



Texas Balance of State  
Continuum of Care  
Request for Proposals  
(RFP)

2017

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FY 2017 HUD Continuum of Care Program  
Local Application Process

# Texas Balance of State Continuum of Care Request for Proposals (RFP) for the HUD Continuum of Care (CoC) Program 2017 Local Application Process 8/3/2017

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## Introduction

The [FY 2017 CoC Program Notice of Funding Availability \(NOFA\)](#), as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released by the U.S. Department of Housing and Urban Development (HUD) on July 14, 2017. Texas Homeless Network (THN) and the Texas Balance of State Continuum of Care (TX BoS CoC) are soliciting eligible project applications from non-profit agencies, local governments, and other eligible applicants that provide housing and services to homeless persons in the 215 counties included in the [TX BoS CoC geographic area](#). A list of the cities and counties within the TX BoS CoC may be found in Appendix A of this document.

Applicants for CoC Program funding may not apply to HUD directly. Instead, they must apply as part of a Consolidated Application through a Continuum of Care's (CoC's) "local application process." For the TX BoS CoC, THN is the Lead Agency and Collaborative Applicant, and THN manages the CoC's local application process. The process is described in this RFP and includes reviewing, selecting, and ranking Project Applications, then submitting them to HUD under a consolidated, or joint, application. HUD then makes the final determination about which projects will be awarded CoC Program funding.

Eligible project applicants for the CoC Program Competition are under 24 CFR 578.15 and include nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

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## Requirements Prior to Applying

Before applying, Project Applicants are required to:

1. Attend a mandatory webinar held by THN on Friday, August 4<sup>th</sup> from 1:00-3:30 P.M. CDT, regarding this local application process and CoC Program funding. Only applicants that attended the webinar will be allowed to participate in the local application process. Register for the webinar using this link:  
<https://attendee.gotowebinar.com/register/7272015250604451075>
2. Read and ensure their eligibility and compliance with the FY2017 HUD CoC Program NOFA: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>
3. View pertinent resources on the HUD Exchange website:
  - a. HUD's Training on CoC Program Components/Eligible Costs:  
<https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/>
  - b. HUD's Training on CoC Program Administration:  
<https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/>
  - c. HUD's Financial Management Curriculum:  
<https://www.hudexchange.info/trainings/financial-management-curriculum/>
4. Review the CoC Interim rule (24 CFR Part 578):  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf).
5. Agree to comply with the TX BoS CoC's Housing First and low barrier requirements, per the [CoC Written Standards](#).

## CoC Transparency

In seeking public participation, applicants and recipients, including CoCs, must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons). For assistance with accessing the RFP and/or participating in the local application process, please contact the CoC Manager, Mary Rychlik, at [mary@thn.org](mailto:mary@thn.org).

## Funding Available

In the FY 2017 competition for CoC Program funds, funding is available for Renewal Projects, New Projects, and Expansion Projects (that is, expansion of existing eligible Renewal Projects). The CoC welcomes and encourages new applicants to apply, and encourages existing CoC Program-funded organizations to apply, for new project funding.

### Renewal Projects

Funding for Renewal Projects is not guaranteed. HUD makes available to each CoC the amount of funding needed to re-fund all currently-funded projects. That amount is called the Annual Renewal Demand (ARD). The TX BoS CoC's FY 2017 estimated ARD is \$5,460,040. The CoC Application's score, individual Project Application scores, and the mandatory "tiering" process factor into which Project Applications are ultimately selected for funding.

### New Projects

Funding for New Projects in 2017 is limited and is not guaranteed. Funding will come from:

- 1) The *voluntary* reallocation of existing Renewal Project funding; and/or
- 2) The *involuntary* reallocation of existing Renewal Project funding; and/or
- 3) The Permanent Housing Bonus.

### Reallocation of Existing Funding

The TX BoS CoC may require Renewal Projects to reallocate funds in the FY 2017 local application process if projects have performance deficiencies and/or unspent funds. Reallocations will follow the Review, Score, and Ranking Policies and Reallocation Process as approved by TX BoS CoC Board.

Funds that become available via the reallocation process may be used to create New Projects and Expansion Projects. New applicants and applicants with current CoC Program-funded projects may apply, and are encouraged to apply, for New Projects. Eligible Renewal Projects may apply, and are encouraged to apply, for Expansion Projects.

### Reallocated Funds for New Projects

CoCs may reallocate funds in whole or in part from existing Renewal Projects to create one or more New Projects. CoCs may use reallocation to create:

1. New Permanent Supportive Housing (PSH) projects that either meet the requirements of DedicatedPLUS, as defined in Section III.A.3.d. of the FY2017 NOFA, or where 100% of beds will be dedicated for use by chronically homeless individuals and families, as defined by 24 CFR 578.3;
2. New Rapid Re-housing (RRH) projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
  - a. Residing in a place not meant for human habitation;
  - b. Residing in an emergency shelter;
  - c. Persons meeting criteria (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
  - d. Residing in a transitional housing project that was eliminated in the FY2017 CoC Program Competition;
  - e. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the FY2017 NOFA); or
  - f. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system;
3. New Joint TH and PH-RRH component projects, as defined in Section III.A.3.h. of the FY2017 NOFA, to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence;
4. A dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead; and
5. Supportive Services Only (SSO) projects specifically to develop or operate a new centralized or coordinated assessment system (Coordinated Entry).

#### *Reallocated Funds for Expansion Projects*

Eligible Renewal Project applicants may apply for Expansion Project funding in order to expand existing eligible Renewal Projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

If the Expansion Project exceeds the amount of funding available under the reallocation amount, HUD will reduce the funding request to the available amount, which could affect the activities of the New Expansion Project.



*If both the Expansion Project and the Renewal Project it expands are conditionally selected for funding, one grant agreement incorporating both project applications will be executed. If the Renewal Project application is not conditionally selected for funding, the Expansion Project application will not be selected.*

#### *Reallocated Funds for Supportive Services Only for Coordinated Entry (SSO-CE) Projects*

SSO-CE is the only type of eligible New SSO Project in the FY2017 CoC Program competition, and it must be used for a local Coordinated Entry process that meets CoC requirements.

#### *Reallocated Funds for HMIS Projects*

Reallocated project funds may be used to apply for operating and administering a Homeless Management Information System (HMIS). Only the agency designated as the HMIS Lead Agency may apply for this project type.

#### *Permanent Housing Bonus*

Permanent Housing Bonus funds may be used to create New Projects or Expansion Projects.

#### *Permanent Housing Bonus Funds for New Projects*

CoCs may create new projects through the Permanent Housing (PH) Bonus. The PH Bonus amount is up to 6 percent of a CoC's Final Pro Rata Need (FPRN) amount--approximately \$2,146,554 for the TX BoS CoC. The following types of new projects may be created:

1. Permanent Supportive Housing projects that either meet the requirements of DedicatedPLUS, as defined in Section III.A.3.d. of the FY2017 NOFA, or will dedicate 100% of beds to chronically homeless families and individuals; or
2. Rapid Re-housing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
  - a. Residing in a place not meant for human habitation;
  - b. Residing in an emergency shelter;
  - c. Persons meeting criteria (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;

- d. Residing in a transitional housing project that was eliminated in the FY2017 CoC Program Competition;
  - e. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the FY2017 NOFA); or
  - f. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system; and
3. Joint TH and PH-RRH component projects, as defined in Section III.A.3.h. of the FY2017 NOFA, to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.

#### *Permanent Housing Bonus Funds for Expansion Projects*

CoCs may use the Permanent Housing Bonus to expand eligible Renewal Projects.

Eligible Renewal Project applicants may apply for Expansion Project funding in order to expand existing eligible Renewal Projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

If the Expansion Project exceeds the amount of funding available under the reallocation amount, HUD will reduce the funding request to the available amount, which could affect the activities of the new expansion project.

*If both the Expansion Project and the Renewal Project it expands are conditionally selected for funding, one grant agreement incorporating both project applications will be executed. If the Renewal Project application is not conditionally selected for funding, the Expansion Project application will not be selected.*

#### Limits

- All projects except New Projects applying under the Permanent Housing (PH) Bonus that are requesting funding for new construction, acquisition, or rehabilitation, will be limited to a one-year grant term.
- For the Administration budget line item, all applicants may request no more than 7% of the total dollar amount requested from HUD.

## Letter of Intent to Apply and Letter of Notification Not to Apply

### Letter of Intent to Apply

All applicants for New Projects or Expansion Projects must submit a Letter of Intent to apply. Letters must be submitted to Kameron Fowler, Continuum of Care Director, at [Kameron@thn.org](mailto:Kameron@thn.org) by **5:00 P.M. CDT on August 9, 2017**. Include the proposed project type, number of participants to be served, target population, and total budget amount in the body of the letter.

### Letter of Notification Not to Apply for Renewal Projects

Any eligible applicants for Renewal Projects (listed in Appendix F) that are **NOT** planning to apply for funding to renew their project must notify Kameron Fowler, Continuum of Care Director, at [kameron@thn.org](mailto:kameron@thn.org) by **5:00 P.M. CDT on Wednesday, August 9, 2017**, so that funds can be reallocated within the CoC. \*If a Renewal Project applicant agency chooses to withdraw its application at a later time during the local application process, the agency will be deemed ineligible to apply for CoC Program funds in the future. In addition, the agency may be held responsible for the CoC's permanent loss of CoC Program funds if the CoC is unable to reallocate because of time limitations.

For more information about applying for Renewal Projects, New Projects, and Expansion Projects in the local application process, see the [Texas Balance of State Continuum of Care 2017 Renewal Project Application](#) and [Texas Balance of State Continuum of Care 2017 New/Expansion Project Application](#).

## CoC Program Components

The following program components are eligible under the CoC Program:

### Permanent Housing (PH)

Funds for PH may be used for acquisition, rehabilitation, new construction, leasing, rental assistance (RA), operating, and supportive services (some exceptions apply). PH encompasses Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH).

### Permanent Supportive Housing (PSH)

**PSH** is permanent housing with indefinite leasing or rental assistance paired with intensive supportive services to assist the most vulnerable homeless persons with a disability or families with an adult or child member with a disability to achieve housing stability. PSH has a recommended 12-16:1 client-to-case manager ratio. For projects applying for FY2017 CoC Program funding, the TX BoS CoC requires: 1) that the project use the Housing First model; and 2) that 100% of beds are dedicated to serve chronically homeless persons, or beds are designated as DedicatedPLUS, as defined in the FY2017 NOFA.

### Rapid Re-Housing (RRH)

**RRH** emphasizes housing search and relocation services and short-term and/or medium-term rental assistance to move individuals and families experiencing homelessness (with or without a disability) as rapidly as possible into permanent housing. The TX BoS CoC requires RRH projects applying for FY2017 CoC Program funds to use the Housing First model.

### Joint TH & PH-RRH

JOINT TH & PH-RRH is a new project type introduced in HUD's FY2017 NOFA. It combines transitional housing and rapid re-housing in a single project to serve individuals and families experiencing homelessness. Applicants interested in this project type should pay particular attention to the requirements in the FY 2017 CoC Program NOFA. HUD requires that Joint TH & PH-RRH projects use the Housing First model.

### Supportive Services Only (SSO) for Coordinated Entry (CE) (SSO-CE)

SSO-CE Projects will be assessed by HUD for meeting the project quality threshold based on:

- a) Whether the centralized or coordinated assessment system is easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance;
- b) Whether there is a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area;
- c) Whether there is a standardized assessment process; and
- d) Whether the program ensures that program participants are directed to appropriate housing and services that fit their needs.

## Homeless Management Information System (HMIS)

Only applicants designated as the HMIS Lead Agency by the CoC Lead Agency may apply for CoC Program funds to administer and operate HMIS. In the TX BoS CoC, this means that only THN, as the CoC designated HMIS Lead Agency, may apply for CoC funds to operate and administer HMIS.

## Eligible Persons to Be Served

All CoC Program-funded projects must exclusively serve persons who meet the HUD definition of homeless, as defined in the HEARTH Act, or persons who meet the HUD definition of chronically homeless:

### “Homeless” Definition:

A person or family who is considered homeless must meet the following definition:

- 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
  - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
  
- 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - ii. No subsequent residence has been identified; and
  - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
  
- 4) Any individual or family who:
  - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - ii. Has no other residence; and
  - iii. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

The full definition may be found at 24 CFR Part 91, available at [https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)

#### “Chronically Homeless” Definition:

A person or family who is considered chronically homeless must meet the following definition:

- 1) A “homeless individual with a disability,” as defined in the HEARTH Act (24 CFR parts 91, 582 & 583), who:
  - i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter and;
  - ii. Has been homeless (as described above) for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions must total at least 12 months
    - Occasions separated by a break of at least seven nights
    - Stays in institutions of fewer than 90 days do not constitute a break
  
- 2) A individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
  
- 3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraphs (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

#### Dedication and Prioritization in Permanent Supportive Housing (PSH) Projects:

New and Renewal PSH Projects in the TX BoS CoC must be 100% dedicated for chronically homeless persons, meaning they may serve only people who meet HUD’s definition of chronically homeless, **OR** they must meet the new DedicatedPLUS designation, as defined in the FY 2017 CoC Program NOFA.

PSH projects must also target persons with the highest needs and longest histories of homelessness. Projects must prioritize chronically homeless individuals, youth, and families who have the longest histories of homelessness and the highest needs by implementing the [TX BoS CoC Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing](#) (see Appendix B for the link).

### Rapid Re-Housing (RRH) projects:

Rapid re-housing projects, including New and Renewal Projects, may serve individuals and families, including unaccompanied youth, who meet the following criteria:

- i. Residing in a place not meant for human habitation;
- ii. Residing in an emergency shelter or coming directly from the streets;
- iii. Persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations;
- iv. Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
- v. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
- vi. Receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

RRH projects must also prioritize households who have the highest needs, are sleeping in an unsheltered location, have the longest histories of homelessness, and have been utilizing services the longest by implementing the [\*TX BoS CoC Prioritization Standards for CoC Program-funded Rapid Re-Housing Projects\*](#) (see also Appendix B).

### DedicatedPLUS Projects

The only persons who may be served in DedicatedPLUS Project are persons described in III.A.3.d. of the FY2017 NOFA. Renewal PSH Projects, including those where 100% of the beds are currently dedicated to individuals and families experiencing chronic homelessness, may change the classification of the project through the project application to DedicatedPLUS; a grant agreement amendment is not needed. Because DedicatedPLUS Projects may serve chronically homeless persons and other homeless persons described in III.A.3.d, some or all of the persons assisted by a DedicatedPLUS project at any given time may be chronically homeless.



## Application Process

### Overview

Applicants for CoC Program funding may not apply to HUD directly. Instead, they must apply as part of a Consolidated Application through a Continuum of Care's (CoC's) "local application process." For the TX BoS CoC, THN is the Lead Agency and Collaborative Applicant, and THN manages the CoC's local application process. The process is described in this RFP and includes reviewing, selecting, and ranking Project Applications, then submitting them to HUD under a consolidated, or joint, application.

Eligible Project Applicants must submit their Renewal, New, and/or Expansion Project Applications to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, at [txboscoc@thn.org](mailto:txboscoc@thn.org) by **5:00 P.M. CDT on August 25, 2017**.

Once Project Applications are received, THN staff complete a threshold review to determine if a Project Application should be included in the Consolidated Application. Threshold review ensures Project Applicants are eligible to apply and that applications meet minimum acceptable criteria. THN staff will alert Project Applicants if any corrections are needed to meet threshold review criteria, and Applicants will have a short time to respond to the requested corrections. Project Applications that do not meet threshold criteria will not be included in the Consolidated Application. Applicants will be informed no later than September 13, 2017, if their Project Applications will be included in the Consolidated Application.

Once threshold review is complete, Project Applications will be scored by the TX BoS CoC Independent Review Team (IRT). The IRT scores applications based on the priority scoring areas listed in the *TX BoS CoC Renewal Project Application* and *TX BoS CoC New/Expansion Project Application*. However, an application's score is not the only factor used in determining if a project receives HUD funding. Projects are also placed in a ranked order, with projects at the top of the ranking being most likely to receive funding, and projects at the bottom of the ranking being least likely to receive funding. The TX BoS CoC Board determines how projects are ranked, taking into account project score and component type, among other criteria.

THN will publish the results of the scoring and ranking processes on its website, <http://thn.org/texas-balance-state-continuum-care/continuum-care-program/>, by September 26, 2017. The Consolidated Application is due to HUD on September 28, 2017.

HUD will then determine which projects in the Consolidated Application's ranking will be awarded funding, based on HUD's threshold reviews, the Project Application's score, and the CoC Application's score, among other factors. Once all CoCs have been scored, HUD announces its final funding decisions. The time frame for funding announcement changes every year, so THN does not have an estimated date for announcement.

### Eligible Applicants

Eligible applicants must provide services and/or housing in one or more of the 215 counties included in the TX BoS CoC geography. A list of the cities and counties within the TX BoS CoC may be found in Appendix A of this document.

Eligible Project Applicants for the CoC Program Competition are, under 24 CFR 578.15, non-profit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

### Application Due Date

Project Applications are due to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, at [txboscoc@thn.org](mailto:txboscoc@thn.org) by **5:00 P.M. CDT on August 25, 2017**. THN reserves the right to extend the deadline. Applications received after the due date and time will not be reviewed or included in the 2017 TX BoS CoC Consolidated Application, in accordance with the CoC Board's "late submission" policy found in Appendix C.

## 2017 Application Process Timeline

5/19/17	LOCCS data and total budget amount request sent to Renewal Project applicants.
6/2/17	LOCCS data and total budget amount request due to THN from Renewal Project applicants no later than 5:00 PM CST.
07/14/17	FY 2017 Notice of Funding Availability (NOFA) released by HUD <a href="https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/">https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/</a>
7/28/17	Competition APRs pulled by THN for projects in HMIS or submitted by DV projects by 5:00 PM CDT (required only for Renewal Projects with one operating year or more)
7/31/17	The Texas Balance of State CoC Members and the Texas Department of State Health Services (DSHS) MHSAs Contracts Management Unit informed of the HUD CoC NOFA release
8/4/17	TX BoS CoC's Request For Proposals (RFP) and application materials available on the THN website under Texas Balance of State CoC Grant Materials – <a href="http://thn.org/texas-balance-state-continuum-care/continuum-care-program/">http://thn.org/texas-balance-state-continuum-care/continuum-care-program/</a>
8/4/17	<b>Mandatory</b> THN webinar to review RFP and competition requirements from 1:00-3:30 PM CDT. Registration link: <a href="https://attendee.gotowebinar.com/register/7272015250604451075">https://attendee.gotowebinar.com/register/7272015250604451075</a>
8/7/2017	LOCCS data and final APRs to be used for scoring sent to Renewal Project applicants. Verification due 8/9/2017 by 5:00 PM CDT to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> .
8/9/17	Letters of intent for New Project applications via the PH Bonus and Expansion Project applications due by 5:00 PM CDT. Send letters to Kameron Fowler, CoC Director, at <a href="mailto:Kameron@thn.org">Kameron@thn.org</a> .
8/9/17	Renewal Project applicants must inform THN if intending <b>not</b> to apply for renewal funding by 5:00 PM CDT. Send notification to Kameron Fowler, CoC Director, at <a href="mailto:Kameron@thn.org">Kameron@thn.org</a> .
8/9/17	Verification by applicant of final LOCCS and APR to be used for scoring due by 5:00 PM CDT to <a href="mailto:txboscoc@thn.org">txboscoc@thn.org</a> .
8/25/17	<b>Complete application packets due to THN by electronic submission to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> by 5:00 PM CDT.</b> Do <b>NOT</b> click the “submit” button in the e-snaps application until directed to do so by THN Staff.

8/30/17	Application threshold review complete. <sup>1</sup> Requests for corrections sent to applicants.
9/1/17	Application packets with corrections returned to Texas Homeless Network by email to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> by 5:00 PM CDT.
9/4/17	Applications sent to TX BoS CoC IRT for scoring.
9/11/17	TX BoS CoC IRT completes Project Application reviews and scores Project Applications. THN staff ranks Project Applications according to the TX BoS CoC Board's ranking procedure.
9/13/17	TX BoS CoC Board reviews and votes on TX BoS CoC Project Application reviews, scores, and ranking. Applicants advised by e-mail of ranking and if project meets HUD and TX BoS CoC eligibility and will be submitted with the 2017 Consolidated Application. In addition any changes that need to be made to expansion project applications and/or reduced funding due to re-allocations will be sent out. Grievances due within 24 hours per the Grievance Procedure.
9/14/17	Requested project changes for New, Expansion, and Reallocation Projects due to THN no later than 5:00 PM CDT to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> .
9/14/17	Grievances due to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> .
9/15/17	TX BoS CoC will respond to all grievances.
9/16/17	Applicant grievance appeals due within 24 hours of response from TX BoS CoC
9/18/17	Special called meeting with TX BoS CoC Board to review grievance appeals if needed and to provide a final decision.
9/20/17	TX BoS CoC Board reviews Consolidated Application
9/20/17	2017 TX BoS CoC Consolidated Application, including Priority Listing, posted on <a href="http://thn.org">THN's website</a> and notification sent via the CoC's email list
9/20/17	<b>TX BoS CoC Consolidated Application submitted to HUD</b>
9/28/17	Consolidated Application due date, per the HUD FY2017 CoC Program NOFA.

This RFP and any part of the TX BoS CoC's Competition Process, including Project Applications, may be revised, based on information released by HUD. Changes will be sent via the TX BoS CoC's email list and will be posted on THN's website: under Competition Application Materials – <http://thn.org/texas-balance-state-continuum-care/continuum-care-program/>

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<sup>1</sup> The threshold review of 2017 project applications will be cursory. **Applicants should not rely on THN staff for finding deficiencies.** HUD may choose to reject applications rather than award funds with conditions, as HUD has done in prior years.

### Availability of Technical Assistance

Technical assistance is available to potential applicants on August 16<sup>th</sup> and 17<sup>th</sup>. Applicants may seek clarification on program requirements and project eligibility. THN will provide a schedule of technical assistance times, and Project Applicants may reserve times with THN staff. A Doodle poll will be sent listing available appointments. **THN strongly suggests that project applicants needing assistance reserve available technical assistance times.**

### Application Materials

#### For HUD

Applicants must complete the Applicant Profile and Project Application electronically in e-snaps (HUD's CoC grant system), per the FY2017 NOFA instructions. The application and instructions are available to download from the HUD website at

<https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>

THN advises that applicants do **NOT** click "submit" in e-snaps until directed to do so. Applicants will be notified when to submit their applications in e-snaps when they are notified if their application will be included with the TX BoS CoC Consolidated Application, no earlier than August 25, 2017.

#### For THN

In addition to completing the Applicant Profile and Project Application in e-snaps, Project Applicants are required to submit a complete application packet to THN as part of the local application process. See the [\*Texas Balance of State Continuum of Care 2017 Renewal Project Application\*](#) and [\*Texas Balance of State Continuum of Care 2017 New/Expansion Project Application\*](#).

### Submitting Application Packets to THN

Applicants must submit **one e-mail** with the attachments listed in the appropriate application packet. Use the naming conventions and file format requirements for each file found in the tables accompanying each project type's section. Send only **one e-mail** with all required files attached.

### IMPORTANT NOTE ON FILE FORMAT:

Application materials completed in e-snaps must be exported directly from e-snaps to submit to THN. An Applicant Profile or Project Application that has been printed and scanned will not be accepted. Applicants must submit the PDF produced directly from e-snaps. All other materials in the application packet may be scanned, or can be sent in their original file formats (Word, PDF etc.).

Submissions out of compliance with the specified formats and file naming conventions will not be accepted.

Applicants are required to put "Application Packet: <Applicant Name>" in the subject line of their email, with the applicant's name replacing "<Applicant Name>".

Send application packets to: [TXBoSCoC@thn.org](mailto:TXBoSCoC@thn.org).

**Documents must be received by THN by 5:00 PM CDT on August 25, 2017.**

### Threshold Requirements

Threshold requirements are certain requirements that Project Applicants and Project Applications must meet in order to be considered for funding in the FY2017 CoC Program local application process. An application must first successfully pass a review of threshold requirements in order to be considered eligible for review by the TX BoS CoC IRT, which will score project applications. THN staff will perform a cursory threshold review of all submitted Project Applications, though Applicants should not rely on THN staff for finding deficiencies. This year, in addition to a staff review, applicants will be provided a self-threshold review sheet. This will minimize the number of errors Project Applications may have upon first submission. Note that if a Project Application is found not to meet threshold requirements on the federal level, HUD may choose to reject applications rather than award funds with conditions.

### Minimum Standards

1. The only acceptable project types are:
  - a. Renewal Projects
  - b. New PSH, RRH, Joint TH & PH\_RRH, and SSO-CE Projects created through reallocation
  - c. New PSH, RRH, and Joint TH & PH-RRH Projects created under the Permanent Housing Bonus
  - d. Expansion Projects for eligible Renewal Projects

2. All Projects must meet HUD eligibility, threshold, and project quality threshold requirements, per the 2017 CoC Program NOFA.  
<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>
3. All Projects must meet the HUD required 25% match. (Note: Leasing funds are excluded from the 25% match requirement. For more information on matching requirements see 24 CFR Section 578.73).
4. Renewal Projects are only eligible to apply for up to their current grant amount, as listed on the final [FY 2017 Grant Inventory Worksheet \(GIW\)](#). Renewal Projects may be required to apply for a lesser amount through the TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process.
5. PH Bonus New Projects and Expansion Projects may request an administrative budget line item equal to or less than 7% of the total funding amount requested from HUD.
6. Persons served by the project must meet the HUD definition of homeless, per the HEARTH Act definition, and be eligible for service under CoC Program regulations AND must meet any additional project type eligibility requirements outlined in the NOFA.
7. Applications must be complete and submitted in the correct format (see page 20). **The application must be submitted on time** (see policy on late submissions in Appendix C). Also, any corrections requested must be received by the due dates indicated (see page 17).
8. The project must be feasible and the costs reasonable. The project must demonstrate that it is designed to move homeless persons toward self-sufficiency and permanent housing.
9. The application must demonstrate that the project will be able to proceed in a timely manner.
10. New and Renewal PSH projects must be 100% dedicated to serving chronically homeless persons and must follow [TX BoS CoC Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing](#) (see link in Appendix B) **OR** must meet the DedicatedPLUS designation, as defined in the FY2017 NOFA
11. All New and Renewal Projects providing housing must be low-barrier and follow the Housing First model. For more information on the Housing First model, see Appendix D.

12. If there is evidence that a Project Applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement (including, but not limited to, monitoring findings), has a drastic reduction in numbers of persons served, has made program changes without prior HUD approval, or has lost a project site, the Project Application may be rejected from the TX BoS CoC local application process.

## Scoring and Ranking of Projects

In response to the FY2017 CoC Program NOFA, the TX BoS CoC may make significant changes in to ranking process for the FY2017 CoC Program competition in order to preserve as much project funding as possible and to demonstrate the CoC's ability to reallocate projects based on performance and fund expenditure.

The CoC Board will review and release the 2017 ranking, review, and reallocation process prior to the scoring and ranking of FY2017 project applications. The purpose of this evaluation process and prioritization strategy 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 FY2017 applicant listserv.

THN staff will review Project Applications to determine eligibility for submission and meeting of application threshold criteria.

THN will establish an IRT comprised of general members of the TX BoS CoC and other homeless service professionals to review and score New Project, Expansion Project, and Renewal Project applications. No member with a conflict of interest (e.g., that member's agency is submitting a project application) will sit on the IRT. IRT members who are found to have a vested interest in any project application shall recuse themselves from the discussion of and ranking of that particular project.

The IRT will score Project Applications using the [TX BoS CoC 2017 Renewal Project Application](#) and the [TX BoS CoC 2017 New/Expansion Project Application](#). For documents detailing that process, see THN's website at <http://thn.org/texas-balance-state-continuum-care/continuum-care-program/> under Competition Application Materials.

Project applications will be ranked based on evaluation scores from the IRT and on ranking criteria approved by the TX BoS CoC Board. The project review, scoring and



ranking process and outcomes will be reviewed and voted on by the TX BoS CoC Board before THN submits the Consolidated Application to HUD.

Agencies submitting Project Applications **must** be available to discuss applications with THN staff and/or consultants, if requested, during the evaluation process.

## Matching Funds and Documentation Requirements

Matching funds (“match”) are cash or in-kind goods and services that an applicant commits to contribute to the project. More information on matching funds requirements may be found at 24 CFR 578.73.

### Match Requirements for CoC Program Funding:

- 25% match is required for all project budget components except leasing
- Match can be cash or in-kind
- Match must be spent on program activities that would be eligible for CoC Program funding

Documenting match correctly will reduce delay in receiving your grant agreement from HUD, so pay careful attention to documentation requirements.

### Types of match

- **Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match)
- **In-kind:** services (counseling, legal advocacy, etc.), physical goods/equipment (food, furniture, clothing, etc.), and real property (donated land or buildings)

### What can be used as match?

- **New in the FY2017 CoC Program Competition:** Program income may be used as match. Project Applicants that intend to use program income as match must provide an estimate of how much program income will be used for match, and the source of the program income. CoC-generated program income includes occupancy charges paid to the recipient or sub-recipient.
- Contributions of cash, in-kind goods/equipment, and in-kind property that can be documented by letter and which cover costs that are eligible activities under the CoC Interim Rule.

- Contributions of in-kind services which cover costs that are eligible activities under the CoC Interim Rule. Must be documented by a memorandum of understanding (MOU) that is in place by the time of grant execution (i.e., when the grant term begins). For the purposes of the BoS application, **applicants may submit a letter to THN instead of an MOU**, provided the MOU will be in place by the time of grant execution. The letter or MOU must be dated between 5/1/2017-09/28/17.
- Commitments of land, buildings, and equipment are **one-time only** and cannot be claimed in more than one competition. For example, donated land claimed in the 2017 competition cannot be claimed as match by that project or any other project in subsequent competitions.
- See link for more details: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

#### What cannot be used as match?

- To be counted as match, the funds, goods, or services need to come directly from the contributing source to the organization. Items provided directly to and for individuals/program participants are not eligible as match. For example:
  - Mainstream benefits provided directly to program participants (e.g., SSI/SSDI disability benefits) cannot be used as match.
  - Funds from mainstream resources provided directly to an organization for use in a CoC project (e.g., Medicaid) can be used as match/leverage.

#### Documenting Match

- In general, match documentation must:
  1. Clearly document a firm financial commitment;
  2. Be signed by a person with authority, on the letterhead of the organization;
  3. Be conditioned only upon HUD approval of the grant;
  4. Be dated between 5/1/2017-09/28/17 and
  5. Include the amount being provided, and specifies that the amount is being used for matching funds.
- Cash match documentation should be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:
  1. Amount of cash to be provided to the recipient for the project;
  2. Specific date the cash will be made available;

3. The actual grant and fiscal year to which the cash match will be contributed;
  4. Time period during which funding will be available; and
  5. Allowable activities to be funded by the cash match.
- In-Kind match specifications:
    1. Recipients and subrecipients using in-kind contributions may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or subrecipients has to pay for them with grant funds, the costs would be eligible.
    2. During the term of the grant, the recipient and subrecipients must keep and make available for inspection, records documenting the value of real property, equipment, goods, or services.
    3. Recipients and subrecipients must adhere to the requirements of 24 CFR 84.23 and
    4. 24 CFR 85.24. Before grant execution, services to be provided by a third party must be documented in a MOU between the recipient or subrecipients and the third party that will provide the services. See 24 CFR 578.73(c)(3)d. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient or subrecipient organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. It is the responsibility of the grant recipient to provide evidence of cost reasonableness.
  - **Letters** must meet the following criteria, in addition to the above requirements for cash match/leverage:
    1. Be on letterhead stationery from the organization providing the contribution
    2. Be signed and dated by an authorized official of the organization dated between May 1, 2017 and September 28, 2017
      - Please note that letters from prior years may not be used. If a document appears to be re-used from a previous year (ex: date changes with white-out) it will not be accepted by TX BoS CoC
    3. Contain the amount of the cash contribution OR the dollar value of the in-kind contribution (and must specify if such amounts are to be used for match or leverage)

4. Contain the specific date the contribution will be made available AND the time period during which the contribution will be available
  5. Contain the name of the applicant agency to which the contribution is being given
  6. Contain the specific grant name/number and the fiscal year of the grant to which the contribution is being given
  7. Contain a description of the goods/services that will be provided (for in-kind contributions) OR a description of what the funds will be spent on (for cash contributions)
- **MOUs** must contain the following information:
    1. Agency Information:
      - Applicant agency's identifying information with point(s) of contact
      - Service provider's identifying information with point(s) of contact
    2. Be signed and dated by an authorized official of the organization dated between May 1, 2017 and September 28, 2017
      - Please note that MOUs from prior years may not be used. If a document appears to be re-used from a previous year (ex: date changes with white-out) it will not be accepted by TX BoS CoC
    3. Unconditional commitment (except for selection to receive a grant) of third-party provider to provide the services
    4. Description of specific services to be provided
    5. Scope of services to be provided and by whom
      - Specific contract to be matched
      - Length of time services provided/term of contract
      - Point-in-time number of clients receiving service
      - Total clients receiving service over grant term
      - Qualification/profession of persons providing services
      - Estimated value of services provided (such as hourly rate)
    6. Documentation of services match
      - Documentation requirements and responsibilities of service provider and applicant agency
      - Timeliness standards of service provider and applicant agency for providing services to individuals

Documentation of match must be provided to HUD prior to grant agreement execution.

## Appendix A

### Texas Balance of State CoC Cities/Counties

Projects located in Entitlement Jurisdictions must have a Certification of Consistency with the Consolidated Plan from that jurisdiction. Consolidated Plan Jurisdictions may be identified using the search function on the HUD Exchange at <https://www.hudexchange.info/grantees/>.

For communities with multiple renewal projects, a Consolidated Plan Certification for each jurisdiction, and a list of those projects providing services in each, can be submitted on behalf of all applying entities.

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. Elizabeth Yevich, Director, Housing Resource Center with TDHCA can be contacted at [elizabeth.yevich@tdhca.state.tx.us](mailto:elizabeth.yevich@tdhca.state.tx.us).

### Cities and Counties within the TX BoS CoC

CITIES/COUNTIES AND GEOGRAPHIC CODES							
Geo Code	City/ County	Geo Code	City/ County	Geo Code	City/ County	Geo Code	City/ County
480018	ABILENE	485340	TEXARKANA	489071	Chambers County	489151	Fisher County
480402	BEAUMONT	485346	TEXAS CITY	489073	Cherokee County	489153	Floyd County
480726	BROWNSVILLE	485496	TYLER	489079	Cochran County	489159	Franklin County
		485580	VICTORIA	489081	Coke County	489163	Frio County
481206	CORPUS CHRISTI	489001	Anderson County	489083	Coleman County	489165	Gaines County
481410	DENISON	489003	Andrews County	489087	Collingsworth County	489167	Galveston County
481416	DENTON	489005	Angelina County	489089	Colorado County	489169	Garza County
481608	EDINBURG	489007	Aransas County	489091	Comal County	489171	Gillespie County

481824	FLOWER MOUND TOWN	489011	Armstrong County	489093	Comanche County	489173	Glasscock County
481986	GALVESTON	489013	Atascosa County	489095	Concho County	489175	Goliad County
482304	HARLINGEN	489015	Austin County	489097	Cooke County	489177	Gonzales County
482820	KILLEEN	489017	Bailey County	489099	Coryell County	489179	Gray County
483042	LAREDO	489019	Bandera County	489103	Crane County	489181	Grayson County
483084	LEAGUE CITY	489021	Bastrop County	489105	Crockett County	489183	Gregg County
483132	LEWISVILLE	489025	Bee County	489107	Crosby County	489187	Guadalupe County
483246	LONGVIEW	489027	Bell County	489109	Culberson County	489189	Hale County
483288	LUBBOCK	489031	Blanco County	489111	Dallam County	489191	Hall County
483438	MARSHALL	489033	Borden County	489115	Dawson County	489193	Hamilton County
483330	MC ALLEN	489037	Bowie County	489117	Deaf Smith County	489195	Hansford County
483564	MIDLAND	489039	Brazoria County	489119	Delta County	489199	Hardin County
483606	MISSION	489043	Brewster County	489121	Denton County	489203	Harrison County
483798	NEW BRAUNFELS	489045	Briscoe County	489123	DeWitt County	489205	Hartley County
483924	ODESSA	489047	Brooks County	489125	Dickens County	489207	Haskell County
483966	ORANGE	489049	Brown County	489127	Dimmit County	489209	Hays County
484080	PEARLAND	489053	Burnet County	489129	Donley County	489211	Hemphill County
484146	PHARR	489055	Caldwell County	489131	Duval County	489213	Henderson County
484248	PORT ARTHUR	489057	Calhoun County	489133	Eastland County	489215	HIDALGO COUNTY
484674	ROUND ROCK	489059	Callahan	489135	Ector County	489219	Hockley

			County				County
484752	SAN ANGELO	489061	Cameron County	489137	Edwards County	489221	Hood County
484770	SAN BENITO	489063	Camp County	489139	Ellis County	489223	Hopkins County
484812	SAN MARCOS	489065	Carson County	489143	Erath County	489225	Houston County
484962	SHERMAN	489067	Cass County	489147	Fannin County	489227	Howard County
485316	TEMPLE	489069	Castro County	489149	Fayette County	489229	Hudspeth County
489231	Hunt County	489301	Loving County	489377	Presidio County	489449	Titus County
489233	Hutchinson County	489303	Lubbock County	489379	Rains County	489451	Tom Green County
489235	Irion County	489305	Lynn County	489381	Randall County	489455	Trinity County
489239	Jackson County	489307	McCulloch County	489383	Reagan County	489457	Tyler County
489241	Jasper County	489311	McMullen County	489385	Real County	489459	Upshur County
489243	Jeff Davis County	489315	Marion County	489387	Red River County	489461	Upton County
489245	Jefferson County	489317	Martin County	489389	Reeves County	489463	Uvalde County
489247	Jim Hogg County	489319	Mason County	489391	Refugio County	489465	Val Verde County
489249	Jim Wells County	489321	Matagorda County	489393	Roberts County	489467	Van Zandt County
489251	Johnson County	489323	Maverick County	489397	Rockwall County	489469	Victoria County
489253	Jones County	489325	Medina County	489399	Runnels County	489471	Walker County
489255	Karnes County	489327	Menard County	489401	Rusk County	489473	Waller County
489257	Kaufman County	489329	Midland County	489403	Sabine County	489475	Ward County
489259	Kendall County	489333	Mills County	489405	San Augustine County	489477	Washington County
489261	Kenedy County	489335	Mitchell County	489407	San Jacinto	489479	Webb County

					County		
489263	Kent County			489409	San Patricio County	489481	Wharton County
489265	Kerr County	489341	Moore County	489411	San Saba County	489483	Wheeler County
489267	Kimble County	489343	Morris County	489413	Schleicher County	489489	Willacy County
489269	King County	489345	Motley County	489415	Scurry County	489491	WILLIAMSON COUNTY
489271	Kinney County	489347	Nacogdoches County	489417	Shackelford County	489493	Wilson County
489273	Kleberg County	489349	Navarro County	489419	Shelby County	489495	Winkler County
489275	Knox County	489351	Newton County	489421	Sherman County	489499	Wood County
489277	Lamar County	489353	Nolan County	489423	Smith County	489501	Yoakum County
489279	Lamb County	489355	Nueces County	489425	Somervell County	489505	Zapata County
489281	Lampasas County	489357	Ochiltree County	489427	Starr County	489507	Zavala County
489283	La Salle County	489359	Oldham County	489431	Sterling County		
489285	Lavaca County	489361	Orange County	489433	Stonewall County		
489287	Lee County	489365	Panola County	489435	Sutton County		
489291	Liberty County	489369	Parmer County	489437	Swisher County		
489295	Lipscomb County	489371	Pecos County	489441	Taylor County		
489297	Live Oak County	489373	Polk County	489443	Terrell County		
489299	Llano County	489375	Potter County	489445	Terry County		



## Appendix B

### HUD CPD Notices and Regulations

- Notice CPD 15-02: Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities  
<https://www.hudexchange.info/resources/documents/Notice-CPD-15-02-Appropriate-Placement-for-Transgender-Persons-in-Single-Sex-Emergency-Shelters-and-Other-Facilities.pdf>
- Equal Access in Accordance with Gender Identity Final Rule  
<https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf>

### TX BoS CoC Notices and Regulations

- Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing: [http://thn.org/wp-content/uploads/2017/05/TXBoSCoC\\_PSH\\_Prioritization.pdf](http://thn.org/wp-content/uploads/2017/05/TXBoSCoC_PSH_Prioritization.pdf)
- Prioritization Standards for CoC Program-funded Rapid Re-Housing Projects: [http://thn.org/wp-content/uploads/2017/05/FINAL-TXBoSCoC\\_RRH\\_Prioritization.pdf](http://thn.org/wp-content/uploads/2017/05/FINAL-TXBoSCoC_RRH_Prioritization.pdf)
- [TX BoS CoC Coordinated Entry Written Standards](#)
- [TX BoS CoC Written Standards for Service Delivery](#)

## Appendix C

### TX BoS CoC Policy on Late Submissions

#### CoC Program Application Process/Local Competition

##### Late Submission of Project Applications

*Approved by the TX BoS CoC Board 2-10-2016*

##### **Policy:**

Project Applicants shall adhere to all due dates and deadlines related to the TX BoS CoC's application process, also known as the local competition, for HUD Continuum of Care (CoC) Program funding. Project Applications must be submitted by the due date and time.

If a Project Application is not submitted by the due date and time, the TX BoS CoC Board will determine potential consequences, including but not limited to ranking, whether the project is ineligible for inclusion in the final TX BoS CoC's Consolidated Application or will receive reduced funding.

##### **Procedure:**

THN staff will notify the Project Applicant via email when a Project Application is not submitted by the due date and time. THN staff will send a copy of this policy regarding late submissions.

THN staff will notify all CoC Board members via e-mail when a Project Application is not submitted by the due date and time.

THN staff will schedule a webinar meeting with the CoC Board members to discuss potential consequences. The meeting will be held within 2 business days of the day that the Project Application was submitted late.

When determining potential consequences, the CoC Board will consider the following factors:

- Whether or not the Project Applicant has maintained regular communication with THN, as the CoC Lead Agency, during the application process/competition;

- Whether or not the Project Applicant has maintained regular communication with THN, as the CoC Lead Agency, throughout the prior year;
- How the Project has performed during the prior year;
- The rate of expenditures for the project in the prior year, as evidenced by LOCCS draw-downs;
- The potential impact of a decrease or loss of funding to the community where the project operates; and
- The potential impact of a decrease or loss of funding to the TX BoS CoC.

THN staff will provide information and data, as requested by CoC Board members.

The CoC Board will determine consequences.

THN staff will inform the Project Applicant via email of the Board's decision.

THN staff will inform HUD staff via email of the Board's decision.

THN staff will maintain records of the proceedings and decisions related to the matter.

## Appendix D

### Housing First Narrative and Fidelity Assessment Guidance

#### Housing First Resources

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 FY2017 CoC Program Competition 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 critical 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:
  - Sobriety is not a requirement upon entry
  - Drug testing is not required upon entry
  - Minimum income level is not required upon entry
  - Employment is not required upon entry

Additional information about Housing First practices can be found here:

[http://thn.org/wp-content/uploads/2017/05/THN\\_HousingFirstResourceList-1.pdf](http://thn.org/wp-content/uploads/2017/05/THN_HousingFirstResourceList-1.pdf)

Submitting Evidence of Housing First Model (Housing First Narrative and Fidelity Assessment) CoC Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) recipients must adhere to the Housing First model to be eligible to compete in the 2017 CoC Competition. Applicants must include a narrative detailing how the project is adhering to or will adhere

to the model. Narratives should address how they are or will incorporate the essential elements of housing first, as well as the following elements:

To what extent do the project's written policies 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

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
- Agency/project(s) provide staff training and support to employ evidence-based practices
- Agency/project(s) provide tenants reasonable flexibility in paying their tenant share of rent on time and offer special payment arrangements for rent arrears or assistance with financial management

## Appendix E

### DedicatedPLUS

The DedicatedPLUS project designation is a new designation available in the FY2017 CoC NOFA for permanent supportive housing projects. A DedicatedPLUS project is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:

- (1) experiencing chronic homelessness, as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project; 19 of 65
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- (6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system. A renewal project where 100 percent of the beds were dedicated to chronically homeless individuals and families, as described in Section III.A.3.b., under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically

homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.

e. Definition of Homelessness and Human Trafficking. HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4 of the homeless definition at 24 CFR 578.3; and, therefore, may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life threatening conditions that relate to violence against the individual or family member” under paragraph 4 of the definition of homeless at 24 CFR 578.3. Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individuals or family's primary night-time residence or has made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; and the individual or family lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to qualify as homeless under paragraph 4 of the definition.

## Appendix F

### Eligible 2017 Renewal Projects

Applicant Name	Project Name	Expiration Date	Project Component	First Time Renewal
Abilene Hope Haven	Hope Housing Services	2/28/2018	PH-RRH	Yes
Carpenter's Church	Carpenter's Housing First	Has not begun operations	PH-PSH	Yes
City of Beaumont	Shelter Plus Care (S+C)	1/31/2018	PH-PSH	No
City of Longview	City of Longview CoC 2016 Renewal	9/30/2018	PH-PSH	No
City of Texarkana	Texarkana Homeless Coalition: Doorways Home (TX0298B6T071000)	4/30/2018	PH-RRH	No
Corpus Christi Metro Ministries	Transforming Lives FY2016	Has not begun operations	PH-PSH	Yes
Denton County Mental Health Mental Retardation Center	Connections SHP FY2016	9/30/2018	PH-PSH	No
Families in Crisis	2016- FIC-RRH-KILLEEN	Has not begun operations	PH-RRH	Yes
Giving HOPE, Inc.	Giving Hope Permanent Supportive Housing Program	4/30/2018	PH-PSH	No
Mid-Coast Family Services, Inc.	Hope Net 2016	7/31/2018	PH-PSH	No
Mid-Coast Family Services, Inc.	New Hope 2016	Has not begun operations	PH-PSH	Yes



Neighborhood Development Corporation	Homeless to Homes Program	3/31/2018	PH-PSH	No
Odessa Links	Project Hope FY2016	6/30/2018	PH-RRH	Yes
Sabine Valley Center	Fredonia Homeless and Disabled Women and Children Rapid Rehousing	5/31/2018	PH-RRH	Yes
Shelter Agencies For Families in East Texas, Inc.	SAFE-T RRH 1	Has not begun operations	PH-RRH	Yes
Spindletop MHMR Services	Renew Permanent Supported Housing in Southeast Texas	11/30/2018	PH-PSH	No
The Gulf Coast Center	Gulf Coast Center Permanent Housing FY16	12/31/2017	PH-PSH	No
The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing FY16	Has not begun operations	PH-RRH	Yes
WestCare Texas, Inc. Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	Next Step WOMAN, Inc. Rapid Re-Housing	10/31/2017 Has not begun operations	PH-PSH PH-RRH	No Yes

## Appendix G

### Grievance Procedure

#### *Purpose*

The purpose of the grievance procedure is to settle any disagreement between an Applicant Organization for the HUD Continuum of Care (CoC) Program funding and the Texas Balance of State Continuum of Care (TX BoS CoC) as quickly and impartially as possible, to ensure an efficient, transparent, and fair competition.

#### *Eligibility*

A grievance may be filed by any Applicant Organization that claims it has been adversely affected by:

- Improper application of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 Request for Proposals (RFP) and the 2017 Review, Score, Ranking Policies and Re-Allocation Process once approved by the Board.
- Improper interpretation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2017 CoC Program local application process, as outlined in the FY 2017 RFP and Re-Allocation Policy and Procedures;
- Disparity in the application of rules, regulations, and/or procedures regarding participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 RFP and Re-Allocation Policy and Procedures;
- Violation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2017 CoC Program application process, as outlined in the FY 2017 RFP and Re-Allocation Policy and Procedures; and/or
- The score assigned by the TX BoS CoC Independent Review Team (IRT).

#### *Procedure for Filing Grievances and Grievance Appeals*

The following steps must be taken, in the order given. Time limits shall begin on the first day after the applicable occurrence, filing, appeal, response, or recommendation. Due to the nature and time constraints of the CoC Program competition, working days shall include weekends and City, County, and/or Federal holidays.

## Step 1

In order to be considered, a grievance must be filed in writing with the CoC Lead Agency, Texas Homeless Network (THN), within twenty-four (24) hours of notification of preliminary ranking results and whether or not the organization's application will be included in the CoC's Consolidated Application. An e-mail clearly stating the issue and the policy which the Applicant Organization believes was violated is sufficient to serve as a written grievance. The Applicant Organization's grievance email should be sent to the attention of CoC Director, Kameron Fowler, at [txboscoc@thn.org](mailto:txboscoc@thn.org). The CoC Lead Agency has twenty-four (24) hours from receipt of the Applicant Organization's grievance e-mail to respond in writing via e-mail and to resolve the grievance.

## Step 2

If the Applicant Organization is not satisfied with the response received by the CoC Lead Agency and/or proposed resolution, the Applicant Organization has twenty-four (24) hours to file a grievance appeal with the TX BoS CoC Board using the attached official form. This written grievance appeal should be sent to the attention of the TX BoS CoC Board at [txboscoc@thn.org](mailto:txboscoc@thn.org).

The TX BoS CoC Board has forty-eight (48) hours to investigate and respond in writing, using the attached official form. Applicant Organization should expect to receive the response via email. The Board's decision/response is final and binding.

## Step 3

If the Applicant Organization is not satisfied with the TX BoS CoC Board's response, depending on the type of appeal, the Applicant Organization may file an appeal with HUD, as outlined in 24 CFR 578.35. Details can be found in Section X of the 2017 NOFA <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf#page=60>.

### *General Provisions*

1. The initial grievance must be submitted in writing to the TX BoS CoC within the allowable time frame, in order to be considered. Email is strongly preferred.
2. The Grievance Appeal Forms provided by the TX BoS CoC (attached) must be used in pursuing a grievance appeal.
3. To expedite the process the Applicant Organization should cite the applicable sections of the RFP, NOFA, and/or Re-Allocation P&P pertaining to their grievance.

**TX BoS CoC's FY 2017 CoC Program Local Application Process  
Grievance Appeal Form**

Applicant Organization: \_\_\_\_\_

Applicant Organization's Address: \_\_\_\_\_

Applicant Organization's Phone Number: \_\_\_\_\_

Applicant Representative: \_\_\_\_\_ Job Title: \_\_\_\_\_

Applicant Representative's Email Address: \_\_\_\_\_

We have received a response to our organization's grievance from the CoC Director (or designated staff person, in his/her absence) on (date) \_\_\_\_\_.

Because this answer is unacceptable to us, we wish to file a formal grievance appeal.

Nature of grievance appeal. Explain how your organization was unfairly treated, including names and dates, and cite the specific applicable sections of the RFP, NOFA and/or Re-Allocation P&P. (Use additional pages if needed.)

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We believe a just and fair resolution of our grievance appeal is:

[Large empty rectangular box for text entry]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**TX BoS CoC's FY 2017 CoC Program Application Process**  
**Grievance Appeal Form – The TX BoS CoC Board Response**

Applicant Organization: \_\_\_\_\_

Applicant Representative: \_\_\_\_\_

The TX BoS CoC Board Response to Applicant Organization's Grievance Appeal:

If the Applicant Organization is not satisfied with the Board's response, depending on the type of grievance appeal, the Applicant Organization may file an appeal with HUD as outlined in 24 CFR 578.35. Details can be found in Section X of the 2017 NOFA: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf#page=60>.

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Printed Name

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Date

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Signature