The local process for the 2019 CoC competition will again be online, and much of the information collected is similar to the previous year. Different this year, however, some of the data information will already be calculated, and provided by email to the agencies, along with the APRs that the data was collected from. This will hopefully eliminate some of the confusion around the questions and the math involved. Although the numbers will be checked and checked again, it will be up to the agencies to confirm that the numbers are correct.

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, an agency must:
1. Submit this application via surveymonkey, using the data information from APRs, which will be provided to you for each project;
2. Email to Amy at amzaremba@atlantaga.gov and azaremba@partnersforhome.org
   a. A quick note when the application has been submitted (and she will send a pdf version for your files);
   b. A complete copy of all project documentation. This will vary from project to project and will not necessarily be limited to, but should include:
      · A complete intake package (required);
      · House rules and policies (required);
      · Client handbook (required);
      · Client termination and appeals process (required);
      · Client Comment/Suggestion form; and
      · Any other project documents.
   c. A pdf from SAGE of the most recent APR that was submitted for this project;
   d. A copy of any monitoring letters (with or without concerns or findings) that cover visits that have occurred since July 1, 2017;
   e. The 2019 Atlanta CoC Supplemental Questionnaire (will be posted here: https://partnersforhome.org/funding); and
   f. MOU between Partners for HOME (CoC Lead Agency) and applicant (will be posted here: https://partnersforhome.org/funding).
3. Complete the project application, with all updated forms, in e-snaps, no later than August 21, 2019, 12noon.

Please know that there may be additional information that is requested either after the release of this application or during the review process. It is expected that if additional information is requested, it will be provided in a timely manner. Any other documentation requested in the review process will be to help clarify your applications.

The scoring for the 2019 Atlanta CoC NOFA process will again be data driven. Therefore, some of
The questions that allow for narratives may be for informational purposes only. While most projects serve individuals, data for projects serving families will be adjusted, as applicable (since some measures relate to all persons served and others to heads of households).

The submission deadline for all completed renewal review applications, and all required documents, is August 5, 2019, 12noon. 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 21, 2019, 12noon. 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.

<table>
<thead>
<tr>
<th>2019 Atlanta CoC Renewal Project Review Application</th>
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<tbody>
<tr>
<td>GENERAL INFORMATION</td>
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<table>
<thead>
<tr>
<th>* 1. Name of Organization</th>
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<tr>
<th>* 2. Organization Type</th>
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<tr>
<td>□ Non-profit 501(c)(3)</td>
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<td>□ Unit of Government</td>
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<td>□ Public Housing Authority (PHA)</td>
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<td>□ Other (please specify)</td>
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<tr>
<th>3. Name of Sub-Recipient / Sponsor Organization (if applicable)</th>
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</tbody>
</table>
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
   - Name and Title
   - Phone Number
   - Email Address

* 6. HUD Project Name

* 7. Exact HMIS (or equivalent) Project Name

* 8. DUNS Number

* 9. SAM Registration Expiration Date

* 10. HUD Project Type
   - Permanent Supportive Housing - Project Based
   - Permanent Supportive Housing - Sponsor Based
   - Permanent Supportive Housing - Tenant Based
   - Rapid Rehousing
   - Support Services Only - HMIS
   - Support Services Only - Coordinated Entry

* 11. Total HUD 2018 Funding Request
* 12. Is this amount less than previous year due to under-utilization or under-spending?

- Yes
- No

* 13. If any funding reductions are proposed (Q12), please explain. If no changes, please enter n/a. (500 characters maximum)

* 14. Please provide a brief, but complete, description that addresses the entire scope of the project. (1000 characters maximum)

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**2019 Atlanta CoC Renewal Project Review Application**

**PROJECT OVERVIEW AND STRATEGIC ALIGNMENT**

The Atlanta CoC works to align itself with the HUD priorities, as well as with the USICH Plan, *Opening Doors*. Additionally, the Atlanta CoC has recently adopted *ClearPath*, a five-year strategic plan, which outlines the principles and priorities for the CoC. 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. Provide a brief explanation for each of the subparts, when requested. Please note, however, to remain as objective as possible, much of the scoring is based on the data and backup provided. The explanations may be for informational purposes only.

Unless otherwise indicated, for questions that reference project performance, please include the applicable project performance data from the data document that was provided for this project. This data was derived from APRs that were pulled from HMIS (or equivalent) covering the periods of 07/01/2017 – 06/30/2018 and 07/01/2018 - 06/30/2019. This document was provided to make the application process easier and less onerous on the agencies. However, even though this data was checked a few times, please confirm that it is correct. If you find believe you found an error, please email Amy Zaremba (amzaremba@atlantaga.gov/azaremba@partnersforhome.org) as soon as it is discovered.

If your project is newer and does not have one or both of the complete years to report on, please note that and explain how the project will meet the objectives, when narratives are indicated.
The Atlanta CoC Coordinated Entry Process prioritizes individuals and families based upon their duration of homelessness, vulnerability factors as well as barriers to securing and maintaining housing.

CoC-funded projects frequently work with individuals and/or families who have significant barriers to securing and maintaining housing, as such CoC and CoC-funded projects, must ensure that our standard of care, program policies and procedures, and portfolio of housing and services options is responsive to those needs. To that end, CoC-funded projects are expected to reduce and remove barriers to accessing services, program acceptance and entry and continued program participation.

Please review and answer the following questions as applicable to the renewal project.

* 15. Does the project accept 100% of participants from the Coordinated Entry process (This may be verified.)
   ○ Yes
   ○ No

* 16. Please briefly explain your response from Q15, especially if the response is no. (1000 characters maximum)

   

* 17. Since July 1, 2018, how many coordinated entry referrals made to this project, were denied admission? (This may be verified) Please briefly explain. (1000 characters maximum)

   

* 18. Since July 1, 2018, how many new enrollments did not come from coordinated entry? (This may be verified) Please briefly explain. (1000 characters maximum)

   

19. Which of the following does the project screen out referrals from coordinated entry? (That is, if a potential client is referred through the coordinated entry process, which of the following will prohibit this client from being accepted in the project? And this may be verified.)

- [ ] Having too little income
- [ ] Active or history of substance abuse
- [ ] Having a criminal record (with the exception of state-mandated restrictions)
- [ ] History of victimization (eg domestic violence, sexual assault, childhood abuse)
- [ ] Gender orientation or gender identity
- [ ] None of the above

20. Please briefly explain your response from Q19. (1000 characters maximum)

---

21. Does the project ensure that participants are not terminated from the program for the following reasons? (That is, which of the following can occur and the participant remain in the program? And, again, this may be verified.)

- [ ] Failure to participate in supportive services
- [ ] Failure to make progress on a service plan
- [ ] Loss of income or failure to improve income
- [ ] Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- [ ] Failure to pay rent
- [ ] None of the above

22. Please briefly explain your response from Q21. (1000 characters maximum)

---

23. Does the project use a harm-reduction model for drugs and/or alcohol use? (Open to verification.)

- [ ] Yes
- [ ] No

24. If your response to Q23 was yes, please provide a specific example (without identifying anyone) illustrating a time when a harm-reduction model was used. If your response to Q23 was no, please explain why not. (1000 characters maximum)
* 25. Does the project have specific policies and procedures that work to prevent eviction or lease violations? (Subject to verification.)

- Yes  (If yes, please include in email with project materials)
- No

* 26. Please briefly explain your response from Q25. (1000 characters maximum)

[Blank space]

* 27. Since July 1, 2018, how many households have been evicted/terminated from this project? Please explain. (This may be verified.) (1000 characters maximum)

[Blank space]

---

**2019 Atlanta CoC Renewal Project Review Application**

**Program Policies & Procedures – Program Entry and Continued Program Participation (Continued)**

* 28. Please indicate which of the following are required for clients to move into this project. (That is, which of the following does a client need in order to move into a unit. And, this may be verified.)

- [ ] Current employment or other income
- [ ] State issued identification
- [ ] No presenting of symptoms of mental illness
- [ ] No presenting evidence of substance use (i.e. sobriety)
- [ ] 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

* 29. Please briefly explain your response from Q28. Provide a description and explanation for each of the program requirements as selected above. The description should include the reasons for any of the selection program requirements. (1000 characters maximum)

[Blank space]
For all questions that refer to data from APRs, use the APR documents that were provided specific to this project.

* 30. Populations Served (check all the apply)

- Adult households without children (individuals and couples, 25 and older, with no children)
- Adult households with children (individuals and couples, age 25 and older, with children)
- Youth households without children (individuals and couples, age 18-25, with no children)
- Youth households with children (individuals and couples, age 18-25, with children)
- Unaccompanied youth under age 18

* 31. Total persons served in one year [July 1, 2018 - June 30, 2019] (Project Data Document Q1)

<table>
<thead>
<tr>
<th>Mental Health Problem</th>
<th>Alcohol Abuse</th>
<th>Drug Abuse</th>
<th>Both Alcohol and Drug Abuse</th>
<th>Chronic Health Condition</th>
<th>HIV/AIDS</th>
<th>Developmental Disability</th>
<th>Physical Disability</th>
<th>Fleeing Domestic Violence</th>
<th>Veterans</th>
<th>Chronically Homeless</th>
<th>Youth Households</th>
<th>Zero Cash Income at Entry</th>
</tr>
</thead>
</table>

* 32. What is the percentage of clients served from each of the sub-populations below? [July 1, 2018 – June 30, 2019] (Project Data Document Q2 - Q14)
33. Percent of exiting persons who exited to permanent housing

- b. July 1, 2017 – June 30, 2018 (Project Data Document Q22)

34. Please explain any decreases from last year, and whether there is a decrease or not, how your agency plans to continue to improve the permanent housing placements for exiting project participants (1000 characters maximum).

35. Percent of persons who maintained or obtained permanent housing


36. Please explain any decreases from last year, and whether there is a decrease or not, how your agency plans to continue to improve housing stability for project participants (1000 characters maximum).

37. Percentage of participants who gained or increased earned income from entry to latest status/exit

- a. APR July 1, 2018 – June 30, 2019 (Project Data Document Q28)
- b. APR July 1, 2017 – June 30, 2018 (Project Data Document Q29)
* 38. Percentage of all participants with cash income other than employment from entry to latest status/exit
   a. APR July 1, 2018 – June 30, 2019 (Project Data Document Q30)
   b. APR July 1, 2017 – June 30, 2018 (Project Data Document Q31)

* 39. Please explain any decreases from last year, and whether there is a decrease or not, how your agency plans to **continue to improve** income for project participants (1000 characters maximum).

* 40. Percent of clients with 1+ Source of income at annual assessment/exit
   a. July 1, 2018 – June 30, 2019 (Project Data Document Q34)
   b. July 1, 2017 – June 30, 2018 (Project Data Document Q37)

* 41. Please describe any decreases from last year, and whether there is a decrease or not, how your agency plans to **continue to increase** the percentage of participants who access mainstream benefits (1000 characters maximum).

* 42. Percent with health insurance (2018-2019)
   a. Stayers July 1, 2018 – June 30, 2019 (Project Data Document 40)
   b. Leavers July 1, 2018 – June 30, 2018 (Project Data Document 43)
* 43. Percent with health insurance (2017-2018)
   a. Stayers July 1, 2017 –
      June 30, 2018 (Project Data Document 46)
      
   b. Leavers July 1, 2018 –
      June 30, 2018 (Project Data Document 49)

* 44. Please describe any decreases from last year, and whether there is a decrease or not, how your agency plans to continue to increase the percentage of participants who access health insurance (1000 characters maximum).

* 45. Average Utilization Rate -- PSH Only (not scored - informational purposes only)
   a. Percent Utilization -
      July 1, 2018 - June 30, 2019 (Project Data Document Q52)
      
   b. Percent Utilization - July 1, 2017 - June 30, 2018
      (Project Data Document Q55)

* 46. Average Length of Time between Project Start Date and Project Move-in (not scored - informational purposes only)
   a. July 1, 2018 - June 30, 2019 (Project Document Data Q56)
   
   b. July 1, 2017 - June 30, 2018 (Project Document Data Q57)

* 47. Please describe any utilization rate (PSH) decreases and length of time to move-in increases from last year and how your agency plans to improve this measure (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.

OTHER IMPORTANT FACTORS

Please note, for this section, the math for Q57 - Q62 was not calculated, as these questions refer to the most recently completed grant year. You will need to run a test APR from SAGE and refer to that to get the numbers necessary. Please also include that SAGE APR pdf with the documents you email to complete your application.

* 48. Expended Funding for Current Contract
   a. Start and end date of this HUD award that is current
   b. Total amount of award
   c. Total amount of funds not yet drawn down

* 49. Do you anticipate you will have unspent funds at the expiration date of this current contract?
   ○ Yes
   ○ No

* 50. If yes, how much? And please explain the reason for the unexpended funds.

* 51. Did you have unspent HUD funds at the expiration of grant terms in any of the previous years listed in Q52, if applicable?
   ○ Yes
   ○ No
* 52. If yes, how much? (Enter 0 if all funds were expended and n/a if it does not apply)

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2018-2019 (ended in 2019, if already expired)</td>
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<td>2017-2018 (ended in 2018)</td>
<td></td>
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<tr>
<td>2016-2017 (ended in 2017)</td>
<td></td>
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<tr>
<td>2015-2016 (ended in 2016)</td>
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</tbody>
</table>

* 53. Have there been extenuating circumstances in drawing down funds such as a change in the grant year or execution of the contract?

☐ Yes
☐ No

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

[Blank line]

* 55. 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)

* 56. What was the total budget for this project (include all financial resources, including in-kind) and the total HUD award for this project for the most recently completed grant year?

a. Total Annual Budget
b. Total HUD Award
c. Start and End Date
* 57. How many persons were served during the above time period? (from SAGE APR Q5a, Total - must email pdf copy)


* 58. What is the average cost per person served (full project budget)?

(SurveyMonkey Q56a / SurveyMonkey Q57) = 

* 59. What is the average per person served (these HUD funds only)

(SurveyMonkey Q56b / SurveyMonkey Q57) = 

* 60. How many persons either remained in permanent housing or exited the project to permanent destinations over the course of the program year? ([APR Q23a, third from bottom row, "Total persons exiting to positive housing destinations"] + [APR Q23b, third from bottom row, "Total persons exiting to positive housing destinations"] + [APR Q5a, stayers])


* 61. What is the average cost per exit to, or maintenance of, permanent housing over the course of the program year (full project budget)?

(SurveyMonkey Q56a / SurveyMonkey Q60) = 

* 62. What is the average cost per exit to, or maintenance of, permanent housing over the course of the program year (these HUD funds only)?

(SurveyMonkey Q56b / SurveyMonkey Q60) = 

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

- Yes
- No

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


2019 Atlanta CoC Renewal Project Review Application

Program Monitoring and Timely APR Submission
* 65. When was your most recent HUD monitoring visit (if applicable)?


* 66. Please provide an explanation for any open or unresolved findings or concerns, from the above visit, if applicable (500 characters maximum).


* 67. Has the agency had any site visits/monitoring from ANY funder (private or government, including HUD ESG) since July 1, 2017 (past two years) or ANY outstanding monitoring or audit findings or concerns, even if prior to July 1, 2017. If yes to EITHER, send any and all correspondence regarding the results of these site visits (including any concerns/findings and letters addressing such) with the other documentation.

  ○ Yes
  ○ No

* 68. Please list all site visits/monitorings since July 1, 2017.


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


* 70. Ending date for the last completed grant year?


* 71. Date the APR for last completed grant year was submitted and accepted in SAGE?


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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.”
* 72. Do you agree to have all required and acceptable match commitments and documentation by the e-snaps final deadline?

☐ Yes
☐ No

* 73. Do you acknowledge that failure to have the required and acceptable match documentation may result in this project being excluded from the project listing (that is, not ranked for future funding)?

☐ Yes
☐ No

2019 Atlanta CoC Renewal Project Review Application

Assurances

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.

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.

* 74. Electronic Acknowledgement

Name and Title

Date

2019 Atlanta CoC Renewal Project Review Application

Thank you!

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:

For each Renewal Project, an agency must:

1. Submit this application via surveymonkey, using the data information from APRs, which will be provided to you for each project;

2. Email the following documents to Amy at amzaremba@atlantaga.gov and azaremba@partnersforhome.org:

   a. A quick note when the application has been submitted (and she will send a pdf version for your files);

   b. A complete copy of all project documentation. This will vary from project to project and will not necessarily be limited to, but should include:
      · A complete intake package (required);
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      · Client Comment/Suggestion form; and
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   c. A pdf from SAGE of the most recent APR that was submitted for this project;

   d. A copy of any monitoring letters/correspondence (with or without concerns or findings) that cover visits that have occurred since July 1, 2017;

   e. The 2019 Atlanta CoC Supplemental Questionnaire (will be posted here: https://partnersforhome.org/funding); and

   f. MOU between Partners for HOME (CoC Lead Agency) and applicant (will be posted here: https://partnersforhome.org/funding).

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.

Please remember that you need to have your e-snaps application and all required updated documentation (excluding match letters, which will not be due until the final e-snaps date) complete by August 21, 2019, 12noon. 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 towards making homelessness rare, brief, and nonrecurring in Atlanta!