through CE</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>(5 total possible points)</td>
</tr>
<tr>
<td>Category</td>
<td>Total Possible Points</td>
<td>Score</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-----------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Project Summary and Overall Quality of Application</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Ending Chronic Homelessness</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Highest Barriers to Housing and/or Special Needs</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Populations and Sub-Populations</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Housing Stability</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Project Participant Income</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Mainstream (Non-Cash) Benefits</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Utilization Rate</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Spend Down and Cost Efficiency</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Program Monitoring</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other Factors</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>95</strong></td>
<td></td>
</tr>
</tbody>
</table>

Overall Project Comments (Please provide feedback [positive and constructive] to further explain your scores):

___________________________________________________________________________________________________________
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**Threshold Review**

Applicants were asked to keep the following questions in mind when responding throughout the application. Projects must have six of the seven answered yes in order to meet threshold.

(Need to score 6 out of 7 possible points, but not counted toward score; just for eligibility)

<table>
<thead>
<tr>
<th>Question</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the type, scale, and location of the housing fit the needs of the program participants? (Q25 and throughout application)</td>
<td></td>
</tr>
<tr>
<td>2. Does the type, scale, and location of the supportive services and mode of transportation to those services fit the needs of the program participants? (Q45 - Q60 and throughout application)</td>
<td></td>
</tr>
<tr>
<td>3. Does the specific plan for ensuring program participants will be individually assisted to obtain benefits of the mainstream health, social, and employment programs for which they are eligible meet the needs of the program participants? (Q25 and throughout application)</td>
<td></td>
</tr>
<tr>
<td>4. Does the application indicate that program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs? (Q62 and throughout application)</td>
<td></td>
</tr>
<tr>
<td>5. Do at least 75% of proposed program participants come from the street or other location not meant for human habitation or emergency shelters? (Q25 and throughout application; but should be a yes, as all would come from CE)</td>
<td></td>
</tr>
<tr>
<td>6. Are amenities (e.g., grocery stores, pharmacies, etc.) accessible in the community? (Q25)</td>
<td></td>
</tr>
<tr>
<td>7. Does the applicant currently participate in HMIS with at least 90% of universal data elements reported (or will they, if funded)? (Q14 and throughout application)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL (Only proceed if total equals at least 6)**

Q12 – Q17

Applicants were asked to respond to the following questions, also not scored but to help determine eligibility.

**RRH Projects Only:** Eligibility of Participants - Will the project serve homeless individuals, families, or unaccompanied youth living on the streets, in emergency shelter, or fleeing domestic violence? **OR PSH Projects Only:** Eligibility of Participants - Will the project serve exclusively (100%) chronically homeless individuals and families?

HMIS Participation: Will this project participate in the Atlanta CoC HMIS (or a comparable database if you are a victim services agency) in the event that the project is funded?

Coordinated Entry: Will this project participate in the Atlanta CoC Coordinated Entry system in the event that the project is funded?

Housing First: Will this project follow a Housing First approach as defined in HUD guidance?

Match: Will the project provide 25% cash or in-kind match for all HUD funding except Leasing?

Only proceed if all are checked to indicate yes

**Q156 and Q157 Federal Debt**

If yes is selected, the explanation needs to show that a negotiated repayment schedule is established and the repayment schedule is not delinquent, or other arrangements satisfactory to HUD were made with HUD.

Only proceed if response is no or if explanation meets the standard above
<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q18 – Q23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each category, applicants were required to describe their experience. Please use the point key as a guide. Feel free to award any increments of the total points for each category.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q18</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience with Project Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of experience is clear and shows applicant has the relevant experience necessary to implement the project = 6 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions, however the experience is demonstrated in the response = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is clear but applicant experience is lacking = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or applicant lacks the necessary experience = 0</td>
<td></td>
<td></td>
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<tr>
<td>(6 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q19</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience Leveraging Other Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of experience is clear and shows applicant has the relevant experience necessary to in leveraging other resources = 6 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions, however the experience is demonstrated in the response = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is clear but applicant experience is lacking = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or applicant lacks the necessary experience = 0</td>
<td></td>
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<tr>
<td>(6 possible points)</td>
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<td></td>
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<tr>
<td>Q20</td>
<td></td>
<td></td>
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<tr>
<td><strong>Management Structure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of management structure is clear and shows applicant has a solid internal structure, including as it relates to financial management = 6 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions, however the experience is demonstrated in the response = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is clear but applicant experience is lacking = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or applicant lacks the necessary experience = 0</td>
<td></td>
<td></td>
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<tr>
<td>(6 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q21 and Q22</td>
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<td></td>
</tr>
<tr>
<td><strong>Monitoring/Audit Findings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No unresolved monitoring or audit findings = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unresolved findings, but there is a clear and feasible corrective plan = 1 point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unresolved findings with no plan or unclear plan = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category (continued)</td>
<td>Possible Points</td>
<td>Score</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td>Applicant Experience</td>
<td>Q23 Securing Units</td>
<td>6 points</td>
</tr>
<tr>
<td></td>
<td>Description of experience related to securing units (working with LLs, quick move-ins, etc.) is clear and shows applicant has the relevant experience necessary = 6 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description is adequate but leaves some unanswered questions, however the experience is demonstrated in the response = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description is clear but applicant experience is lacking = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation is unclear or applicant lacks the necessary experience = 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(6 possible points)</td>
<td></td>
</tr>
<tr>
<td>Comments (Please provide feedback [positive and constructive] to further explain your scores)</td>
<td></td>
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**TOTAL**

(27 total possible points)
<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Quality of Proposed Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>While reviewing, please consider:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Does the type and scale of the housing fit the needs of the people to be served?</td>
<td>6 points</td>
<td></td>
</tr>
<tr>
<td>- Does the type and scale of the services fit the needs of the people to be served?</td>
<td>3 points</td>
<td></td>
</tr>
<tr>
<td>- Does the proposed housing ensure the safety of the people to be served?</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td>- Are transportation and community amenities available and accessible?</td>
<td>6 (possible points)</td>
<td></td>
</tr>
<tr>
<td>- Are the services designed principally to help participants achieve self-sufficiency rather than meet emergency needs?</td>
<td>2 (possible points)</td>
<td></td>
</tr>
<tr>
<td>- Are the services designed to help participants to obtain benefits of the mainstream health, social, and employment programs for which they are eligible?</td>
<td>0 (possible points)</td>
<td></td>
</tr>
<tr>
<td>- Are families being connected with educational services immediately upon entry to the program?</td>
<td>5 (possible points)</td>
<td></td>
</tr>
<tr>
<td>- Does the agency have staff dedicated to ensuring children are enrolled in school and receiving needed educational services?</td>
<td>2 (possible points)</td>
<td></td>
</tr>
<tr>
<td>Q25 – Q27</td>
<td>Please use the point key as a guide. Feel free to award any increments of the total points for each category.</td>
<td></td>
</tr>
<tr>
<td>Q25</td>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>Description of project is thorough and leaves no unanswered questions about the design and feasibility of the project</td>
<td>6 points</td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions</td>
<td>3 points</td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or project has some feasibility concerns</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td>(6 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q26</td>
<td>Project Schedule</td>
<td></td>
</tr>
<tr>
<td>Proposed implementation schedule and plan is thorough and leaves no unanswered questions about the feasibility of the timing of the project</td>
<td>4 points</td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions</td>
<td>2 points</td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or project has some feasibility concerns</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td>(4 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q27</td>
<td>Clients to be Served/Needs</td>
<td></td>
</tr>
<tr>
<td>Description of population to be served is clear and shows applicant has a thorough understanding of the needs of people to be served</td>
<td>5 points</td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions, however understanding of the needs is demonstrated in the response</td>
<td>2 points</td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or applicant lacks understanding of the needs</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td>(5 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
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<tr>
<td>(15 total possible points)</td>
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<td></td>
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</tbody>
</table>

Comments
(Please provide feedback [positive and constructive] to further explain your scores)
<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>While reviewing, please consider: Core Elements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenant selection promotes acceptance regardless of sobriety, use of substances, treatment completion, and participation in services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants not rejected based on credit history, rental history, minor criminal convictions, or other so-called indicators of “housing readiness.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response system.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services emphasize engagement over therapeutic goals. Services plans highly tenant-driven without preset goals. Participation in services not a condition of tenancy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of alcohol or drugs in and of itself not considered a reason for eviction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q28 – Q42</td>
<td>Please use the point key as a guide. Feel free to award any increments of the total points for each category.</td>
<td></td>
</tr>
<tr>
<td>Q28</td>
<td>Implementation of Housing First</td>
<td></td>
</tr>
<tr>
<td>Description of how the project will incorporate a Housing First model is thorough and leaves no unanswered questions = 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description is adequate but leaves some unanswered questions = 1 point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation is unclear or does not align with a Housing First design = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q29 – Q42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Possible Points</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Highest Barriers to Housing | Q43 Agencies were required to indicate which, if any, factors were requirements to be accepted into the project.  
Additionally, for certain factors, an explanation was required.  
Award one point for each factor that is not selected, with the exception of “Specific Disabling Condition.” Depending on the explanation provided, if that factor is selected, you may award the point (if, for example, it is indicated that the funding was for a specific population).  
Also, do not award a point if “other” is not selected.  
(9 possible points) |
|                          | Q44 If either no factors are selected (ie “none” is selected) or if only “specific disabling condition” is selected, but the explanation is specific (for example, funded for that population), award one additional point.  
(1 possible point) |
|                          | Q44 and program materials (if applicable)  
Agencies were asked to discuss their proposed project rules and requirements, as well as to include a copy of all related materials, if already developed.  
Response and materials are clear and concise and give a complete picture of how the project will work with people with the highest barriers to housing = 3  
Response and materials give an adequate description but leaves unanswered questions and/or present some barriers = 1  
Response and materials are unclear and/or present multiple barriers = 0  
(3 possible points) |

**TOTAL**  
(13 total possible points)

Comments  
(Please provide feedback [positive and constructive] to further explain your scores)

2016 Atlanta CoC New Project Review Application Scoring Tool
<table>
<thead>
<tr>
<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Services for Participants</td>
<td>Q45 – Q60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agencies were required to indicate services were going to be made available to participants and to indicate who would offer them and how often.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Most of the services listed were offered, either in-house or by a specifically identified entity, and the frequency was often = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>An acceptable number of services were offered, with an acceptable frequency = 1 point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>There was a lack of services offered, or too many were nebulous as to how often or who = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3 possible points)</td>
<td></td>
</tr>
<tr>
<td>Q61</td>
<td>Employment/Income</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description and plan of how the project will assist participants in increasing income is realistic, thorough, and leaves no unanswered questions = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description is adequate but leaves some unanswered questions = 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation is unclear = 0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4 possible points)</td>
<td></td>
</tr>
<tr>
<td>Q62</td>
<td>Obtain/Remain in Permanent Housing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description and plan of how the project will assist participants in obtaining and remaining in housing is realistic, thorough, and leaves no unanswered questions = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description is adequate but leaves some unanswered questions = 2 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation is unclear = 0 points</td>
<td></td>
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<tr>
<td></td>
<td>(4 possible points)</td>
<td></td>
</tr>
<tr>
<td>Q63</td>
<td>Improving Service Access</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Award one point for each activity that is selected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4 possible points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(15 total possible points)</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>(Please provide feedback [positive and constructive] to further explain your scores)</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Possible Points</td>
<td>Score</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Housing and Project Population</strong></td>
<td>Q64 – Q73, and Q75</td>
<td></td>
</tr>
<tr>
<td>Agencies were required to indicate the populations that the project is proposing to serve.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The numbers provided appear realistic and accurate = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The numbers are not realistic or accurate = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Measure – Housing Stability</strong></td>
<td>Q76 and Q77</td>
<td></td>
</tr>
<tr>
<td>Although no longer stated, 80% has been a standard baseline. Given the project is just starting, some leeway is provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target percent is at least 80% housing stability and the plan to reach that percentage is thorough and realistic = 4 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target percent is between 70% and 79% but the plan is realistic and, if not for being a new project, it is feasible that 80% could be attained = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target percent is under 69% = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Measure – Project Participant Income</strong></td>
<td>Q78 or Q79 and Q80</td>
<td></td>
</tr>
<tr>
<td>(Agencies were meant to select one of the two income measures)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Although no longer stated, 20% +/- has been a standard baseline. Given the project is just starting, some leeway is provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target percent is at least 20% housing stability and the plan to reach that percentage is thorough and realistic = 4 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target percent is between 15% and 19% but the plan is realistic and, if not for being a new project, it is feasible that 80% could be attained = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target percent is under 15% = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4 possible points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>(10 total possible points)</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
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<td>Category</td>
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<td>Score</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Budget and Financial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q81 – Q144 Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies were required submit an overall project budget, as well as specific budgets for each category.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The budget provided is complete, accurate, and realistic = 4 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The budget is decent, but needs some work = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The budget does appear to be complete, accurate, or realistic = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q145 – Q155 Cost Efficiency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies were required to answer questions to demonstrate the proposed project would be cost efficient.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The explanations regarding costs, other committed funds, and cost per participant were complete and well-thought out and left few unanswered questions = 4 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The answers provided were sufficient but left some gaps and unanswered questions = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The answers do not appear to be complete, well-thought out, or realistic = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q158 – Q160 Match</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total match is realistic and at least half cash = 4 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total match is less than half cash = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match is 100% in-kind or unrealistic = 0 points</td>
<td></td>
<td></td>
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</tbody>
</table>

TOTAL (12 total possible points)
<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td><strong>Program Monitoring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q162 Project Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency description of project and agency evaluation is thorough, realistic, and leaves no unanswered questions = 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency description of project and agency evaluation is thorough, realistic, but leaves some unanswered questions = 1 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency shows no project and agency evaluation or description is incomplete = 0 points</td>
<td></td>
<td>(2 possible points)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>(2 total possible points)</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
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<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Quality of Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application is clear and concise and gives a complete picture of the project = 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application gives an adequate description of project, but leaves a few unanswered questions = 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application unclear and leaves unanswered questions about purpose of project = 0</td>
<td></td>
<td>(4 possible points)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>(4 total possible points)</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
<td></td>
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<td></td>
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<td>Score</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td><strong>CoC Participation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance at CoC meetings</td>
<td>0 – 2 points</td>
<td></td>
</tr>
<tr>
<td>Participation in PIT Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HMIS Accuracy and Responsiveness</strong> (If applicable; if not, award 1 point)</td>
<td>0 – 2 points</td>
<td></td>
</tr>
<tr>
<td>Data completeness and accuracy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of accurate and timely data for HIC and other requests (including but not limited to System Performance Measure requests and NOFA-prep requests)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Participation in Coordinated Entry</strong> (if applicable; if not, award 1 point)</td>
<td>0 – 2 points</td>
<td></td>
</tr>
<tr>
<td>Attendance at meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsiveness to emails (vacancies/referrals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of vacancies filled through CE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of referrals offered through CE</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>(6 total possible points)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

(Please provide feedback [positive and constructive] to further explain your scores)

<table>
<thead>
<tr>
<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Applicant Experience</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Quality of Proposed Project</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Housing First</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Highest Barriers to Housing</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Services for Participants</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Population and Performance Measures</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Budget and Financial</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Program Monitoring</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Overall Quality of Application</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Other Factors</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>115</strong></td>
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### Other Factors

**Category**

<table>
<thead>
<tr>
<th>Possible Points</th>
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<tbody>
<tr>
<td>CoC Participation</td>
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<tr>
<td>Attendance at CoC meetings</td>
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<td>Participation in PIT Week</td>
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<tr>
<td>HMIS Accuracy and Responsiveness (If applicable; if not, award 1 point)</td>
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</tr>
<tr>
<td>Number of referrals offered through CE</td>
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</table>

**Total (6 total possible points)** | |  

### Comments

(Please provide feedback [positive and constructive] to further explain your scores)

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<tr>
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<td>4</td>
<td></td>
</tr>
<tr>
<td>Other Factors</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | 115 |  

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*2016 Atlanta CoC New Project Review Application Scoring Tool*
Partners for Home, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), is issuing this document which must be submitted with ALL new and renewal project applications.

The certifications below must be made by a representative of the organization that is appropriately authorized to do so (executive director, board president, etc.). This form must be received no later than August 5, 2016, at 4:00pm, for the application to be considered complete. Failure to submit this form may result in an application being not scored.

**Bed Prioritization for Chronically Homeless**
The Atlanta CoC prioritizes homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

The most current version of the Notice, as well as an FAQ document, can be found at: https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements.

All renewal Permanent Supportive Housing (PSH) projects should continue to either dedicate or prioritize 100% of their beds to people who are chronically homeless.

All new Permanent Supportive Housing (PSH) projects must dedicate 100% of their beds to people who are chronically homeless.

☐ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it, if applicable.
(Please initial) __________

**Equal Access to Housing**
In accordance with the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, the Atlanta CoC acknowledges that all HUD-assisted and HUD-insured housing programs are available to everyone who is eligible, regardless of actual or perceived sexual orientation, gender identity, or marital status. This is also consistent with Notice CPD-15-02: Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities.

More information can be found at: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule.

☐ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.
(Please initial) __________

**Housing First**
The Atlanta CoC follows a Housing First model, which is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold.

More information about Housing First can be found at: https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief.

☐ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.
(Please initial) __________
Coordinated Entry
In accordance with the HUD Coordinated Entry Policy Brief, the Atlanta CoC has begun a coordinated entry system, and will continue to expand it, as appropriate.

The policy brief can be found at: [https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief](https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief).

☐ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.
(Please initial) ______________

E-snaps Certifications
All CoCs need to ensure the accuracy of the project submissions and to confirm that all of the project recipients have all the appropriate documents attached to the Project Applicant Profile in e-snaps. The CoC is also responsible to ensure the documents are dated between May 1, 2016 and September 14, 2016; accurate and complete; and signed by the correct authorizing official. This includes the following forms:

1. SF-424 Application for Federal Assistance;
2. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application (if applicable);
3. Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility and the subrecipient must also be attached to the project application;
4. Applicant Certifications;
5. Form HUD-2880, Applicant/Recipient Disclosure/Update Report. Must be attached for each project and must include the correct amount of HUD assistance requested and must be dated between May 1, 2016 and September 14, 2016.
6. SF-LLL, Disclosure of Lobbying Activities (if applicable);

☐ I certify that I am aware of these requirements, and that they will be, or have been, uploaded into e-snaps no later than August 11, 2016, at 4:00pm.
(Please initial) ______________

☐ N/A, my agency is a Sub-Recipient and not the entity using e-snaps.
(Please initial) ______________

---

Signature of Authorized Representative

☐ “X” indicates electronic signature submitted

Print Name

Title

Agency and Project Name

Date
2016 HUD Continuum of Care Notice of Funding Availability Overview
MR. SAUER, THESE ARE THE LONGEST INSTRUCTIONS I EVER HEARD FOR A SHORT STORY!!

JUST KIDDING.
Disclaimer

- This is a GENERAL overview of the HUD and Atlanta CoC NOFA processes
- Applicants are responsible for reading the NOFA, regulations, and other related information as it is released on HUD’s web site (https://www.hudexchange.info), as well as all related Atlanta-based materials (https://atlantacoc.wordpress.com)
So Far...

- **HUD and Release of the NOFA**
  - HUD has stated for years that the NOFA would be early
  - HUD stated this year that the NOFA will come out by the end of June
  - HUD released the NOFA on June 28, 2016
  - Atlanta CoC Governing Council met on July 15, 2016
    - Established the NOFA Policy Committee
    - Re-establish the Ranking and Review Committee
  - Applications and policy released on July 25, 2016
2016 HUD Priorities for Funding

- Same as in 2015, plus one additional priority
  - Resource Allocation
  - End Chronic Homelessness
  - End Family Homelessness
  - End Youth Homelessness
  - End Veteran Homelessness
  - Housing First Approach
  - Systemic Response to Homelessness
Funding Highlights

- Two Tiers of Funding and Ranking
  - Tier One – 93% of CoC Annual Renewal Demand (ARD)
    - Approximately $6.24 million
    - Relatively secure to be renewed
  - Tier Two – 7% of ARD
    - Approximately $470,000
    - At risk of not being funded
    - Score partially based on CoC application score

- Bonus Funding Available
  - 5% of FPRN
    - Approximately $244,000
Other Important Highlights

- Reallocation
  - Unspent dollars
  - Lower performing projects
  - Partial or entire awards

- System Performance

- Performance Based Criteria
  - Special populations
  - Project effectiveness
Process

- **Atlanta CoC Review and Tiering**
  - New and renewal applications
    - Review application and required documents – August 5, 4:00pm
    - *E-snaps* application and required uploads – **August 12, 4:00pm** *(note corrected date)*
  - Ranking and Review Committee

- **HUD Submission**
  - CoC Application
  - Priority Listing
  - Agency Applications
Project Type Highlights

- **New Projects through Reallocation**
  - Rapid Rehousing
  - Permanent Supportive Housing
  - Coordinated Entry
  - HMIS (n/a)

- **Bonus Funding Projects**
  - Rapid Rehousing
  - Permanent Supportive Housing
New Projects Through Reallocation

- New Projects through Reallocation
  - Rapid Rehousing
    - Individuals and families who are homeless
  - Permanent Supportive Housing
    - 100% chronically homeless individuals and families
  - Coordinated Entry
  - HMIS (n/a)

- Reallocation
  - Unspent funds
  - Underperforming projects
  - Full or partial reduction

- NOFA Policy Committee
  - Prioritize Coordinated Entry
Bonus Funding Projects

- **Bonus Projects**
  - Rapid Rehousing
    - Individuals and families who are homeless
  - Permanent Supportive Housing
    - 100% chronically homeless individuals and families
- **Available if a CoC scores high enough**
- **NOFA Policy Committee**
  - Prioritize projects for youth
    - Collaborative project LOI
Renewal Project Review Submission
August 5, 4:00pm

- Review Application and Required Documents
  - *SurveyMonkey* online submission
  - Most recent HUD monitoring report (along with any response, corrective action, or other related documents)
  - Copy of intake package, including any house rules and polices
  - eLOCCS Grant Detail Sheets for your most recently expired grant and eLOCCS Grant Detail Sheet for your current grant (even if it just started)
  - Copy of your most recently submitted HUD APR (exported from *e-snaps*)
  - Atlanta CoC Agency Certification form
  - Any other documentation requested in the review process
New Project Review Submission
August 5, 4:00pm

• **Review Application and Required Documents**
  - *SurveyMonkey* online submission
  - Atlanta CoC Agency Certification form
  - Evidence of nonprofit status, if applicable
  - Most recent independent audit, if applicable
  - Copy of intake package, including any house rules and polices, if already established
  - Any other documentation requested in the review process
E-Snaps Submission for All Applicants
August 12, 4:00pm (note corrected date)

- Create or Update Applicant Profile
- Application and Required Updated Documents (dated between May 1, 2016 and September 14, 2016)
  - SF-424 Application for Federal Assistance;
  - SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application (if applicable);
  - Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility and the subrecipient must also be attached to the project application;
  - Applicant Certifications;
  - Form HUD-2880, Applicant/Recipient Disclosure/Update Report. Must be attached for each project and must include the correct amount of HUD assistance requested and must be dated between May 1, 2016 and September 14, 2016.
  - SF-LLL, Disclosure of Lobbying Activities (if applicable);
  - Applicant Code of Conduct. The Code of Conduct must be attached in e-snaps or on file with HUD at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct; and,
  - Form HUD-50070, Certification for Drug-Free Workplace
Partners for Home will review all e-snaps applications and provide feedback.

- Applicants will have an opportunity to make changes.

**E-snaps Cheat Sheet – coming soon**

- But applicants are still responsible for reading HUD materials on e-snaps.
Atlanta CoC Ranking and Review Process

- Committee duties
  - Review projects and scores
  - Accept or reject projects
  - Rank into Tiers 1 or 2 all accepted projects
    - NOFA Policy Committee
      - HMIS and Coordinated Entry – Tier 1
      - Rank based on scores and NOFA and HUD guidance
      - Reallocate based on underspending and underperforming
  - Present recommendation to Governing Council for approval

- Notify each applicant in writing of the decision, and if rejected the reasons for the decision
Renewal Project Scoring

- Project Summary and Overall Quality of Application
- Ending Chronic Homelessness
- High Barriers to Housing and/or Special Needs
- Populations and Sub-Populations
- Housing Stability
- Project Participant Income
- Mainstream (Non-Cash) Benefits
- Utilization Rate
- Spend Down and Cost Efficiency
- Monitoring
- Other Factors
New Project Scoring

- Threshold Review (examples)
- Applicant experience
- Management structure
- Project Summary and Overall Quality of Application
- Ending Chronic Homelessness
- High Barriers to Housing and/or Special Needs
- Services Offered
- Populations and Sub-Populations
- Housing Stability
- Project Participant Income
- Budget
- Match
- Other Factors
CoC Submission to HUD
No later than September 14, 2016

- Three parts
  - 2016 CoC Application
  - 2016 Project Applications
    - Agency e-snaps and related documents
  - Priority Listing
    - Tier 1 and Tier 2 CoC Project Ranking
CoC Application to HUD

- **2016 CoC Application**
  - Coordination
  - Project Ranking, Review, and Capacity
  - Homeless Management Information System
  - Point-in-Time Count
  - System Performance
  - Performance and Strategic Planning
    - Ending Chronic Homelessness
    - Ending Homelessness Among Households with Children
    - Ending Youth Homelessness
    - Ending Veteran Homelessness
### Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>NOFA Released</td>
<td>June 29, 2016</td>
</tr>
<tr>
<td>Ranking and Review Debrief Meeting</td>
<td>July 8, 2016</td>
</tr>
<tr>
<td>Governing Council Special Meeting</td>
<td>July 15, 2016</td>
</tr>
<tr>
<td>NOFA Policy Meeting to Approve Policy and Applications</td>
<td>Week of July 18, 2016</td>
</tr>
<tr>
<td>Policy and Applications Released</td>
<td>July 25, 2016</td>
</tr>
<tr>
<td>Interested Parties Meeting/Webinar</td>
<td>July 26 (in-person) and July 28 (webinar)</td>
</tr>
<tr>
<td>Optional Applicant One on One Meetings</td>
<td>Week of August 1, 2016</td>
</tr>
<tr>
<td><strong>Review Applications Due</strong></td>
<td><strong>August 5, 2016, 4pm</strong></td>
</tr>
<tr>
<td><strong>E-snaps Drafts Due</strong></td>
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<td>Ranking and Review Prep Meeting</td>
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<td>Ranking and Review Process Meeting and Applications Available</td>
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<tr>
<td>Ranking and Review Scores Due</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td>Ranking and Review Score Review and Ranking Meeting</td>
<td>August 22, 2016</td>
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<td>Preliminary Scores Released to Applicants to Review/Appeal</td>
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<td>August 25, 2016</td>
</tr>
<tr>
<td>Ranking and Review Appeal Call (if necessary)</td>
<td>August 26, 2016</td>
</tr>
<tr>
<td>Governing Council Meeting to Approve Final Ranking</td>
<td>August 26 or 29, 2016</td>
</tr>
<tr>
<td>Applicants Notified of inclusion in CoC Application</td>
<td>August 30, 2016 (no later than August 30, 2016)</td>
</tr>
<tr>
<td>E-snaps Feedback Provided to Applicants</td>
<td>No later than September 6, 2016</td>
</tr>
<tr>
<td><strong>Final E-snaps Applications Due</strong></td>
<td><strong>September 9, 2016</strong></td>
</tr>
<tr>
<td>Publish CoC Application, Priority Listing, and all attachments</td>
<td>No later than September 12, 2016</td>
</tr>
<tr>
<td>Notify stakeholders/community/applicants that everything is published</td>
<td>No later than September 12, 2016</td>
</tr>
<tr>
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<td><strong>No later than September 14, 2016</strong></td>
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<td>Reply to any solo applicant</td>
<td>30 days after CoC gets notice</td>
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</table>
Now what?

- Review NOFA and related support materials
- Atlanta CoC Review Application
  - Draft in Word
  - Finish in *SurveyMonkey*
    - Progress may not save in online
    - “Invalid format” may mean too many characters (spaces are included in count!)
    - If a question does not apply, do not leave it blank
- Optional one-on-one meetings
  - Week of August 1, 2016
  - Email Amy
- *E-snaps* Application
  - Instructions and guides are online at HUDexchange
Other Information

• In addition to submitting the project application and all related materials to PFH to be scored and ranked, all new and renewal applications must also complete the HUD application process in *e-snaps*. Failure to do so will result in disqualification for funding.

• This is a competitive process, within the CoC as well as within all other CoCs nationwide. Submitting an application to be scored, completing the *e-snaps* process, and/or being included in the CoC application to HUD does not guarantee funding.

• While PFH, as the Collaborative Applicant, will email additional details of the competition, information will also be posted on the CoC webpage ([https://atlantacoc.wordpress.com](https://atlantacoc.wordpress.com)). It is the responsibility of the applicants to ensure that they check the website, as well as the HUD Exchange website ([https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition](https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition))
Useful Resources

2016 HUD CoC NOFA

2016 NOFA General Information

Project Application Detailed Instructions
FY 2016 New Project Application Detailed Instructions
FY 2016 Renewal Project Application Detailed Instructions
FY 2016 CoC Planning Costs Detailed Instructions
FY 2016 UFA Costs Detailed Instructions
FY 2016 CoC Priority Listing Detailed Instructions

Competition and Esnaps Resources

CoC-Competition-Focus-FY-2016-Policy-Priority-to-End-Youth-Homelessness
SNAPS-In-Focus-Addressing-the-Needs-of-Persons-Fleeing-Domestic-Violence
CoC-Competition-Focus-Ending-Chronic-Homelessness
CoC-Competition-Focus-Creating-a-Systemic-Response-to-Homelessness

National Alliance to End Homelessness
Questions?

Amy Zaremba
Deputy Director
Grants and Performance Management
Partners for Home
Atlanta CoC

amzaremba@atlantaga.gov
or
azaremba@partnersforhome.org
or
(404) 865-8859
“It’s a foolproof formula for writing grant applications.”
2016 Atlanta CoC Ranking and Review Application Scoring Training
JUST KIDDING.

MR. SAuer, THESE ARE THE LONGEST INSTRUCTIONS I EVER HEARD FOR A SHORT STORY!!

JUST KIDDING.
So Far...

- **HUD and Release of the NOFA**
  - HUD has stated for years that the NOFA would be early
  - HUD stated this year that the NOFA will come out by the end of June
  - HUD released the NOFA on June 28, 2016
  - Atlanta CoC Governing Council met on July 15, 2016
    - Established the NOFA Policy Committee
    - Re-establish the Ranking and Review Committee
  - Applications and policy were released on July 25, 2016
  - Applications are due August 5, 2016
Overall Process

- **Atlanta CoC Review and Tiering**
  - New and renewal applications
    - Review application and required documents
    - Ranking and Review Committee
    - Governing Council

- **HUD Submission**
  - CoC Application
  - Priority Listing
  - Agency Applications
Committee duties
- Review projects and scores
- Accept or reject projects
- Rank into Tiers 1 or 2 all accepted projects
  - NOFA Policy Committee
    - HMIS and Coordinated Entry – Tier 1
    - Rank based on scores and NOFA and HUD guidance
    - Reallocate based on underspending and underperforming
- Present recommendation to Governing Council for approval

Partners for Home, on behalf of the Committee will notify each applicant in writing of the decision, and if rejected the reasons for the decision
Ranking and Review Committee Members

Returning Members
- Dana Johnson, Atlanta Center for Self Sufficiency
- Dawn Luke, Invest Atlanta
- Janet Tharp, Lutheran Services of Georgia
- Tracey Scott, Atlanta Housing Authority
- Suzanne Shaffer, St. Jude’s
- Angela Susten, Living Room

New Members
- Emily Brown, Georgia Equality
- Rebecca Cranford, 24/7 Gateway
- Kimberly Parker, Central Outreach and Advocacy
- Brad Schweers, Intown Collaborative Ministries
2016 HUD Priorities for Funding

• Same as in 2015, plus one additional priority
  ○ Resource Allocation
  ○ End Chronic Homelessness
  ○ End Family Homelessness
  ○ End Youth Homelessness
  ○ End Veteran Homelessness
  ○ Housing First Approach
  ○ Systemic Response to Homelessness
Funding Highlights

• Two Tiers of Funding and Ranking
  o Tier One – 93% of CoC Annual Renewal Demand (ARD)
    ▪ Approximately $6.24 million
    ▪ Relatively secure to be renewed
  o Tier Two – 7% of ARD
    ▪ Approximately $470,000
    ▪ At risk of not being funded
    ▪ Score partially based on CoC application score

• Bonus Funding Available
  o 5% of FPRN
    ▪ Approximately $244,000
Renewal Project Scoring

- Project Summary and Overall Quality of Application
- Ending Chronic Homelessness
- High Barriers to Housing and/or Special Needs
- Populations and Sub-Populations
- Housing Stability
- Project Participant Income
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- Utilization Rate
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- Other Factors
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- Threshold Review (examples)
- Applicant experience
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- Project Summary and Overall Quality of Application
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- High Barriers to Housing and/or Special Needs
- Services Offered
- Populations and Sub-Populations
- Housing Stability
- Project Participant Income
- Budget
- Match
- Other Factors
Scoring Tool
Now what?

- Anxiously await packet of applications – August 8
  - 10 scorers – about 6-8 applications each
  - New project applications
- Scores Due – No later than August 19
  - Gladly accepted earlier!
- Ranking and Review Committee Meeting – August 22, 12pm – 3pm
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Other Information

- In addition to submitting the project application and all related materials to PFH to be scored and ranked, all new and renewal applications must also complete the HUD application process in *e-snaps*. Failure to do so will result in disqualification for funding.

- This is a competitive process, within the CoC as well as within all other CoCs nationwide. Submitting an application to be scored, completing the *e-snaps* process, and/or being included in the CoC application to HUD does not guarantee funding.
Questions?

Amy Zaremba  
Deputy Director  
Grants and Performance Management  
Partners for Home  
Atlanta CoC

amzaremba@atlantaga.gov  
or  
azaremba@partnersforhome.org  
or  
(404) 865-8859
“It’s a foolproof formula for writing grant applications.”
2016 HUD CoC NOFA

2016 NOFA General Information

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- FY 2016 UFA Costs Detailed Instructions
- FY 2016 CoC Priority Listing Detailed Instructions

Competition and Esnaps Resources

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SNAPS-In-Focus-Addressing-the-Needs-of-Persons-Fleeing-Domestic-Violence

CoC-Competition-Focus-Ending-Chronic-Homelessness

CoC-Competition-Focus-Creating-a-Systemic-Response-to-Homelessness
4. CoC Rating and Review Procedure Public Posting Evidence

- Website Screenshot Showing Posting of Competition Policy and Related Docs
- Competition Policy
- Email Sent to CoC Listserve Announcing Local Competition, with Attachments and Links, to All Docs
  - List of who email was sent to
- Website Screenshot Showing Proof of All NOFA Materials
- Email to Funded Agencies about Using HMIS and APR Data
- Website Homepage Announcing Interested Parties Meetings
- Email Sent to CoC Listserve Announcing Release of NOFA
  - List of who email was sent to
- Email Sent to CoC Listserve to Announce Interested Meetings Party
  - List of who email was sent to
- Website Posting of Interested Parties Meetings
- Attendance of In-Person Interested Parties Meeting
- Attendance of Webinar Interested Parties Meeting
- Email to Applicants Reminding of ESnaps
- Evidence of Receipt of Applications by 8/14/16
Funding

2016 HUD CoC Notice of Funding Announcement

On June 28, 2016, HUD released the FY 2016 Notice of Funding Availability (NOFA) for the CoC program.

Partners for Home, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), will submit the grant application to the Department of Housing and Urban Development on behalf of the CoC. To be eligible to apply for funding, member agencies must demonstrate alignment to the Atlanta CoC’s policy priorities. The application process has several steps. The process, as well as the related materials, are posted below:

- HUD 2016 CoC Program NOFA
- Upcoming Atlanta CoC 2016 NOFA Meetings
- 2016 CoC Competition Policy
- 2016 Atlanta CoC NOFA Time
- 2016 Renewal Project Application Information
  - 2016 Atlanta CoC Renewal Project Application_word (for drafting purposes; must be submitted online)
- 2016 New Project Application Information
  - 2016 Atlanta CoC New Project Review Application_word (for drafting purposes; must be submitted online)
- Collaborative Youth Project Information
  - 2016 Collaborative Youth Project LOI_word (for drafting purposes; must be submitted online)
- 2016 Atlanta CoC Agency Certification Form
- Useful Links and Instruction Guides
Introduction
In response to the Notice of Funding Availability (NOFA) for the 2016 Continuum of Care (CoC) Program Competition that the Department of Housing and Urban Development (HUD) released on June 29, 2016, Partners for HOME (PFH), as the Collaborative Applicant for the Atlanta CoC, is providing the following guidance for the competition process.

Contact Info
If you have any questions about this process, please email:
Amy Zaremba
Deputy Director, Grants and Performance Management
Partners for Home – Atlanta CoC
amzaremba@atlantaga.gov

Summary
This announcement is being provided in accordance with the HUD NOFA, which can be found here: https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf. While this document will provide an overview of the NOFA, all interested parties and applicants are encouraged read the NOFA and all related materials in their entirety.

PFH will submit the CoC application to HUD, on behalf of the Atlanta CoC. The application has two parts: a CoC application and individual applications for the projects that the CoC is putting forth for funding consideration. This document will focus primarily on the latter.

Again this year, HUD is having CoCs rank their project applications in two tiers. Tier One will consist of 93% of the CoC Annual Renewal Demand (ARD), which is approximately $6.24 million for the Atlanta CoC. Tier Two is the remaining 7% of the ARD, which is approximately $470,000 for the Atlanta CoC. Projects ranked in Tier One are relatively secure to be renewed, while projects ranked in Tier Two are at risk of not being funded.

HUD has announced that they anticipate bonus funding to be available to CoCs, up to 5% of their Final Pro Rata Need, which is anticipated to be approximately $243,000 for the Atlanta CoC.

As in past years, currently funded Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), and Homeless Management Information System (HMIS) projects will be eligible for renewal.

Funding for new projects will only be available through reallocation of current projects or through bonus funding, if the CoC scores high enough. Coordinated Entry (Supportive Services Only), RRH, and PSH are eligible new project applications, through reallocation. RRH and PSH are eligible for new bonus project applications.

The Ranking and Review Committee, an independent group comprised of community members representative of the CoC, and approved by the Atlanta CoC Governing Council, will score and rank the individual projects based on HUD and CoC priorities, which are consistent with those outlined in the NOFA. This committee will also make the recommendation known to the CoC membership and will present it to the Governing Council for approval.

Important Dates
NOFA Released June 29, 2016
Governing Council Special Meeting July 15, 2016
Policy and Applications Released Approximately July 25, 2016
Interested Parties Meeting/Webinar July 26 and 28, 2016
Optional Applicant One on One Meetings Week of August 1, 2016
Review Applications Due August 5, 2016, 4pm
**E-snaps Drafts and all Required E-snaps Attachments Due**  August 12, 2016, 4pm
**Preliminary Scores Released to Applicants to Review/Appeal**  August 23, 2016
**Deadline for Applicants to Appeal Preliminary Score**  August 25, 2016
**Applicants Notified of Inclusion in CoC Application**  August 30, 2016
**E-snaps Feedback Provided to Applicants**  No later than September 6, 2016
**Final E-snaps Applications Due**  September 9, 2016
**NOFA Submission Due**  No later than September 14, 2016

**HUD's Homeless Policy and Program Priorities**

In this NOFA, HUD has indicated that they will score CoCs based on seven specific goals which align with those that the United States Interagency Council on Homelessness identified in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*.

1. Create a systemic response to homelessness.
   a. Measure System Performance.
   b. Create an effective Coordinated Entry process.
      i. Make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
      ii. Prioritize persons with the longest histories of homelessness and the most extensive needs;
      iii. Lower barriers to entering programs or receiving assistance; and,
      iv. Ensure that persons receive assistance and are housed as quickly as possible.
   c. Promote participant choice.
   d. Plan as a system.
   e. Make the delivery of homeless assistance more open, inclusive, and transparent.

2. Strategically allocate resources.
   a. Comprehensively review project quality, performance, and cost effectiveness.
   b. Maximize the use of mainstream and other community-based resources.
   c. Review transitional housing projects.
   d. Integration.

3. End chronic homelessness.
   a. Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing.
   b. Increase units.
   c. Improve outreach.

4. End family homelessness.

5. End youth homelessness.

6. End veteran homelessness.

7. Use a Housing First Approach.
   a. Use data to quickly and stably house homeless persons.
   b. Engage landlords and property owners.
   c. Remove barriers to entry.
   d. Adopt client-centered service methods.

**New Projects**

As stated, new projects will only be available through reallocation or bonus funding.

New PSH, RRH and SSO for Coordinated Entry will be available through reallocation, which can be from projected unspent funds from renewal projects or from funds recaptured from projects that will be reduced or not be put forth for renewal due to low scores. There may also be bonus funding available, if the CoC scores high enough, for new PSH or new RRH.
Because of the importance of coordinated entry, again this year, the priority for any reallocated dollars will be for a coordinated entry project.

New project applications will also be accepted, however, for either other reallocated funding or for bonus funding, for new PSH projects that will serve 100% chronically homeless individuals and families and new RRH projects that will serve homeless individuals and families.

Acknowledging HUD’s priority on addressing youth homelessness, and the need for more services for youth who are homeless, youth will be prioritized for a new collaborative project. It is anticipated that this project will be submitted under the permanent housing bonus funding, but final decisions regarding funding type (reallocation or bonus) and tier placement (if at all) will be determined by the Ranking and Review Committee.

**Project Ranking and Review**
Recognizing the crucial roles coordinated entry and HMIS play in aligning with the HUD priorities and ending homelessness in the community, the HMIS renewal project and a new coordinated entry project, created through reallocation, will be ranked in the middle of the Tier One projects.

With the above exception noted, in an effort to submit as strong an application as possible, the Ranking and Review Committee will also score and rank projects, to the extent possible, based on the same identified goals listed above in the “HUD’s Homeless Policy and Program Priorities” section. Individual project applications will be ranked based on scores and criteria derived from the HUD priorities, as well as guidance provided in the NOFA.

As the scoring criteria for renewal projects will be based primarily on performance data, newly awarded renewal projects which have not been operating long enough to have a year of performance data and therefore cannot be ranked accordingly, will receive the median score for all data driven questions.

New PSH and RRH projects may be ranked above renewal PSH and RRH projects that are underperforming and did not meet scoring goals. This includes new projects created for bonus funds. The Ranking and Review Committee will take project scores, project spending, and NOFA guidance and strategy into account when determine rank order.

**General Information**
In addition to submitting the project application and all related materials to PFH to be scored and ranked, all new and renewal applications must also complete the HUD application process in e-snaps. Failure to do so will result in disqualification for funding.

This is a competitive process, within the CoC as well as within all other CoCs nationwide. Submitting an application to be scored, completing the e-snaps process, and/or being included in the CoC application to HUD does not guarantee funding.

While PFH, as the Collaborative Applicant, will email additional details of the competition, information will also be posted on the CoC webpage ([https://atlantacoc.wordpress.com](https://atlantacoc.wordpress.com)). It is the responsibility of the applicants to ensure that they check the website, as well as the HUD Exchange website ([https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition](https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition))

**Appeals**
In accordance with 24 CFR part 578 and the NOFA, applicants have the right to appeal if they believe that they were improperly denied the right to participate in the CoC planning process in a reasonable manner; were improperly denied or decreased funding; or were improperly denied
a Certification of Consistency from the local government with the Consolidated Plan. The appeal must be carried out as outlined in the NOFA.

**Disclaimer**
Partners for Home reserves the right to update or correct any of the information provided in this document, in the event of additional guidance from HUD or inadvertent error or omission.
Good afternoon-

There is a lot of information in this email, so please read all the way to the end!

Partners for Home, as the Collaborative Applicant for the Atlanta CoC, is releasing the applications related to the 2016 HUD CoC NOFA competition! Attached to this email is a general policy and timeline for the competition, as well as the application forms (but only for your reference), and a certification document that will need to be included with all applications.

Different than past years, all applications will be submitted online, using the surveymonkey tool. The attachments to this email are pdf copies of the applications and are simply for your reference. No pdf or word applications will be accepted.

The link for the renewal application is https://www.surveymonkey.com/r/renewalatl. All projects currently funded by the Atlanta CoC and interested in renewing this funding should complete this application. This application, along with attachments, is due August 5, 2016, by 4:00pm (and the e-snaps application is due August 11, 2016, by 4:00pm).

The link for the new project application is https://www.surveymonkey.com/r/newatlanta. Any applicants that are interested in pursuing funding for new RRH or new PSH projects should complete this application. This application, along with attachments, is due August 5, 2016, by 4:00pm (and the e-snaps application is due August 11, 2016, by 4:00pm).

In addition to renewal and new project applications, there is also a letter of interest (LOI) for all applicants interested in being the Lead Agency for a collaborative youth project. The link for this LOI is https://www.surveymonkey.com/r/youthloi. Any agencies interested in being the lead for this project should complete this LOI, which is due Wednesday, July 27, 2016 (a short turn-around but it’s very brief).

As stated in a previous email, the NOFA and related materials (including detailed project instructions, which can serve as a guide when completing these review applications) are posted at: https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition. Everyone is encouraged to become familiar with the materials on that website (don’t worry, there will not be a quiz!), and to check it regularly, as HUD often updates it.

Also, the information in this email, including the attachments (in Word, as well, so you can edit and type and save) as well as other updates, will be also posted on the Atlanta CoC website at: https://atlantacoc.wordpress.com. Please check that regularly, as well!
Just a reminder, there will be two interested parties meetings – one in-person and one webinar. While much of the material is similar to previous years, returning and new applicants are encouraged to attend one of the meetings. The material is the same so there is no need to attend both!

The informational in-person meeting is on Tuesday, July 26, at 2:30pm at Atlanta Workforce Development (818 Pollard Ave, Room 301). Although not necessary, if you plan on attending the in-person meeting, it would be great if you could send me an email, so I have an idea of how many people to expect.

The informational webinar meeting is on Thursday, July 28, at 10:00am. If you plan on attending the webinar meeting, please register using this link: https://attendee.gotowebinar.com/register/3795168169014509316. (After registering, you will receive a confirmation email containing information about joining the webinar.)

At these meetings, we will review the NOFA, as well as the Atlanta priorities and applications. Since this is the first time using an online application, we will also go over some of the nuances of it (such as doing it in word first!).

This email is being sent to the entire CoC list, but if you know of agencies that might be interested, but that might not be included on it or might not be likely to receive this information or see it on the website, please forward it to them.

I hope you read the entire email and that it was not too overwhelming!

As always, thank you for your continued dedication and work with people in need.

Have a great afternoon!

-------------------
Amy Zaremba
Deputy Director
Programs and Grants Management
Partners for HOME
Atlanta Homeless CoC
amzaremba@atlantaga.gov
(404) 865-8859
**Funding**

**2016 HUD CoC NOFA and Related CoC Information**

On June 28, 2016, HUD released the FY 2016 Notice of Funding Availability (NOFA) for the CoC program.

Partners for Hope, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), will submit the grant application to the Department of Housing and Urban Development on behalf of the CoC. To be eligible to apply for funding, member agencies must demonstrate alignment to the Atlanta CoC’s policy priorities. The application process has several steps. The process, as well as the related materials, are posted below.

**Please note:** The due date for all e-snaps applications and related attachments is Friday, August 11, 2016, at 6:00pm. August 11 was erroneously listed as the due date. Documents have been update to reflect the corrected due date.

- HUD 2016 CoC Program NOFA
- Upcoming Atlanta CoC 2016 NOFA Meetings (for reference only; meeting dates have passed)
  - [interested@parties@tg_726211presentation_corrected](https://atlantacoc.wordpress.com/members/join-us/)
- 2016 CoC Competition Policy
- Timeline (updated 7-30-16)
- 2016 Renewal Project Application Information (for reference only; deadline has passed)
  - [2016 Atlanta CoC Renewal Project Application_surveymonkey (updated 7-30-16)](https://atlantacoc.wordpress.com/members/join-us/)
  - [2016 Atlanta CoC Renewal Project Scoring Tool (for reference only)](https://atlantacoc.wordpress.com/members/join-us/)
- 2016 New Project Application Information (for reference only; deadline has passed)
  - [2016 Atlanta CoC New Project Application_surveymonkey (updated 7-30-16)](https://atlantacoc.wordpress.com/members/join-us/)
  - [2016 Atlanta CoC New Project Scoring Tool (for reference only)](https://atlantacoc.wordpress.com/members/join-us/)
- Collaborative Youth Project Information (for reference only; deadline has passed)
  - [2016 Collaborative Youth Project LOI_word (for drafting purposes only; must be submitted online)](https://atlantacoc.wordpress.com/members/join-us/)
  - [2016 Atlanta CoC Agency Certification Form](https://atlantacoc.wordpress.com/members/join-us/)
  - [Tips for Using the E-Snaps System](https://atlantacoc.wordpress.com/members/join-us/)
  - [Useful Links and Instruction Guides](https://atlantacoc.wordpress.com/members/join-us/)
Email sent to currently funded agencies giving a heads up that HMIS and APR data would be used in the project evaluation process for the local ranking process

From: Zaremba, Amy M.
Sent: Monday, July 04, 2016 7:07 PM
To: Zaremba, Amy M.
Cc: Marchman, Cathryn F.; 'kimberly.wallacestewart@pcni.org' (kimberly.wallacestewart@pcni.org); josh.gray@pcni.org
Subject: APRs and NOFA Prep

Good evening-

Sorry for the bombardment of emails on this holiday, but please bear with us (bc there will plenty more coming!).

As you know, HUD released the NOFA, which means that Partners for Home, as the Collaborative Applicant, will have a local application process for all renewal and new projects.

Although the competition policy and applications are not yet finalized, I wanted to let you know that we anticipate that we will use APR data from July 1, 2015 to June 30, 2016 as part of the evaluation process. Therefore, consider this a heads up to make certain that your project is up-to-date and with good, solid data quality! I anticipate that we may start running those APRs as early as next weekend.

Of course, if your project has not had a full operating year, it is anticipated that allowances will be made!

Thanks!

-------------------
Amy Zaremba
Deputy Director
Programs and Grants Management
Partners for HOME
Atlanta Homeless CoC
amzaremba@atlantaga.gov
(404) 865-8859
The Atlanta Continuum-of-Care

Welcome! The Atlanta Continuum-of-Care (Atlanta CoC) is a coalition of organizations sharing the goal of ending homelessness in the Atlanta area. Unifying as the Atlanta CoC allows organizations to attract funding, discuss and rally around successful practices, and demonstrate for the rest of the United States that Atlanta is a place where caring is common.

Updates:

7/21/2016 — Upcoming Atlanta CoC 2016 NOFA Meetings

7/1/2016 — HUD Releases the 2016 CoC Notice of Funding Availability

3/8/2016 — Coordinated Entry Clear Path Request for Proposals
Email Sent 7/4/16 to Full CoC Listserve Announcing Release of HUD NOFA

From: Zaremba, Amy M.  
Sent: Monday, July 04, 2016 6:08 PM  
To: Zaremba, Amy M.  
Subject: HUD Releases the 2016 CoC Notice of Funding Availability

Good afternoon-

Some of you may have already received an email (or two) from the Atlanta CoC, and if so, my apologies for the duplicates!

In case you had not heard, HUD released their Notice of Funding Availability (NOFA) for the CoC program. While the CoC is much more than just an opportunity for funding, this is a very important process that we are beginning. Here is the link to the NOFA, as well as other related materials: https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition. If you do not already receive HUD emails, I strongly suggest you sign up to be on their email list. The very first link of the page brings you to their subscription page.

In an effort to submit a strong CoC application, Partners for Home, the Collaborative Applicant for the Atlanta CoC, is working with the CoC Committee to develop competition policies and applications that closely reflect the policies and priorities of HUD.

Details, including the CoC competition policy and applications, are expected to be available soon.

In preparation, all agencies, whether currently funded through this process or not yet funded, but potentially interested in applying for funding, are encouraged to review the NOFA. As materials and details are available, we will email the information to the group, as well as post them on the Atlanta CoC webpage, https://atlantacoc.wordpress.com.

Thank you, and have a great day!

-----------------
Amy Zaremba  
Deputy Director  
Programs and Grants Management  
Partners for HOME  
Atlanta Homeless CoC  
amzaremba@atlantaga.gov  
(404) 865-8859
Good afternoon –

As you have heard, the 2016 HUD NOFA was released at the end of June. Partners for HOME, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), will be submitting the CoC application to HUD, which will include applications for projects that are in the City of Atlanta. If you are in another jurisdiction, please contact the CoC for that jurisdiction.

Agencies that are currently funded, as well as agencies that are interested in learning more about the funding opportunity, are encouraged to read the NOFA, which can be accessed here: [https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa](https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa).

The CoC policy and applications and for current projects that will be renewing, as well as for new projects, are expected to be released on **Monday, July 25, 2016** (tentatively due two work weeks later, on August 5).

There will be an **informational in-person meeting on Tuesday, July 26, at 2:30pm** at Atlanta Workforce Development (818 Pollard Ave, Room 301).

There will also be an **informational webinar meeting on Thursday, July 28, at 10:00am**.

The information presented at the in-person meeting and the webinar meeting will be the same. We wanted to provide two meeting options, especially given the short notice.

At these meetings, we will cover a broad overview of the 2016 HUD NOFA, as well as the application process and policies for the Atlanta CoC.

Although not necessary, if you plan on attending the in-person meeting, it would be great if you could send me an email, so I have an idea of how many people to expect.

If you plan on attending the webinar meeting, please register using this link: [https://attendee.gotowebinar.com/register/3795168169014509316](https://attendee.gotowebinar.com/register/3795168169014509316). (After registering, you will receive a confirmation email containing information about joining the webinar.)

Thank you for your continued work with the Atlanta CoC, and with people in need. Have a great afternoon, and please let me know if you have any questions!
(Please note: This notice was sent to all interested parties on the Atlanta CoC mailing list. If you would like your contact information removed from this list, please let me know. And, if you have already let me know to remove you, my apologies but a reminder would be good!)

Amy Zaremba
Deputy Director
Programs and Grants Management
Partners for HOME
Atlanta Homeless CoC
amzaremba@atlantaga.gov
(404) 865-8859

Sent to:
alice@cliftonsanctuary.com; aabram@gmh.edu; AliMohamed, Alysha <AAliMohamed@AtlantaGa.Gov>; aaron@perennialproperties.net;
aashe@covenanthouse.org; abarrow@unitedwayatlanta.org; abraudford@mercyatlanta.org; adriane.thomas@va.gov; aepstein@galawcenter.org;
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bnewcom@gmh.edu; bob.debusk@transition-house.org; bobbil@fullfoundation.org; bolsterb@bellsouth.net; bolsterp@bellsouth.net;
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Danika.Hayes@padv.org; DaphneWalker@bcmatlanta.org; Darian.D.mcdowell@gmail.com; darlene@darlenematthewsinc.com; dave.totten@dca.ga.gov;
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derekd@tcmatlanta.org; Helweck, David <DHelweck@AtlantaGa.Gov>; director@journeyshelter.org; dmilling@familiesfirst.org;
Website Posting of Interested Parties Meetings (one in-person and one webinar) – (Screenshot 7/21/2016)

Upcoming Atlanta CoC 2016 NOFA Meetings

As you have heard, the 2016 HUD NOFA was released at the end of June. Partners for HOME, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), will be submitting the CoC application to HUD, which will include applications for projects that are in the City of Atlanta. If you are in another jurisdiction, please contact the CoC for that jurisdiction.

Agencies that are currently funded, as well as agencies that are interested in learning more about the funding opportunity, are encouraged to read the NOFA, which can be accessed here: https://www.hudexchange.info/resource/50300fy-2016-cooc-program-nofa.

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## Attendance for Interested Parties In-Person Meeting (7/26/16)

**2016 Atlanta CoC HUD NOFA Interested Parties Meeting**  
**July 26, 2016**  
**AWDA, 818 Pollard, 3rd Floor**

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<td>Pittsburgh</td>
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<td>Khalil English</td>
<td>Capitol View Manor</td>
<td><a href="mailto:kenglia@students.kennesaw.edu">kenglia@students.kennesaw.edu</a></td>
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<tr>
<td>Veronica Kulak</td>
<td>CHRIS KIDS</td>
<td><a href="mailto:veronica.kulak@chriskids.org">veronica.kulak@chriskids.org</a></td>
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<td>Marion Goulbourne</td>
<td>Action Ministries Inc</td>
<td><a href="mailto:mgoulbourne@actionministries.net">mgoulbourne@actionministries.net</a></td>
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<td>Heather lugy</td>
<td>A Day Like Today</td>
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## Attendance for Interested Parties Webinar (7/28/16)

### Attendee Report:
Atlanta CoC 2016 NOFA Overview

**Report Generated:** 7/28/16 11:33 AM EDT

### Webinar ID
- **Actual Start Date/Time:** 7/28/16 9:52 AM EDT
- **Duration:** 1 hour 15 minutes
- **# Registered:** 17
- **# Attended:** 7
- **Clicked Registration Link:** 44
- **Opened Invitation:** 0

### Attendee Details

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<td>Michaelia</td>
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Good morning,

Thank you all for submitting applications for the DEK-ARTS/CC/NDP process. By now, you should have received a notification acknowledging your submission, with a pdf version of your application that you submitted for your records. (If you haven’t, please let me know!

So, that’s the first step!

Now, on to the second step…

Thank you for the inclusion of the Esnaps link. If not all of you are now familiar with using the e-snap system, then you know it can be time-consuming. I hope you have already started the process, including gathering your profile, if needed and saving the attachments.

Now and forever, applicants are required to have a pdf version of their completed applications in their folders and submitted to the appropriate home office.

Please note: Fails to use a pdf of the application, or a failure to follow any instructions and guidance that I have provided could result in disqualification (as you do not complete the e-snap, as if they have other steps)

I’ve attached a brief tip sheet on using the e-snap system. (If you’ve already done so, and as a mention on the tip sheet, 4C5G has a great step-by-step guide. I think you should do as it is here next week as you do your e-snap applications. Much easier!

Thanks, and have a great Tuesday!

Amy Zornad
Deputy Director
Programs and Grants Management
Arts Visit America
AAZornad@arts.visitamerica.org

Please click here to view the Esnap tip sheet.
Proof of Applications Received 30 Days Prior to Due Date

Renewal Project Listing 8/14/16 (page 1 of 2)
<table>
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Continuum of Care (CoC) New Project Listing

Instructions: Show Instructions

The CoC Project Listing is currently being updated by e-snaps. Due to the complexity of this process, the system may take several minutes. It will take longer based upon the number of new project applications that have been submitted to this Project Listing.

The Collaborative Applicant can either move to the next Project Listing or it can log out of e-snaps and come back later to view the updated list.

[Show Filters] [Clear Filters]

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Website Screenshot Showing Posting Notice of HUD NOFA Release (Screenshot 7/21/2016)

On June 29, 2016, HUD released the FY 2016 Notice of Funding Availability (NOFA) for the CoC program. The link to the NOFA, as well as other related materials, can be found here: [https://www.huduser.org/portal/property-fy-2016coc_program.nofa.coc_program_competition](https://www.huduser.org/portal/property-fy-2016coc_program.nofa.coc_program_competition).

HUD releases the FY 2016 CoC Notice of Funding Availability (NOFA) for the CoC program.

The Collaborative Applicant for the Atlanta CoC is working with the CoC Committee to develop competition policies and applications that closely reflect the policies and priorities of HUD.

In preparation, all agencies, whether currently funded through this process or not yet funded, but potentially interested in applying for funding, are encouraged to review the NOFA. As materials and details are available, we will email the information to the group, as well as post it on this webpage. Published by Google Drive – Report Abuse – Updated automatically every 5 minutes.
Atlanta CoC Attachment
5. CoCs Process for Reallocating

- Competition Policy
- Website Screenshot Showing Posting of Policy and other NOFA Related Materials
- Email to Funded Agencies about Using HMIS and APR Data
- Website Homepage Announcing Interested Parties Meetings
- Email Sent to CoC Listserv Announcing Opening of Local Competition
  - List of who email was sent to
- Email Sent to CoC Listserv to Announce Interested Meetings Party
  - List of who email was sent to
- Email Sent to CoC Listserv of Interested Parties Meetings
- Website Posting of Interested Parties Meetings
- Attendance of In-Person Interested Parties Meeting
- Attendance of Webinar Interested Parties Meeting
- Email to Applicants Reminding of ESnaps
- Evidence of Receipt of Applications by 8/14/16
- Evidence of Reallocation for FY13, FY14, FY15
Introduction
In response to the Notice of Funding Availability (NOFA) for the 2016 Continuum of Care (CoC) Program Competition that the Department of Housing and Urban Development (HUD) released on June 29, 2016, Partners for HOME (PFH), as the Collaborative Applicant for the Atlanta CoC, is providing the following guidance for the competition process.

Contact Info
If you have any questions about this process, please email:
Amy Zaremba
Deputy Director, Grants and Performance Management
Partners for Home – Atlanta CoC
amzaremba@atlantaga.gov

Summary
This announcement is being provided in accordance with the HUD NOFA, which can be found here: https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf. While this document will provide an overview of the NOFA, all interested parties and applicants are encouraged read the NOFA and all related materials in their entirety.

PFH will submit the CoC application to HUD, on behalf of the Atlanta CoC. The application has two parts: a CoC application and individual applications for the projects that the CoC is putting forth for funding consideration. This document will focus primarily on the latter.

Again this year, HUD is having CoCs rank their project applications in two tiers. Tier One will consist of 93% of the CoC Annual Renewal Demand (ARD), which is approximately $6.24 million for the Atlanta CoC. Tier Two is the remaining 7% of the ARD, which is approximately $470,000 for the Atlanta CoC. Projects ranked in Tier One are relatively secure to be renewed, while projects ranked in Tier Two are at risk of not being funded.

HUD has announced that they anticipate bonus funding to be available to CoCs, up to 5% of their Final Pro Rata Need, which is anticipated to be approximately $243,000 for the Atlanta CoC.

As in past years, currently funded Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), and Homeless Management Information System (HMIS) projects will be eligible for renewal.

Funding for new projects will only be available through reallocation of current projects or through bonus funding, if the CoC scores high enough. Coordinated Entry (Supportive Services Only), RRH, and PSH are eligible new project applications, through reallocation. RRH and PSH are eligible for new bonus project applications.

The Ranking and Review Committee, an independent group comprised of community members representative of the CoC, and approved by the Atlanta CoC Governing Council, will score and rank the individual projects based on HUD and CoC priorities, which are consistent with those outlined in the NOFA. This committee will also make the recommendation known to the CoC membership and will present it to the Governing Council for approval.

Important Dates
NOFA Released: June 29, 2016
Governing Council Special Meeting: July 15, 2016
Policy and Applications Released: Approximately July 25, 2016
Interested Parties Meeting/Webinar: July 26 and 28, 2016
Optional Applicant One on One Meetings: Week of August 1, 2016
Review Applications Due: August 5, 2016, 4pm
**HUD's Homeless Policy and Program Priorities**

In this NOFA, HUD has indicated that they will score CoCs based on seven specific goals which align with those that the United States Interagency Council on Homelessness identified in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*.

1. **Create a systemic response to homelessness.**
   a. Measure System Performance.
   b. Create an effective Coordinated Entry process.
      i. Make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
      ii. Prioritize persons with the longest histories of homelessness and the most extensive needs;
      iii. Lower barriers to entering programs or receiving assistance; and,
      iv. Ensure that persons receive assistance and are housed as quickly as possible.
   c. Promote participant choice.
   d. Plan as a system.
   e. Make the delivery of homeless assistance more open, inclusive, and transparent.

2. **Strategically allocate resources.**
   a. Comprehensively review project quality, performance, and cost effectiveness.
   b. Maximize the use of mainstream and other community-based resources.
   c. Review transitional housing projects.
   d. Integration.

3. **End chronic homelessness.**
   a. Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing.
   b. Increase units.
   c. Improve outreach.

4. **End family homelessness.**

5. **End youth homelessness.**

6. **End veteran homelessness.**

7. **Use a Housing First Approach.**
   a. Use data to quickly and stably house homeless persons.
   b. Engage landlords and property owners.
   c. Remove barriers to entry.
   d. Adopt client-centered service methods.

**New Projects**

As stated, new projects will only be available through reallocation or bonus funding.

New PSH, RRH and SSO for Coordinated Entry will be available through reallocation, which can be from projected unspent funds from renewal projects or from funds recaptured from projects that will be reduced or not be put forth for renewal due to low scores. There may also be bonus funding available, if the CoC scores high enough, for new PSH or new RRH.
Because of the importance of coordinated entry, again this year, the priority for any reallocated dollars will be for a coordinated entry project.

New project applications will also be accepted, however, for either other reallocated funding or for bonus funding, for new PSH projects that will serve 100% chronically homeless individuals and families and new RRH projects that will serve homeless individuals and families.

Acknowledging HUD’s priority on addressing youth homelessness, and the need for more services for youth who are homeless, youth will be prioritized for a new collaborative project. It is anticipated that this project will be submitted under the permanent housing bonus funding, but final decisions regarding funding type (reallocation or bonus) and tier placement (if at all) will be determined by the Ranking and Review Committee.

**Project Ranking and Review**
Recognizing the crucial roles coordinated entry and HMIS play in aligning with the HUD priorities and ending homelessness in the community, the HMIS renewal project and a new coordinated entry project, created through reallocation, will be ranked in the middle of the Tier One projects.

With the above exception noted, in an effort to submit as strong an application as possible, the Ranking and Review Committee will also score and rank projects, to the extent possible, based on the same identified goals listed above in the “HUD's Homeless Policy and Program Priorities” section. Individual project applications will be ranked based on scores and criteria derived from the HUD priorities, as well as guidance provided in the NOFA.

As the scoring criteria for renewal projects will be based primarily on performance data, newly awarded renewal projects which have not been operating long enough to have a year of performance data and therefore cannot be ranked accordingly, will receive the median score for all data driven questions.

New PSH and RRH projects may be ranked above renewal PSH and RRH projects that are underperforming and did not meet scoring goals. This includes new projects created for bonus funds. The Ranking and Review Committee will take project scores, project spending, and NOFA guidance and strategy into account when determine rank order.

**General Information**
In addition to submitting the project application and all related materials to PFH to be scored and ranked, all new and renewal applications must also complete the HUD application process in e-snaps. Failure to do so will result in disqualification for funding.

This is a competitive process, within the CoC as well as within all other CoCs nationwide. Submitting an application to be scored, completing the e-snaps process, and/or being included in the CoC application to HUD does not guarantee funding.

While PFH, as the Collaborative Applicant, will email additional details of the competition, information will also be posted on the CoC webpage (https://atlantacoc.wordpress.com). It is the responsibility of the applicants to ensure that they check the website, as well as the HUD Exchange website (https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition)

**Appeals**
In accordance with 24 CFR part 578 and the NOFA, applicants have the right to appeal if they believe that they were improperly denied the right to participate in the CoC planning process in a reasonable manner; were improperly denied or decreased funding; or were improperly denied
a Certification of Consistency from the local government with the Consolidated Plan. The appeal must be carried out as outlined in the NOFA.

**Disclaimer**
Partners for Home reserves the right to update or correct any of the information provided in this document, in the event of additional guidance from HUD or inadvertent error or omission.
Funding

2016 HUD CoC Notice of Funding Announcement

On June 28, 2016, HUD released the FY 2016 Notice of Funding Availability (NOFA) for the CoC program.

Partners for Home, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), will submit the grant application to the Department of Housing and Urban Development on behalf of the CoC. To be eligible to apply for funding, member agencies must demonstrate alignment to the Atlanta CoCs policy priorities. The application process has several steps. The process, as well as the related materials, are posted below:

- HUD 2016 CoC Program NOFA
- Upcoming Atlanta CoC 2016 NOFA Meetings
- 2016 CoC Competition Policy
- 2016 Atlanta CoC NOFA Time
- 2016 Renewal Project Application Information
  - 2016 Atlanta CoC Renewal Project Application_word (for drafting purposes only; must be submitted online)
- 2016 New Project Application Information
  - 2016 Atlanta CoC New Project Review Application_word (for drafting purposes only; must be submitted online)
- Collaborative Youth Project Information
  - 2016 Collaborative Youth Project LOI_word (for drafting purposes only; must be submitted online)
- 2016 Atlanta CoC Agency Certification Form
- Useful Links and Instruction Guides
Email sent to currently funded agencies giving a heads up that HMIS and APR data would be used in the project evaluation process for the local ranking process

From: Zaremba, Amy M.
Sent: Monday, July 04, 2016 7:07 PM
To: Zaremba, Amy M.
Cc: Marchman, Cathryn F.; 'kimberly.wallacestewart@pcni.org' (kimberly.wallacestewart@pcni.org); josh.gray@pcni.org
Subject: APRs and NOFA Prep

Good evening-

Sorry for the bombardment of emails on this holiday, but please bear with us (bc there will plenty more coming!).

As you know, HUD released the NOFA, which means that Partners for Home, as the Collaborative Applicant, will have a local application process for all renewal and new projects.

Although the competition policy and applications are not yet finalized, I wanted to let you know that we anticipate that we will use APR data from July 1, 2015 to June 30, 2016 as part of the evaluation process. Therefore, consider this a heads up to make certain that your project is up-to-date and with good, solid data quality! I anticipate that we may start running those APRs as early as next weekend.

Of course, if your project has not had a full operating year, it is anticipated that allowances will be made!

Thanks!

-------------------
Amy Zaremba
Deputy Director
Programs and Grants Management
Partners for HOME
Atlanta Homeless CoC
amzaremba@atlantaga.gov
(404) 865-8859
Good afternoon-

There is a lot of information in this email, so please read all the way to the end!

Partners for Home, as the Collaborative Applicant for the Atlanta CoC, is releasing the applications related to the 2016 HUD CoC NOFA competition! Attached to this email is a general policy and timeline for the competition, as well as the application forms (but only for your reference), and a certification document that will need to be included with all applications.

Different than past years, all applications will be submitted online, using the surveymonkey tool. The attachments to this email are pdf copies of the applications and are simply for your reference. No pdf or word applications will be accepted.

The link for the renewal application is https://www.surveymonkey.com/r/renewalatl. All projects currently funded by the Atlanta CoC and interested in renewing this funding should complete this application. This application, along with attachments, is due August 5, 2016, by 4:00pm (and the e-snaps application is due August 11, 2016, by 4:00pm).

The link for the new project application is https://www.surveymonkey.com/r/newatlanta. Any applicants that are interested in pursuing funding for new RRH or new PSH projects should complete this application. This application, along with attachments, is due August 5, 2016, by 4:00pm (and the e-snaps application is due August 11, 2016, by 4:00pm).

In addition to renewal and new project applications, there is also a letter of interest (LOI) for all applicants interested in being the Lead Agency for a collaborative youth project. The link for this LOI is https://www.surveymonkey.com/r/youthloi. Any agencies interested in being the lead for this project should complete this LOI, which is due Wednesday, July 27, 2016 (a short turn-around but it’s very brief).

As stated in a previous email, the NOFA and related materials (including detailed project instructions, which can serve as a guide when completing these review applications) are posted at: https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition. Everyone is encouraged to become familiar with the materials on that website (don’t worry, there will not be a quiz!), and to check it regularly, as HUD often updates it.

Also, the information in this email, including the attachments (in Word, as well, so you can edit and type and save) as well as other updates, will be also posted on the Atlanta CoC website at: https://atlantacoc.wordpress.com. Please check that regularly, as well!
Just a reminder, there will be two interested parties meetings – one in-person and one webinar. While much of the material is similar to previous years, returning and new applicants are encouraged to attend one of the meetings. The material is the same so there is no need to attend both!

The informational in-person meeting is on Tuesday, July 26, at 2:30pm at Atlanta Workforce Development (818 Pollard Ave, Room 301). Although not necessary, if you plan on attending the in-person meeting, it would be great if you could send me an email, so I have an idea of how many people to expect.

The informational webinar meeting is on Thursday, July 28, at 10:00am. If you plan on attending the webinar meeting, please register using this link: [https://attendee.gotowebinar.com/register/3795168169014509316](https://attendee.gotowebinar.com/register/3795168169014509316). (After registering, you will receive a confirmation email containing information about joining the webinar.)

At these meetings, we will review the NOFA, as well as the Atlanta priorities and applications. Since this is the first time using an online application, we will also go over some of the nuances of it (such as doing it in word first!).

This email is being sent to the entire CoC list, but if you know of agencies that might be interested, but that might not be included on it or might not be likely to receive this information or see it on the website, please forward it to them.

I hope you read the entire email and that it was not too overwhelming!

As always, thank you for your continued dedication and work with people in need.

Have a great afternoon!

-------------------
Amy Zaremba  
Deputy Director  
Programs and Grants Management  
Partners for HOME  
Atlanta Homeless CoC  
amzaremba@atlantaga.gov  
(404) 865-8859
Good afternoon –

As you have heard, the 2016 HUD NOFA was released at the end of June. Partners for HOME, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), will be submitting the CoC application to HUD, which will include applications for projects that are in the City of Atlanta. If you are in another jurisdiction, please contact the CoC for that jurisdiction.

Agencies that are currently funded, as well as agencies that are interested in learning more about the funding opportunity, are encouraged to read the NOFA, which can be accessed here: https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa.

The CoC policy and applications and for current projects that will be renewing, as well as for new projects, are expected to be released on Monday, July 25, 2016 (tentatively due two work weeks later, on August 5).

There will be an informational in-person meeting on Tuesday, July 26, at 2:30pm at Atlanta Workforce Development (818 Pollard Ave, Room 301).

There will also be an informational webinar meeting on Thursday, July 28, at 10:00am.

The information presented at the in-person meeting and the webinar meeting will be the same. We wanted to provide two meeting options, especially given the short notice.

At these meetings, we will cover a broad overview of the 2016 HUD NOFA, as well as the application process and policies for the Atlanta CoC.

Although not necessary, if you plan on attending the in-person meeting, it would be great if you could send me an email, so I have an idea of how many people to expect.

If you plan on attending the webinar meeting, please register using this link: https://attendee.gotowebinar.com/register/3795168169014509316. (After registering, you will receive a confirmation email containing information about joining the webinar.)

Thank you for your continued work with the Atlanta CoC, and with people in need. Have a great afternoon, and please let me know if you have any questions!
Sent to:
alice@cliftonsanctuary.com; aabram@gmh.edu; AliMohamed, Alysha <AAMohamed@AtlantaGa.Gov>; aaron@perennialproperties.net; aashe@covenanthouse.org; abarrow@unitedwayatlanta.org; abradford@mercyatlanta.org; adriane.thomas@va.gov; aepstein@galawcenter.org; ahuff@ppcicohome.org; aj@atlantadowntown.com; alanmharris@juno.com; alie.redd@Chriskids.org; Alma.G.Cooper@hud.gov; AMcPherson@mercyatlanta.org; amorgan@acsatl.org; andreastokfisz@capn.org; angela.marie.fusaro@emory.edu; angela.susten@livingroomatl.org; anitalawbeaty@aol.com; aowilson72@gmail.com; apeten@mercyatlanta.org; apolee@hopeatlanta.org; april.edwards@va.gov; Williams, Ashley S. <aswilliams@AtlantaGa.Gov>; atlstepupsociety@aol.com; avandalen@gatewayctr.org; awilson@centraloaoc.org; balexander@unitedwayatlanta.org; barry.slay@yahoo.com; bbell@groga.org; becca@sfg-inc.net; Cornelius, Brenda E. <BECornelius@AtlantaGa.Gov>; bhcamp@dekalbcountyga.gov; BKerr-Caesar@mercyatlanta.org; bkirkland@hopeatlanta.org; blanchdeedee@yahoo.com; bmforte@dekalbcountyga.gov; bmosby@firststepstaffing.com; bnewcom@gmh.edu; bob.debusk@transition-house.org; bobbi@tullfoundation.org; bolsterp@bellsouth.net; bolsterp@bellsouth.net; brad@intownncm.org; bradshweers@gmail.com; brandiunderwood@bcmatlanta.org; brent@first-step.us; brucegunter@prihousing.org; bselina@htdi.org; callen@atlanta.k12.ga.us; caringforothers1@bellsouth.net; carmen.chubb@dca.ga.gov; carolcollard@caringworksinc.org; casemanager@journeyshelter.org; CATHERINE_STODOLA@homedepot.com; Daniely, Charlotte <CDaniely@AtlantaGa.Gov>; cedmond@AtlantaGa.Gov; Marchman, Cathryn F. <CFMarchman@AtlantaGa.Gov>; charlie@jerusalemhouse.org; chiokek@yahoo.com; christine@hopeatlanta.org; chuling@zionhill ldc.org; cindy.simpson@chriskids.org; ckloftin3@gmail.com; clee@firstpresatl.org; cleopatrarjones789@yahoo.com; cmerritt@thedrakehouse.org; connie.buchanan@capn.org; ctwells@atlantalegalaid.org; Winslow, Cleta <ctwinslow@AtlantaGa.Gov>; dan@stlukesatlanta.org; Dana.Johnson@atlantacss.org; Danika.Hayes@padv.org; DaphneWalker@bcmatlanta.org; Darian.d.mcdowell@gmail.com; darlene@darlenemathewsinc.com; dave.totten@dca.ga.gov; dbowman@nicholashouse.org; dbroyd0064@bellsouth.net; dcrickett@mercyatlanta.org; ddantzler@covenantatlanta.org; deanne_hayes@fultoncountyga.gov; debriedudek@gmail.com; deidre.howell@va.gov; Deidre.bolden@atlantahousing.org; derekd@tcmatlanta.org; derekd@tcmatlanta.org; Helweick, David <DHelweick@AtlantaGa.Gov>; director@journeyshelter.org; dmillling@familiesfirst.org;
<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:scottwalker@caringworksinc.org">scottwalker@caringworksinc.org</a></td>
</tr>
<tr>
<td><a href="mailto:seth@cityofrefugeatl.org">seth@cityofrefugeatl.org</a></td>
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<tr>
<td>Reynolds, Stanley F. <a href="mailto:sfreynolds@AtlantaGa.Gov">sfreynolds@AtlantaGa.Gov</a></td>
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<td><a href="mailto:shaas@enterprisecommunity.org">shaas@enterprisecommunity.org</a></td>
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<td><a href="mailto:shaffdw@gmail.com">shaffdw@gmail.com</a></td>
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<td><a href="mailto:shines@veohero.org">shines@veohero.org</a></td>
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<tr>
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<tr>
<td><a href="mailto:snelson-theus@pcchome.org">snelson-theus@pcchome.org</a></td>
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<tr>
<td>Pitre, Shuntay <a href="mailto:SPitre@AtlantaGa.Gov">SPitre@AtlantaGa.Gov</a></td>
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<td><a href="mailto:sshaffer@sjrcatl.org">sshaffer@sjrcatl.org</a></td>
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<td><a href="mailto:ssolomon@projectinterconnections.org">ssolomon@projectinterconnections.org</a></td>
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<tr>
<td>Steele-Young, Shalise <a href="mailto:ssteleyoung@AtlantaGa.Gov">ssteleyoung@AtlantaGa.Gov</a></td>
</tr>
<tr>
<td><a href="mailto:stan@crossroadsatlanta.org">stan@crossroadsatlanta.org</a></td>
</tr>
<tr>
<td><a href="mailto:Susie.brown@padv.org">Susie.brown@padv.org</a></td>
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<td><a href="mailto:tashowesley@gmail.com">tashowesley@gmail.com</a></td>
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<td><a href="mailto:tdean@hopeatlanta.org">tdean@hopeatlanta.org</a></td>
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<tr>
<td>Lee, Terri <a href="mailto:telee@AtlantaGa.Gov">telee@AtlantaGa.Gov</a></td>
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<tr>
<td><a href="mailto:thomas_thompson@uss.salvationarmy.org">thomas_thompson@uss.salvationarmy.org</a></td>
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<td><a href="mailto:tina39rena@comcast.net">tina39rena@comcast.net</a></td>
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<td><a href="mailto:tlawyer@ourhousega.org">tlawyer@ourhousega.org</a></td>
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<td>Blackshear, Tarcarnesia N. <a href="mailto:tnblackshear@AtlantaGa.Gov">tnblackshear@AtlantaGa.Gov</a></td>
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<tr>
<td><a href="mailto:vdallen2000@yahoo.com">vdallen2000@yahoo.com</a></td>
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</tr>
<tr>
<td><a href="mailto:william.matson@pcni.org">william.matson@pcni.org</a></td>
</tr>
<tr>
<td><a href="mailto:woodsmisty35@yahoo.com">woodsmisty35@yahoo.com</a></td>
</tr>
<tr>
<td><a href="mailto:ymason@nicholashouse.org">ymason@nicholashouse.org</a></td>
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<tr>
<td><a href="mailto:yvonne@safehouseoutreach.org">yvonne@safehouseoutreach.org</a></td>
</tr>
<tr>
<td><a href="mailto:william.matson@pcni.org">william.matson@pcni.org</a></td>
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<tr>
<td><a href="mailto:ymason@nicholashouse.org">ymason@nicholashouse.org</a></td>
</tr>
<tr>
<td><a href="mailto:yvonne@safehouseoutreach.org">yvonne@safehouseoutreach.org</a></td>
</tr>
</tbody>
</table>
## 3F. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for chronically homeless individuals may do so by reducing one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects.

### Amount Available for New Project:
(Sum of All Eliminated Projects)

<table>
<thead>
<tr>
<th>Eliminated Project Name</th>
<th>Grant Number Eliminated</th>
<th>Component Type</th>
<th>Annual Renewal Amount</th>
<th>Type of Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Access</td>
<td>GA0015L4B001205</td>
<td>SSO</td>
<td>$18,210</td>
<td>Regular</td>
</tr>
<tr>
<td>Expanded Supportive</td>
<td>GA0010L4B001205</td>
<td>SSO</td>
<td>$38,391</td>
<td>Regular</td>
</tr>
<tr>
<td>Supportive Mental</td>
<td>GA0036L4B001205</td>
<td>SSO</td>
<td>$45,651</td>
<td>Regular</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>GA0038L4B001205</td>
<td>TH</td>
<td>$81,500</td>
<td>Regular</td>
</tr>
<tr>
<td>Mental Health Program</td>
<td>GA0024L4B001205</td>
<td>SSO</td>
<td>$36,244</td>
<td>Regular</td>
</tr>
<tr>
<td>Project Connect @...</td>
<td>GA0029L4B001205</td>
<td>SSO</td>
<td>$155,105</td>
<td>Regular</td>
</tr>
<tr>
<td>Furniture Bank of...</td>
<td>GA0012L4B001205</td>
<td>SSO</td>
<td>$68,846</td>
<td>Regular</td>
</tr>
<tr>
<td>Genesis Shelter S...</td>
<td>GA0013L4B001205</td>
<td>SSO</td>
<td>$134,357</td>
<td>Regular</td>
</tr>
<tr>
<td>Georgia Law Center</td>
<td>GA0014L4B001205</td>
<td>SSO</td>
<td>$290,295</td>
<td>Regular</td>
</tr>
<tr>
<td>Atlanta SHP 2012</td>
<td>GA0005L4B001205</td>
<td>TH</td>
<td>$51,314</td>
<td>Regular</td>
</tr>
<tr>
<td>Jefferson Place S...</td>
<td>GA0019L4B001205</td>
<td>SSO</td>
<td>$675,642</td>
<td>Regular</td>
</tr>
</tbody>
</table>
3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new rapid rehousing or new permanent supportive housing for chronically homeless persons may do so by reducing the grant amount for one or more eligible expiring renewal projects.

<table>
<thead>
<tr>
<th>Reduced Project Name</th>
<th>Reduced Grant Number</th>
<th>Annual Renewal Amount</th>
<th>Amount Retained</th>
<th>Amount available for new project</th>
<th>Reallocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson Place T...</td>
<td>GA0020L4B001205</td>
<td>$367,736</td>
<td>$361,780</td>
<td>$5,956</td>
<td>Regular</td>
</tr>
<tr>
<td>Project Community...</td>
<td>GA0028L4B001205</td>
<td>$553,885</td>
<td>$361,780</td>
<td>$192,105</td>
<td>Regular</td>
</tr>
</tbody>
</table>

The amount available for new projects is $198,061.
CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

<table>
<thead>
<tr>
<th>Current Priority #</th>
<th>New Project Name</th>
<th>Component Type</th>
<th>Transferred Amount</th>
<th>Reallocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Atlanta Rise II</td>
<td>PH</td>
<td>$633,812</td>
<td>Regular</td>
</tr>
<tr>
<td>22</td>
<td>Quest PSH</td>
<td>PH</td>
<td>$315,857</td>
<td>Regular</td>
</tr>
<tr>
<td>20</td>
<td>Hope Atlanta...</td>
<td>PH</td>
<td>$315,857</td>
<td>Regular</td>
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<tr>
<td>21</td>
<td>PII PSH</td>
<td>PH</td>
<td>$189,514</td>
<td>Regular</td>
</tr>
<tr>
<td>31</td>
<td>HUD SHP RRH</td>
<td>PH</td>
<td>$177,227</td>
<td>Regular</td>
</tr>
<tr>
<td>30</td>
<td>PADV SHP-Cit...</td>
<td>PH</td>
<td>$177,227</td>
<td>Regular</td>
</tr>
</tbody>
</table>
### 3. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for the chronically homeless or rapid re-housing for households with children may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects on this form.

<table>
<thead>
<tr>
<th>Eliminated Project Name</th>
<th>Grant Number Eliminated</th>
<th>Component Type</th>
<th>Annual Renewal Amount</th>
<th>Type of Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Jude's Long-T...</td>
<td>GA0023L4B001306</td>
<td>TH</td>
<td>$273,716</td>
<td>Regular</td>
</tr>
<tr>
<td>Fulton County Jef...</td>
<td>GA0020L4B001306</td>
<td>TH</td>
<td>$361,780</td>
<td>Regular</td>
</tr>
<tr>
<td>Progressive Redev...</td>
<td>GA0028L4B001306</td>
<td>TH</td>
<td>$361,780</td>
<td>Regular</td>
</tr>
<tr>
<td>Crossroads Angels...</td>
<td>GA0174L4B001301</td>
<td>PH</td>
<td>$161,173</td>
<td>Regular</td>
</tr>
</tbody>
</table>

Amount Available for New Project:
(Sum of All Eliminated Projects)

$1,158,449
4. Reallocation - Grant(s) Reduced

CoCs planning to reallocate into new permanent supportive housing projects for the chronically homeless or rapid re-housing for households with children may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing projects must identify those projects on this form.

<table>
<thead>
<tr>
<th>Reduced Project Name</th>
<th>Reduced Grant Number</th>
<th>Annual Renewal Amount</th>
<th>Amount Retained</th>
<th>Amount available for new project</th>
<th>Reallocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This list contains no items
5. Reallocation - New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

$1,158,449

<table>
<thead>
<tr>
<th>Current Priority #</th>
<th>New Project Name</th>
<th>Component Type</th>
<th>Transferred Amount</th>
<th>Reallocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>VEO Family P...</td>
<td>PH</td>
<td>$216,092</td>
<td>Regular</td>
</tr>
<tr>
<td>28</td>
<td>A Way Home</td>
<td>PH</td>
<td>$161,173</td>
<td>Regular</td>
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<tr>
<td>29</td>
<td>HUD SHP Rapi...</td>
<td>PH</td>
<td>$225,000</td>
<td>Regular</td>
</tr>
<tr>
<td>30</td>
<td>Atlanta PSH II</td>
<td>PH</td>
<td>$210,136</td>
<td>Regular</td>
</tr>
<tr>
<td>31</td>
<td>Quest Commun...</td>
<td>PH</td>
<td>$210,136</td>
<td>Regular</td>
</tr>
<tr>
<td>33</td>
<td>Rapid re-Hou...</td>
<td>PH</td>
<td>$135,912</td>
<td>Regular</td>
</tr>
</tbody>
</table>
CoCs that intend to reallocate eligible renewal funds to create a new project application (as detailed in the FY 2015 CoC Program Competition NOFA) may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects on this form.

Amount Available for New Project:
(Sum of All Eliminated Projects)

<table>
<thead>
<tr>
<th>Eliminated Project Name</th>
<th>Grant Number Eliminated</th>
<th>Component Type</th>
<th>Annual Renewal Amount</th>
<th>Type of Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Community...</td>
<td>GA0261L4B001401</td>
<td>PH</td>
<td>$177,257</td>
<td>Regular</td>
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<tr>
<td>PCCI Rapid Re-hou...</td>
<td>GA0270L4B001400</td>
<td>PH</td>
<td>$226,344</td>
<td>Regular</td>
</tr>
<tr>
<td>Transitional Hous...</td>
<td>GA0004L4B001407</td>
<td>PH</td>
<td>$59,342</td>
<td>Regular</td>
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</tbody>
</table>
4. Reallocation - Grant(s) Reduced

CoCs planning to use reallocation may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing projects must identify those projects on this form.

<table>
<thead>
<tr>
<th>Reduced Project Name</th>
<th>Reduced Grant Number</th>
<th>Annual Renewal Amount</th>
<th>Amount Retained</th>
<th>Amount available for new project</th>
<th>Reallocation Type</th>
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<tbody>
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<td>$89,327</td>
<td>$9,623</td>
<td>Regular</td>
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<tr>
<td>Families First S+CR</td>
<td>GA0011L4B001407</td>
<td>$303,089</td>
<td>$258,109</td>
<td>$44,980</td>
<td>Regular</td>
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<td>Covenant House AT...</td>
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<td>$76,397</td>
<td>$57,702</td>
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<td>Regular</td>
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<tr>
<td>Bridges to Housing</td>
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<td>$187,206</td>
<td>$10,000</td>
<td>Regular</td>
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<td>Georgia Rehabilitation ...</td>
<td>GA0187L4B001404</td>
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<td>$211,294</td>
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<td>$306,811</td>
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<td>$328,799</td>
<td>$278,799</td>
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<td>GA0030L4B001407</td>
<td>$172,213</td>
<td>$154,542</td>
<td>$17,671</td>
<td>Regular</td>
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</table>
5. Reallocation - New Project(s)

Collaborative Applicants must identify the new project(s) the CoC plans to create and enter the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

<table>
<thead>
<tr>
<th>Current Priority #</th>
<th>New Project Name</th>
<th>Component Type</th>
<th>Transferred Amount</th>
<th>Reallocation Type</th>
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</table>
Atlanta CoC Attachment
6. CoC Governance Charter

- CoC Governance Charter (HMIS Lead and CoC Responsibilities, pp 2-3)
- GA HMIS Implementation ByLaws (Lead and CoC Responsibilities, pp 2-5)
GOVERNANCE CHARTER OF THE ATLANTA HOMELESS CONTINUUM-OF-CARE

Purpose
The Atlanta Homeless Continuum-of-Care (AHCoC) serves the needs of vulnerable homeless and potentially homeless populations in the City of Atlanta. The AHCoC sets system-wide policies, develops and implements standards and provides planning oversight to support the goal of ending homelessness. The AHCoC functions as the recognized authority for the US Department of Housing and Urban Development (HUD) Homeless Assistance Continuum-of-Care (CoC) funding for the City of Atlanta.

The AHCoC’s purposes include:
- Promoting community-wide planning and implementation to end homelessness
- Coordinating providers, State and Local Government to re-house homeless individuals and families
- Accessing resources, including the application for funding in the annual HUD Homeless Assistance Continuum-of-Care Grants competition and leveraging mainstream resources
- Driving performance across system
- Ensuring compliance with HUD regulations and assigned Continuum-of-Care responsibilities, including alignment with Federal and local priorities

Governance: The AHCoC is governed by the Atlanta Homeless Continuum-of-Care Governing Council (the Governing Council), a voluntary policymaking body chartered by the City of Atlanta and approved by the AHCoC membership, to sanction the decisions of the AHCoC, in accordance with all applicable laws.

Membership: The AHCoC membership is a voluntary association of representatives of leadership, service and advocacy organizations related to Atlanta’s homeless population, or individuals who live or work in the City of Atlanta that are homeless, formerly homeless and/or who demonstrate a personal commitment to ending homelessness in the City of Atlanta. These members commit to the goals of the AHCoC, as set by the Governing Council.
Responsibilities

The Governing Council works with the membership to fulfill the following responsibilities, which include CoC planning, CoC operations and HMIS management:

- Promote a comprehensive housing and services system that maximizes the effective delivery of solutions to the vulnerable homeless and potentially homeless, including
  - Assessing gaps in the housing and services system, including conducting at minimum, biennial Point-in-Time (PIT) Homeless Count;
  - Approving the Strategic Plan, and monitoring and adjusting strategy accordingly throughout implementation;
  - Coordinating the housing and services system with the Federal Government, State of Georgia, City of Atlanta, Fulton and DeKalb Counties, jurisdictional Housing Authorities, the Regional Commission on Homelessness, HUD Emergency Solutions Grants, HUD consolidated planning efforts, and other similar entities in the Atlanta Metro region; and
  - Supporting public and private resourcing for the goals within the overarching plan to end homelessness

- Ensure AHCoC is meeting all of the operational responsibilities assigned to it by HUD regulations, including:
  - Setting AHCoC agenda, structuring AHCoC committees and written decision-making process as needed, engaging AHCoC members via meetings and annual invitation to new members, and annually approving a governance charter;
  - Establishing local funding priorities, homeless policies and standards, and performance measurements for both overall system and AHCoC and ESG recipient programs;
  - Overseeing system and individual agency performance, including engaging with non-performers to manage system-wide impact, and reporting outcomes of ESG and AHCoC programs to HUD;
  - Establishing operational coordination programs, including but not limited to a Coordinated Assessment system;
  - Designating the collaborative applicant and overseeing / approving HUD annual Notice of Funds Available (NOFA) process;
  - Contracting with 501(c)3 for AHCoC operational implementation via a performance-based contract with an annual assessment of performance; and
  - **Designating and operating a Homeless Management Information System (HMIS) in compliance with HUD requirements, including designating an HMIS lead and outlining**
The Continuum-of-Care membership conducts its work via committees structured by the Governing Council, to recommend decisions to the Governing Council for approval. The committees will:

- Propose policies, standards and system-wide procedural decisions that improve NOFA outcomes for application;
- Recommend and support implementation as needed of funding priorities, policy standards, HMIS standards, performance standards;
- Participate in the development and support the implementation of the Strategic Plan; and
- Ratify Governing Council elected positions

**Governing Council**

**Authority:** The Governing Council has the authority to act on behalf of the Continuum-of-Care., including the designation of the AHCoC collaborative applicant, administrative and fiscal agent(s) and HMIS lead. It is not a legal entity. Its authority is granted by HUD mandate, City of Atlanta ordinance and ratification of elected positions by the AHCoC membership.

**Responsibilities:** Governing Council members shall act in the best interest of the goal of ending homelessness in Atlanta.

**Composition:** The Governing Council composition intends to maximize coordination of resources meaningful to ending homelessness, and shall align to HUD priorities. It shall be no smaller than 13 and no larger than 17 voting members, including:

- Voting ex-officio representatives appointed by virtue of office, from
  - Federal Government (1);
  - State Government agencies (2);
  - Fulton County (1);
  - City of Atlanta Council (2);
  - City of Atlanta administration (1); and
  - Atlanta Housing Authority (1)
- Up to 9 at-large members from key stakeholder organizations in AHCoC, including but not limited to:
  - a representative of the business and/or foundation community;
  - a regional planning body;
  - a civic and/or faith leader with expertise in homeless services provision;
  - a behavioral health and/or healthcare services provider;
  - a chronic homeless services provider;
  - a homeless services provider that is a recipient of HUD’s Emergency Solutions Grants program;
  - an organization with expertise in workforce or employment; and
  - a homeless or formerly homeless person

Additionally, the Board Chair and Executive Director from the 501(c)3 will be ex-officio non-voting members of the Governing Council.

**Terms:** Terms of service for at-large members shall be three years. At-large Governing Council members may serve up to two terms, at which time they must rotate off the Council for at least one year. A person serving as an officer at the time his/her second 3-year term comes to an end, however, may serve the full 2-year term of office to which he/she was elected. Ex-officio members do not have term limits.

**Election:** At-large members are nominated by the Governing Council and then ratified by the Mayor of the City of Atlanta, followed by final ratification by the Continuum-of-Care membership.

**Eligibility:** Governing Council members shall be members of the AHCoC.

**Vacancies:** Vacancies shall be filled by nomination by the Governing Council in the same manner as original appointments. Such appointment shall be for the remainder of the un-expired term.

**Inaugural Council:** The inaugural Governing Council was appointed by the Mayor of the City of Atlanta in January 2014. By January 2015, the inaugural Council will propose an elected slate of Governing Council members, divided into 3 classes, to serve initial terms of one, two and three years. Terms of office for at-large members thereafter will be three years.
Officers: The officers of the Governing Council shall consist of up to 4 officers, with at minimum, a Chair and a Secretary.

- The Chair is responsible for scheduling meetings and setting and presiding over the meeting agendas. The Chair shall execute all papers, documents and instruments to be executed by the AHCoC.
- The Secretary shall keep accurate records of the acts and proceedings of all meetings and votes of the Governing Council and AHCoC, or designate another person to do so at each meeting. The Secretary shall have general charge of all records and shall keep or cause to be kept all such records.

The Governing Council shall recommend its Chair from the at-large members of the Governing Council. The Mayor of the City of Atlanta will then appoint the Chair, subject to any approval requirements of the City of Atlanta Council. The Governing Council shall elect the Secretary. Each officer shall hold office for a term of up to two years. All officers shall hold office until their successors have been elected and qualified. Officers may serve up to two consecutive terms. No person may hold more than one office.

Meetings/Quorum: The Governing Council shall meet no less than four times per year to conduct its regular business. The presence of not less than one-half of the current membership of the Governing Council is requisite and shall constitute a quorum of all meetings of the Governing Council. Ex-officio members may send voting delegates; if a delegate is needed for a meeting, the official member must inform the Chair so that no conflicts of interest can be assured. Roberts Rules of Order will be used to conduct meetings.

Voting: All votes shall be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum represented. Electronic voting outside of meetings is also allowed, if vote responses represent a quorum. No member may vote on any item that presents a real or perceived conflict-of-interest.
Conflict of Interest and Prohibitions: Any Governing Council member having a conflict of interest or a conflict of responsibility on any matter shall make known the conflict and refrain from voting on such matter. Governing Council members will sign a Conflict of Interest policy annually. Additionally, contracts between Governing Council members (or affiliate(s)) and any HUD funded agencies must be disclosed and ratified by two-thirds majority vote of the Governing Council.

Compensation: The Governing Council shall not receive any compensation for service other than approved reimbursable expenses.

Resignation / Removal: Any member may resign at any time by giving written notice to the Chair. Any such resignations shall take effect at the time specified within the written notice. A member may be removed by two-thirds vote of the Governing Council if:

- The member is absent and unexcused from two or more meetings of the Governing Council in a twelve month period; or
- For cause, such as but not limited to, failure to disclose a conflict of interest, if before any meeting of the Governing Council at which a vote on removal will be made, the Governing Council member in question is given electronic or written notification of the Governing Council’s intention to discuss his/her case and is given the opportunity to be heard at the meeting of the Governing Council.

Committees, Work Groups and Advisory Groups

On an annual basis, the Governing Council will establish committees, work groups or advisory groups as it deems necessary to accomplish the work of the AHCoC. Inaugural committees may include: Ranking & Review, HMIS, Policy Standards, Performance Standards, Coordinated Intake & Assessment, Strategic Plan, and Nominating/Governance. The Governing Council will set terms of committee assignments, including chair or process for selecting chair, goals, procedures and anticipated outcomes. There will be an annual process for committee assignments, which will include the ability to self-nominate or volunteer.

Relationship to AHCoC: Only AHCoC members may serve on a committee. Committees should seek to leverage the full AHCoC for input wherever possible, and may call special meetings of the AHCoC for this purpose.
Specific Committee Requirements:

- No HUD-funded provider, or affiliate of, may sit on the Ranking & Review Committee or any other committee associated with decisions for which the provider, or affiliate of, has any financial interest.
- Members of any committees that vote on funding or financial matters shall sign an annual Conflict-of-Interest policy annually.
- The Strategic Planning Committee shall be chaired by a member of the Governing Council.
- The Nominating/Governance Committee should consist of 50% Governing Council members and 50% non-Governing Council members. The Committee chair shall be a member of the Governing Council and shall not have a vote except in the case of tie.

AHCoC Membership

**Composition:** The AHCoC composition intends to broadly represent community stakeholders who are engaged in or committed to ending homelessness in the City of Atlanta, and shall align to HUD priorities. Members should broadly include homeless service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, educational institutions, social service and health providers, affordable housing developers, community organizations, homeless and formerly homeless individuals, individuals committed to ending homelessness, and others who meet such reasonable additional qualifications, if any, established by the Governing Council. All Continuum-of-Care and Emergency Solution grantees are required to be members.

**Membership:** All members (voting or non-voting) will be required to sign a form to commit to the goals of the AHCoC, as set by the Governing Council.

There are two types of membership, voting organization and non-voting.

- Voting organization membership is open to any organization with a current HMIS account or certified domestic violence agency; these organizations must have operations within the City of Atlanta. Each voting organization shall designate one individual that will serve as its official voting delegate, who shall have attended at least one AHCoC meeting and one AHCoC committee meeting in the previous 12 months to any vote.
- Non-voting membership includes any organization or person who lives or works in the City of Atlanta that is committed to the goals and priorities of the AHCoC. Note that any person employed by a voting organizational member may also join the AHCoC as a non-voting individual member.
Recruitment: The AHCoC or its designee will publish and appropriately disseminate an open invitation at least annually for persons who live or work within the City of Atlanta to join as new members.

Meetings: The AHCoC full membership will meet at least twice annually as a full body. These meetings will include discussion and input from the membership. Meetings will be announced publicly, utilizing one or more of the following: the City of Atlanta website, the 501(c)3 website, the AHCoC listserv.

Qualifications: Members will be required to sign a form to commit to the goals of the AHCoC, as set by the Governing Council.

Voting: Consensus of the group as a whole is considered to be the most useful and healthy means of making a decision. However, in the event that a consensus is not forthcoming, the following voting regulations will be called upon: majority vote, where all voting organizations have one vote; a quorum will be represented by a presence of 25% of the voting members; votes may also occur through a proxy for a voting organization.

Other

AHCoC charter shall be approved by the AHCoC annually.

The charter may be amended by 2/3 majority vote of the Governing Council.

The process for selecting the Governing Council must be reviewed, updated, and approved at least once every 5 years.
Effective Date and Signature

This Charter shall be effective upon the ratification of this Governance Charter by the Atlanta CoC Governing Council, as evidenced by a vote of acceptance.

Additionally, this Charter shall be updated and reauthorized, minimally, once a year, as evidenced by a review of the Governance Committee and vote of acceptance.

This shall be records by formal acknowledgement in the Governing Council minutes, and by signature of the person authorized by the CoC to acknowledge this ratification or reauthorization.

I acknowledge, by evidence of signature below, and as the authorized representative of the Governing Council of the Atlanta Continuum of Care, that this Governance Charter has been ratified/reauthorized by the Governing Council on the date indicated below.

[Signature]

Date

8-10-16
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

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. The purpose of these by-laws is to establish the authority of the GA HMIS Steering Committee, and to outline the governance roles, responsibilities, relationship, and authorities 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.
Section III: Responsibilities

Responsibilities of the Continua of Care

Each CoC listed in Section I has agreed to participate in the statewide HMIS implementation through Memoranda of Agreement (MOA) with DCA on behalf of the GHFA, and has agreed to collaboratively govern HMIS through these by-laws. 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 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;
- Ensure the commitment of funding for 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.

**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.;
- Ensure the vendor’s software system maintains timely compliance with all current and future data and technical standards, statute, regulation, and notices;
- Ensure that the vendor’s software system maintains timely compliance with any other required standards set by other federal partner and state programs that require HMIS use;
- Provide any 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;
- Ensure the software system, within 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;
• Ensure that the comparable database used statewide by Victim Service Providers meets the minimum standards set forth by HMIS regulations and notices;
• Ensure 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 member 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

With the exception of unanticipated vacancies, each Steering Committee member shall serve two year terms with no limit to the number of consecutive terms, with all the terms beginning in July. Each CoC can change their appointees 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 prior to the end of the term limit for an existing designee by providing the appointee’s name to the HMIS Steering Committee Chairs in writing.

If the CoC or HMIS Lead does not submit the appointment or reappointment to fill a particular Steering Committee slot in writing by the first working day of July, the CoC or HMIS Lead will forfeit that vote until proper reappointment is made. Additionally, any CoC or the HMIS Lead with vacancies due to neglecting to appoint or reappoint members will not be needed to achieve a quorum.

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 during the first occurring meeting after the first working day of July. The newly elected chair shall assume
office at the close of that meeting and shall serve a term of one year. Elected chairs have no
term limits, but 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. Ensure communication of Steering Committee matters to all members.

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.
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 GA HMIS Steering Committee Meetings 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.

Section VII: Voting
Each individual Steering Committee member shall have one vote. Committee actions shall require a majority vote from a quorum of the Steering Committee. A quorum shall be defined as a simple majority of the Committee members, subject to the provision that at least one member from each of the Continua be present. With the exception of vacancies due to lack of
appointment (as addressed in Section IV), if both appointees for a particular CoC are absent, a quorum is defined as the presence of two-thirds of the remaining members. Voting by simple majority will prevail except as may be provided elsewhere in these by-laws. The HMIS Lead shall retain the right to settle any matters not met with a consensus of a simple majority (i.e. 8-8 or 16-16 split in voting on an issue, HMIS Lead would hold the tie-breaker).

Proxy Voting

At times, situations (such as geographic constraints) may occur that make it difficult or impossible for a Steering Committee member to vote at some meetings. Therefore, a Committee member may decide to grant a proxy to a third party in order to ensure that his or her vote is cast.

The Committee member who wishes a third party to vote for him or her 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 Committee member issuing the proxy;
2. The party who will vote (this must be another Committee member, unless both are missing, in which case 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 a member’s absence, from an attendance perspective, the member is 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. Is in violation of the attendance policy as outlined in Section VI;
2. Commits a violation of the Conflict of Interest Code as outlined in Section X;
3. Commits a violation of the Code of Conduct as outlined in Section XI; or
4. 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 within sixty (60) days. During this allotted time frame, the remaining appointee for that CoC will have two votes.

Should a CoC fail to fill a vacant position within the required period, then the vacancy shall remain open until action by the CoC, which will cause the CoC to lose the vote of the vacant position until such time that the position is filled.

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

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Printed Name  
Signature  

Authorizing Role for the CoC  
Date
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Section A. Background and Structure

A.1 HMIS Background

A Homeless Management Information System (HMIS) is a software application designed to record and store client-level information on the characteristics and service needs of homeless persons. An HMIS is typically a web-based software application that homeless assistance providers use to coordinate care, manage their operations, share information and better serve their clients.

HMIS implementations can encompass geographic areas ranging from a single county to an entire state. They are based primarily on the Continuum of Care geography. A HUD Continuum of Care is the primary decision making entity defined in the funding application to HUD as the official body representing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. An HMIS helps to link homeless assistance providers within a community and create a more coordinated and effective housing and service delivery system.

The U. S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs.

The Georgia Homeless Management Information System was started in 2002. Pathways Community Network was designated as the State of Georgia’s sole HMIS provider. The COMPASS ROSE has been around since 1999 when it was developed to assist homeless service providers in Atlanta to share information and case manage their clients. By 2004, Pathways incorporated the HUD data standards and had added a number of agencies to the system from across the state. Currently the Georgia HMIS has over 300 active agencies and covers eight of the nine Georgia Continuum's of Care. Active agencies have entered over 1,643,233 individuals and families into COMPASS ROSE since 1999. The Georgia HMIS is a shared system, meaning agencies that are serving the same person can view information and coordinate services using HMIS.

A.2 HUD Requirements and HMIS Data Standards

The HMIS Data Standards (2014 HMIS Data Dictionary and HMIS Data Manual) provide communities with baseline data collection requirements developed by each of these federal partners. The Manual is intended to serve as a reference and provide basic guidance on HMIS data elements for CoCs, HMIS Lead Agencies, HMIS System Administrators and users. This release of the 2014 HMIS Data Manual is Version 5.1 and is an update to the 2014 Data Standards Manual. The companion document to the HMIS Data Manual is the HMIS Data Dictionary which defines all of the data elements and requirements for HMIS compliance for HMIS Vendors and System Administrators. The privacy and system security standards for providers remain the same as presented in the July 30, 2004 Final Notice.
Access the current HMIS Data Manual at: 

Access the current HMIS Data Dictionary Manual at: 

Access the Privacy and System Security Standards from the July 30, 2004 Final Notice at: 

A.3 Annual Homeless Assessment Report (AHAR)

The Annual Homeless Assessment Report (AHAR) is a report to the U.S. Congress on the extent and nature of homelessness in America. The report is prepared by the Department of Housing and Urban Development (HUD) and provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based primarily on Homeless Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period.

The AHAR uses aggregate HMIS data from communities across the country to produce a national report on homelessness to the U.S. Congress. The AHAR is designed to:

• Develop an estimate of the number of homeless persons nationwide;
• Create a descriptive profile of homeless persons;
• Understand service use patterns; and,
• Estimate the nation’s capacity to house homeless persons.

The AHAR is based on an unduplicated count of homeless persons within each community, and focuses on persons who use emergency or transitional shelters. Thus, the AHAR reports only on the number of sheltered homeless persons and does not account for homeless persons who: only use a supportive service program, are formerly homeless and living in permanent supportive housing; or are service resistant and do not access any type of homeless service program during the study period.

Eventually, all Continuum of Care will most likely submit AHAR data. Therefore, it is important that all programs, especially those that provide shelter or housing, enter data accurately and in a timely manner.

For more information on Annual Homeless Assessment Report, see http://www.hudhdx.info/
A.4 Georgia HMIS Organization, Management and Contacts

Project Goals
The goals of the GA HMIS Project are:
1) Assist homeless persons to navigate the continuum of care
2) Assist homeless service agencies with information allowing them to better serve their clients
3) Assist homeless agencies, local, state and Federal entities with information on numbers of homeless persons, reasons for homelessness, services they require, services they receive, gaps in services, etc.

Project Organization
The Georgia HMIS is a collaborative statewide effort to implement HMIS across eight of the nine Georgia continuum's of care. Columbus-Muscogee has a separate HMIS implementation. The Lead Agency for the Georgia HMIS project is the Department of Community Affairs. The lead agency oversees the HMIS project and manages the Supportive Housing Program grant from HUD, however each Continuum of Care is responsible for ensuring that the implementation is successful in their Continuum. Many of the Continuum of Care also have HMIS staff that work specifically on HMIS issues in that Continuum.

HMIS System Development and Planning
Each CoC is responsible for soliciting feedback from agencies and stakeholders and communicating that feedback to the Steering Committee. Each CoC should establish an advisory group made up of agencies and other stakeholders in order to solicit feedback on HMIS implementation. The CoC representative should then bring this feedback to the Steering Committee.

The Steering Committee is made up of representatives from each of the eight continuum of care and the DCA project manager. The role of the steering committee is to oversee overall implementation and request enhancements to the Pathways system.

HMIS Implementation
Each CoC is responsible for ensuring that all agencies in that CoC are adhering to the State or Local CoC HMIS policies. The CoC lead should coordinate with DCA in order to develop a training and technical assistance plan that will allow them to troubleshoot any problems in implementation. Agencies can also request training and technical assistance from their CoC Representative.

If a user or agency has a request for a system enhancement they should communicate the request to their CoC lead that will pass it on to the project manager for review. This request will be reviewed by the GA HMIS Steering Committee.
Pathways System Errors

For issues related to system errors, agencies and the continuum of care representatives should communicate directly with Pathways. System errors can be reported through the system itself using the “Contact Support” link or by calling Pathways Support at 404.639.9933, option 2 in the Atlanta area. You may also contact Support by email at support@pcni.org. Pathways will provide the steering committee and project management with regular updates on any system errors reported and the status of their repair.

Contacts

The HMIS Lead contact at the Department of Community Affairs is Jeanette Pollock at Jeanette.pollock@dca.ga.gov.

The CoC lead contact for HMIS issues are:

- Athens – Ryan Halsey – Ryan.Halsey@athensclarkecounty.com
- Atlanta – Cathryn Marchman – CFMarchman@AtlantaGa.Gov
- Augusta – Daniel Evans - devans@augusta.gov
- Balance of State – Tina Moore - tina.moore@dca.ga.gov
- Cobb – Joan Toder - jtodter@hotmail.com
- DeKalb – Melvia Richards -mwrichards@dekalbcountyga.gov
- Fulton – Leonard Westmoreland - Leonard.Westmoreland@fultoncountyga.gov
- Savannah – Janice Sheffield - janice@homelessauthority.org

If your agency is located in Columbus/Muscogee, you should contact the Continuum of Care Lead of Home for Good, Ron King, Director at ronking@unitedwayofthecv.org for information on the Columbus/Muscogee HMIS Implementation.
PROJECT ORGANIZATION CHART

ROLES AND RESPONSIBILITIES

User
- Maintain C&E Certification
- Maintain Password
- Obtain Client Consent
- Enter and Update Data
- Adhere to Privacy and Security Policies

Agency
- Attend Advisory/User Group Meetings
- Ensure Adherence to Relevant HMIS Policies
- Ensure Adherence to HMIS Privacy and Security Policies
- Communicate Concerns and Enhancement Requests to Continuum Representative
- Communicate Bugs to Pathways and Continuum HMIS Administrator
- Request Support and Technical Assistance from Pathways when needed
Continuum of Care HMIS Representative(s)
• Run Continuum User Group
• Attend Steering Committee
• Inform Agencies of Continuum Specific Policies
• Monitor HMIS Utilization by CoC Agencies
• Communicate Concerns and Enhancement Requests to Project Manager
• Communicate Bugs to Pathways
• Troubleshoot Implementation and Training Needs
• Provide additional assistance to agencies as needed
• AHAR submission

Lead Agency Staff (DCA)
• Manage GA HMIS Grant
• Coordinate Steering Committee
• Obtain Feedback from Continuum Representatives
• Compile Continuum Requested Enhancements for Steering Committee
• Monitor Project Progress and Deliverables
• Monitor Adherence to HUD HMIS Data and Technical Standards and Guidelines
• Communicate National HMIS Best Practices to Steering Committee

Pathways Staff
• Develop Enhancements as Directed by Steering Committee
• Assist Continuums with Monitoring Data Quality and Completeness
• Monitor Agency and System Security
• Repair System Errors in a Timely Manner
• Ensure System is Operational and Accessible
• Provide Ongoing Reports to Project Manager and Steering Committee regarding: Data Quality; Training and Technical Assistance Provided; Enhancement Project Progress; Bug List and Fixes; HMIS Utilization Rates; Security Audit Findings

A.5 State and Local HMIS Policies

DCA has developed a policy regarding utilization of HMIS for all DCA grantees and Balance of State Continuum of Care grantees. The policy can be found on the DCA website at: http://www.dca.ga.gov/housing/specialneeds/programs/documents/HMIS_Policy_7-07-09.pdf. This policy may be updated periodically.

DCA grantees should also refer to the Housing Support Standards regarding additional requirements regarding COMPASS ROSE. Information regarding the HSS Standards can be found on the DCA website at: http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp

Each additional Continuum of Care may have a Continuum policy regarding HMIS implementation. Agencies should contact Continuum leadership regarding any Continuum
specific requirements. If there are no specific Continuum Policy for their county and the agency is not a DCA grantee, the agency should follow general the Georgia HMIS Standard Operating Procedures on HMIS implementation found in this manual.

Additional funders (e.g. United Way, Salvation Army, local governments) may have additional requirements regarding the use of the Pathways System. Agencies should consult each of their funders to ensure they are aware of all relevant requirements.

A.6 Domestic Violence Agencies

According to the HUD Federal Register dated March 16, 2007 [FR-5056-N-01], agencies that are classified as Domestic Violence Agencies should not enter any identifying information into HMIS. Specifically, the register states:

“The new Confidentiality provision directs victim service providers not to disclose, for the purposes of HMIS, personally identifying information about any client. In accordance with this statutory requirement, victim service providers must maintain the confidentiality of personally identifying information of the providers’ clients.”

At this point in time, HUD has instructed Domestic Violence agencies not to use HMIS to enter any client level information, including non-identifying information.
Section B. Agency and User Procedures

B.1 New Agency Procedures

Step 1. Sign Agency Agreements
1. Complete General Service Agreement Form
2. Complete Business Associate Addendum
3. Complete Exhibit A Pricing form
4. Complete Waiver Certification Form (if applicable)
5. Complete New Agency Form
6. Ensure system and equipment requirements are met
7. Complete Memorandum of Understanding (MOU) with Continuum and/or Funders if applicable.

All agency forms should be completed and returned to Tommy Phillips at Pathways Community Network, Inc. by fax or mail. Keep a copy of all documents for your files. Proceed to step two.

Step 2. Ensure Agency Meets Technical Requirements

Recommended Computer Specifications:
Processor: 300 MHz Processor PC
Operating System: Windows 98 or above
Memory: 128 MB RAM
Browser: Internet Explorer 5.0 or greater, Mozilla Firefox
Internet Access: DSL or better

Agencies must also be able to meet applicable security requirements. Detail on security requirements can be found in section D.2 of this manual.

Step 3. Designate COMPASS ROSE Agency Administrator
This individual(s) will have the capability to configure the PATHWAYS COMPASS HMIS system to mirror the services the agency provides. The Administrator will be able to configure/update: Agency info, Custom fields, Funds, Keywords, Programs, Program Profile, Reasons, Referrals, Services, Beds, Admissions, Sites, Assessments, Reservations and Users. This individual will also want to sign up for the Agency Administrator Training that is provided.

Step 4. Set up Programs and Complete Program Profiles
Each Agency will need to complete a Program Profile for each type of program or service that is captured in the COMPASS ROSE system. This profile will allow for better tracking of data and quality control, rendering more effective use of the system as well as quality data needed for HUD reporting.

Agencies should use the following guidelines when setting up programs in HMIS:
- All programs which provide shelter or housing must set up a projects in the HMIS system.
Separate projects should be set up for emergency shelter, transitional housing, permanent supportive housing, overflow and winter shelter, and vouchers.
Separate projects should be set up for programs that cross multiple continuum of care. For example, if a project has beds or units in both DeKalb and Gwinnett County, they should set up two separate projects in HMIS – one for the beds in DeKalb County and one for the beds in Gwinnett County.
If a project has separate beds or units in separate counties but within the same Continuum (i.e. Tri-J or Balance of State), they should contact their Continuum of Care Lead for guidance on whether or not they need to set up separate projects by county.
- Projects cannot be more than one type.
- If services are provided as part of enrollment in a shelter or housing program, the agency does not have to set up a separate project for these services unless the agency chooses to do so.
- If a service program is required to produce an Annual Progress Report for HUD, they must set up a project in HMIS.

Step 5. Designate who will be authorized system users and their access level
It should be determined who within the Agency will be utilizing the COMPASS ROSE system. For each User, a User Access Checklist (UAC) will need to be completed. The UAC determines each User’s access to the Client and Client Visit Menu, the Reports Menu, and the My Agency Menu.

B.2 New User Procedures

Once the agency administrator has designated a user access level and completed the User Access Checklist, the user must complete several key steps in order to gain access to the system.
1. Visit Pathways Training to get a listing on the available Confidentiality & Best Practices Trainings.
2. Sign up for and attend the Confidentiality & Best Practices Training.
3. Sign the attendance roster and pass the Confidentiality & Ethics post-test by 70%.

Step 1. Attend Confidentiality & Best Practices Training
In order to obtain a COMPASS ROSE User ID and password, each user will be required to pass the Confidentiality & Ethics with a score of 70% or above.
This training is offered monthly and the training schedule is posted on the Pathways Training page, where you can also sign up electronically.

In extenuating circumstances a user needs to access the system prior to attending a Confidentiality & Best Practices training. If a user needs access to the system before they are able to attend the Confidentiality & Best Practices training, they can complete a user
Step 2. Obtaining a Password
Each COMPASS ROSE system user is required to maintain a private password that allows them access to the system. This password is not to be shared with anyone. This password is initially set up when a system user completes the Confidentiality & Best Practices Training with a passing score of 70%. Each subsequent year the system user is required to be recertified (attend another Confidentiality & Best Practices Training).

Within 2-3 business days of completing Confidentiality & Best Practices training, each new user should receive an email with their COMPASS ROSE User Id and temporary password to activate their account. The account becomes activated once the User has logged in with their User Id and created a new password.

Step 3. Logging into COMPASS ROSE
Once you have received via email your user id and temporary password, you have the information to now log in. If you do not receive this information via email, it may be one of the reasons listed below:
- An email address was not provided
- The email address provided may not have been legible
- The system may not have sent it as it should

In any event, if you have not received your login information after 3 days, please contact the Support Team.

If you have received the login information:
1. Go to https://pathwayscompass.org/
2. In the Instructions box there are three links.
   a. If you are required to use a registered computer click here.
   b. If you are not required to register a computer, click here.
   c. If you need to download the Java Runtime Environment download, click here.

If this is your first time logging on, you will need to click on the link for the Java Runtime Environment download. Follow the prompts. Once you have downloaded the JRE download, you will need to go back to the Instruction box. Unless you have been directed by the Support Team, you will need to follow the instructions for Logging on for a registered computer.

Logging on for a registered computer:
Once you are back at the Instruction box,
1. Click on the first link (If you are required to use a registered computer). The Java coffee like screen will appear. You will then see the login box.
2. Enter your User Id and temporary password you received or were given by the Support Team. The screen will say you are being redirected to a secure site.
3. Click Continue (if necessary) and another login screen will appear.
4. Enter your User Id and Temporary Password again. You will see a message saying your password has expired, please provide a new one. This new password should be 8 to 14 characters and must include at least 1 number. It cannot include your name or the name of your agency.
5. You should now see the Search Page. When you see this page, you have logged in successfully. You will need to remember your password, as Pathways does not store this information.

Logging into a non-registered computer:
In order to have the requirement removed, the Computer Registration Request must be completed and submitted to the Pathways Support/Training Coordinator. On that form a valid business reason must be included as part of your request. Ultimately, your CoC has the right to deny the request (See form in Appendix). If the Request has been granted:
   1. Go to https://pathwayscompass.org/
   2. Go to the COMPASS ROSE login link
   3. In the Instructions box, click on the second link (Not required to log in by a registered computer).
   4. Enter your User Id and temporary password you received or were given by the Support Team. You will see a message saying your password has expired, please provide a new one. This new password should be 8 to 14 characters and must include at least 1 number. It cannot include your name or the name of your agency.
   5. You should now see the Search Page. When you see this page, you have logged in successfully. You will need to remember your password, as Pathways does not store this information.

Step 4. Attend New User Training
Each authorized system user should attend a New User Training. In this training the user will learn what are the required HUD Data Elements, and how to: Sign on to the COMPASS ROSE system, Navigate the pages within the system, Search for clients, Work with the Search Results, Verify and modify the authorization status of a client, Perform an Intake Process, Enroll and Discharge a client from a program. Additionally, the User will learn how to work with the following client information records: General, Household, Residential, Client Goals, Client Status Indicators, Financial, Services, and Program.
Section C. Data Entry and Data Quality

C.1 Client Authorization and Intake
Prior to a client’s data being entered into the COMPASS ROSE system, every client must read, complete and sign a Client or Family Authorization Form for each agency that provides services to them. The Authorization Forms are available for download from the Reports Menu under “Lists”. This form allows the client decide if they wish to have their information entered in to the HMIS database. If the client agrees to have their information entered into the system, they must sign the Client Authorization Form. This Client Authorization Form should reside in the clients file for future verification and auditing purposes.

A Client Authorization Form should be completed for all unaccompanied adults. The Family Consent Form should be used by those parents/guardians with minor children. If there is more than one adult in a family, the second adult should sign their own client authorization form rather than signing the family authorization form. For example, if you have a family of four with two adult and two children, one adult can sign a family authorization for themselves and the children and one adult should sign a client authorization just for themselves.

If the client declines to have their information entered into the COMPASS ROSE system, the client information should not be entered in to COMPASS ROSE. The Client Authorization Form should reflect they declined and the form should be inserted into the client file for future verification and auditing purposes.

Client Opt-Out Form:
The client has the right to revoke their authorization at any time for any reason. If the client wishes to revoke the client authorization, an Opt-Out client form should be completed, signed and dated and inserted into the client file. Additionally, Authorization should be turned off within COMPASS ROSE which will deny any member within the agency to access that client file. The Opt-Out form can be accessed by clicking on List under the Reports menu, then select Blank Forms, and then select the Blank Authorization Opt-Out Form.

Client Authorization Expired:
The Agency HMIS Administrator or Executive Director sets the time period in which a client can be seen by an agency before another authorization form is required to be completed again when the agency first signs up for COMPASS ROSE. This duration can be updated at any time by the Executive Director. If the client authorization duration is not specified, by default the duration will be 1529 days before another authorization is required by a client. Once a client authorization is expired, the agency will have to obtain another signed authorization before they are able to enter additional information into the system.

Client Intake:
This is the process in which a client or potential client will go through a process where information is gathered and entered into the COMPASS ROSE system. Client Intake includes entering new client data or updating information for a client that is already in the COMPASS ROSE system. Any client intake should start with a thorough client search to
make sure the client is not already in Pathways. All efforts should be taken to ensure duplicate records are not created within the COMPASS ROSE system. Conducting a thorough client search at Intake will help reduce the number of duplicates within the system. For further instructions on how to conduct a client search to avoid duplicates, refer to the COMPASS ROSE User Guide.

Each agency should enter and/or update the Universal Data Elements for all household members and Program Specific Data Elements (where required) at intake. Detailed information about these data elements can be found below. Ideally, an agency would input the information into Pathways during the intake, however when paper intake forms are necessary agencies can use their own in-house forms if they collect all required information or can follow the Sample Intake Form available from the Pathways website:

http://www.pathwaystraining.org/#!guides-and-manuals/c5pe - click on the Sample Intake Form.

Care should be taken to make sure that all of a client’s information is updated (such as housing status, marital status, household, etc.) at intake if they have an existing record in the system.

C.2 Required Data Elements

The September 2014 HUD Data Standards outline three categories of required data elements. Two of these categories are at the client level and the third, Program Descriptor, is at the program level. The Universal Data Elements section provides information on data elements required to be collected by all projects using an HMIS as part of a CoC implementation. This includes all projects funded by any of the HMIS federal partners and those projects that receive other funding, including those who receive no federal funding.

**HUD Universal Data Elements:**

The Universal Data Elements are to be collected from all clients served by all homeless assistance programs reporting to the HMIS. The Universal Data Elements section provides information on data elements required to be collected by all projects using an HMIS as part of a CoC Implementation. This includes all projects funded by any of the HMIS federal partners and those that receive other funding, including those who receive no federal funding. The Universal data elements are needed for Continuums of Care (CoC) to understand the basic dynamics of homelessness in their communities and for HUD to meet Congressional direction to: develop unduplicated counts of homeless services users at the local level; describe their characteristics; and identify their use of homeless assistance and mainstream resources.

The Universal data elements are: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Project Entry Date, Project Exit Date, Destination, Personal ID, Household ID, Relationship to Head of Household, Client Location, Length of Time on Street, in an Emergency Shelter, or Safe Haven.

The COMPASS ROSE system automatically generates the unique person identification number, the project identification number and household identification number data elements.
HUD Program Specific Data Elements:
Program Specific Data Elements as defined in the final Notice, are data elements that are required for programs receiving certain types of funding, but are optional for other programs. Program specific data elements are necessary to complete the Annual Progress Reports (APR’s) required by programs.

The program specific data elements that are required for HUD’s current APR reporting include: Housing Status, Income and Sources, Non-Cash Benefits, Health Insurance, Physical Disability, Developmental Disability, Chronic Health condition, HIV/AIDS, Mental Health, Substance Abuse, Domestic Violence, Contact, Date of Engagement, Services Provided, Financial Assistance Provided, Referrals Provided, Move –In Date, Housing Assessment Disposition and Housing Assessment at Exit. Some of these elements may be required for certain programs and funding streams.

Program Descriptor Data Elements
These elements are required of all programs in a Continuum of Care and provide descriptive information about an agency and their programs. For more guidance on the HUD data standards:

DCA Data Requirements
DCA may request additional data elements of its grantees. If you receive funding from DCA refer to the DCA HMIS Policy and the Housing Support Standards for information about additional data collection requirements. These requirements can be found at:
http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp

Continuum of Care Data Requirements
Each Continuum of Care may have additional data element requirements. You will need to consult with your CoC to verify what additional data elements may be required. Balance of State Continuum of Care Grantees should follow all DCA HMIS and HSS requirements.

Timelines for Data Entry
Each agency should follow the guidelines set forth by their respective Continua of Care relating to data entry timelines. However, whenever possible, it is best to input the data as soon as possible, in order to maintain the most current support being offered to a client.

DCA and Balance of State Continuum of Care Grantees, data should be entered within one week of intake/enrollment. Clients should be discharged from the HMIS program within one week of their discharge.

When client information is entered, the dates entered for enrollment and discharge should be the ACTUAL dates that an individual entered or left the program, not the date of data entry/update.
C.3 Programs (Enrollment and Discharge)

Program entry and exit dates should be recorded upon any program entry or exit on all participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence in a program’s housing before the participant leaves the shelter or the last day a service was provided.

Program Enrollment:
The COMPASS ROSE system includes a program enrollment wizard that allows the user to enroll a client in to one or more programs. The client remains in the program based upon the expected length of stay as determined by the agency administrator. This requires programs to be configured prior to enrolling a client into a program.

Program Discharge:
In order for a client to be discharged from a program, the client must first be enrolled in a program. Once the client has completed or the time has expired for the client to be in the program, such as Emergency Shelter or Transitional Housing, the client should be discharged from the program. Failure to discharge the client on a timely basis will skew the data and will impact the accuracy of reporting, such as the HUD APR Entry Report and the HUD APR Exit Report.

The COMPASS ROSE system includes a discharge wizard which guides the user through the process of collecting HUD-required information when a client leaves a program. Refer to the User Guide for more guidance on discharging a client.

C.4 Updating Data

Care should be taken to make sure that the clients information is updated (such as housing status, marital status, household, etc.) each time the client file is reviewed. At the very minimum, data should be updated at program enrollment, once a year for long term programs, and at program discharge. It is recommended that at every visit by a client, the universal data elements should be verified to ensure the latest information in the client record is complete. Suggested updates that should also occur with each client visit should include: Income, Services Rendered, Housing Status/Residence, Household composition. While there are more suggested data elements, updating information on a client should occur as often as reasonably possible.

C.5 Data Quality and Data Integrity

Reducing Duplicates:
All efforts should be taken to ensure duplicate records are not created within the COMPASS ROSE system. Conducting a thorough client search at Intake will help reduce the number of duplicates within the system. For further instructions on how to conduct a client search to avoid duplicates, refer to the COMPASS ROSE User Guide or click on the Conducting a client search tutorial. If you do create a duplicate, please contact Pathways Support regarding ways to eliminate the duplicate.
Improving data quality

- One of the most effective ways to collect quality data is to make sure your agency develops clear data collection and entry standards that are implemented by all staff members entering data into the COMPASS ROSE HMIS system.
- There should be a shared understanding of purpose and process. Minimally, each staff member should have a document that outlines the data collection process and explains the importance of accurate data and maintaining data quality.
- Establish a Rapport with Consumers. Often people in a vulnerable position of being homeless may give incorrect information intentionally or unintentionally for a host of reasons. Inaccurate information can be minimized by establishing a rapport with the consumer.
- Paper forms should closely resemble the layout of the Intake screens within the COMPASS ROSE system. A sample client intake form in word format is available for download from: http://www.pathwaystraining.org/#!guides-and-manuals/c5pe
- Proofread any hard copy of information that has been entered.
- Periodically review data quality at your agency. Emphasize and communicate any issues with data quality into already scheduled staff meetings.
Section D. Data Ownership, Security and Access

D.1 HMIS Privacy and Security Standards

HUD released HMIS Privacy and Security Standards in the Homeless Management Information System (HMIS) Data and Technical Standards Final Notice on July 30, 2004. The notice presents privacy and system security standards for providers, Continuums of Care and all other entities that use or process HMIS data.


D.2 Agency Privacy and Security Procedures

All agencies must comply with the current HMIS Privacy, Confidentiality, and Security standards issued in the HUD Notice on 7/31/2004. These standards require, but are not limited to: installing virus protection software, with an automatic update on every computer that accesses HMIS; activating a locking screen saver on every computer that accesses HMIS; developing a data privacy policy and notice; posting the agency’s privacy notice on its premises and website (if one exists); installing an individual or network firewall; and posting “purpose for data collection” signs at each intake desk. Information on how to develop a privacy policy can be found at:


For information about how to implement the security procedures required by HUD, please contact your Continuum of Care Representative.

D.3 Pathways Privacy and Security Procedures

Pathways Privacy Policy
Pathways Community Network will not sell or rent personally identifiable information that we collect, and will not collect or share personally identifiable information from visitors or system users without first informing them that information will be collected, whether or not it could be shared, and with whom it might be shared. We will not share any individual's personally identifiable information without that individual's permission.

Log Files: We may use IP addresses to analyze trends, administer the site and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.
Georgia HMIS Standard Operating Procedures

Links: Pathways Community Network web sites contain links to other sites. Please be aware that Pathways is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site, and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by Pathways Community Network’s web sites.

News Service: If a user wishes to subscribe to our news service, we require contact information such as name and email address.

Surveys: From time-to-time our site requests information from users via surveys. Participation in these surveys is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of Pathways Community Network’s services.

Pathways Security Policy
Pathways Community Network takes every precaution to protect the information of people who use our services. When you submit sensitive information via the COMPASS ROSE application website, your information is protected both online and off-line. When our case management system users are asked to enter sensitive information (such as a social security number) the information is encrypted. While on a secure page, the lock icon on the bottom of web browsers such as Mozilla Firefox and Microsoft Internet Explorer becomes locked, as opposed to unlocked, or open, when you are just ‘surfing’. While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users’ information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, a technical support representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. Every quarter, as well as any time new policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our customers’ information is protected. Finally, the servers that we store personally identifiable information on are kept in a secure environment, in a locked data center.

The use of this system constitutes an express consent to the monitoring of system use and security at all times. If such monitoring reveals possible violations of the law, pertinent information will be provided to law enforcement officials. Any persons using this COMPASS ROSE, or information obtained form this application, without proper authorization or in violation of these policies and procedures may be subject to civil and/or criminal prosecution. Any persons enabling access by an unauthorized individual may also be subject to internal disciplinary actions in addition to civil and/criminal prosecution.

These policies are applicable to all users (employees, contractors, and others) of agencies, partners and funders and the computer systems, networks, and any other electronic processing or communications and related resources used in conjunction with the COMPASS ROSE HMIS system and/or data obtained through the HMIS system.
Pathways Community Network places highest priority on the security of its systems, and the private information they contain. Pathways, its staff and volunteers continually work to protect data and systems:

1. **Confidentiality.** Access to client information must be tightly controlled and people with access to confidential information must understand their personal responsibility to maintain its confidentiality.
2. **Integrity.** Client information must be protected so that it cannot be modified while in transit or storage. Reported data must be accurate.
3. **Availability.** Systems must be available to users when and where they need them.

If an employee leaves your agency, inform Pathways as soon as possible so that their account can be deactivated.

**Information Security Procedures:**
All Pathways Community Network employees and volunteers are responsible for protecting the confidentiality and security of Pathways data systems and the human services client information they contain. Information concerning the security related tasks an employee is responsible for are included in the employee’s job description. The agency is responsible for ensuring that information that is printed from the COMPASS ROSE is also kept confidential, private and secure.

**HIPAA**
Pathways Community Network consulted with HIPAA experts at Price Waterhouse Coopers to ensure that its privacy and security features meet or exceed requirements of the Health Information Portability and Accountability Act (HIPAA). COMPASS ROSE was one of the first such systems in the country to fully comply with HIPAA. Agencies that are covered by HIPAA include health care providers, health care plans, or healthcare clearinghouse. These agencies should ensure that they complete the appropriate Business Associate Addendum when they sign their Pathways Contract.

For more information about HIPAA visit the following website:

**D.4 Access to Data**

**Data Sharing across Providers**
The Pathways HMIS gives individual clients complete control over which agencies can view their information. At point of service the client may authorize an agency to access existing information in the HMIS, and to add information about the client to the HMIS. When the client approaches another organization, the authorization process is repeated. This ensures that no agency accesses a client’s record without that client’s specific permission, and it significantly increases client confidence in the HMIS.

The COMPASS ROSE system allows for data sharing across agencies, but also has color coding to enhance security measures that help to limit data access across agencies.
Color coding within COMPASS ROSE application: Dark Blue
Areas: Information accessible for all agencies.
Teal Areas: Information only accessible by the recording agency.
Red Areas: Information only accessible by the User entering the data within the agency.

“Protected” Information
Protected Agency: Certain agencies that deal substantially with HIV/AIDS, domestic violence, substance abuse, mental illness, or legal services are designated as Protected Class agencies. If your agency is a Protected Class agency, all Client Services Information records (including referrals) are hidden, or protected, from view by any other agency. This includes all Need Information records as well.

Protected Need Codes: If a non-Protected Class agency creates a need record that uses a Protected Need Code, then that record is treated as if the agency that creates it is a Protected Class agency (i.e., protected at the agency level). In addition, if the record is a referral to a Protected Class agency, then it is visible only to the creating user (i.e., protected at the user level).

Access to Data for Monitoring
Department of Community Affairs, as the lead HMIS agency, and your Continuum of Care representative will have access to your agency’s data for monitoring purposes and aggregate reporting purposes. All staff at DCA and the Continuum of Care who have access to data will undergo Confidentiality and Ethics training as well as additional Community Administrator Training. Other funders may have access to your data for monitoring purposes based on their funding agreement with your agency.

Unauthorized Access to the COMPASS ROSE system:
Any user accessing the COMPASS ROSE system must be affiliated with an active member agency. Additionally, each system user must attend the required Confidentiality & Ethics Training or have completed a User Responsibility Form in order to be given a User Id and Password. Unauthorized access is prohibited and are grounds for legal action.

D.5 Client Grievances

Grievance Procedure:
- A client has the right to appeal his or her individual complaints related to their HMIS data to the entering agency in accordance with the agency’s established grievance policy.
- Complaints about the conduct or practice of HMIS may be filed in writing to the Executive Director of Pathways or to the Project Manager at the Department of Community Affairs.
- Agencies are responsible for establishing an internal grievance process to handle client complaints and grievances related to consent and release of information related to the HMIS system.
If a client has a grievance regarding erroneous data entry or inappropriate use of their data, they will need to follow the agency’s established guidelines, standard operating procedures or protocol on resolving these issues.

**Revoking Authorization:**
The client has the right to revoke their authorization at any time for any reason. If the client wishes to revoke the client authorization, an Opt-Out client form should be completed, signed and dated and inserted into the client file. Additionally, Authorization should be turned off within COMPASS ROSE which now would deny any member within the agency to access that client file.
Section E. Reporting

E.1 Introduction to Pathways Reporting

COMPASS ROSE is a Community Information Sharing System for HMIS. The easiest and most accessible way to share this information is through the COMPASS Reports. The reporting module provides quick intuitive on demand reporting, analysis and data export for sharing the information stored in your HMIS.

Reports were designed to help you

- Make better decisions that support the success of your organization
- Know and understand your clients (What is working)
- Tap into and analyze data
- Help manage your organization and resources
- Produce accurate and up to date counts
- Monitor Agency Performance

The reports can provide users a variety of options for printing and sharing their HMIS information. An abundance of standard reports and data exports can be accessed by any user that has access rights.

Your HMIS administrator controls access to different reports for each user. You should contact them if you would like access to the reports available in COMPASS.

All reports depend on the quality of information captured during data entry. Complete and accurate data is crucial for accurate reporting. Accurate reports, in turn help with funding, grant writing, staffing, tracking services and forecasting.

Report Formats

For most all of your report requirements COMPASS ROSE provides an easy to use menu system where users can generate reports one of two formats – PDF or HTML.

HTML displays reports very quickly on the screen and does not require any additional software. These reports are not formatted to print on paper.

PDF (Portable Document Format) requires that Adobe Acrobat Reader (or any software that can display PDF documents) be installed on your computer. It may also take a little more time to display on your screen.

PDF display is easier to read and scroll through online, and easier to print on paper. In addition, Adobe Acrobat Reader adds the capability to search the report online for words or phrases. The reports can also be saved and transmitted by email.
Report Filters

Filters and Parameters are the mechanism COMPASS ROSE uses to customize the standard on demand reports for your organization’s particular requirements. Filters allow you to narrow the scope of data that meets the conditions of the filter.

Filters may be as simple as entering a Begin and End Date or as specific as program type or demographic. To simplify the use of filters in statistical reports many of the reports ask you if you want to apply filter conditions. If you answer YES, a list of available filters appear. This will then generate a report based on the filters you specify.

COMPASS ROSE has incorporated into the Statistical Standard Reports the ability to filter a report by Need Code, Outcome, Homeless Status, Chronically Homeless Status, Referral Status, Disbursement, Reservation and Area (by County, City or Zip Code). Other reports may have different filter capabilities.

E.2 Reporting Categories

With the large number of reports available in COMPASS ROSE, these reports have been organized by Categories of User, Function and Type. These reports have been organized in the Reports module by Category to help simplify the selection of Reports. These organization categories are briefly described below: (see Online Reports Manual available at: http://www.pathwaystraining.org/#/guides-and-manuals/c5pe

List Reports - These reports includes agency lists by Code and Name and blank forms like Barriers to Housing Stability Assessment, Authorizations, Opt-Out, and Privacy Practice.

Summary Reports – These reports include detailed client level data on key areas such as Programs, Services, Authorizations and Custom Fields.

Funds Reports – These reports provide disbursement details and totals by Fund or Need.

Statistical Reports – These reports provide statistical data (numerical) with no client level identification.

Agency Reports – These reports are customized based upon specific request from an agency. There is generally a fee associated with these reports.

Data Exports – These reports are the raw data that has been entered into the system. These reports are in the .csv format and shown in Excel and allows for some modification to content and format.

E.3 Commonly Required Reports

ESGP - This report provides data on services received. This report can be filtered at the program level allowing for reporting of services at the program level.
APR- This report provides information on a subset of clients enrolled in a program. This report provides the demographic information, program enrollments and program discharges for clients that receive homelessness assistance funding.

E.4 Advanced Use of Report Tools

Using Reports to Monitor Data Quality
System Utilization Report- This report provides overall information on the agencies system utilization by a specified date range. This report includes data for Authorizations, Services, Program enrollments and discharges, bed utilization, etc...

Alerts – These reports are located in across several report categories and are targeted on those client records where there is incomplete information. These reports include Alerts for Currently Authorized Clients and Alerts for Clients in Programs.

Using Data Exports
It would be difficult to anticipate and format all of the reports required by HMIS users. Therefore COMPASS ROSE provides an Export utility to deliver unformatted data that can be downloaded to your local system and imported into different database reporting systems. Some of the exports available for download are Basic Client Demographics, Finance, Household, Housing Status, Education, Goals, System Utilization, Programs and Bed Counts, and much more.

The COMPASS ROSE Data Export feature creates a CSV format data file for download to your local computer which contain information about client demographics and transactions. Such a file can then be downloaded to your local computer and imported into a spreadsheet or database application. Once the information is in your local application, it can be processed, viewed, printed, etc. according to the needs of your agency.

Comma Separated Values (CSV) is a format for a data file that is commonly used to transfer information from one computer system to another. Practically every major spreadsheet and database application can import and work with data that is formatted this way.

The most commonly used Reporting software is Microsoft Excel which allows user to import their COMPASS ROSE Data directly from the CSV Export File. Excel features common spreadsheet tasks like sorting on fields, filtering, grouping, calculation functions as well as creating Charts and Graphs for data visualization.
Microsoft Access is another common database application that can read your COMPASS Exported data. Access provides tools for working with your database, creating views and formatted reports.

**Advanced Reporting Solutions**

Oracle SQL Developer is a free and fully supported graphical tool for database development. With SQL Developer, you can browse database objects, run SQL statements and SQL scripts, and edit and debug PL/SQL statements. You can also run any number of provided reports, as well as create and save your own. SQL Developer enhances productivity and simplifies your database development tasks.

Other Report Writing Tools are available to create custom reports, charts and data visualization from COMPASS ROSE exports. These database, spreadsheet and report writing tools include but are not limited to Microsoft Excel, Microsoft Access, FileMaker, ESRI ArcGIS and ODBC.
Section F. System Support, Training and Technical Assistance

F.1 Training

Pathways provides training via classroom, web cast and on-site. All Pathways training, locations, dates and times are listed on http://www.pathwaystraining.org/. Each user can register for the training most conducive to their learning style. The most common training courses are described below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required?</th>
<th>Objectives</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality &amp; Ethics Training</td>
<td>Yes</td>
<td>Explain what guides a Human Services Professional, explain the HIPAA Federal Mandates, explain State of Georgia Reporting Requirements, and additional mandated reporting requirements.</td>
<td>Ability to use a computer, including the use of a mouse and keyboard and a basic understanding of the Windows operating system. The ability to navigate the Internet, including the use of a browser and the ability to recognize and choose a link.</td>
</tr>
<tr>
<td>New Users Training</td>
<td>Yes</td>
<td>Process and Update a client record, which may include: Conduct a client search, working with the General Page, residence page, household page, income page, service page, client enrollment and discharge from a program(s). Additionally, users will learn what data that must be entered to run ESG, CDBG, and HUD APR reports.</td>
<td>The ability to use a computer, including the use of a mouse and keyboard and a basic understanding of the Windows operating system. The ability to navigate the Internet, including the use of a browser and the ability to recognize and choose a link.</td>
</tr>
<tr>
<td>Reports Training</td>
<td>No</td>
<td>Identify the category and the reports that are under each category Describe what data drives what reports Run a report, including: Enter parameters, display a pdf report, use Adobe Acrobat Reader to view the report online, and print a report. Additionally, some of the most common reports will be discussed.</td>
<td>User must take Confidentiality &amp; Best Practices, New Users Training, and must have access to Reports Menu.</td>
</tr>
</tbody>
</table>
In addition to these primary training courses, there are often project specific or topic specific trainings available including but not limited to HPRP, Program Profile, Housing Support Standards, and System Utilization Report. For a full list of training opportunities, see: http://www.pathwaystraining.org/

To assess the various trainings for HMIS, visit http://www.pathwaystraining.org/, and select Training Schedule. You can register online, by email at support@pcni.org or by phone at: 404-866-1032 option 2.

F.2 Technical Assistance

Technical Assistance Prerequisites:
1. Attend Confidentiality & Ethics training, pass with 70% or greater
2. Attend User Training
3. Attend Reports Training (where applicable)
4. Attend Agency Administration Training (where applicable)
5. Entering data into COMPASS ROSE system
6. Basic knowledge of computer, use of browser, and mouse, navigate to various pages.

Technical Assistance Process:
The Technical Assistance/Training Specialist will work with an Agency to help them achieve HMIS compliance on the COMPASS ROSE system. The proper personnel should be in attendance to make sure each user within the agency follows the same protocols and procedures needed to ensure good data quality. The outline below will serve as a guideline. Additional assistance, will be evaluated on a case by case basis.
Technical Assistance Visit:

Who should attend: All personnel that will be entering data into COMPASS ROSE. The TA will:

- Assess the agency’s intake process and offer recommendations where necessary.
- Ensure that the agency is capturing the required data so they are in compliance.
- Reinforce and clarify concepts learned from the User Training.
- Utilize the Pre-Onsite Assessment Form to verify the agency configurations are setup to capture the required data for reports such as: ESG, CDBG, HUD APR and any other funder requirements.
- Discuss optional configurations that may be addressed in the visit or may be discussed on a subsequent visit.

For more information on requesting a TA, contact the Support Team at support@pcni.org or by phone at 404-639-9933 option 2. Note: It is the expectation that the agency will be utilizing the system prior to their scheduled TA visit.

F.3 Online Resources

The following online documents can be found at Online resources under Forms, Documents and Videos:

- User Access Checklist
- User Responsibility Statement
- General Service Agreement - The main agreement between your organization and Pathways
- Business Associate Addendum - A data sharing agreement required under the federal Health Insurance Portability and Accountability Act (HIPAA)
- Business Associate Requirement Waiver Form - For organizations not required to comply with HIPAA regulations
- New Agency Form - Complete this form and send it to the Pathways Support Team so they can create or update your organization's system accounts.
- Referral Only Agency Form - Complete this form and send it to the Pathways Support Team so they can add to a list of agencies that your agency can use to record client referrals. This form is not required.
- COMPASS ROSE User Guide - Step-by-step procedures for all of the end-user COMPASS ROSE system functions, including logging in, searching, intake, building households, program enrollment and discharge, and recording services.
HUD Data Elements Guide - This job aid describes the data elements required in the COMPASS HMIS for the HUD Annual Performance Report (APR) and gives instructions on entering them and running the COMPASS ROSE reports that relate to the APR.

COMPASS ROSE Reports User Guide - How to display and print reports, plus a complete description of all the standard reports that come with the system. This includes the Data Export feature.

COMPASS ROSE Administration Guide - The procedures needed to create configurations to ensure the required data is captured and maintain information about your agency's profile, display information, programs, funds, end-users, and more!

In addition, Quick Reference "How To" Guides available:

Program & Service: This Quick Reference Guide contains instructions to: a) enroll a client in a program and record a service for that client in one transaction; b) discharge a client from one or more programs.

Sample Client Intake Form: This sample form can be used as a starting point for agencies to use when creating their own Client Intake form. Download this form and then modify it to suit your agency’s needs.

COMPASS ROSE Quick Reference Card: The QRC contains information such as how to log into the COMPASS ROSE system, check training class schedules, and contact the Support Team.

F.4 Reporting System Issues

Pathways provides several ways in which to report system outage, problems, or questions. Users can communicate with the Support Team by:

Email:  support@pcni.org
Phone:  404-639-9933 option 2 (local)

Any request or system problems should be submitted to the Support Team. Phone requests are discouraged as it does not provide adequate documentation of who, when, where, what and other specifics that are needed to maintain an accurate listing of all support queues.

Process for minor quick system errors:
1) System errors that are reported to the Support Team are tested to confirm it is a system error
2) The error is discussed with the Development Team for a timeline for completion
3) The Development Team fixes and then sends to QA for testing
4) Client is notified
Process for major system errors:
1) System errors that are reported to the Support Team are tested to confirm it is a system error
2) The error is discussed with the Development Team for a timeline for completion
4) A resource is assigned to work on the error
5) The Development Team interacts with Support to ensure the details are correct
6) The Development Team fixes and then sends to QA for testing
7) Client is notified

Please keep in mind that other priorities and impact of the system error will be taken into consideration when determining the timeline for addressing system errors.

F.5 Requesting Enhancements

An enhancement to the system includes an additional data element, report, or function that was not previously in the system. Enhancements do not include fixing an existing function of the system. System errors should be communicated directly to Pathways Support. If Pathways Support determines the request is an enhancement rather than a System Error, they will communicate this to the requestor who should then follow enhancement request protocol.

If an agency would like to request an enhancement to the system, they should communicate this request to the HMIS representative for their continuum of care directly or through the advisory/user group. Continuum of Care HMIS contacts can be found on page 6 of this manual.

Once the continuum of care HMIS representative has determined that the request is a priority for the continuum, they will communicate this request to the DCA HMIS Project Manager. The project manager will then compile all requested enhancements for discussion at the steering committee meeting. All GA HMIS enhancements will be approved by the steering committee and/or project manager before placement in the GA HMIS development pipeline.
Section G. Monitoring

G.1  Data Monitoring

Each continuum of care or funder may have individual monitoring procedures. For specific information on monitoring, agencies should contact their funder or continuum of care representative.

If your agency receives DCA funding, agency utilization of the system is monitored on a quarterly basis in addition to being monitored during on-site visits. For more information about DCA monitoring, contact Tina Moore at tina.moore@dca.ga.gov. Information defining common DCA data concerns and providing information about how to correct them is available at:


There are multiple ways in which an agency can monitor their own data quality and completeness in order to prevent any data concerns during monitoring. These include running the system utilization report and checking the program roster on a regular basis. For more information on the system utilization report, see the Reports User Guide at:

http://www.pathwaystraining.org/#!guides-and-manuals/c5pe

G.2  Privacy and Security Monitoring

Security Audits will be conducted periodically by Pathways Staff in pursuant to the baseline standards defined in the HUD 2004 Data and Technical Standards.


These Security Audits will focus on the following areas:

Physical Access to Systems with Access to HMIS Data
Disaster Protection and Recovery
Disposal
System Monitoring
User Authentication
Electronic Data Submission
Electronic Data Storage
Security
Privacy Standards

Contact Pathways Support for a template of the Pathways Agency’s Security and Privacy Policy Audit.

DCA and other funders may also monitor during on-site visits to ensure that the agency is following the key privacy and security standards.
ADDITIONAL RESOURCES

Pathways Documents, Forms and Tutorials – http://www.pathwaystraining.org/

DCA HMIS Website - http://www.dca.ga.gov/housing/specialneeds/programs/hmis.asp

1C-4  List each of the Public Housing Agencies (PHAs) within the CoC’s geographic area. If there are more than 5 PHAs within the CoC’s geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admission preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

In response to the above question, although there are several PHAs listed on the CoC-PHA Crosswalk for the Atlanta CoC, the Atlanta Housing Authority (AHA) is the only one that is in the city of Atlanta. Therefore, we are relying on local information, as directed to do so in the “FY 2016 CoC Application Detailed Instructions” in reference to the Crosswalk, which was acknowledged to have errors.

Being the only PHA in Atlanta, AHA provided the requested information in Question 1C-4. In regards to that, please see the letter from Tracey Scott, the Vice President of Innovation at AHA, along with the excerpts from planning documents that she references in her letter, which all are included in this attachment. As she explained, AHA uses special admissions, also referred to as de facto preferences, which is why “Yes, HCV” was selected in question 1C-4.
September 8, 2016

Cathryn Marchman
Executive Director
Partners for H.O.M.E. | Atlanta Homeless Continuum-of-Care
55 Trinity Avenue SW Suite 4350
Atlanta, Georgia 30303

RE: 2016 Continuum of Care (CoC) Program Competition and Atlanta Housing Authority’s Use of Homeless Special Admissions in lieu of Preferences

Dear Ms. Marchman:

In response to the Notice of Funding Availability (NOFA) for the 2016 Continuum of Care (CoC) Program Competition that the Department of Housing and Urban Development (HUD) released on June 29, 2016, Partners for HOME (PFH), as the Collaborative Applicant for the Atlanta CoC, requested that Atlanta Housing Authority (AHA) respond to the following question:

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC’s geographic area...For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

As the only public housing authority in the city of Atlanta, AHA has implemented programs designed to prevent and reduce homelessness in Atlanta using special admissions criteria rather than preferences, per se. AHA, as a Moving to Work (MTW) agency, has broad authority under its Amended and Restated Moving to Work Agreement (MTW Agreement) with HUD to establish special admissions criteria and preferences for special initiatives and other related housing arrangements in order to address urgent local needs, such as homelessness.

AHA’s governing document is the Amended and Restated Statement of Corporate Policies (Statement of Corporate Policies) adopted by AHA’s Board of Commissioners. Chapter 1, Article Thirteen of the Statement of Corporate Policies sets forth a broad policy applicable to all rental assistance programs that authorizes AHA to establish special programs, policies and strategic initiatives. In addition, the Statement of Corporate Policies includes policies for special admissions to AHA’s housing voucher programs. Such special admissions also apply to permanent supportive housing units assisted by AHA. Chapter 3, Part II of the Statement of Corporate Policies sets forth, in part, the following:

Atlanta Housing Authority, in its discretion, may authorize the special admission of eligible and qualified applicants to the Program, in order to implement special initiatives; offer homeownership opportunities to eligible households; admit households impacted by an owner opt-out of a housing assistance contract on a HUD-insured multi-family development; and/or address an urgent local need as determined and approved by Atlanta Housing Authority including, but not limited to, ... pilot programs for at-risk populations...

When AHA creates a pilot program with specific special admissions criteria, it could be considered a de facto preference. AHA and the partner agency would enter into an intergovernmental agreement to establish special admissions criteria and processes for members of the Target Population. Qualified households admitted under this de facto preference would have full access to privately owned rental properties in the City of Atlanta that, per AHA’s operating policies, meet the qualifications and standards for properties in the Housing Choice tenant-based program. Special admissions and the implementation of
a de facto preference, are no different than what AHA and many other public housing authorities have in place for special purpose voucher programs, such as the Family Unification Program, which allows a PHA to accept qualified referrals directly from the local public child welfare agency, or HUD-VASH, which allows a PHA to accept qualified referrals directly from the Department of Veterans Affairs. AHA believes these arrangements with partner entities achieve the same purpose as a homeless admissions preference and constitute a substantial commitment to provide targeted housing opportunities for homeless families and individuals.

To document AHA’s intent to provide housing opportunities for homeless individuals and families, AHA’s FY2017 MTW Annual Plan states, in part, the following:

In support of citywide and nationwide efforts to reduce and prevent homelessness, AHA will continue to use its MTW flexibility and funds to explore various rent reforms and additional homelessness initiatives and pilots. AHA will also continue to collaborate with the United Way of Greater Atlanta, the City of Atlanta Continuum of Care (CoC), the U.S. Department of Veterans Affairs, HUD, Georgia Division of Family and Children Services, and various state and local entities to address the housing needs of various at-risk populations...

AHA further states specific plans regarding homelessness programs, which will provide voucher-based housing opportunities for as many as 400 additional households during the 2017 fiscal year, which began July 1, 2016:

- In FY 2014, AHA became the first housing authority to utilize the Homeless Management Information System (HMIS), initially for the HUD-VASH program. In FY 2017, AHA will expand its use of HMIS for other supportive housing programs in alignment with the City of Atlanta’s CoC coordinated assessment system.

- AHA will continue implementing with the City of Atlanta’s CoC the tenant-based supportive housing pilot referred to as “Flow.” AHA has committed to provide up to 100 additional vouchers for individuals and families that successfully “graduate” from permanent supportive housing and intensive services into stable housing with light-touch supportive services.

- In FY 2016, AHA signed an Intergovernmental Agreement with the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) for its Georgia Housing Voucher Program (GHVP). GHVP was developed as part of Georgia’s response to the 2010 Settlement Agreement between the State of Georgia and the Department of Justice stemming from the 1999 US Supreme Court decision in Olmstead v. L.C. Under the terms of the settlement, Georgia has placed over 2,000 individuals with persistent mental or developmental disabilities in supportive housing using GHVP. With the partnership, housing assistance is “converted” from GHVP to AHA’s Housing Choice vouchers. This conversion helps the State to leverage mainstream resources and frees-up funds for housing other recipients. The State continues to provide supportive services for families after the conversion.

- AHA utilized all 240 Veterans Affairs Supportive Housing (VASH) Program tenant-based vouchers in FY 2016 and was awarded 30 additional VASH vouchers at the end of the fiscal year.

In sum, AHA fully supports the Atlanta CoC’s goal of reducing homelessness and providing housing opportunities for homeless individuals and families. As the largest public housing authority in the state and one that can effectively leverage its MTW flexibility, AHA is well-positioned through the use of special admissions (i.e. de facto preferences) to have a significant impact in helping the CoC achieve its housing goals.

Sincerely,

Tracey Scott
Vice President of Innovation
Amended and Restated Statement of Corporate Policies

Adopted by the Board of Commissioners

March 25, 2015
ARTICLE TWO

WAITING LIST APPLICATION PROCESS

The form of application and administrative procedures for receiving applications from Applicants, placing Applicants on the Waiting List and selecting Applicants from the Waiting List are set forth in the Operating Procedures.

ARTICLE THREE

ORGANIZATION AND MAINTENANCE OF THE WAITING LIST

1. The equitable methods of processing Applicants on the Waiting List and the processes for organizing, updating and maintaining Applicant records are set forth in the Operating Procedures. AHA, in its discretion, may establish reasonable procedures related to the Waiting List, including but not limited to procedures for reevaluating the reliability of waiting list information provided by Applicants, exploring alternative strategies for the selection of Applicants and setting the requirement that Applicants on the Waiting List must notify AHA of their interest within a specified period of time in order to remain on the Waiting List.

2. The maintenance of the Waiting List with respect to updating applications, notice letters, and removals will be detailed in the Operating Procedures.

3. Applicant responsibilities and requirements for updating changes to the information reported during the application process and for responding to requests for information are stated in the Operating Procedures.

ARTICLE FOUR

SPECIAL ADMISSIONS

1. Atlanta Housing Authority may accept applications from eligible households who have relocated from a community owned by Atlanta Housing Authority due to demolition, repositioning, disposition or other related Atlanta Housing Authority activities without opening the Waiting List.

2. Atlanta Housing Authority, in its discretion, may authorize the special admission of eligible and qualified applicants to the Program, in order to implement special initiatives; offer homeownership opportunities to eligible households; admit households impacted by an owner opt-out of a housing assistance contract on a HUD-insured multi-family development; and/or address an urgent local need as determined and approved by Atlanta Housing Authority including, but not limited to, foreclosure assistance and natural disasters, assistance to eligible victims of domestic violence pursuant to the Violence Against Women Act, pilot programs for at-risk populations, or relocation activities. Special admissions may also be approved, as a reasonable accommodation, for transfer assistance to an eligible and qualified person with a verifiable disability who resides in an AHA-Owned Community or whose name is on a transfer/waiting list to be assisted who requires a UF Accessible Unit.

3. Any household eligible for a special admission, as determined by Atlanta Housing Authority, may not be denied a Voucher for admission to the Program provided that no member of the household has committed an offense specifically identified by HUD pursuant to 24 CFR 982.553 as described in Chapter 1, Article Fifteen of this Statement of Corporate Policies.
Atlanta Housing Authority

FY 2016
MTW Annual Plan

For Fiscal Year Beginning July 1, 2015

Board Approved March 25, 2015
compliance with the PBRA Agreement and other related conditions. AHA will continue to use PBRA to expand the availability of quality affordable housing in healthy, mixed-income communities.

D. Expand supportive housing and homelessness initiatives.

In FY 2016, AHA, in partnership with private-sector developers, will continue developing alternative service-enriched housing opportunities for persons with a variety of special needs.

PBRA for Supportive Housing

To broaden its use of MTW flexibility and further implement its policies for special needs populations, AHA may solicit, through a competitive process, additional proposals from developers and owners of supportive housing targeted for homeless families, individuals, and youth; persons with mental health or developmental disabilities; veterans; and other at-risk populations.

Citywide Homelessness Initiatives

In support of citywide efforts to reduce and prevent homelessness, AHA will use its MTW flexibility and funds to explore various rent reforms and additional pilots to assist with homelessness initiatives. AHA will also continue to collaborate with the United Way of Greater Atlanta, the City of Atlanta Continuum of Care (CoC), the U.S. Department of Veterans Affairs, HUD, Georgia Division of Family and Children Services and various state and local entities to address the housing needs of various at-risk populations.

- In FY 2014, AHA became the first housing authority to utilize the Homeless Management Information System (HMIS) which was used initially for the HUD-VASH program. AHA will expand its use of HMIS for other programs in alignment with the City of Atlanta’s CoC coordinated assessment system.
- AHA will continue implementing with the City of Atlanta’s Continuum of Care the “Flow” pilot, a new supportive housing pilot that provides up to 50 vouchers for individuals and families that successfully “graduate” from a permanent supportive housing community into living independently.
- Working with the United Way of Greater Atlanta, AHA launched in FY 2015 a Short-Term Housing Assistance pilot to prevent homelessness and to support rapid re-housing of families dealing with temporary setbacks.

Affordable Assisted-Living Demonstration Project and Other Medicaid-Funded Services

During FY 2015, AHA, its private-sector developer partner, and a consultant with a strong track record in providing affordable assisted-living communities substantially completed construction of Oasis at Scholars Landing – a 60-unit affordable assisted-living community targeting veterans who can use Aid and Attendance benefits from the U.S. Veterans Administration to cover the cost of support services. AHA will continue exploring opportunities to use Medicaid funds for assisted-living supportive services. AHA and its partner are exploring a proposal for a demonstration project to be considered by the Georgia legislature, so as to allow the use of Medicaid funding to cover services in an assisted-living setting.

AHA will continue to use MTW funds to support housing and supportive services for persons with mental or developmental disabilities at The Gardens at College Town (formerly the John O. Chiles Annex building), a 26-unit supportive services community. AHA will also explore Medicaid and other programs to provide funding for these services.
Memorandum of Agreement Between the
Georgia Housing and Finance Authority and
Partners for Home

This Memorandum of Agreement (hereinafter "Agreement") is entered into by and between the Georgia Housing and Finance Authority (a State Authority attached to the Georgia Department of Community Affairs "DCA"), hereinafter known as "GHFA", and the Partners for Home, hereinafter known as the "Agency," for the purpose of implementing Homeless Management Information System (HMIS) services within the Atlanta Continuum of Care (CoC).

WHEREAS, the CoC HMIS grants referenced below (hereinafter the "Grants") have been awarded by the U.S. Department of Housing and Urban Development (hereinafter "HUD") to GHFA; and

WHEREAS, the Grant terms, unless otherwise dictated or amended by HUD, are as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Atlanta HMIS Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Number</td>
<td>GA0001LB001406</td>
</tr>
<tr>
<td>Grant Term</td>
<td>December 10, 2015 – December 9, 2016</td>
</tr>
<tr>
<td>Amount</td>
<td>$289,884.00</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, for and in consideration of the mutual benefit, GHFA and the Agency hereby agree as follows:

1) GHFA Responsibilities

a) GHFA agrees to implement the scope of work as detailed in "Exhibit A" solely through this Memorandum of Agreement with City.

b) With the exception of project management funds to be utilized by GHFA, GHFA will make all grant funds, including the Agency’s match as detailed in “Exhibit A” available by reimbursement.

c) With the exception of the authority to amend this Agreement, GHFA agrees that the following "Designated Representative" has the authority to act on behalf of GHFA on all matters related to this Agreement and shall receive the original or a copy of all official correspondence:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jeanette Pollock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>GHFA, c/o GA Department of Community Affairs</td>
</tr>
<tr>
<td></td>
<td>60 Executive Park South NE</td>
</tr>
<tr>
<td></td>
<td>Atlanta, GA 30329</td>
</tr>
<tr>
<td>Phone:</td>
<td>404 679 3177</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Jeanette.Pollock@dca.ga.gov">Jeanette.Pollock@dca.ga.gov</a></td>
</tr>
</tbody>
</table>

2) Agency Responsibilities

a) Agency's "Designated Representative" (named further in this Agreement) agrees to participate in periodic meetings established by GHFA, and to act on behalf of the Agency on all matters related to implementation of this Agreement.

b) Reimbursable personnel and space and operations costs are subject to the CoC’s request(s) to GHFA’s "Designated Representative" on the format published at http://www.dca.ga.gov/housing/specialneeds/programs/documents/HMISReimbursementSummaryforEligibleCostsandDocumentationofMatch.xlsx.
c) Agency agrees to document in-kind match, as shown in “Exhibit A,” in formats prescribed by, and subject to the approval of, GHFA;

d) Agency agrees to fully participate in the GHMIS implementation and follow the Bylaws of the implementation.

e) Agency agrees to assist in completing the Annual Performance Reports required by HUD.

f) For this Agreement, Agency agrees to comply with O.C.G.A. §50-36-1 to verify the lawful presence in the United States of any applicant for public benefits in accordance with the applicable provisions and deadlines established.

g) All official correspondence related to this Agreement (the original or a copy) shall be directed to the Agency’s “Designated Representative” for this Agreement, as follows:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Cathryn Marchman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>55 Trinity Ave</td>
</tr>
<tr>
<td></td>
<td>Atlanta, GA 30303</td>
</tr>
<tr>
<td>Phone:</td>
<td>404-865-8871</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:cfmarchman@atlantaga.gov">cfmarchman@atlantaga.gov</a></td>
</tr>
</tbody>
</table>

3) Mutual Understandings

a) The Designated Representatives named herein shall make themselves reasonably available to each other on an ongoing basis in order to assure successful implementation of the Grants to the mutual benefit of both parties.

b) This Agreement shall remain in effect, unless otherwise amended by written mutual consent of both parties, until full completion and acceptance/close-out by HUD.

c) It is agreed that this Agreement and its intent is mindful that potential changes may need to occur but should not undermine the basis for this agreement.

d) The scope of the work and deliverables outlined in Exhibit A are subject to change based unforeseen and/or other factors beyond the control of GHFA and the Agency.

The Agency shall be reasonably consulted on all project changes. While GHFA shall have final authority over final costs and the final scope of the work outlined in this Agreement, GHFA will exercise this authority to the degree they meet the fiduciary responsibilities and ensure the scope of the project does not jeopardize the overall HMIS implementation or jeopardize the Agency’s functionality or ability to meet the needs of the City of Atlanta CoC.

e) The parties to this Agreement mutually agree that formal communications with HUD surrounding this Agreement shall be made by GHFA, and that HUD requirements and interpretations of HUD rules and agreements shall take precedence over conflicting terms of this Agreement.

f) Neither party to this Agreement will discriminate against any employee or applicant for employment or any customer or prospective customer seeking services because of their race, color, sex, creed, national origin, age, religion, veteran status, or disability.
IN WITNESS WHEREOF, the parties have entered into this Agreement:

Georgia Housing and Finance Authority:

By: __________________________
Date: _________________________
Name: Carmen Chubb
Title: Deputy Executive Director

Partners for Home:

By: __________________________
Date: 12-10-15
Name: Cathryn Marchman
Title: Executive Director
### Exhibit A

**Atlanta CoC HMIS Renewal, December 10, 2015 - December 9, 2016**

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td>10,000</td>
</tr>
<tr>
<td>Personal computers and/or printers. Scan cards, card printer(s) and other equipment that may be necessary to implement scan card system.</td>
<td></td>
</tr>
<tr>
<td><strong>Software</strong></td>
<td>35,000</td>
</tr>
<tr>
<td>GoToMeeting, SPSS and other supporting software and/or licensing for project(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>15,000</td>
</tr>
<tr>
<td>3rd party system/data analysis</td>
<td></td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td>205,390</td>
</tr>
<tr>
<td>City Data Manager @ $70k &amp; Scan Card Implementation Specialist to deploy / work with agencies on card use @ $46k. Cell phone service for two at $2k. DCA / Pathways project management @ $14,494. $10k for staff conference &amp; travel expense. System Development @ $62,896 (to be approved by AHC/CoC prior to entering into agreement with any vendor/developer)</td>
<td></td>
</tr>
<tr>
<td><strong>Space and Operations</strong></td>
<td>10,000</td>
</tr>
<tr>
<td>Office space for personnel, internet/phone service (1k to Pathways for 1 day per week and 4k to PIH or other sponsor for 4 days per week)</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Program Budget</strong></td>
<td>275,390</td>
</tr>
</tbody>
</table>

GHFA Project Mgmt 14,494 Project Management

| **Subtotal HUD** | 289,884 |
| **In-Kind Match (at least 25%)** | 72,471 |
| **Total Project Budget** | 362,355 |
Written Standards with Order of Priority
Applicant Certifications Regarding Order of Priority Adoption
<table>
<thead>
<tr>
<th>#</th>
<th>Standard</th>
<th>Required</th>
<th>Standard of Excellence</th>
<th>Phase</th>
<th>Applicable Program Types</th>
<th>Method of Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Facilities/units comply with all applicable building, zoning, fire,</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Permit available upon request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>health, and safety codes and laws.</td>
<td></td>
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</tr>
<tr>
<td>1.2</td>
<td>Staff members have access to a phone for 911 calls.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Visual inspection</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Facilities/units are in a fit and habitable condition.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Visual inspection</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Facility has an Emergency and Disaster Safety Plan.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Plan available upon request</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Facility has clear First Aid Procedures including availability of First</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Plan available upon request</td>
<td></td>
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<tr>
<td></td>
<td>Aid Kit and trained staff.</td>
<td></td>
<td></td>
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<tr>
<td>1.6</td>
<td>Facilities comply with all applicable OSHA and Health Department</td>
<td>X</td>
<td>Two</td>
<td></td>
<td>Facility based</td>
<td></td>
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<tr>
<td></td>
<td>standards.</td>
<td></td>
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<tr>
<td>1.7</td>
<td>Facilities have a safety and security plan which is appropriate to</td>
<td>X</td>
<td>Two</td>
<td>Facility based</td>
<td>Plan available upon request</td>
<td></td>
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<tr>
<td></td>
<td>their location and the population served.</td>
<td></td>
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<tr>
<td>1.8</td>
<td>Program follows TB screening/prevention guidelines adopted by the CoC</td>
<td>X</td>
<td>One</td>
<td>Congregate living facilities</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>and the Health Department.</td>
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<tr>
<td>1.9</td>
<td>All designated program vehicles are maintained and used for</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
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<td>appropriate program purpose and follow applicable DOT standards.</td>
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<tr>
<td>1.10</td>
<td>Program has clear procedures for appropriate storage of</td>
<td>X</td>
<td>Two</td>
<td>Congregate living facilities</td>
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<tr>
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<td>medication for clients in a locked cabinet with refrigeration available</td>
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<td>when necessary.</td>
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<tr>
<td>1.11</td>
<td>The agency has a posted policy regarding firearms and other</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policy is posted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>weapons, as it relates to employees, clients and volunteers.</td>
<td></td>
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</tr>
<tr>
<td>1.12</td>
<td>Agency has a written policy and procedure regarding admission of sex</td>
<td>X</td>
<td>Two</td>
<td>Shelters and Housing Facilities</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>offenders including diversion/referral processes when necessary.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.13</td>
<td>The program has a written mandated reporting policy.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policy available upon request</td>
<td></td>
</tr>
<tr>
<td>1.14</td>
<td>Facilities providing services to children follow appropriate</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Visual Inspection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>policies related to child safety.</td>
<td></td>
<td></td>
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<td>#</td>
<td>Standard</td>
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<td>Target Date</td>
<td>Applicable Program Types</td>
<td>Method of Monitoring</td>
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</tr>
<tr>
<td>2.1</td>
<td>The program has a written document outlining clients’ rights, which is posted, read or otherwise made known to clients upon admission.</td>
<td>X</td>
<td>Two</td>
<td>ALL</td>
<td>Document available for review.</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Document available for review.</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>The agency makes available legal rights brochures to clients on topics such as fair housing.</td>
<td>X</td>
<td>Two</td>
<td>Facility Based</td>
<td>Visual Inspection</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Clients participate in the development of a housing and services plan and selection of housing.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Evidence available in case plans</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>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.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policies available upon request</td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>The facility provides lockers, storage trunks or makes other accommodations that allow residents to store their belongings.</td>
<td>X</td>
<td>Two</td>
<td>Shelters and Housing Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td>Shelters and Housing Facilities</td>
<td>Policies available upon request</td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>The agency prohibits requiring, mandating or improperly influencing religious participation as a prerequisite to receiving services in any program receiving government funding.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>The program has a written policy regarding client possession of controlled substances and clients are verbally informed of the policy.</td>
<td>X</td>
<td>One</td>
<td>Shelters and Housing Facilities</td>
<td>Policies available upon request</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Section 3 – Assessment, Eligibility and Prioritization for Services</td>
<td>Required Standard of Excellence</td>
<td>Target Date</td>
<td>Applicable Program Types</td>
<td>Method of Monitoring</td>
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</tr>
<tr>
<td>3.1</td>
<td>Agency will participate and comply with the Coordinated Intake and Assessment policies and procedures as defined by the Continuum of Care</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Programs have expedited admission processes, to the greatest extent possible, including assistance with obtaining necessary documentation.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>ALOS from referral to enrollment</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Programs that receive HUD funding will require that all program participants meet the HUD eligibility criteria that all records meet HUD Eligibility Determination and Documentation Requirements.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Client File Inspection</td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Agencies will accept only referrals through the coordinated assessment process and will enroll individuals based on their position on the centralized coordinated assessment waiting list, which prioritizes homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status, or any subsequent updated versions.</td>
<td>X</td>
<td>Two</td>
<td>All other than short-term emergency/crisis shelter</td>
<td>Program Enrollment Records</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Client files are complete, accurate and entered into HMIS in a timely manner.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Case File Inspection and HMIS</td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td>Agency has a written client admissions policy with clearly delineated admission and eligibility criteria and procedures based on the CoC guidelines to the extent possible.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td>If an agency is unable to accept a person referred through coordinated assessment, the reasons are clearly documented for Coordinated Assessment staff.</td>
<td>X</td>
<td>Two</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Program 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 reasons.</td>
<td>X</td>
<td>Three</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
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</tr>
<tr>
<td>4.1</td>
<td>Programs serving families serve all types of families regardless of composition, age, gender or sexual orientation of family members.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Program does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability or other handicap, age, military status, marital or familial status.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Program/facility is in compliance with fair housing laws, rental housing laws and regulations and applicable provisions of the Americans with Disabilities Act.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Hours of operation and service availability are established and maintained and are made known to clients.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Hours of operation and service availability accommodate the needs of the clients to the fullest extent possible.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.6</td>
<td>Program works to place clients in appropriate stable permanent housing as quickly as possible.</td>
<td>X</td>
<td>Two</td>
<td>All Interim Housing</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.7</td>
<td>Case plans and/or housing support plans are based on individual client assessment and needs.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.8</td>
<td>Case plans are maintained and updated in a timely fashion.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
<tr>
<td>4.9</td>
<td>Program has clear procedures and documentation of how tenant rent is calculated.</td>
<td>X</td>
<td>One</td>
<td>PSH and TH</td>
<td>Policies and procedures; Client documentation</td>
<td></td>
</tr>
<tr>
<td>4.10</td>
<td>Program follows CoC guidelines around determination of length and amount of RRH and Prevention assistance.</td>
<td>X</td>
<td>Two</td>
<td>RRH and Prevention</td>
<td>Policies and procedures; Client Documentation</td>
<td></td>
</tr>
<tr>
<td>4.11</td>
<td>Participation in supportive services is voluntary unless required based on program type (i.e. substance abuse treatment in substance abuse recovery housing)</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Policies and procedures</td>
<td></td>
</tr>
</tbody>
</table>
### Section 5 - Connection to Education

<table>
<thead>
<tr>
<th>#</th>
<th>Standard</th>
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<th>Standard of Excellence</th>
<th>Target Date</th>
<th>Applicable Program Types</th>
<th>Method of Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Intake process for housing programs that serve families will include questions about the educational status of all children in the household.</td>
<td>X</td>
<td>One</td>
<td></td>
<td>Housing Programs</td>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>5.2</td>
<td>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.</td>
<td>X</td>
<td>One</td>
<td></td>
<td>Housing Programs</td>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>5.3</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td></td>
<td>Housing Programs</td>
<td>Policies and procedures</td>
</tr>
<tr>
<td>5.4</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td></td>
<td>Housing Programs</td>
<td>Policies and procedures</td>
</tr>
<tr>
<td>5.5</td>
<td>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.</td>
<td>X</td>
<td>One</td>
<td></td>
<td>Housing Programs</td>
<td>Policies and procedures</td>
</tr>
</tbody>
</table>
### Section 6 - Termination and Grievance

<table>
<thead>
<tr>
<th>#</th>
<th>Standard</th>
<th>Required</th>
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<th>Target Date</th>
<th>Applicable Program Types</th>
<th>Method of Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td>Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>Program follows administrative and legal due process when terminating housing or evicting clients becomes necessary.</td>
<td>X</td>
<td>One</td>
<td>Agencies acting as Landlord</td>
<td>Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td>Shelters</td>
<td>Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>6.4</td>
<td><strong>Loss of housing due to termination from program is used as a last resort and programs offer multiple steps for remediation before termination.</strong></td>
<td>X</td>
<td>Two</td>
<td>TH and PH Housing</td>
<td>Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Standard</td>
<td>Required</td>
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<tr>
<td>7.1</td>
<td>The Agency has a lead contact identified for Program Administration.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td></td>
<td>Submitted to CoC</td>
</tr>
<tr>
<td>7.2</td>
<td>The Agency has an operations policies and procedures manual.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>Available for review</td>
</tr>
<tr>
<td>7.3</td>
<td>Any agency operating as a nonprofit has a 501(c)3/EIN.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>IRS</td>
</tr>
<tr>
<td>7.4</td>
<td>The Agency maintains an Advisory Board and/or Board of Directors.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td></td>
<td>Board Composition</td>
</tr>
<tr>
<td>7.5</td>
<td>The Advisory Board has a makeup representative of the community served.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>Board Composition Details</td>
</tr>
<tr>
<td>7.6</td>
<td>The Agency has a Drug Free Workplace Policy.</td>
<td>X</td>
<td>Three</td>
<td>All</td>
<td></td>
<td>Posted and available</td>
</tr>
<tr>
<td>7.7</td>
<td>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.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>Available upon request</td>
</tr>
<tr>
<td>7.8</td>
<td>The Agency regularly participates in Continuum of Care and Community Meetings.</td>
<td>X</td>
<td>One</td>
<td>All</td>
<td></td>
<td>Meeting Records – Define consistently</td>
</tr>
<tr>
<td>7.9</td>
<td>All staff and applicable volunteers are screened and receive training before providing services.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>Documentation available – define screening</td>
</tr>
<tr>
<td>7.10</td>
<td>Agency uses a financial management system that is accurate, clear and current.</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>Results available</td>
</tr>
<tr>
<td>7.11</td>
<td>Agency has had an audit completed in the last 2 years</td>
<td>X</td>
<td>Two</td>
<td>All</td>
<td></td>
<td>Results available</td>
</tr>
</tbody>
</table>
Atlanta Continuum of Care  
FY2016 CoC Agency Certification Form

Partners for Home, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), is issuing this document which must be submitted with ALL new and renewal project applications.

The certifications below must be made by a representative of the organization that is appropriately authorized to do so (executive director, board president, etc.). This form must be received no later than August 5, 2016, at 4:00pm, for the application to be considered complete. Failure to submit this form may result in an application being not scored.

---

**Bed Prioritization for Chronically Homeless**
The Atlanta CoC prioritizes homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

The most current version of the Notice, as well as an FAQ document, can be found at: https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements.

All renewal Permanent Supportive Housing (PSH) projects should continue to either dedicate or prioritize 100% of their beds to people who are chronically homeless.

All new Permanent Supportive Housing (PSH) projects must dedicate 100% of their beds to people who are chronically homeless.

☑️ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it, if applicable.  
(Please initial) ________

---

**Equal Access to Housing**
In accordance with the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, the Atlanta CoC acknowledges that all HUD-assisted and HUD-insured housing programs are available to everyone who is eligible, regardless of actual or perceived sexual orientation, gender identity, or marital status. This is also consistent with Notice CPD-15-02: Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities.

More information can be found at: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule.

☑️ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.  
(Please initial) ________

---

**Housing First**
The Atlanta CoC follows a Housing First model, which is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold.

More information about Housing First can be found at: https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief.

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(Please initial) ________
Coordinated Entry
In accordance with the HUD Coordinated Entry Policy Brief, the Atlanta CoC has begun a coordinated entry system, and will continue to expand it, as appropriate.

The policy brief can be found at: https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief.

I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.
(Please initial) [Signature]

E-snaps Certifications
All CoCs need to ensure the accuracy of the project submissions and to confirm that all of the project recipients have all the appropriate documents attached to the Project Applicant Profile in e-snaps. The CoC is also responsible to ensure the documents are dated between May 1, 2016 and September 14, 2016; accurate and complete; and signed by the correct authorizing official. This includes the following forms:

1. SF-424 Application for Federal Assistance;
2. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application (if applicable);
3. Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility and the subrecipient must also be attached to the project application;
4. Applicant Certifications;
5. Form HUD-2880, Applicant/Recipient Disclosure/Update Report. Must be attached for each project and must include the correct amount of HUD assistance requested and must be dated between May 1, 2016 and September 14, 2016.
6. SF-LLL, Disclosure of Lobbying Activities (if applicable);
7. Applicant Code of Conduct. The Code of Conduct must be attached in e-snaps or on file with HUD at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct; and,
8. Form HUD-50070, Certification for Drug-Free Workplace dated between May 1, 2016 and September 14, 2016.

I certify that I am aware of these requirements, and that they will be, or have been, uploaded into e-snaps no later than August 11, 2016, at 4:00pm.
(Please initial) [Signature]

☐ N/A, my agency is a Sub-Recipient and not the entity using e-snaps.
(Please initial) [Signature]

Signature of Authorized Representative [Signature]

☐ “X” indicates electronic signature submitted

Print Name

Title

Agency and Project Name

Date

2
Atlanta Continuum of Care
FY2016 CoC Agency Certification Form

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(Please initial) [Signature]

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Signature of Authorized Representative
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<tr>
<th>Print Name</th>
<th>Kathy Colbenson, LMFT</th>
</tr>
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<tr>
<td>Title</td>
<td>President &amp; CEO</td>
</tr>
<tr>
<td>Agency and</td>
<td>CHR15 Kids Inc. - Atlanta CoC</td>
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<tr>
<td>Project Name</td>
<td></td>
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<tr>
<th>Print Name</th>
<th>Carol Collard</th>
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<tr>
<td>Title</td>
<td>President and CEO</td>
</tr>
<tr>
<td>Agency and Project Name</td>
<td>CaringWorks Inc.</td>
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(Please initial)

N/A, my agency is a Sub-Recipient and not the entity using e-snaps.
(Please initial)

Signature of Authorized Representative

□ "X" indicates electronic signature submitted

Print Name: JENNIFER PAVELLO

Title: ASSOCIATE EXECUTIVE DIRECTOR

Agency and Project Name: COVENANT HOUSE GA: SOUTH FULTON PS#1

Date: 5 Aug 2016
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<th>Kim E. Anderson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>CEO</td>
</tr>
<tr>
<td>Agency and</td>
<td>Families First</td>
</tr>
<tr>
<td>Project Name</td>
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<tbody>
<tr>
<td>Title</td>
<td>COO</td>
</tr>
<tr>
<td>Agency and Project Name</td>
<td>Georgia Rehabilitation Outreach, Inc</td>
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<th>Print Name</th>
<th>Darlene Schultz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>CEO</td>
</tr>
<tr>
<td>Agency and Project Name</td>
<td>Project Interconnections, Inc.-Phoenix House</td>
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<tr>
<td>Title</td>
<td>Program Manager</td>
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<td>Agency and Project</td>
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<tr>
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<tr>
<td>Agency and Project Name</td>
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Signature of Authorized Representative: Margaret R. Schnekle

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Print Name: Margaret R. Schnekle
Title: Executive Director
Agency and Project Name: Project Community Connections, Inc.
Date: August 1, 2016
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More information about Housing First can be found at: https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief.

☑ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.  
(Please initial) □ □
Coordinated Entry
In accordance with the HUD Coordinated Entry Policy Brief, the Atlanta CoC has begun a coordinated entry system, and will continue to expand it, as appropriate.

The policy brief can be found at: https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief.

☒ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it.
   (Please initial) DD

E-snaps Certifications
All CoCs need to ensure the accuracy of the project submissions and to confirm that all of the project recipients have all the appropriate documents attached to the Project Applicant Profile in e-snaps. The CoC is also responsible to ensure the documents are dated between May 1, 2016 and September 14, 2016; accurate and complete; and signed by the correct authorizing official. This includes the following forms:

1. SF-424 Application for Federal Assistance;
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3. Documentation of Applicant and Subrecipient Eligibility. All project applicants must attach documentation of eligibility and the subrecipient must also be attached to the project application;
4. Applicant Certifications;
5. Form HUD-2880, Applicant/Recipient Disclosure/Update Report. Must be attached for each project and must include the correct amount of HUD assistance requested and must be dated between May 1, 2016 and September 14, 2016.
6. SF-LLL, Disclosure of Lobbying Activities (if applicable);
7. Applicant Code of Conduct. The Code of Conduct must be attached in e-snaps or on file with HUD at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct; and,
8. Form HUD-50070, Certification for Drug-Free Workplace dated between May 1, 2016 and September 14, 2016.

☒ I certify that I am aware of these requirements, and that they will be, or have been, uploaded into e-snaps no later than August 11, 2016, at 4:00pm.
   (Please initial) DD

☐ N/A, my agency is a Sub-Recipient and not the entity using e-snaps.
   (Please initial) ________________

<table>
<thead>
<tr>
<th>Signature of Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ “X” indicates electronic signature submitted</td>
</tr>
<tr>
<td>Print Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Agency and Project Name</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
Atlanta Continuum of Care  
FY2016 CoC Agency Certification Form

Partners for Home, as the Collaborative Applicant for the Atlanta Continuum of Care (CoC), is issuing this document which must be submitted with ALL new and renewal project applications.

The certifications below must be made by a representative of the organization that is appropriately authorized to do so (executive director, board president, etc.). This form must be received no later than August 5, 2016, at 4:00pm, for the application to be considered complete. Failure to submit this form may result in an application being not scored.

---

**Bed Prioritization for Chronically Homeless**
The Atlanta CoC prioritizes homeless individuals and families experiencing chronic homelessness consistent with Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

The most current version of the Notice, as well as an FAQ document, can be found at: https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements.

All renewal Permanent Supportive Housing (PSH) projects should continue to either dedicate or prioritize 100% of their beds to people who are chronically homeless.

All new Permanent Supportive Housing (PSH) projects must dedicate 100% of their beds to people who are chronically homeless.

☑️ I certify that I am aware of this Atlanta CoC policy and agree to adhere to it, if applicable.
(Please initial)  

---

**Equal Access to Housing**
In accordance with the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, the Atlanta CoC acknowledges that all HUD-assisted and HUD-insured housing programs are available to everyone who is eligible, regardless of actual or perceived sexual orientation, gender identity, or marital status. This is also consistent with Notice CPD-15-02: Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities.

More information can be found at: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule .

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(Please initial)  

---

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   (Please initial) F. F.

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   (Please initial) F.

☐ N/A, my agency is a Sub-Recipient and not the entity using e-snaps.
   (Please initial) F.

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</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>FRANZ FORTUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>EXECUTIVE DIRECTOR</td>
</tr>
<tr>
<td>Agency and Project Name</td>
<td>Veterans Empowerment Organization (Family)</td>
</tr>
<tr>
<td>Date</td>
<td>08/05/16</td>
</tr>
</tbody>
</table>
Measure 1: Length of Time Persons Remain Homeless

This measure 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.

This measure includes data from each client’s “Length of Time on Street, in an Emergency Shelter, or Safe Haven” (Data Standards element 3.17) response and prepends this answer 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.

<table>
<thead>
<tr>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous FY</td>
<td>Current FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>6251</td>
<td>198</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>8584</td>
<td>432</td>
</tr>
</tbody>
</table>

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.
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.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months (0 - 180 days)</th>
<th>Returns to Homelessness from 6 to 12 Months (181 - 365 days)</th>
<th>Returns to Homelessness from 13 to 24 Months (366 - 730 days)</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>217</td>
<td>6</td>
<td>3%</td>
<td>6</td>
<td>3%</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>1787</td>
<td>184</td>
<td>10%</td>
<td>90</td>
<td>5%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>1284</td>
<td>147</td>
<td>11%</td>
<td>126</td>
<td>10%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>1018</td>
<td>41</td>
<td>4%</td>
<td>53</td>
<td>5%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>4306</td>
<td>378</td>
<td>9%</td>
<td>275</td>
<td>6%</td>
</tr>
</tbody>
</table>

This table shows the number of persons who exited from different sources to permanent housing destinations and how many of them returned to homelessness within various timeframes up to two years after their initial exit. The percentage of returns is also provided for each timeframe.
Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th></th>
<th>Previous FY PIT Count</th>
<th>2015 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>4797</td>
<td>4317</td>
<td>-480</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>1988</td>
<td>1688</td>
<td>-300</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>1434</td>
<td>1592</td>
<td>158</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>3422</td>
<td>3280</td>
<td>-142</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>1375</td>
<td>1037</td>
<td>-338</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>8894</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>6426</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>3644</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Performance Measurement Module (Sys PM)

**Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period**

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>2%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Metric 4.3 – Change in total income for adult system stayers during the reporting period**

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>2%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Metric 4.4 – Change in earned income for adult system leavers**

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>458</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>33%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Metric 4.5 – Change in non-employment cash income for adult system leavers**

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>458</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Metric 4.6 – Change in total income for adult system leavers**

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>458</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>194</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>42%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td></td>
<td>7160</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>1828</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td>5332</td>
<td></td>
</tr>
</tbody>
</table>

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td></td>
<td>9454</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>2299</td>
<td></td>
</tr>
<tr>
<td>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.)</td>
<td></td>
<td>7155</td>
<td></td>
</tr>
</tbody>
</table>

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 2016.
Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td></td>
<td>1186</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td></td>
<td>348</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td></td>
<td>404</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td></td>
<td>63%</td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in ES, SH, TH and PH-RRH who exited</td>
<td></td>
<td>7874</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td></td>
<td>3103</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td></td>
<td>39%</td>
</tr>
</tbody>
</table>

Metric 7b.2 – Change in exit to or retention of permanent housing

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td></td>
<td>2500</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td></td>
<td>2284</td>
<td></td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td></td>
<td></td>
<td>91%</td>
</tr>
</tbody>
</table>