

REQUEST FOR PROPOSALS/REQUEST FOR QUALIFICATIONS TEXAS BALANCE OF STATE CONTINUUM OF CARE

2011 Continuum of Care SuperNOFA Application

INTRODUCTION

The 2011 SuperNOFA application for Targeted Housing and Homeless Assistance Programs, as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released on August 30, 2011.

The Texas Homeless Network and the Texas Interagency Council for the Homeless are soliciting eligible project applications from non-profit agencies, local government and other eligible applicants that provide services and housing to homeless persons in the 202 counties included in the Texas Balance of State (BoS) Continuum of Care (CoC) system. (A list of the BoS counties is on page 10 of this RFP).

GENERAL INFORMATION ON THE COMPETITION

The Texas Homeless Network, working in collaboration with the Texas Interagency Council for the Homeless, manages the Texas Balance of State Homeless Program competition to select and rank projects submitted from the partnering counties in the state. Selected projects are then submitted to the U.S. Department of Housing and Urban Development (HUD) under a consolidated application.

Funding Available

New Projects - Based on the Initial Pro-Rata Need released by HUD, **\$17,390,595** will be available to support eligible projects in Balance of State communities.

The Permanent Housing Bonus - An additional **\$2,608,589** will be available under the Permanent Housing Bonus. This special incentive to promote permanent supportive housing for homeless disabled individuals or families is provided to CoC systems that place an eligible, new permanent supportive housing project in the number one priority position on the priority list. Serving the chronically homeless is still a priority for HUD but this bonus is no longer limited to that group.

A **Chronically Homeless Person or Family** is an unaccompanied homeless individual with a disabling condition or a family with at least one adult member who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. The term homeless in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

Funding will come from HUD's 2011 McKinney-Vento Continuum of Care for the Homeless Programs: Supportive Housing Program (SHP), Shelter Plus Care Program (S+C) and Section 8 Moderate Rehab/SRO (Section 8-SRO) Program. General information on these programs is available with this notice or on HUD's website (<http://www.hudhre.info>). SHP funding can be used for capital, operating expenses, support services and leasing. S+C and Section 8-SRO funds can only be used for rental assistance.

Total Pro-Rata Need: \$17,390,595 plus \$2,608,589 = \$19,999,184

Eligible Persons to be Served - HUD Definition of Homeless

All projects submitted for funding must serve persons who meet the HUD definition of Homeless.

For projects providing **Permanent Supportive Housing**, a person is considered homeless only when he/she resides in one of the three following places:

1. places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. an emergency shelter; or
3. transitional housing for homeless persons and who originally came from the streets or emergency shelter.

If a person is in one of the three categories listed above, but most recently spent less than 30 days in a jail or institution, he/she qualifies as coming from one of these three categories.

In addition to the above three categories, projects providing **Transitional Housing, Safe Havens (non-PH), or Supportive Services Only** may also serve populations meeting the following criteria:

1. eviction within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
2. discharge within a week from an institution in which the person has been a resident for 30 or more consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.
3. a person and family members fleeing domestic violence and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

2010-11 BoS Continuum of Care Priorities

FY 2010-11 PRIORITIES

Priorities were determined previously through an online survey directed to service providers and advocates in Texas Balance of State communities. The priorities listed below are in the order that they were ranked by respondents. Projects proposing one of the housing models and including one or more of the sub-populations and supportive services priorities ranked in the top ten will receive points on the proposal score sheet. (see page 5 for more information about the ranking criteria)

Housing for people in Households without children (single individuals or couples without children)

1. Transitional Housing
2. Emergency Shelter**
3. Permanent Supportive Housing*

Housing for people in Households with children (single individuals, couples with children or households with only children)

1. Transitional Housing
2. Emergency Shelter**
3. Permanent Supportive Housing*

Sub-Populations

1. Victims of Domestic Violence
2. Chronic Substance Abusers
3. Severally Mentally Ill
4. Veterans
5. Unaccompanied Youth (under 18)
6. Persons with HIV/AIDS

*Permanent Supportive Housing projects that serve the Chronically Homeless are automatically given higher priority over all other projects.

**Emergency Shelter projects are not eligible for HUD CoC grant funding therefore emergency shelter projects will not be ranked in this review.

Threshold Requirements

To become eligible for consideration by the Ranking Committee, all projects must first successfully pass a review of threshold requirements. Texas Homeless Network will perform a threshold review of all submitted projects.

Each project must meet the following minimum standards:

1. The project must meet HUD eligibility requirements.
2. Persons served by the project must meet the HUD definition of homeless and be eligible for service under program regulations.
3. The application must be complete and submitted in the correct format. (see page 8)
4. **The application must be submitted on time.** Any corrections requested must also be received by the due dates indicated. (see page 7)
5. The project must be feasible and the costs reasonable.
6. The project must demonstrate that it has potential for moving homeless persons toward self-sufficiency and permanent housing.
7. The application must demonstrate that project will be able to proceed on a timely basis.
8. New project proposals must meet or exceed a housing emphasis score of 85% to be accepted for consideration in the competition. (Renewal Applications are exempt from this requirement) * Housing emphasis is based upon the relationship between funds requested for housing activities (such as transitional and permanent) and funds requested for supportive service activities. HUD will count as housing activity all approvable requests for funds for rental assistance and approvable requests for funds for acquisition, rehabilitation, construction, leasing and operations when used in connection with housing. HMIS costs and administrative costs will be excluded from this calculation.
9. New project proposals must have, at minimum, written leveraging commitments that are equal to twice the amount of HUD funding requested to be accepted for consideration in the competition. (Renewal Applications are exempt from this requirement)

Ranking of Projects

The Ranking Committee will be composed of members from the Texas Interagency Council for the Homeless or other representatives of statewide advocacy organizations. Each Ranking Committee member will be required to sign a Conflict of Interest form that discloses any involvement with agencies that have submitted a project application. Ranking Committee members that have a vested interest in any project application will recuse themselves from the discussion of and ranking of that particular project.

After review and scoring of the projects, the Committee will place the applications in order of their scores to establish the initial ranking. The highest rated new Chronic Homeless Permanent Supportive Housing project will then be automatically placed as the number one project to meet with HUD ranking requirements.

*Applicants that entered the THN BoS CoC project as renewal projects are exempt from this housing emphasis threshold.

Selection Criteria

All proposals will be evaluated by the Ranking Committee on the basis of the following criteria:

Rating Factor	Total Points	Total Points
Threshold Review/Formula Scoring	30	5
Priority Need	40	40
Capacity	10	10
Program Design	30	30
Financial Feasibility	15	15
Agency activity in local coalition and BoS CoC planning process	10	10
Total Possible Points	135	110

An example of a detailed score sheet can be accessed at: http://thn.squarespace.com/kb/balance-of-state-continuum-of-care/2011-tx-bos-coc-grant-application-materials/2011%20THN%20BoS_scoresheet.pdf

Application Process

The competition is open to cities, counties, state agencies, non-profits, public non-profits, units of local governments and housing authorities that provide services and/or housing in one or more of the 202 counties included in the Balance of State Continuum of Care system. (A county list attached beginning on page 10 of this RFP)

Applications Due

The deadline for submitting proposals is **September 30, 2011, no later than 4:30PM** at the Texas Homeless Network office, 1713 Fortview Road, Austin, TX 78704. Submit a CD containing soft copies of documents and submit two hard copies of the application, Annual Progress Report (APR), commitment letters for Match and Leveraged support of the project, all HUD-required documents (see page 9), and the three Supplemental Attachments (THN BoS CoC Budget Narrative, Applicant's most recent audit, Policy and Procedures manuals and the CoC planning report). Any application received after the due date and time will not be reviewed or included in the 2011 Balance of State Continuum of Care application.

Agencies submitting proposals must be available to discuss proposals with Texas Homeless Network staff and/or consultants, if requested, during the RFP/RFQ evaluation process.

Project Match and Leverage Letters

In addition to the required Match for the Supportive Housing Program and Shelter Plus Care program, it is critical that applicants make a maximum effort to leverage other resources to support their application as it is a significant factor in the state's overall rating in the national competition. "Leverage" refers to all funds used in the project (other than the McKinney grant itself), including "in-kind" contributions and match (a sample leverage letter is attached on page 13).

Availability of Technical Assistance

A limited amount of technical assistance is available to assist potential applicants. All applicants may seek advice and clarification on the requirements of program and eligibility of their project. For assistance, contact Eric Samuels at 512-687-5105 or by email at eric@thn.org.

HUD McKinney Homeless Programs

Applicants may apply for any one of the following three HUD homeless programs:

Supportive Housing Program (SHP)

This is the most flexible and popular of the three programs. Applicants may use the funds to pay for costs to acquire, construct, or rehabilitate housing units. Funds can also be used to operate housing and to fund supportive services. Eligible applicants include non-profits, local and State government, housing authorities among others. The requirements for matching the SHP grants are as follows:

- By law, SHP funds can provide no more than 50% of the **total** acquisition, rehabilitation, and new construction budget for the project.
- By law, SHP funds can provide no more than 80% of the **total** supportive services and HMIS budget.
- By law, SHP can pay no more than 75% of the **total** operating budget.

All matches must be in the form of cash or actual payments against costs. In-kind donations cannot be used to meet the match requirements. Projects funded can have a grant term of two or three years.

Shelter Plus Care Program (S+C)

The S+C program provides rental assistance funds for disabled homeless individuals and families in need of permanent supportive housing. Units of government and Public Housing Authorities are eligible to apply for the program. There is a dollar for dollar in-kind match of supportive services generally provided through a partnership between non-profit agencies and the PHA. Projects are funded for five to 10 year grant terms.

Section 8 Single Room Occupancy Moderate Rehabilitation (SRO) Program

The SRO program provides multiple single room dwelling units for homeless individuals and is considered permanent affordable housing. Public Housing Authorities are generally the applicants but non-profit agencies can apply for SRO funding as long as they partner with a Public Housing Authority to manage the rental assistance part of the program. Projects are funded for 10 year terms.

NOTE: None of these programs may be used for homelessness prevention activities, emergency shelters, or permanent affordable housing except for SRO.

2011 APPLICATION PROCESS TIMELINE

August 30 th	GRANT RELEASE DATE
August 30 th	Application available on HUD website - https://esnaps.hud.gov/grantium/frontOffice.jsf
August 31 st	Final RFP and application materials available on the THN website – www.thn.org
August 31 st	The Texas Interagency Council for the Homeless (TICH) and representatives with the Texas Department of State Health Services (DSHS) MHSA Contracts Management Unit will be informed of the HUD CoC grant release
Sept 30th-4:30PM	<u>Applications due:</u> An application with original signatures must be received at the Texas Homeless Network offices
October 5 th	Application threshold review complete. Requests for corrections sent out by 5pm.
October 10 th	Proposals requiring corrections returned to Texas Homeless Network offices by electronic submission
October 11 th	Applicants advised by e-mail if project meets HUD eligibility
October 12 th	Applications sent to Ranking Committee
October 19 th	Ranking Committee completes individual ranking process
October 19 th	Ranking Committee meets to discuss and finalize project ranking
October 20 th	Applicants notified of ranking results
October 20 th	Applicants advised of any final adjustments to project
October 26 th	Review of BoS Application by Regional Representatives
October 28th	BoS Application submitted to HUD
Winter 2011	Grant Agreements for renewal awards
Spring 2012	New project awards announced, Technical Submission

INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATIONS

Application Format

Application Packets: A complete application packet will be available on the Texas Homeless Network website www.thn.org once HUD has released the application.

Please note: Applicants must complete the Project Exhibit 2 electronically in esnaps (HUD's CoC grant system) per the HUD NOFA instructions. The application and instructions will be available to download from the HUD website www.hud.gov or www.hudhre.info. We will notify potential applicants when the applications are available. A webinar will be scheduled with all potential applicants to review the esnaps system after the grant is released.

All applicants must submit one original and one copy of the following items for a complete application in addition to a CD with electronic copies all materials:

1. Application Format for Submission:

1. Completed Exhibit 2 (printed from esnaps and saved on CD)
2. Most recent APR if a renewing applicant (printed and saved on CD)
3. Written dollar commitments from match and leverage sources
4. HUD required documents (printed and saved on CD)
5. Completed Supplement Material (see page 9 application checklist)

2. Delivery of Application Deadline (tentative until grant is released):

All documents must be received by 4:30PM on September 30, 2011, at the address indicated in item #3. THN reserves the right to extend the deadline.

3. Send Applications so they are received by the deadline as follows:

Submit a CD containing soft copies of documents and include two hard copies of the application, APR, Match and Leverage commitments, all HUD required documents and the three Supplemental Attachments (THN BoS CoC Budget Narrative, CoC planning report and agencies' most recent audit). All documents and CDs should be addressed to:

Eric Samuels, Balance of State Manager
Texas Homeless Network
1713 Fortview Road
Austin, TX 78704
(512) 687-5105
eric@thn.org

4. Late Applications:

Applications received after the deadline will not be rated or considered for funding.

Application Checklist

Submit application documents by **September 30, 2011**, in the following order:

1. ___ Cover letter with the name, e-mail, fax and phone number of the person who will be responsible for responding to possible need for revisions to the project application.
2. ___ If two or more project applications are submitted from one agency, please submit each application individually in a separate envelope.
3. ___ HUD Exhibit 2 Project Application (printed from esnaps)
4. ___ APR for renewal applications (most recent APR submitted to HUD)
5. ___ Leverage & Match Commitment Letters (leverage not required for renewal applications)
6. SRO MOD Rehab Applications only:
 ___ Letter from the Local Housing Authority
 ___ Section 213 Letter from the Local Government Chief Executive

7. **HUD Documents (most of the items listed below are contained in the esnaps folder “Applicant Profile”):**

- ___ Applicant Profile Export-2.pdf
- ___ Applicant Disclosure/Update Report (HUD 2880)
- ___ Disclosure of Lobbying Activity (SF-LLL) (only if lobbying has occurred)
- ___ Code of Conduct (unless the agency has an approved Code of Conduct on file with HUD)
- ___ Drug-Free Workplace Certification form (HUD 50070)
- ___ Evidence of Non-profit Status (for non-profits only)
- ___ For SHP - public nonprofits only, Community mental health association documentation
- ___ Certificate of Consistency with Consolidated Plan*

8. **Supplemental Material:**

- ___ THN BoS CoC Proposal Budget Narrative
- ___ Applicant’s most recent Audit or Financial Statement (please provide a copy with your submission)
- ___ Policy and Procedures manuals of all programs currently operated by applying agency
- ___ CoC Planning Report

* Projects located in the following Entitlement Jurisdictions must have a Certificate of Consistency with the Consolidated Plan from that jurisdiction. Generally the Community Development Office of the jurisdiction can assist with this process. In communities with multiple renewal and new projects a Consolidated Plan Certification for each jurisdiction and a list of those projects providing service in each can be submitted of behalf of all applying entities. Leaders of the Homeless Coalitions representing these agencies may collect these forms and submit them on the applicants’ behalf. If your project is not located in an Entitlement Jurisdiction, the Certification of Consistency with the Consolidated Plan will be provided by the State of Texas. THN will be responsible for all Certificates of Consistency that come from the State.

ABILENE	KILLEEN	MIDLAND	SAN BENITO	PEARLAND
BAYTOWN CITY	LAREDO	MISSION	SAN MARCOS	
BROWNSVILLE	LEAGUE CITY	NEW BRAUNFELS	SHERMAN	
DENISON	LONGVIEW	ODESSA	TEMPLE	
EDINBURG	LUBBOCK	PHARR	TEXARKANA	
GALVESTON	MC ALLEN	ROUND ROCK	TEXAS CITY	
HARLINGEN	MARSHALL	SAN ANGELO	TYLER	

Balance of State Counties

<u>Alamo</u>	<u>Northeast Texas</u>	<u>Rio Grande</u>	<u>Panhandle</u>	<u>Panhandle (cont.)</u>	<u>Rural West Texas (cont.)</u>
Blanco	Anderson	Aransas	Armstrong	Terry	Kimble
Caldwell	Bowie	Atascosa	Bailey	Wheeler	Knox
Comal	Camp	Bandera	Briscoe	Yoakum	Loving
Gillespie	Cass	Bee	Carson		Martin
Guadalupe	Cherokee	Brooks	Castro	<u>Texoma</u>	Mason
Hays	Franklin	Cameron	Cochran	Cooke	McCulloch
Kendall	Gregg	Dimmit	Collingsworth	Delta	Menard
Kerr	Harrison	Duval	Crosby	Fannin	Midland
	Henderson	Edwards	Dallam	Grayson	Mitchell
<u>Deep East Texas</u>	Hopkins	Frio	Deaf Smith	Lamar	Nolan
Angelina	Hunt	Hidalgo	Dickens	Red River	Pecos
Houston	Kaufman	Jim Hogg	Donley		Presidio
Jasper	Marion	Jim Wells	Floyd	<u>Rural West Texas</u>	Reagan
Nacogdoches	Morris	Karnes	Garza	Andrews	Reeves
Newton	Panola	Kenedy	Gray	Borden	Runnels
Polk	Rains	Kinney	Hale	Brewster	Schleicher
Sabine	Rockwall	Kleberg	Hall	Callahan	Scurry
San Augustine	Rusk	La Salle	Hansford	Coke	Shackelford
San Jacinto	Smith	Live Oak	Hartley	Coleman	Sterling
Shelby	Titus	Maverick	Hemphill	Comanche	Stonewall
Trinity	Upshur	McMullen	Hockley	Concho	Sutton
Tyler	Van Zandt	Medina	Hutchinson	Crane	Taylor
Walker	Wood	Real	King	Crockett	Terrell
	<u>South Central</u>	Refugio	Lamb	Culberson	Tom Green
<u>Heart of Texas</u>	Austin	San Patricio	Lipscomb	Dawson	Upton
Bell	Bastrop	Starr	Lubbock	Eastland	Ward
Brown	Burnet	Uvalde	Lynn	Ector	Winkler
Coryell	Colorado	Val Verde	Moore	Fisher	
Ellis	Fayette	Webb	Motley	Gaines	<u>Gulf Coast</u>
Erath	Lee	Willacy	Ochiltree	Glasscock	Brazoria
Hamilton	Llano	Wilson	Oldham	Haskell	Chambers
Hood	Matagorda	Zapata	Parmer	Howard	Galveston
Johnson	Waller	Zavala	Potter	Hudspeth	Liberty
Lampasas	Wharton		Randall	Irion	
Mills	Williamson		Roberts	Jeff Davis	
Navarro			Sherman	Jones	
San Saba			Swisher	Kent	
Somervell					

Geographic Codes

Geo Code	City/County	Geo Code	City/County	Geo Code	City/County
480018	ABILENE	489039	Brazoria County	489147	Fannin County
480390	BAYTOWN CITY	489043	Brewster County	489149	Fayette County
480726	BROWNSVILLE	489045	Briscoe County	489151	Fisher County
481410	DENISON	489047	Brooks County	489153	Floyd County
481608	EDINBURG	489049	Brown County	489159	Franklin County
481986	GALVESTON	489053	Burnet County	489163	Frio County
482304	HARLINGEN	489055	Caldwell County	489165	Gaines County
482820	KILLEEN	489059	Callahan County	489167	Galveston County
483042	LAREDO	489061	Cameron County	489169	Garza County
483084	LEAGUE CITY	489063	Camp County	489171	Gillespie County
483246	LONGVIEW	489065	Carson County	489173	Glasscock County
483288	LUBBOCK	489067	Cass County	489179	Gray County
483438	MARSHALL	489069	Castro County	489181	Grayson County
483330	MC ALLEN	489071	Chambers County	489183	Gregg County
483564	MIDLAND	489073	Cherokee County	489187	Guadalupe County
483606	MISSION	489079	Cochran County	489189	Hale County
483798	NEW BRAUNFELS	489081	Coke County	489191	Hall County
483924	ODESSA	489083	Coleman County	489193	Hamilton County
484080	PEARLAND	489087	Collingsworth County	489195	Hansford County
484146	PHARR	489089	Colorado County	489203	Harrison County
484674	ROUND ROCK	489091	Comal County	489205	Hartley County
484752	SAN ANGELO	489093	Comanche County	489207	Haskell County
484770	SAN BENITO	489095	Concho County	489209	Hays County
484812	SAN MARCOS	489097	Cooke County	489211	Hemphill County
484962	SHERMAN	489099	Coryell County	489213	Henderson County
485316	TEMPLE	489103	Crane County	489215	HIDALGO COUNTY
485340	TEXARKANA	489105	Crockett County	489219	Hockley County
485346	TEXAS CITY	489107	Crosby County	489221	Hood County
485496	TYLER	489109	Culberson County	489223	Hopkins County
489001	Anderson County	489111	Dallam County	489225	Houston County
489003	Andrews County	489115	Dawson County	489227	Howard County
489005	Angelina County	489117	Deaf Smith County	489229	Hudspeth County
489007	Aransas County	489119	Delta County	489231	Hunt County
489011	Armstrong County	489125	Dickens County	489233	Hutchinson County
489013	Atascosa County	489127	Dimmit County	489235	Irion County
489015	Austin County	489129	Donley County	489241	Jasper County
489017	Bailey County	489131	Duval County	489243	Jeff Davis County
489019	Bandera County	489133	Eastland County	489247	Jim Hogg County
489021	Bastrop County	489135	Ector County	489249	Jim Wells County
489025	Bee County	489137	Edwards County	489251	Johnson County
489033	Borden County	489139	Ellis County	489253	Jones County
489037	Bowie County	489143	Erath County	489255	Karnes County

Geographic Codes

Geo Code	City/County	Geo Code	City/County	Geo Code	City/County
489257	Kaufman County	489351	Newton County	489443	Terrell County
489259	Kendall County	489353	Nolan County	489445	Terry County
489261	Kenedy County	489357	Ochiltree County	489449	Titus County
489263	Kent County	489359	Oldham County	489451	Tom Green County
489265	Kerr County	489365	Panola County	489455	Trinity County
489267	Kimble County	489369	Parmer County	489457	Tyler County
489269	King County	489371	Pecos County	489459	Upshur County
489271	Kinney County	489373	Polk County	489461	Upton County
489273	Kleberg County	489375	Potter County	489463	Uvalde County
489275	Knox County	489377	Presidio County	489465	Val Verde County
489277	Lamar County	489379	Rains County	489467	Van Zandt County
489279	Lamb County	489381	Randall County	489471	Walker County
489281	Lampasas County	489383	Reagan County	489473	Waller County
489283	La Salle County	489385	Real County	489475	Ward County
489287	Lee County	489387	Red River County	489479	Webb County
489291	Liberty County	489389	Reeves County	489481	Wharton County
489295	Lipscomb County	489391	Refugio County	489483	Wheeler County
489297	Live Oak County	489393	Roberts County	489489	Willacy County
489299	Llano County	489397	Rockwall County	489491	WILLIAMSON COUNTY
489301	Loving County	489399	Runnels County	489493	Wilson County
489303	Lubbock County	489401	Rusk County	489495	Winkler County
489305	Lynn County	489403	Sabine County	489499	Wood County
489307	McCulloch County	489405	San Augustine County	489501	Yoakum County
489311	McMullen County	489407	San Jacinto County	489505	Zapata County
489315	Marion County	489409	San Patricio County	489507	Zavala County
489317	Martin County	489411	San Saba County		
489319	Mason County	489413	Schleicher County		
489321	Matagorda County	489415	Scurry County		
489323	Maverick County	489417	Shackelford County		
489325	Medina County	489419	Shelby County		
489327	Menard County	489421	Sherman County		
489329	Midland County	489423	Smith County		
489333	Mills County	489425	Somervell County		
489335	Mitchell County	489427	Starr County		
489341	Moore County	489431	Sterling County		
489343	Morris County	489433	Stonewall County		
489345	Motley County	489435	Sutton County		
489347	Nacogdoches County	489437	Swisher County		
489349	Navarro County	489441	Taylor County		

Commitment or Donation Letter for Leverage & Match - Example

Typed on Donor Agency Letterhead

To: _____ (Sponsor of Project) _____ (Date)
Subject: Commitment to _____ (Name of Homeless Project)

(A. For Services, Leasing or Operations Costs):

If _____ (name of homeless project) is awarded HUD McKinney-Vento funds, _____ (name of agency, church, organization, government, person or business) commits to provide contribution worth \$ _____ over the next _____ year(s) (1,2 or 3) to _____ (name of sponsor organization). Our contribution for _____ (operations or type of service: e.g. cash, childcare, case management, clothing, food, etc.) will be available beginning January 1, 2011.

1. (If professional services based on an hourly rate are involved, add the following to the first two sentences): **The commitment is calculated based upon _____ hours of _____ (type of service) at our normal rate of \$ _____/hour.**

2. (If non-professional/volunteer services are involved, add the following to the first two sentences): **The commitment is based upon _____ hours of service at the rate of \$10.00/hour.**

3. (If the donation is a physical item, add the following to the first two sentences): **The amount of the contribution is based upon a donation of _____ (units) _____ (the contribution).**

(B. For Leased Housing)

(If housing is to be leased at below market rents, state the following:) **We agree to lease _____ (number of units) to _____ (name of the agency renting) at the following rents for _____ (# of years) beginning after January 1, 2011.** (You will then need to use some standard – Fair Market Rents, documented comparable rents, a letter from a realtor establishing comparable rents – to calculate the amount of the benefit representing the difference between standard rents and the agreed upon rents. You could obtain the commitment for more than a year even if escalators were included.)

(C. For Capital Costs of Acquisition/Rehabilitation/Construction):

If _____ (homeless project) is awarded HUD McKinney-Vento funds, _____ (name of agency, church, organization, government, business) commits to provide \$ _____ in the form of _____ (cash, land, building, etc.) to the _____ (name of sponsor organization) to pay for _____ (Acquisition/Rehabilitation/Construction) costs. **The funds will be available by January 1, 2011.**

Sincerely,

_____ (name of authorized representative)

_____ (title)

*Example of Cooperative Working Agreement or Memorandum of Understanding for
Agency Providing Transitional Housing*

**Cooperative Working Agreement between
Agency
and
Substance Abuse Agency**

Put on letterhead from the agency providing the services:

This is to certify that we mutually agree to cooperate as outlined below to carry out the objectives of the Agency Housing Program that includes tenant-based rental assistance, the development of affordable housing for special needs populations, and supportive services for clients of Agency.

Agency (the agency applying for the funds) agrees to:

1. Operate a transitional housing program.
2. Screen all clients to determine eligibility for Agency housing program.
3. Develop a Plan of Service for individuals and families in Agency shelters as they transition from the shelter into transitional housing and work toward self-sufficiency.
4. Assist clients with the application process, as necessary.
5. Ensure applicants meet all program eligibility requirements at initial intake and re-examinations.
6. Provide tenant-based rental assistance to eligible clients from Agency shelters.
7. Operate a Self-Sufficiency Program for Agency transitional housing programs.
8. Administer the housing assistance programs as identified in the Agency Program Policies and Procedures.

Council on Alcohol and Substance Abuse agrees to:

1. Refer potential clients needing assistance to Shelter (homeless services) or Shelter (domestic violence services).
2. Distribute information provided on community resources for homeless individuals.
3. Encourage interagency communication and cooperation to assist in the coordination of services to homeless individuals and families.
4. Provide drug screenings and testing for eligible applicants of Agency transitional housing programs.
5. Provide treatment services on specialized substance abuse issues for indigent eligible adults consisting of 20 hours of direct service for five weeks followed by two hours of direct service for up to 30 weeks.
6. Provide continuum of care on specialized substance issues for eligible women consisting of 12 hours of direct service for five weeks followed by two hours of direct service for up to 30 weeks.

Value of Service: \$23,600.00

Executive Director
Council on Alcohol & Substance Abuse Agency

Date