Texas Balance of State Continuum of Care
HUD CoC Program
2017 Renewal Project Application

Introduction and Background

The FY 2017 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) was released on Friday, July 14, 2017.

Important changes for Renewal projects in the FY 2017 CoC Program Renewal Project Application Detailed Instructions:

- HUD Forms and Certifications are embedded in the application.

- HUD will require only a project PIN, the first 6 digits of the grant number, instead of the complete 16-digit number.

- Permanent Supportive Housing (PH-PSH) Renewal Projects may change from 100% dedicated to chronically homeless individuals and families to DedicatedPLUS during the application process. There is no need for a grant amendment.

- Project applicants that have renewed at least once in a previous CoC Program competition will have the opportunity to bring forward application details from the most recent competition year and select screens to update or to submit the application without changes.

- Project applicants may apply for a New project that is intended to expand an existing eligible renewal project that will increase the number of units in

the project or allow the recipient to serve additional persons. See the New/Expansion Project Application for more information about Expansions.

- Renewal project applicants will no longer list detailed descriptions and quantities for leased structures, supportive services, operating, or HMIS budget line items.

- Program income can be counted as match.

More information about each of these changes is located in the section titled "What's New for CoC Program Renewal Projects in FY 2017" of the FY 2017 CoC Program Renewal Projects Detailed Instructions.

This document outlines the application and evaluation process for FY 2017 Renewal Projects in the TX BoS CoC. Awards made under the CoC Program are eligible for renewal for FY 2017 funds if they are listed on the 2017 GIW. A list of all TX BoS CoC applicants eligible to apply as Renewal Projects can also be found in Appendix F of the 2017 Request for Proposals (RFP).

Renewal Project applications are currently available in HUD's online portal for the CoC Program competition, e-snaps. (**Do not** click the "submit button" in e-snaps until directed to do so by TX BoS CoC staff.) For assistance with applications in e-snaps, applicants may access the following HUD guidance documents:

i. Project Applicant Profile Instructional Guide: https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/
ii. How to Complete the HUD Form 2880 in e-snaps: https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/
iii. Renewal Project Application Detailed Instructions and Instructional Guide:

https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/

iv. Process for Completing FY 2017 Renewal Project Application Screens: https://www.hudexchange.info/resource/5476/process-for-completing-fy-2017-renewal-project-application-screens/

v. Budget - Project Application Instructional Guide: https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/

Applicants are advised to begin work on the project application as soon as possible. Application packets are due to the TX BoS CoC on **August 25, 2017, by 5:00 PM CDT**. Please contact TX BoS CoC staff at TXBoSCoC@thn.org with any questions.

Evaluation Process for Renewal Project

The CoC Board will review and release the FY 2017 Review, Score, Ranking Polices and Re-Allocation Process for 2017 prior to the evaluation of FY 2017 project applications. The purpose of the evaluation process is to help the TX BoS CoC fully maximize CoC Program funds and make decisions related to scoring, ranking, and funding cuts, if needed. The process will be distributed to applicants via the TX BoS CoC FY 2017 applicant listserv, which will be created after the mandatory 2017 TX BoS CoC Program Competition Webinar on 8/4/2017.

After the Renewal Project applications are submitted to the TX BoS CoC, staff will review the applications to determine if they meet threshold requirements with clear and convincing evidence. If the applications meet the threshold requirements, the applications will be forwarded to the TX BoS CoC Independent Review Team (IRT).

The TX BoS CoC IRT will complete a Renewal Project Score Sheet for each CoC Program Renewal Project application. After receiving all the Renewal Project Score Sheets, the TX BoS CoC Director and TX BoS CoC Board will rank all renewal projects according to their total score and the FY 2017 Review, Score, Ranking

Polices and Re-Allocation Process

Priority Scoring Areas

The scoresheet that will be used to review, score, and rank all Renewal Projects as part of the FY 2017 CoC Program competition will include the following priority scoring areas:

- Project Participant Impact
    - o Housing stability
    - o Access to income and benefits
    - o Length of time homeless
- Meeting Community Need
    - o Bed utilization
    - o Targeting hard to serve persons/households
- Project Capacity
    - o Meeting reporting requirements
    - o Percentage of funds expended
    - o HMIS data quality
    - o Matching funds
    - o Audit/monitoring findings
    - o Cost per client
- CoC Engagement
    - o Attendance at CoC General Meetings, mandatory webinars/trainings
- Best Practices
    - o Demonstrated Use of Housing First practices
- Prioritization Fidelity
- Project Description
- For PSH projects, fidelity to 100% Dedication may be considered.

Projects failing to submit required information for a priority scoring area will receive zero points for that priority area. As recommended in TX BoS CoC

competition preparation e-mails sent in May and June 2017, please use FY 2016 scoresheets as a guide for reviewing priority scoring areas.

Data Sources

While some data will be collected from narratives such as the project description, the majority of the data used in project evaluation comes from projects' designated Annual Performance Reports (APRs) for this competition, which are dated from 07/01/2016-06/30/2017. The TX BoS CoC will also consider Point-In-Time (PIT) Count data and Housing Inventory Count (HIC) data submission. However, information in four of the Project Capacity priority scoring areas can only be obtained directly from providers or from Sage HMIS. Data from these sources is verified by HUD whenever possible:

1. HUD audit/monitoring findings documentation;
2. Information on timely draws and unspent funds from each applicant's Line of Credit Control System (LOCCS) accounts
3. Information on project matching funds; and
4. Information collected by HUD field offices as shown through Sage HMIS, including total LOCCS draws amounts

On August 7, 2017, applicants will receive their final competition APR for date range 7/01/16-6/30/17 and final LOCCS data from THN. Applicants are required to respond to the APR and LOCCS email to confirm receipt by August 9, 2017, 5:00 PM CDT.

TX BoS CoC staff pulled competition APRs from HMIS on 7/28/17. TX BoS CoC staff requested that applicants using HMIS pull APRs and make any needed corrections via e-mail on 6/23/17, 7/14/17, and 7/27/17. Applicants that use Osnium were informed to begin making corrections on 6/23/17 and were informed on 7/14/17 to submit their APRs directly to THN by no later than 7/28/17. Applicants will be unable to make adjustments or corrections to the data sent, nor will adjustments or corrects made after 07/28/2017 be taken into account by TX BoS CoC staff.

TX BoS CoC staff also collected monthly drawdown records for project years 2014-15, 2015-16, and 2016-May 30, 2017 when applicants responded to an e-mailed Financial Preparation request sent on 5/19/17. All reported information is subject to verification by HUD and the eLOCCS draws displayed in Sage HMIS. Applicants that feel there is a discrepancy in the final LOCCS data sent should send TX BoS CoC staff eLOCCS screen shots showing the error at txboscoc@thn.org as soon as possible.

Renewal Project Application Packet
The Renewal Project Application Packet consists of the following items:
- Applicant Profile
- Project Application
    - o The Project Description will be closely reviewed. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness. The description must identify:
        - Demonstrated community needs
        - The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
        - The project's plan for addressing identified housing and supportive service needs
        - Proposed project outcomes
        - Coordination with other sources or partners
        - The reason CoC Program funding support is required

- Most recent HUD audit/monitoring results
  - If there were findings that have since been resolved, please provide documentation from HUD.
  - If there were findings that are currently being resolved due to a recent monitoring, please provide an explanation of what efforts are currently underway.
- 2017 CoC project match
  - Match letters must be dated between 05/01/2017 and 09/28/2017.
  - Program income can be counted as match this year. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match. For more information, see the FY 2017 Renewal Project Detailed Instructions.
  - If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment must be attached on Screen 7A of the application in e-snaps and submitted as part of the Renewal Project Application Packet to the TX BoS CoC.
  - A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. However, **a formal MOU with the partner agency will be required before grant execution, if awarded. The best practice is to secure the MOU before submitting an application.**
- Certification of Consistency with the Consolidated Plan
- Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity
  - The documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent

policymaking entity must be dated between 05/01/2017 and 09/28/2017.

- Housing First Narrative and Fidelity Assessment
- Project Policies and Procedures
- CoC Expectations Form
- Project Milestone Update, *for first time renewals only*

Submission of Renewal Project Application Packets

All renewal applicants must submit **one e-mail** to <u>txboscoc@thn.org</u> with the 10 attachments listed below by **August 25, 2017, at 5:00 PM CDT**. (Since the email confirmation of the APR and the email confirmation of LOCCS data will have already been submitted, they do not need to be attached.) Use the naming conventions for each file found in the middle column of the application packet checklist found on the following page. Submissions out of compliance with this format will not be accepted.

Any required documents that are incomplete or received after the due date and time will not be reviewed or included in the FY 2017 TX BoS CoC's Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP. The TX BoS CoC reserves the right not to review projects that do not meet eligibility requirements. The checklist on the following page will help applicants to ensure that they have submitted all needed materials to participate in the FY2017 TX BoS CoC Competition.

Do not click "submit" on the project application in e-snaps until directed to do so by TX BoS CoC staff.

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
Applicant Profile (export pdf from e-snaps, please do not print and scan) NOTE: If your agency's Code of Conduct is not on the following list, you are required to attach it to your Applicant Profile: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct.	1. Applicant Profile 2017_<Applicant Name>_<Project Name>	1. Applicant Profile 2017_Texas Agency_Texas House	
Project Application (export pdf from e-snaps, please do not print and scan)	2. Project Application 2017_<Applicant Name>_<Project Name>	2. Project Application 2017_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating same	3. HUD Monitoring Letter 2017_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2017_Texas Agency_Texas House	
2017 CoC project match (include cash/in-kind commitment letters for each match source reported in	4. Match Documentation 2017 _<Applicant Name>_<Project	4. Match Documentation 2017_Texas Agency_Texas	

the 2017 Project Application and an MOU confirming each third-party in-kind match commitment if applicable)	Name>	House	
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2017_<Applicant Name>_<Project Name>	5. Cert of Consistency 2017_Texas Agency_Texas House	
Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity (letter on agency letterhead from Executive Director/CEO/Board Chair)	6. Letter of participation 2017_<Applicant Name>_<Project Name>	6. Letter of participation 2017_Texas Agency_Texas House	
Housing First Narrative and Fidelity Assessment	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House	
Policies and Procedures governing the renewal project	8. PP_<Applicant Name>_<Project Name>	8. PP_Texas Agency_Texas House	
CoC Expectations Form	9. CoC Expectations Form_<Applicant Name>_<Project Name>	9. CoC Expectations Form_Texas Agency_Texas House	
Project Milestone Update, for *first time renewals only*	10. Milestone Update_<Applican	10. Milestone Update_Texas	

	t Name>_<Project Name>	Agency_Texas House	

DO NOT click "submit" on your application in e-snaps until directed to do so by TX BoS CoC staff.

"Submitting without Changes" in e-snaps
This year, HUD is allowing renewal project applicants to submit their renewal application without changes. Only projects that have been renewed at least once can bring forward a previous year's application and choose the "Submit without Changes" option. For those project applicants that brought forward information from a previous year's application, this option allows project applicants to unlock and make changes to information on screens in Parts 3 through 6 **or** choose to submit without changes if all the imported data is accurate.

Renewal project applicants should review the imported information thoroughly to ensure that the information is still reflective of grant activities, milestones, and accomplishments; THN especially recommends renewal applicants review screen 2B before selecting "Submit without Changes" as this information is the most subject to change from grant cycle to grant cycle, and will be verified with HUD.

While project applicants are encouraged to select the "Submit without Changes" option when appropriate, THN staff may request that applicants unlock and alter parts of the application that the applicant had not edited previously as part of threshold review.

NOTE: Screens 3C (for PSH only) and 6D contain fields that were not included in previous applications and so are automatically checked and must be edited. In addition, 7A and 7B are checked to remain open for attachments and certification. Changes to these four screens do not affect your ability to select "Submit without Changes." For more information, reference the Renewal Project Detailed Instructions: https://www.hudexchange.info/resources/documents/FY-2017-Renewal-Project-Application-Detailed-Instructions.pdf#page=17

Sample: Match Documentation

<div align="center">

UPLIFT, INC.
5678 Elm Street
Nirvana, IL 60600

</div>

May 1, 2017

Ms. Leslie Knope, Director

Can-Do Services

1234 Main Street

Pawnee, Indiana

RE: **Project YES**—Matching Funds

FY 2017 HUD Continuum of Care Program NOFA

Dear Ms. Knope:

Uplift, Inc. is pleased to participate in Project YES as a partner.

To help meet **HUD's Continuum of Care Program 25% match requirement for Project YES' FY 2017 Project Application**, Uplift, Inc. will be able to provide a total of **$145,000** in match.

Uplift, Inc. will provide **$125,000 of cash match** to **Can-Do Services**. If HUD funds Project YES, the funds for our cash match amount will be available on **March 1, 2018**, and will continue to be available throughout the duration of Project YES' FY2017 grant year. The cash match provided may be used for **any eligible cost explicitly stated in the CoC Interim Rule.**

In addition**, Uplift, Inc.** will provide **$20,000** in **in-kind equipment match** to the project by supplying **20 computers at $1,000 per computer to project staff to use HMIS and case management software** beginning on **March 1, 2018, and will continue to be available throughout the duration of Project YES' FY2017 grant year**.

Thank you again for the opportunity to partner with Can-Do Services on Project YES.

Sincerely,

James H. Warbucks
Chief Executive Officer

Key Elements: Documenting Cash Match

- Provided on the source agency's letterhead
- Signed and dated by an authorized representative
  - Match letter must be dated between May 1, 2017 and September 28, 2017
- Amount of cash to be provided to the recipient for the project
- Specific date the cash will be made available
- The actual grant and fiscal year to which the cash match will be contributed
- Time period during which funding will be available
- Allowable activities to be funded by the cash match
- HUD FAQ: https://www.hudexchange.info/faqs/1559/what-are-the-documentation-requirements-for-cash-match/

Key Elements: Documenting In-Kind Service Match

- Provided on the source agency's letterhead
- Signed and dated by an authorized representative
  - Match letter must be dated between May 1, 2017 and September 28, 2017
- Value of services to be provided to the recipient for the project
  - Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's/subrecipient's organization.
- Specific date the services will be made available
- The actual grant and fiscal year to which the in-kind match will be contributed
- Time period during which services will be available
- Allowable activities to be executed by in-kind service match
- A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. **However, a formal MOU with the partner agency will be required before grant**

execution, if awarded. The best practice is to secure the MOU before submitting an application.

- HUD FAQ: https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/

Key Elements: Documenting In-Kind Goods and Equipment Match
- Provided on the source agency's letterhead
- Signed and dated by an authorized representative
  - Match letter must be dated between May 1, 2017 and September 28, 2017
- Value of donated goods to be provided to the recipient for the project
- Specific date the goods will be made available
- The actual grant and fiscal year to which the match will be contributed
- Time period during which the donation will be available
- Allowable activities to be provided by the donation
- Value of commitments of land, buildings, and equipment–the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year
- HUD FAQ: https://www.hudexchange.info/faqs/1560/what-are-the-documentation-requirements-for-in-kind-goods-and-equipment/

Attachment: Housing First Narrative and Fidelity Assessment

Housing First Narrative and Fidelity Assessment

Overview

Housing First is an approach that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Review Section II.A.4., II.B.17.c., III.A.3.g. and VII.A.1.g. of the [FY 2017 Continuum of Care (CoC) Program Notification of Funding Availability (NOFA)](#) and the Housing First PSH brief at https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/ for more information.

Housing First projects share essential elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without time limits.
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; client participation in these services is voluntary.
- A standard lease agreement – housing is not contingent on compliance with services
- A focus on reducing barriers to project entry, including not requiring sobriety, drug testing, minimum income level, or employment upon entry.

Additional information about Housing First practices can be found here:
http://thn.org/images/THN_HousingFirstResourceList.pdf

Housing First Narrative

Renewal and New Project Applicants must adhere to the Housing First model to be eligible to compete in the 2017 CoC Program Competition. Applicants must include a narrative detailing how the project is adhering to or will adhere to the model. Narratives should be no longer than 3 pages, doubled spaced, 1 inch margins, and 12 point font. Narratives should address how they are or will incorporate the essential elements of housing first listed in the Overview, as well as the following elements:

To what extent do the project's written policies and procedures ensure or will ensure that participants are not screened out based on the following criteria?

- Having too little or no income
- Active, or history of, substance use or a substance use disorder
- Having a criminal record (with exceptions for state-mandated restrictions)
- History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

To what extent do the agency or project's written policies and procedures ensure that participants are not terminated from the program for the following reasons?

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found in the project's geographic area
- Failure to pay rent on time, e.g., special payment arrangements for rent arrears or assistance with financial management

To what extent do the agency or project's written policies and procedures include evidence based practices for client engagement such as motivational interviewing, client-centered counseling, trauma informed care, and harm reduction?

Does the project take proactive steps to minimize barriers to entry and retention? Examples of proactive steps may include:

- Agency/project(s) utilize a harm reduction model with respect to drug and alcohol use, or other high-risk activities
- Agency/project(s) employ evidence-based practices for client engagement, such as motivational interviewing, client-centered counseling, and trauma-informed care

Describe the training provided to CoC Program-funded project(s) provide staff training and support to employ evidence-based practices

For Renewal Project Applicants *Only*

HOUSING FIRST FIDELITY ASSESSMENT

Alignment with Housing First Principles

1)   Please attach your CoC Program-funded project written policies and procedures that clearly demonstrate participants are <u>NOT SCREENED OUT</u> based on the following criteria and indicate the document and page number where the panel can find each provision.

	Name of Document/File	Page Number
Having too little or no income		
Active, or history of, substance use or a substance use disorder		
Having a criminal record (with exceptions for state-mandated restrictions)		
History of domestic violence, e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement		

2) Please attach your CoC Program-funded project written policies and procedures that clearly demonstrate participants are <u>NOT TERMINATED</u> from the program for the following reasons, and indicate the document and page number where the panel can find each provision.

	Name of Document/File	Page Number
Failure to participate in supportive services		
Failure to make progress on a service plan		
Loss of income or failure to improve income		
Being a victim of domestic violence		
Any other activity not covered in a lease agreement typically found in the project's geographic area		

Attachment: CoC Expectations Form

CONTINUUM OF CARE PROGRAM APPLICANT EXPECTATIONS

Texas Homeless Network (THN) serves as the Collaborative Applicant and Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC) and as such is charged by HUD to operate and administer CoC activities and to monitor CoC Program applicant performance (24 CFR Part 578). To further CoC goals and to clarify expectations, the TX BoS CoC is establishing CoC Program recipient responsibilities in this document to be signed annually by an authorized representative of the CoC Program recipient agency. New project applicants are also required to complete this document, committing to upholding recipient responsibilities, should funds be awarded.

CoC Program recipients have a grant agreement with the U.S. Department of Housing and Urban Development (HUD). The CoC Program recipient is responsible for adhering to all requirements and obligations outlined by HUD. In the event that CoC Program recipient responsibilities change, revisions will be made to this certification and will require a new signature by an authorized representative of the CoC Program recipient agency.

EXPECTATIONS

Before applying for renewal or new CoC Program funding, all project applicants must read and review the following items:

- CoC Program Interim Rule (24 CFR Part 578), as it provides the requirements for implementation and administration of the CoC Program.
- FY 2017 CoC Program Notification of Funding Availability (NOFA)

- [Opening Doors](#)
- [TX BoS CoC Policies and Procedures](#)
- [TX BoS CoC Written Standards](#)
- [TX BoS CoC Coordinated Entry Written Standards](#)

Before applying for renewal CoC Program funding, all renewal applicants must have completed the following trainings on HUD Exchange within the 12 months prior to signing this document. Applicants applying for a new project that must complete the following trainings upon award notification from HUD:

- CoC Program Components/Eligible Costs https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/
- CoC Program Administration https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/
- Financial Management Curriculum https://www.hudexchange.info/trainings/financial-management-curriculum/

HMIS Participation and Coverage

CoC Program recipients must collect information on persons served and services provided during the grant period and enter this information into the TX BoS CoC's Homeless Management Information System (HMIS), ClientTrack. Victim Service Providers (VSPs) are prohibited from participating in HMIS. VSPs must demonstrate that they have a database comparable to an HMIS and are able to provide aggregate data and HUD-mandated reports from that database, upon request. CoC Program recipients must also:

- Adhere to the [HMIS Policies and Procedures Manual](#) and [User Agreements](#)
- Attend monthly mandatory HMIS webinars, as scheduled

- Complete, respond to, and make corrections to quarterly data quality reports sent by HMIS staff
- Run and review Annual Performance Reports (APRs) and Data Quality Reports on a monthly basis

Consumer Involvement

Recipients must keep on file documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity

Project Parameters

All projects must follow the TX BoS CoC Policies and Procedures and the TX BoS CoC Written Standards for the project type

Coordinated Entry

Participation in a Coordinated Entry (CE) process is a requirement of 24 CFR Part 578 for all recipients of CoC Program funds. The TX BoS CoC released the TX BoS CoC Coordinated Entry Written Standards on June 12, 2017. Communities with CoC Program recipients must implement CE according to the TX BoS CoC Coordinated Entry Written Standards. CoC Program recipients must participate in the local CE process.

Grant Performance & Reports

- Recipients must receive approval from the TX BoS CoC prior to requesting a grant extension from HUD.
- Recipients must receive approval from the TX BoS CoC prior to requesting a significant change from HUD, including proposals for: grant transfer, change in sub-recipients, change of project site, addition or elimination of eligible costs for a project, change in subpopulation, reduction in the number of

units funded, voluntary relinquishment of grant funding, and any budget changes.

- Recipients must report grant spending to TX BoS CoC staff on a quarterly basis by submitting their project spending report screen shot from the electronic Line of Credit Control System (eLOCCS).
- Recipients must participate in a Performance Improvement Plan (PIP), Corrective Action Plan (CAP), or HUD Technical Assistance (TA)-led assistance, if mandated by the TX BoS CoC and/or HUD.
- Recipients must submit Point-in-Time Count (PIT) and Housing Inventory Count (HIC) data by the deadlines established by TX BoS CoC.
- Recipients must submit APRs to TX BoS CoC staff for review at least two (2) weeks prior to HUD submission.
- Recipients must submit APRs to HUD on or before report deadlines and will participate in the APR review process conducted by TX BoS CoC staff.
- Per the TX BoS CoC Policies and Procedures, recipients must carbon copy ("cc") TX BoS CoC staff on all communications with HUD regarding monitoring.
- Recipients must notify THN of receipt of a HUD monitoring notification or monitoring report within 48 hours.

CoC Engagement
- Recipients must participate in all trainings designated as mandatory that are conducted or sponsored by TX BoS CoC by having at least one representative staff member participate either via webinar or in-person, as required.
- Recipients must attend at least 75% of CoC General Meetings in a 12-month period.

AUTHORIZED REPRESENTATIVE INFORMATION

Agency:	
Contact Person:	
Email Address:	
Contact Number:	

I have read, understand, and agree to the expectations set forth in this agreement.

_____

_____

Signature   Date

_____

_____

Printed Name   Title

Project Milestone Update

CONTINUUM OF CARE PROGRAM MILESTONE UPDATE

For First-Time Renewals ONLY

Texas Homeless Network (THN) serves as the Collaborative Applicant and Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC) and as such is charged by HUD to operate and administer CoC activities and to monitor CoC Program applicant performance (24 CFR Part 578). CoC Program recipients have a grant agreement with the U.S. Department of Housing and Urban Development (HUD). The CoC Program recipient is responsible for adhering to all requirements and obligations outlined by HUD.

CoC Program recipients applying for renewal funding for the first time are in a unique situation when it comes to Competition ranking, as few recipients have begun operations and have performance data that the TX BoS CoC can use in scoring criteria. Thus, we request that project applying for their first renewal grant provide updates on major start-up milestones to demonstrate project capacity to be used as an element in scoring and threshold review.

Please complete the following table with the milestone status of the project requesting renewal for the first time. The first column describes the project milestone the CoC wishes the project applicant to provide an update on. The second column requests that project applicants insert the date reported to HUD in the applicant's step C1.9a in e-snaps. The last column requests that the project applicant provide the actual number of days it took for the project to accomplish the milestone. If milestones submitted to HUD were not met, please explain the circumstances. If the TX BoS CoC does not have a C1.9a on file we will request the project provides a PDF export of the document from esnaps.   If a project has not yet begun operations, please complete the second column with the projections listed in Step C1.9a, and complete the last column with "Grant not yet executed".

In the FY2017, this applies to the following projects:

- Abilene Hope Haven: Hope Housing Services
- Carpenter's Church: Carpenter's Housing First
- Corpus Christi Metro Ministries: Transforming Lives FY2016
- Families in Crisis: 2016- FIC-RRH-KILLEEN
- Mid-Coast Family Services: New Hope 2016
- Odessa Links: Project Hope FY2016
- Sabine Valley Center: Fredonia Homeless and Disabled Women and Children Rapid Rehousing
- Shelter Agencies for Families in East Texas, Inc: SAFE-T RRH 1
- The Salvation Army, A Georgia Company: Project Bridge Rapid Rehousing FY16
- Women Opting for More Affordable Housing Now, Inc: WOMAN, Inc. Rapid Re-Housing

Project Milestone	Step C1.9.a Projection (in days)	Actual Accomplishment (in days)
Operations staff hired		
Residents begin to occupy		
Supportive services begin		
Facility near 100% occupied		
Enrollment in supportive services near 100% capacity		

Only a representative authorized to represent the project may complete this form for submission to THN in the FY2017 CoC Program Competition.

AUTHORIZED REPRESENTATIVE INFORMATION

Agency:	
Contact Person:	
Email Address:	
Contact Number:	

I verify that the information appearing in this form is true, accurate, and complete to the best of my knowledge. I acknowledge that if the information above is found to be inaccurate, that my agency will be held accountable for misrepresentation.

_____   _____

Signature   Date

_____   _____

Printed Name   Title