

General Information

This application must be completed in one-sitting. Much of the information collected as part of the local competition is similar to previous years, however the order of questions and instructions may have changed. Please read each question carefully.

Performance Documents: Agencies will upload the following documents as part of performance related questions:

- APR
- Data Quality Report
- Coordinated Entry Dashboard

Policies and Forms: Agencies will upload the following documents as part of policy and forms related questions:

- Project Enrollment Policy: Steps that show how clients are enrolled in a project.
- Move-In Policy (For PH): Steps that show the process for moving clients into a housing project.
- Harm Reduction Policy: Steps that show how an agency progresses with a client.
- Eviction Prevention Policy (For PH): Steps that show how an agency prevents eviction from housing.
- Eviction Policy (For PH): Steps that show how an agency evicts a clients from housing.
- Client Appeals Policy : Steps that show how a client can appeal an agency decision.
- Project Termination Policy: Steps that show how a client is completely terminated from a project.
- Grievance Policy: Steps that show how a client can file a complaint with an agency.
- Feedback Form: Form that a client completes to give positive or negative feedback to an agency.

Finance and Monitoring Documents: Agencies will upload the following documents as part of Match and Monitoring questions:

- Match Commitments on agency letterhead
- Monitoring letters that cover visits since July 1, 2022

The application answers and materials will be reviewed by the Rank and Review Committee. Unless requested, no other information will be used to review local competition applications. **The local competition application deadline is August, 22, 2023.**

No late submissions will be accepted.

* 1. Organization and Contact Information

Name of Organization

Application Contact Name

Application Contact Phone Number

Application Contact Email Address

* 2. Organization SAM Registration Expiration Date

3. Name of Grant Subrecipient or Sponsor Organization (Leave blank if not applicable)

4. Subrecipient/ Sponsor Organization Type (Leave blank if not applicable)

Nonprofit 501(c)(3)

Government Unit

Public Housing Authority

* 5. HUD Project Name (please make sure this matches GIW)

* 6. HUD Project Type

HMIS

PH-Permanent Supportive
Housing

PH-Rapid Rehousing

SSO-Coordinated Entry

* 7. HUD Total Funding Request (please refer to amount on GIW)

* 8. Is your HUD total amount requested less than the previous year due to underutilization or underspending?

Yes

No

9. If you answered yes to the previous question, please explain.

* 10. **Project scope.** Provide a description that addresses the scope of the project. Include details for project components, team members responsible for project components and number of people served.

*Project components can include categories such as outreach, assessment, referrals, housing identification, leasing/ rental assistance, case management and support services.

Coordinated Entry

The following questions relate to coordinated entry data from the period of July 1, 2022 through June 30, 2023.

* 11. How many clients were referred to your HUD project through coordinated entry?

* 12. How many clients were rejected from your HUD project through coordinated entry? To calculate this total:

1. Open the Atlanta CE Provider Workspace.
2. Select the Referrals to My Projects Report.
3. View Column N.
4. Filter by rejected.

* 13. Upload the dashboard from above that demonstrates reasons for any coordinated entry rejections. Name the document **CE Rejections**.

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

Choose File

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Project Policies and Forms

The following questions relate to Project Policies and Forms. Please make sure the policies uploaded provide clear steps, from start to finish, of how your agency implements the specific policy with clients.

* 14. Which of the following will prevent a client referred through coordinated entry from being enrolled in your project? Check all that apply.

- Little or no income
- Active/history of substance abuse
- Gender identity/Sexual orientation
- Criminal record (with the exception of state-mandated restrictions)
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
- None of the listed will prohibit a client from being enrolled into the project.

Other (Please list reason)

* 15. Upload the agency's policy or other evidence that clearly demonstrates procedures related to enrollment of a client into the project. Name the document **Project Enrollment Policy**.

* Please make sure to extract the specific policy from your comprehensive handbooks.

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

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* 16. Which of the following factors are required for clients to move into housing as part of this project. Check all that apply.

- Sobriety
- Medication compliance
- Current income (employment, SSI, etc.)
- No presenting symptoms of mental illness
- Order of protection, police involvement or specified time separated from abuser for DV survivors
- None of the listed will prevent a client from moving into a housing unit as part of the project.

Other (Please list reason or enter N/A if this question is not applicable to your project)

* 17. Upload the agency's policy or other evidence that clearly demonstrates procedures related to move-in of a client into housing as part of the project. Name the document **Move-In Policy**.

* Please make sure to extract the specific policy from your comprehensive handbooks.

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* 18. Which of the following can terminate a client from the project? Check all that apply.

- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Failure to participate in supportive services (including case management)
- Failure to pay rent (e.g. will failure to pay rent exclude a client from continued services)
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the listed will terminate a client from the project.

Other (please specify)

* 19. Upload the agency's policy that clearly demonstrates procedures related to a client being terminated from the project. Name the document **Termination Policy**.

*Please make sure to extract the specific policy from your comprehensive handbooks.

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* 20. Were any households evicted from July 1, 2022 through June 30, 2023?

* 21. If yes to Q20, how many clients had their services terminated as a result of the eviction?
Please explain.

(This may be verified.)

* 22. Upload the agency's policy that clearly demonstrates procedures related to eviction prevention from project housing. Name the document **Eviction Prevention Policy**.

* Please make sure to extract the specific policy from your comprehensive handbooks.
Upload this document in PDF format. Maximum file size is 16MB.

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* 23. Upload the agency's policy that clearly demonstrates procedures related to eviction from the project. Name the document **Eviction Policy**.

* Please make sure to extract the specific policy from your comprehensive handbooks.
Upload this document in PDF format. Maximum file size is 16MB.

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* 24. Upload the agency's policy that clearly demonstrates procedures related to harm reduction. Name the document **Harm Reduction Policy**.

* Please make sure to extract the specific policy from your comprehensive handbooks.
Upload this document in PDF format. Maximum file size is 16MB.

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* 25. Upload the agency's policy that clearly demonstrates procedures related to client appeals. Name the document **Appeals Policy**.

*Please make sure to extract the specific policy from your comprehensive handbooks.
Upload this document in PDF format. Maximum file size is 16MB.

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* 26. Upload the agency's policy that clearly demonstrates procedures related to client filing of grievances. Name the document **Grievance Policy**.

*Please make sure to extract the specific policy from your comprehensive handbooks.
Upload this document in PDF format. Maximum file size is 16MB.

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No file chosen

27. Upload the agency's form that clearly demonstrates questions a client may answer to provide feedback (positive or negative) to an agency. Name the document **Feedback Form**.

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

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No file chosen

* 28. Please check all the populations this project will serve.

- Adult households without children (individuals and couples aged 25 and older)
- Adult Family households with children (individuals and couples aged 25 and older)
- Youth households without children (individuals and couples aged 18-24)
- Parenting Youth households with children (individuals and couples aged 18-24)

Performance

The following questions relate to APR data from the period of July 1, 2022 through June 30, 2023. Please refer to your APR from this time period.

* 29. What is the percent of exiting participants who exited to positive housing destinations?

For PSH and RRH projects, refer to APR Q23C, Last Row

* 30. What is the percent of participants who gained, maintained or increased income?

For PSH projects, refer to APR Q19A1, Row 6, Column J

For RRH projects, refer to APR Q19A2, Row 5, Column J

* 31. What is the percent of clients with health insurance? To calculate the the total for PSH:

1. Refer to APR Q21, last two rows. Total sum in Annual Column and Exit Column.
2. Divide this number by adding (Q5A Stayers + Q5A Leavers - Q21 Clients not Needing Annual Assessment).
3. Divide Step 1 by Step 2. Enter this number for PSH answer.

For PSH projects, refer to instructions in question.

For RRH projects, refer to APR Q21. Add the last two rows in the last column /Q5A Leavers

* 32. Please share what strategies your agency is implementing to ensure clients have access to health insurance.

* 33. What is the average (%) utilization rate for your PSH project? RRH can enter N/A. To calculate for PSH:

1. Add the 4 Point-in-Time numbers from Q8b Total Column.
2. Divide the number by 4 to get an average.
3. Divide the average by the total number of contracted units.

For PSH, refer to instructions above.

* 34. What is the average length of time between start date and move-in?

For PH, refer to APR Q22c

Clarify if project is Tenant Based, Project Based or Sponsor Based

* 35. How does your agency evaluate its project and agency performance?

HMIS and Data Quality Reporting

The following questions relate to data reported in the HMIS Active Client List and Data Quality Reports for the period of July 1, 2022 through June 30, 2023. Please refer to these documents for this time period.

* 36. Does the project enrollment in HMIS matches what agency is contracted for?

For RRH: Number Enrolled (Refer to APR Q5a, Number of Heads of Household Enrolled)

For RRH: Number contracted for the most recent grant period

* 37. For the below questions, please refer to your Data Quality Report from July 1, 2022 through June 30, 2023.

For Q2, are any of the numbers in the % of error Rate column higher than 5%?

For Q3, are any of the numbers in the % of error Rate column higher than 5%?

For Q4, are any of the numbers in the % of error Rate column higher than 5%?

For Q6, rows 3 through 5, are any of the numbers in columns 2 or 3 (project start/project exited) 1 or greater?

* 38. Please upload a Data Quality Report from the period July 1, 2022 through June 30, 2023. This is required.

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

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Spend Down and Cost Efficiency

The following questions refer to the most recently expired grant year and the current grant year.

* 39. Do you anticipate you will have unspent funds at the expiration date of this current grant contract?

Yes

No

40. If yes, how much? Please explain the reason for the unexpended funds.

* 41. 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

List all remaining dates (enter N/A if no other dates)

* 42. What was the **total budget** for this project (include all cash and in-kind resources) 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

* 43. What is the total number of participants you were contracted to serve by this project?

* 44. How many participants did you serve from this project? Please explain any differences.

* 45. What is the average cost per person served? (Q42a divided by Q44)

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

Yes

No

* 47. If yes, please provide an explanation of debt owed and repayment arrangements.

Project Monitoring and Timely APR Submission

* 48. When was your most recent HUD monitoring visit? (Enter N/A if not applicable).

* 49. Please provide an explanation for open or unresolved findings from the more recent HUD monitoring visit. Have the findings been resolved? (Enter N/A if not applicable).

* 50. Has the agency had any site visits/monitoring from ANY funder (private or government, including HUD ESG) since July 1, 2021?

Yes

No

* 51. Has the agency had any site visits/monitoring from ANY funder (private or government, including HUD ESG) prior to July 1, 2021?

Yes

No

* 52. If you answered yes to the previous Q50 or Q51, please upload any and all correspondence regarding the results of these site visits (including any concerns/findings and letters addressing such).

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

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

Match Funds

HUD requires a 25% match for funding (projects with leasing need to deduct the leasing costs to determine the total amount match is needed for). 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. For additional guidance on match funds, please refer to the project guides or search for "match" on the [FAQs on the HUD Exchange website](#).

* 55. Please upload Match documents that showcase a minimum of 25% in-kind or cash toward the project. The documents should include source, amount and authorized signature(s) of the Match provider(s). Please refer to the GIW to calculate Match costs.

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Attachments

Please attach the following required documents as part of your application. If any do not apply, please upload a PDF indicating "this question does not apply" so that it is clear you did not fail to submit documentation.

* 56. Please upload a recent SAGE APR from July 1, 2022 through June 30, 2023. This is required.

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

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Bonus Questions

The following questions are used to add points to the local competition application score. A maximum of 15 points may be added from an application. Answers may be verified.

57. **Family Projects:** Does your project deny admission to or separate family members?

Please explain below.

58. **Family Projects:** Does your project have written agreements in place with educational supports for children ages 0-5? Please explain below.

59. **Domestic Violence Projects:** Do you use a comparable database to HMIS to collect required data?

60. **Domestic Violence Projects:** Using objective criteria, briefly explain how your project has improved safety for the population you serve.

61. **Racial Equity:** Please share an example of a barrier that has prevented a BIPOC from accessing your project? What steps has the agency implemented to address the barrier?

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

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

63. **Lived Expertise:** Without sharing names, please share an example of how a person with lived expertise has changed a specific policy or procedure in your agency.

64. **Lived Expertise:** What percentage of the agency's Board, Leadership and Program Staff identify as a person with lived expertise in homelessness?

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

Assurances

- The governing body of applicant has duly authorized submission of this application.
- All information submitted by applicant in this application is true and correct.
- Applicant will complete the HUD e-snaps application 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 comparative database for DV providers.
- Applicant agrees to participate fully with the CoC coordinated entry system.
- Applicant understands submission of this application and the e-snaps application is not a guarantee of funding.
- Applicant understand inclusion in the Atlanta CoC application to HUD does not guarantee funding.

*** 65. Electronic Acknowledgement**

Name and Title

Date

Deductions

The following questions are used to deduct points from the local competition application. A maximum of 15 points may be deducted from an application. Answers will be verified.

66. CoC Participation: Please list name(s) of agency team members and the CoC committees/workgroups they serve on. Participation will be verified.

67. Mandatory Trainings: Please list name(s) of agency team members that attended the below mandatory trainings as part of the local competition requirements. Participation will be verified.

Equal Access
Rule/Involuntary
Family Separation
training on March 2,
2023.

HUD CoC Program
Competition Overview
on July 28, 2023.

Working with
Survivors of DV on
August 15, 2023.

68. PIT Count: Please list name(s) of agency team members that volunteered for the most recent PIT Count. Participation will be verified.

* **69. Sustainability Plan:** Please share the agency's sustainability plan for this project if not funded by HUD. This plan should include how the agency plans to financially sustain funding for the plan and, if needed, how the agency will work with the CoC to transition clients from the project into another that meets the clients needs. **This question is required for renewal projects.**