



# **DOWNTOWN RISING GRANT REVIEW**

Outreach and Navigation and Rapid Rehousing | April 7, 2025

# Grant Application

## Application

- Agencies are requested to submit a budget proposal
- Respondents may apply for one or both funding categories or collaborate with another partner for both activities
- The Atlanta CoC Community and Workgroups informed this project's core values: Autonomy, Harm Reduction, Trauma-Informed, Integrity, and Relationship Building
- One-year grant with opportunity to amend/extend based on performance and additional funding
- **Deadline is April 30, 2025, at 11:59 PM ET**
- Award announcements made the week of May 19<sup>th</sup> with an estimated June start date



## General Information

**This section will be reviewed by internal and external reviewers.**

This **Outreach and Navigation Provider** 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 Oct 1 - Dec 31, 2024

**1. Applicant Partnership.** Is your organization applying with another agency to provide the rapid rehousing 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)

\* 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)

\* 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)

\* 11. **Representation.** Give a specific example of how Black and Indigenous People of Color (BIPOC) inform decision-making of the organization. (1,000 character limit)

\* 12. **Representation.** 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)

\* 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 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

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

## Outreach and Navigation

### Project Details and Reporting

**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. **Number Served.** How many households do you plan to serve through this program?

\* 19. **Outreach and Navigation.** 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. Utilize proactive and trauma-informed outreach strategies to engage individuals and build relationships to facilitate autonomy and transitions out of homelessness.

2. Monitor encampment activity and needs with integrity and a harm-reductive approach in collaboration with PfH and other stakeholders.

3. Increase education to unsheltered households about the homelessness response system and housing resources to encourage autonomy in and out of encampments.

4. Enroll all clients served by outreach and navigation projects into Coordinated Entry (CE) with a completed Coordinated Entry Assessment. Further, ensure all clients in outreach and navigation projects are enrolled within 72 hours of client consent to services.

Maintaining a client-to-staff ratio of 1:20 or 1:15 when serving high-needs clients.

5. Assist enrolled households in acquiring the documents needed for housing. Obtain all key documents, including ID, Birth Certificate, Social security card, HUD McKinney (where applicable), and any other documents necessary to facilitate autonomy and transitions out of homelessness.

6. Continue to engage with clients who initially decline services through relationship building with harm-reductive and trauma-informed practices.

7. Serve as client advocates for households enrolled in outreach and navigation by ensuring that clients remain in consistent communication and focused on transitions out of homelessness.



8. Facilitate transitions of clients within the agency or caseload with integrity through relationship building to increase the number of stable, permanent housing or rapid rehousing at the point of unit application.

9. Provide services outside of traditional 9-5 hours to ensure individuals are engaged and reflected in by-name lists. This may include early morning and evening visits where needed.

10. Create by-name lists of all individuals in encampments to use for prioritization and tracking with integrity. Report all changes in population density and housing eligibility for the by-name lists.

11. Provide client transportation to tour unit(s) and/or permanent housing placements.

\* 20. **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

\* 21. **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.

\* **22. Project Outcomes.** Describe the organization's internal processes for reaching the project outcomes below that are aligned with the CoC program models. Please provide a detailed explanation with examples of how your agency will achieve the following goals:

1. Successfully document all households engaged at encampments.

2. Enroll identified households in Outreach and Navigation through HMIS.

3. Ensure timely enrollment of households in Coordinated Entry (within 72 calendar hours).

4. Complete VISPDAT assessments to determine vulnerability and prioritization.

5. Achieve document readiness within 60 days (ID, SSC, BC uploaded to HMIS or other required documents for identified housing placement).

6. Support households in obtaining or increasing income and/or mainstream benefits.

7. Connect households to appropriate housing solutions through referrals.

8. Successfully transition households who secure housing to their new placements.

9. Track all program exits with categorized destinations (Permanent, Temporary, Unsheltered, Other).

\* 23. **Data Quality.** Does your agency have an Outreach and Navigation Data Quality Report with clients enrolled for the period of Oct 1 - Dec 31, 2024?

☐ Yes. Please upload report in question 24 to be scored.

☐ No. Please answer question 25.

24. Upload your Outreach and Navigation Data Quality Report for the period of Oct 1 - Dec 31, 2024. **Name this document "Outreach and Navigation Data Quality Report."** These answers have logic applied

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

Choose File

Choose File

No file chosen

25. **Data Quality.** If your organization ***does not have*** an Outreach and Navigation Data Quality Report for the period of Oct 1 - Dec 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.

## Rapid Rehousing

### Project Details and Reporting

**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. **Number Served.** How many households do you plan to serve through this program?

\* 19. **Rapid Rehousing.** 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. Provide, at minimum, proactive, home-based, face-to-face case management based on the household's needs, maintaining a client-to-staff ratio of 1:20 or 1:15 when serving high-needs clients.

2. Ensure clients have utility services set up before move-in and maintain ongoing services.

3. Developing, securing, coordinating services and obtaining Federal, State, and local benefits, including obtaining and increasing income.

4. Developing an individualized housing and service plan, including planning a path to permanent housing stability.

5. Ensure that all enrolled households transition to self-sufficiency through a progressive engagement model, or in the event they transition to another subsidy, will coordinate and ensure all activities in the transition.

6. Communicate with property management to facilitate move-in, provide ongoing support between property management and clients, and mediate tenant issues to ensure housing stability.

7. Assist clients with furnishing units, securing food (including food stamps if applicable), etc.

8. Ensure timely rental and utility payments for clients enrolled in the program

\* 22. **Project Outcomes.** Describe the organization's internal processes for reaching the project outcomes below that are aligned with the CoC program models. Please provide a detailed explanation with examples of how your agency will achieve the following goals:

1. Ensure all enrolled households achieve complete "document readiness" (ID, SSC, BC uploaded to HMIS) within 60 days of program enrollment

2. Develop individualized housing stability plans for all households, and document them in HMIS.

3. Complete TBRA Checklist requirements, including the executed lease with move-in date, within seven calendar days of enrollment.

4. Record all move-in dates accurately in HMIS.

5. Support households in increasing or obtaining income and/or mainstream benefits during program enrollment

6. Track all program exits with categorized destinations (Permanent, Temporary, Unsheltered, Other)

## 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)

\* 26. Upload your Board-approved, current fiscal year organization budget. **Name this document "Organization Budget."** These answers have logic applied

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

Choose File

Choose File

No file chosen

27. 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. These answers have logic applied

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

Choose File

Choose File

No file chosen

28. If Question 27 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."** These answers have logic applied

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

Choose File

Choose File

No file chosen

\* 29. Upload your financial policies and procedures manual. **Name this document "Financial Policies and Procedures."** These answers have logic applied

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

Choose File

Choose File

No file chosen

\* 30. **Match.** Match is required based on your proposed budget. 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 search for "match" on the [FAQs on the HUD Exchange website](#).

If funded, will the project have a match based on this scale:

Budgets under \$100,000: 5% - 10% match

\$100,000 – \$250,000: 10% - 15% match

\$250,000 – \$500,000: 15% - 20% match

\$500,000 – \$1,000,000: 20% - 25% match

Over \$1,000,000: 25% - 30% match

☐ Yes

☐ No

\* 31. **Match.** Please upload your Match verification letters or commitments. **Name this document "Project Match."** These answers have logic applied

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

Choose File

Choose File

No file chosen

\* 32. Please upload your **RRH Provider project budget** using the budget template. The budget will serve as your agency's cost proposal. These answers have logic applied

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

Choose File

Choose File

No file chosen



# Grant Tips

## Application

- Create a Word draft of application answers and copy/paste to online application.
- Use Google to understand, e.g. Housing First, Trauma-Informed Care, or Cultural and Linguistic Competencies. If you know agencies more knowledgeable in these areas, talk with them.
- **Have a sustainability plan for ensuring your clients can receive support beyond this grant.**
- Be authentic about ramp up. If you do not currently have the staff, make sure to factor in time for job postings, interviews, onboarding, etc.
- Familiarize yourself with the Atlanta CoC's [Data Quality Plan](#).



RHI Grant

# Questions?

Email Jasmine Rockwell Heard with additional questions.

[grants@partnersforhome.org](mailto:grants@partnersforhome.org)