

Atlanta Continuum of Care

Introduction

Partners for HOME (“PfH”), on behalf of the Atlanta Continuum of Care (CoC), releases this grant application for a direct service provider to provide outreach and navigation services to people experiencing homelessness in the City of Atlanta. PfH is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta Continuum of Care (CoC) — a Housing and Urban Development (HUD) program that promotes community-wide commitment to the goal of ending homelessness and provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse people impacted by homelessness. Its mission is to coordinate a comprehensive crisis response system to end homelessness in the City of Atlanta.

Applicant Eligibility

Agencies interested in applying for grant funds must meet the following criteria to be considered for consideration:

- Agency must be a registered 501(c)(3) nonprofit organization serving —or willing to serve — clients experiencing homelessness in the City of Atlanta.

Project Overview

This funding opportunity is seeking agencies that can:

1. Provide assertive outreach to engage individuals and build rapport to quickly get individuals document ready with the goal of exiting homelessness.
2. Targeted encampment focus in collaboration with PfH and other stakeholders to determine locations and schedules.
3. Determine needs for each encampment and increase buy-in of unsheltered households in and out of encampments.
4. Enroll clients served by outreach and navigation project into Coordinated Entry (CE).
5. Enroll all clients in outreach and navigation project within 72 hours of client consent to services.
6. Provide continued follow up with clients who initially refuse services.
7. Serve as subject matter experts on outreach best practices, local resources for navigation, and City of Atlanta geography of unsheltered population.
8. Create and maintain a by-name list of all individuals in encampments to use for prioritization and tracking.
9. Assist enrolled clients with acquiring documents needed for housing. Obtain all key documents including ID, Birth Certificate, Social security card, and HUD McKinney (where applicable) and any other documents necessary to progress toward housing move in.
10. Serve as client champion for households enrolled in outreach and navigation, ensuring that clients remain in communication, engaged and working toward housing.
11. Work with housing providers to provide necessary documents, information, and warm hand-off of households served when they are referred to housing interventions.

Project Outcomes

Agencies will be measured by their ability to:

1. 90% of individuals enrolled in outreach and navigation will be referred to the housing queue in Coordinated Entry within 30 days of program enrollment
2. 100% of individuals enrolled in outreach and navigation will be screened for needed identifying documents and assisted to obtain those documents
3. 75% of households enrolled in outreach and navigation will become completely “document ready” (ID, SSC, and BC, all uploaded to HMIS) within 60 days of program enrollment
4. 70% of households increase/maintain/obtain income and/or mainstream (income from non-employment including SOAR) benefits during program enrollment
5. 100% of individuals who are linked to a permanent housing intervention through Coordinated Entry will be navigated and moved into that housing intervention

General Information

This section will be reviewed internally by the Partners for HOME Advancement team.

This **Outreach and Navigation** funding opportunity is part of the Atlanta CoC homeless response plan. The following documents will be uploaded as part of the application:

- FY24 organizational budget
- Two years of audited financials *or* internal financial statements to include a State of Financial Position (Balance Sheet), Statement of Activities(Profit & Loss)
- Financial Policies and Procedures (organizations funded by PfH in the past 12 months do not need to submit)
- Data Quality Submission report for the period of April 1 - July 31, 2024

* 1. Organization and Contact Information

Name of Organization	<input type="text"/>
Organization Tax ID (EIN)	<input type="text"/>
Organization Founding Year	<input type="text"/>
Application Contact Name	<input type="text"/>
Application Contact Email	<input type="text"/>

Threshold Section

* 2. **HMIS:** Will your organization use ClientTrack or a DV comparable database for this project?

- We currently use ClientTrack or a DV comparable database and will use it for this project.
- We do not currently use ClientTrack or a DV comparable database but will use it for this project.
- We do not currently use ClientTrack or a DV comparable database and will not use it for this project.

Experience Section (30 points total)

* 3. **Length of Experience.** How long has the organization provided homeless services in the below CoCs?

Atlanta CoC	<input type="text"/>
Balance of State	<input type="text"/>
Cobb CoC	<input type="text"/>
DeKalb CoC	<input type="text"/>
Fulton CoC	<input type="text"/>
Other CoC (Please share name and years)	<input type="text"/>

4. **Current Experience.** Does the agency have a current project in HMIS that is similar to the project category being applied for? If yes, please share the HMIS project name. If no, please enter N/A.

5. **Subpopulation Experience.** Please check all subpopulations your agency has experience with:

- Domestic Violence
- Youth
- LGBTQ+
- Veterans
- Families
- Chronic

* 6. **Team Contacts.** List the name and title of staff contacts in the following areas:

Administration (person responsible for organization management)

Finance (person responsible for grants management and submitting expenses)

Programs (person responsible for leading and managing project implementation)

Performance (person responsible for monitoring HMIS data, project outcomes and submitting performance reports)

* 7. **Housing First.** Give a specific example of how your organization incorporates Housing First when working with clients. If your agency does not currently incorporate Housing First with clients, how will you incorporate this practice model in the proposed project? (1,000 character limit)

* 8. **Cultural and Linguistic Competencies.** Give a specific example of how your organization incorporates cultural and linguistic competencies when working with clients. If your agency does not currently incorporate cultural and linguistic competencies with clients, how will you incorporate this practice model in the proposed project? (1,000 character limit)

* 9. **Trauma-Informed Care.** Give a specific example of how your organization incorporates trauma-informed care when working with clients. If your agency does not currently incorporate trauma-informed care competencies with clients, how will you incorporate this practice model in the proposed project? (1,000 character limit)

* 10. **Racial Equity.** Give a specific example of how Black and Indigenous People of Color (BIPOC) inform decision-making of the organization. (1,000 character limit)

* 11. **Racial Equity.** What percentage of the agency's Board, Leadership and Program Staff identify as a BIPOC?

Board	<input type="text"/>
Staff Leadership	<input type="text"/>
Program Staff	<input type="text"/>

* 12. **Lived Expertise.** Give a specific example of how persons with lived expertise (PLE) inform decision-making of the organization. (1,000 character limit)

* 13. **Lived Expertise.** What percentage of the agency's Board, Leadership and Program Staff identify as PLE?

Board	<input type="text"/>
Staff Leadership	<input type="text"/>
Program Staff	<input type="text"/>

* 14. **Sustainability.** Describe the organization's plan to financially sustain this project when the grant ends. Please include details for maintaining services and staff necessary for clients to remain enrolled in the project.

* 15. **Financial Management.** Describe your organization's ability to manage grant funds. Include software used to aid in isolating grant expenses and revenues as well as procedures for reporting financial updates to funders. (1,000 character limit)

* 16. **Grant Management.** Has your organization lost funding from the Atlanta CoC in the past? Please share details that led to the loss of funds. **This may be verified.**

* 17. **Grant References.** Please provide two separate references for a past grant awarded to the agency. These references cannot be the Atlanta CoC. **This may be verified.**

Grantor 1 Name	<input type="text"/>
Grantor 1 Point of Contact	<input type="text"/>
Point of Contact 1 Email	<input type="text"/>
Point of Contact 1 Phone	<input type="text"/>
Amount of Grant 1	<input type="text"/>
Purpose of Grant 1	<input type="text"/>
Grantor 2 Name	<input type="text"/>
Grantor 2 Point of Contact	<input type="text"/>
Point of Contact 2 Email	<input type="text"/>
Point of Contact 2 Phone	<input type="text"/>
Amount of Grant 2	<input type="text"/>
Purpose of Grant 2	<input type="text"/>

Project Details and Reporting

This section references project components from the Atlanta CoC's Data Quality Plan. This section will be reviewed internally by the Partners for HOME Programs team.

Project Section (35 points total)

* 18. **Outreach and Navigation.** Describe the agency's plan for implementing the program components listed below. Please provide a detailed and concise explanation with examples of how your agency will:

1. Provide assertive outreach to engage individuals and build rapport to quickly get individuals document ready with the goal of exiting homelessness.

2. Targeted encampment focus in collaboration with PfH and other stakeholders to determine locations and schedules.

3. Determine needs for each encampment and increase buy-in of unsheltered households in and out of encampments.

4. Enroll clients served by the outreach and navigation project into Coordinated Entry (CE).

5. Enroll all clients in outreach and navigation project within 72 hours of client consent to services.

6. Provide continued follow up with clients who initially refuse services.

7. Serve as subject matter experts on outreach best practices, local resources for navigation, and City of Atlanta geography of unsheltered population.

8. Create and maintain a by-name list of all individuals in encampments to use for prioritization and tracking.

9. Assist enrolled clients with acquiring documents needed for housing. Obtain all key documents including ID, Birth Certificate, Social security card, and HUD McKinney (where applicable) and any other documents necessary to progress toward housing move in.

10. Serve as client champion for households enrolled in outreach and navigation, ensuring that clients remain in communication, engaged and working toward housing.

11. Work with housing providers to provide necessary documents, information, and warm hand-off of households served when they are referred to housing interventions.

* 19. **Project Ramp Up.** How long will it take the agency to ramp up for this project after grant execution (e.g. hire and train staff, provide coverage for current staff, etc.)

- 1-30 days
- 31-60 days
- 61-90 days

* 20. **Project Ramp Up.** Provide a detailed timeline of how the agency will ramp up after grant execution. Include details about filling vacant staff roles, training of new staff and staff coverage during the ramp up period.

* 21. **Project Outcomes.** Describe the organization's internal processes for reaching the below project outcomes. Please provide a detailed explanation with examples of how your agency will reach the following goals:

1. 90% of individuals enrolled in outreach and navigation will be referred to the housing queue in Coordinated Entry within 30 days of program enrollment

2. 100% of individuals enrolled in outreach and navigation will be screened for needed identifying documents and assisted to obtain those documents

3. 75% of households enrolled in outreach and navigation will become completely "document ready" (ID, SSC, and BC, all uploaded to HMIS) within 60 days of program enrollment

4. 70% of households increase/maintain/obtain in income and/or mainstream (income from non-employment including SOAR) benefits during program enrollment

5. 100% of individuals who are linked to a permanent housing intervention through Coordinated Entry will be navigated and moved into that housing intervention

6. 50% of individuals enrolled will exit to a pathway to housing, such as emergency shelter, interim housing, permanent housing, or rapid rehousing

* 22. **Data Quality.** Does your organization have an Outreach and Navigation Data Quality Report with clients enrolled for the period of April 1 through July 31, 2024?

Yes. Please upload report in question 23 to be scored.

No. Please answer question 24.

23. Upload your Outreach and Navigation Data Quality Report for the period of April 1 through July 31, 2024. **Name this document "Outreach and Navigation Data Quality Report."**

Upload this document in PDF format. Maximum file size is 16MB.

No file chosen

24. **Data Quality.** If your organization *does not have* an Outreach and Navigation Data Quality Report for the period of April 1 through July 31, 2024, explain how you will adhere to the following Atlanta CoC Data Quality Plan components. (250 character limit)

Having an error rate of less than 5% for data elements.

Enrolling clients into project within 48 operating hours.

Financials

Please attach the following financial documents as part of your application. This section will be reviewed internally by the Partners for HOME Finance team.

Financial Review Section (35 points total)

* 25. Upload your Board-approved, current fiscal year organization budget. **Name this document "Organization Budget."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

26. Upload the two most recent years of audited financials. **Name this document "Audited Financials."** If an audit was **not completed within the last two years**, please provide the most recent financial statements, including a Statement of Financial Position and a Statement of Activities.

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

27. Upload internal financial statements to include a Balance Sheet and Profit & Loss Statement if you do not have audited financials or a Statement of Financial Position and Statement of Activities. **Name this document "Internal Financials."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

* 28. Upload your financial policies and procedures manual. **Name this document "Financial Policies and Procedures."**

Upload this document in PDF format. Maximum file size is 16MB.

Choose File

Choose File

No file chosen

* 29. Based on a budget of **\$480,000** please upload your project budget using the budget template.

Choose File

Choose File

No file chosen