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 permanent supportive housing (PSH) site manager and supportive services to individuals 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.

Partners for HOME does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disabilities in hiring practices or service provision.

Project Overview

Site Manager:

This opportunity requests an experienced, supportive housing site manager to provide general property oversight, including property management and facility maintenance. The site manager's primary duties would include tenant management: A dedicated property manager will handle all aspects of property management, including creating a safe and trauma-informed environment for all residents to thrive. The funded agency will be responsible for all activities related to lease execution, renewal, and administration, contracting security for the property, hiring tenant site manager(s) and councils to inform property management, handling tenant complaints and requests, conducting move-in and out inspections and conducting eviction processing if necessary. Additional duties include maintenance and repairs, financial management, marketing and leasing, legal compliance, community management, security and safety, technology and software management, sustainability and environmental initiatives, staff management and training, stakeholder communication, and risk management.

Supportive Services Provider:

This opportunity requests an experienced, supportive service provider to provide on-site dedicated services to the tenants. Supportive services shall include but not be limited to a 2:20 staff-to-tenant ratio that includes two licensed master's level clinicians and two certified peer specialists or certified CARES (certified addiction recovery empowerment specialist) specialists, preferably with lived homelessness experience. Also, three full-time staff members shall be dedicated to the property and provide tenant-centered supportive services and life skills support to 32+ tenants living on the property to help tenants achieve housing stability and improve their quality of life. The supportive services team must offer a minimum of face-to-face engagement once per week. Services should be intensive, tenant-led, on-site wrap-around services and referrals to tenants, including but not limited to education, employment support, mental health and addiction services, life skills support, assistance with connecting to mainstream benefits, and linkage to a medical health home.

Respondents may apply for one or both funding categories or collaborate with another partner for both activities. If applying with a partner agency, please indicate this in your application.

Anticipated Award

Agencies are requested to submit a budget for this project based on their projections of costs.

General Information

This section will be reviewed by internal and external reviewers.

This **Permanent Supportive Housing Supportive Services Provider** funding opportunity is part of the Atlanta CoC homeless response plan. The following documents will be uploaded as part of the application:

- FY23 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 Jan 1 - March 31, 2024

1. **Applicant Partnership**. Is your organization applying with another agency to provide the site manager component of this program? If yes, please share the name of the agency applying with your organization. If no, please enter N/A.

* 2. **Organization and Contact Information**. Provide the information below for the application's point of contact.

Name of Organization	
Organization Tax ID (EIN)	
Organization Founding Year	
Application Contact Name	
Application Contact Email	

Threshold Section

* 3. **HMIS**: Will your organization use the homeless management information system ClientTrack for this project?

☐ We currently use ClientTrack and will use it for this project.

☐ We do not currently use ClientTrack but will use it for this project.

☐ We do not currently use ClientTrack and will not use it for this project.

Experience Section (30 points total)

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

Atlanta CoC	
Balance of State	
Cobb CoC	
DeKalb CoC	
Fulton CoC	
Other CoC (Please share name and years)	

5. **Current Experience**. Does your 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.

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

☐ Domestic Violence

☐ Youth

☐ LGBTQ+

☐ Veterans

☐ Families

☐ Chronic

* 7. **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)	

* 8. **Housing First.** Give a specific example of how your agency 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)

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* 9. **Cultural and Linguistic Competencies.** Give a specific example of how your agency 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)

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* 10. **Trauma-Informed Care.** Give a specific example of how your agency 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)

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* 11. **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)

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

Board

Staff Leadership

Program Staff

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

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

Board

Staff Leadership

Program Staff

* 15. **Financial Management**. Describe your organization's ability to manage grant funds. Include <u>software</u> 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

Grantor 1 Point of Contact

Point of Contact 1 Email

Point of Contact 1 Phone

Amount of Grant 1

Purpose of Grant 1

Grantor 2 Name

Grantor 2 Point of Contact

Point of Contact 2 Email

Point of Contact 2 Phone

Amount of Grant 2

Purpose of Grant 2

This section references project components from the Atlanta CoC's Data Quality Plan. This section will be reviewed by internal and external reviewers.

Project Section (35 points total)

* 18. **PSH Supportive Services.** Describe the agency's plan for implementing the program components listed below. Please provide a detailed explanation with examples of how your agency will:

1. Have a 2:20 staff-to-tenant ratio that includes two licensed master's level clinicians and two certified peer specialists or certified CARES (certified addiction recovery empowerment specialist) specialists, preferably with lived homelessness experience.

2. Provide three full-time staff members dedicated to the property and provide tenant-centered supportive services and life skills support to 32+ tenants living on the property to help tenants achieve housing stability and improve their quality of life.

3. Offer a minimum of face-to-face engagement once per week. Services should be intensive, tenant-led, on-site wrap-around services and referrals to tenants, including but not limited to education, employment support, mental health and addiction services, life skills support, assistance with connecting to mainstream benefits, and linkage to a medical health home.

4. Increase the income and mainstream benefits of households served.

[ ]

5. Improve the social and emotional functioning of participants served.

[ ]

6. Limit returns to homelessness after program exit.

[ ]

* 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 <u>detailed timeline</u> 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. 98% of clients will remain in PSH or exit to a permanent destination at 12 months.

[   ]

2. 65% of clients that exit during the reporting period will exit to a permanent housing destination.

[   ]

3. Less than 2% of the individuals who exit to permanent housing from PSH return to homelessness within six months.

[   ]

4. Less than 2% of the individuals who exit permanent housing from PSH return to homelessness within 24 months.

[   ]

5. 70% of participants increase or obtain income/mainstream benefits during program enrollment

[   ]

6. 70% of participants will experience improvement in two or more areas of quality-of-life functioning, using the SF36v3 Health Survey at intake, six months, and 12 months to evaluate progress.

[   ]

* 22. **Data Quality**. Does your agency have an PSH Data Quality Report with clients enrolled for the period of Jan 1 - March 31, 2024?

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

[ ] No. Please answer question 24.

23. Upload your PSH Data Quality Report for the period of Jan 1 - March 31, 2024. **Name this document "PSH Data Quality Report."**

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

[Choose File] [Choose File]   No file chosen

24. **Data Quality**. If your organization ***does not have*** an PSH Data Quality Report for the period of Jan 1 - March 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.

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. If Question 26 was not answered, 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. Please upload your **Supportive Services Provider** project budget using the budget template. The budget will serve as your agency's cost proposal to complete all Supportive Services duties outlined in the Rapid Housing Initiative Site Manager and Supportive Services Provider Outcomes and Duties Guide.

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

Choose File   Choose File   No file chosen