

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

## 1A. Continuum of Care (CoC) Identification

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** TX-607 - Texas Balance of State CoC

**1A-2. Collaborative Applicant Name:** Texas Homeless Network

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Texas Homeless Network

## 1B. Continuum of Care (CoC) Engagement

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	Yes	No
Hospital(s)	Yes	Yes	No
EMT/Crisis Response Team(s)	Yes	Yes	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	No
Public Housing Authorities	Yes	Yes	No
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	No
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	No
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Veterans Services	Yes	Yes	Yes
Agings and Disability Resource Center	Yes	Yes	Yes
Faith-based organizations, faith communities	Yes	Yes	No

**1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

CoC Board has 15 seats, each with pop/comm member designation to ensure broad representation. CoC holds elections 1/yr to solicit nominations from entire CoC membership for Board seats. CoC involves 20+ Local Homeless Coalitions (LHCs) in recruitment, & advertises elections thru LHCs, on website, and via membership e-mails. Anyone in geo area may join CoC meetings (monthly via webinar) & listserv (schd & sign-up on website), and CoC considers all project apps from full membership. Between LHC-&CoC-level opportunities, a full range of stakeholders is engaged. 1. CoC & Victims Service providers & State experts created guidance on using a comparable database for CAPER reporting, establishing new procedures. The DV agencies now serve on the CoC's HMIS/Data Cmte. 2. Veteran Services advises CoC on needs of vets and need to adapt VA best practices to BoS geo area. Vet Svcs members serve on Vet homelessness subcmte (co-led by SSVF & CoC) on LHC level.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Connections Individual & Family Services	Yes	Yes	Yes
Catholic Charities Diocese of Lubbock	Yes	No	No
K'Star Youth and Family Services	Yes	No	No
Central Texas Youth Services Bureau	Yes	Yes	No
Serving Children & Adolescents In Need (SCAN), Inc.	Yes	No	No
North Texas Youth Connection (Grayson County Juvenile Alternatives)	Yes	No	No
The Children's Center	Yes	Yes	No
D.O.R.S Youth Transition Services	No	Yes	No
Buckner Children and Family Services	No	Yes	No

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member**

**or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Shelter Agencies for Families in East Texas/SAFE-T (Mt. Pleasant)	Yes	Yes
Bastrop County Women's Shelter dba Family Crisis Center (Bastrop)	Yes	No
Mid-Coast Family Services	Yes	No
La Posada Providencia	Yes	No
Families in Crisis, Inc. (Killeen)	Yes	No
Family Crisis Center (Cameron County)	Yes	No
Women's Shelter of East Texas dba Family Crisis Center of East Texas (Lufkin)	Yes	No
Advocacy Outreach	Yes	No
WOMAN, Inc.	Yes	No
Family Services of South East Texas (Beaumont)	Yes	No

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)**

The CoC is pleased to submit project apps from 3 orgs that have not previously received funds. Due to our large geography, web-based communications vs print ads are the most effective way to reach new community partners. In addition to various internal listservs not directly related to CoC membership, as well as on our website posting, the CoC posted on various external social media outlets and listservs to ensure new comm partners not currently engaged and those not active in our current system were aware of the funding opp. The CoC also engages new entities throughout the year at various conferences, workshops, webinars, trainings and other programs. Throughout the year TA is provided to various homeless service orgs that do not receive HUD funding. The CoC also relies on our 26 active LHCs (Local Homeless Coalitions) to encourage apps from new orgs. Factors considered include exp, plan to serve target pop, leverage, alignment with CoC priorities & proposed performance measures .

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** Monthly

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	40
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	8
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	35
How many of the Con Plan jurisdictions are also ESG recipients?	7
How many ESG recipients did the CoC participate with to make ESG funding decisions?	7
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	7

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

The CoC collaborated with 8 of 40 Con Plan juris, incl 7 ESG recip. With 7 ESG recip via monthly emails for coord & collab—2 hrs/mo. Emails and phone calls annually for Con Plan/AAP dev-avg 4 hrs/yr x8 recip; annually re HMIS usage-avg 4 hrs/yr x8 recip; quarterly HMIS data quality—avg 2 hours/qtr x15subrecip; annual CAPERs—avg 2 hrs/yr x15 subrecp = 30 hrs; and annual subrecip and funding alloc-avg 2hrs/yr x7 ESG recip. Total= 312 hrs. CoC coordinates with other 33 (non-ESG) juris only as the juris have requested, because of limited CoC staff capacity; coord focused on Con Plan dev. CoC also consults with applicants for State ESG funding on program design, participants, budgets & performance measures. For 2016-avg 3 hrs/20 appl=60 hrs. Local Homeless Coalitions (LHCs) in the CoC also work with Con Plan juris in their communities on coord between LHC and Con Plan work, as part of the CoC's dual-layer structure (CoC-level and local-level work).

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

CoC consults with 7 ESG recip individually re other funding avail in local communities, as well as comm need & CoC/local priorities, to make the best use of avail resources. ESG recip monitor performance of subs thru data collected in HMIS/comp databases, & CAPERs reviewed by the recip & CoC quarterly. CoC & ESG recip & subs to consult twice/yr to refine performance plans. CoC provides PIT data to LHCs who then share with their respective CPlan juris. CoC provides juris with info about the dev of Coordinated Entry, perf targets, and system-wide perf measurement for CPlans/AAPs/CAPERs. CoC drafted written standards for svc delivery & will consult with ESG recip/subs to ensure alignment & consistent application. CoC is refining its consultation & coord process, based on guidance HUD released in April. Once written standards are operating, CoC & ESG will coord to evaluate performance & set standards outside existing monitoring reviews & discussions which include review of CAPER data.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)**

CoC ensures persons fleeing all forms of DV and their fam are offered

available, safe hsg & svcs & are supported with individual choice, to the max extent practicable using its written standards: CoC Prog- CE system allows for separate DV entry points, RRH & PSH written standards contain policy against involuntary fam separation, grantees supported to collect data in comp database; ESG Prog- In addition to the above, encourages joint hsg & svcs among victim svcs and non-victim svcs providers; CoC encourages use of TCFV-administered comp database across geo area; other prog-privately-funded NPOs, including faith-based organizations, pay for motel stays, short-term rental costs, utilities assistance & basic needs. CoC ensures data is shared in a manner that protects PII via: RRH & PSH written standards, CE P&Ps, Release of Information (ROI) form, training all HMIS users and comp. database users on HMIS Data Standards, having signed user agreements, and reviewing data quality quarterly.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Corpus Christi Housing Authority	18.00%	Yes-Public Housing
Brownsville Housing Authority	2.00%	Yes-HCV
Lubbock Housing Authority	39.00%	Yes-HCV
Tyler Housing Authority	5.00%	No
Denton Housing Authority		Yes-HCV

**If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.**

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)**

While there is a lack of subsidized or low-income housing opportunities that target persons experiencing homelessness within the CoC, some communities have found ways to meet this need. 1) In Lubbock, Carpenter's Church will be opening their HF PSH project on 9/8/16. It provides 10 units of housing for the most vulnerable individuals in Lubbock. Additionally, the local homeless coalition (LHC) and the Lubbock Public Housing Authority have set aside 20 vouchers for HHs experiencing homelessness. 2) The East Texas Community Coalition reports that a local church has 4 units of TH targeted towards



individuals experiencing homelessness. A local agency also offers one subsidized apartment. 3) The Tri-County Homeless Coalition reports that a local agency utilizes HOME TBRA to provide subsidized housing. Local DV providers operate TH complexes for survivors of DV. Bastrop/Elgin/Smithville counties have a housing complex for elderly/disabled individuals, which prioritizes homeless populations.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
<b>Other:(limit 1000 characters)</b>	
THN routinely distributes information about the criminalization of homelessness to educate advocates, policy makers, and our members	<input checked="" type="checkbox"/>
THN worked with specific BoS communities to provide letters of support, educational materials and data on the criminalization of homelessness to be presented to local city council members	<input checked="" type="checkbox"/>
LHCs are working with LHAs to reduce barriers to housing due to criminal background through educational forums for various community groups.	<input checked="" type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

N/A

## 1E. Centralized or Coordinated Assessment (Coordinated Entry)

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. (limit 1000 characters)**

Due to CoC's large geography, Coordinated Entry (CE) System (CES) provides a CE toolkit to Local Homeless Coalitions (LHCs) for Coordinated Entry Transition Teams (CETT) to implement. Orgs involved include shelters, food pantries, housing providers, local govt, LMHAs, PHAs, local jails, & hospitals. CETTs are instructed to work with providers to lower barriers for those seeking assistance & to evaluate their system to ensure quick housing and easy access. Number of entry points vary in ea. comm, are set up to reach those most vulnerable; outreach is encouraged & marketing is required. Use of the CoC CE Assessment is required. Each CES uses referral & prioritization standards. The CE workflow in HMIS updates the Housing Priority List, CoC By Name List (BNL). Lubbock assessed over 200 individuals to ensure the 10 most vulnerable clients enter into new HF PSH units; during the 2016 PIT, BNLs were developed for the 7 comms that did the VI-SPDAT with Vets experiencing homelessness.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list,**

**enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Program or ESG Program Funded projects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith-based organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soup Kitchens	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	10
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	1
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	9
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

<b>Performance outcomes from APR reports/HMIS:</b>	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

<b>Monitoring criteria:</b>	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

**Need for specialized population services:**

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

CoC restructured its threshold, scoring & ranking process for the 2016 competition so projects must commit to serving household w/ highest needs and vulnerabilities to be eligible to compete. To encourage focus on special pops, CoC offered additional points for projects whose target pops include youth, Veterans, survivors of domestic violence, the chronically homeless, or families with children. CoC also included scoring metrics for serving vulnerable households, such as those with no income and entries from literal homelessness. To take into account other participant needs, CoC requires that all funded projects commit to completing the F-/VI-SPDAT with homeless households that present at their agencies and to prioritize their intakes by F-/VI-SPDAT scores. CoC also refined its threshold review to disallow projects that had not adopted a Housing First model and required PSH to be 100% dedicated to the CH. PSH scoring metrics were recalibrated to take into account a harder-to-serve pop.

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

The CoC’s RFP, which details the CoC’s Threshold Requirements, Ranking Process, and Selection Criteria, was publicly shared by posting it on THN’s website on 7/8/16 and by posting an updated RFP on THN’s website on 7/22/16. The RFP posting was advertised via the CoC’s email listserv to the CoC general membership on 7/8/16. CoC staff also held a webinar to review the RFP on 7/12/16. The CoC’s updated “Review, Scoring, and Ranking Policies and Reallocation Process” was publicly shared on 9/9/16 by posting on THN’s website and by emailing it to Project Applicants.

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).** 09/12/2016

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)** Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)** 08/26/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?** Yes



# 1G. Continuum of Care (CoC) Addressing Project Capacity

## Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

CoC monitors grant recipients ongoing perf and renewal applications and new project apps comprehensively. HMIS administrator of CoC monitors data quality monthly, sending results & follow-up to programs. Quarterly program perf reports are pulled from HMIS. Recipients are also asked to pull quarterly APRS & LOCCS data for internal review and submission to CoC. Now that system perf data is available, it is included in regular data review & will be focal point in the CoC moving forward. Utilization & length of homelessness is monitored via HMIS. Last year, CoC developed a project review tool & conducted review calls with each recipient. The tool included utilization rates, increasing housing stability through income metrics, participant eligibility (low barrier approach), length of time homeless, destination upon program exit, increasing participant income, & connecting program participant to mainstream benefits. Tool identifies each criterion & measures progress toward perf goals.

**1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?** Yes

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.** Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.** Page 1-5 GC; Pages 2, 3-8 MOU

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.** Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?** Yes

**2A-4. What is the name of the HMIS software** Client Track

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Eccovia

## 2B. Homeless Management Information System (HMIS) Funding Sources

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Select the HMIS implementation coverage area:** Single CoC

**\* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

### 2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$540,022
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
<b>Federal - HUD - Total Amount</b>	<b>\$540,022</b>

### 2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
<b>Other Federal - Total Amount</b>	<b>\$0</b>

### 2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$0
State	\$56,000
<b>State and Local - Total Amount</b>	<b>\$56,000</b>

**2B-2.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$14,005
<b>Private - Total Amount</b>	<b>\$14,005</b>

**2B-2.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$65,000
<b>Other - Total Amount</b>	<b>\$65,000</b>

<b>2B-2.6 Total Budget for Operating Year</b>	<b>\$675,027</b>
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## 2C. Homeless Management Information System (HMIS) Bed Coverage

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 04/29/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	3,760	1,402	1,372	58.18%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	1,316	481	520	62.28%
Rapid Re-Housing (RRH) beds	554	288	156	58.65%
Permanent Supportive Housing (PSH) beds	1,045	0	288	27.56%
Other Permanent Housing (OPH) beds	0	0	0	

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

ES, TH, & RRH bed coverage rates increased 17, 11, & 31% respectively between 2015 & 2016. During the next year, CoC will work to further increase HMIS bed coverage, especially PSH HMIS bed coverage, e.g., utilize the 2016 HIC to determine which projects are not in HMIS & outreach to the providers that operate the 130+ VASH beds in the CoC. Additionally, the CoC will present on HMIS & methods to get more agencies on HMIS to Local Homeless Coalitions (LHCs); this activity will educate LHCs about the value of HMIS, especially the role HMIS & data has in ending to homelessness, & enable LHCs to encourage more providers to get on HMIS, including agencies that are not required & are reluctant to use HMIS. CoC will engage these entities during the last quarter of 2016 & follow up during the first quarter of 2017. Through the implementation of CE, CoC will provide trainings on the benefits of comprehensive HMIS coverage in communities. This activity will be on going throughout the next year.

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input checked="" type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input checked="" type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Semi-Annually

## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.**

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	10%
3.3 Date of birth	1%	1%
3.4 Race	1%	1%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	2%	1%
3.8 Disabling condition	3%	1%
3.9 Residence prior to project entry	4%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	4%	5%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	5%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	22%	3%

**2D-2. Identify which of the following reports your HMIS generates. Select all that apply:**

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
HMIS SSVF CSV Export	<input checked="" type="checkbox"/>



None	<input type="checkbox"/>
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**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?**

10

**2D-4. How frequently does the CoC review data quality in the HMIS?**

Monthly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.**

Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)**

There are not currently any GPD beds in the TX BoS CoC geography. The CoC is fully aware of the need to integrate GPD & other federal projects into HMIS to coordinate efforts to end homelessness & share essential data about the

population. If GPD beds are funded in the future within the TX BoS CoC, the CoC will engage the project and work with the project on a plan to enter data into HMIS.

## 2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

**2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes

**2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/21/2016

**2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Yes

**2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 04/29/2016

## 2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:**

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)**

Shelter providers throughout the BoS region participated in the PIT count on 1/21/2016. Nearly all shelters submitted numbers online through HMIS and/or a mobile app THN created, with some submitting hard copy surveys. A small

number of shelters required follow up phone calls to confirm numbers because they had not completed an online or hard copy survey. PIT shelter counts were checked against HMIS data for shelters using the system, to confirm or correct the numbers given to our offices by shelter directors. When there were conflicting reports, HMIS data was used as the correct data set. Our CoC selected this method because it was the most accurate way to obtain a sheltered PIT count in our large geography with varying individual community needs and resources.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

Not applicable.

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes**

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

The CoC removed 287 beds when Montgomery County joined TX-700. Several changes occur annually in the TX Bos CoC due to our vast geography. PSH, TH and ES beds were removed due to funding cuts, Montgomery County joining the TX-700, TH projects re-allocating to RRH and projects shifting target populations. PSH, RRH and TH beds were added due to new projects obtaining funding or existing projects beginning to enter data into HMIS.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)**

A more extensive and detailed PIT training guide and webinar was developed for the 2016 PIT. In addition to multiple training webinars, there were six in-person PIT trainings conducted across the BoS state wide geography compared to zero in person trainings last year. The following communities partnered in PIT count planning: Comal Co; Corpus Christi; Lufkin; Brenham; Temple; Killeen; Denton; Longview; Mt. Pleasant; Texarkana; Hunt Co; Tyler; Lubbock; Perrityton; Cameron Co; Hidalgo Co; Webb Co; Abilene; Brownwood; Midland ; Odessa ; San Angelo; Bastrop; Elgin; Galveston; Hempstead; Victoria; Beaumont.

## 2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.**

**2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes

**2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/21/2016

**2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?** Yes

**2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 04/29/2016

## 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:**

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

**2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)**

"Known Location" due to vast geography & "Complete Census" to obtain more accurate data were methods used where applicable for unsheltered PIT. The CoC relies on volunteers to coordinate the PIT in each community, based on guidance & training from the CoC. Each community spends much of the planning time identifying the unsheltered locations at which to conduct the survey. Surveyors are instructed to interview everyone found at these sites, knowing the answers to the survey questions will determine who meets HUD's homeless definition. Volunteers & staff members also conduct surveys at each service site in their communities & across the entire geographic area except unpopulated rural areas, unless they have been identified as places where individuals & families experiencing homelessness congregate or have been seen. Volunteers interview everyone willing to take a survey at the service locations, and their responses allow us to categorize persons as "homeless" or not, as defined by HUD.



**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

Not applicable.

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** Yes

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

Not applicable.

## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)**

The CoC Data Coordinator and Director of Development conducted six in-person PIT trainings in five communities across the CoC. The sessions included extensive training on the survey tool with a focus on engaging unaccompanied youth to gather data for a specialized 2016 youth count, "Youth Count Texas!", led by the CoC and the Texas Network of Youth Services (TNOYS). Four new partner agencies joined the CoC to assist with the count this year increasing coverage and volunteers.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

#### \* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	7,016	6,048	-968
Emergency Shelter Total	2,947	2,564	-383
Safe Haven Total	0	0	0
Transitional Housing Total	1,143	1,096	-47
Total Sheltered Count	4,090	3,660	-430
Total Unsheltered Count	2,926	2,388	-538

#### 3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	10,212
Emergency Shelter Total	8,756
Safe Haven Total	0
Transitional Housing Total	1,456

### 3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

The CoC and LHCs ID specific risk factors by using PIT Count & APR data to understand situations prior to entry into homelessness; fact-finding with 211 I&R, providers of rent & utilities payment assistance (eviction prevention) and mainstream services providers (Medicaid, TANF, health insurance, & food pantries); self-reports from day shelter users; engagement info from outreach workers; landlord input; & collaborating with Homeless Education Liaisons and other school personnel. To prevent homelessness (HP), CoC agencies use locally-funded pools of financial assistance; publicize HP resources on a website; expand partnerships with ESG and Community Action Agencies; engage in diversion with clients; work with prisons and people leaving incarceration to re-enter the community successfully; coordinate with law enforcement to prevent criminalization of homelessness; and provide job training, job placement, and financial planning assistance to assist persons to enhance self-sufficiency.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

The CoC has worked with LHCs to implement strategies to reduce LOT families & individuals remain homeless e.g., diversion, prioritization, Housing First, PSH, RRH, & CE, to make homelessness brief w/in their jurisdiction. Projects have reduced the LOT families exp homelessness via strategies with CoC support, including additional staffing to increase the number of housing inspections per week, consolidating intake processes, & implementing landlord outreach. The CoC has been tracking LOT homeless for 8 years via the PIT. The avg LOT has declined by 90 days from 2014 to 2016. The CoC is currently working on implementing HMIS queries to track the # of days from CE assessment and referral to move-in as part of ongoing CE implementation. The CoC prioritization standards prioritize HHs with the longest LOT homeless. These HH’s are identified by CE and entered into HMIS by CoC proj & then prioritized via the CE prioritization lis; ESG CE implementation is in progress.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:  
Fill in the chart to indicate the extent to which projects exit program**

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**participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	882
Of the persons in the Universe above, how many of those exited to permanent destinations?	651
<b>% Successful Exits</b>	<b>73.81%</b>

**3A-4b. Exit To or Retention Of Permanent Housing:**  
**In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	378
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	341
<b>% Successful Retentions/Exits</b>	<b>90.21%</b>

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

1. According to the SPMs, 18% of the total # of persons who exited to a permanent housing destination from SO, ES, TH, SH, & PH returned to homelessness (RTH) in 2 yrs. 2. The # of HHs who RTH will be reduced in CoC through the implementation of CE, which incorporates diversion, a common assessment tool (UDEs & VI-SPDAT), and referral standards that will connect HHs with appropriate interventions to meet their needs; further adoption of HF approach throughout the CoC; additional and targeted Homelessness Prevention activities; & increasing the # of RRH progms in CoC through the FY 2016 NOFA that are required to employ best practices, e.g., low barrier, housing HHs quickly, & providing ongoing support svcs & continued case mgt after exit. 3. Providers record episodes of homelessness using HMIS & comparable databases (comp dbs). 4. APRs from HMIS will be analyzed quarterly & annually from comp dbs. Comms will run & receive SPMs to ID & target HH's returns to homelessness.

**3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's**

**specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.  
(limit 1000 characters)**

CoC strategies include SOAR training; VISTA memb for SOAR placed in BoS communities; using one app for multiple mainstream benefits; work with local Workforce Dev Bds, employers & higher ed. to ensure empl trng & jobs meet indiv & communities' needs. THN is Advisory Memb of TICH along with TX Workforce Comm; employment opportunities are discussed quarterly then shared with CoC members. Case mgrs & outreach connect participants to resources, analyze clients' employment strengths & help locate jobs that correspond to abilities; result in stabilizing hsg. Employment trng progs are run by svc providers for culinary skills & Cert Nurse Assts; partner with Experience Works. There is an LHC-sponsored scholarship prog to attend local college to obtain voc prog cert. THN/CoC Lead Agency is TX State SOAR Lead; supervises 10 VISTA members for SOAR; and informs LHCs about other LHCs' activities (peer sharing). 40% of CoC clients increased total income, an increase from last year.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.  
(limit 1000 characters)**

Both CoC-funded & other projects primarily partner with the TX Workforce Commission (TWC), Workforce Solutions, Goodwill & comm colleges. The CoC hosted & implemented a VISTA project to increase collaboration between TWC & TX Interagency Council on Homelessness that included provider training & resulted in new local partnerships between LHCS & employment providers. The project piloted an Employment Navigator program to assist w/ job training/placement. CoC/LHCs also assist individuals through providing scholarships & developing business relationships for job placement. Partner organizations assist individuals with resume preparation, work/interview clothing, interview techniques, employment coaching, job skills training, & job search/placement. The CoC estimates that 92% of funded projects connect participants with mainstream employment organizations regularly, based on the number of applicants that answered the access to Employment Assistance and Job Training in 4A.4 of proj app.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?  
(limit 1000 characters)**

Geo coverage area for the unsheltered PIT in the BoS is highly dependent on participating counties & communities in our 215 county coverage area. The CoC conducts outreach efforts annually to increase participation. In participating communities, the CoC collaborated w/ local providers to identify the target areas for the unsheltered count. Local outreach teams formed & led committees w/ homeless assistance providers to ensure geographical areas where homeless individuals were most likely to occupy were surveyed. Agencies with SO programs recorded names & contact info of surveyed individuals, & six

communities conducted VI-SPDAT surveys along with the PIT survey to better track homeless Vets. VI-SPDAT info was entered into HMIS for comm by-name lists. Vets on by-name list were targeted by SSVF & other Vet programs for housing assistance. All volunteers surveying the night of the count had handouts explaining where to find shelter, housing svcs, meals, showers, & benefits in the comm.

**3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?** No

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)? (limit 1000 characters)**

Not applicable.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy)** 08/08/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)**

Not applicable.

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Objective 1: Ending Chronic Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.**

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	1,428	823	-605
Sheltered Count of chronically homeless persons	525	316	-209
Unsheltered Count of chronically homeless persons	903	507	-396

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. (limit 1000 characters)**

Not applicable.



**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	183	200	17

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)**

There are several reasons why the CoC experienced an increase in the total number of PSH beds (17) that were identified as dedicated for use by CH persons on the 2016 HIC. 1) Projects increased the number of CH dedicated PSH beds between 2015 and 2016, based on CoC guidance e.g., the City of Longview dedicated 1 additional bed. 2) Projects dedicated beds that had never been dedicated before, e.g., The Children's Shelter dedicated 13 beds and Denton MHMR added 20 new dedicated beds to the inventory. 3)The CoC made great strides in its policy around the dedication of PSH beds to CH HHs. The CoC Board voted on a resolution that all new PSH projects funded through CoC Program must be HF, and all beds must be dedicated to CH HHs. The CoC expects this number to go up; there is potential for 245 additional CH dedicated PSH beds to be developed through bonus funding or reallocation on the FY2016 NOFA.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?** Yes

**3B-1.3a. If "Yes" was selected for question 3B-1.3, attach a copy of the CoC's written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.** Att11 p4-5,8,22

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No**

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

In FY 2016, the CoC implemented prioritization standards for CoC-funded Projects, targeting available resources to the most vulnerable individuals; the board passed a resolution that all PSH projects funded by the CoC Program must be Housing First & be 100% dedicated to CH. Through the bonus & reallocation process on the FY 2016 NOFA, the CoC could add up to 245 new HF PSH Beds 100% dedicated to the chronically homeless. The CoC will further efforts to end chronic homelessness in FY 2017 by further implementing CE & prioritization; working with ESG-funded Projects to implement prioritization standards; working with providers to reduce barriers to entry & adopt a Housing First approach; & educating about the role of coordinated Street Outreach. The CoC could increase all of its efforts toward ending CH with more access to it's PPRN to increase PSH inventory. TA on BoS structure and planning to assist with such a vast geography would also enhance these efforts, as well as strategies to increase staff capacity and travel funds.

## 3B. Continuum of Care (CoC) Strategic Planning Objectives

### 3B. Continuum of Care (CoC) Strategic Planning Objectives

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

**3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
Veteran status	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)**

Housing providers depend heavily on referral networks to ID families exp homelessness. The CoC stresses the importance of developing strong relationships with local ISD Homeless Liaisons and facilitates these partnerships at our annual conference w/ TNOYS. During FY16, the CoC will be educating providers & LHCs about best practices in prioritization, housing identification, financial assistance, & case management. We will also be encouraging communities to implement these strategies to achieve the goal of rehousing every family within 30 days of becoming homeless. These strategies have helped a project in Texarkana house families in one day. Most of the CoC & ESG-funded RRH in the CoC prioritize families. This funding allows providers to quickly move families into housing. In comms that have CoC & ESG-funded RRH, we encourage them to be very strategic with how they utilize their funding or braid funding in order to house as quickly as possible.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	107	112	5

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input checked="" type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

**PIT Count of Homelessness Among Households With Children**

	2015 (for unsheltered count,		
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	most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	747	665	-82
Sheltered Count of homeless households with children:	610	610	0
Unsheltered Count of homeless households with children:	137	55	-82

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Not applicable.

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	623	310	-313

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)**

Please note that in last year's application the reported number for 2014 is different than the response in this year's application due to significant data quality efforts made by the HMIS team in preparation for System Wide Performance Measures. The total number of individuals served by any HMIS contributing program who were in an unsheltered situation prior to program entry decreased by 36% from 2014 to 2015. This total reduction accounts for the decrease in the total number of youth and children and youth-headed households with children served in any HMIS contributing program who were in

an unsheltered situation prior to program entry decreasing by 50% from 2014 to 2015.

**3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$2,284,018.00	\$2,284,018.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	\$59,148.00	\$0.00	(\$59,148.00)
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$2,224,870.00	\$2,284,018.00	\$59,148.00

**3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?**

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	13
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	1
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	10

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)**

CoC works with communities to build collaborations between Local Homeless Coalitions (LHCs), providers, & school districts to address youth & family homelessness & keep children in school. LHCs, service providers, & homeless liaisons (HLs) have MOUs & data sharing agreements in place which enables them to respond quickly to families' housing crises. CoC works with the Texas Homeless Education Office (THEO) to ensure all HLs are trained on the McKinney-Vento Act to ensure all school-aged children are promptly enrolled & receive necessary services. CoC works closely with Region 10 Education Service Center (ESC) & THEO to plan & present an annual statewide training event, the TX Conference on Ending Homelessness, which allows for cross training a variety of stakeholders. CoC has designated a Board seat for representation of homeless children & youth, ensuring that they are considered in all CoC strategic planning activities & efforts to end homelessness among families & youth.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)**

The CoC, LHCs & LEAs inform about educational rights: Svc providers work with schools to ensure that students receive ed svcs. Posters with info about ed rights and eligibility are displayed in locations where individuals and families experiencing homelessness. Social svc prov staff network at monthly meetings & share info. LHCs hold outreach fairs where individuals and families experiencing homelessness can gather info on resources and eligibility. Ed rights literature & prog descript provided during outreach & intake. Homeless svcs providers & homeless ed liaisons make co-referrals & have participants sign releases allowing the orgs to share info. Local Head Start progs are in a referral network of support for fam with young children, along with ed supports (First 5) for parents with children < age 5. GED services are offered through a local NPO. Older students are linked with a local junior college, adult ed & literacy council. The CoC has drafted RRH written standards that require CoC- and ESG-funded projects to coord with appropriate ed-related svcs in the communities. The CoC also confirms CoC project applicants P&Ps are consistent with laws relating to providing educational services as part of CoC competition threshold review.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others? (limit 1000 characters)**

The CoC is proud to report approximately 50% of our LHCs including some CoC funded projects have written agreements with the programs listed above. The CoC is working to obtain details on all the agreements and copies of the MOUS, where applicable. This detailed information was not gathered in time to include in the application this year. The CoC covers 215 of the state's 254 counties and 87% of the state's land mass. Texas contains 1,247 school districts, most of which fall into the BoS, making coordination with homeless education liaisons and early childhood programs a more challenging task than for a typically-sized CoC, or even for smaller BoS CoCs. The TX BoS covers both rural areas (where these programs may not exist) and mid-size cities (where more coordination may be possible). This is another example of how large BoS CoCs could use additional support to coordinate with a considerable number of unique community partners.



## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Objective 3: Ending Veterans Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

**3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	653	64	-589
Sheltered count of homeless veterans:	279	40	-239
Unsheltered count of homeless veterans:	374	24	-350

**3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Not applicable.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)**

CoC supports SSVF to lead identification and assessment efforts. CoC promotes SSVF leadership by fostering partnerships with local homeless coalitions and by providing TA, trainings, and virtual meeting attendance.

Outreach teams use an array of tactics including criminal justice partnerships, stand downs, & peer/caseworker teams on the streets. CoC leads SSVF in working with non-VA funded entities to form referral networks to add vets to the community master list. During the 2016 PIT count, 6 communities did the VI-SPDAT with vets to help the communities build a master list. With introduction of master list and VI-SPDAT requirements, CoC assists SSVF to prioritize most vulnerable vets to refer to HUD-VASH. SSVF determines eligibility of all vets on master list and makes referrals through existing partnerships and networks of non-VA funded entities that the CoC helps to identify. Many SSVF providers will assist in obtaining DD-214 for vets to expedite intake for VA or HUD-VASH.

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	1,513	65	-95.70%
Unsheltered Count of homeless veterans:	1,207	25	-97.93%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.** No

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)**

While PIT numbers decreased, SSVF BNL data shows that comms aren't on track. CoC saw success in 1 comm, Longview, TX, after a site visit & subsequent intense TA (2 hour calls twice/week for 2 months) with a comm. leader. As a result, Longview is on track to end Vet homelessness by the end of 2016- the 1st TXBoSCoC comm to do so. CoC wants to provide this level of support in more comms, but lacks staff capacity and travel funds. Further, planning tools like the VA gaps analysis and SWAP tools aren't designed for large geos. CoC requests planning TA to adapt system-level analysis tools or to assist in breaking BoS into regions. CoC also wants to improve the support provided to SSVF. BoS SSVF didn't implement BNLs until after in-depth BoS trainings, so it's clear SSVF needs our additional support. While CoC does what it can virtually (via calls and webinars), there's greater impact when CoC staff hold in-person trainings, meaning the CoC would need increased capacity to

travel & train.

## 4A. Accessing Mainstream Benefits

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** Yes

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	25
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	25
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

CoC is involved with HUD's Healthcare and Housing (H2) Systems Integration Initiative; CoC's CEO & President serves as the lead for the TX H2 Leadership Team. The goal is to increase healthcare (hc) coverage for the target populations and increase access to comprehensive hc & supportive services that can be coordinated with housing. The CoC and CSH have held a Housing and HC Summit for the past 3 years. Last year 430 stakeholders attended to discuss increasing target pops' access to hc and housing. Also, several LHCs have collaborations to facilitate health insurance enrollment for program

participants: 1) In the Rio Grande Valley, clients are referred to Gateway Community Health Center and Border Region Behavioral Health Center who assist with insurance enrollment for gaining needed treatment and services; & 2) In Abilene, The West TX Food Bank and Catholic Charities assist with enrollments which results in a streamlined process due to assistance provided by onsite case managers.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

## 4B. Additional Policies

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?**

### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	25
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	25
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

**4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	25
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	25
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

**4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?**

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">X</div>
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Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
26 Local Homeless Coalitions (LHCs) in the TX BoS CoC each outreach and market to the population in their coverage areas	<input checked="" type="checkbox"/>
Community Outreach Fairs	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	221	224	3

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** Yes

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135? (limit 1000 characters)**

The bonus application by Sabine Valley Center (SVC) dba Community HealthCore requests \$400,000 to construct 4 PSH units, and the bonus application by the Laredo Housing Authority (LHA) requests \$704,000 to construct 30 PSH units. If funded, the CoC will work with SVC and LHA to ensure the projects comply with Section 3. Assistance from the CoC will include but not be limited to educating providers about Section 3 requirements for new construction, encouraging providers to utilize the Section 3 Business Registry through HUD.gov, setting threshold requirements for the number or percentage of low or very low income persons residing in the service area who must be hired, and reviewing each project’s request for qualifications (RFQ) and advertisement plan to ensure they advertise to social service agencies, at Employment, Training, and Community centers, and local Youth Build

programs.

**4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?** No

**4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)**

Not applicable.

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?** Yes

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)**

In the TX BoS CoC, 11 counties were included in Major Disaster Declarations from June 2015 to June 2016. Reported flooding from rainstorms prohibited access by staff and participants to one project's community center and case managers' offices. Electrical surges damaged a condensing unit which affected all electrical appliances: computers and printers could not be used by staff or participants to conduct business, and approx. \$500 worth of food in refrigerators and freezers was lost. Wind damaged the roof on one housing unit. No program participants were displaced from housing, though, and projects were able to provide limited support services despite the damage. The CoC emailed the required "disaster" notification for this question to HUD on 7/8/16. Despite 11 counties being declared in the CoC geography, some more than once, the CoC's ability to provide reporting to HUD was not impacted.



**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.** Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input checked="" type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input checked="" type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input checked="" type="checkbox"/>
City Of Texarkana	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
Vets @ Home (priority comm)	11/01/2015	4
Governance and CoC Structure	08/01/2015	1
Educating CoC Grantees on grant administration and projects types	08/01/2015	5

HMIS	08/01/2015	2
Re-Allocation of projects	08/01/2015	4

## 4C. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	TX-607 2016 CoC C...	09/13/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	TX-607 2016 CoC C...	09/13/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	TX 607 Rating and...	09/13/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	TX-607 Rating and...	09/13/2016
05. CoCs Process for Reallocating	Yes	CoCs Process for ...	09/14/2016
06. CoC's Governance Charter	Yes	TX-607 Governance...	09/12/2016
07. HMIS Policy and Procedures Manual	Yes	TX-607 HMIS Polic...	09/12/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	TX-607 PHAs Admin...	09/12/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	TX-607 CoC-HMIS MOU	09/13/2016
11. CoC Written Standards for Order of Priority	No	TX-607 CoC Writte...	09/12/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	TX-607 HDX-System...	09/13/2016
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** TX-607 2016 CoC Consolidated Application:  
Evidence of the CoC's communication to rejected participants

## **Attachment Details**

**Document Description:** TX-607 2016 CoC Consolidated Application:  
Public Posting Evidence

## **Attachment Details**

**Document Description:** TX 607 Rating and Review Procedure

## **Attachment Details**

**Document Description:** TX-607 Rating and Review Procedure: Public  
Posting Evidence

## **Attachment Details**

**Document Description:** CoCs Process for Reallocating

## **Attachment Details**

**Document Description:** TX-607 Governance Charter

## **Attachment Details**

**Document Description:** TX-607 HMIS Policies and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** TX-607 PHAs Administration Plans

## **Attachment Details**

**Document Description:** TX-607 CoC-HMIS MOU

## **Attachment Details**

**Document Description:** TX-607 CoC Written Standards for Order of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** TX-607 HDX-System Performance Measures

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page	Last Updated
<b>1A. Identification</b>	08/11/2016
<b>1B. CoC Engagement</b>	09/14/2016
<b>1C. Coordination</b>	09/14/2016
FY2016 CoC Application	Page 63
	09/14/2016

<b>1D. CoC Discharge Planning</b>	09/03/2016
<b>1E. Coordinated Assessment</b>	09/13/2016
<b>1F. Project Review</b>	09/14/2016
<b>1G. Addressing Project Capacity</b>	09/13/2016
<b>2A. HMIS Implementation</b>	09/13/2016
<b>2B. HMIS Funding Sources</b>	09/07/2016
<b>2C. HMIS Beds</b>	09/14/2016
<b>2D. HMIS Data Quality</b>	09/13/2016
<b>2E. Sheltered PIT</b>	09/12/2016
<b>2F. Sheltered Data - Methods</b>	09/14/2016
<b>2G. Sheltered Data - Quality</b>	09/12/2016
<b>2H. Unsheltered PIT</b>	09/11/2016
<b>2I. Unsheltered Data - Methods</b>	09/14/2016
<b>2J. Unsheltered Data - Quality</b>	09/14/2016
<b>3A. System Performance</b>	09/14/2016
<b>3B. Objective 1</b>	09/14/2016
<b>3B. Objective 2</b>	09/14/2016
<b>3B. Objective 3</b>	09/14/2016
<b>4A. Benefits</b>	09/13/2016
<b>4B. Additional Policies</b>	09/13/2016
<b>4C. Attachments</b>	09/14/2016
<b>Submission Summary</b>	No Input Required



in:sent pauline@hopeincdenton.com

Mail

Move to Inbox

More

COMPOSE

Inbox (200)


Starred

Sent Mail

Drafts (2)

Inbox/Amendments

More labels

 Kameron

2 Invites  
Sophia Checa, Brian ...

[Redacted]

[Redacted]

Aug 24 (9 days ago) ☆

 **Texas BoS Continuum of Care**  
to Eric, Pauline, Alonzo

Aug 26 (7 days ago) ☆

Hi Pauline,


[Redacted]

Not so good news, as expected and indicated in my email to you regarding late bonus submission, the CoC board voted not to include the GH Bonus project in threshold review or the collaborative application due to late submission. This was all clearly outlined in the RFP. We will send you an official letter next week, as stated above I hope this was not a surprise.

I hope you have a great weekend. [Redacted]

Thank you,

Kameron & BoS CoC Staff

 **Pauline Farley**  
to Texas, Alonzo, Eric

Aug 26 (7 days ago) ☆

Thanks Kameron,

I so excited but disappointed at the same time about our bonus project after figuring out we were having technical difficulties!!!! [Redacted]





**Board of Directors**

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September 12, 2016

To Whom It May Concern:

Giving Hope, Inc., submitted a Project Application to the CoC via email on 8/11/2015 at approximately 5:00 p.m. Giving Hope did not submit a Project Application for that project in e-snaps.

Applications were due to the CoC by 8/8/2016 by 5:00 p.m. The RFP for the CoC's competition for HUD CoC Program funds clearly stated that late submissions would not be accepted. Giving Hope staff did not contact THN staff to notify staff about the possible late submission prior to the deadline nor did they request technical assistance, which THN staff had made available to all applicants.

At their 8/24/2016 meeting, the CoC Board voted not to include Giving Hope's New Project Application in the CoC's threshold review process nor in the Consolidated Application.

THN considered this Board vote to be a rejection of Giving Hope's application, and an email was sent to Giving Hope staff on 8/26/2016 stating such.

Giving Hope had not submitted the Project Application in e-snaps, so THN/the CoC did not reject the Project Application in e-snaps.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kameron Fowler", written over a light blue horizontal line.

Kameron Fowler, LMSW  
CoC Director

**Members:**

Teri Holtkamp  
Waco

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El Paso

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Midland

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Dallas

Michaelle Wormly  
Galveston

**President & CEO**

Eric Samuels

AAQ Question and Response regarding THN not able to upload attachments into e-snaps on 9/12/2016



Mary Rychlik <mary@thn.org>

---

## Question Response for e-snaps Question ID 85742 - HUD Exchange Ask A Question

1 message

---

aaq@hudexchange.info <aaq@hudexchange.info>

Mon, Sep 12, 2016 at 6:20 PM

To: mary@thn.org

**Question Status: Answered**

Thank you for submitting a question via the HUD Exchange. The response to your question is listed below.

**Requestor Name:** Mary Rychlik

**Requestor Email:** [mary@thn.org](mailto:mary@thn.org)

**Question Related To:** e-snaps

**Question ID:** 85742

**Question Subject:**

cannot attach 2880 form to THN Applicant Profile

**Question Text:**

We are trying to upload an updated 2880 form to our Applicant Profile (Homeless Network of Texas dba Texas Homeless Network). I'm in edit mode, and I'm able to enter the name of the document and to choose the file, but then e-snaps keeps showing the spinning wheel for 10 minutes at a time before I've logged out and tried again. The same thing happened a second time for me, and my co-worker also tried and could not get e-snaps to upload the forms.

Please let us know how to attach the 2880 form. Thanks!

**Response:**

Thank you for your question.

The issue regarding users' inability to access *e-snaps* has been resolved. Please try again to access the system. We apologize for the inconvenience.

Now that you should be able to get into *e-snaps*, please try one more time to attach your documents. If you are still not able to do so, please reopen this ticket as described near the bottom of the email, upload your documents to your ticket, and we will make sure that they get attached to your application. Please make sure that if you are trying to attach documents to a New, Renewal, CoC Planning, or UFA Costs application, that you include the following information:

1. Grantee name
2. Grant number
3. Project name
4. Project number.

**Please click on the [View Question] button below to perform the following actions:**

- **View your question**, answer, and any applicable attachments
- **Ask a new, unrelated question** using the same requestor information
- **Reopen this question** if you need more assistance with the same question

**View Question**

*This email account ([aaq@hudexchange.info](mailto:aaq@hudexchange.info)) does not have the ability to reply to emails. Please DO NOT REPLY to this email address, as all messages sent to this address will not be responded to. Please direct any inquiries regarding HUD Exchange or its Ask A Question system to [info@hudexchange.info](mailto:info@hudexchange.info) or ask another question using the "View Question" link located above. Please keep this email for your records.*



CoC Resources

- News and Best Practices
- HUD Guidance and Notices
- Texas Balance of State CoC Grant Materials

Useful Materials for the 2016 TX BoS CoC Competition

- [Texas Balance of State CoC FY 2016 CoC Application- POSTED 9/12/16](#)
- [Texas Balance of State CoC FY 2016 Project Priority List- POSTED 9/12/16](#)
- [Texas Balance of State CoC FY 2016 Request for Proposals \(RFP\)- UPDATED 07/22/16](#)
- [TX BoS CoC Review Score and Ranking Policies and Reallocation Process- POSTED 9/9/16](#)
- [CoC Board Meeting Minutes September 9, 2016- POSTED 9/10/16](#)
- [Project Priority Listing 2016- POSTED 9/9/16](#)
- [Texas Balance of State CoC 2016 Competition Deadlines](#)
- [2016 CoC Program Competition NOFA](#)
- [2016 TX BoS CoC Program Application Process Webinar Recording](#)
- [FY 2016 HUD CoC NOFA Summary](#)

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Receive news on upcoming trainings, conferences, and other information.

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News & Updates

- [New MHHS Tutorial](#)
- [THN is Searching for a VISTA](#)
- [Project Manager](#)
- [Case Management Institute](#)
- [Registration is Now Open!](#)

Join the Conversation



Applicant: Texas Balance of State Continuum of Care TX-607  
Project: TX-607 CoC Registration FY2016 COC\_REG\_2016\_135753

### Before Starting the Project Listings for the CoC Priority Listing

**The FY 2016 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2016 CoC Program Competition NOFA.**

- The FY 2016 CoC Priority Listing includes the following:
- Reallocation forms – must be fully completed if the CoC is reallocating eligible renewal projects to create new permanent housing – permanent supportive housing or rapid rehousing, new MHHS, or new SSO specifically for Coordinated Entry projects
  - New Project Listing – lists all new project applications created through reallocation and the permanent housing bonus that have been approved and ranked or rejected by the CoC
  - Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC
  - UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2016 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
  - CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
  - Grant Inventory Worksheet (GIW) – Collaborative Applicants must attach the final HUD approved GIW.
  - HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

- Things to Remember:
- All new and renewal projects must be approved and ranked or rejected on the Project Listings.
  - Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
  - Collaborative Applicants are strongly encouraged to list all project applications on the FY 2016 CoC Ranking Tool located on the FY 2016 CoC Program Competition Funding Availability page on the HUD Exchange as this will greatly simplify and assist Collaborative Applicants while ranking projects in e-snaps by ensuring no rank numbers or duplicated and that all rank numbers

HUD Guidance and Notices

Texas Balance of State CoC Grant Materials

Useful Materials for the 2016 TX BoS CoC Competition

- [Texas Balance of State CoC FY 2016 CoC Application- POSTED 9/12/16](#)
- [Texas Balance of State CoC FY 2016 Renewal for Processals \(RFP\)- UPDATED 07/22/16](#)
- [TX BoS CoC- Review, Score, and Ranking Policies and Reallocation Process- POSTED 9/9/16](#)
- [CoC Board Meeting Minutes September 9, 2016- POSTED 9/10/16](#)
- [Project Priority Listing 2016- POSTED 9/9/16](#)
- [Texas Balance of State CoC 2016 Competition Deadlines](#)
- [2016 CoC Program Competition NOFA](#)
- [2016 TX BoS CoC Program Application Process Webinar Recording](#)
- [FY 2016 HUD CoC NOFA Summary](#)
- [2016 Renewal Project Evaluation Process](#)
- [2016 Renewal Project Score Sheet](#)
- [2016 New Project Application](#)
- [2016 New/Re-allocated Project Score Sheet](#)
- [Using the e-snaps Instructional Guides and Project Application Detailed Instructions](#)
- [2016 Renewal Project Pre-Competition Checklist](#)
- [2016 New Project Pre-Competition Open Checklist](#)
- [THN Housing First Resource List](#)
- [THN Recommended Resources Regarding Project Conversion and Reallocation](#)

SIGN-UP

News & Updates

Useful Tutorial  
This is Searching for a VISTA  
Project Manager  
Case Management Institute  
Registration How Client

Join the Conversation



**Applicant:** Texas Balance of State Continuum of Care TX 607  
**Project:** TX 607 CoC Registration FY2016 COC\_REG\_2016\_135753

### Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:
  - This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
  - For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
  - For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
  - Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
  - All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click here.



Caitlin Bayer &lt;caitlin@thn.org&gt;

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## TX BoS CoC 2016 Consolidated Application Posted! Board Member Election Kick-Off!

---

Texas Homeless Network <kameron@thn.org>  
Reply-To: kameron@thn.org  
To: caitlin@thn.org

Mon, Sep 12, 2016 at 7:06 PM

TX BoS CoC 2016 Consolidated Application and TX  
BoS CoC Board Member Ballot September 12, 2016



### **\*IMPORTANT 2016 COMPETITION AND TX BoS CoC BOARD ELECTION INFORMATION**

#### **COMPETITION UPDATES**

Competition updates will be posted to Texas Balance of State CoC Grant Materials.

The FY 2016 CoC Consolidated Application including the CoC Application and the Final Project Priority List has been posted.

Please be aware that, due to e-snaps technical issues that HUD has been made aware of, some attachments are missing, and some minor changes to the application need to be made. All changes and the final version will be posted to the website upon submission to HUD.

#### **ELECTIONS AND BALLOT**

The TX BoS CoC is pleased to announce the opening of the 2016 Elections for CoC Board Members. The CoC must establish a CoC Board to act on behalf of the CoC. The CoC Board is the primary decision-making body for the TX BoS CoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by HUD. Additionally, the Board oversees and approves the work of CoC committees and workgroups and the CoC Lead Agency and HMIS Lead Agency. The Board also approves the Consolidated Application for HUD Continuum of Care (CoC) Program funding.

Nominations have been received for 12 seats.\* View nominees' information and a ballot [here](#).

Voting will occur electronically. Click [here](#) to cast your vote. Members can vote from Monday, 9/12/2016 through Friday, 9/16/2016, at 11:00 p.m.

Any person who lives or works in the TX BoS CoC and is affiliated with homeless services is considered to be a member of the TX BoS CoC and is eligible to vote. Please vote. Your voice is important!

View a map of the TX BoS CoC counties [here](#).

Please share this information with anyone in the TX BoS CoC who might be interested in electing CoC leaders. Thank you.

\*The CoC will continue to recruit nominees for Seat 12 representing Law Enforcement/Criminal Justice, and the election may occur at a later date.

STAY CONNECTED



Texas Homeless Network | 1713 Fortview Road, Austin, TX 78704

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



**2016**

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HUD Continuum of Care Program 2016 Local  
Application Process

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

## HUD Continuum of Care (CoC) Program 2016 Local Application Process

Updated 07/22/16

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### Introduction

The FY 2016 CoC Program Notice of Funding Availability (NOFA), as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released by HUD on **June 28, 2016**. The 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 system. A list of the counties within the BoS CoC may be found in Appendix A of this document.

THN, as the Lead Agency for the TX BoS CoC, manages the TX BoS CoC Local Application Process to select and rank Project Applications. THN then submits selected projects to the U.S. Department of Housing and Urban Development (HUD) under a consolidated application.

Project applicants are required to read and ensure eligibility and compliance with the 2016 HUD CoC Program NOFA before applying: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

In addition, applicants are required to view the following resources on the HUD exchange:

- HUD's Training on CoC Program Components/Eligible Costs  
<https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/>
- HUD's Training on CoC Program Administration:  
<https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/>

Project applicants should also thoroughly review the CoC Interim rule (24 CFR Part 578) before applying:  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf).

## CoC Transparency

In seeking public participation, applicants and grantees 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 grantees 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 application process, please contact the CoC Manager, Mary Rychlik, at [mary@thn.org](mailto:mary@thn.org).

## Funding Available

In the FY 2016 competition, funding is available for renewal projects and for new projects. At this time, all projects except new permanent housing (PH) bonus projects requesting new construction, acquisition, or rehabilitation, will be limited to a one-year grant term. All applicants, in their administrative budget line item, will be limited to 7% of the total amount requested from HUD. The CoC welcomes and encourages funding from new applicants as well as encourages existing funded organizations to apply for new funding when appropriate. Funding for new projects in 2016 is extremely limited and will come from:

- 1) The *voluntary* reallocation of existing project funding; or
- 2) The mandatory reallocation of existing project funding; or
- 3) The new Permanent Housing bonus.

Requested funding amounts may be reduced based on a flat percentage across all renewal and new projects, or based on a history of unspent funds, in order to support THN's HMIS capacity. The TX BoS CoC Board is working with THN to determine the most equitable manner of re-allocating project funds to HMIS. Many factors will go into this decision, and grantees will be informed in writing in advance of the application due date to allow for budget adjustments.

Any eligible projects (listed in Appendices E and F) planning **not** to renew or re-allocate their CoC funding must notify Kameron Fowler, Continuum of Care Director, at [kameron@thn.org](mailto:kameron@thn.org) by no later than **5:00 PM on Friday, July 15, 2016**, so that funds can be re-allocated within the CoC. If an agency chooses to withdraw its application at a later date during the competition process, that agency may be held responsible for the CoC's permanent loss of CoC Program funds, and the agency may be deemed ineligible to apply in future competitions.

All projects must comply with THN's new leverage requirements and new Housing First and low barrier requirements.

For more information about applying for renewal projects and new projects in the TX BoS CoC's local competition, see the *Texas Balance of State Continuum of Care 2016 Renewal Project Evaluation* and *Texas Balance of State Continuum of Care 2016 Application for New Housing Projects* here: <http://tinyurl.com/TXBoSCoCApplication>.

#### Reallocation of Existing Funds

The TX BoS CoC may require projects to reallocate funds in the FY 2016 competition due to performance deficiencies and/or unspent funds per the Re-Allocation Process once approved by TX BoS CoC Board. According to the CoC Board's vote on 5/25/16, transitional housing (TH) projects in the TX BoS CoC will be required to re-allocate to the project types indicated in the list found in this section on the following page. Most all TH projects were already in re-allocation discussions with TX BoS CoC. Re-allocations may request no more in funding than they currently receive for their existing CoC Program-funded project. For example, if an applicant's current TH project receives \$100,000 in CoC Program funding, the applicant can request no more than \$100,000 in FY 2016 funding. However, re-allocations that are included in the TX BoS CoC's Consolidated Application *may* be awarded more funding if any renewal projects fail to renew or if additional funds are re-allocated.

New and existing applicants are encouraged to apply for new projects using re-allocated funds. CoCs may reallocate funds in whole or in part from existing eligible renewal projects to create one or more new projects. CoCs may use reallocation to create:

1. New Permanent Supportive Housing (PSH) projects where all 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, coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness;
3. New Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment systems; and
4. A new dedicated Homeless Management Information System (HMIS) projects for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead

The TX BoS CoC has worked closely with projects that are required to re-allocate, with the support of HUD Technical Assistance providers. The TX BoS CoC recognizes not all CoC Program-funded TH projects will be able to convert to RRH or PSH. While initial re-allocation decisions have already been confirmed by THN, all grantees should carefully analyze their projects to determine if re-allocation to a different component type makes sense, based on their current target population, physical configuration (e.g. dorm-style, scattered site), and community need.

#### Permanent Housing Bonus

HUD is allowing the creation of new projects through the Permanent Housing Bonus. CoCs may create new projects through the permanent housing bonus, up to 5 percent of the CoC's Final

Pro Rata Need (FPRN) amount (approximately \$1,820,343 for the TX BoS CoC) for the following types of new projects:

- a. New Permanent Supportive Housing (PSH) projects that will serve 100 percent chronically homeless individuals and families; and
- b. New Rapid Re-housing (RRH) projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.

A Letter of Intent to apply for New Permanent Housing Bonus Projects is required and must be submitted to Kameron Fowler at [Kameron@thn.org](mailto:Kameron@thn.org) by July 15<sup>th</sup>, 2016. Please include the proposed project type and total budget amount in the body of the letter.

### **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).

**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. Use of the Housing First model is required in the TX BoS CoC's 2016 local competition.

**RRH** emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

#### Supportive Services Only (SSO)

At this time, SSO grants cover only costs specifically for a centralized or coordinated assessment system.

In the 2016 CoC Competition, the TX BoS CoC will accept applications for SSO projects only if they are new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems (called "Coordinated Entry" in the TX BoS CoC) that are created through reallocation of funds.

#### HMIS

An HMIS Lead may use CoC Program funds to operate HMIS and for other eligible costs.

2016 CoC Program RFP. Updated July 22, 2016.

Note: In the TX BoS CoC, only THN (the HMIS Lead) may apply for CoC funds to operate HMIS.

### **Eligible Persons to Be Served**

All Project Applications submitted for funding must exclusively serve persons who meet the HUD definition of Homeless, as defined in the HEARTH Act, and reproduced below:

- 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)

Additionally, CoC Program funds may be used to serve persons and families experiencing chronic homelessness. A person or family who is considered chronically homeless must meet the following definition:

Chronically Homeless:

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 Projects:**

New or Renewal Permanent Supportive Housing 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. 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 *Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Projects that do not adopt the Notice will be considered ineligible to apply for new or renewal Permanent Supportive Housing projects.

**Supportive Services Only (SSO) projects:**

In addition to the above definition of homelessness, persons eligible for SSO projects may also meet the following criteria:

- a. Is facing eviction within 14 days from a private dwelling unit, no subsequent residence has been identified, and the person lacks the resources and support networks needed to obtain housing; or
- b. Is being discharged within a week from an institution in which the person has been a resident for 90 or more consecutive days, no subsequent residence has been identified, and the person lacks the resources and support networks needed to obtain housing.
- c. Is a family with children or an unaccompanied youth who is unstably housed and likely to continue in that state. This category applies to families with children or unaccompanied youth who:
  - have not had a lease or ownership interest in a housing unit in the last 60 days;
  - have had two or more moves in the last 60 days; and
  - are likely to continue to be unstably housed because of disability or multiple barriers to employment.

Note: The “eligible under another federal program” category requires special approval by HUD and is limited to no more than 10% of a CoC's funding.



d. Is a person with or without family members fleeing domestic violence, no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

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

CoC-Funded RRH projects must serve only those persons meeting paragraphs one or four of the HEARTH Act definition of homelessness. Certain exceptions to this requirement may be made, but must be coordinated with the project's HUD CPD Field Office and Texas Homeless Network staff.

## Threshold Requirements

To become eligible for consideration by the TX BoS CoC Independent Review Team (IRT), which will score Project Applications, Project Applications must first successfully pass a review of threshold requirements. THN staff will perform a cursory threshold review of all submitted Project Applications. Applicants should not rely on THN staff for finding deficiencies. HUD may choose to reject applications rather than award funds with conditions.

### Minimum Standards

1. The only acceptable projects at this time are:
  - a. Renewal projects
  - b. New PSH, RRH, and SSO CE projects created through reallocation
  - c. Permanent Housing (PSH or RRH) Bonus projects
2. Projects must meet HUD eligibility, threshold and project quality threshold requirements per the 2016 CoC Program NOFA.  
<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>
3. Projects must meet the TX BoS CoC requirement to provide a 150% leverage amount, in addition to the HUD required 25% match.
4. Renewal and Re-allocated projects are only eligible to apply for their current grant amount, as listed on the FY 2016 Grant Inventory Worksheet (GIW)
5. PH Bonus 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 and be eligible for service under program regulations.
7. Applications must be complete and submitted in the correct format (see page 12). **The application must be submitted on time** (see policy in Appendix C). Also, any corrections requested must be received by the due dates indicated. (See page 10).
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 *Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status* (see link in Appendix B).
11. All new and renewal PSH and RRH projects 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 the population 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 Competition.

13. HMIS use is required for all renewal project applicants and reallocated new project applicants. This requirement extends to project applicants that are not direct service providers but that use subrecipients or subcontractors to deliver direct services. Those project applicants need access to their subrecipients'/subcontractors' project data in HMIS so they can monitor compliance with HMIS requirements, data quality, and project performance, and so they can make data-driven decisions. Current CoC Program grantees that are not direct service providers and that do not yet have an HMIS license will be required to obtain one on or before August 8, 2016.
  - a. HMIS use is not required for victim service provider projects. Victim service providers receiving HUD funds must use, for all project data, a comparable database that complies with all current HUD HMIS Data and Technical standards (e.g. Osnum). Any current grantee that is not already meeting this requirement must submit a plan of action to be in compliance within 90 days of the RFP release date (by November 6, 2016).

### Ranking of Projects

THN staff will review project applications to determine eligibility for submission and meeting of application threshold criteria. Applicants will be informed in writing by no later than August 25, 2016, if their Project Applications have passed threshold review and will be included in the Consolidated Application.

THN will establish an Independent Review Team (IRT) to review and score new 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 will recuse themselves from the discussion of and ranking of that particular project.

THN staff will rank each project application based on evaluation scores from the IRT and on ranking criteria approved by the 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 Texas Homeless Network staff and/or consultants, if requested, during the evaluation process.

The TX BoS CoC Independent Review Team (IRT) and CoC Board will not make final decisions on the 2016 scoring, ranking and review process until HUD releases the full application, detailed instructions and technical guidance for the 2016 CoC Competition Notice of Funding Availability (NOFA).

### Selection Criteria

The IRT will score project applications using the *TX BoS CoC 2016 Renewal Project Evaluation* and the *Texas Balance of State Continuum of Care 2016 Application for New Projects*. For

documents detailing that process, see THN’s website under *Texas Balance of State CoC Grant Materials* here: <http://tinyurl.com/TXBoSCoCAApplication> (then click on “Texas Balance of State CoC Grant Materials”).

## Application Process

### 1) 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 county list is attached in Appendix A of this RFP.)

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.

### 2) Application Deadline

Applications are due on **August 8, 2016, no later than 5:00 p.m.** THN reserves the right to extend the deadline.

Applications received after the due date and time will not be reviewed or included in the 2016 TX BoS CoC Consolidate Application, in accordance with the CoC Board’s late submission policy found in Appendix C.

### 3) 2016 Application Process Timeline

6/28/16	FY 2016 Notice of Funding Availability (NOFA) released by HUD <a href="https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/">https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/</a>
TBA	Application available on HUD website - An announcement will be made on the FY 2016 CoC Program Competition: Funding Availability page on the HUD Exchange and via listserv message when the e-snaps is available. HUD anticipates this will occur sometime after July 6, 2016. E-snaps can be located here: <a href="https://e-snaps.hud.gov/grantium/frontOffice.jsf">https://e-snaps.hud.gov/grantium/frontOffice.jsf</a>
6/30/16	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

7/08/16	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://tinyurl.com/TXBoSCoCApplication">http://tinyurl.com/TXBoSCoCApplication</a>
7/11/16	TX BoS CoC sends LOCCS data to applicants for verification. Verification must be completed by applicants no later than 5:00 PM CST on 7/15/16.
7/12/16	12:00-2:30 PM CST. <b>Mandatory</b> THN webinar to review RFP and competition requirements. Registration link: <a href="https://attendee.gotowebinar.com/register/7272015250604451075">https://attendee.gotowebinar.com/register/7272015250604451075</a>
7/15/16	Letters of intent for new bonus projects* due to THN (*not required for re-allocation projects or renewal projects)
7/15/16	Renewal projects and reallocation projects must inform THN if intending <b>not</b> to apply by 5:00 PM CST. Please send notification to Kameron Fowler, CoC Director, at <a href="mailto:Kameron@thn.org">Kameron@thn.org</a>
7/15/16	LOCCS data verification and competition APRs due to THN offices by 5:00 PM CST (required for renewals/reallocations only). Please send to Caitlin Bayer, at <a href="mailto:Caitlin@thn.org">Caitlin@thn.org</a>
8/08/16	<b>Applications due to THN offices by electronic submission by 5:00 PM CST</b> Please send to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> . Do <b>NOT</b> click the “submit” button in e-snaps until directed to do so by THN Staff.
8/18/16	Application threshold review complete. <sup>1</sup> Requests for corrections sent to applicants by 5:00 PM CST.
8/22/16	Proposals with corrections returned to Texas Homeless Network offices by electronic submission by 5:00 PM CST
8/25/16	Applicants advised by e-mail if project meets HUD and TX BoS CoC eligibility and will be submitted with the 2016 Consolidated Application
8/25/16	Applications sent to TX BoS CoC Independent Review Team for scoring
9/07/16	TX BoS CoC Independent Review Team completes Project Application reviews and scores Project Applications. THN staff ranks Project Applications.
9/09/16	Applicants notified of preliminary ranking results
9/09/16	TX BoS CoC Board reviews and votes on TX BoS CoC Project Application reviews, scores, and ranking.
9/12/16	TX BoS CoC Board reviews Consolidated Application
9/12/16	2016 TX BoS CoC Consolidated Application, including Priority Listing, posted on THN's website
9/14/16	<b>TX BoS CoC Consolidated Application submitted to HUD</b>

This RFP and any part of the TX BoS CoC's Local Application Process may be revised based on information released by HUD, including Project Applications. Changes will be sent via the CoC's email list and will be posted on THN's website: under Texas Balance of State CoC Grant Materials – <http://tinyurl.com/TXBoSCoCApplication>

<sup>1</sup> The threshold review of 2016 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.

#### 4) Availability of Technical Assistance

A limited amount of technical assistance is available to potential applicants. Applicants may seek clarification on the program requirements and project eligibility. THN will provide a schedule of technical assistance times, and project applicants may reserve times with THN staff. **THN strongly suggests that project applicants needing assistance reserve available technical assistance times.** For assistance, contact Kameron Fowler, CoC Director, at 512-861-2119 or [kameron@thn.org](mailto:kameron@thn.org).

#### 5) Application Packet

Applicants must complete the Project Application electronically in e-snaps (HUD's CoC grant system) per the HUD NOFA instructions. The application and instructions are available to download from the HUD website [www.hudexchange.info](http://www.hudexchange.info) and from THN's website at <http://tinyurl.com/TXBoSCoCApplication>.

Texas Homeless Network requests that applicants do **NOT** click "submit" in e-snaps until directed to do so. Applicants will be advised 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, 2016.

#### Renewal Application Packet

All renewal project applicants must submit **one e-mail** with the attachments listed below. Use the naming conventions for each file found in the middle column. Send only **one e-mail** with all 7 (seven) files attached. Submissions out of compliance with the specified formats and file naming conventions will not be accepted.

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)
Completed Applicant Profile <sup>2</sup> (export pdf from e-snaps; please do not print and scan)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House
Completed Project Application (export pdf from e-snaps; please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_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 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House

<sup>2</sup> Codes of Conduct on file with HUD as of June 13, 2016 are located here [http://www.thn.org/images/CodesofConduct\\_on\\_file\\_with\\_HUD\\_June13\\_2016\\_highlighted.pdf](http://www.thn.org/images/CodesofConduct_on_file_with_HUD_June13_2016_highlighted.pdf). If your agency is not on this list, you are required to attach it to your applicant profile. All attachments must be dated between May 1, 2016 and August 8, 2016.

2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource reported in the 2016 Project Application)	4. Match-Leverage Documentation 2016 _<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016__<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_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 2016_<Applicant Name>_<Project Name>	6. Letter of participation 2016_Texas Agency_Texas House
Housing First narrative (see Appendix D for guidance)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House

**New/Re-Allocation Application Packet**

All new project applicants must submit **one e-mail** with the attachments listed below. Use the naming conventions for each file found in the middle column. Send only **one e-mail** with all 7 (seven) files attached. Submissions out of compliance with the specified formats and file naming conventions will not be accepted.

<b>Document Required</b>	<b>File Naming Convention</b> (include number at the beginning of the file name)	<b>Example</b> (Applicant: Texas Agency Project: Texas House)
Completed Applicant Profile <sup>3</sup> (download pdf from e-snaps, please do not print and scan)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House
Completed Project Application (download pdf from e-snaps, please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_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 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House

<sup>3</sup> Codes of Conduct on file with HUD as of June 13, 2016 are located here [http://www.thn.org/images/CodesofConduct\\_on\\_file\\_with\\_HUD\\_June13\\_2016\\_highlighted.pdf](http://www.thn.org/images/CodesofConduct_on_file_with_HUD_June13_2016_highlighted.pdf). If your agency is not on this list, you are required to attach it to your applicant profile. All attachments must be dated between May 1, 2016 and August 8, 2016.

2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource reported on the 2016 Project Application)	4. Match-Leverage Documentation 2016 _<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016_<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_2016_Texas Agency_Texas House
<b>*FOR RE-ALLOCATIONS ONLY*</b> 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 2016_<Applicant Name>_<Project Name>	6. Letter of participation 2016_Texas Agency_Texas House
Housing First narrative (see Appendix D for guidance)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House

**IMPORTANT NOTE ON FILE FORMAT FOR NEW, RE-ALLOCATION, AND RENEWAL PROJECTS:**

Application packet materials completed in e-snaps must be exported directly from e-snaps. An applicant profile or project application that has been printed and scanned in will not be accepted. You must submit the PDF produced directly by e-snaps.

All other materials in the application packet may be scanned in, or can be sent in their original file formats (Word, PDF etc.).

**6) 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 above. Send only **one e-mail** with all required files attached. Submissions out of compliance with this format 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 p.m. on August 8, 2016.**



## Match and Leverage Documentation Requirements

Matching funds or in-kind goods and services (“match”) are resources that an applicant commits to contribute to the project. Leveraged funds or in-kind goods and services (“leverage”) are resources that an applicant commits to contribute to the project that are more than the required “match” amount. Excess match can be used as leverage.

### 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

### Leverage Requirements

To meet TX BoS CoC threshold requirements, projects must document 1.5:1 or 150% leverage to requested funds (i.e., \$1.50 in leverage for every \$1.00 requested from HUD). It is critical that applicants make a maximum effort to leverage other resources to support their proposed project, as leveraging is a significant factor in the CoC's overall score and rating in the national competition. Projects may earn bonus points in the TX BoS CoC Local Application Process for providing more than 150% leverage.. Leverage amounts do not need to be spent on program activities that would be eligible for CoC Program funding, but they must be used to support the CoC Program-funded project.

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

### Types of match/leverage

- **Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match/leverage).
- **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?

- 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.

- 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 2016 competition cannot be claimed as leverage by that project or any other project in subsequent competitions.
- Effective April 21, 2016, program income can be considered match for grants, so long as the funds are expended on eligible CoC Program costs that supplement the recipient's project.
- See link for more details: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

#### What can be used as leverage?

- Excess match (sources used for match above the required 25%)
- Contributions of cash, in-kind goods/equipment, and in-kind property that can be documented by letter.
- Contributions of in-kind services. 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.
- See page 19 for a list of examples of leverage sources.

#### What cannot be used as match/leverage?

- To be counted as match/leverage, 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/leverage. For example:
  - Mainstream benefits provided directly to program participants (e.g., SSI/SSDI disability benefits) cannot be used as match/leverage.
  - 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/Leveraging

- In general, match/leveraging 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. Have a current date, generally no more than 60 days prior to the date of the award announcement (an exception may be a contract that covers the correct grant period but was signed prior to 60 days before the award); and
  5. Include the amount being provided, and specifies that the amount is being used for matching funds (or leverage, if leveraging funds).

- Cash match/leverage 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/leverage 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, 2016 and August 8, 2016
    - 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, 2016 and August 8, 2016
      - 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/leverage must be provided to HUD prior to grant agreement execution.

## **Examples of Leverage**

### Advocacy

Assistance to immigration  
Benefits advocacy  
Housing advocacy  
Legal assistance, representation, and referrals  
Mental health advocacy  
Tenant rights workshops

### Children

After-school children's program  
Child development consultation  
Child care services  
Children's books, training, art supplies  
Children's art program  
Children's holiday party and shopping spree  
K-12 homeless education  
Parenting classes  
Summer camp  
Therapeutic day care

### Counseling

Bereavement counseling and pastoral services  
Counseling services  
Crisis intervention  
Landlord/tenancy counseling  
Recovery groups  
Support groups  
Therapy

### Financial Services

Asset/resource management services  
Money management  
Representative payee services

### Human Resources

Pre-employment process  
Consultation staff  
New employee orientation  
Volunteer staff hours

### Education, Employment, and Training

Computer classes  
Benefits and work workshops  
Education  
Job development  
Job research  
Job placement  
Job retention  
Leadership training  
Life skills training  
Literacy  
Nutrition education/cooking classes  
School supplies  
Training tuition  
Tutoring  
GED training  
Uniform vouchers  
Vocational services

### Health

Acupuncture  
Adult day health care  
AIDS-related services  
Dental services  
Detoxification services  
Duel diagnosis services  
Emergency room services  
Gynecological services  
Health care resources and education  
Healthcare services  
Medical services  
Psychiatric services  
Prescription medication/pharmaceutical services  
Medication Support  
Mental health services  
Peer support  
Pregnancy Testing  
Prenatal care  
Psychotherapy  
Residential and outpatient treatment services

Transportation

Subsidized/free bus passes  
Transportation  
Vehicle

Housing

Housing placement  
Housing search  
Maintenance/beautification projects  
Move-in assistance  
Property management  
Furnishings  
Household items

Operations

Administrative support  
Clerical services  
Consulting and practical services  
Facility space  
Indirect expenses  
Mail service  
Office/workshop space  
Programming  
Voicemail

Respite Care

Substance abuse services  
Triage

Supportive Services

Artistic services  
Assessment services  
Case management  
Community development  
Family support services  
Grooming  
Independent living services  
Mentoring services  
Outreach  
Recreational trips and activities  
Referrals  
Restraining order assistance  
Support services supervision  
Team leader  
Technical assistance  
Translation services  
Veterans services  
Health club membership fees

## Appendix A

### Texas Balance of State CoC Cities/Counties:

Projects located in an 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).

#### List of Cities and Counties within the TX BoS CoC

<b>CITIES/COUNTIES AND GEOGRAPHIC CODES</b>							
<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>
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

Geo Code	City/County	Geo Code	City/County	Geo Code	City/County	Geo Code	City/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 County	489135	Ector County	489219	Hockley 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



<b>CITIES/COUNTIES AND GEOGRAPHIC CODES</b>							
<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>
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 County	489479	Webb 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-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status  
<http://portal.hud.gov/hudportal/documents/huddoc?id=14-12cpdn.pdf>
  
- 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 to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity: Final Rule  
<https://portal.hud.gov/hudportal/documents/huddoc?id=12lgbtfinalrule.pdf>

## 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 Resources**

Housing First is a model of housing assistance that centers on providing people experiencing homelessness with housing as quickly as possible, and then providing services as needed. Assistance is offered without preconditions or service participation requirements.

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/images/THN\\_HousingFirstResourceList.pdf](http://thn.org/images/THN_HousingFirstResourceList.pdf)

#### **Submitting Evidence of Housing First Model**

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 2016 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 elements listed above. Narratives should be no longer than two pages.

**Appendix E**  
**List of 2016 Renewal Projects**

<b>Applicant Name</b>	<b>Project Name</b>	<b>Expiration Date</b>	<b>Project Component</b>	<b>First Time Renewal</b>
City of Beaumont	Shelter Plus Care (S+C)	1/31/2017	PH-PSH	
City of Longview	City of Longview CoC 2014 Renewal	9/30/2017	PH-PSH	
City of Texarkana	Texarkana Homeless Coalition: Doorways Home (TX0298B6T071000)	2/28/2017	PH-RRH	
Denton County Mental Health Mental Retardation Center	Connections housing project 2014	9/30/2017	PH-PSH	
Giving HOPE, Inc.	Permanent Supportive Housing FY2014	4/30/2017	PH-PSH	
Mid-Coast Family Services, Inc.	HopeNet	7/31/2017	PH-PSH	
Neighborhood Development Corporation	Homeless to Homes Program	3/31/2017	PH-PSH	
Spindletop Center	Permanent Supported Housing in SE Texas	2/28/2017	PH-PSH	Y
The Gulf Coast Center	Permanent Housing Renewal 2014 CoC	12/31/2016	PH-PSH	
WestCare Texas, Inc.	Next Step	10/31/2017	PH-PSH	

**Appendix F**  
**List of 2016 Reallocation Projects**

<b>Applicant Name</b>	<b>Project Name</b>	<b>Expiration Date</b>	<b>Project Component</b>
Corpus Christi Metro Ministries	Rustic House FY2014	3/31/2017	PH-PSH
Families In Crisis, Inc.	TH-Temple-FY2014	1/31/2017	PH-RRH
Families In Crisis, Inc.	TH-Killeen-FY2014	10/31/2017	PH-RRH
Sabine Valley Center dba Community HealthCore	Fredonia Place 2014	1/31/2017	PH-RRH
Shelter Agencies For Families in East Texas, Inc.	Doors of Empowerment II 2015-16 Paris	11/30/2017	PH-RRH
The Salvation Army, a Georgia Corporation (Corpus Christi)	The Salvation Army, Project Bridge for Families FY2014	8/31/2017	PH-RRH
Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	Beacon Place TH Renewal 2015/2016	7/31/2017	PH-RRH

- ▶ [News and Best Practices](#)
- ▶ [HUD Guidance and Notices](#)
- ▼ [Texas Balance of State CoC Grant Materials](#)

Useful Materials for the 2016 TX BoS CoC Competition

- [Texas Balance of State CoC FY 2016 Request for Proposals \(RFP\): UPDATED 07/22/16](#)**
- [TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process- POSTED 9/9/16](#)
- [CoC Board Meeting Minutes September 9, 2016- POSTED 9/10/16](#)
- [Project Priority Listing 2016- POSTED 9/9/16](#)
- [Texas Balance of State CoC 2016 Competition Deadlines](#)
- [2016 CoC Program Competition NOFA](#)
- [2016 TX BoS CoC Program Application Process Webinar Recording](#)
- [FY 2016 HUD CoC NOFA Summary](#)
- [2016 Renewal Project Evaluation Process](#)
- [2016 Renewal Project Score Sheet](#)
- [2016 New Project Application](#)
- [2016 New/Re-allocated Project Score Sheet](#)
- [Using the e-snaps Instructional Guides and Project Application Detailed Instructions](#)

Receive news on upcoming trainings, conferences, and other information.

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**News & Updates**

- [New HMIS Tutorial](#)
- [THN is Searching for a VISTA Project Manager](#)
- [Case Management Institute Registration is Now Open!](#)

**Join the Conversation**

**Texas Homeless Network**  
41 mins

"A more accurate count is





# **TEXAS HOMELESS NETWORK**

## **TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process**

### **Performance Review and Scoring Policies**

Texas Homeless Network (THN) is the Collaborative Applicant and CoC Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). THN facilitates the competition/application process in the TX BoS CoC for U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds.

Applications for Renewal Projects and New Projects will undergo a threshold review to ensure compliance with the HEARTH Act, the CoC Program Notice of Funding Availability (NOFA), and the local CoC Request for Proposals (RFP). Any Renewal or New Project not meeting the threshold requirements as outlined in the RFP will not be further reviewed and will not be considered for funding. Late applications (those submitted after the due date and time listed in the RFP) will not be accepted.

The TX BoS CoC makes available, and accepts comment on, the scoring standards for Renewal and New Projects on THN's website, and feedback is welcomed at CoC General Meetings. The Renewal Project Scoring Criteria (Appendix 1) and the New Project Scoring Criteria (Appendix 2) are attached.

Review and scoring of Renewal Projects is completed by the Independent Review Team (IRT) then tabulated by TX BoS CoC staff. Scoring is largely based on data obtained from APRs, LOCCS draw-down data, HUD monitoring reports, System-Wide Performance Measures, spending per client/household by project type and other HMIS data.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements, all projects are subject to the scoring outlined in the local RFP, New Project Scoring Criteria (Attachment 1) and Renewal Project Scoring Criteria (Attachment 2). TX BoS CoC staff and the TX BoS CoC Board (the CoC's governing body) utilize scoring to inform the selection of conditional grantees. The TX BoS CoC Board has the discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications that includes but is not limited to budget negotiations, to best maximize overall score and increase chances of receiving bonus project funding.

After the IRT scores all Renewal and New Projects within the CoC based on the Renewal Project Scoring Criteria and the New Project Scoring Criteria, the TX BoS CoC Board and the CoC Lead Agency will rank applications for the Priority Listing and for submission to HUD.

### **Ranking Policy**

HUD requires Collaborative Applicants to rank all projects in two tiers. Tier 1 is defined by HUD in the CoC Program NOFA as a percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects are traditionally protected from cuts. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the

permanent housing bonus, as described in the NOFA. Tier 2 projects have to compete nationally for funding.

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the TX BoS CoC Board, as the board views it as an essential project to effectively operate the CoC. Projects renewing for the first time that were funded as part of the prior CoC Program competition that have not been in operation for at least one year, will be ranked in the bottom of Tier 1 and ahead of first-time Renewal Projects that have been in operation for at least one year. The CoC Planning Project is not ranked, according to the NOFA.

Ranking:

Tier 1:

1. HMIS Project
2. Scored Permanent Housing (PH) Renewal Projects (lowest-scoring projects may drop to Tier 2)
3. Re-Allocated Projects (lowest-scoring projects may drop to Tier 2)
4. First time Permanent Housing (PH) Projects and other Renewal Projects that have not been in operation for at least one year
5. Tier 2: Bonus Projects and remaining Renewal Projects and remaining Re-allocated Projects (Bonus Projects may out-rank Renewal Projects and/or Re-Allocated Projects of the same component type by score in Tier 2)

Tier 2: Project components will be organized to best maximize the CoC Consolidated Application's overall score.

## **Re-Allocation Process**

Any funds reallocated as part of recapturing unspent funds, voluntary re-allocation, or involuntary reallocation will be made available for reallocation to create New Projects during the local competition/application process. In the FY 2016 competition these funds will first go toward fully funding the TX BoS CoC HMIS Project, and remaining funds will be re-allocated for New Project(s).

### **Unspent Funds**

Projects that are not fully expended by the end of the grant term or are underspending during the grant term are subject to the re-allocation process. Projects that have underspent their award by 7% or more for the prior two grant cycles may have their funding reduced, and those funds would be reallocated for New Project(s). The TX BoS CoC will recapture 50% of the 2-year average of the unspent funds.

### **Voluntary Re-Allocation**

As part of the local competition/application process for inclusion in the CoC Program Consolidated Application, current CoC Program grantees are asked whether they wish to voluntarily re-allocate some or all of their funding. Such re-allocated funds are pooled for re-allocation to New Project(s).

### **Involuntary Re-Allocation**

Projects with poor performance, that are not serving the intended population, and/or that have unresolved HUD monitoring findings are subject to re-allocation.

### **Conditional Renewal**

The TX BoS CoC will establish a performance threshold at 75% of the top scoring Renewal Project. For example, if the top score is 100, the minimum threshold will be set at 75.

Projects scoring below the threshold will be asked to develop a plan to address performance issues by the next year's competition (a Performance Improvement Plan). If problems continue, projects may have funding re-allocated in the following competition. Applicants may appeal the decision, using the TX BoS CoC's written appeals process, and the appeal must be considered by the TX BoS CoC Board.

Appendix 1

2016 Texas Balance of State Continuum of Care Renewal Permanent Housing (PH) Project Score Sheet

Applicant Name:

Project Name:

Type:

	Where to Reference on APR	Your Answer
Total number of clients	APR: Q7	
Total number of adults	APR: Q7	
Total leavers	APR: Q7	
Total number of children leavers	APR: Total for Children Column for Q22a2	
Total number of adult leavers	Auto-calculates	0

Housing Stability

Scored Category	Goal	Where to Reference	Your Answer	Percent (%)	Scoring Instructions	Score	Total Possible Points	Notes
Percent participants remaining in PH for 6 months or more	≥83%	APR: Q27, Row 4, Total Column		#DIV/0!	100-83% = 10 points <83%-78 = 7.5 points <78% = 0 points		10	
		APR: Q27, Row 5, Total Column						
		APR: Q27, Row 6, Total Column						
		APR: Q27, Row 7, Total Column						
		APR: Q27, Row 8, Total Column						
Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥77%	Participants who remained in project as of the end of the operating year (Auto-calculates)	0	#DIV/0!	100-77% = 10 points <77%-72%=7.5 points <72% = 0 points		10	
		APR: Q29a1, Permanent Destinations Subtotal, Total Column						
		APR: Q29a2, Permanent Destinations Subtotal, Total Column						
Percent exits to Living with Family, Permanent and Living with Friends, Permanent	≤14%	APR: Q29a1, Permanent Destinations, Row 7, Total Column		#DIV/0!	0-14% = 10 points >14%-19% = 7.5 points >19% = 0 points		10	
		APR: Q29a1, Permanent Destinations, Row 8, Total Column						
		APR: Q29a2, Permanent Destinations, Row 7, Total Column						
		APR: Q29a2, Permanent Destinations, Row 8, Total Column						
<b>Housing Stability Score</b>						<b>0</b>	<b>30</b>	

Access to Income and Benefits

Scored Category	Criteria Goal	Where to Reference	Answer	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with earned income at exit	≥17%	APR: Q25a1, Row 1, Adults Column		#DIV/0!	100-17% = 10 points <17-12% = 7.5 points <12% = 0 points		10	
Percent participants age 18 or older who have non-cash benefits at exit	≥27%	APR: Q26a1, Total, Adults Column		#DIV/0!	100-27% = 10 points <26-21% = 7.5 <21% = 0 points		10	
Percent participants with 1+ source of non-cash benefits at exit	≥32%	APR: Q26a2, Row Two, Total Column		#DIV/0!	100-32% = 10 points <32-27% = 7.5 points <27% = 0 points		10	
Percent participants age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit	≥73%	APR: Q36(a or b).2a., Column 2		#DIV/0!	100 -73% = 10 points <73-68% = 7.5 points <68% = 0 points		10	
<b>Access to Income and Benefits Score</b>						<b>0</b>	<b>40</b>	

Meeting Community Need

Scored Category	Goal	Your Answer	Point Criteria	Score	Total Possible Points	Notes
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Average daily bed utilization	≥84%				100-84% = 10 points <84-79% = 7.5 points <79% = 0 points		10		
Meeting Community Need Score						0	10		
<b>Targeting Hard to Serve</b>									
Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
Percent clients with no income at entry	≥76%	APR: Q23, Row 1, Income at Entry Column		#DIV/0!	100-76% = 10 points <76-71% = 7.5 points <71% = 0 points		10		
Percent entries from Homeless Situations	≥76%	APR: Q20a1, Subtotal, Without Children Column		#DIV/0!	100-76% = 10 points <76-71% = 7.5 points <71% = 0 points		10		
		APR: Q20a1, Subtotal, With Children and Adults Column							
Targeting Hard to Serve Score						0	20		
<b>Project capacity</b>									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
HIC/PIT submitted on time	Yes				Yes = 5 points No = 0 points		5		
Project Capacity						0	5		
<b>Cost Effectiveness</b>									
Scored Category	Goal		Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
2013-2014 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2013-2014 Total CoC Expenditures									
2014-2015 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2014-2015 Total CoC Expenditures									
On track to spend 2015-16 CoC Award	Yes					Yes = 5 points No = 0 points		5	
Money Recaptured by HUD	No					Yes = -10 points No = 0 points			
Cost Effectiveness Score						0	20		
<b>HMIS Data Quality</b>									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Percent missing data	≤2%				0% = 15 points >0%-2% = 10 points >2%-5% = 7.5 points >5% = -10 points		15		
Project Capacity Score						0	15		
<b>Project Monitoring Results</b>									
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Did the applicant submit a letter indicating they were not monitored?	Yes				Yes = 5 points No = 0 points		5		
Did the Applicant submit a final monitoring letter or most recent communication?	Yes				Yes = 5 points No = 0 points		5		
Number of unresolved HUD monitoring findings	0 (zero)				-5 points for each finding, up to -15 points				
Project Monitoring Results						0	5		
<b>Continuum of Care (CoC) Participation</b>									

Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes
Did the Grantee attend Provider Connect?	Yes				Yes = 10 points No = 0 points		10	
Did the Grantee attended five (5) mandatory webinars?	Attended all (5 of 5) mandatory webinars.				5 of 5 = 10 points 4 of 5 - 3 of 5 = 7.5 points 2 of 5 - 1 of 5 = 5 points 0 of 5 = 0 points		10	
<i>Continuum of Care (CoC) Participation Score</i>						<b>0</b>	<b>20</b>	
<b>Housing First and Low Barrier</b>								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Does the project follow a Housing First Approach?	Yes	Application: Section 3B, Q3d			Yes = 10 No = 0		10	
<u>Housing First Narrative</u> : Focus on accessing and sustaining permanent housing quickly, services provided are voluntary and promote housing stability, standard lease agreement, reduces barriers to entry (sobriety, criminal record, income, employment etc.)	Complete and concise	Housing First Narrative			Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Housing First and Low Barrier Score</i>						<b>0</b>	<b>17.5</b>	
<b>Special Populations Served Score</b>								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Is the program exclusively serving a special population: Youth (under 25), Domestic Violence, Veterans, Families with Children, or Chronically Homeless?	At least one box selected	Application: Section 3B, Q4			≥ One box selected = 10 points No boxes selected = 0 points		10	
<i>Special Populations Served Score</i>						<b>0</b>	<b>10</b>	
<b>Total Score</b>						<b>0</b>	<b>192.5</b>	

Appendix 2

**2016 TX BoS CoC New/Re-allocated Project Score Sheet**

**Applicant Name:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Type:** \_\_\_\_\_

Proposed Project Impact	Where to Reference	Your Answer
Total number of participants projected during operating year	Application: 5A "characteristics" table, total persons (column 4)	
Total number of adult participants	Application: 5A "characteristics" table, total adults over age 24 + Adults ages 18-24 (column 4)	

**Applicant's Experience**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations.	≥5 years of experience	Project Application: Section 2B Q1		5+ years = 10 points <5 years to 3 years = 7.5 points <3 years to ≤1 year = 5 points No experience = 0 points		10	
Description of experience leveraging other Federal, State, local, and private sector funds	≥ 5 years of experience	Project Application: Section 2B Q2		5+ years = 10 points 4 years = 7.5 points 1-2 years = 5 points No experience = 0 points	3	10	
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Complete and concise	Project Application: Section2B Q3		Complete and concise = 10 points Somewhat = 5 points Not = 0 points		10	
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q4a		No = 10 points Yes = 0 points		10	
<i>Applicant's Experience Total Score</i>					<b>0</b>	<b>40</b>	

**Project Description**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Project Description: Should describe community needs, target population, plan for housing identification, proposed outcomes, community partners, and why CoC support is needed.	Complete and concise	Project Application: Section 3B Q1		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant has an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work	Complete and concise	Project Application: Section 3B Q2		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant will participate in a CoC Coordinated Entry Process	Yes	Project Application: Section 3B Q3		Yes = 5 points No = 0 points		5	
The Applicant has a specific population focus.	One or more boxes selected	Project Application: Section 3B Q4		One or more boxes selected = 10 points No = 0 points		10	
The Applicant will quickly move participants into permanent housing	Yes	Project Application: Section 3B Q5a		Yes = 5 points No = 0 points		5	
The proposed project will exclusively serve chronically homeless (CH)	Yes	Project Application: Section 4B, Total Dedicated CH Beds matches Total Beds		Yes = 10 points No = 0 points		10	
The proposed project will be low barrier	All boxes except "None of the above" selected	Project Application: Section 3B Q5b		All boxes except "None Selected" = 10 points No = 0 points		10	
The proposed project will not terminate participants for specific reasons	All boxes except "None of the above" selected	Project Application: Section 3B Q5c		All boxes except "None Selected" = 10 points No = 0 points		10	

The proposed project will follow a "Housing First" approach	Yes	Project Application: Section 3B Q5d		Yes = 10 points No = 0 points		10	
<u>Housing First Narrative:</u> Focus on accessing and sustaining permanent housing quickly, services provided are voluntary and promote housing stability, standard lease agreement, reduces barriers to entry (sobriety, criminal record, income, employment etc.)	Complete and concise	Housing First Narrative		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
If applicable, describes the proposed development activities and the responsibilities that the Applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property	Complete and concise or N/A	Project Application: Section 3B Q6		Complete and concise or N/A = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Project Description Total Score</i>					<b>0</b>	<b>90</b>	

Supportive Services for Participants							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
The proposed policies and practices are consistent with laws related to providing education services to individuals and families, e.g., the McKinney-Vento Acto	Yes	Project Application: Section 4A Q1a		Yes = 7.5 points No = 0 points		7.5	
The Applicant has a designated staff person to ensure children are enrolled in school and receive educational services, as appropriate	Yes or N/A	Project Application: Section 4A Q1b		Yes or N/A = 7.5 points No = 0 points		7.5	
The Applicant has a plan for how participants will be assisted to obtain and remain in permanent housing	Complete, concise, and describes methods and procedures	Project Application: Section 4A Q2		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant has a plan for how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently	Complete, concise, and describes methods and procedures	Project Application: Section 4A Q3		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Supportive Services for Participants Total Score</i>					<b>0</b>	<b>30</b>	

Supportive Services Type and Frequency							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Assessment of Service Needs is provided.	Annually (or more)	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"		Annually (or more) = 1 points Less than annually = 0 points		1	
Case management is provided.	Monthly (or more)	Project Application: Section 4A Q4, Column "Supportive Services" and Project Application: Section 4A Q4, Column "Frequency"		Monthly (or more) = 1 points Less than monthly = 0 points		1	
Number of supportive services provided, not including Assessment of Service Needs or Case Management.	≥7 of 14 supportive services	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"		≥7 = 3 points <7 = 0 points		3	
The Applicant will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Yes	Project Application: Section 4A Q5a		Yes = 5 points No = 0 points		5	
The Applicant will use a single application form for four or more mainstream programs	Yes	Project Application: Section 4A Q5b		Yes = 10 points No = 0 points		10	
The Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed	Yes	Project Application: Section 4A Q5c		Yes = 5 points No = 0 points		5	
The Applicant will make SSI/SSDI technical assistance available to participants	Yes	Project Application: Section 4A Q6		Yes = 5 points No = 0 points		5	
<i>Supportive Services Type and Frequency Total Score</i>					<b>0</b>	<b>30</b>	

Outreach for Participants – Serving Literally Homeless							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes



Percentage of persons who will be served will come from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence	100%	Project Application: Section 5C Q1, total appropriate percentages			100% = 10 points Less than 100% = 0 points		10	
The Applicant describes the outreach plan to bring these participants experiencing homelessness into the project	Complete, concise, and describes methods and procedures	Project Application: Section 5C Q2			Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<b>Score</b>						<b>0</b>	<b>17.5</b>	

**PSH Standard Performance Measures**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes	
<b>Housing Measure:</b> Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Income Measure:</b> Adults who maintained or increased their total income (from all sources) at the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
or								
<b>Income Measure:</b> Adults who maintained or increased their earned income at the end of the operating year or project exit.	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
<b>PSH Project Standard Performance Measures Total Score</b>						<b>0</b>	<b>20</b>	

**RRH Standard Performance Measures**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes	
<b>Housing Measure:</b> Persons exiting to permanent housing destinations during the operating year	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Housing Measure:</b> Persons who were placed into permanent housing within 30 days of entry into project	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Income Measure:</b> Adults who increased their total income for all sources as of the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
or								
<b>Income Measure:</b> Adults who increased their earned income as of the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
<b>RRH Standard Performance Measures Total Score</b>						<b>0</b>	<b>30</b>	

**Budget**

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Reasonable considering the project's activities.	Project Application: Sections 6E, 6F, 6G, 6J			Reasonable = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6E, 6F, 6G, 6J			Sufficient detail and quantity = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Percent administrative funding requested of the total budget request	Requests ≤ 7%	Project Application: Section 6J, 8. Admin Project Application: Section 6J, Q7 "Subtotal Costs Requested"		#DIV/0!	0-7% = 5 points >7% = 0 points		5	
<b>Budget Total Score</b>						<b>0</b>	<b>20</b>	

**Reallocated Projects ONLY**

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Percent TH participants moving from TH to PH at exit (excluding exits to permanent tenure with friends/family)	≥77%	APR: Q29a1, Permanent Destinations, Totals for Rows 1-6		#DIV/0!	<77% = -10 points		-10	
		APR: Q29a2, Permanent Destinations, Totals for Rows 1-6						
		APR: Q29a1, Permanent Destinations, Subtotal Row, Total Column						
		APR: Q29a2, Permanent Destinations, Subtotal Row, Total Column						
2014-2015 Unspent Funds <i>Reallocated Projects ONLY Score</i>	≤5% unspent funds	2014-15 Total Grant Award (Pre-populated)		#DIV/0!	>5% = -10		-10	
		LOCCS Report- actual spent						
<b>Total Project Score</b>						<b>0</b>	<b>257.5</b>	

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### Coc Resources

#### News and Best Practices

#### HUD Guidance and Notices

#### Texas Balance of State CoC Grant Materials

Useful Materials for the 2016 TX B&S CoC Competition

Texas Balance of State CoC FY 2016 Request for Proposals (RFP), UPDATED 07/22/16

TX B&S CoC Review, Score, Ranking Policies and Reallocation Process- POSTED 9/9/16  
 Project Priority Listing 2016- POSTED 9/9/16

Texas Balance of State CoC 2016 Competition Deadlines

2016 CoC Program Competition NOFA

2016 TX B&S CoC Program Application Process Webinar Recording

FY 2016 HUD CoC NOFA Summary

2016 Renewal Project Evaluation Process

2016 Renewal Project Score Sheet

2016 New Project Application

2016 New/Re-allocated Project Score Sheet

Using the e-snaps Instructional Guides and Project Application Detailed Instructions

2016 Renewal Project Pre-Competition Checklist

2016 New Project Pre-Competition Prep Checklist

**Sign-Up for Updates**  
 Receive news on upcoming trainings, conferences and other information.

**Join the Conversation**  
 Facebook, YouTube, RSS, Twitter, LinkedIn, and more social media links.

**Join the Conversation**  
 Social media icons for Facebook, YouTube, RSS, and Twitter.  
 Texas Home Like Page on Facebook  
 Texas Homeless Network  
 "Tiny homes built for Dallas' chronically homeless"



# TEXAS HOMELESS NETWORK

**CoC Board Meeting  
September 9, 2016**

## CoC Board Meeting Notes

Meeting was held via webinar and began at 10:35.

### **Attendance:**

#### Board Members:

Hanna Adams, Bobby Ehrig, Jesse Elizondo, Carol Gresham, Karen Holt, Julia Lash, and Kellie Stallings

#### Texas Homeless Network (THN) Staff:

Kameron Fowler, Caitlin Bayer, Mary Rychlik, and Eric Samuels

- I. **Welcome and Introductions** – Kameron announced THN staff names and that 7 Board members were in attendance.

### **II. VOTE on Approval of 8/24/16 Meeting Minutes**

Hanna moved to approve them, and Karen seconded the motion. Bobby, Carol, Jesse, and Kellie voted yes. Julia was participating by phone but did not vote on this motion due to technical difficulties. **The motion passed.**

### **III. Proposed Policies/Action Items**

#### **a. CoC Operations**

- i. Review and **VOTE** on CoC Program Review, Scoring, and Ranking Policies and Reallocation Process – A consultant with Housing Innovations worked with THN staff on this policy. The policy was developed over time, as HUD guidance for the CoC Program competition became available. The document represents hours of work, strategy, and some difficult decisions regarding future funding, to meet the standards that HUD expects from Continuums of Care (CoCs).

Kameron highlighted the document: THN's role in the CoC Program competition; threshold review; Independent Review Team (IRT); ranking, tiers, HMIS Project ranked first in Tier 1, first-time renewal project ranked at bottom of Tier 1 but not scored, Tier 2 projects organized to maximize the Consolidated Application score; Reallocated new projects, Board voted earlier this year to reallocate all transitional housing projects to RRH or PSH and to reallocate funds first to funding the HMIS project then to other new projects, and voluntary and involuntary reallocations; conditional renewals; and performance improvement plans. FY 2016 competition scoresheets are attached to the policy. Discussion was held.

Hanna moved to approve the TX BoS CoC's "CoC Program Review, Scoring, and Ranking Policies and Reallocation Process," and Bobby seconded the motion. Carol, Jesse, and Karen

recused themselves from the vote because their agencies are CoC Program grantees. Kellie voted “yes.” Julia did not vote on this motion due to technical difficulties. **The motion passed.**

- ii. Review and **VOTE** on CoC Policies and Procedures – Kameron explained that staff has assembled all policies the Board has discussed and approved over the past year and required by HUD into one document. Kameron reviewed the table of contents. She said draft Written Standards for Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH) will be added to the CoC P&Ps as drafts; they will be reviewed and released for public comment at the CoC General Meeting on 9/21/2016. Policies are referenced in the body of the document and attached as appendices. The P&Ps, CoC Governance Charter, and written standards are living documents that will be updated, as needed, and approved by the CoC Board and/or CoC membership. No Board members asked questions at this time.

Jesse moved to approve the TX BoS CoC Policies and Procedures, and Bobby seconded the motion. Carol, Hanna, Karen, Kellie, and Julia voted “yes.” **The motion passed.**

- iii. MOU for CoC Collaborative Applicant/CoC Lead Agency/HMIS Lead Agency – THN staff updated the MOU slightly from the prior year’s version. It outlines the responsibilities of THN as the Collaborative Applicant, CoC Lead Agency, and HMIS Lead Agency for the TX BoS CoC. Carol Gresham has signed the MOU, as the Authorized Signatory for the CoC Board, and THN President/CEO, Eric Samuels, has sent the MOU to the THN Board of Directors for their review and approval.
- iv. Adoption of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status – The CoC Board adopted this prioritization policy on 6/8/2016, but the CoC Application piece of the Consolidated Application for HUD CoC Program funds requires attaching a copy of this policy that is signed and dated by the CoC. Jesse will sign it on behalf of the Board.

#### **IV. HUD CoC Program**

##### **a. FY 2016 Competition**

##### **i. Project Applicants**

- 1. Review and **VOTE** on Project Application reviews, scores, and ranking –Staff walked through three ranking scenarios, using a tool shared by Housing Innovations, a technical assistance provider. In all three, staff followed Board votes to rank the HMIS Project first in Tier 1 and to rank the one Renewal Project that has not yet begun operating at the bottom of Tier 1. Also, New Projects were scored on projected performance because they do not yet have actual performance, and Reallocated Projects’ scoring criteria included criteria reflecting prior performance. The number of project applications received exceeds the dollar amount that is available to the TX BoS CoC as Tier 1 and Tier

2 funding, including funding for Bonus Permanent Housing projects.

Discussion was held. Board members acknowledged the thought and effort that staff put into creating the various scenarios and the IRT's thorough scoring process. CoC grantees needed to recuse themselves from this vote. All Board Members agreed, even those whose agencies could potentially be negatively impacted, that the scenario chosen should be the one that maximized funding for the CoC Consolidated application. Kellie moved to approve the rankings presented in Scenario 3, and Hanna seconded the motion. Carol, Jesse, and Karen recused themselves from the vote. Bobby and Julia voted "yes." **The motion passed.**

2. Process – The Board will review the Consolidated Application via email on 9/12; and the Consolidated Application and required materials will be posted on THN's website on 9/12 and emailed to Project Applicants and all other stakeholders. The Consolidated Application is due to HUD 9/14.
- ii. HUD CoC Program "start-up conferences" for all FY 2015 grantees have been scheduled. THN staff will attend on 9/20/2016 in Austin.

#### **V. CoC Governance**

- a. CoC Board Member elections – THN staff has developed a ballot based on 19 nominations and slotting 1 or 2 nominees to run for each seat. Of the 13 seats for election, 11 have been slated, but 2 received no nominations (Seat 5 representing Homeless Youth and Seat 12 representing law enforcement/criminal justice). The CoC will continue to recruit nominees for these positions. Voting will be announced via the CoC's email list and on THN's website. Voting will be held electronically from 9/12-16, 2016. Anyone who lives or works in the CoC is considered to be a CoC member and, therefore, may vote to elect Board members. Election results will be announced at the 9/21 CoC General Meeting.

**VI. Texas Conference on Ending Homelessness** – Bobby, Carol, and Jesse will attend. Staff announced a TDHCA meeting to discuss State ESG allocations, the HUD CoC Program start-up conference, the CoC General Meeting, and TX BoS CoC-specific sessions.

**VIII. Q&A** – Kellie asked about the age range for "youth" for Board Seat 5. The range is up to age 24 years.

**VIII. Next meeting** – Today is the last meeting scheduled for the 2015-16 CoC Board. Kameron thanked members for their work over the past year.

The meeting ended at 12:02 p.m.

### CoC Resources

- News and Best Practices
- HUD Guidance and Notices
- Texas Balance of State CoC Grant Materials

**Useful Materials for the 2016 TX BoS CoC Competition**

[Texas Balance of State CoC FY 2016 Request for Proposals \(RFP\); UPDATED 07/22/16](#)

[TX BoS CoC Review, Score, Ranking Policies and Reallocation Process- POSTED 9/9/16](#)

[CoC Board Meeting Minutes September 9, 2016- POSTED 9/10/16](#)

[Project Priority Listing 2016- POSTED 9/9/16](#)

[Texas Balance of State CoC 2016 Competition Deadlines](#)

[2016 CoC Program Competition NOFA](#)

[2016 TX BoS CoC Program Application Process Webinar Recording](#)

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"How Food Helps"



Caitlin Bayer &lt;caitlin@thn.org&gt;

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## TX BoS CoC 2016 Competition RFP Released, Updated Competition Calendar

---

Texas Homeless Network <kameron@thn.org>  
Reply-To: kameron@thn.org  
To: caitlin@thn.org

Fri, Jul 8, 2016 at 8:42 PM

TX BoS CoC 2016 Competition RFP Released



### **\*IMPORTANT 2016 COMPETITION INFORMATION BELOW\***

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Please note that HUD has not released the applications in e-snaps, detailed instructions or technical guidance. The NOFA states "for your planning purposes, we anticipate this will be available sometime after July 6, 2016". The TX BoS CoC may update materials once the application and details are released and reviewed. Updates will be sent out to this e-mail list.



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41 mins

"A more accurate count is

PROJECT APPLICATION PRIORITY RANKING FOR TX BOS COC FY2016 HUD COC PROGRAM COMPETITION SUBMISSION			
#	Applicant Name	Project Name	Component Type
1	Texas Homeless Network	HMIS Project 2016	HMIS
2	The Gulf Coast Center	Gulf Coast Center Permanent Housing FY16	PSH
3	Denton County Mental Health Mental Retardation Center	Connections SHP FY2016	PSH
4	Mid-Coast Family Services	Hope Net 2016	PSH
5	Giving HOPE, Inc.	Giving Hope Permanent Supportive Housing Program	PSH
6	Neighborhood Development Corp	Homeless to Homes Program	PSH
7	City of Beaumont	Shelter Plus Care (S+C)	PSH
8	City of Longview	City of Longview CoC 2016 Renewal	PSH
9	City of Texarkana	Texarkana Homeless Coalition: Doorways Home	RRH
10	Shelter Agencies For Families in East Texas, Inc.	SAFE-T RRH 1	RRH
11	Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	WOMAN, Inc. Rapid Re-Housing	RRH
12	Corpus Christi Metro Ministries	Transforming Lives FY2016	PSH
13	The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing FY16	RRH
14	Families In Crisis, Inc.	2016- FIC-RRH-KILLEEN	RRH
15	Spindletop MHMR Services	Renew Permanent Supported Housing in Southeast Texas	PSH
16	Carpenter's Church	Carpenter's Housing First	PSH
17	Abilene Hope Haven, Inc.	Hope Housing Services	RRH
18	Sabine Valley Center	Fredonia Homeless and Disabled Women and Children Rapid Rehousing	RRH
19	WestCare Texas, Inc.	Next Step	PSH
20	Mid-Coast Family Services	New Hope 2016	PSH
21	Odessa Links	Project Hope FY2016	RRH
22	Sabine Valley Center	East Texas Homeless & Disabled PSH	PSH
23	Laredo Housing Authority	Laredo Integrated Housing & Supportive Services Center	PSH
24	Sabine Valley Center	East Texas Rapid Rehousing for Women with Disabilities and their Children	RRH
25	Sabine Valley Center	East Texas Homeless and Disabled Veterans Rapid Re-Housing	RRH
26	City of Tyler	City of Tyler COC FY 2016	PSH



### CoC Resources

- News and Best Practices
- HUD Guidance and Notices
- Texas Balance of State CoC Grant Materials

- Useful Materials for the 2016 TX BoS CoC Competition
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  - Using the e-snaps Instructional Guides and Project Application Detailed Instructions
  - 2016 Renewal Project Pre-Competition Checklist
  - 2016 New Project Pre-Competition Prep Checklist

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  - ...

### CoC Project Priority Rankings Finalized

Inbox x

[Icons]

People (48)

**Texas BoS Continuum of Care** <txboscoc@thn.org> 4:08 PM (0 minutes ago)

Good afternoon applicants,

The Independent Review Team has completed scoring, the Board has voted, and project rankings are ready. You can find the TX BoS CoC project ranking attached to this e-mail and it will be posted to our website once this e-mail has been sent to all applicants. The final TX BoS CoC Score, Ranking, and Reallocation Process Policy was approved by the Board and has also been posted to our website.

This was an extremely rigorous competition, especially among our new applicants who all scored very high. We received many strong applications, and as always, it was difficult for the Board to see projects fall into Tier 2. However, we feel as though the ranking configuration chosen by the Board will best maximize the CoC's score, giving all projects a higher chance of receiving funding. Tier 2 begins after the Spindletop Center project, please refer to the NOFA "CoC Program Implementation Section" for details on the tiered funding process.

We will be conducting a 2016 NOFA debrief webinar in the coming months, and will be sending out score-sheets to all applicants. We will be extremely busy the next few days putting the final touches on our Consolidated Application, the THN Annual Conference, and all the events and meetings that come along with it. We will make the Consolidated Application available on our website by no later than Tuesday, September 12th, as required by HUD. The TX BoS CoC is on schedule to submit by the deadline of September 14th.

Thank you all for participating in this year's local CoC Competition. We know it was a long and difficult process, but we were encouraged to see so many organizations and communities put forward applications showing their dedication to ending homelessness.

We still have some new projects waiting on guidance for the CE question. Rest assured we have not forgotten you: we will have guidance for you no later than Monday morning and will send it to you to submit into e-snaps. After amending the answer, you will need to re-submit your projects in e-snaps. This applies to Abilene Hope Haven, Families In Crisis, WOMAN Inc, Odessa Links, all Sabine Valley CHC projects.

postmaster  
postmaster@stctr.org

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## TEXAS HOMELESS NETWORK

### TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process

#### Performance Review and Scoring Policies

Texas Homeless Network (THN) is the Collaborative Applicant and CoC Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). THN facilitates the competition/application process in the TX BoS CoC for U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds.

Applications for Renewal Projects and New Projects will undergo a threshold review to ensure compliance with the HEARTH Act, the CoC Program Notice of Funding Availability (NOFA), and the local CoC Request for Proposals (RFP). Any Renewal or New Project not meeting the threshold requirements as outlined in the RFP will not be further reviewed and will not be considered for funding. Late applications (those submitted after the due date and time listed in the RFP) will not be accepted.

The TX BoS CoC makes available, and accepts comment on, the scoring standards for Renewal and New Projects on THN's website, and feedback is welcomed at CoC General Meetings. The Renewal Project Scoring Criteria (Appendix 1 and the New Project Scoring Criteria (Appendix 2) are attached.

Review and scoring of Renewal Projects is completed by the Independent Review Team (IRT) then tabulated by TX BoS CoC staff. Scoring is largely based on data obtained from APRs, LOCCS draw-down data, HUD monitoring reports, System-Wide Performance Measures, spending per client/household by project type and other HMIS data.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements, all projects are subject to the scoring outlined in the local RFP, New Project Scoring Criteria (Attachment 1) and Renewal Project Scoring Criteria (Attachment 2). TX BoS CoC staff and the TX BoS CoC Board (the CoC's governing body) utilize scoring to inform the selection of conditional grantees. The TX BoS CoC Board has the discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications that includes but is not limited to budget negotiations, to best maximize overall score and increase chances of receiving bonus project

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Aug 24, 2016	1:33 PM CDT	Special Called Tx BoS CoC Board Meet...	1 hr 21 mins	7
Aug 23, 2016	10:06 AM CDT	Independent Review Team (IRT) Traini...	1 hr 42 mins	4
Aug 11, 2016	10:20 AM CDT	THN Board Meeting 8-11-16	3 hrs 47 mins	1
Aug 10, 2016	1:41 PM CDT	Texas Balance of State August CoC Bo...	2 hrs 21 mins	8
Aug 01, 2016	10:15 AM CDT	Denton Coordinated Entry Workflow Di...	1 hr 42 mins	1
Jul 27, 2016	1:00 PM CDT	TA webinar on CoC Project Applicatio...	11 mins	4
Jul 12, 2016	11:06 AM CDT	TX BoS CoC 2016 Competition Webinar	3 hrs 25 mins	59
Jul 08, 2016	1:54 PM CDT	BoSers survey discussion	23 mins	1
Jun 29, 2016	11:08 AM CDT	CoC Program Grantees and Prioritizat...	1 hr 52 mins	22
Jun 28, 2016	1:54 PM CDT	Plan for SOAR program	34 mins	7
Jun 22, 2016	1:39 PM CDT	Texas Balance of State June Represen...	1 hr 58 mins	54
Jun 09, 2016	9:40 AM CDT	Coordinated Entry: Accountability	1 hr 14 mins	23
Jun 08, 2016	1:39 PM CDT	Texas Balance of State June CoC Boar...	2 hrs 23 mins	8

## Attendee

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Attended	Last Name	First Name	Email Address
Yes	Adams	Annette	AnnetteA@tcbhc.org
Yes	Almeida	Marisela	marisela125@yahoo.com
Yes	Arredondo	Ariel	aarredondo@ccmetro.org
Yes	Baker	Melinda	bakermelinda@hotmail.com
Yes	Bates	Holly	doeadvocate@safe-agency.com
Yes	Bixler	Bryan	bbixler@tfc.org
Yes	Chapman	Suzette	chapmansuzette@hotmail.com
Yes	Choi	Linda	linda.choi@uss.salvationarmy.org
Yes	Clark	Patty	pclarl@ccmetro.org
Yes	Contreras	Jessica	jessica.contreras@westcare.com
Yes	Cooper	John	john@abilenehopehaven.org
Yes	Cross	Courtney	courtney@unitedwaydenton.org
Yes	Dalzell	Joyce Dalzell	joyced@faithworksofabilene.org
Yes	Elizondo	Jesse	jesse_elizondo@uss.salvationarmy.org
Yes	Fawbush	Brenda	bfawbush@ccmetro.org
Yes	Forbes	Paula	paula.forbes@westcare.com
Yes	Gabrich	Cecilia	ceciliag@gulfcoastcenter.org
Yes	Garcia	Hermelinda	hgarcia@cdob.org

Yes	Gresham	Carol	director@safe-tagency.com
Yes	Hall	William	ficinc@earthlink.net
Yes	Hallford	Adra	adra.hallford@txkusa.org
Yes	Holland	Ryan	ryan@hopeincdenton.com
Yes	Hollman	Melissa	melissah@gulfcoastcenter.org
Yes	Huffman	Debra	debrah@exp.net
Yes	Jemison	Pauline	farley.pauline@yahoo.com
Yes	Laurent	Jennifer	jenniferlaurent@cablone.net
Yes	Marshall	Cheteva	cmarshall@longviewtexas.gov
Yes	Moseley	Leslie	lesliem@dentonmhmr.org
Yes	Murphy	Jason	Jasonm@gulfcoastcenter.org
Yes	Orduna	Julia	jorduna@larha.org
Yes	Peterson	Alonzo	alonzo.peterson@hopeincdenton.com
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Yes	Vaughn	Wayne	wvaughn@pecanvalley.org
Yes	Vela	George	gvela@ccmetro.org
Yes	Wall	Jennifer	jwall@starcarelubbock.org
Yes	Wheeler	Chad	cwheeler@carpenterslubbock.org
Yes	Wiebe	Jocelyn	jwiebe@carpenterslubbock.org

Yes	Williams	Stanley	stanley.williams@communityhealthcore.
Yes	Wormly	Michaelle	womaninc@pdq.net
Yes	Yates	Michelle	myates@lppshelter.org
Yes	clay	sharell	sharell@hopeincdenton.com
Yes	hall	william	edficinc@earthlink.net
Yes	mcmillan	sheryl	smcmil5049@aol.com
Yes	racz	carol	carol.racz@texanacenter.com
Yes	twitty	mary	mary.twitty@pcsvcs.org
No	Bromley	Rebecca	beckbear09@hotmail.com
No	Elizondo	Jesse	jesse.elizondo@uss.salvationarmy.org
No	Favela	Raquel	rfavela@ndconline.org
No	Griffin	Lisa	lgriffin@midcoastfamily.org
No	Heintz	Nancy	heintz@fumc-conroe.org
No	Key	Michelle	mkey@pecanvalley.org
No	Marsh	Lindsay	lindsay@thn.org
No	Ocampo	Gloria	ceo@fowinc.com
No	Patillo	Jo Ann	jpatillo@Beaumonttexas.gov
No	Porter	Tammie	tporter@longviewtexas.gov
No	Tapscott	David	dtapscott@ccmetro.org
No	Vela	Katie	katievela@sarahomeless.org
No	Webster	Randall	Randall.Webster@CommunityHealthcor
No	Williams	Missy	mwilliams@abilenehopehaven.org
No	pena rasmussen	monica	mprasmussen@lppshleter.org



Caitlin Bayer &lt;caitlin@thn.org&gt;

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## TX BoS CoC 2016 Competition RFP Released, Updated Competition Calendar

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Fri, Jul 8, 2016 at 8:42 PM

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Please note that HUD has not released the applications in e-snaps, detailed instructions or technical guidance. The NOFA states "for your planning purposes, we anticipate this will be available sometime after July 6, 2016". The TX BoS CoC may update materials once the application and details are released and reviewed. Updates will be sent out to this e-mail list.

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



**2016**

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HUD Continuum of Care Program 2016 Local  
Application Process

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

## HUD Continuum of Care (CoC) Program 2016 Local Application Process

Updated 07/22/16

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### Introduction

The FY 2016 CoC Program Notice of Funding Availability (NOFA), as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released by HUD on **June 28, 2016**. The 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 system. A list of the counties within the BoS CoC may be found in Appendix A of this document.

THN, as the Lead Agency for the TX BoS CoC, manages the TX BoS CoC Local Application Process to select and rank Project Applications. THN then submits selected projects to the U.S. Department of Housing and Urban Development (HUD) under a consolidated application.

Project applicants are required to read and ensure eligibility and compliance with the 2016 HUD CoC Program NOFA before applying: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

In addition, applicants are required to view the following resources on the HUD exchange:

- HUD's Training on CoC Program Components/Eligible Costs  
<https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/>
- HUD's Training on CoC Program Administration:  
<https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/>

Project applicants should also thoroughly review the CoC Interim rule (24 CFR Part 578) before applying:  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf).

## CoC Transparency

In seeking public participation, applicants and grantees 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 grantees 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 application process, please contact the CoC Manager, Mary Rychlik, at [mary@thn.org](mailto:mary@thn.org).

## Funding Available

In the FY 2016 competition, funding is available for renewal projects and for new projects. At this time, all projects except new permanent housing (PH) bonus projects requesting new construction, acquisition, or rehabilitation, will be limited to a one-year grant term. All applicants, in their administrative budget line item, will be limited to 7% of the total amount requested from HUD. The CoC welcomes and encourages funding from new applicants as well as encourages existing funded organizations to apply for new funding when appropriate. Funding for new projects in 2016 is extremely limited and will come from:

- 1) The *voluntary* reallocation of existing project funding; or
- 2) The mandatory reallocation of existing project funding; or
- 3) The new Permanent Housing bonus.

Requested funding amounts may be reduced based on a flat percentage across all renewal and new projects, or based on a history of unspent funds, in order to support THN's HMIS capacity. The TX BoS CoC Board is working with THN to determine the most equitable manner of re-allocating project funds to HMIS. Many factors will go into this decision, and grantees will be informed in writing in advance of the application due date to allow for budget adjustments.

Any eligible projects (listed in Appendices E and F) planning **not** to renew or re-allocate their CoC funding must notify Kameron Fowler, Continuum of Care Director, at [kameron@thn.org](mailto:kameron@thn.org) by no later than **5:00 PM on Friday, July 15, 2016**, so that funds can be re-allocated within the CoC. If an agency chooses to withdraw its application at a later date during the competition process, that agency may be held responsible for the CoC's permanent loss of CoC Program funds, and the agency may be deemed ineligible to apply in future competitions.

All projects must comply with THN's new leverage requirements and new Housing First and low barrier requirements.

For more information about applying for renewal projects and new projects in the TX BoS CoC's local competition, see the *Texas Balance of State Continuum of Care 2016 Renewal Project Evaluation* and *Texas Balance of State Continuum of Care 2016 Application for New Housing Projects* here: <http://tinyurl.com/TXBoSCoCApplication>.

#### Reallocation of Existing Funds

The TX BoS CoC may require projects to reallocate funds in the FY 2016 competition due to performance deficiencies and/or unspent funds per the Re-Allocation Process once approved by TX BoS CoC Board. According to the CoC Board's vote on 5/25/16, transitional housing (TH) projects in the TX BoS CoC will be required to re-allocate to the project types indicated in the list found in this section on the following page. Most all TH projects were already in re-allocation discussions with TX BoS CoC. Re-allocations may request no more in funding than they currently receive for their existing CoC Program-funded project. For example, if an applicant's current TH project receives \$100,000 in CoC Program funding, the applicant can request no more than \$100,000 in FY 2016 funding. However, re-allocations that are included in the TX BoS CoC's Consolidated Application *may* be awarded more funding if any renewal projects fail to renew or if additional funds are re-allocated.

New and existing applicants are encouraged to apply for new projects using re-allocated funds. CoCs may reallocate funds in whole or in part from existing eligible renewal projects to create one or more new projects. CoCs may use reallocation to create:

1. New Permanent Supportive Housing (PSH) projects where all 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, coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness;
3. New Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment systems; and
4. A new dedicated Homeless Management Information System (HMIS) projects for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead

The TX BoS CoC has worked closely with projects that are required to re-allocate, with the support of HUD Technical Assistance providers. The TX BoS CoC recognizes not all CoC Program-funded TH projects will be able to convert to RRH or PSH. While initial re-allocation decisions have already been confirmed by THN, all grantees should carefully analyze their projects to determine if re-allocation to a different component type makes sense, based on their current target population, physical configuration (e.g. dorm-style, scattered site), and community need.

#### Permanent Housing Bonus

HUD is allowing the creation of new projects through the Permanent Housing Bonus. CoCs may create new projects through the permanent housing bonus, up to 5 percent of the CoC's Final

Pro Rata Need (FPRN) amount (approximately \$1,820,343 for the TX BoS CoC) for the following types of new projects:

- a. New Permanent Supportive Housing (PSH) projects that will serve 100 percent chronically homeless individuals and families; and
- b. New Rapid Re-housing (RRH) projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.

A Letter of Intent to apply for New Permanent Housing Bonus Projects is required and must be submitted to Kameron Fowler at [Kameron@thn.org](mailto:Kameron@thn.org) by July 15<sup>th</sup>, 2016. Please include the proposed project type and total budget amount in the body of the letter.

### **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).

**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. Use of the Housing First model is required in the TX BoS CoC's 2016 local competition.

**RRH** emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

#### Supportive Services Only (SSO)

At this time, SSO grants cover only costs specifically for a centralized or coordinated assessment system.

In the 2016 CoC Competition, the TX BoS CoC will accept applications for SSO projects only if they are new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems (called "Coordinated Entry" in the TX BoS CoC) that are created through reallocation of funds.

#### HMIS

An HMIS Lead may use CoC Program funds to operate HMIS and for other eligible costs.

2016 CoC Program RFP. Updated July 22, 2016.

Note: In the TX BoS CoC, only THN (the HMIS Lead) may apply for CoC funds to operate HMIS.

### **Eligible Persons to Be Served**

All Project Applications submitted for funding must exclusively serve persons who meet the HUD definition of Homeless, as defined in the HEARTH Act, and reproduced below:

- 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)

Additionally, CoC Program funds may be used to serve persons and families experiencing chronic homelessness. A person or family who is considered chronically homeless must meet the following definition:

Chronically Homeless:

- 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 Projects:**

New or Renewal Permanent Supportive Housing 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. 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 *Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Projects that do not adopt the Notice will be considered ineligible to apply for new or renewal Permanent Supportive Housing projects.

**Supportive Services Only (SSO) projects:**

In addition to the above definition of homelessness, persons eligible for SSO projects may also meet the following criteria:

- a. Is facing eviction within 14 days from a private dwelling unit, no subsequent residence has been identified, and the person lacks the resources and support networks needed to obtain housing; or
- b. Is being discharged within a week from an institution in which the person has been a resident for 90 or more consecutive days, no subsequent residence has been identified, and the person lacks the resources and support networks needed to obtain housing.
- c. Is a family with children or an unaccompanied youth who is unstably housed and likely to continue in that state. This category applies to families with children or unaccompanied youth who:
  - have not had a lease or ownership interest in a housing unit in the last 60 days;
  - have had two or more moves in the last 60 days; and
  - are likely to continue to be unstably housed because of disability or multiple barriers to employment.

Note: The “eligible under another federal program” category requires special approval by HUD and is limited to no more than 10% of a CoC's funding.



d. Is a person with or without family members fleeing domestic violence, no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

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

CoC-Funded RRH projects must serve only those persons meeting paragraphs one or four of the HEARTH Act definition of homelessness. Certain exceptions to this requirement may be made, but must be coordinated with the project's HUD CPD Field Office and Texas Homeless Network staff.

## Threshold Requirements

To become eligible for consideration by the TX BoS CoC Independent Review Team (IRT), which will score Project Applications, Project Applications must first successfully pass a review of threshold requirements. THN staff will perform a cursory threshold review of all submitted Project Applications. Applicants should not rely on THN staff for finding deficiencies. HUD may choose to reject applications rather than award funds with conditions.

### Minimum Standards

1. The only acceptable projects at this time are:
  - a. Renewal projects
  - b. New PSH, RRH, and SSO CE projects created through reallocation
  - c. Permanent Housing (PSH or RRH) Bonus projects
2. Projects must meet HUD eligibility, threshold and project quality threshold requirements per the 2016 CoC Program NOFA.  
<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>
3. Projects must meet the TX BoS CoC requirement to provide a 150% leverage amount, in addition to the HUD required 25% match.
4. Renewal and Re-allocated projects are only eligible to apply for their current grant amount, as listed on the FY 2016 Grant Inventory Worksheet (GIW)
5. PH Bonus 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 and be eligible for service under program regulations.
7. Applications must be complete and submitted in the correct format (see page 12). **The application must be submitted on time** (see policy in Appendix C). Also, any corrections requested must be received by the due dates indicated. (See page 10).
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 *Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status* (see link in Appendix B).
11. All new and renewal PSH and RRH projects 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 the population 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 Competition.

13. HMIS use is required for all renewal project applicants and reallocated new project applicants. This requirement extends to project applicants that are not direct service providers but that use subrecipients or subcontractors to deliver direct services. Those project applicants need access to their subrecipients'/subcontractors' project data in HMIS so they can monitor compliance with HMIS requirements, data quality, and project performance, and so they can make data-driven decisions. Current CoC Program grantees that are not direct service providers and that do not yet have an HMIS license will be required to obtain one on or before August 8, 2016.
  - a. HMIS use is not required for victim service provider projects. Victim service providers receiving HUD funds must use, for all project data, a comparable database that complies with all current HUD HMIS Data and Technical standards (e.g. Osnum). Any current grantee that is not already meeting this requirement must submit a plan of action to be in compliance within 90 days of the RFP release date (by November 6, 2016).

### Ranking of Projects

THN staff will review project applications to determine eligibility for submission and meeting of application threshold criteria. Applicants will be informed in writing by no later than August 25, 2016, if their Project Applications have passed threshold review and will be included in the Consolidated Application.

THN will establish an Independent Review Team (IRT) to review and score new 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 will recuse themselves from the discussion of and ranking of that particular project.

THN staff will rank each project application based on evaluation scores from the IRT and on ranking criteria approved by the 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 Texas Homeless Network staff and/or consultants, if requested, during the evaluation process.

The TX BoS CoC Independent Review Team (IRT) and CoC Board will not make final decisions on the 2016 scoring, ranking and review process until HUD releases the full application, detailed instructions and technical guidance for the 2016 CoC Competition Notice of Funding Availability (NOFA).

### Selection Criteria

The IRT will score project applications using the *TX BoS CoC 2016 Renewal Project Evaluation* and the *Texas Balance of State Continuum of Care 2016 Application for New Projects*. For

documents detailing that process, see THN’s website under *Texas Balance of State CoC Grant Materials* here: <http://tinyurl.com/TXBoSCoCAApplication> (then click on “Texas Balance of State CoC Grant Materials”).

## Application Process

### 1) 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 county list is attached in Appendix A of this RFP.)

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.

### 2) Application Deadline

Applications are due on **August 8, 2016, no later than 5:00 p.m.** THN reserves the right to extend the deadline.

Applications received after the due date and time will not be reviewed or included in the 2016 TX BoS CoC Consolidate Application, in accordance with the CoC Board’s late submission policy found in Appendix C.

### 3) 2016 Application Process Timeline

6/28/16	FY 2016 Notice of Funding Availability (NOFA) released by HUD <a href="https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/">https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/</a>
TBA	Application available on HUD website - An announcement will be made on the FY 2016 CoC Program Competition: Funding Availability page on the HUD Exchange and via listserv message when the e-snaps is available. HUD anticipates this will occur sometime after July 6, 2016. E-snaps can be located here: <a href="https://e-snaps.hud.gov/grantium/frontOffice.jsf">https://e-snaps.hud.gov/grantium/frontOffice.jsf</a>
6/30/16	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

7/08/16	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://tinyurl.com/TXBoSCoCApplication">http://tinyurl.com/TXBoSCoCApplication</a>
7/11/16	TX BoS CoC sends LOCCS data to applicants for verification. Verification must be completed by applicants no later than 5:00 PM CST on 7/15/16.
7/12/16	12:00-2:30 PM CST. <b>Mandatory</b> THN webinar to review RFP and competition requirements. Registration link: <a href="https://attendee.gotowebinar.com/register/7272015250604451075">https://attendee.gotowebinar.com/register/7272015250604451075</a>
7/15/16	Letters of intent for new bonus projects* due to THN (*not required for re-allocation projects or renewal projects)
7/15/16	Renewal projects and reallocation projects must inform THN if intending <b>not</b> to apply by 5:00 PM CST. Please send notification to Kameron Fowler, CoC Director, at <a href="mailto:Kameron@thn.org">Kameron@thn.org</a>
7/15/16	LOCCS data verification and competition APRs due to THN offices by 5:00 PM CST (required for renewals/reallocations only). Please send to Caitlin Bayer, at <a href="mailto:Caitlin@thn.org">Caitlin@thn.org</a>
8/08/16	<b>Applications due to THN offices by electronic submission by 5:00 PM CST</b> Please send to <a href="mailto:TXBoSCoC@thn.org">TXBoSCoC@thn.org</a> . Do <b>NOT</b> click the “submit” button in e-snaps until directed to do so by THN Staff.
8/18/16	Application threshold review complete. <sup>1</sup> Requests for corrections sent to applicants by 5:00 PM CST.
8/22/16	Proposals with corrections returned to Texas Homeless Network offices by electronic submission by 5:00 PM CST
8/25/16	Applicants advised by e-mail if project meets HUD and TX BoS CoC eligibility and will be submitted with the 2016 Consolidated Application
8/25/16	Applications sent to TX BoS CoC Independent Review Team for scoring
9/07/16	TX BoS CoC Independent Review Team completes Project Application reviews and scores Project Applications. THN staff ranks Project Applications.
9/09/16	Applicants notified of preliminary ranking results
9/09/16	TX BoS CoC Board reviews and votes on TX BoS CoC Project Application reviews, scores, and ranking.
9/12/16	TX BoS CoC Board reviews Consolidated Application
9/12/16	2016 TX BoS CoC Consolidated Application, including Priority Listing, posted on THN's website
9/14/16	<b>TX BoS CoC Consolidated Application submitted to HUD</b>

This RFP and any part of the TX BoS CoC's Local Application Process may be revised based on information released by HUD, including Project Applications. Changes will be sent via the CoC's email list and will be posted on THN's website: under Texas Balance of State CoC Grant Materials – <http://tinyurl.com/TXBoSCoCApplication>

<sup>1</sup> The threshold review of 2016 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.

#### 4) Availability of Technical Assistance

A limited amount of technical assistance is available to potential applicants. Applicants may seek clarification on the program requirements and project eligibility. THN will provide a schedule of technical assistance times, and project applicants may reserve times with THN staff. **THN strongly suggests that project applicants needing assistance reserve available technical assistance times.** For assistance, contact Kameron Fowler, CoC Director, at 512-861-2119 or [kameron@thn.org](mailto:kameron@thn.org).

#### 5) Application Packet

Applicants must complete the Project Application electronically in e-snaps (HUD's CoC grant system) per the HUD NOFA instructions. The application and instructions are available to download from the HUD website [www.hudexchange.info](http://www.hudexchange.info) and from THN's website at <http://tinyurl.com/TXBoSCoCApplication>.

Texas Homeless Network requests that applicants do **NOT** click "submit" in e-snaps until directed to do so. Applicants will be advised 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, 2016.

#### Renewal Application Packet

All renewal project applicants must submit **one e-mail** with the attachments listed below. Use the naming conventions for each file found in the middle column. Send only **one e-mail** with all 7 (seven) files attached. Submissions out of compliance with the specified formats and file naming conventions will not be accepted.

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)
Completed Applicant Profile <sup>2</sup> (export pdf from e-snaps; please do not print and scan)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House
Completed Project Application (export pdf from e-snaps; please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_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 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House

<sup>2</sup> Codes of Conduct on file with HUD as of June 13, 2016 are located here [http://www.thn.org/images/CodesofConduct\\_on\\_file\\_with\\_HUD\\_June13\\_2016\\_highlighted.pdf](http://www.thn.org/images/CodesofConduct_on_file_with_HUD_June13_2016_highlighted.pdf). If your agency is not on this list, you are required to attach it to your applicant profile. All attachments must be dated between May 1, 2016 and August 8, 2016.

2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource reported in the 2016 Project Application)	4. Match-Leverage Documentation 2016 _<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016__<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_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 2016_<Applicant Name>_<Project Name>	6. Letter of participation 2016_Texas Agency_Texas House
Housing First narrative (see Appendix D for guidance)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House

**New/Re-Allocation Application Packet**

All new project applicants must submit **one e-mail** with the attachments listed below. Use the naming conventions for each file found in the middle column. Send only **one e-mail** with all 7 (seven) files attached. Submissions out of compliance with the specified formats and file naming conventions will not be accepted.

<b>Document Required</b>	<b>File Naming Convention</b> (include number at the beginning of the file name)	<b>Example</b> (Applicant: Texas Agency Project: Texas House)
Completed Applicant Profile <sup>3</sup> (download pdf from e-snaps, please do not print and scan)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House
Completed Project Application (download pdf from e-snaps, please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_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 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House

<sup>3</sup> Codes of Conduct on file with HUD as of June 13, 2016 are located here [http://www.thn.org/images/CodesofConduct\\_on\\_file\\_with\\_HUD\\_June13\\_2016\\_highlighted.pdf](http://www.thn.org/images/CodesofConduct_on_file_with_HUD_June13_2016_highlighted.pdf). If your agency is not on this list, you are required to attach it to your applicant profile. All attachments must be dated between May 1, 2016 and August 8, 2016.

2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource reported on the 2016 Project Application)	4. Match-Leverage Documentation 2016 _<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016_<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_2016_Texas Agency_Texas House
<b>*FOR RE-ALLOCATIONS ONLY*</b> 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 2016_<Applicant Name>_<Project Name>	6. Letter of participation 2016_Texas Agency_Texas House
Housing First narrative (see Appendix D for guidance)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House

**IMPORTANT NOTE ON FILE FORMAT FOR NEW, RE-ALLOCATION, AND RENEWAL PROJECTS:**

Application packet materials completed in e-snaps must be exported directly from e-snaps. An applicant profile or project application that has been printed and scanned in will not be accepted. You must submit the PDF produced directly by e-snaps.

All other materials in the application packet may be scanned in, or can be sent in their original file formats (Word, PDF etc.).

**6) 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 above. Send only **one e-mail** with all required files attached. Submissions out of compliance with this format 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 p.m. on August 8, 2016.**



## Match and Leverage Documentation Requirements

Matching funds or in-kind goods and services (“match”) are resources that an applicant commits to contribute to the project. Leveraged funds or in-kind goods and services (“leverage”) are resources that an applicant commits to contribute to the project that are more than the required “match” amount. Excess match can be used as leverage.

### 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

### Leverage Requirements

To meet TX BoS CoC threshold requirements, projects must document 1.5:1 or 150% leverage to requested funds (i.e., \$1.50 in leverage for every \$1.00 requested from HUD). It is critical that applicants make a maximum effort to leverage other resources to support their proposed project, as leveraging is a significant factor in the CoC's overall score and rating in the national competition. Projects may earn bonus points in the TX BoS CoC Local Application Process for providing more than 150% leverage.. Leverage amounts do not need to be spent on program activities that would be eligible for CoC Program funding, but they must be used to support the CoC Program-funded project.

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

### Types of match/leverage

- **Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match/leverage).
- **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?

- 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.

- 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 2016 competition cannot be claimed as leverage by that project or any other project in subsequent competitions.
- Effective April 21, 2016, program income can be considered match for grants, so long as the funds are expended on eligible CoC Program costs that supplement the recipient's project.
- See link for more details: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-esg-program-implementation/>

#### What can be used as leverage?

- Excess match (sources used for match above the required 25%)
- Contributions of cash, in-kind goods/equipment, and in-kind property that can be documented by letter.
- Contributions of in-kind services. 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.
- See page 19 for a list of examples of leverage sources.

#### What cannot be used as match/leverage?

- To be counted as match/leverage, 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/leverage. For example:
  - Mainstream benefits provided directly to program participants (e.g., SSI/SSDI disability benefits) cannot be used as match/leverage.
  - 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/Leveraging

- In general, match/leveraging 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. Have a current date, generally no more than 60 days prior to the date of the award announcement (an exception may be a contract that covers the correct grant period but was signed prior to 60 days before the award); and
  5. Include the amount being provided, and specifies that the amount is being used for matching funds (or leverage, if leveraging funds).

- Cash match/leverage 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/leverage 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, 2016 and August 8, 2016
    - 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, 2016 and August 8, 2016
      - 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/leverage must be provided to HUD prior to grant agreement execution.

## **Examples of Leverage**

### Advocacy

Assistance to immigration  
Benefits advocacy  
Housing advocacy  
Legal assistance, representation, and referrals  
Mental health advocacy  
Tenant rights workshops

### Children

After-school children's program  
Child development consultation  
Child care services  
Children's books, training, art supplies  
Children's art program  
Children's holiday party and shopping spree  
K-12 homeless education  
Parenting classes  
Summer camp  
Therapeutic day care

### Counseling

Bereavement counseling and pastoral services  
Counseling services  
Crisis intervention  
Landlord/tenancy counseling  
Recovery groups  
Support groups  
Therapy

### Financial Services

Asset/resource management services  
Money management  
Representative payee services

### Human Resources

Pre-employment process  
Consultation staff  
New employee orientation  
Volunteer staff hours

### Education, Employment, and Training

Computer classes  
Benefits and work workshops  
Education  
Job development  
Job research  
Job placement  
Job retention  
Leadership training  
Life skills training  
Literacy  
Nutrition education/cooking classes  
School supplies  
Training tuition  
Tutoring  
GED training  
Uniform vouchers  
Vocational services

### Health

Acupuncture  
Adult day health care  
AIDS-related services  
Dental services  
Detoxification services  
Duel diagnosis services  
Emergency room services  
Gynecological services  
Health care resources and education  
Healthcare services  
Medical services  
Psychiatric services  
Prescription medication/pharmaceutical services  
Medication Support  
Mental health services  
Peer support  
Pregnancy Testing  
Prenatal care  
Psychotherapy  
Residential and outpatient treatment services

Transportation

Subsidized/free bus passes  
Transportation  
Vehicle

Housing

Housing placement  
Housing search  
Maintenance/beautification projects  
Move-in assistance  
Property management  
Furnishings  
Household items

Operations

Administrative support  
Clerical services  
Consulting and practical services  
Facility space  
Indirect expenses  
Mail service  
Office/workshop space  
Programming  
Voicemail

Respite Care

Substance abuse services  
Triage

Supportive Services

Artistic services  
Assessment services  
Case management  
Community development  
Family support services  
Grooming  
Independent living services  
Mentoring services  
Outreach  
Recreational trips and activities  
Referrals  
Restraining order assistance  
Support services supervision  
Team leader  
Technical assistance  
Translation services  
Veterans services  
Health club membership fees

## Appendix A

### Texas Balance of State CoC Cities/Counties:

Projects located in an 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).

#### List of Cities and Counties within the TX BoS CoC

<b>CITIES/COUNTIES AND GEOGRAPHIC CODES</b>							
<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>
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

Geo Code	City/County	Geo Code	City/County	Geo Code	City/County	Geo Code	City/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 County	489135	Ector County	489219	Hockley 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



<b>CITIES/COUNTIES AND GEOGRAPHIC CODES</b>							
<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>	<b>Geo Code</b>	<b>City/County</b>
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 County	489479	Webb 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-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status  
<http://portal.hud.gov/hudportal/documents/huddoc?id=14-12cpdn.pdf>
  
- 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 to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity: Final Rule  
<https://portal.hud.gov/hudportal/documents/huddoc?id=12lgbtfinalrule.pdf>

## 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 Resources**

Housing First is a model of housing assistance that centers on providing people experiencing homelessness with housing as quickly as possible, and then providing services as needed. Assistance is offered without preconditions or service participation requirements.

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/images/THN\\_HousingFirstResourceList.pdf](http://thn.org/images/THN_HousingFirstResourceList.pdf)

#### **Submitting Evidence of Housing First Model**

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 2016 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 elements listed above. Narratives should be no longer than two pages.

**Appendix E**  
**List of 2016 Renewal Projects**

<b>Applicant Name</b>	<b>Project Name</b>	<b>Expiration Date</b>	<b>Project Component</b>	<b>First Time Renewal</b>
City of Beaumont	Shelter Plus Care (S+C)	1/31/2017	PH-PSH	
City of Longview	City of Longview CoC 2014 Renewal	9/30/2017	PH-PSH	
City of Texarkana	Texarkana Homeless Coalition: Doorways Home (TX0298B6T071000)	2/28/2017	PH-RRH	
Denton County Mental Health Mental Retardation Center	Connections housing project 2014	9/30/2017	PH-PSH	
Giving HOPE, Inc.	Permanent Supportive Housing FY2014	4/30/2017	PH-PSH	
Mid-Coast Family Services, Inc.	HopeNet	7/31/2017	PH-PSH	
Neighborhood Development Corporation	Homeless to Homes Program	3/31/2017	PH-PSH	
Spindletop Center	Permanent Supported Housing in SE Texas	2/28/2017	PH-PSH	Y
The Gulf Coast Center	Permanent Housing Renewal 2014 CoC	12/31/2016	PH-PSH	
WestCare Texas, Inc.	Next Step	10/31/2017	PH-PSH	

**Appendix F**  
**List of 2016 Reallocation Projects**

<b>Applicant Name</b>	<b>Project Name</b>	<b>Expiration Date</b>	<b>Project Component</b>
Corpus Christi Metro Ministries	Rustic House FY2014	3/31/2017	PH-PSH
Families In Crisis, Inc.	TH-Temple-FY2014	1/31/2017	PH-RRH
Families In Crisis, Inc.	TH-Killeen-FY2014	10/31/2017	PH-RRH
Sabine Valley Center dba Community HealthCore	Fredonia Place 2014	1/31/2017	PH-RRH
Shelter Agencies For Families in East Texas, Inc.	Doors of Empowerment II 2015-16 Paris	11/30/2017	PH-RRH
The Salvation Army, a Georgia Corporation (Corpus Christi)	The Salvation Army, Project Bridge for Families FY2014	8/31/2017	PH-RRH
Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	Beacon Place TH Renewal 2015/2016	7/31/2017	PH-RRH

▶ [News and Best Practices](#)

▶ [HUD Guidance and Notices](#)

▼ [Texas Balance of State CoC Grant Materials](#)

Useful Materials for the 2016 TX BoS CoC Competition

[Texas Balance of State CoC FY 2016 Request for Proposals \(RFP\): UPDATED 07/22/16](#)

[TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process- POSTED 9/9/16](#)

[CoC Board Meeting Minutes September 9, 2016- POSTED 9/10/16](#)

[Project Priority Listing 2016- POSTED 9/9/16](#)

[Texas Balance of State CoC 2016 Competition Deadlines](#)

[2016 CoC Program Competition NOFA](#)

[2016 TX BoS CoC Program Application Process Webinar Recording](#)

[FY 2016 HUD CoC NOFA Summary](#)

[2016 Renewal Project Evaluation Process](#)

[2016 Renewal Project Score Sheet](#)

[2016 New Project Application](#)

[2016 New/Re-allocated Project Score Sheet](#)

[Using the e-snaps Instructional Guides and Project Application Detailed Instructions](#)

Receive news on upcoming trainings, conferences, and other information.

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News & Updates

- [New HMIS Tutorial](#)
- [THN is Searching for a VISTA Project Manager](#)
- [Case Management Institute Registration is Now Open!](#)

Join the Conversation



**THN** Texas Homeless Network  
41 mins  
"A more accurate count is





# TEXAS HOMELESS NETWORK

## TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process

### Performance Review and Scoring Policies

Texas Homeless Network (THN) is the Collaborative Applicant and CoC Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). THN facilitates the competition/application process in the TX BoS CoC for U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds.

Applications for Renewal Projects and New Projects will undergo a threshold review to ensure compliance with the HEARTH Act, the CoC Program Notice of Funding Availability (NOFA), and the local CoC Request for Proposals (RFP). Any Renewal or New Project not meeting the threshold requirements as outlined in the RFP will not be further reviewed and will not be considered for funding. Late applications (those submitted after the due date and time listed in the RFP) will not be accepted.

The TX BoS CoC makes available, and accepts comment on, the scoring standards for Renewal and New Projects on THN's website, and feedback is welcomed at CoC General Meetings. The Renewal Project Scoring Criteria (Appendix 1) and the New Project Scoring Criteria (Appendix 2) are attached.

Review and scoring of Renewal Projects is completed by the Independent Review Team (IRT) then tabulated by TX BoS CoC staff. Scoring is largely based on data obtained from APRs, LOCCS draw-down data, HUD monitoring reports, System-Wide Performance Measures, spending per client/household by project type and other HMIS data.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements, all projects are subject to the scoring outlined in the local RFP, New Project Scoring Criteria (Attachment 1) and Renewal Project Scoring Criteria (Attachment 2). TX BoS CoC staff and the TX BoS CoC Board (the CoC's governing body) utilize scoring to inform the selection of conditional grantees. The TX BoS CoC Board has the discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications that includes but is not limited to budget negotiations, to best maximize overall score and increase chances of receiving bonus project funding.

After the IRT scores all Renewal and New Projects within the CoC based on the Renewal Project Scoring Criteria and the New Project Scoring Criteria, the TX BoS CoC Board and the CoC Lead Agency will rank applications for the Priority Listing and for submission to HUD.

### Ranking Policy

HUD requires Collaborative Applicants to rank all projects in two tiers. Tier 1 is defined by HUD in the CoC Program NOFA as a percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects are traditionally protected from cuts. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the

permanent housing bonus, as described in the NOFA. Tier 2 projects have to compete nationally for funding.

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the TX BoS CoC Board, as the board views it as an essential project to effectively operate the CoC. Projects renewing for the first time that were funded as part of the prior CoC Program competition that have not been in operation for at least one year, will be ranked in the bottom of Tier 1 and ahead of first-time Renewal Projects that have been in operation for at least one year. The CoC Planning Project is not ranked, according to the NOFA.

Ranking:

Tier 1:

1. HMIS Project
2. Scored Permanent Housing (PH) Renewal Projects (lowest-scoring projects may drop to Tier 2)
3. Re-Allocated Projects (lowest-scoring projects may drop to Tier 2)
4. First time Permanent Housing (PH) Projects and other Renewal Projects that have not been in operation for at least one year
5. Tier 2: Bonus Projects and remaining Renewal Projects and remaining Re-allocated Projects (Bonus Projects may out-rank Renewal Projects and/or Re-Allocated Projects of the same component type by score in Tier 2)

Tier 2: Project components will be organized to best maximize the CoC Consolidated Application's overall score.

## **Re-Allocation Process**

Any funds reallocated as part of recapturing unspent funds, voluntary re-allocation, or involuntary reallocation will be made available for reallocation to create New Projects during the local competition/application process. In the FY 2016 competition these funds will first go toward fully funding the TX BoS CoC HMIS Project, and remaining funds will be re-allocated for New Project(s).

### **Unspent Funds**

Projects that are not fully expended by the end of the grant term or are underspending during the grant term are subject to the re-allocation process. Projects that have underspent their award by 7% or more for the prior two grant cycles may have their funding reduced, and those funds would be reallocated for New Project(s). The TX BoS CoC will recapture 50% of the 2-year average of the unspent funds.

### **Voluntary Re-Allocation**

As part of the local competition/application process for inclusion in the CoC Program Consolidated Application, current CoC Program grantees are asked whether they wish to voluntarily re-allocate some or all of their funding. Such re-allocated funds are pooled for re-allocation to New Project(s).

### **Involuntary Re-Allocation**

Projects with poor performance, that are not serving the intended population, and/or that have unresolved HUD monitoring findings are subject to re-allocation.

### **Conditional Renewal**

The TX BoS CoC will establish a performance threshold at 75% of the top scoring Renewal Project. For example, if the top score is 100, the minimum threshold will be set at 75.

Projects scoring below the threshold will be asked to develop a plan to address performance issues by the next year's competition (a Performance Improvement Plan). If problems continue, projects may have funding re-allocated in the following competition. Applicants may appeal the decision, using the TX BoS CoC's written appeals process, and the appeal must be considered by the TX BoS CoC Board.

Appendix 1

2016 Texas Balance of State Continuum of Care Renewal Permanent Housing (PH) Project Score Sheet

Applicant Name:

Project Name:

Type:

	Where to Reference on APR	Your Answer
Total number of clients	APR: Q7	
Total number of adults	APR: Q7	
Total leavers	APR: Q7	
Total number of children leavers	APR: Total for Children Column for Q22a2	
Total number of adult leavers	Auto-calculates	0

Housing Stability

Scored Category	Goal	Where to Reference	Your Answer	Percent (%)	Scoring Instructions	Score	Total Possible Points	Notes
Percent participants remaining in PH for 6 months or more	≥83%	APR: Q27, Row 4, Total Column		#DIV/0!	100-83% = 10 points <83%-78 = 7.5 points <78% = 0 points		10	
		APR: Q27, Row 5, Total Column						
		APR: Q27, Row 6, Total Column						
		APR: Q27, Row 7, Total Column						
		APR: Q27, Row 8, Total Column						
Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥77%	Participants who remained in project as of the end of the operating year (Auto-calculates)	0	#DIV/0!	100-77% = 10 points <77%-72%=7.5 points <72% = 0 points		10	
		APR: Q29a1, Permanent Destinations Subtotal, Total Column						
		APR: Q29a2, Permanent Destinations Subtotal, Total Column						
Percent exits to Living with Family, Permanent and Living with Friends, Permanent	≤14%	APR: Q29a1, Permanent Destinations, Row 7, Total Column		#DIV/0!	0-14% = 10 points >14%-19% = 7.5 points >19% = 0 points		10	
		APR: Q29a1, Permanent Destinations, Row 8, Total Column						
		APR: Q29a2, Permanent Destinations, Row 7, Total Column						
		APR: Q29a2, Permanent Destinations, Row 8, Total Column						
<b>Housing Stability Score</b>						<b>0</b>	<b>30</b>	

Access to Income and Benefits

Scored Category	Criteria Goal	Where to Reference	Answer	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with earned income at exit	≥17%	APR: Q25a1, Row 1, Adults Column		#DIV/0!	100-17% = 10 points <17-12% = 7.5 points <12% = 0 points		10	
Percent participants age 18 or older who have non-cash benefits at exit	≥27%	APR: Q26a1, Total, Adults Column		#DIV/0!	100-27% = 10 points <26-21% = 7.5 <21% = 0 points		10	
Percent participants with 1+ source of non-cash benefits at exit	≥32%	APR: Q26a2, Row Two, Total Column		#DIV/0!	100-32% = 10 points <32-27% = 7.5 points <27% = 0 points		10	
Percent participants age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit	≥73%	APR: Q36(a or b).2a., Column 2		#DIV/0!	100 -73% = 10 points <73-68% = 7.5 points <68% = 0 points		10	
<b>Access to Income and Benefits Score</b>						<b>0</b>	<b>40</b>	

Meeting Community Need

Scored Category	Goal	Your Answer	Point Criteria	Score	Total Possible Points	Notes
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Average daily bed utilization	≥84%				100-84% = 10 points <84-79% = 7.5 points <79% = 0 points		10		
Meeting Community Need Score						0	10		
<b>Targeting Hard to Serve</b>									
Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
Percent clients with no income at entry	≥76%	APR: Q23, Row 1, Income at Entry Column		#DIV/0!	100-76% = 10 points <76-71% = 7.5 points <71% = 0 points		10		
Percent entries from Homeless Situations	≥76%	APR: Q20a1, Subtotal, Without Children Column		#DIV/0!	100-76% = 10 points <76-71% = 7.5 points <71% = 0 points		10		
		APR: Q20a1, Subtotal, With Children and Adults Column							
Targeting Hard to Serve Score						0	20		
<b>Project capacity</b>									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
HIC/PIT submitted on time	Yes				Yes = 5 points No = 0 points		5		
Project Capacity						0	5		
<b>Cost Effectiveness</b>									
Scored Category	Goal		Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
2013-2014 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2013-2014 Total CoC Expenditures									
2014-2015 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2014-2015 Total CoC Expenditures									
On track to spend 2015-16 CoC Award	Yes					Yes = 5 points No = 0 points		5	
Money Recaptured by HUD	No					Yes = -10 points No = 0 points			
Cost Effectiveness Score						0	20		
<b>HMIS Data Quality</b>									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Percent missing data	≤2%				0% = 15 points >0%-2% = 10 points >2%-5% = 7.5 points >5% = -10 points		15		
Project Capacity Score						0	15		
<b>Project Monitoring Results</b>									
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Did the applicant submit a letter indicating they were not monitored?	Yes				Yes = 5 points No = 0 points		5		
Did the Applicant submit a final monitoring letter or most recent communication?	Yes				Yes = 5 points No = 0 points		5		
Number of unresolved HUD monitoring findings	0 (zero)				-5 points for each finding, up to -15 points				
Project Monitoring Results						0	5		
<b>Continuum of Care (CoC) Participation</b>									

Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes
Did the Grantee attend Provider Connect?	Yes				Yes = 10 points No = 0 points		10	
Did the Grantee attended five (5) mandatory webinars?	Attended all (5 of 5) mandatory webinars.				5 of 5 = 10 points 4 of 5 - 3 of 5 = 7.5 points 2 of 5 - 1 of 5 = 5 points 0 of 5 = 0 points		10	
<i>Continuum of Care (CoC) Participation Score</i>						<b>0</b>	<b>20</b>	
<b>Housing First and Low Barrier</b>								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Does the project follow a Housing First Approach?	Yes	Application: Section 3B, Q3d			Yes = 10 No = 0		10	
<u>Housing First Narrative</u> : Focus on accessing and sustaining permanent housing quickly, services provided are voluntary and promote housing stability, standard lease agreement, reduces barriers to entry (sobriety, criminal record, income, employment etc.)	Complete and concise	Housing First Narrative			Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Housing First and Low Barrier Score</i>						<b>0</b>	<b>17.5</b>	
<b>Special Populations Served Score</b>								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Is the program exclusively serving a special population: Youth (under 25), Domestic Violence, Veterans, Families with Children, or Chronically Homeless?	At least one box selected	Application: Section 3B, Q4			≥ One box selected = 10 points No boxes selected = 0 points		10	
<i>Special Populations Served Score</i>						<b>0</b>	<b>10</b>	
<b>Total Score</b>						<b>0</b>	<b>192.5</b>	

Appendix 2

**2016 TX BoS CoC New/Re-allocated Project Score Sheet**

**Applicant Name:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Type:** \_\_\_\_\_

Proposed Project Impact	Where to Reference	Your Answer
Total number of participants projected during operating year	Application: 5A "characteristics" table, total persons (column 4)	
Total number of adult participants	Application: 5A "characteristics" table, total adults over age 24 + Adults ages 18-24 (column 4)	

**Applicant's Experience**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes	
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations.	≥5 years of experience	Project Application: Section 2B Q1		5+ years = 10 points <5 years to 3 years = 7.5 points <3 years to ≤1 year = 5 points No experience = 0 points		10		
Description of experience leveraging other Federal, State, local, and private sector funds	≥ 5 years of experience	Project Application: Section 2B Q2		5+ years = 10 points 4 years = 7.5 points 1-2 years = 5 points No experience = 0 points	3	10		
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Complete and concise	Project Application: Section2B Q3		Complete and concise = 10 points Somewhat = 5 points Not = 0 points		10		
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q4a		No = 10 points Yes = 0 points		10		
<i>Applicant's Experience Total Score</i>						<b>0</b>	<b>40</b>	

**Project Description**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Project Description: Should describe community needs, target population, plan for housing identification, proposed outcomes, community partners, and why CoC support is needed.	Complete and concise	Project Application: Section 3B Q1		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant has an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work	Complete and concise	Project Application: Section 3B Q2		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant will participate in a CoC Coordinated Entry Process	Yes	Project Application: Section 3B Q3		Yes = 5 points No = 0 points		5	
The Applicant has a specific population focus.	One or more boxes selected	Project Application: Section 3B Q4		One or more boxes selected = 10 points No = 0 points		10	
The Applicant will quickly move participants into permanent housing	Yes	Project Application: Section 3B Q5a		Yes = 5 points No = 0 points		5	
The proposed project will exclusively serve chronically homeless (CH)	Yes	Project Application: Section 4B, Total Dedicated CH Beds matches Total Beds		Yes = 10 points No = 0 points		10	
The proposed project will be low barrier	All boxes except "None of the above" selected	Project Application: Section 3B Q5b		All boxes except "None Selected" = 10 points No = 0 points		10	
The proposed project will not terminate participants for specific reasons	All boxes except "None of the above" selected	Project Application: Section 3B Q5c		All boxes except "None Selected" = 10 points No = 0 points		10	

The proposed project will follow a "Housing First" approach	Yes	Project Application: Section 3B Q5d		Yes = 10 points No = 0 points		10	
<u>Housing First Narrative:</u> Focus on accessing and sustaining permanent housing quickly, services provided are voluntary and promote housing stability, standard lease agreement, reduces barriers to entry (sobriety, criminal record, income, employment etc.)	Complete and concise	Housing First Narrative		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
If applicable, describes the proposed development activities and the responsibilities that the Applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property	Complete and concise or N/A	Project Application: Section 3B Q6		Complete and concise or N/A = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Project Description Total Score</i>					<b>0</b>	<b>90</b>	

<b>Supportive Services for Participants</b>							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
The proposed policies and practices are consistent with laws related to providing education services to individuals and families, e.g., the McKinney-Vento Acto	Yes	Project Application: Section 4A Q1a		Yes = 7.5 points No = 0 points		7.5	
The Applicant has a designated staff person to ensure children are enrolled in school and receive educational services, as appropriate	Yes or N/A	Project Application: Section 4A Q1b		Yes or N/A = 7.5 points No = 0 points		7.5	
The Applicant has a plan for how participants will be assisted to obtain and remain in permanent housing	Complete, concise, and describes methods and procedures	Project Application: Section 4A Q2		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant has a plan for how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently	Complete, concise, and describes methods and procedures	Project Application: Section 4A Q3		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Supportive Services for Participants Total Score</i>					<b>0</b>	<b>30</b>	

<b>Supportive Services Type and Frequency</b>							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Assessment of Service Needs is provided.	Annually (or more)	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"		Annually (or more) = 1 points Less than annually = 0 points		1	
Case management is provided.	Monthly (or more)	Project Application: Section 4A Q4, Column "Supportive Services" and Project Application: Section 4A Q4, Column "Frequency"		Monthly (or more) = 1 points Less than monthly = 0 points		1	
Number of supportive services provided, not including Assessment of Service Needs or Case Management.	≥7 of 14 supportive services	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"		≥7 = 3 points <7 = 0 points		3	
The Applicant will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Yes	Project Application: Section 4A Q5a		Yes = 5 points No = 0 points		5	
The Applicant will use a single application form for four or more mainstream programs	Yes	Project Application: Section 4A Q5b		Yes = 10 points No = 0 points		10	
The Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed	Yes	Project Application: Section 4A Q5c		Yes = 5 points No = 0 points		5	
The Applicant will make SSI/SSDI technical assistance available to participants	Yes	Project Application: Section 4A Q6		Yes = 5 points No = 0 points		5	
<i>Supportive Services Type and Frequency Total Score</i>					<b>0</b>	<b>30</b>	

<b>Outreach for Participants – Serving Literally Homeless</b>							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes



Percentage of persons who will be served will come from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence	100%	Project Application: Section 5C Q1, total appropriate percentages			100% = 10 points Less than 100% = 0 points		10	
The Applicant describes the outreach plan to bring these participants experiencing homelessness into the project	Complete, concise, and describes methods and procedures	Project Application: Section 5C Q2			Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<b>Score</b>						<b>0</b>	<b>17.5</b>	

**PSH Standard Performance Measures**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes	
<b>Housing Measure:</b> Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Income Measure:</b> Adults who maintained or increased their total income (from all sources) at the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
or								
<b>Income Measure:</b> Adults who maintained or increased their earned income at the end of the operating year or project exit.	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
<b>PSH Project Standard Performance Measures Total Score</b>						<b>0</b>	<b>20</b>	

**RRH Standard Performance Measures**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes	
<b>Housing Measure:</b> Persons exiting to permanent housing destinations during the operating year	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Housing Measure:</b> Persons who were placed into permanent housing within 30 days of entry into project	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Income Measure:</b> Adults who increased their total income for all sources as of the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
or								
<b>Income Measure:</b> Adults who increased their earned income as of the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
<b>RRH Standard Performance Measures Total Score</b>						<b>0</b>	<b>30</b>	

**Budget**

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Reasonable considering the project's activities.	Project Application: Sections 6E, 6F, 6G, 6J			Reasonable = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6E, 6F, 6G, 6J			Sufficient detail and quantity = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Percent administrative funding requested of the total budget request	Requests ≤ 7%	Project Application: Section 6J, 8. Admin Project Application: Section 6J, Q7 "Subtotal Costs Requested"		#DIV/0!	0-7% = 5 points >7% = 0 points		5	
<b>Budget Total Score</b>						<b>0</b>	<b>20</b>	

**Reallocated Projects ONLY**

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Percent TH participants moving from TH to PH at exit (excluding exits to permanent tenure with friends/family)	≥77%	APR: Q29a1, Permanent Destinations, Totals for Rows 1-6		#DIV/0!	<77% = -10 points		-10	
		APR: Q29a2, Permanent Destinations, Totals for Rows 1-6						
		APR: Q29a1, Permanent Destinations, Subtotal Row, Total Column						
		APR: Q29a2, Permanent Destinations, Subtotal Row, Total Column						
2014-2015 Unspent Funds <i>Reallocated Projects ONLY Score</i>	≤5% unspent funds	2014-15 Total Grant Award (Pre-populated)		#DIV/0!	>5% = -10		-10	
		LOCCS Report- actual spent						
<b>Total Project Score</b>						<b>0</b>	<b>257.5</b>	



# TEXAS HOMELESS NETWORK

**CoC Board Meeting  
September 9, 2016**

## CoC Board Meeting Notes

Meeting was held via webinar and began at 10:35.

### **Attendance:**

#### Board Members:

Hanna Adams, Bobby Ehrig, Jesse Elizondo, Carol Gresham, Karen Holt, Julia Lash, and Kellie Stallings

#### Texas Homeless Network (THN) Staff:

Kameron Fowler, Caitlin Bayer, Mary Rychlik, and Eric Samuels

- I. **Welcome and Introductions** – Kameron announced THN staff names and that 7 Board members were in attendance.

### **II. VOTE on Approval of 8/24/16 Meeting Minutes**

Hanna moved to approve them, and Karen seconded the motion. Bobby, Carol, Jesse, and Kellie voted yes. Julia was participating by phone but did not vote on this motion due to technical difficulties. **The motion passed.**

### **III. Proposed Policies/Action Items**

#### **a. CoC Operations**

- i. Review and **VOTE** on CoC Program Review, Scoring, and Ranking Policies and Reallocation Process – A consultant with Housing Innovations worked with THN staff on this policy. The policy was developed over time, as HUD guidance for the CoC Program competition became available. The document represents hours of work, strategy, and some difficult decisions regarding future funding, to meet the standards that HUD expects from Continuums of Care (CoCs).

Kameron highlighted the document: THN's role in the CoC Program competition; threshold review; Independent Review Team (IRT); ranking, tiers, HMIS Project ranked first in Tier 1, first-time renewal project ranked at bottom of Tier 1 but not scored, Tier 2 projects organized to maximize the Consolidated Application score; Reallocated new projects, Board voted earlier this year to reallocate all transitional housing projects to RRH or PSH and to reallocate funds first to funding the HMIS project then to other new projects, and voluntary and involuntary reallocations; conditional renewals; and performance improvement plans. FY 2016 competition scoresheets are attached to the policy. Discussion was held.

Hanna moved to approve the TX BoS CoC's "CoC Program Review, Scoring, and Ranking Policies and Reallocation Process," and Bobby seconded the motion. Carol, Jesse, and Karen

recused themselves from the vote because their agencies are CoC Program grantees. Kellie voted “yes.” Julia did not vote on this motion due to technical difficulties. **The motion passed.**

- ii. Review and **VOTE** on CoC Policies and Procedures – Kameron explained that staff has assembled all policies the Board has discussed and approved over the past year and required by HUD into one document. Kameron reviewed the table of contents. She said draft Written Standards for Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH) will be added to the CoC P&Ps as drafts; they will be reviewed and released for public comment at the CoC General Meeting on 9/21/2016. Policies are referenced in the body of the document and attached as appendices. The P&Ps, CoC Governance Charter, and written standards are living documents that will be updated, as needed, and approved by the CoC Board and/or CoC membership. No Board members asked questions at this time.

Jesse moved to approve the TX BoS CoC Policies and Procedures, and Bobby seconded the motion. Carol, Hanna, Karen, Kellie, and Julia voted “yes.” **The motion passed.**

- iii. MOU for CoC Collaborative Applicant/CoC Lead Agency/HMIS Lead Agency – THN staff updated the MOU slightly from the prior year’s version. It outlines the responsibilities of THN as the Collaborative Applicant, CoC Lead Agency, and HMIS Lead Agency for the TX BoS CoC. Carol Gresham has signed the MOU, as the Authorized Signatory for the CoC Board, and THN President/CEO, Eric Samuels, has sent the MOU to the THN Board of Directors for their review and approval.
- iv. Adoption of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status – The CoC Board adopted this prioritization policy on 6/8/2016, but the CoC Application piece of the Consolidated Application for HUD CoC Program funds requires attaching a copy of this policy that is signed and dated by the CoC. Jesse will sign it on behalf of the Board.

#### **IV. HUD CoC Program**

##### **a. FY 2016 Competition**

##### **i. Project Applicants**

- 1. Review and **VOTE** on Project Application reviews, scores, and ranking –Staff walked through three ranking scenarios, using a tool shared by Housing Innovations, a technical assistance provider. In all three, staff followed Board votes to rank the HMIS Project first in Tier 1 and to rank the one Renewal Project that has not yet begun operating at the bottom of Tier 1. Also, New Projects were scored on projected performance because they do not yet have actual performance, and Reallocated Projects’ scoring criteria included criteria reflecting prior performance. The number of project applications received exceeds the dollar amount that is available to the TX BoS CoC as Tier 1 and Tier

2 funding, including funding for Bonus Permanent Housing projects.

Discussion was held. Board members acknowledged the thought and effort that staff put into creating the various scenarios and the IRT's thorough scoring process. CoC grantees needed to recuse themselves from this vote. All Board Members agreed, even those whose agencies could potentially be negatively impacted, that the scenario chosen should be the one that maximized funding for the CoC Consolidated application. Kellie moved to approve the rankings presented in Scenario 3, and Hanna seconded the motion. Carol, Jesse, and Karen recused themselves from the vote. Bobby and Julia voted "yes." **The motion passed.**

2. Process – The Board will review the Consolidated Application via email on 9/12; and the Consolidated Application and required materials will be posted on THN's website on 9/12 and emailed to Project Applicants and all other stakeholders. The Consolidated Application is due to HUD 9/14.
- ii. HUD CoC Program "start-up conferences" for all FY 2015 grantees have been scheduled. THN staff will attend on 9/20/2016 in Austin.

#### **V. CoC Governance**

- a. CoC Board Member elections – THN staff has developed a ballot based on 19 nominations and slotting 1 or 2 nominees to run for each seat. Of the 13 seats for election, 11 have been slated, but 2 received no nominations (Seat 5 representing Homeless Youth and Seat 12 representing law enforcement/criminal justice). The CoC will continue to recruit nominees for these positions. Voting will be announced via the CoC's email list and on THN's website. Voting will be held electronically from 9/12-16, 2016. Anyone who lives or works in the CoC is considered to be a CoC member and, therefore, may vote to elect Board members. Election results will be announced at the 9/21 CoC General Meeting.

**VI. Texas Conference on Ending Homelessness** – Bobby, Carol, and Jesse will attend. Staff announced a TDHCA meeting to discuss State ESG allocations, the HUD CoC Program start-up conference, the CoC General Meeting, and TX BoS CoC-specific sessions.

**VIII. Q&A** – Kellie asked about the age range for "youth" for Board Seat 5. The range is up to age 24 years.

**VIII. Next meeting** – Today is the last meeting scheduled for the 2015-16 CoC Board. Kameron thanked members for their work over the past year.

The meeting ended at 12:02 p.m.

### CoC Resources

- News and Best Practices
- HUD Guidance and Notices
- Texas Balance of State CoC Grant Materials

- Useful Materials for the 2016 TX BoS CoC Competition
- [Texas Balance of State CoC FY 2016 Request for Proposals \(RFP\): UPDATED 07/22/16](#)
  - [TX BoS CoC Review, Score, Ranking Policies and Reallocation Process- POSTED 9/9/16](#)
  - [CoC Board Meeting Minutes September 9, 2016- POSTED 9/10/16](#)
  - [Project Priority Listing 2016- POSTED 9/9/16](#)
  - [Texas Balance of State CoC 2016 Competition Deadlines](#)
  - [2016 CoC Program Competition NOFA](#)
  - [2016 TX BoS CoC Program Application Process Webinar Recording](#)
  - [FY 2016 HUD CoC NOFA Summary](#)
  - [2016 Renewal Project Evaluation Process](#)
  - [2016 Renewal Project Score Sheet](#)
  - [2016 New Project Application](#)
  - [2016 New/Re-allocated Project Score Sheet](#)
  - [Using the e-snaps Instructional Guides and Project Application Detailed Instructions](#)

### Sign-Up for Updates

Receive news on upcoming trainings, conferences, and other information.

**SIGN-UP**

### News & Updates

- [New HMIS Tutorial](#)
- [THN is Searching for a VISTA Project Manager](#)
- [Case Management Institute Registration is Now Open!](#)

### Join the Conversation

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**THN** Texas Homeless Network  
Like Page  
21 hrs

"How Food Helps"

# Texas Balance of State Continuum of Care (TX BoS CoC) Governance Charter (Approved March 25, 2015)

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The Texas Balance of State Continuum of Care (TX BoS CoC), in consultation with the Collaborative Applicant (Texas Homeless Network) and the HMIS Lead Agency (Texas Homeless Network), has developed and will follow the CoC's Governance Charter. This charter outlines the broad organizational structure and general work of the TX BoS CoC.

## CoC Governance Structure

The Charter identifies the CoC's governance structure, including Collaborative Applicant and HMIS Lead Agency designations and purposes. The Charter also describes the purposes of the CoC Board, the Representative Planning Group (RPG), other committees, and the Lead Agency and staff support. Details related to all those groups are further described in the TX BoS CoC's Policies and Procedures Manual (See Appendix D).

The name of the affiliation is the Texas Balance of State Continuum of Care.

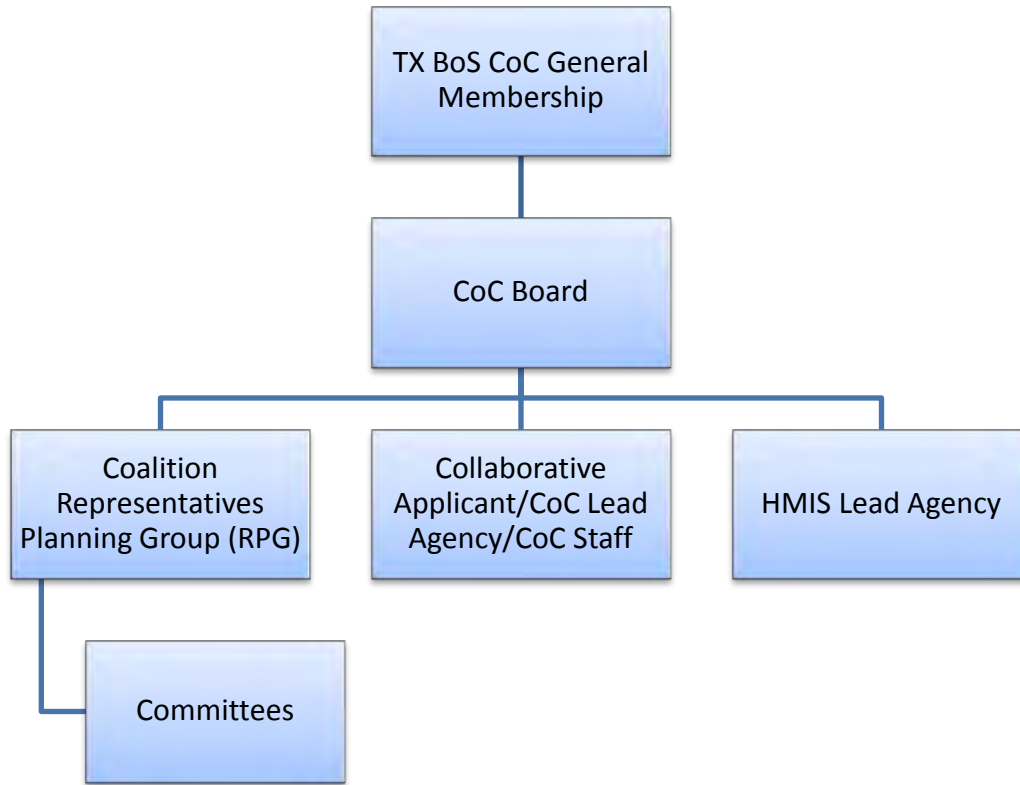
The geographic area of the TX BoS CoC includes 216 counties throughout the State of Texas. Within those counties, approximately 20 homeless coalitions conduct local CoC planning, housing and service development and delivery, and evaluation, as well as CoC-wide activities through the Representatives Planning Group (RPG), the CoC Board, and CoC committees. (See, in Appendix A, a map of Texas CoCs, a list of counties in the TX BoS CoC, and a map of Local Homeless Coalitions (LHCs) within the TX BoS CoC.)

The TX BoS CoC consists of:

- CoC General Members
- CoC Board
- CoC Representatives Planning Group (RPG)
  - CoC Standing Committees
  - CoC Ad Hoc Committees
- CoC Collaborative Applicant
- CoC HMIS Lead Agency
- CoC Lead Agency and staff support

(See the CoC Membership Chart in Appendix B.)

Governance Structure



The TX BoS CoC has established a board to act on its behalf. The Board is responsible to the membership, and the membership must ratify policies and procedures.

The Coalition Representatives Planning Group (RPG) informs the TX BoS CoC Board on a regular basis about the CoC’s performance, goals, and initiatives. The RPG has standing committees and may have ad hoc committees needed to fulfill the RPG’s role and to make recommendations to the CoC Board. The Board uses all information from the RPG when considering approval or rejection of recommendations.

The TX BoS CoC Board has designated the Texas Homeless Network (THN) as the Collaborative Applicant for the TX BoS CoC. As such, THN is also the applicant/grantee for CoC Planning funds. The TX BoS CoC Board has not established the Collaborative Applicant as a Unified Funding Agency (UFA). (See the TX BoS CoC’s MOU with the Lead Agency in Appendix C.)

The TX BoS CoC Board has selected Texas Homeless Network to serve as a Lead Agency and to provide staff support. A THN staff member serves as co-chair of the TX BoS CoC Representative Planning Group (RPG). THN staff members also have a standing seat but no voting privileges on all other CoC committees and workgroups. (See the TX BoS CoC’s MOU with the Lead Agency in Appendix C.)

The TX BoS CoC Board has designated THN as the Homeless Management Information System (HMIS) Lead Agency for the TX BoS CoC.



The business address for the TX BoS CoC is: Texas Balance of State Continuum of Care, Texas Homeless Network, 1713 Fortview Road, Austin, Texas 78704

Group	Details
CoC General Membership	<p>The General Membership represents persons experiencing or at risk of homelessness, providers of homeless services, and other relevant organizations and community stakeholders to establish a Continuum of Care and a CoC Board, and to fulfill the CoC’s responsibilities, as required by HUD. The responsibilities of the CoC may be completed by the membership at large, or through delegation to the CoC Board, CoC committees and work groups, a lead agency, or other groups.</p> <p>TX BoS CoC members are those organizations and persons participating in local homeless planning efforts in the BoS CoC’s geographic area, including Local Homeless Coalitions (LHCs); persons participating in the work of the TX BoS CoC Board, RPG, and/or committees; and persons included in the CoC e-mail communication list maintained by CoC staff.</p>
CoC Board	<p>The CoC Board is the primary decision-making body for the TX BoS CoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by HUD. Additionally, the Board oversees and approves the work of CoC committees and workgroups.</p> <p>The Board will consist of eleven members:</p> <ul style="list-style-type: none"> <li>• One currently or formerly homeless person;</li> <li>• Five representatives who serve on the RPG;</li> <li>• One representative of a large Local Homeless Coalition (LHC);</li> <li>• One representative of a medium-sized LHC;</li> <li>• Two representatives of small LHCs; and</li> <li>• One representative from the Texas Interagency Council for the Homeless (TICH).</li> </ul> <p>The CoC will ensure that the CoC Board, its chair, and any persons acting on behalf of the Board comply with a code of conduct and with conflict-of-interest requirements and recusal processes. The RPG will strive to ensure broad representation among the 11 positions, including community stakeholders from around the CoC’s geographic area and agency staff representing the major homeless subpopulations. Individual Board members may represent multiple sectors or stakeholders.</p> <p>Board members are elected by the full CoC membership at the full membership meeting held in the Fall of each year. Board members will serve staggered terms of two years so that every year, half of the positions will stand for election. Terms begin October 1st and end September 30th of the following year.</p>

<p>Coalition Representatives Planning Group (RPG)</p>	<p>The Coalition Representatives Planning Group (RPG) is the lead workgroup responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing rapidly ends people’s homelessness permanently. This includes planning for the use of HUD HEARTH CoC resources and coordinating these funds with other resources in the CoC.</p> <p>The RPG is a group of representatives from the Local Homeless Coalitions (LHCs) within the CoC plus people representing other relevant organizations not represented by the LHC members, e.g., medical services, law enforcement, school districts, and other homeless subpopulations.</p> <p>Each LHC may select one representative. Each LHC may also select a second representative, if that second representative is currently or formerly homeless. The number of LHCs may vary, but generally has approximately 22; that would lead to an RPG between 22 and 44 representatives from LHCs.</p> <p>The LHCs will strive to ensure broad representation among the 22 positions, including agency staff working with various homeless subpopulations and persons from other relevant organizations. Individual RPG members may represent multiple sectors or stakeholders.</p> <p>Approximately 7 other positions will be available on the RPG for people representing other relevant organizations and subpopulations. Those members will be selected by the RPG members representing LHCs.</p> <p>RPG members are selected in the summer or fall of each year. Members will serve one-year terms. Terms begin October 1st and end September 30th of the following year.</p> <p>Texas Homeless Network, as the CoC Lead Agency, will have 1 position as Co-Chair of the RPG.</p>
<p>CoC Standing Committees</p>	<p>While decisions for the Continuum will be made by the Board, the work of the Continuum will generally be carried out by the RPG and its committees and, as appointed by committees, subcommittees. Committees shall not make any policy or funding-related decisions. Committees may make recommendations to the RPG, and those recommendations may be placed for voting approval by the CoC Board.</p> <p>Five standing committees have traditionally operated within the CoC. The Board and/or RPG will consider a revised committee structure and establish standing committees as necessary to ensure all CoC responsibilities are fulfilled according to HUD regulations. The RPG will then propose committees, for the Board’s approval or rejection.</p> <p>Each standing committee will be led by a Chair and a Co-Chair. At least one of those two positions will be filled by a member of the RPG. Other committee members may be other members of the RPG and/or other stakeholders recruited by RPG members. Each standing committee will also have a staff</p>

	liaison from the Lead Agency, THN.
CoC Ad Hoc Committees	<p>The CoC Board forms short-term workgroups on an as-needed basis to accomplish certain tasks. Ad hoc committee membership will vary depending on the particular needs of the group.</p> <p>The Board and/or RPG may establish ad hoc committees to accomplish specific tasks.</p> <p>Each ad hoc committee will be led by a Chair and a Co-Chair. Other committee members may be other members of the Board, the RPG and/or other stakeholders recruited by Board and/or RPG members. Each ad hoc committee will also have a staff liaison from the Lead Agency, THN.</p>
CoC Collaborative Applicant	Texas Homeless Network is designated by the TX BoS CoC to apply for grants from HUD and other governmental and philanthropic organizations on behalf of the TX BoS CoC. For the Texas BoS CoC, the collaborative applicant is also the CoC Lead Agency and support staff.
CoC HMIS Lead	Texas Homeless Network is designated by the TX BoS CoC to operate an HMIS system on its behalf. THN serves as the HMIS project grantee under the CoC Program and is responsible for managing all aspects of the TX BoS CoC HMIS and ensuring it meets all federal requirements.
CoC HMIS System	The Texas Balance of State CoC has designated Client Track as the single HMIS system for meeting HUD client level data collection and reporting.
CoC Lead Agency and Staff Support	Texas Homeless Network has been selected by the TX BoS CoC to serve as a Lead Agency to provide staff to the Board, RPG, and committees that constitute the CoC. The lead agency performs a variety of necessary functions such as performance monitoring, engagement and education of stakeholders, and submission of the annual collaborative CoC Program grant application. THN manages all aspects of the CoC, including ensuring all federal CoC Program requirements are met.

## Code of Conduct, Conflict of Interest, and Recusal Process

In order to maintain high ethical standards, HUD requires the CoC Board, the Board Chair(s), and any person acting on behalf of the Board to comply with a code of conduct and conflict of interest and recusal requirements. All Board members will annually complete and sign a *Code of Conduct* (see Appendix E) and a *Conflict of Interest Form* (see Appendix F) that identifies any conflicts of interest that a member has, including association with organizations that may have a financial interest in business items coming before the CoC Board.

Board members with actual or perceived conflicts of interest must also identify them as they arise. Board members shall report such conflicts of interest to the Board and recuse themselves from

discussions or resulting decisions on issues where a conflict of interest exists. No member of the Board shall participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the member or the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

## **Compliance with CoC and HMIS Regulations**

The Charter includes or references policies and procedures needed to comply with Subpart B of the Continuum of Care Interim Rule (24 CFR 578) associated with establishing and operating a CoC, and with Homeless Management Information Systems (HMIS) requirements prescribed by HUD. Detailed policies and procedures are included in the TX BoS CoC's Policies and Procedures Manual (see Appendix D). The Policies and Procedures Manual includes written policies and procedures that document:

- Protocols for full CoC meetings, including frequency of meetings and process for publication of agenda prior to the meeting;
- Minimum standards for inviting new members to join the CoC;
- The process for establishing committees, subcommittees, or workgroups to fulfill the CoC's responsibilities;
- Policies for monitoring CoC recipients' and subrecipients' performance and evaluating outcomes for the CoC and ESG recipients;
- A plan to coordinate the implementation of a housing and service system within the Texas Balance of State geographic area;
- The process for conducting point-in-time (PIT) counts and housing inventory counts (HIC) of homeless persons and bed capacity; and
- The process for the development of the annual HUD CoC Program application, including the process for CoC approval of the submission of an application, priorities for funding projects, a process for establishing or revising adopted priorities, and use of planning funds.

## **Approval, Annual Review, and Updates**

In consultation with the Collaborative Applicant and the HMIS Lead Agency, this Charter shall be adopted at a regular TX BoS CoC Board meeting by a simple majority (at least 51%) affirmative vote of the members present and determined eligible to vote.

The Charter may be thereafter amended at a regular TX BoS CoC Board meeting by a simple majority (at least 51%) affirmative vote of the members present and determined eligible to vote. Proposed amendments must be in written form and distributed to TX BoS CoC members prior to the presentation and vote. The Governance Charter may be fully revised to include agreed-upon changes, or an Amended Article may be added for insertion into the existing document.

TX BoS CoC Board and membership will annually review and update, as necessary, the TX BoS CoC Charter, in consultation with the Collaborative Applicant and the HMIS Lead Agency.



# TEXAS HOMELESS NETWORK

## TX BoS CoC Governance Charter Nominee Information and Ballot

I, Carol Gresham, served on the TX BoS CoC Board for the 2014-15 program year, from October 1, 2014, through September 30, 2015. I verify that the CoC Board approved the CoC Governance Charter during the CoC Board Meeting on March 25, 2015, as evidenced by the CoC Board Meeting minutes from 3/25/2015.

This signed verification will be attached to the Governance Charter approved 3/25/2015.

Carol Gresham

Signature

9-12-2016

Date

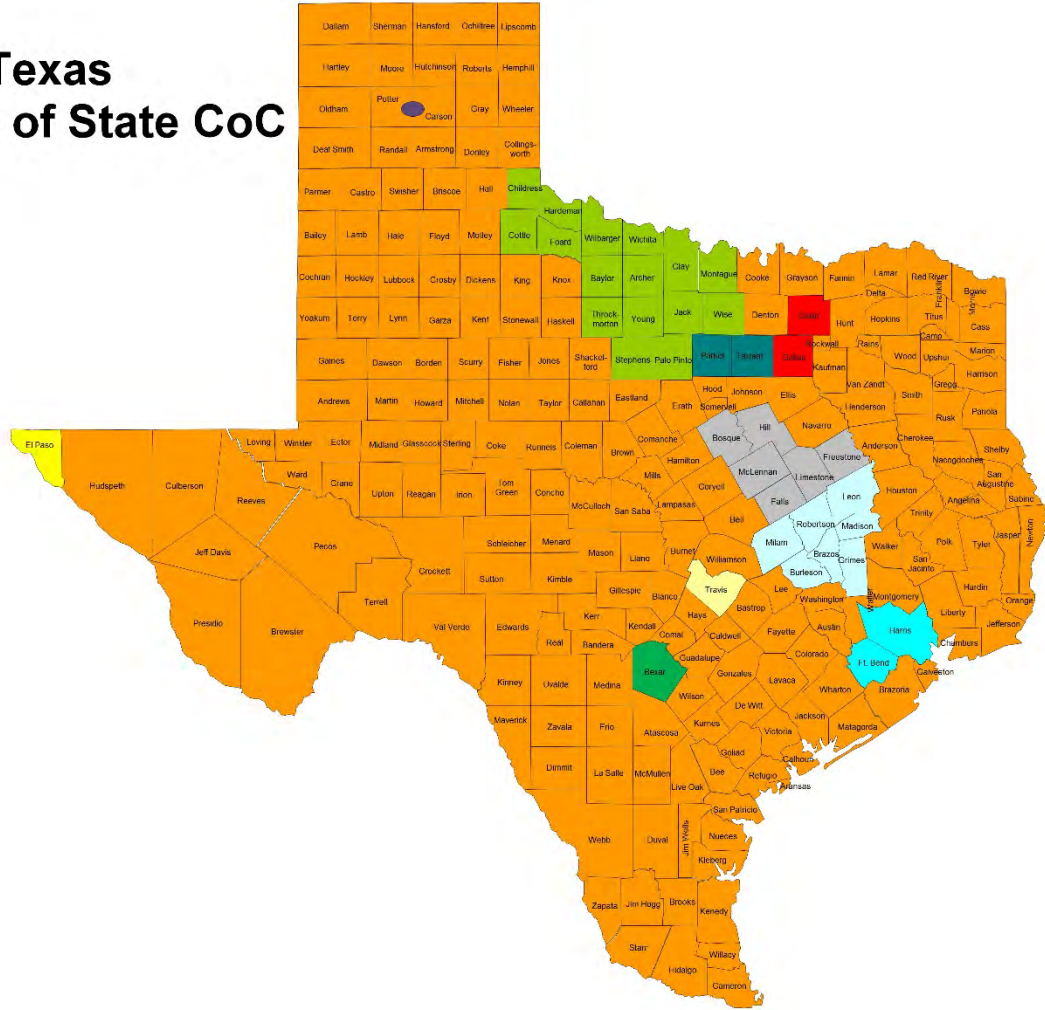
## Appendices

- Appendix A TX BoS CoC Map
- Appendix B TX BoS CoC Membership Chart
- Appendix C Memorandum of Understanding (MOU) Regarding the CoC Collaborative Applicant/Lead Agency and Staff Support
- Appendix D TX BoS CoC Policies and Procedures
- Appendix E TX BoS CoC Board Code of Conduct
- Appendix F TX BoS CoC Conflict of Interest Statement

# Appendix A

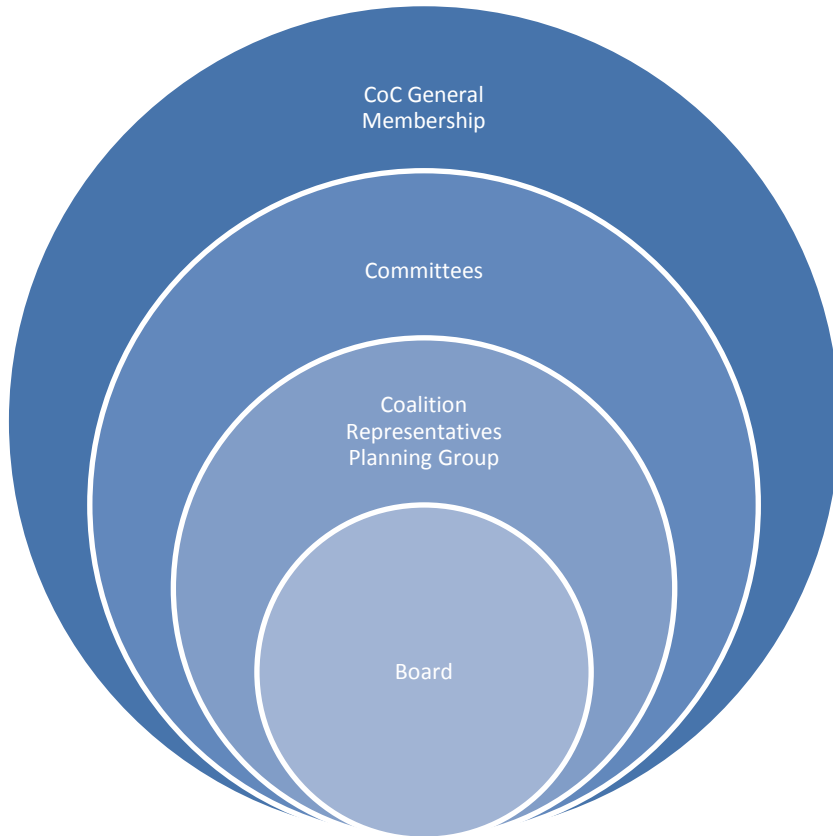
TX BoS CoC Map, revised 3/25/2015

## Texas Balance of State CoC



## Appendix B

### TX BoS CoC Membership Chart





## **Appendix C**

Memorandum of Understanding between the TX BoS CoC and the Collaborative Applicant/Lead Agency—Texas Homeless Network (THN)

**Continuum of Care Lead Agency Memorandum of Understanding  
between  
Texas Balance of State Continuum of Care (TX BoS CoC) Board and  
Texas Homeless Network (THN) Board of Directors**

*Approved March 25, 2015*

*Updates Proposed September 6, 2016*

**I. PURPOSE AND BACKGROUND**

The purpose of this Memorandum of Understanding (MOU) is to confirm agreements related to of the role of THN as the Lead Support Agency for the CoC. This MOU is between the Texas Balance of State Continuum of Care (TX BoS CoC), as represented by its governing body, the CoC Board, and Texas Homeless Network (THN), as represented by its board of directors. This MOU establishes THN as the Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party relating to key aspects of the operation of the Continuum of Care.

This MOU is an effort to ensure a mutual understanding and strengthening of our joint partnership to end homelessness in the TX BoS CoC. An annual work plan will be drafted which will detail specific lead agency annual goals, outcomes, and work products with the corresponding sources and uses of funding intended to support the work of the BoS CoC. This work plan will be approved by both entities engaged in this Memorandum of Understanding.

**II. DURATION and RENEWAL**

Except as provided in Section VII Termination, the duration of this MOU shall be from September 1, 2016 through August 31, 2017. This agreement shall renew automatically for 12-month periods, following the CoC's fiscal year (September through August) unless either party gives notification pursuant to Section VII Termination.

**III. GOVERNANCE AND PARTICIPATION**

**1. CoC Authority**

The CoC Program is authorized by subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

A CoC is a geographically-based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as defined by regulation. The CoC is designed to address the critical problem of homelessness through a coordinated community-based process that identifies needs and builds a system of housing and services to address those needs. The geographic area of the TX BoS CoC as defined by the U.S. Department of Housing and Urban Development (HUD) includes 215 counties in Texas, as of September 2016.

The CoC's oversight and governance responsibilities are carried out by its Board. The Board is responsible for oversight of the CoC processes, planning, funds, and outcomes required by HUD. Its structure and members' roles and responsibilities can be found in the TX BoS CoC's Governance Charter and in its CoC Policies and Procedures.

#### 1. Collaborative Applicant Designation

The CoC designates THN as the Collaborative Applicant. In this role, THN will apply for grants, including grants from HUD such as the Continuum of Care Program funding, on behalf of the TX BoS CoC. For the Texas BoS CoC, the Collaborative Applicant is also the CoC Lead Agency and CoC support staff.

#### 2. Lead Agency Designation

The CoC designates THN as the Lead Agency to manage the required HUD processes on its behalf; to strategically and systematically address homelessness; to help providers of services and housing to perform successfully; to aim for the maximum amount of funds available to the jurisdiction; and to ensure that the CoC is in compliance with all applicable HUD rules and regulations. THN performs these tasks at the direction of the CoC through the CoC Board.

#### 3. Homeless Management Information System (HMIS) Lead Agency Designation

The CoC designates THN as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program projects and other projects required to use HMIS in the TX BoS CoC. THN performs these tasks at the direction of the CoC, through its Board.

The CoC has designated ClientTrack as the single HMIS for meeting HUD client-level data collection and reporting requirements.

### IV. GENERAL UNDERSTANDINGS

#### 1. HUD CoC Program

The CoC authorizes THN to apply for HUD CoC Program funds on behalf of the CoC. The HUD CoC Program Interim Rule, CoC Program Notice of Funding Availability (NOFA), grant agreement and applicable rules govern the terms and uses of HUD funds.

## 2. HMIS

The CoC authorizes THN to manage the HMIS consistent with all HUD requirements.

## 3. Compliance with HUD Requirements

It is the CoC's responsibility to ensure that the Lead Agency—THN—is operating in compliance with HUD regulations, notices, standards and other applicable laws. The parties agree to update this MOU, as provided in Section VI Amendment/Notices; other operational documents; and practices and procedures, in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

## 4. CoC Program "Planning Funds" Grant

In support of the services provided as the CoC Lead Agency, the CoC authorizes THN to apply for the maximum allowable "planning funds" grant during each CoC Program funding cycle, as designated by HUD.

## 5. HMIS Financial Support

In support of the services provided as the HMIS Lead Agency, the CoC authorizes THN to apply for CoC Program grant(s), as needed, and to charge agencies user and/or program fees.

# V. SPECIFIC RESPONSIBILITIES OF THE PARTIES

## 1. CoC Responsibilities

The Texas Balance of State Continuum of Care is a collaborative, inclusive, community-based process for planning and managing homeless assistance resources and programs effectively and efficiently, in order to end homelessness in the jurisdiction. It is governed by the CoC Board which comprises 15 members representing various stakeholders within the Continuum. The CoC Board serves as the lead governance body, providing oversight, direction, policy setting, and guidance regarding homeless planning and resources in the jurisdiction.

In this agreement, the CoC agrees to:

- Work to secure the funds and resources needed by THN for its work outlined in the Lead Agency Annual Work Plan;
- Develop, follow, and update annually a governance charter for the CoC;
- Establish a CoC Board to act on behalf of the CoC, using a CoC-adopted written process that must be reviewed, updated, and approved at least once every five years;
- Act as the primary decision-making group, through the CoC Board, for the TX BoS CoC;

- Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness;
- Increase public awareness of homelessness and related issues;
- Maintain CoC operations through calling/holding meetings; creating and providing meeting agendas and minutes; establishing and implementing a strategic plan and planning process; creating and monitoring of committees; and other activities with the support of the Lead Agency, as specified in this agreement and in the Lead Agency Annual Work Plan;
- Support THN and local communities with the annual HUD CoC Program application, the Annual Point-in-Time (PIT) count, the Housing Inventory Chart (HIC), Annual Homeless Assessment Report (AHAR), HUD regulation compliance, collaboration with Emergency Solutions Grant (ESG) recipients and subrecipients, and other mutually agreed upon goals to maximize CoC Program application funding and overall performance of the CoC;
- Collaboration with ESG Recipients
  - Establish and operate a coordinated entry system;
  - Establish and consistently follow written standards for providing homeless assistance;
  - Consult with ESG program recipients on the plan for allocating ESG funds;
  - Report on and evaluate the performance of ESG program recipients and subrecipients; and
  - Provide information required to complete HUD's Consolidated Plans within the TX BoS CoC's geographic area.
- Oversee required planning processes and establish priorities for funding;
- Develop a plan that coordinates the implementation of a housing and service system in the geographic area that meets the needs of individuals and families in homeless situations;
- Set priorities and system performance expectations, including establishing performance targets appropriate for population and program type; monitor system progress on Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) goals, as measured by the System-wide Performance Measures and the Point-in-Time (PIT) Count; and provide assistance to improve performance;
- Ensure data is provided by all HUD CoC Program-funded projects and other projects required to use the through participation in a Homeless Information Management System (HMIS) selected by the CoC, and encourage participation of critical non-HUD funded agencies in using the HMIS selected by the CoC;
- Ensure Continuum of Care members, including Board members and Local Homeless Coalition (LHC) members, are kept apprised of activities occurring on their behalf, through a process of open and fair communications;
- Ensure fair, objective, and transparent processes are in place for priority-setting and funding decisions;

- Ensure that any potential and/or perceived conflicts of interest are addressed in an effective, open, and timely manner;
- Ensure the implementation and ongoing operation of a coordinated entry system and
- Ensure the development of and compliance with written standards for providing homeless assistance within the CoC.

## 2. Texas Homeless Network (THN) Responsibilities

In this agreement, THN agrees to:

- Serve as the CoC Lead Agency and staff support with responsibility for the following areas:
  - CoC Planning
    - Facilitate the development of a plan that coordinates the implementation of a housing and service system in each geographic area that meets the needs of homeless individuals and families;
    - Coordinate and facilitate collaboration among agencies to ensure successful planning and partnership in the CoC;
    - Coordinate planning with local homeless services planning bodies including Local Homeless Coalitions (LHCs), ESG Program recipients, and other key stakeholders;
    - Ensure that planning and priority-setting processes are in place and occur as planned and per requirements;
    - Analyze feedback from HUD on the CoC Consolidated Application and identify ways to maximize CoC Program funding;
    - Recruit stakeholders to participate in CoC planning and committees to ensure broad awareness and participation;
    - Advertise committee and other work group meetings;
    - Coordinate and staff committees and other work groups upon request and when staff resources are available;
    - Research and produce planning materials, including best practices; and
    - Publish committee minutes and materials on the CoC page of THN's website in a timely manner.
  - CoC Board
    - Assist with the establishment of a CoC Board to act on behalf of the CoC;
    - Coordinate Board meetings by communicating meeting dates, times, and meeting materials to CoC Board members;
    - Email materials and minutes to CoC Board members in a timely manner; and
    - Assist with developing, following, annually reviewing, and updating, as needed, the CoC's governance charter.

- CoC General Meetings
  - Coordinate with Local Homeless Coalitions (LHCs) within the CoC via LHC Chairs and representatives
  - Advertise and coordinate CoC General Meetings by posting meeting dates, times, and meeting materials on the THN's TX BoS CoC webpage;
  - Publish materials and minutes on THN's TX BoS CoC webpage or via the CoC's email list in a timely manner; and
  - Provide staff support in other ways that the LHCs request, upon request and when staff resources are available.
  
- CoC Standing Committees and Ad Hoc Committees
  - Assist with the establishment of committees;
  - Provide a staff liaison to each committee;
  - Coordinate committee meetings by assisting the Chair and/or Co-Chair with communications;
  - Provide staff support in other ways that the committees request, upon request and when staff resources are available.
  
- HUD's Continuum of Care (CoC) Program Application
  - Prepare and submit the Grant Inventory Worksheet (GIW), in collaboration with HUD and CoC Program-funded projects, to ensure accurate accounting of grants and receipt of all renewal funds;
  - As the CoC's Collaborative Applicant, prepare and submit the annual Consolidated Application for HUD's CoC Program Competition, including the CoC Application component;
  - Prepare and submit a Project Application for the CoC's HMIS project;
  - Prepare and submit a Project Application for the CoC Planning project;
  - Develop and manage the application, evaluation, and ranking processes for applications for renewal projects and new projects, in accordance with CoC Program Competition NOFAs;
  - Support application review committees; and post the CoC Application portion of the Consolidated Application and related materials online, as required by HUD.
  
- HMIS Lead Agency
  - Serve as the HMIS Lead Agency, operating the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program-funded projects and other projects required to use the HMIS in the TX BoS CoC;

- Ensure the development of and compliance with policies and procedures for HMIS Governance, Data Security and Privacy, and Data Quality and Software Functionality according to HUD guidelines.
- Complete the AHAR;
- Assist HMIS users with preparing Annual Performance Reports (APRs);
- Provide overall staffing for HMIS administration;
- Operate HMIS effectively and efficiently based on the available funding sources, as approved;
- Comply with all HUD HMIS standards and other applicable laws;
- Develop a process for measuring System Wide Performance Measures and provide reports on a minimum quarterly basis and
- Apply for CoC Program funds, as needed, and charge agencies user and/or program fees.

See the TX BoS CoC's HMIS Policies and Procedures and related documents for more details.

- Point in Time (PIT) Count, Housing Inventory Chart (HIC), and Needs Assessment
  - Coordinate with LHCs and with other stakeholders in BoS CoC communities to conduct the Point-in-Time (PIT) count;
  - Coordinate with LHCs and use HMIS data to provide the corresponding Housing Inventory Chart (HIC) data; and
  - Conduct and prepare the needs assessment.
- CoC Program Performance Evaluation
  - Assist the CoC with establishing performance targets appropriate for population and program type;
  - Collect and report on HUD program performance data through analysis of HMIS and AHAR data;
  - Provide staff for performance evaluation of CoC Program-funded projects;
  - Compile and prepare results to report, at least two times per year to the CoC Board;
  - Ensure open and fair methods of communication and processes in the monitoring of projects' performance; and
  - Provide and/or arrange for training and technical assistance on topics of relevance to the CoC and for agencies not meeting CoC performance standards.
- Collaboration with ESG Recipients
  - Establish and operate a coordinated entry system;



- Establish and consistently follow written standards for providing homeless assistance;
  - Consult with ESG program recipients within the BoS CoC on the plans for allocating ESG funds;
  - Report on and evaluate the performance of ESG program recipients and sub recipients; and provide information required to complete HUD's Consolidated Plans within the TX BoS CoC's geographic area, including an annual gaps analysis.
- HUD Regulations
    - Keep current and informed and educate CoC members on relevant changes in HUD rules and regulations.
  - Miscellaneous
    - Perform other activities as defined by the Lead Agency Annual Work Plan.

#### **VI. AMENDMENT/NOTICES**

This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, e-mailed or delivered to:

1. Designated Representative of the TX BoS CoC Continuum of Care Board; and
2. Executive Director of the Texas Homeless Network, for signature by the Chair of the THN Board of Directors.

#### **VII. TERMINATION**

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 120 days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

Signatures:

Carol Gribbin

Authorized Signatory,  
TIA Bed Continuum of Care Board

CAROL GRIBBIN  
Printed Name

9-8-2016  
Date

Lynne Spier

Local Homeless Network Board of Directors

Lynne Spier  
Printed Name

9/9/16  
Date

Appendix D

**TX BoS CoC Policies and Procedures**



**TEXAS HOMELESS NETWORK**  
**Texas Balance of State Continuum of Care**  
**CoC Policies and Procedures**

Texas Balance of State  
Continuum of Care  
(TX BoS CoC)  
Policies and Procedures

This document is a companion to the  
TX BoS CoC Governance Charter

Approved 9/9/2016 by the TX BoS CoC Board

## Version Updates

Date of Update	Date Approved	Changes Made
September 9, 2016		Initial draft of CoC Policies and Procedures

# Texas Balance of State Continuum of Care Policies and Procedures

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**Policy and Procedure Maintenance:** This document will be considered a living document subject to change. Changes to this document will be made in response to changing conditions and regulations and the will of the membership. Changes after initial approval will be presented at a TX BoS CoC General Meeting and adopted at the following meeting. In cases where time does not permit, the TX BoS CoC Board may approve changes.



## Introduction and Purpose

This document serves as the Texas Balance of State Continuum of Care (TX BOS CoC) Policies and Procedures. This document outlines key operational components of the Continuum of Care (COC), including universal policies and procedures or references to other policy and procedure or guideline documents for the CoC. It is a companion document to the TX BoS CoC Governance Charter.

## Background

A Continuum of Care is a collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of persons experiencing homelessness. The U.S. Department of Housing and Urban Development (HUD) also refers to the group of service providers involved in the decision making processes as the “Continuum of Care.”

The CoC is responsible for meeting CoC requirements, as mandated by HUD. Due to our large geography, the CoC relies on Local Homeless Coalitions (LHCs) to conduct planning, delivery of housing and services, and evaluation in order to meet CoC requirements.

Continuum of Care planning and funding is intended to reduce incidents of homelessness in CoC communities, by assisting homeless individuals and families in quickly transitioning to self-sufficiency and permanent housing and to meet other goals as outlined in the HEARTH Act.

For structure and governance details please see the TX BoS CoC’s Governance Charter.

## General Policies

### HEARTH Act Goals

The TX BoS CoC has adopted goals related to the evaluation of project and system performance in accordance with the HEARTH Act:

- Reducing the length of time Homeless
  - Goal of 30 days or less average length of time spent homeless
- Reducing the Number of Homeless People
- Reducing the Number of Newly Homeless
- Reducing Returns to Homelessness
- Increasing Exits to Permanent Housing
- Increasing Income and Employment
- Increasing access to the utilization of mainstream benefits.

To better understand system performance and measure progress toward meeting these goals, the TX BoS CoC will adopt performance measures at the project and systems levels that support these goals.

The CoC has adopted the goals and deadlines set forth by the Federal government for ending Veteran, Chronic, Youth and Family Homelessness. Specifically, the TX BoS CoC has adopted the following deadlines for each of the following goals:

- End Veteran Homelessness by 2016
- End Chronic Homelessness by 2017
- End Family Homelessness by 2020
- End Youth Homelessness by 2020

Each LHC is encouraged to design its own localized, strategic plan to meet these goals. TX BoS CoC will support LHCs in the development of these plans based on the CoC workplan.

### Coordinated Entry

**Overview:** Each Continuum is responsible for establishing and operating a centralized or coordinated assessment system that will provide a comprehensive assessment of the needs of individuals and families for housing and services. This system is called Coordinated Entry (CE) in the TX BoS CoC. A Coordinated Entry System is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

As required by HUD, in the TX BoS CoC all CoC and ESG grantees must participate in a CE system. Prior to establishment of CE in each of the TX BoS CoC communities, CoC grantees are required to conduct a VI or F-VI-SPDAT and use prioritization lists in HMIS or alternate Victim Service Providers' prioritization lists to prioritize clients for housing. CoC and ESG program-funded projects must work with the LHCs (Local Homeless Coalitions) to establish Coordinated Entry Transition Team (CETT) teams and implement CE in their communities. The TX BoS CoC will provide toolkits, trainings, support, standards, guidance, evaluation, and data analysis. Each local CE plan may be tailored to unique community needs and available resources but must be approved by the TX BoS CoC.

**Progress:** The TX BoS CoC has officially implemented the VI-SPDAT and F-VI-SPDAT as standardized assessment tools. These tools are available in the Homeless Management Information System (HMIS), and results are used within the HMIS system to create a dynamic list that prioritizes individuals and families for housing and other community services based on acuity. The dynamic list identifies, and is able to sort by chronically homeless persons, veterans, families, and youth. The TX BoS CoC has developed CE Written Standards and is in the process of developing a CE toolkit and CE Checklist. (See Appendix A)

### Criminalization of Homelessness

Agencies and programs within the TX BoS CoC will not participate in or support any activity that may directly or indirectly support the criminalization of homelessness. Agencies within the TX BoS CoC will work to reduce barriers to housing and services.

### Prohibition against Involuntary Family Separation

The TX BoS CoC is committed to keeping children under the age of 18 with their families. Specifically, emergency shelters, transitional housing, and permanent supportive housing programs will not deny admission to or separate any family member from other family members based on age, sex, or gender when entering shelter or housing. (See Appendix B)

### Educational Assurances

It is the intent of the TX BoS CoC to meet the educational needs of the homeless youth and families that they serve. The TX BoS CoC is committed to ensuring that the educational needs of homeless youth and their families are met. (See Appendix C)

### Ending Veteran Homelessness

The TX BoS CoC is committed to ending veteran homelessness. A CoC-wide definition incorporating benchmarks and criteria will allow the CoC to measure progress toward ending veteran homelessness. (See Appendix D)

### Point-In-Time (PIT) Count

The TX BoS CoC conducts at least one unsheltered and one sheltered point-in-time (PIT) count of persons in homeless situations per year. This count collects data on where homeless households are sleeping, household size, disability, and chronicity of homelessness. HUD requires that all states with federally-funded homeless services participate in PIT counts during the last ten days in January each year. The PIT count is a physical count or census of all homeless persons living in emergency shelters, transitional housing, and on the streets on a single night. It does not capture those who experience only brief episodes of homelessness or account for changes throughout the year.

The CoC is currently drafting a PIT Coordinator Manual to provide guidance on how to plan and implement the count and detailed information about how to train volunteers and service providers to use the various point-in-time (PIT) forms that have been developed for TX BoS CoC providers. The PIT Coordinator for each LHC/community will be responsible for following the information in this manual.

### Housing Inventory Count (HIC)

Every year the TX BoS CoC will collect data to complete a housing inventory chart (HIC). This inventory will occur at a single point-in-time in the last ten days in January each year. The date of the housing inventory will be the same date as the point-in-time sheltered and unsheltered count.

For each program that houses persons experiencing homelessness, the CoC will collect data on:

- The number of beds and units currently serving individuals and families
- The number of beds and units created in the past year (“new inventory”)
- The number of beds and units that are fully funded but not yet serving homeless people (“under development”)

Housing inventory data must be obtained from all emergency shelters, transitional housing, rapid re-housing and permanent supportive housing programs in the CoC, including those programs that do not

receive HUD funding. Data collected from permanent supportive housing programs will be focused only on the beds and units that are dedicated to housing persons who are formerly homeless.

To collect Housing Inventory data, the CoC will annually:

- Use HMIS data to complete the Housing Inventory Count OR
- Conduct a housing inventory survey (via mail, fax, e-mail, web-based, phone or on-site communication) of homeless housing providers, which will include the previous year's Housing Inventory Count and instruct providers to review and update housing inventory information on the specified night of the housing inventory. If the CoC decides to collect housing inventory information via a survey, the CoC will:
  - Provide instructions to all homeless housing providers on how to report an accurate bed inventory;
  - Include definitions of key terms used in the inventory chart;
  - Follow-up with providers (e.g., via telephone, email, or in-person) to ensure the maximum possible response rate and accuracy of the housing inventory information; and
  - After receiving the inventory information, confirm the information with each provider to verify the accuracy of the data.

## Unmet Need

Unmet need reflects the difference between a community's bed capacity and the number of homeless persons in the community at one point-in-time. Thus the CoC recommends the data collected as a result of the PIT count and housing/services inventories are reviewed by LHCs/communities to determine what housing and services are needed to meet the community need, fill gaps and create an effective Housing Crisis Response System. The CoC strongly encourages LHCs/communities to also utilize the VI-SPDAT and F-VI-SPDAT through a CE system to determine the levels of housing interventions necessary to meet the housing needs of those experiencing homelessness. The CoC can assist with providing data that is contained in the HMIS system, collected for the HIC and from participating PIT communities, however communities will have to take into account inventory not in the HMIS system or reported for the HIC. Due to the CoC's large geography a CoC-wide unmet needs gaps analysis is no longer conducted.

## AHAR Participation

The Annual Homeless Assessment Report (AHAR) is a report by HUD to the U.S. Congress on the extent and nature of homelessness in America. It is based on data from Homeless Management Information Systems (HMIS) and on information from Continuum of Care (CoC) Consolidated Applications. The AHAR provides estimates of the number of homeless persons nationally, a descriptive profile of homeless persons, and an analysis of service use patterns.

The HMIS/Data team for the TX BoS CoC is responsible for completing the AHAR. Client-level data for the AHAR will be collected through the HMIS based on HUD's universal data elements that all communities receiving HUD Homeless Assistance funding are required to collect and maintain and that are the same data elements used to generate HUD's Annual Performance Reports (APRs).

Unduplicated data will be collected for the six standard AHAR reporting categories: Emergency

Shelter-Individuals, Emergency Shelter-Families, Transitional Housing-Individuals and Transitional Housing-Families Permanent Supportive Housing-Individuals and Permanent Supportive Housing-Families. Data will also be collected for any supplemental reporting categories established by HUD.

In order to participate in the AHAR, the CoC's HMIS must be capable of:

- Producing a one day point-in-time count, average day count, and longitudinal counts.
- Identifying clients with multiple program use—e.g., how many people in ES-IND were also served in TH-IND.
- Counting persons by household type—e.g., individual adult male, adult in household with children, or unaccompanied youth.
- Generating frequencies by basic demographic characteristics.
- Cross-tabulating total length of stays within each program-household type, by gender and age.
- Totaling the number of households with children by program type.

The TX BoS CoC has established continuum-wide data quality control procedures to ensure the accuracy and completeness of AHAR data collected and reported. On an annual basis (according to HUD's designated data collection schedule), THN will de-duplicate and aggregate the client information collected to produce and submit the AHAR data report.

- The AHAR data collection period is October 1st to September 30th of each year.
- THN will submit the AHAR report electronically through the AHAR Exchange to the HUD-designated private research firm, responsible for compiling the national AHAR.
- A draft AHAR report will be submitted by the HUD-designated date.
- THN will work with the AHAR Research team to correct any data problems, and submit a final AHAR report by the HUD-designated date.

## HMIS

The TX BoS CoC HMIS is a collaborative project of THN, as the HMIS Lead Agency, and Participating Agencies. HMIS is a computerized data collection application designed to capture information about people experiencing homelessness and homeless programs over time. HMIS is mandated by the HUD under the HEARTH Act for all communities and agencies receiving HUD Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program homeless assistance funds. HMIS is essential to efforts to streamline client services and inform public policy. Through HMIS, homeless people benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in each Continuum, which may include measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs. Such an unduplicated accounting of homelessness is necessary to service and systems planning, effective resource allocation, and advocacy. The parties involved in the HMIS share a common interest in collaborating to end homelessness and successfully implementing and operating HMIS in the TX BoS CoC.

The TX BoS CoC goal is to collaboratively provide a range of homeless housing and services. The continuum of care system components include homelessness prevention, emergency shelter, transitional housing, rapid re-housing permanent housing and permanent supportive housing. Outreach efforts and specialized supportive services actively identify and support homeless individuals and families and work with them to access mainstream resources. HMIS will enable homeless service providers to collect uniform client information over time. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population; these data are necessary to service and systems planning and advocacy.

Detailed information on HMIS can be found in the TX BoS CoC HMIS Policies and Procedures.

## CoC Meetings

1. CoC General Meetings are scheduled to be held monthly. A minimum of four member meetings will be held each year.
2. All the meetings of the members of the CoC shall be open to the public. Meetings other than member meetings, including meetings of the TX BoS CoC Board, are not open to the public.
3. All CoC General Meetings and Board meetings will have written agendas. Agendas for and minutes from the CoC General Meetings will be posted on THN's website or sent electronically.
4. The TX BoS CoC Board may call special member meetings by providing an agenda to all the members.
5. TX BoS CoC staff shall take reasonable steps to ensure that all members are notified of the time and place of all member meetings.
6. A reasonable period of time shall be set aside for members to address the CoC at the member meetings.
7. All CoC members shall be permitted to propose "new business" for the next member meeting of the CoC.
8. All CoC General Meetings are open, however Board Member elections are held annually at the CoC General Meeting held in conjunction with the Texas Conference on Ending Homelessness.
9. The TX BoS CoC will maintain dated meeting minutes for all meetings that pertain to the CoC's local competition process for HUD CoC Program funding.

## HUD CoC Program and ESG Program Funding

### Continuum of Care Program Application in response to HUD NOFA

The TX BoS CoC is responsible for facilitating the community response to the annual Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) issued by the U.S. Department of Housing and Urban Development (HUD).

### **Project Review, Score and Ranking Policies and Re-Allocation Process**

Eligible project applications will be reviewed, scored and ranked for inclusion in the CoC's consolidated application. Once applications have passed threshold review, the Independent Review Team (IRT) reviews and scores them, then THN staff and the TX BoS CoC Board rank them. Applications not scoring high enough will not be included in the Consolidated Application. (See Appendix E)

### **Annual Performance Report**

Annual Performance Reports (APRs) are required by HUD on an annual basis to track the progress and accomplishments of HUD's Continuum of Care Program.

The APR gathers information on how programs assist homeless persons to obtain and remain in permanent housing, increase skills and income, and attain greater self-determination. This information is used by HUD and Congress to assess outcomes from federal funding. The APR is also useful to the CoC, grantees, and sponsors as a planning and management tool to analyze client demographics and service needs; to evaluate project outcomes; to make improvements; and to set future goals for their projects. The TX BoS CoC will conduct quarterly monitoring reviews of APRS and LOCCS drawdowns. Staff may conduct on-site monitoring when capacity allows or when there are specific concerns about projects' performance or ability to effectively manage a CoC Program-funded project.

Staff may conduct desk monitoring reviews of agency audits, drawdown requests, APRs and other documentation at any time or as necessary for the prioritization process and response to the HUD CoC Program NOFA.

### **Policy on HUD Monitoring of CoC Program-funded Projects**

CoC Program-funded projects will inform the CoC about the occurrence and status of HUD monitoring visits, reports, results, and resolutions. (See Appendix F)

### **ESG Recipient Monitoring**

The TX BoS CoC will work with the State ESG recipient, the Texas Department of Housing and Community Affairs (TDHCA), and city/county ESG recipients to coordinate the monitoring of outcomes of ESG funding. Grantee activities will be monitored to assure compliance with applicable Federal requirements and to determine whether or not performance goals are being achieved. The CoC is in the process of further developing formalized ESG recipient evaluation.

### **Policy on Late Submission of Project Applications for CoC Program Funding**

Project Applicants in the TX BoS CoC 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 CoC Program funds. If a Project Application is not submitted by the due date and time, the TX BoS CoC Board will determine potential consequences. (See Appendix G)

### **Ranking the HMIS Project Application as the First Project in the Priority Listing**

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the TX BoS CoC Board, as the board views it as an essential project to effectively operate the CoC. (See Appendix H)

## Administering CoC Program- and ESG Program-funded Rapid Re-housing (RRH) Assistance

### RRH Written Standards

The TX BoS CoC has developed Rapid Re-Housing (RRH) written standards to be reviewed and jointly finalized with ESG recipients. (See the TX BoS CoC RRH Written Standards.) This document sets standards for RRH projects surrounding how participants are selected, how housing barrier assessments are conducted, and how assistances is provided. This document applies to all CoC and ESG Program-funded RRH projects operating in the TX BoS CoC geography. (See Appendix I)

### Case Management Guidelines

The TX BoS CoC has drafted Case Management Services Standards for RRH and PSH in the CoC written standards for service delivery.

## Administering CoC Program-funded Permanent Supportive Housing (PSH) Assistance

### PSH Written Standards

The Texas Balance of State Continuum of Care (TX BoS CoC) has developed Permanent Supportive Housing Program written standards to ensure:

- Program accountability to individuals and families experiencing homelessness; specifically those who are experiencing chronic homelessness
- Program compliance with HUD rules
- Program uniformity
- Creation of an environment of effective, evidenced-based program guidelines for permanent supportive housing.
- United vision and strategy for ending homelessness

The document applies to all CoC and ESG Program-funded RRH projects operating in the TX BoS CoC geography. (See Appendix J)

### Case Management Guidelines

The TX BoS CoC has drafted Case Management Services Standards for PSH in the CoC written standards for service delivery.

### Prioritization of Persons Experiencing Chronic Homelessness in PSH

Recognizing the need for strategic allocation of permanent supportive housing (PSH) beds, the TX BoS CoC has adopted the guidance provided by HUD in Notice CPD 14-012 for prioritizing those who enter into CoC Program-funded PSH projects. (See Appendix K)

### Requiring PSH Projects to Use Housing First or Low-Barrier Approaches

The TX BoS CoC will require all Permanent Housing (PH) projects within the CoC to shift their program models to Housing First or, at minimum, low barrier with a goal of becoming Housing First, prior to the HUD FY 2016 Continuum of Care (CoC) Program competition. (See Appendix L)



### TX BoS CoC Board Requirements

Most TX BoS CoC Board information is included in the CoC's Governance Charter. The Charter will be reviewed at the CoC General Meeting on September 21, 2016. On August 10, 2016, however, the CoC Board approved revised policies and procedures related to CoC Board Requirements, to be used to guide the election of CoC Board Members to be held September 12-16, 2016. (See Appendix M)

## Acronyms

AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
ARA	Annual Renewal Amount
ARD	Annual Renewal Demand
BoS	Balance of State CoC
CH	Chronically Homeless
CoC	Continuum of Care
CDBG	Community Development Block Grant
DUNS #	Data Universal Numbering System
ESG	Emergency Solutions Grant (Federal)
e-snaps	Online Application and Grants Management System for HUD's Homeless Programs
FMR	Fair Market Rent
FPRN	Final Pro Rata Need
GIW	Grant Inventory Worksheet
HDX	Homeless Data Exchange
HEARTH Act	Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009
HMIS	Homeless Management Information System
HUD	Department of Housing and Urban Development (Federal)
IRT	Independent Review Team
NOFA	Notice of Funding Availability
PH	Permanent Housing
PIT	Point-In-Time (annual count of homeless persons)
PPRN	Preliminary Pro Rata Need
PRA	Project-based rental assistance
PSH	Permanent Supportive Housing
RFP	Request for Proposals
RRH	Rapid Re-Housing
SHP	Supportive Housing Program
S+C	Shelter plus Care Program
SRA	Sponsor-based Rental Assistance
SRO	Single Room Occupancy
TH	Transitional Housing
TRA	Tenant-based Rental Assistance
VASH	Veteran's Affairs Supportive Housing

# APPENDICES

## Appendix A

### Coordinated Entry (CE) Written Standards

COORDINATED ENTRY  
WRITTEN STANDARDS  
TEXAS BALANCE OF STATE  
CONTINUUM OF CARE

Mary Rychlik

TEXAS HOMELESS NETWORK

Updated September 8, 2016

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## Introduction

Across the county, communities are working tirelessly toward an end to homelessness. What you ask is an end to homelessness? Thankfully, the United States Interagency Council on Homelessness has developed the definition of what it means to end homelessness.

An end to homelessness means that every community will have a systematic response in place, i.e., housing crisis response system, that ensures homelessness is prevented whenever possible, or if it can't be prevented, it is a rare, brief, and non-recurring experience.

Specifically, every housing crisis response system will have the capacity to:

- Quickly identify and engage people at risk of and experiencing homelessness.
- Intervene to prevent the loss of housing and divert people from entering the homelessness services system.
- When homelessness does occur, provide immediate access to shelter and crisis services, without barriers to entry, while permanent stable housing and appropriate supports are being secured, and quickly connect people to housing assistance and services—tailored to their unique needs and strengths—to help them achieve and maintain stable housing.

People who are homeless or about to become homeless are in crisis and experience multiple negative consequences as a result. Immediate, competent assistance provided by a housing crisis response system assures that homelessness is rare, brief, and non-recurring. A community's housing crisis response system should be organized to prevent housing crises from resulting and homelessness, and to quickly end such crises when they occur. People who are homeless are providing safe, appropriate, and temporary shelter, as well as help to quickly secure and stabilize in housing.<sup>1</sup>

This document contains the policies and procedures for Coordinated Entry in the Texas Balance of State Continuum of Care (TX BoS CoC). In an effort to recognize the diversity of geographic areas, services, and participating service providers within the CoC, the TX BoS CoC process outlined in this document includes placeholders and recommendations for Local Homeless Coalitions (LHCs) and Coordinated Entry Teams (CETs) to develop specific assignments and communication patterns. Each CET will create a local addendum to specify how these standards are implemented in their community. This document must be approved through a formal vote at an LHC meeting.

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<sup>1</sup> Vets@Home Toolkit: Effective Homeless Crisis Response Systems for Veterans. <http://bit.ly/2auhjmd>.

## Description of an Effective Housing Crisis Response System

### What is a Housing Crisis Response System?

A housing crisis response system typically consists of six basic components:

1. Coordinated Entry (CE)

A Coordinated Entry System ensures that people experiencing a housing crisis can readily find and navigate crisis intervention assistance, including facilitating immediate access to homelessness prevention and emergency shelter assistance. CE serves to allocate assistance as effectively as possible, ensuring access to the most appropriate and available permanent housing option no matter where someone is within the housing crisis response system or what barriers they face. Coordinated Entry processes help communities prioritize assistance based on vulnerability and severity of needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated Entry is a system through which persons experiencing or at-risk of homelessness are assessed for their housing needs and referred to the appropriate housing intervention, should it exist in a community and/or should they be eligible. The United States Department of Housing and Urban Development's (HUD) primary goals for a Coordinated Entry System are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present.<sup>2</sup>

2. Homeless Diversion and Prevention

A comprehensive homeless crisis response system assesses all households individually and understands that many households seeking shelter have a safe and appropriate place to stay, even if temporarily. Some of these households are able to avoid entering shelter and can secure permanent housing if linked to homelessness prevention assistance – in other words, they can be diverted from entering emergency shelter. This may involve continuing to stay or moving in with family and friends. Homelessness prevention assistance should be readily available for persons diverted or otherwise identified to be imminently at-risk of homelessness. One approach to consider is progressive engagement, an approach that offers “light touch” interventions where possible, such as mediation with family/friends, connection to legal assistance, etc., and then more assistance as needed and desired.

3. Emergency Shelter

Emergency shelter provides safe, basic lodging where individuals and families can stay **temporarily** while they resolve their housing crisis. Shelters should:

- Ensure housing plans are created quickly;
- Focus on safety and meeting basic needs - reducing perceived stress;
- Have no/low barriers to entry; and
- Connect households to the most appropriate and available permanent housing opportunity, according to their needs and preferences.

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<sup>2</sup> Coordinated Entry Policy Brief. <https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>



4. Rapid Re- Housing

Rapid Re-Housing places a priority on moving a household experiencing homelessness into permanent housing as quickly as possible. Reduced length of shelter stays makes crisis beds available to others in need and reduces the time spent in homelessness.

5. Transitional Housing

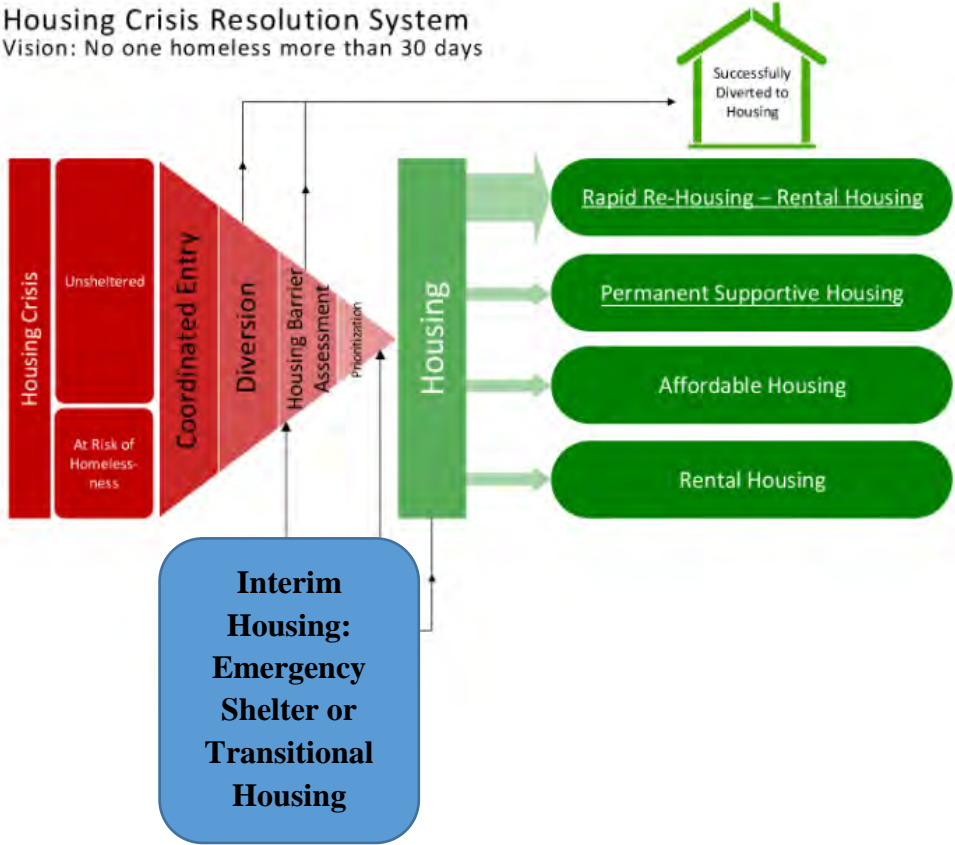
Transitional housing programs have traditionally been used to provide services to people experiencing homelessness to prepare them to move into permanent housing and address other non-housing crisis related needs. However, many communities have found, and new research now indicates, that it is a less effective and more expensive intervention to resolve homelessness than Rapid Re-Housing. Consequently, most communities are now seeking to target transitional housing for people with the most severe or intensive support needs who desire the support a transitional housing program may offer over other shelter options.

6. Permanent Supportive Housing

A housing crisis response system should assist the most vulnerable people, including those with the most severe service needs and longest homeless experience. Permanent Supportive Housing (PSH) assists disabled people who have experienced multiple or prolonged episodes of homelessness. It includes a conventional lease in a permanent rental unit, rental assistance, and supportive services to assure housing stability and address other service needs.

# Housing Crisis Resolution System

Vision: No one homeless more than 30 days



## Qualities of an Effective Coordinated Entry System

- Crisis Resolution
- Progressive Engagement
- Low Barrier  
The Coordinated Entry System does not screen people out for assistance because of perceived barriers to housing, including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. In addition, housing and homeless programs lower their screen barriers in partnership with the Coordinated Entry System.
- Prioritization  
Quality CES ensures that people with the greatest needs receive priority for any type of housing or homeless assistance available in the community, including Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), Transitional Housing (TH), and other interventions.
- Housing First orientation  
People are housed as quickly as possible without preconditions, e.g., being sober or having income, or service participation requirements.
- Person-Centered  
The CES incorporates participant choice. Choice can include location and type of housing, level of services, and other options about which households can participate in decisions.

### Inclusive

While THN encourages communities to start their processes with a sub-population target population, a CES ultimately includes all subpopulations.

## TX BoS CoC Coordinated Entry System Model Overview

The following is an overview of a household’s potential pathway through the CES from identification to referral.

### Step 1: Initial Presentation and Request for Assistance

A Coordinated Entry System (CES) requires streamlining how people connect with the housing crisis response system. There are two models for how a CES can be set up: centralized or decentralized.

### Step 2: Standardized Assessment Tool

Assessors complete a standardized assessment, which consists of HUD Universal Data Elements (UDEs) and Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) or Family – Vulnerability Index – Service Prioritization Decision Assistance Tool (F-VI-SPDAT) version 2.0. The assessment is designed to identify the household’s housing needs.

### Step 3: Program Match

Assessors use the household’s VI-SPDAT or F-VI-SPDAT information to determine which housing intervention is recommended to permanently meet the household’s needs.

	VI-SPDAT Score Range	F-VI-SPDAT Score Range
Diversion	0-3	0-3
Rapid Rehousing or Transitional Housing	4-7	4-8
Permanent Supportive Housing (PSH)	8+	9+

### Step 4: Program Referrals

The Trained Assessor creates all referrals based on the recommendation generated by the VI-SPDAT or F-VI-SPDAT, client’s needs, preferences, and eligibility. Referrals are made directly in HMIS or through the locally accepted HMIS-workaround.

Clients are given the opportunity to decline specific programs or request a lower level of service than would initially be recommended.

### Step 5: Unmet Needs

Unmet needs refers to the care or help a household requires to end their housing crisis but aren’t able to get. Unmet needs and the reason for the unmet need will be captured in HMIS.

### Step 6: Housing Priority List

HUD has determined that an effective Coordinated Entry System ensures that people with the greatest needs receive priority for any type of housing and homelessness assistance available in the local Housing Crisis Response System, including Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), and other interventions.<sup>3</sup> Therefore, programs with current or pending openings must fill that opening with the client that is currently on the Housing Priority List, which indicates the household has been assessed by the Coordinated Entry System, and meets the prioritization standards for the specific housing intervention.

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<sup>3</sup> Coordinated Entry Policy Brief, <http://bit.ly/1ApgCDc>.

## Requirements of a Local Coordinated Entry System

### **Participating Providers**

#### Continuum of Care (CoC) Program Funded Agencies

Per the Continuum of Care (CoC) Program Interim Rule 24 CFR 578, all service providers receiving CoC Program funding are required to participate in the Coordinated Entry System (CES).

#### Emergency Solutions Grant (ESG) Funded Agencies

Per the Emergency Solutions Grant (ESG) Interim Rule 24 CFR 576.400(d), all ESG funded programs within the Texas Balance of State Continuum of Care (TX BoS CoC) are required to participate in the CES once it has been established.

#### Other Community Agencies

Ideally, all organizations working to end homelessness in the TX BoS CoC will participate in the local Coordinated Entry System. The local system is open to any agency interested in receiving referrals to work with clients who have been assessed by Coordinated Entry Entry Points.

### **Target Population**

The target population will be determined by each local Coordinated Entry System. THN recommends that local CES start small then scale to include other subpopulations, e.g., Veterans experiencing literal homelessness.

### **Accessing the Coordinated Entry System**

Since every community in the Texas Balance of State Continuum of Care (TX BoS CoC) has unique strengths and challenges, THN is not mandating a certain type of access model rather, each community will select the model most appropriate for their jurisdiction.

All people in the Continuum of Care's geographic area have fair and equal access to the Coordinated Entry System, regardless of where or how they present for services. Fair and equal access means that people can easily access the Coordinated Entry System, whether in person, by phone, or some other method, and that the process for accessing help is known, i.e., advertised.

If the CES includes one or more physical locations, they are accessible to people with disabilities and easily accessible by public transportation, or there is another method, e.g., toll-free phone number or 2-1-1, by which people can easily access the CES.

The CES is aware of the needs of survivors fleeing domestic violence.

The CES is able to serve people who speak languages commonly spoken in the community. This data can be obtained through the [American Fact Finder](#) of the [United States Census Bureau](#).

### **Assessment**

All Coordinated Entry Entry Points and methods (phone, in-person, online, etc.) offer the same assessment approach and referrals using uniform decision making processes.

#### Re-Assessments

Households may only re-complete an assessment whenever one of the following circumstances are met:

- 1) The household's composition has changed, e.g., the number of household members has increased or decreased,

- 2) Housing status has changed. e.g., the household is experiencing homelessness again after being housed,
- 3) More than six months have passed since the initial assessment, or
- 4) An Assessment Review Request has been submitted and approved.

### **Grievance Policy**

Assessors who have concerns about the accuracy of the assessment once completed may request a formal Assessment Review by submitting the Assessment Review form to the local CETT.

Staff members at a community agency participating in Coordinated Entry who have similar concerns may also request a formal Assessment Review by the same process, with the permission of their direct supervisor.

Clients who have concerns with the accuracy of their assessment once the process is complete may request that the Trained Assessor submit an Assessment Review Form on their behalf addressing their specific concerns.

Assessment Review Requests are case conferenced by the ECHO Coordinated Assessment Team every Tuesday morning. This case conferencing may result in... The individual requesting the review will be informed of the planned action, as well as follow-up steps to take if they disagree with the planned actions or its results.

### **Referrals**

#### Referral Acceptance

Once the program has formally identified their next referral, the program has ten (10) business days to contact the client and offer services. These attempts must be documented in HMIS or a comparable system, if the agency does not use HMIS. If a client cannot be located after ten business days, the program may move to the next client that meets the prioritization standards for the specific housing intervention.

Once a client has accepted assistance, the program must mark the referral as “Acknowledged” in HMIS or, if the program does not use HMIS, notify the referring Entry Point about the status of the referral.

#### Declining an Accepted Referral

Since referrals will only be made if the client is eligible, the household should only be declined in extremely limited circumstances. Referral denial may occur due to:

- Client is no longer eligible at time of intake;
- Client has permanently left the area;
- Client refuses or declines services;
- For inability to contact; or
- The household presented at intake with a new, ineligible member

### **Homeless Management Information System**

The Homeless Management Information System (HMIS), vendor ClientTrack, must be used to collect and manage data generated through the Coordinated Entry System.

Workarounds for Victim Service Providers and agencies that do not want to use HMIS must be developed.

**Advertising**

Marketing strategies may include direct outreach to people on the street and other service sites, informational flyers left at service sites and public locations, announcements during CoCs or other coalition meetings, and educating mainstream service providers.

## Coordinated Entry and Survivors of Domestic Violence

Safety Planning

The CES has protocols in place to ensure the safety of the individuals seeking assistance. These protocols ensure that people fleeing domestic violence have safe and confidential access to the Coordinated Entry process and domestic violence services, and that any data collection adheres to the Violence Against Women Act (VAWA), i.e., Victim Service Providers are not allowed to enter information into HMIS.

## Acknowledgements

THN would like to thank everyone who has been involved in developing Coordinated Entry in the Texas Balance of State Continuum of Care (TX BoS CoC). Implementation has been difficult in the TX BoS CoC due to the geography of the jurisdiction. Thank you for being patient and working with us!



## Appendix

Interested in learning more about Coordinated Entry? Check out these guidance documents and resources:

Coordinated Entry Policy Brief

<https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>

Coordinated Entry and Victim Service Providers

FAQ <https://www.hudexchange.info/resources/documents/Coordinated-Entry-and-Victim-Service-Providers-FAQs.pdf>

Coordinated Entry and HMIS FAQ

<https://www.hudexchange.info/resources/documents/Coordinated-Entry-and-HMIS-FAQs.pdf>

CoC's Coordinated Assessment System Prezi

<https://www.hudexchange.info/resource/3143/continuum-of-cares-coordinated-assessment-system/>

Centralized Intake and Assessment Infographic

<https://www.hudexchange.info/onecpd/assets/File/Coordinated-Intake-and-Assessment-Infographic.pdf>

Coordinated Assessment: Models and Principles Under the CoC Interim Rule

<https://www.youtube.com/watch?v=9j9faz1cHQQ>

Coordinated Assessment: Philosophy Under the CoC and ESG Programs

<https://www.youtube.com/watch?v=LM1GiyDzhZg>

Transforming Systems in Pierce County, Washington

<http://www.endhomelessness.org/library/entry/transforming-homeless-services-in-pierce-county-washington>

Coordinated Entry and Systems Change

[https://www.youtube.com/watch?v=4uChQS\\_DPME](https://www.youtube.com/watch?v=4uChQS_DPME)

Creating a Systemic Crisis Response to Homelessness

<https://www.youtube.com/watch?v=Y7kZV9EuqFs>

## Appendix B

### Prohibition against Involuntary Family Separation



# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

### CoC Policy against Involuntary Separation of Families

*Approved by the TX BoS CoC Board 8-10-2016*

#### **Policy:**

The TX BoS CoC strongly supports the prohibition against involuntary family separation and has adopted and incorporated this prohibition as policy and as a special condition in all family shelter and transitional housing contracts executed as of August 2016. Additionally, all family shelters, regardless of funding, should accommodate any family composition unless there is a justifiable reason why the agency cannot do so.

#### Family Separation and Emergency Shelter

HUD issued regulations that all shelters are prohibited from denying access to families based on the age of a child. This requirement has been issued through the HEARTH Act and through the ESG Interim Rule. All HUD funded emergency shelters and transitional housing facilities will comply with this requirement. Non-compliance may result in removal of funds. Please see the following for specific information:

HEARTH Act language on family separation:

SEC. 404. PREVENTING INVOLUNTARY FAMILY SEPARATION. “(a) IN GENERAL.—... any project sponsor receiving funds under this title to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18 shall not deny admission to any family based on the age of any child under age 18. “(b) EXCEPTION.—Notwithstanding the requirement under subsection (a), project sponsors of transitional housing receiving funds under this title may target transitional housing resources to families with children of a specific age only if the project sponsor— “(1) operates a transitional housing program that has a primary purpose of implementing an evidence-based practice that requires that housing units be targeted to families with children in a specific age group; and “(2) provides such assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.”

<https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/>

## Appendix C

### Educational Assurances



# TEXAS HOMELESS NETWORK

## TX BoS CoC Policies and Procedures

### Educational Assurances

**Purpose:** The purpose of this document is to outline the intent of the TX BoS CoC to meet the educational needs of the homeless youth and families that they serve. The Continuum believes that success in education can lead to positive outcomes and the avoidance of negative behaviors such as drug and/or alcohol abuse or other high risk behaviors. Success in school enhances social growth and has positive physical, emotional and mental outcomes.

The TX BoS CoC is committed to ensuring that the educational needs of homeless youth and their families are met.

Pursuant to McKinney-Vento Homeless Assistance Act a homeless child is defined as a child who does not have a fixed, regular, and adequate nighttime residence or whose primary nighttime location is in a public or private shelter designated to provide temporary living accommodations, or a place not designed for, or ordinarily used as regular sleeping accommodations for human beings.

This definition includes a child who is:

- sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings;
- abandoned in hospitals;
- awaiting foster care placement; or
- a migratory child who qualifies as homeless because he or she is living in circumstances described above
- an unaccompanied youth is a homeless child not in the physical custody of a parent or guardian who is in a living situation described above.

### CoC/LHC Responsibilities

The LHCs will collaborate with local education agencies (schools, districts, etc). to:

- Assist in the identification of homeless families;
- Inform homeless families and youth of their eligibility for McKinney-Vento education services;

The CoC will:

- Encourage providers within the Continuum to develop procedures to meet the educational needs of children when families are placed in emergency or transitional shelter;

- Encourage providers to place families with children as close to possible to their school of origin, as appropriate, so as not to disrupt the children's education;

The CoC and LHCs will continue to invite McKinney-Vento school Liaisons to attend CoC, LHC and other community planning meetings. This will facilitate dialogue about the services provided by shelters and housing providers, as well as those provided through the school districts.

### **Provider Responsibilities**

Providers within the CoC that serve children/youth will be encouraged to adopt the following practices for serving homeless students.

- Providers should educate all relevant staff on the rights of homeless students as outlined in McKinney-Vento legislation.
- Providers should annually provide information to school principals, counselors, and McKinney-Vento liaisons about services the agency provides.
- Providers should connect regularly with McKinney-Vento liaisons in surrounding school districts.
- Providers should develop policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- Providers should designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
- Providers should communicate with McKinney-Vento liaisons to obtain information on children's school performance including:
  - Report cards
  - Attendance reports
  - Behavioral progress reports
  - Awards and / accommodations
- Providers should encourage parental involvement and educate parents on the importance of involvement in their children's education, including:
  - Connecting parents with the local school liaison.
  - Informing parents on homeless children's rights
  - Attending parent/teacher conferences
  - Report cards
  - School attendance
  - Scheduling appointments to minimize children missing time in school
  - Communication and partnership with schools
  - Notifying school when a child changes schools
  - Providing proper nutrition
- Provider staff should report any children they observe as being late for school to parents and case managers.

- As appropriate for housing type and services provided, provider staff should work directly with the truant officers in instances of truancy.
- Providers should offer after-school programs on site or make referrals to other programs.

### **School Liaison Responsibilities**

School liaisons within the CoC will support agency and Continuum efforts by:

- Ensuring students are registered for school whether that is the last school attended, or the school that is nearest their current living situation.
- Assisting with fee waivers making students eligible for free lunch and reduced or no cost enrollments.
- Providing assistance with transportation if outside of school boundaries.
- Paying for immunizations and other documents needed to register for school.
- Assisting with the procurement of school supplies, clothing and hygiene supplies.
- Facilitate enrollment into tutoring or other after-school programs when available.
- Connecting families and youth to community resources.
- Working with case managers and providers to alleviate concerns regarding the educational needs of students.
- Above all else make certain that all educational needs and rights are met.

## Appendix D

### CoC-Wide Definition for Ending Veteran Homelessness





# TEXAS HOMELESS NETWORK

## TX BoS CoC Policies and Procedures

### Adoption of CoC-Wide Definition for Ending Veteran Homelessness

*Adopted by the TX BoS CoC Board by electronic vote on 3/9/2016 and ratified at the 6/8/2016 Board Meeting*

#### PREFACE

In an effort to end Veteran homelessness in the Texas Balance of State Continuum of Care (TX BoS CoC), Texas Homeless Network– the lead agency for the TX BoS CoC– will establish a CoC-wide definition of an effective end to Veteran homelessness in order to unite programs under a common goal.

Texas Homeless Network will establish such a definition by sending the proposed definition to stakeholders of the TX BoS CoC, revising the definition according to public comment, and presenting the revised definition to the CoC Board for a vote. After the CoC Board vote on March 9<sup>th</sup>, 2016, the TX BoS CoC will be notified of the vote result within 48 business hours.

An end to Veteran homelessness is not about the absence of sheltered and unsheltered veterans in a community. Rather, it is about ensuring that the housing and service system in place is sufficient to meet the needs of veterans who are experiencing or who will experience homelessness. It is the presence of a sufficient system that constitutes an effective end to homelessness, not the disappearance of Veteran homelessness.

#### DEFINITION

An end to Veteran homelessness means that the community will have a systematic response in place that ensures homelessness among Veterans is prevented whenever possible or is otherwise a rare, brief, and non-recurring experience.

Specifically, the community will have the capacity to:

- Quickly identify and engage Veterans at-risk of and experiencing homelessness.
- Intervene to prevent the loss of housing and divert Veterans from entering the homeless service system.
- Provide immediate access to shelter and crisis services, without barriers to entry, while permanent stable housing and appropriate supports are being secured.
- When homelessness does occur, quickly connect Veterans to housing assistance and services—tailored to their unique needs and strengths—to help them achieve and maintain stable housing when homelessness does occur.

To measure progress toward this goal, the Texas Balance of State CoC will employ the United States Interagency Council on Homelessness (USICH) Criteria and Benchmarks.

## **USICH CRITERIA**

- 1) The community has identified all Veterans experiencing homelessness
- 2) The community provides shelter immediately to any Veteran experiencing unsheltered homelessness who wants it
- 3) The community provides service-intensive transitional housing only in limited instances
- 4) The community has capacity to assist Veterans to swiftly move into permanent housing
- 5) The community has resources, plans, and system capacity in place should any Veteran become homeless or be at risk of homelessness in the future

## **USICH BENCHMARKS**

- A) Chronic homelessness among Veterans has been ended
- B) Veterans have quick access to permanent housing
- C) The community has sufficient permanent housing capacity
- D) The community is committed to Housing First and provides service-intensive transitional housing to Veterans experiencing homelessness only in limited instances

## **CONCLUSION**

Ending Veteran homelessness does not mean that no Veteran will ever experience a housing crisis again. Changing economic realities, the unpredictability of life, and unsafe or unwelcoming family environments may create situations where Veterans could experience or be at risk of homelessness. Furthermore, ending Veteran homelessness does not mean:

- That there are not any Veterans experiencing homelessness in the area
- That no Veteran will fall into homelessness in the future
- That programs focused on assisting Veterans experiencing homelessness are unnecessary

Texas Homeless Network will be working with members of the Texas Balance of State CoC to improve systems level operations and measurement to support communities in achieving an end to Veteran homelessness.

## **RESOURCES**

To view the USICH Criteria and Benchmarks in their entirety, visit

[https://www.usich.gov/resources/uploads/asset\\_library/Achieving\\_the\\_Goal\\_Ending\\_Veteran\\_Homelessness\\_v3\\_10\\_01\\_15.pdf](https://www.usich.gov/resources/uploads/asset_library/Achieving_the_Goal_Ending_Veteran_Homelessness_v3_10_01_15.pdf)

## Appendix E

### Project Review, Score and Ranking Policies and Re-Allocation Process



# **TEXAS HOMELESS NETWORK**

## **TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process**

### **Performance Review and Scoring Policies**

Texas Homeless Network (THN) is the Collaborative Applicant and CoC Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). THN facilitates the competition/application process in the TX BoS CoC for U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program funds.

Applications for Renewal Projects and New Projects will undergo a threshold review to ensure compliance with the HEARTH Act, the CoC Program Notice of Funding Availability (NOFA), and the local CoC Request for Proposals (RFP). Any Renewal or New Project not meeting the threshold requirements as outlined in the RFP will not be further reviewed and will not be considered for funding. Late applications (those submitted after the due date and time listed in the RFP) will not be accepted.

The TX BoS CoC makes available, and accepts comment on, the scoring standards for Renewal and New Projects on THN's website, and feedback is welcomed at CoC General Meetings. The Renewal Project Scoring Criteria (Appendix 1 and the New Project Scoring Criteria (Appendix 2) are attached.

Review and scoring of Renewal Projects is completed by the Independent Review Team (IRT) then tabulated by TX BoS CoC staff. Scoring is largely based on data obtained from APRs, LOCCS draw-down data, HUD monitoring reports, System-Wide Performance Measures, spending per client/household by project type and other HMIS data.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements, all projects are subject to the scoring outlined in the local RFP, New Project Scoring Criteria (Attachment 1) and Renewal Project Scoring Criteria (Attachment 2) TX BoS CoC staff and the TX BoS CoC Board (the CoC's governing body) utilize scoring to inform the selection of conditional grantees. The TX BoS CoC Board has the discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications that includes but is not limited to budget negotiations, to best maximize overall score and increase chances of receiving bonus project funding.

After the IRT scores all Renewal and New Projects within the CoC based on the Renewal Project Scoring Criteria and the New Project Scoring Criteria, the TX BoS CoC Board and the CoC Lead Agency will rank applications for the Priority Listing and for submission to HUD.

### **Ranking Policy**

HUD requires Collaborative Applicants to rank all projects in two tiers. Tier 1 is defined by HUD in the CoC Program NOFA as a percent of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final HUD-approved Grant Inventory Worksheet (GIW). Tier 1 projects are traditionally protected from cuts. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the

permanent housing bonus, as described in the NOFA. Tier 2 projects have to compete nationally for funding.

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the TX BoS CoC Board, as the board views it as an essential project to effectively operate the CoC. Projects renewing for the first time that were funded as part of the prior CoC Program competition that have not been in operation for at least one year, will be ranked in the bottom of Tier 1 and ahead of first-time Renewal Projects that have been in operation for at least one year. The CoC Planning Project is not ranked, according to the NOFA.

Ranking:

Tier 1:

1. HMIS Project
2. Scored Permanent Housing (PH) Renewal Projects (lowest-scoring projects may drop to Tier 2)
3. Re-Allocated Projects (lowest-scoring projects may drop to Tier 2)
4. First time Permanent Housing (PH) Projects and other Renewal Projects that have not been in operation for at least one year
5. Tier 2: Bonus Projects and remaining Renewal Projects and remaining Re-allocated Projects (Bonus Projects may out-rank Renewal Projects and/or Re-Allocated Projects of the same component type by score in Tier 2)

Tier 2: Project components will be organized to best maximize the CoC Consolidated Application's overall score.

### **Re-Allocation Process**

Any funds reallocated as part of recapturing unspent funds, voluntary re-allocation, or involuntary reallocation will be made available for reallocation to create New Projects during the local competition/application process. In the FY 2016 competition these funds will first go toward fully funding the TX BoS CoC HMIS Project, and remaining funds will be re-allocated for New Project(s).

### **Unspent Funds**

Projects that are not fully expended by the end of the grant term or are underspending during the grant term are subject to the re-allocation process. Projects that have underspent their award by 7% or more for the prior two grant cycles may have their funding reduced, and those funds would be reallocated for New Project(s). The TX BoS CoC will recapture 50% of the 2-year average of the unspent funds.

### **Voluntary Re-Allocation**

As part of the local competition/application process for inclusion in the CoC Program Consolidated Application, current CoC Program grantees are asked whether they wish to voluntarily re-allocate some or all of their funding. Such re-allocated funds are pooled for re-allocation to New Project(s).

### **Involuntary Re-Allocation**

Projects with poor performance, that are not serving the intended population, and/or that have unresolved HUD monitoring findings are subject to re-allocation.

**Conditional Renewal**

The TX BoS CoC will establish a performance threshold at 75% of the top scoring Renewal Project. For example, if the top score is 100, the minimum threshold will be set at 75.

Projects scoring below the threshold will be asked to develop a plan to address performance issues by the next year's competition (a Performance Improvement Plan). If problems continue, projects may have funding re-allocated in the following competition. Applicants may appeal the decision, using the TX BoS CoC's written appeals process, and the appeal must be considered by the TX BoS CoC Board.

Appendix 1

2016 Texas Balance of State Continuum of Care Renewal Permanent Housing (PH) Project Score Sheet

Applicant Name:

Project Name:

Type:

	Where to Reference on APR	Your Answer
Total number of clients	APR: Q7	
Total number of adults	APR: Q7	
Total leavers	APR: Q7	
Total number of children leavers	APR: Total for Children Column for Q22a2	
Total number of adult leavers	Auto-calculates	0

Housing Stability

Scored Category	Goal	Where to Reference	Your Answer	Percent (%)	Scoring Instructions	Score	Total Possible Points	Notes
Percent participants remaining in PH for 6 months or more	≥83%	APR: Q27, Row 4, Total Column		#DIV/0!	100-83% = 10 points <83%-78 = 7.5 points <78% = 0 points		10	
		APR: Q27, Row 5, Total Column						
		APR: Q27, Row 6, Total Column						
		APR: Q27, Row 7, Total Column						
		APR: Q27, Row 8, Total Column						
Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥77%	Participants who remained in project as of the end of the operating year (Auto-calculates)	0	#DIV/0!	100-77% = 10 points <77%-72%=7.5 points <72% = 0 points		10	
		APR: Q29a1, Permanent Destinations Subtotal, Total Column						
		APR: Q29a2, Permanent Destinations Subtotal, Total Column						
Percent exits to Living with Family, Permanent and Living with Friends, Permanent	≤14%	APR: Q29a1, Permanent Destinations, Row 7, Total Column		#DIV/0!	0-14% = 10 points >14%-19% = 7.5 points >19% = 0 points		10	
		APR: Q29a1, Permanent Destinations, Row 8, Total Column						
		APR: Q29a2, Permanent Destinations, Row 7, Total Column						
		APR: Q29a2, Permanent Destinations, Row 8, Total Column						
<b>Housing Stability Score</b>						<b>0</b>	<b>30</b>	

Access to Income and Benefits

Scored Category	Criteria Goal	Where to Reference	Answer	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with earned income at exit	≥17%	APR: Q25a1, Row 1, Adults Column		#DIV/0!	100-17% = 10 points <17-12% = 7.5 points <12% = 0 points		10	
Percent participants age 18 or older who have non-cash benefits at exit	≥27%	APR: Q26a1, Total, Adults Column		#DIV/0!	100-27% = 10 points <26-21% = 7.5 <21% = 0 points		10	
Percent participants with 1+ source of non-cash benefits at exit	≥32%	APR: Q26a2, Row Two, Total Column		#DIV/0!	100-32% = 10 points <32-27% = 7.5 points <27% = 0 points		10	
Percent participants age 18 or older who <u>maintained or increased</u> their total income (from all sources) as of the end of the operating year or program exit	≥73%	APR: Q36(a or b).2a., Column 2		#DIV/0!	100 -73% = 10 points <73-68% = 7.5 points <68% = 0 points		10	
<b>Access to Income and Benefits Score</b>						<b>0</b>	<b>40</b>	

Meeting Community Need

Scored Category	Goal	Your Answer	Point Criteria	Score	Total Possible Points	Notes
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Average daily bed utilization	≥84%				100-84% = 10 points <84-79% = 7.5 points <79% = 0 points		10		
Meeting Community Need Score						0	10		
<b>Targeting Hard to Serve</b>									
Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
Percent clients with no income at entry	≥76%	APR: Q23, Row 1, Income at Entry Column		#DIV/0!	100-76% = 10 points <76-71% = 7.5 points <71% = 0 points		10		
Percent entries from Homeless Situations	≥76%	APR: Q20a1, Subtotal, Without Children Column		#DIV/0!	100-76% = 10 points <76-71% = 7.5 points <71% = 0 points		10		
		APR: Q20a1, Subtotal, With Children and Adults Column							
Targeting Hard to Serve Score						0	20		
<b>Project capacity</b>									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
HIC/PIT submitted on time	Yes				Yes = 5 points No = 0 points		5		
Project Capacity						0	5		
<b>Cost Effectiveness</b>									
Scored Category	Goal		Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes	
2013-2014 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2013-2014 Total CoC Expenditures									
2014-2015 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points		7.5		
2014-2015 Total CoC Expenditures									
On track to spend 2015-16 CoC Award	Yes					Yes = 5 points No = 0 points		5	
Money Recaptured by HUD	No					Yes = -10 points No = 0 points			
Cost Effectiveness Score						0	20		
<b>HMIS Data Quality</b>									
Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Percent missing data	≤2%				0% = 15 points >0%-2% = 10 points >2%-5% = 7.5 points >5% = -10 points		15		
Project Capacity Score						0	15		
<b>Project Monitoring Results</b>									
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes	
Did the applicant submit a letter indicating they were not monitored?	Yes				Yes = 5 points No = 0 points		5		
Did the Applicant submit a final monitoring letter or most recent communication?	Yes					Yes = 5 points No = 0 points		5	
Number of unresolved HUD monitoring findings	0 (zero)					-5 points for each finding, up to -15 points			
Project Monitoring Results						0	5		
<b>Continuum of Care (CoC) Participation</b>									



Scored Category	Goal		Your Answer		Point Criteria	Score	Total Possible Points	Notes
Did the Grantee attend Provider Connect?	Yes				Yes = 10 points No = 0 points		10	
Did the Grantee attended five (5) mandatory webinars?	Attended all (5 of 5) mandatory webinars.				5 of 5 = 10 points 4 of 5 - 3 of 5 = 7.5 points 2 of 5 - 1 of 5 = 5 points 0 of 5 = 0 points		10	
<i>Continuum of Care (CoC) Participation Score</i>						<b>0</b>	<b>20</b>	
<b>Housing First and Low Barrier</b>								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Does the project follow a Housing First Approach?	Yes	Application: Section 3B, Q3d			Yes = 10 No = 0		10	
<u>Housing First Narrative</u> : Focus on accessing and sustaining permanent housing quickly, services provided are voluntary and promote housing stability, standard lease agreement, reduces barriers to entry (sobriety, criminal record, income, employment etc.)	Complete and concise	Housing First Narrative			Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Housing First and Low Barrier Score</i>						<b>0</b>	<b>17.5</b>	
<b>Special Populations Served Score</b>								
Scored Category	Goal	Where to Reference	Your Answer		Point Criteria	Score	Total Possible Points	Notes
Is the program exclusively serving a special population: Youth (under 25), Domestic Violence, Veterans, Families with Children, or Chronically Homeless?	At least one box selected	Application: Section 3B, Q4			≥ One box selected = 10 points No boxes selected = 0 points		10	
<i>Special Populations Served Score</i>						<b>0</b>	<b>10</b>	
<b>Total Score</b>						<b>0</b>	<b>192.5</b>	

Appendix 2

**2016 TX BoS CoC New/Re-allocated Project Score Sheet**

**Applicant Name:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Type:** \_\_\_\_\_

Proposed Project Impact	Where to Reference	Your Answer
Total number of participants projected during operating year	Application: 5A "characteristics" table, total persons (column 4)	
Total number of adult participants	Application: 5A "characteristics" table, total adults over age 24 + Adults ages 18-24 (column 4)	

**Applicant's Experience**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes	
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations.	≥5 years of experience	Project Application: Section 2B Q1		5+ years = 10 points <5 years to 3 years = 7.5 points <3 years to ≤1 year = 5 points No experience = 0 points		10		
Description of experience leveraging other Federal, State, local, and private sector funds	≥ 5 years of experience	Project Application: Section 2B Q2		5+ years = 10 points 4 years = 7.5 points 1-2 years = 5 points No experience = 0 points	3	10		
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Complete and concise	Project Application: Section 2B Q3		Complete and concise = 10 points Somewhat = 5 points Not = 0 points		10		
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q4a		No = 10 points Yes = 0 points		10		
<i>Applicant's Experience Total Score</i>						<b>0</b>	<b>40</b>	

**Project Description**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Project Description: Should describe community needs, target population, plan for housing identification, proposed outcomes, community partners, and why CoC support is needed.	Complete and concise	Project Application: Section 3B Q1		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant has an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work	Complete and concise	Project Application: Section 3B Q2		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant will participate in a CoC Coordinated Entry Process	Yes	Project Application: Section 3B Q3		Yes = 5 points No = 0 points		5	
The Applicant has a specific population focus.	One or more boxes selected	Project Application: Section 3B Q4		One or more boxes selected = 10 points No = 0 points		10	
The Applicant will quickly move participants into permanent housing	Yes	Project Application: Section 3B Q5a		Yes = 5 points No = 0 points		5	
The proposed project will exclusively serve chronically homeless (CH)	Yes	Project Application: Section 4B, Total Dedicated CH Beds matches Total Beds		Yes = 10 points No = 0 points		10	
The proposed project will be low barrier	All boxes except "None of the above" selected	Project Application: Section 3B Q5b		All boxes except "None Selected" = 10 points No = 0 points		10	
The proposed project will not terminate participants for specific reasons	All boxes except "None of the above" selected	Project Application: Section 3B Q5c		All boxes except "None Selected" = 10 points No = 0 points		10	

The proposed project will follow a "Housing First" approach	Yes	Project Application: Section 3B Q5d		Yes = 10 points No = 0 points		10	
<u>Housing First Narrative:</u> Focus on accessing and sustaining permanent housing quickly, services provided are voluntary and promote housing stability, standard lease agreement, reduces barriers to entry (sobriety, criminal record, income, employment etc.)	Complete and concise	Housing First Narrative		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
If applicable, describes the proposed development activities and the responsibilities that the Applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property	Complete and concise or N/A	Project Application: Section 3B Q6		Complete and concise or N/A = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Project Description Total Score</i>					<b>0</b>	<b>90</b>	

Supportive Services for Participants							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
The proposed policies and practices are consistent with laws related to providing education services to individuals and families, e.g., the McKinney-Vento Acto	Yes	Project Application: Section 4A Q1a		Yes = 7.5 points No = 0 points		7.5	
The Applicant has a designated staff person to ensure children are enrolled in school and receive educational services, as appropriate	Yes or N/A	Project Application: Section 4A Q1b		Yes or N/A = 7.5 points No = 0 points		7.5	
The Applicant has a plan for how participants will be assisted to obtain and remain in permanent housing	Complete, concise, and describes methods and procedures	Project Application: Section 4A Q2		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
The Applicant has a plan for how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently	Complete, concise, and describes methods and procedures	Project Application: Section 4A Q3		Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<i>Supportive Services for Participants Total Score</i>					<b>0</b>	<b>30</b>	

Supportive Services Type and Frequency							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Assessment of Service Needs is provided.	Annually (or more)	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"		Annually (or more) = 1 points Less than annually = 0 points		1	
Case management is provided.	Monthly (or more)	Project Application: Section 4A Q4, Column "Supportive Services" and Project Application: Section 4A Q4, Column "Frequency"		Monthly (or more) = 1 points Less than monthly = 0 points		1	
Number of supportive services provided, not including Assessment of Service Needs or Case Management.	≥7 of 14 supportive services	Project Application: Section 4A Q4, Column "Supportive Services" and Section 4A Q4, Column "Frequency"		≥7 = 3 points <7 = 0 points		3	
The Applicant will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Yes	Project Application: Section 4A Q5a		Yes = 5 points No = 0 points		5	
The Applicant will use a single application form for four or more mainstream programs	Yes	Project Application: Section 4A Q5b		Yes = 10 points No = 0 points		10	
The Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed	Yes	Project Application: Section 4A Q5c		Yes = 5 points No = 0 points		5	
The Applicant will make SSI/SSDI technical assistance available to participants	Yes	Project Application: Section 4A Q6		Yes = 5 points No = 0 points		5	
<i>Supportive Services Type and Frequency Total Score</i>					<b>0</b>	<b>30</b>	

Outreach for Participants – Serving Literally Homeless							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes

Percentage of persons who will be served will come from the street, other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence	100%	Project Application: Section 5C Q1, total appropriate percentages			100% = 10 points Less than 100% = 0 points		10	
The Applicant describes the outreach plan to bring these participants experiencing homelessness into the project	Complete, concise, and describes methods and procedures	Project Application: Section 5C Q2			Complete and concise = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
<b>Score</b>						<b>0</b>	<b>17.5</b>	

**PSH Standard Performance Measures**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes	
<b>Housing Measure:</b> Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Income Measure:</b> Adults who maintained or increased their total income (from all sources) at the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
or								
<b>Income Measure:</b> Adults who maintained or increased their earned income at the end of the operating year or project exit.	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
<b>PSH Project Standard Performance Measures Total Score</b>						<b>0</b>	<b>20</b>	

**RRH Standard Performance Measures**

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes	
<b>Housing Measure:</b> Persons exiting to permanent housing destinations during the operating year	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Housing Measure:</b> Persons who were placed into permanent housing within 30 days of entry into project	≥77%	Performance Measure spread sheet		100-77% = 10 points <77-72% = 7.5 points <72% or less = 0 points		10		
<b>Income Measure:</b> Adults who increased their total income for all sources as of the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
or								
<b>Income Measure:</b> Adults who increased their earned income as of the end of the operating year or project exit	≥73%	Performance Measure spread sheet		100-73% = 10 points <73-68% = 7.5 points <68% or less = 0 points		10		
<b>RRH Standard Performance Measures Total Score</b>						<b>0</b>	<b>30</b>	

**Budget**

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Reasonable considering the project's activities.	Project Application: Sections 6E, 6F, 6G, 6J			Reasonable = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6E, 6F, 6G, 6J			Sufficient detail and quantity = 7.5 points Somewhat = 5 points Not = 0 points		7.5	
Percent administrative funding requested of the total budget request	Requests ≤ 7%	Project Application: Section 6J, 8. Admin Project Application: Section 6J, Q7 "Subtotal Costs Requested"		#DIV/0!	0-7% = 5 points >7% = 0 points		5	
<b>Budget Total Score</b>						<b>0</b>	<b>20</b>	

**Reallocated Projects ONLY**

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Percent TH participants moving from TH to PH at exit (excluding exits to permanent tenure with friends/family)	≥77%	APR: Q29a1, Permanent Destinations, Totals for Rows 1-6		#DIV/0!	<77% = -10 points		-10	
		APR: Q29a2, Permanent Destinations, Totals for Rows 1-6						
		APR: Q29a1, Permanent Destinations, Subtotal Row, Total Column						
		APR: Q29a2, Permanent Destinations, Subtotal Row, Total Column						
2014-2015 Unspent Funds <i>Reallocated Projects ONLY Score</i>	≤5% unspent funds	2014-15 Total Grant Award (Pre-populated)		#DIV/0!	>5% = -10		-10	
		LOCCS Report- actual spent						
<b>Total Project Score</b>						<b>0</b>	<b>257.5</b>	

## Appendix F

### Policy on HUD Monitoring of CoC Program-funded Projects



# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

### HUD Monitoring of CoC Program-funded Projects

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

#### **Policy:**

Projects in the TX BoS CoC that are funded by the U.S. Department of Housing and Urban Development's (HUD's) Continuum of Care (CoC) Program are required to notify Texas Homeless Network (THN) within 48 hours of receiving a monitoring notice from HUD.

Projects will copy THN on all communication to and from HUD regarding the monitoring.

Projects will ensure that THN receives a final letter from HUD stating that all findings, if any, have been closed.

Results of HUD monitorings could impact projects' scoring in the CoC's competition for CoC Program funding.

Failure to comply with this requirement could impact projects' scoring in the CoC's competition for CoC Program funding.

#### **Procedure:**

Projects shall notify the Director of Continuum of Care Programs at THN via e-mail that the project will be monitored within 48 hours of notification from HUD.

Projects shall copy the Director of Continuum of Care Programs at THN via e-mail on all communication to and from HUD regarding the monitoring.

Projects shall e-mail a copy of the final letter from HUD stating that any and all findings have been closed.

The current Director is Kameron Fowler, [kameron@thn.org](mailto:kameron@thn.org), 512-861-2119.

## Appendix G

### Policy on Late Submission of Project Applications





# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

### 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 H

Ranking the HMIS Project Application as the First Project in the Priority Listing



# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

### **Ranking the HMIS Project First in the Priority Listing for HUD CoC Program Funds**

*Approved by the TX BoS CoC Board 6/8/2016*

The TX BoS CoC's HMIS Project will be ranked first in Tier 1 in the CoC Priority Listing, as the Board views it as an essential project to effectively operate the CoC.

## Appendix I

### Texas Balance of State Continuum of Care Housing Crisis Response System Written Standards

## Texas Balance of State Continuum of Care Housing Crisis Response System Written Standards

### Introduction

This document is an outline of the programs that comprise Texas Balance of State Continuum of Care (TX BoS CoC)'s Housing Crisis Response System. The purpose of this document is to establish policies and procedures for evaluating eligibility for program types, prioritization guidelines for persons entering into a homeless assistance program, duration of assistance, and to determine the minimum or maximum contribution of households receiving rental assistance. This document also includes overarching Essential Elements that apply to all programs within the system either current or in the future.

### Definitions

**Chronically Homeless:** To be considered chronically homeless, an individual or head of household must meet the definition of “homeless individual with a disability” from the McKinney-Vento Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and have been living in a place not meant for human habitation, in an emergency shelter, or in a safe haven for the last 12 months continuously or on at least four occasions in the last three years where those occasions cumulatively total at least 12 months.<sup>4</sup>

**Contact:** A contact is defined as an interaction between a worker and a participant. Contacts may range from simple a verbal conversation between the street outreach worker and the participant about the participant’s well-being or needs or may be a referral to service.

**Continuum of Care (CoC):** The group organized to carry out homelessness planning for a community under the HEARTH Act. Responsibilities of the CoC include the operation of the CoC; designating and operating an HMIS; and Continuum of Care planning.

**Coordinated Entry System (CES):** CES serves as TX BoS CoC’s coordinated entry process that serves persons at risk for or experiencing homelessness in TX BoS CoC. The process includes standardized structures and protocols that streamline screening, assessment and referral processes for those experiencing homelessness.

**Engagement:** Engagement is defined as the date on which an interactive participant relationship results in a deliberate participant assessment or beginning of a case plan.

**Enrollment:** The point at which a client has formally consented to participate in services.

**Homeless:** The HEARTH definition of “homeless” consists of four categories. The categories are: (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for

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<sup>4</sup> United States Department of Housing and Urban Development, December 2015, [Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\): Defining “Chronically Homeless” Final Rule](https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/); <https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>.

human habitation and who is exiting an institution where he or she temporarily resided; (2) individuals and families who will imminently lose their primary nighttime residence; (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and (4) individuals and families who are fleeing, or are 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.<sup>5</sup>

**Homeless Management Information System (HMIS):** A database that allows agencies within the housing crisis response system to collect basic demographic information, track services, update case plans, and track outcomes at the project and participant level.

**Housing Case Management:** Housing Case Management is a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's housing and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes. The case management services are comprehensive in nature to ensure a more effective service delivery but are tailored to the varying needs of the individual &/or family.

The process includes identifying the individual & /or family's strengths and goals determined in the Individualized Housing Assistance Plan (IHAP) developed before/ & or during housing navigation. The case manager &/or Housing Navigator works with the individual &/or family to achieve short- and long-term goals, helping them access the necessary services. Although locating and obtaining housing is usually the primary goal, this cooperative relationship addresses the following:

- Provide housing stabilization services that include arranging, coordinating, linking and monitoring the delivery of services that assist participants to obtain and sustain housing stability
- Monitoring program participant progresss
- Assuring that the rights of participants are protected
- Development of individualized housing plans for each program participant
- Counseling, education, employment, and life skills goals

**Housing First:** Housing First is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Housing First is a requirement of Tx BoS CoC funded projects. Projects using a housing first approach often have supportive services; however, participation in those services is based on the needs and desires of the program participant. The TX BoS CoC will review system and project-level eligibility criteria to identify and remove barriers to accessing services and housing that are experienced by homeless individuals and families.

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<sup>5</sup> United States Department of Housing and Urban Development, December 2011, [Homeless Emergency Assistance and Rapid Transition to Housing \(HEARHT\) "Homeless" Final Rule](https://www.hudexchange.info/resource/1928/heart-defining-homeless-final-rule/): <https://www.hudexchange.info/resource/1928/heart-defining-homeless-final-rule/>.

**VI-SPDAT and F-VI-SPDAT:** The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) is the result of a combination of two tools – the Vulnerability Index (VI) survey created by Community Solutions for use in street outreach, which helps to determine the chronicity and medical vulnerability of homeless persons, and the Service Prioritization Decision Assistance Tool (SPDAT) created by OrgCode as an intake and case management tool.<sup>6</sup> Providers in the TX BoS CoC must use the score generated from the tool to prioritize households for housing assistance.

### **Federal Regulations**

All projects must comply with the Fair Housing Act (including Equal Access and Family Separation), the Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity regulations, and the Americans with Disabilities Act regulations.

### **Overall Essential Elements**

All programs within the TX BoS CoC Housing Crisis Response System, current or future, must adhere to the following Essential Elements:

- All programs will participate in HMIS (participation is defined in the HMIS Policies and Procedures)
- All programs will participate in CES and adhere to its policies and procedures (participation is defined in the CES Policies and Procedures)
- All agencies operating programs will be, at a minimum, a non-voting member of the Continuum of Care (Continuum of Care Governance Charter)
- All programs will utilize a Housing First approach
- All programs will utilize all CoC-standardized forms when provided and other types of documentation in order to facilitate agencies' ability to successfully comply with HUD requirements. The number of these forms and other types of documentation will remain as minimal as possible
- All programs will operate within a philosophy of providing Client/Participant Choice
- All programs abide by and adopt HUD/CoC Policies related to: ADA, Fair Housing, Equal Access & Family Separation, Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity
- All programs agree to abide by and consistently apply these Written Standards

### **Program Policies**

Please refer to the TX BoS CoC Policies and Procedures for policies and procedures.

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<sup>6</sup> OrgCode Consulting, Inc. and Community Solutions, July 2014, [The Vulnerability Index - Service Prioritization Decision Assistance Tool \(VI-SPDAT\) Manual for Single Person Households](http://www.orgcode.com/wordpress/wp-content/uploads/2014/08/VI-SPDAT-Manual-2014-v1.pdf): <http://www.orgcode.com/wordpress/wp-content/uploads/2014/08/VI-SPDAT-Manual-2014-v1.pdf>.



### Engagement Programs/Services

Engagement Programs/Services are those services (where available) provided to participants before they reach the front door of the homeless services system (the front door being the shelter system). This may include services to both those already homeless as well as to those at imminent risk of losing their housing.

#### **Outreach**

Program Description	Essential Program Elements	Time Frame	Population	Measurement
<p>Low barrier/Low demand street outreach or engagement that provides basic needs assistance and linkage to permanent housing.</p>	<ul style="list-style-type: none"> <li>• Develop trust to engage hard to reach homeless</li> <li>• Have staff to complete VI-SPDATs with all outreach participants, then to complete full SPDATs with anyone scoring on the VI-SPDAT for Permanent Housing</li> <li>• Provides contact, engagement and enrollment services as defined by these standards</li> <li>• Provide navigation services to link those served with housing</li> <li>• Provide access to basic needs including identification; health care services, etc.</li> <li>• Coordination with other outreach teams to avoid duplication of services and optimize coverage</li> <li>• Engage in efforts to determine participants' eligibility</li> <li>• Hours of Operation include business and nonbusiness hours</li> </ul>	<p>None</p>	<p>Individuals and families experiencing homelessness who are not linked to other services. Service preference should be given to the unsheltered.</p>	<ul style="list-style-type: none"> <li>• % of participants enrolled in the program will meet the definition of unsheltered</li> <li>• VI-SPDAT are completed on % of enrolled participants</li> <li>• % of all enrolled participants develop a housing goal</li> <li>• % of those who develop a housing goal exit homelessness to permanent housing</li> <li>• % retaining housing at one month and two year intervals</li> <li>• The extent to which persons who exit homelessness to Permanent Housing destinations return to homelessness within 6 and 24 months</li> <li>• Increase in placements to permanent housing destinations, temporary destinations (except for a place not meant for human habitation), and some institutional destinations</li> </ul>

### Homelessness Prevention (HP)

	Program Description	Essential Program Elements	Time Frame	Population	Measurement
Services Only	Stabilization services to prevent shelter entrance and promote housing retention. Expanded coordination of legal services programs to cover more tenants facing eviction.	<ul style="list-style-type: none"> <li>• Have identified staff to complete an individualized assessment that assesses household needs, financial needs (including job training and placement), and eligibility for mainstream resources</li> <li>• Creates a housing stabilization plan with project participants</li> <li>• Provides needed housing stabilization services</li> <li>• Provides linkages to mainstream resources based on eligibility and need</li> <li>• Services include: mediation, legal services and utility financial assistance, relocation assistance</li> </ul>	Services for up to 18 months for legal and mediation Utility and Relocation assistance once every 12 months	Those at imminent risk of being homeless (exact documentation needed to determine eligibility is based on programs' funding sources)	<ul style="list-style-type: none"> <li>• % of household that receive assistance will not become literally homeless within 6 months</li> <li>• % of household that receive assistance will not become literally homeless within 12 months</li> <li>• % of household that receive assistance will not become literally homeless within 2 years</li> <li>•</li> </ul>

	Program Description	Essential Program Elements	Time Frame	Population	Measurement
Financial Assistance and Services	Short to medium term financial assistance and stabilization services to prevent shelter entrance and promote housing retention. Expanded coordination of legal services programs to cover more tenants facing eviction.	<ul style="list-style-type: none"> <li>• Have dedicated staff to complete an individualized assessment that assesses household needs, financial needs (including job training and placement), and eligibility for mainstream resources</li> <li>• Provides housing stabilization plan</li> <li>• Provides needed housing stabilization services including both financial and supportive services</li> <li>• Provides linkages to mainstream resources based on eligibility and need</li> <li>• Services include: mediation, legal services, relocation assistance and utility financial assistance</li> <li>• Financial Assistance includes: 6 months of rental and/or utility arrears; 1-time security deposit and/or utility deposit; 12 months of rental assistance</li> </ul>	Financial assistance up to 18 months based on need and one-time assistance for security and/or utility deposit if needed (need for these services determined by case managers utilizing a risk matrix).	Those at imminent risk of being homeless.	<ul style="list-style-type: none"> <li>• % of household that receive assistance will not become literally homeless within 6 months.</li> <li>• % of household that receive assistance will not become literally homeless within 12 months.</li> <li>• % of household that receive assistance will not become literally homeless within 2 years.</li> </ul>

**Diversion**

Program Description	Essential Program Elements	Time Frame	Population	Measurement
<p>A program/service that diverts homeless families and individuals from entering shelter by helping them to identify immediate alternate housing arrangements and connecting them with services and financial assistance, if necessary.</p>	<ul style="list-style-type: none"> <li>• Completes housing barrier needs assessment</li> <li>• Creates a housing stabilization plan with the participant</li> <li>• Provides conflict mediation</li> <li>• Provides housing location services</li> <li>• Provides housing stabilization services</li> <li>• Provides linkages to mainstream resources</li> <li>• Provides flexible financial assistance to maintain or obtain housing (car repairs, food cards, bus tickets, etc.).</li> </ul>	<p>Financial assistance in a 12 month period based on individual programs</p>	<p>Homeless or “at-risk” families and individuals presenting for shelter</p>	<ul style="list-style-type: none"> <li>• Not yet established</li> </ul>

## Temporary Housing

Time-limited temporary housing where individuals experiencing homelessness may stay and receive supportive services that are designed to enable individuals to move into permanent housing

## Emergency Shelter (ES)

	Program Description	Essential Program Elements	Time Frame	Population	Measurement
Site-Based Emergency Shelter	<p>Low barrier, site based, temporary shelter to deal with an individual's or family's immediate housing crisis. The project must meet the following guidelines:</p> <ul style="list-style-type: none"> <li>the primary intent of the project is to serve homeless persons,</li> <li>the project verifies homeless status as part of its eligibility determination, and</li> <li>the actual project participants are predominantly homeless</li> </ul>	<ul style="list-style-type: none"> <li>Low programmatic barriers to entry and shelter stay</li> <li>Operates 24 hours a day / 7 days a week</li> <li>Sobriety should not be a condition for entry</li> <li>Identification is not a condition for entry</li> <li>Safe physical environment</li> <li>Completes VI-SPDATs (as noted in the CES Policies and Procedures)</li> <li>Creates a housing stabilization plan with the participant</li> <li>Provides housing case management</li> <li>Provides at least one meal per day per participant</li> <li>Provides linkages to mainstream resources and services, including TANF, SNAP, SSI/SSDI, Medicaid/ Medicare, Children's Protective Services (CPS) etc. (case managers expected to help participants apply for benefits and navigate systems as needed).</li> <li>Cooperatively works with service providers within the system to provide needed services to consumers to quickly move them to permanent housing</li> </ul>	Average length of stay under 90 days	All literally homeless who meet Categories 1, 2, or 4 of HUD's definition of homeless	<ul style="list-style-type: none"> <li>% of those served will receive a VI/SPDAT</li> <li>Of those who stay in shelter more than 14 days, % will establish a housing goal</li> <li>% will exit shelter to a permanent housing destination. This percentage should increase each year.</li> <li>The extent to which persons who exit homelessness to permanent housing destinations return to homelessness within 6 to 24 months *Shelters targeting special populations, such as youth or those fleeing domestic violence, may have different outcomes, with exits to transitional housing as an acceptable and appropriate outcome</li> </ul>

Inclement Weather (Hot or Cold) Weather Shelters	Program Description	Essential Program Elements	Time Frame	Population	Measurement
	<p>Low barrier, site based, temporary shelter to deal with an individual's or family's immediate housing crisis. Services are typically provided during cold weather months, with the primary purpose being to provide safe shelter to protect against the elements</p>	<ul style="list-style-type: none"> <li>• Low programmatic barriers to entry and shelter stay</li> <li>• As funding allows. Ideally, open during the day when there is inclement weather</li> <li>• Sobriety is not a condition for entry</li> <li>• Identification is not a condition for entry</li> <li>• Safe physical environment</li> <li>• Access to sleeping space, bathing opportunities, and food items</li> <li>• Case management is provided to the extent that funding and staffing capacity allows.</li> </ul>	<p>Average length of stay under 90 days</p>	<p>All literally homeless who meet Categories 1, 2, or 4 of HUD's definition of homeless</p>	<ul style="list-style-type: none"> <li>• % of participants served will be entered into HMIS in accordance with the HMIS Policies &amp; Procedures.</li> </ul>

**Transitional Housing (TH)**

	Program Description	Essential Program Elements	Time Frame	Population	Measurement
Bridge Housing	Short-term temporary housing to facilitate the movement to permanent housing for an individual or family who has accepted an offer of permanent housing (that has been documented) but has not moved in yet.	<ul style="list-style-type: none"> <li>• Temporary Housing is provided</li> <li>• Participants are required to pay 30% of their adjusted gross income towards their rent.</li> <li>• Services are not required</li> <li>• Access to Permanent Housing Service Provider is allowed for each participant/family in bridge housing</li> <li>• May be CoC funded RRH if a CoC funded PSH unit has already been identified and individual/family met CH definition prior to entering bridge housing</li> </ul>	Average length of stay under 90 days	Literally Homeless that meet Category 1 or 4 of HUD’s definition of homeless AND Has accepted an offer of Permanent Housing but is awaiting housing location or approval	<ul style="list-style-type: none"> <li>• % of participants who move into permanent housing within 90 days</li> </ul>

Service-Intensive Transitional Housing	Program Description	Essential Program Elements	Time Frame	Population	Measurement
	<p>Time-limited (up to 24 months) housing program intended to facilitate the movement of homeless individuals and families to permanent housing. Homeless persons may live in transitional housing programs for up to 24 months and receive supportive services that enable them to live more independently.</p> <p>Settings for TH: Transition in Place, scattered site, or project based.</p> <p>The project must meet the following guidelines:</p> <ul style="list-style-type: none"> <li>• the primary intent of the project is to serve homeless persons,</li> <li>• the project verifies homeless status as part of its eligibility determination, and</li> <li>• the actual project participants are predominantly homeless</li> </ul>	<ul style="list-style-type: none"> <li>• Household holds lease and/or occupancy agreement. Occupancy agreement must comply with HUD requirements.</li> <li>• Participants are required to pay 30% of their adjusted gross income towards their rent.</li> <li>• Barriers to entry should be low, but a project may require specific eligibility criteria to effectively serve priority populations (e.g., willingness/desire to participate in services).</li> <li>• If Project-based: 24-hour residential environment (safe/structured setting, provision of meals or cooking space, access to laundry, storage, etc.)</li> <li>• Participants supported to establish and implement housing stabilization plan to secure permanent housing upon program exit. Services that are tailored to the target population may include: <ul style="list-style-type: none"> <li>○ Employment assessment and connection to employment services and/or education/GED services (as directed by the assessment)</li> <li>○ Financial counseling to help resolve rental arrears and/or debt, to establish budgeting skills, to establish savings plan, and /or other money management skills needed.</li> <li>○ Connections to mainstream benefits and services, including TANF, SNAP, SSI/SSDI, Medicaid/ Medicare, CPS, etc. (case managers expected to help participants apply for benefits and navigate systems as needed).</li> <li>○ Housing search assistance (either directly or through coordination with a partner).</li> <li>○ Assistance building (re-building) family and community support networks.</li> </ul> </li> </ul>	<p>Up to 2 years of housing subsidy and case management Up to 6 months of follow-up services provided after exit</p>	<p>Literally Homeless that meet Category 1 or 4 of HUD's definition of homeless AND</p> <ul style="list-style-type: none"> <li>• Household is not able to be diverted, AND</li> <li>• Household is not initially slated for PSH, AND</li> <li>• Household does not meet the definition for being chronically homeless.</li> </ul>	<ul style="list-style-type: none"> <li>• % households that exit to permanent housing</li> <li>• % of all participants that gain employment income</li> <li>• % of all participants that gain non-employment cash income</li> <li>• % of participants that obtain mainstream benefits</li> <li>• The extent to which persons who exit homelessness to permanent housing destinations return to homelessness within 6 to 24 months</li> </ul>



## Permanent Housing (PH)

Housing that is safe and stable where the household has a lease or sub-lease in their name, a subsidy is provided and voluntary services (as determined by assessment) to help in retaining the housing.

## **Rapid Rehousing (RRH)**

Program Description	Essential Program Elements	Time Frame	Population	Measurement
<p>Short to medium term housing assistance program that rapidly moves homeless individuals and families, regardless of disability or background, into appropriate permanent housing with needed services to maintain stability.</p> <p>The project must meet the following guidelines:</p> <ul style="list-style-type: none"> <li>the primary intent of the project is to serve homeless persons,</li> <li>the project verifies homeless status as part of its eligibility determination, and</li> <li>the actual project participants are predominantly homeless at entry</li> </ul>	<ul style="list-style-type: none"> <li>Individuals and families placed in leased based permanent housing with an initial lease of 12 months. Household holds lease and may remain in unit permanently (i.e., following exit from the program).</li> <li>The units in which rental assistance is provided must comply with HUD’s rental reasonableness standards.</li> <li>Security Deposits: A security deposit may not exceed 1.5 times the rent</li> <li>Utility Deposits, Payments, and/ or Arrearages: Maximum 6 months or \$2,500, whichever comes first</li> <li>An individual or family may receive any combination of the following: short to medium-term rental assistance, and/ or security deposit, and/ or utility deposit, or arrears.</li> <li>Participants that have zero income at any point while receiving RRH assistance will not be denied assistance if they are otherwise eligible for assistance.</li> <li>Participants with zero income will not be required to pay a portion of their income towards rent. If it appears that the participant will need a longer subsidy</li> </ul>	<p><b>Short-term rental assistance:</b> up to 3 months rental assistance</p> <p><b>Medium-term rental assistance:</b> 4-18 months of rental assistance. Participants receiving medium term rental assistance will be able to receive rental assistance in 3-month increments, up to a total of 18 months.</p>	<p>Category 1 or 4 homeless with an income of less than 30% of AMI (for ESG funded projects)</p> <p>People coming from street or shelter (for CoC funded projects)</p> <p>Referred and prioritized through appropriate VI/SPDAT Score</p>	<ul style="list-style-type: none"> <li>Referral acceptance within X business days</li> <li>% of households served will achieve permanent housing within 60 days of referral so long as funds are available. "Available" means allocated, under contract and being reimbursed on a timely basis.</li> <li>% of those served are able to maintain housing without RRH assistance by 180 days</li> <li>% of those served are not literally homeless after one year</li> <li>% of those served are Increase in the percent of adults who gain or increase employment or non-employment cash income over time</li> </ul>

	<p>than can be provided by RRH, all attempts should be made to assist the participant in securing such a subsidy. Provision of case management to conduct individualized assessment and develop stabilization plan (which includes support mapping). Case management is required to meet with participants at least once monthly.</p> <ul style="list-style-type: none"> <li>• Provision of financial assistance (security deposits, utility assistance, short- to medium- term rental assistance) and services (legal assistance, mediation, credit/financial counseling, and connection to mainstream benefits/services).</li> <li>• Provision of housing search assistance (either directly or through a partner).</li> <li>• Provision of employment assistance (either directly or through a partner).</li> <li>• Connection to benefits and other mainstream resources.</li> <li>• Serves as liaison to landlords for the program</li> </ul>			
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## Permanent Supportive Housing (PSH)

Program Description	Essential Program Elements	Time Frame	Population	Measurement
<p>Permanent Housing that is coupled with supportive services that are appropriate to the needs and preferences of residents. Individuals have leases, must abide by rights and responsibilities, and may remain with no program imposed time limits. Majority of projects serve households with a disabled head of household, but disability requirement will be based on subsidy source requirement.</p> <p>Settings for PSH: Project-Based, Tenant-Based Type of PSH: Rental Assistance (Participant holds the lease directly with the landlord) or Leasing (Master Lease for those with high barrier, hard to lease populations)</p> <p>The project must meet the following guidelines:</p> <ul style="list-style-type: none"> <li>the primary intent of the project is to serve homeless persons,</li> <li>the project verifies homeless status as part of its eligibility determination, and</li> <li>the actual project participants</li> </ul>	<ul style="list-style-type: none"> <li>Household holds a lease. An initial lease of 1 year is required and may change to a month to month lease after the initial year.</li> <li>If projects elect to charge rent, participants will pay no more than 30% of their monthly income toward rent.</li> <li>Subsidy can be deep or shallow subsidy and change over time based on the needs of the participant.</li> <li>Assessment is conducted to determine service needs (this assessment is not used for eligibility but to develop the service plan).</li> <li>Services are intensive, flexible, tenant-driven, voluntary, and offered in the participant’s housing if they so choose.</li> <li>Primary focus of services is tenancy supports that help people access and remain in housing.</li> <li>Additional focus of services is to connect tenants to or directly provide tenant-driven supportive services, including mental health services, substance abuse services, physical health services, benefits assistance, employment assistance, etc.</li> <li>Providers should only use funder eligibility to screen participants, reducing barriers to entry (i.e., housing should be provided without clinical prerequisites for sobriety or completion of treatment, and reduced barriers for credit history and minor criminal convictions).</li> <li>Annual reassessment using common assessment tool to determine ongoing services needed by the households and/or to determine the household’s readiness to “move-on” from PSH.</li> <li>Coordinate with landlords/property managers to</li> </ul>	<p>No time limits</p>	<p>Chronically homeless individuals and families and other highly vulnerable individuals and families (as determined by full SPDAT assessment and Score) only if a chronically homeless individual or family is not in need of assistance in project per CPD Prioritization notice 014-012</p>	<ul style="list-style-type: none"> <li>100% of slots will be filled via coordinated entry</li> <li>% who exit PSH project avoid subsequent homelessness at 6, 12, and 24 months</li> <li>% of all participants gain non-employment cash income</li> <li>% of all participants gain employment income</li> <li>% who retain permanent housing (either retaining PSH or moving to other permanent housing)</li> </ul>

are literally homeless at entry, CoC funded projects are CH dedicated	support tenancy and prevent evictions.			
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## Appendix J

### Adoption of Notice CPD 14-012




# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

**Adoption of "CPD Notice 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status"**

*Approved by the TX BoS CoC Board 6/8/2016*

The TX BoS CoC will require all HUD Continuum of Care Program-funded Permanent Supportive Housing (PSH) projects within the CoC to follow "Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status," beginning July 1, 2016.

  
\_\_\_\_\_  
Authorized Representative of the TX BoS CoC Board

*9-9-2016*  
\_\_\_\_\_  
Date

## Appendix K

### Requiring PH Projects to Use Housing First or Low-Barrier Approaches



# **TEXAS HOMELESS NETWORK**

## **TX BoS CoC Policies and Procedures**

**Requiring Permanent Supportive Housing (PSH) projects to use Housing First or, at minimum, low barrier.**

*Adopted by the TX BoS CoC Board by electronic vote on 5/24/2016 and ratified at the 6/8/2016 CoC Board meeting.*

The TX BoS CoC will require all Permanent Supportive Housing (PSH) projects within the CoC to shift their program models to Housing First or, at minimum, low barrier with a goal of becoming Housing First, prior to the HUD FY 2016 Continuum of Care (CoC) Program competition. For PSH projects that are unable to make this shift, or if THN staff and the CoC board determines the project does not have the capacity to support this model, funding will be reallocated by the CoC.



## Appendix L

### TX BoS CoC Board Requirements Policies and Procedures



# TEXAS HOMELESS NETWORK

## TX BoS CoC Board Member Policies and Procedures

### CONTINUUM OF CARE BOARD REQUIREMENTS [24 CFR Part 578.5(b)]

Approved 7/22/2015, Updated 8/10/2016

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#### **POLICY:**

The Texas Balance of State Continuum of Care (TX BoS CoC) must establish a CoC Board, per the CoC Program Interim Rule, to act on behalf of the CoC. The CoC Board is the primary decision-making body for the TX BoS CoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by HUD. Additionally, the Board oversees and approves the work of CoC committees and workgroups and the CoC Lead Agency and HMIS Lead Agency. The Board also approves the Consolidated Application for HUD Continuum of Care (CoC) Program funding.

The TX BoS CoC (TX-607) will follow written processes to select the CoC Board. The CoC will review, update, and approve the selection process at least once every five years.

The Board will consist of up to fifteen seats. Each seat has a stakeholder designation. The person filling a Board seat will represent the stakeholder group designated for that seat in one of the following ways:

- Being a member of that group (for example, Seat 2 could be filled by a currently or formerly homeless veteran);
- Working for an agency/organization that serves the designated group; and/or
- Clearly representing the interests of that group, as evidenced in the potential Board member's nomination form.

**Note:** Seat 1 must always be filled by a person with lived experience, not a representative of persons with lived experience.

In other words, for all Board seats except Seat 1, a Board member serves as a representative for the population designated, e.g., Seat 2 need not be filled only by a homeless Veteran, but could also be filled by a person who specializes in serving homeless Veterans.

#### **Seat Designations:**

Seat 1: Person with lived experience

Seat 2: Homeless veterans

Seat 3: Chronically homeless persons

Seat 4: Homeless families

Seat 5: Homeless youth

Seat 6: Victim services

Seat 7: Mental/behavioral health

Seat 8: Health/medical

Seat 9: Local government

Seat 10: Emergency Solutions Grant (ESG) Recipient

Seat 11: Public Housing Agency

Seat 12: Law enforcement/corrections

Seat 13: Business

Seat 14: Faith community or faith-based agency/organization

Seat 15: Texas Interagency Council for the Homeless (TICH) or State government agency

The CoC will strive to ensure broad representation among the 15 positions, including community stakeholders from around the CoC's geographic area and people representing the major homeless subpopulations.

Individual Board members may represent multiple stakeholders but may hold only one seat at a time.

Among the 15 seats, at least 5 at any time will be filled by local homeless coalition (LHC) Chairs.

No more than 50% of CoC Board members at any time may be affiliated with agencies that are recipients of HUD CoC Program funds.

No more than one staff person and/or Board Member of a single agency/organization at any time may be an elected member of the TX BoS CoC Board.

CoC Board members recognize that Board decisions must align with and support HUD's CoC Program and the TX BoS CoC's goals.

The CoC will ensure that the CoC Board, its chair, and any persons acting on behalf of the Board comply with a code of conduct and with conflict-of-interest requirements and recusal processes.

Board members are elected by the CoC membership at the CoC General Meeting held in the fall of each year. Board members will serve staggered terms of two years so that every year, half of the positions will stand for election. Terms begin October 1st and end September 30th of the following year.

## **PROCEDURES:**

### **Duties:**

The CoC Board will execute the following duties:

1. Review, provide guidance as needed, and approve the following areas of recommendations for action that are developed by the CoC Committees and/or THN staff:
  - a. The prioritization of funding needs and strategies to finance housing and services for people experiencing homelessness.
  - b. The emphasis or direction of service delivery approaches for the CoC.
  - c. The identification and prioritization of service needs or gaps in services.
  - d. Responsibilities and duties of convening the HUD Continuum of Care.
  - e. Monitoring CoC recipient and sub-recipient performance, evaluation of program outcomes, and recommendation of corrective action, as needed.
  - f. Appointing subcommittees or workgroups as may be necessary to perform its duties and responsibilities.
2. Develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:

- a. Review and approve for execution the Memorandum of Understanding (MOU) for the CoC Lead Agency to operate the TX BoS CoC, the Collaborative Applicant, and the HMIS Administrator.
  - b. Conduct year-round CoC planning of homelessness prevention and homeless assistance housing and services.
3. Develop and approve annual action plans for the CoC Work Plan.
4. Review the CoC Work Plan annually, and recommend adjustments, as needed.
5. Oversee planning:
  - a. Program development
  - b. Implementation design
  - c. Financing strategies
6. Review the responsibilities of the CoC committees, workgroups, and task forces annually.
7. Receive monthly reports from all standing committees, workgroups, task forces, and THN staff, including HMIS.
8. Continuously review CoC program performance through HMIS reporting.
9. Oversee the Independent Review Team-IRT that assists with the CoC's application process for HUD Continuum of Care Program funding.
10. Maintain and update the CoC Policies and Procedures needed to comply with requirements associated with establishing and operating a CoC and HMIS requirements prescribed by HUD.

**Minimum Requirements:**

CoC Board members must meet minimum requirements that include the following:

Attendance

Board Members must attend at least 75% of the regularly scheduled CoC Board meetings in a term year.

Code of Conduct

All Board Members will annually sign the TX BoS CoC Board Member Code of Conduct and comply with it throughout their term of service.

Conflict of Interest Statement

All Board Members will annually complete and sign a Conflict of Interest Statement that identifies any personal interest that the Member may have in any matter pending before the CoC Board. Board Members shall refrain from participation in any decision or vote on such matter.

**Terms of office:**

Board members will serve staggered terms of two years so that every year, half the positions will stand for election.

In the 2016 elections, Seats 1 and 2 will be filled by Board Members elected to two-year terms in 2015.

For Seats 3 through 15: odd-number seats (Seats 3, 5, 7, 9, 11, 13, and 15) will be for one-year terms, and even-numbered seats (Seats 4, 6, 8, 10, 12, and 14) will be for two-year terms.

In future years, seats will be on staggered terms, so each subsequent term will be a two-year term.

Members may serve a maximum of two (2) consecutive terms of office.

**Resignation and Removal of Board Members:**

Board members may resign at any time by giving oral or written notice. Board members can be removed from the Board by a majority vote of the remaining Board members for repeated absences or for violation of the Board Member Code of Conduct or Conflict of Interest Policy.

**Vacancies:**

When a Board member resigns or is removed from his/her seat, the Board may appoint another representative to fill the unexpired term.

**Selection Process:**

Board Members will be selected by TX BoS CoC members. Anyone who lives or works in one of the 215 counties included in the TX BoS CoC is considered to be a member of the CoC.

THN staff will develop and execute a nomination and election process for approval by the CoC Board. It will include a timeline, activities, forms, and other materials necessary to develop a slate of CoC Board member candidates annually and elect Board members. THN staff will facilitate the voting process.

Nominees receiving the most votes will be elected to the Seats for which they were nominated.

**Meetings:**

The CoC Board will meet at least quarterly, and special called meetings will be held, as needed.

THN staff will, in consultation with the CoC Board, create agendas for CoC Board meetings, record meeting attendance and minutes, and provide additional staff support, as needed.

Per the Board's "Action without a Meeting" policy, adopted 2/10/2016, any action that may be taken at a meeting may also be taken without a meeting, such as via electronic voting (email, fax, or text). When possible, any action to be taken outside of a meeting will have been discussed at a Board meeting and deferral of action approved by the Board.

## **Appendix E**

### **CoC Board Member Code of Conduct**

**CODE OF CONDUCT**  
**THE TEXAS BALANCE OF STATE CONTINUUM OF CARE (TX BoS CoC) BOARD**

Section 1- Conflict of Interest

The Co-Chairs, Governance Committee and all members of the Texas Balance of State Continuum of Care Board may not participate in discussions and/or decisions concerning awards of grants or provision of financial benefits if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Section 2 – Acceptance of Gifts or Favors

A Board Member shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements where the receipt would either compromise impartial performance or give the appearance of compromising impartial performance.

Section 3 – Fraud Intolerance

3.1 The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic software systems; any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies, or Continuum of Care materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures, or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the Continuum of Care for personal benefit; or any similar or related irregularities.

3.2 Fraudulent acts will not be tolerated and may result in termination from Board membership. Fraudulent acts will be pursued to the fullest extent and may result in criminal charges.

3.3 A Board Member who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a Continuum of Care program, function or activity shall report it immediately to the Governance Committee Co-Chair members.

3.4 Improper actions are actions undertaken by a Board Member in the performance of their official duties that:

- (a) are in violation of any federal, state, or local law; or
- (b) constitute an abuse of authority; or
- (c) create a substantial, specific danger to public health or safety; or
- (d) misuse of Continuum of Care funds; or
- (e) represent a conflict of interest.

3.5 Reported incidences will be investigated as expeditiously as possible by the Governance Committee and/or Governance Committee Co-Chair members as appropriate. When an investigation confirms that fraud or an illegal act(s) has occurred, appropriate corrective action will be taken.

I accept the terms of this Code of Conduct and understand that failure to comply with it may result in dismissal from the Board and appropriate legal action.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**Appendix F**

**Board Member Conflict of Interest Form**



**Conflict of Interest Statement  
Texas Balance of State  
Continuum of Care**

No member of the Texas Balance of State Continuum of Care Board (BoS Board) shall vote on any item in which they have a vested interest.

Each individual shall disclose any personal interest which he or she may have in any matter pending before the BoS Board and shall refrain from participation in any decision or vote on such matter.

At this time, I am a board member, committee member, or an employee of the following organizations (please type in the grey box):

- 1.
- 2.
- 3.
- 4.

I will recuse myself from any vote or decision in which I have a vested interest.  
Typing your name acts as your signature.

Date:

Signature:



# Homeless Management Information System (HMIS)

## Policies and Procedures

Texas Balance of State Continuum of Care  
Revisions Approved by TX BoS CoC Board August 10, 2016

## CONTACT INFORMATION

### **Texas Homeless Network**

1713 Fortview Road  
Jesús DeLeón-Serratos  
Austin, TX 78704  
Tel: 512-861-2155  
Fax: 512-478-9077

Website information on Texas Balance of State HMIS:

<http://www.thn.org/balance-of-state-continuum-of-care/hmis-implementation-guide>

The HMIS team provides ongoing assistance to all participating agencies. An agency can request additional training or onsite visits from the HMIS staff at any time:

<http://www.thn.org/balance-of-state-continuum-of-care/hmis-support-center>

Training Environment:

[https://www.clienttrack.net/txboshmis\\_training](https://www.clienttrack.net/txboshmis_training)

ClientTrack Production Website:

<https://www.clienttrack.net/txboshmis/>

HMIS help desk:

[hmis@thn.org](mailto:hmis@thn.org)

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# PROJECT SUMMARY

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## Introduction

A Homeless Management Information System (HMIS) is a database used to record and track client-level information on the characteristics and service needs of homeless persons. An HMIS ties together homeless service providers within a community to help create a more coordinated and effective housing and service delivery system.

The U. S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs.

Texas Balance of State HMIS is staffed at Texas Homeless Network. THN has been designated by the CoC as the Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC and ESG Program Projects and other projects required to use HMIS in the TX BoS CoC. THN performs these tasks at the direction of the CoC, through the TX BoS CoC Board.

Agencies that participate in Texas Balance of State's HMIS are referred to as "participating agencies." Each participating agency needs to follow certain guidelines to help maintain data privacy and accuracy. The guidelines listed in this document do not replace the more formal and legally binding agency agreement that each agency signs before program implementation.

## History

In 2001, Congress instructed the U.S. Department of Housing and Urban Development (HUD) to take measures to improve available data concerning homelessness in the United States. In response, HUD mandated all Continuums of Care regions to implement region-wide databases that would allow an unduplicated count of clients served. Out of this directive came the Homeless Management Information System (HMIS), a computerized data collection application that facilitates the collection of information on homeless individuals and families using residential or other homeless assistance service agencies, and stores that data in a centralized database for analysis.

## Why is this important?

Having access to the HMIS represents a strategic advantage for service providers. The HMIS software selected by the Texas Balance of State CoC allows multi-level client data sharing between organizations, as well as client case coordination and electronic referrals. Our locally developed information-sharing model can prevent service duplications and enable collaboration between various homeless service providers, while limiting access to sensitive data. Client privacy is very important to us.

In addition to the standard data collection and reporting functionalities, the HMIS software includes a comprehensive case management module, bed management, performance measurement tools, ad-hoc reporting, software customization options, etc.

Lastly, providers already in HMIS are better positioned to apply for future funding opportunities, as many national and local funders now require HMIS participation.

## **ROLES AND RESPONSIBILITIES**

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### **Texas Balance of State CoC HMIS Responsibilities**

- Execute HMIS participation agreements;
- Monitor participating agencies compliance with applicable HMIS standards on a regular basis;
- Establish and review annually End User Agreements;
- Maintain and update as needed the files for HMIS software to include software agreements, HUD Technical Submissions, HUD executed agreements and Annual Performance Reports;
- Develop and maintain HMIS agency files to include original signed participation agreements, original signed user license agreements and all other original signed agreements pertaining to HMIS;
- Develop and update as needed a Data Quality Plan;
- Review and update HMIS Privacy Policy yearly;
- Develop and review annually the HMIS Security Plan, including disaster planning and recovery strategy;
- Review and update as need HMIS Policies and Procedures;
- Provide copies of the Data Quality Plan, Privacy Policy, Security Plan and Policy and Procedures to the HMIS Support Committee for review and feedback on an annual basis;
- Review national, state and local laws that govern privacy or confidential protections and make determinations regarding relevancy to existing HMIS policy;
- Provide new user training and refresher user training monthly;
- Pro-actively contact new users for immediate follow up and issuance of username and password to access HMIS in an effort to begin entry of data as soon as possible following training;
- Provide on-site technical support to agencies using HMIS for trouble-shooting and data input;
- Monthly review of HMIS data and bed lists to ensure that participating agency programs are using HMIS accurately;
- Provide assistance to agencies upon request for additional on-site training and support
- Conduct unduplicated accounting of homelessness annually.

### **Participating Agency Responsibilities**

- Must comply with all applicable agreements;
- Execute and manage HMIS User License Agreements with all staff who have HMIS access;
- Comply with the HMIS Standards as appropriate;
- Accurately enter all required data into the HMIS system, including accurate and timely information into housing, where applicable.

# IMPLEMENTATION POLICIES AND PROCEDURES

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## HMIS Agency Participation Agreement

The Executive Director of any Participating Agency shall follow, comply, and enforce the HMIS Agency Participation Agreement (Appendix A). The Executive Director must sign an HMIS Agency Participation Agreement before granted access to HMIS. Signing of the HMIS Agency Participation Agreement is a precursor to training and user access.

- An original signed HMIS Agency Participation Agreement must be presented to the HMIS staff before any program is implemented in the HMIS.
- After the HMIS Agency Participation Agreement is signed, the HMIS staff will train end users to use HMIS.
- A username and password will be granted to end users after required training is completed.

## HMIS User License Agreement

End user of any Participating Agency shall follow, comply, and enforce the HMIS User License Agreement (Appendix B). Before given access to HMIS, the end user must sign an HMIS User License Agreement.

- The HMIS staff will provide the end user a HMIS User License Agreement for signature after completing required training.
- The HMIS staff will collect and maintain HMIS User License Agreements of all end users.

## Data Collection Requirements

Participating Agencies will collect and verify the minimum set of data elements for all clients served by their programs within the timeframe outlined in the HMIS Data Quality Plan (Appendix C).

- During client intake, end users must collect all the universal data elements set forth in the most recent version of the HMIS Data Standards Manual, May 2014. The universal data elements include:
  - Name
  - Social Security Number
  - Date of Birth
  - Race
  - Ethnicity
  - Gender
  - Veteran Status
  - Disabling Condition
  - Residence Prior to Project Entry
  - Project Entry Date
  - Project Exit Date
  - Destination
  - Relationship to Head of Household
  - Client Location
  - Length of Time on Street, in an ES or Safe Haven

- End users must also collect all the program-specific data elements at program entry and exit set for in the most recent version of the HMIS Data Standards Manual. The program-specific data elements include:
  - Housing Status
  - Income and Sources
  - Non-Cash Benefits
  - Health Insurance
  - Physical Disability
  - Developmental Disability
  - Chronic Health Condition
  - HIV/AIDS
  - Mental Health Problem
  - Substance Abuse
  - Domestic Violence
  - Contact
  - Date of Engagement
  - Services Provided
  - Financial Assistance Provided
  - Referrals Provided
  - Residential Move-In Date
  - Housing Assessment Disposition
  - Housing Assessment at Exit

### **HMIS Program Entry and Exit Date**

End users of any Participating Agency must record the Program Entry Date of a client into HMIS no later than three (3) business days upon entering the program.

End Users of any Participating Agency must record the Program Exit Date of a client into HMIS no later than three (3) business days after exiting the program or receiving their last service. Enabling the “auto-exit” feature for programs is available at the Participating Agency’s discretion. If enabled, clients enrolled in the program will automatically exit after the defined number of days of not receiving services defined as a “participating service” for that program, and record the date of the client’s last day in the program as the last day a service was provided.

- End user must enter the month, day, and year of program enrollment and program exit.
- For returning clients, end user must record a new Program Entry Date and corresponding Program Exit Date.
- The system will trigger a warning when end users enter a Program Exit Date that is earlier than the Program Entry Date for a client.

### **HMIS Technical Support Protocol**

The HMIS staff will provide a reasonable level of support to Participating Agencies via email, phone, and/or remote.

1. HMIS Users should first seek technical support from their agency HMIS expert.
2. If more expertise is required to further troubleshoot the issue, agency HMIS expert or HMIS User should submit request to:
  - HMIS Support for general technical support at [hmis@thn.org](mailto:hmis@thn.org). Refrain from sending email correspondence directly to the HMIS Support Team.
3. Technical Support Hours are Monday through Friday (excluding holidays) from 8:00 AM to 5:00 PM.
4. Provide issue replication details if possible (or help recreate the problem by providing all information, screenshots, reports, etc.) so HMIS staff can recreate problem if required.
5. The HMIS staff will try to respond to all email inquiries and issues within three (3) business days, but support load, holidays, and other events may affect response time.
6. The HMIS staff will submit a ticket to software vendor if progress is stalled.



## Participation Fees

The Texas Balance of State CoC reserves the right to charge a participation fee to use the system. Refer to the HMIS Fee Schedule (Appendix D) regarding fees.

## SECURITY POLICIES AND PROCEDURES

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### Training

Each end user must complete the required New User Training prior to gaining access to HMIS. HMIS staff will provide training to all end users

- HMIS staff will provide New User Training to proposed end users.
- HMIS staff will provide new end users with a copy of the HMIS Policies and Procedures and HMIS User Guide.
- The table below lists the training courses offered.

Course Description	Course Detail
New User Training	Users will learn the basic skills and concepts needed in order to complete the client intake process.
Refresher Training	Help to refresh the skills of active users, as well as review any issues users may have with navigating through the system or the data collection process.
Reports Training	Users are given an overview of the various reporting options available in ClientTrack.
Data Explorer	Trains experienced users, with good knowledge of existing ClientTrack reports, on the usage of ClientTrack's ad hoc data analysis tool. (Limited to one user per agency per session)

### User Authentication

Only users with a valid username and password combination can access HMIS. The HMIS staff will provide unique username and initial password for eligible individuals after completion of required training and signing of the HMIS User License Agreement.

- The Participating Agency will determine which of their employees will have access to the HMIS. User access will be granted only to those individuals whose job functions require legitimate access to the system.
- Proposed end user must complete the required training and demonstrate proficiency in use of system.
- Proposed end user must sign the HMIS User License Agreement stating that he or she has received training, will abide by the Policies and Procedures, will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the system relevant to the delivery of services to people.

- The HMIS staff will be responsible for the distribution, collection, and storage of the signed HMIS User License Agreements.
- The HMIS staff will assign new users with a username and an initial password.
- Sharing of usernames and passwords is a breach of the HMIS User License Agreement since it compromises the security to clients.
- The Participating Agency is required to notify the HMIS staff when end user leaves employment with the agency or no longer needs access.
- Users not logging into HMIS for more than 45 days will be locked out due to non-activity.

## **Passwords**

Each end user will have access to HMIS via a username and password. Passwords will be reset every 180 days. End users will maintain passwords confidential.

- The HMIS staff will provide new end users a unique username and temporary password after required training is completed.
- End user will be required to create a permanent password that is between eight and sixteen characters in length. It must also contain characters from the following four categories: (1) uppercase characters (A through Z), (2) lower case characters (a through z), (3) numbers (0 through 9), and (4) non-alphabetic characters (for example, \$, #, %).
- End users may not use the same password consecutively, but may use the same password more than once.
- Access permission will be revoked after the end user unsuccessfully attempts to log on five times. The end user will be unable to gain access until the HMIS staff reset their password.

## **Hardware Security Measures**

All computers and networks used to access HMIS must have virus protection software and firewall installed. Virus definitions and firewall must be regularly updated.

## **Security Review**

HMIS staff will complete an annual security review to ensure the implantation of the security requirements for itself and Participating Agencies. The security review will include the completion of a security checklist ensuring that each security standard is implemented. The TX Bos CoC board has selected the HMIS Manager to serve as the Security Officer.

## **Security Violations and Sanctions**

Any end user found to be in violation of security protocols of their agency's procedures or HMIS Policies and Procedures will be sanctioned accordingly. All end users must report potential violation of any security protocols.

- End users are obligated to report suspected instances of noncompliance and/or security violations to their agency and/or HMIS staff as soon as possible.
- The Participating Agency or HMIS staff will investigate potential violations.
- Any end user found to be in violation of security protocols will be sanctioned accordingly. Sanction may include but are not limited to suspension of system privileges and revocation of system privileges.

## CLIENT INFORMED CONSENT AND PRIVACY RIGHTS

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Participating Agencies must obtain informed consent prior to entering any client personal identifiable information into HMIS. Written consent is required for data sharing. Services will not be denied if a client chooses not to include personal information. Personal information collected about the client should be protected. Each Participating Agency and end user must abide by the terms in the HMIS Agency Participation Agreement (Appendix A) and HMIS User License Agreement (Appendix B).

- Client must sign the Authorization to Disclose Client Information form (Appendix E) or consent of the individual for data collection may be inferred from the circumstances of the collection. Participating Agencies may use the Inferred Consent Notice (Appendix F) to meet this standard.
- Clients that provide permission to enter personal information allow for Participating Agencies within the continuum to share client and household data.
- If client refuses consent, the end user should not include any personal identifiers (First Name, Last Name, Social Security Number, and Date of Birth) in the client record.
- For clients with consent refused, end user should include a client identifier to recognize the record in the system.
- Participating Agencies shall uphold Federal and State Confidentiality regulations and laws that protect client records.

The HMIS standards and the HIPAA standards are mutually exclusive. An organization that is covered under the HIPAA standards is not required to comply with the HMIS privacy or security standards, so long as the organization determines that a substantial portion of its protected information about homeless clients or homeless individuals is indeed protected health information as defined in the HIPAA rules.

HIPAA standards take precedence over HMIS because HIPAA standards are finely attuned to the requirements of the health care system; they provide important privacy and security protections for protected health information; and it would be an unreasonable burden for providers to comply with and/or reconcile both the HIPAA and HMIS rules. This spares organizations from having to deal with the conflicts between the two sets of rules.

# DATA POLICIES AND PROCEDURES

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## Data Quality

All data entered into HMIS must meet data quality standards. Participating Agencies will be responsible for their users' quality of data entry.

### Definition:

Data quality refers to the timeliness, completeness, and accuracy of information collected and reported in the HMIS.

### Data Timeliness:

End users must enter all universal data elements and program-specific data elements within three (3) days of intake.

### Data Completeness:

All data entered into the system is complete.

### Data Accuracy:

All data entered shall be collected and entered in a common and consistent manner across all programs.

- Participating Agencies must sign the HMIS Agency Participation Agreement (Appendix A) to ensure that all participating programs are aware and have agreed to the data quality standards.
- Upon agreement, Participating Agencies will collect and enter as much relevant client data as possible for the purposes of providing services to that client.
- All data will be input into the system no more than three (3) days of program entry.
- The HMIS staff will conduct monthly checks for data quality. Any patterns of error or missing data will be reported to the Participating Agency.
- End users will be required to correct the identified data error and will be monitor for compliance by the Participating Agency and the HMIS staff.
- End users may be required to attend additional training as needed.

## Data Use and Disclosure

All end users will follow the data use Policies and Procedures to guide the data use of client information stored in HMIS.

Client data may be used or disclosed for system administration, technical support, program compliance, analytical use, and other purposes as required by law. Uses involve sharing parts of client information with persons within an agency. Disclosures involve sharing parts of client information with persons or organizations outside an agency.

- Participating Agencies may use data contained in the system to support the delivery of services to homeless clients in the continuum. Agencies may use or disclose client information internally for administrative functions, technical support, and management purposes. Participating Agencies may also use client information for internal analysis, such as analyzing client outcomes to evaluate program.

- The vendor and any authorized subcontractor shall not use or disclose data stored in HMIS without expressed written permission in order to enforce information security protocols. If granted permission, the data will only be used in the context of interpreting data for research and system troubleshooting purposes. The Service and License Agreement signed individually by the HMIS Lead Agency and vendor contain language that prohibits access to the data stored in the software except under the conditions noted above.

## **Data Release**

All HMIS stakeholders will follow the data release Policies and Procedures to guide the data release of client information stored in HMIS.

Data release refers to the dissemination of aggregate or anonymous client-level data for the purposes of system administration, technical support, program compliance, and analytical use.

- No identifiable client data will be released to any person, agency, or organization for any purpose without written permission from the client.
- Aggregate data may be released without agency permission at the discretion of the Continuum. It may not release any personal identifiable client data to any group or individual.

## APPENDICES

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Appendix	Document Title
Appendix A	HMIS Agency Participation Agreement
Appendix B	HMIS User License Agreement
Appendix C	HMIS Data Quality Plan
Appendix D	HMIS Fee Schedule
Appendix E	Authorization to Disclose Client Information
Appendix F	Inferred Consent Notice
Appendix G	Privacy Notice
Appendix H	Data Use and Security Agreement



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Homeless Management Information System  
Agency Participation Agreement  
by and between  
Texas Balance of State CoC and  
Agency Name: \_\_\_\_\_

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## I BACKGROUND AND PURPOSE

The Homeless Management Information System (HMIS) is the information system designated by the Texas Balance of State Continuum of Care (CoC) to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

The U.S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs. Through the HMIS, CoC programs and clients benefit from improved internal and external coordination that guides service and systems planning. A robust HMIS also helps communities engage in informed advocacy efforts, including the pursuit of policies that result in targeted services. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of different subpopulations. Additionally, use of the HMIS by agencies not funded by HUD provides benefits to both these agencies and the homeless provider community at large, including the avoidance of service duplication through the sharing of client data and program enrollments. HMIS participation also positions agencies for future funding, as many private foundations now require it.

## II GENERAL PROVISIONS

### A. AGREEMENT, UNDERSTANDING AND RESPONSIBILITIES

Texas Balance of State CoC has designated Texas Homeless Network as the HMIS Lead Agency. All homeless assistance and homelessness prevention service providers in this CoC are eligible to become HMIS Partner Agencies, except for domestic violence providers covered by the Violence Against Women Act (VAWA).

The parties share a common interest in serving the homeless population and those at risk of becoming homeless while reducing the current number of homeless in the CoC service area. The purpose of this APA is to set out the provisions for the implementation, maintenance, coordination, and operation of the HMIS.

THN is responsible for administering the HMIS on behalf of the CoC, including the implementation, project management, training, maintenance, help desk support and – in coordination with the HMIS Software Provider – the enhancement and upgrading of the HMIS software. The Partner Agency is responsible for entering client data in the HMIS according to program type requirements. Detailed responsibilities are listed in sections below.



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## B. SCOPE

This APA addresses the respective responsibilities of THN and the Partner Agency for ongoing HMIS service and activities. The specific responsibilities of the parties to this agreement for the confidentiality, reporting requirements, training, policies and procedures, hardware and software for the HMIS are clearly defined herein to ensure an effective, efficient, and secure system. All addendums referenced in this agreement are also part of the agreement. THN will abide by all applicable laws, and the Partner Agency will be expected to do the same.

## III THN DUTIES AND RESPONSIBILITIES

### THN will:

#### A. GENERAL

- 1) In consultation with the CoC, select the HMIS Software Provider, define the HMIS program and implement its standards, promote awareness of the program to all interested parties, and monitor the program's successes and failures in order to validate its effectiveness.
- 2) Be the sole liaison between the Partner Agency and the HMIS Software Provider; user questions concerning the software are to be directed only to THN.
- 3) Develop, implement, and maintain privacy, confidentiality, and security protocols for the HMIS.
- 4) Provide a standard HMIS training and technical support package to all Partner Agencies.
- 5) In collaboration with the HMIS Software Provider, take all necessary precautions to prevent any destructive or malicious programs from being introduced to the HMIS and, through it, to the Partner Agencies. THN will employ all appropriate measures to detect virus infection and all appropriate resources to efficiently disinfect any affected systems as quickly as possible.
- 6) Notify the Partner Agency of HMIS failure, errors, and/or problems immediately upon discovery.
- 7) Provide help desk service during designated open hours.
- 8) Provide all other reasonably expected activities regarding the operation of the HMIS.

#### B. PRIVACY, CONFIDENTIALITY AND SECURITY

- 1) Maintain all client-identifying information in strictest confidence, using the latest available technology. THN may suspend HMIS access to any user or Partner Agency for the purpose of investigating suspicion of breached confidentiality.
- 2) Contract with the HMIS Software Provider to maintain and administer central and backup server operations including security procedures and daily system backup to prevent the loss of data.
- 3) Monitor access to the HMIS in order to detect violations of information security protocols and maintain for inspection accurate logs of all changes made to the information contained within the database.
- 4) Issue user accounts, passwords, and certificates of participation (when requested) for HMIS users, provided that:
  - a. The Partner Agency has signed the HMIS APA,
  - b. The Partner Agency has paid the current year's applicable participation fee,
  - c. The HMIS Lead agency has received signed User License Agreements, and
  - d. The user has successfully completed the HMIS user training, including any related testing
- 5) Periodically change Partner Agency passwords for security purposes and lock out user accounts after a specified period of inactivity.
- 6) Comply with the HMIS Privacy Policy and not release personally identifiable information to any person, agency, or organization, unless allowed by the HMIS Privacy Policy.





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- 7) Conduct Partner Agency site visits to ensure compliance with privacy and security protocols.

#### C. USER TRAINING AND PROGRAM SETUP

- 1) Conduct the initial software training for all new HMIS users.
- 2) Provide training materials, including user manuals with definitions and instructions, to each individual who attends the training class.
- 3) Set up Partner Agency programs according to the HMIS Data Standards, including related grants, services, assessments, housing units, and other applicable options in the HMIS software.
- 4) Provide additional trainings according to the user role, program type, or specific activities. These trainings may include classroom refreshers, reporting trainings, group webinars, one-on-one instructions, etc.
- 5) Provide other HMIS-related trainings upon request.

### IV PARTNER AGENCY DUTIES AND RESPONSIBILITIES

#### The Partner Agency will:

##### A. GENERAL

- 1) Strictly adhere to all policies and procedures contained in the APA, as it may be amended from time to time, and all of its appendices. A copy of this agreement can be found at [www.thn.org](http://www.thn.org), and a signed hard copy will be provided to the Partner Agency.
- 2) Maintain at least two active user accounts at any one time.

##### B. PRIVACY AND CONFIDENTIALITY

- 1) Comply with all federal and state laws and regulations and with all HMIS policies and procedures (particularly the HMIS Data and Technical Standards Final Notice from July 2004 and the HMIS Data Standards Revised Notice from May 2014) relating to the collection, storage, retrieval, and dissemination of client information.
- 2) Comply with the HMIS Privacy Policy.
- 3) Obtain client consent upon the initial visit before any data is collected. The consent can be:
  - a. Written: signed release of information (ROI) form kept in a local file
  - b. Verbal: the client gives oral permission to the witness (intake worker/case manager)
  - c. Inferred (baseline): the agency must post a visible privacy sign at the service site
- 4) Collect and maintain records of all client informed consents and release of information authorization forms in accordance with the HMIS policies and procedures.
- 5) Take all reasonably necessary precautions to prevent destructive or malicious programs (including but not limited to viruses or spyware) from being introduced to any part of the HMIS, including users' computers. Employ reasonably appropriate measures to detect virus or spyware infection and deploy all reasonably appropriate resources to efficiently disinfect any affected systems as quickly as possible.

##### C. DATA QUALITY AND MONITORING

- 1) Get familiar and fully comply with the latest HMIS Data Quality Plan. This plan is posted on the THN website, [www.thn.org](http://www.thn.org), and available in hard copy upon request.
- 2) Enter data into the HMIS within the timeframe as specified in the Data Quality Plan. Timely data entry prevents duplication of client records and other shared transactions, such as enrollments and services. It also allows good quality data for both program-specific and aggregate reports.

Partner Agencies and their HMIS users may be held liable in the event that a preventable duplication occurs as a result of missing, late, or incomplete data entry. Repetitive lack of timely entry can result in official reports of concern and possible findings against the Partner Agency and could culminate in official penalties up to and including loss of project funding.

- 3) Collect all HUD mandatory data elements, according to the data completeness and accuracy requirements.
- 4) Take all steps reasonably necessary to verify the information provided by clients for entry into the HMIS, and to see that it is correctly entered into the HMIS by the Partner Agency user.
- 5) Immediately notify THN when a programmatic, personnel, or other issue arises that precludes the Partner Agency from entering the HMIS data within the allowed timeframe. By informing the THN in a timely fashion, THN and the Partner Agency can work together to craft an interim solution that is minimally disruptive to the HMIS as a whole.
- 6) Take all steps reasonably necessary to insure that no profanity, offensive language, malicious information or discriminatory comments based on race, ethnicity, religion, national origin, disability, age, gender, or sexual orientation are entered into the HMIS.
- 7) Do not knowingly upload material into the HMIS that is in violation of any federal or state regulations, including, but not limited to: copyrighted material, material legally judged to be threatening or obscene, and material known to the Partner Agency to be confidential trade secrets.
- 8) Allow the THN staff to conduct periodic monitoring and reviews of the original documentation in client files to ensure data accuracy. This monitoring is limited only to the client information relevant to HMIS data collection.

#### D. TRAINING

- 1) Ensure that each Partner Agency HMIS user has attended the appropriate training, has signed the User License Agreement and agreed to it, and has been authorized by THN to access the system in accordance with the HMIS policies and procedures.
- 2) Ensure that the Partner Agency program managers or assigned HMIS liaisons attend the quarterly HMIS Forums or other THN-sponsored HMIS trainings, stay current with the HMIS policies and procedures, and relate updated information to all HMIS users at his/her Partner Agency.
- 3) Assess the HMIS users' data entry or reporting skills and sign up for additional training if needed.

#### E. SECURITY

- 1) Limit HMIS access only to authorized users and follow all HMIS protocols for monitoring those users. THN reserves the right to terminate access to any HMIS user who breaches client confidentiality or system security protocols.
- 2) Do not knowingly permit any person to enter or use the HMIS unless and until:
  - a. The person has completed the required HMIS training,
  - b. THN has issued that person the appropriate user account and Password, and
  - c. Both the APA and the User License Agreement have been signed and returned to THN.
- 3) Maintain copies of all User License Agreements signed by Partner Agency personnel to whom user accounts have been issued.
- 4) Designate a staff person to act as the Partner Agency security officer, responsible for the implementation of the HMIS security procedures at the Partner Agency level.
- 5) Fully comply with the HMIS Privacy Policy.
- 6) Not knowingly release any HMIS data to any person or organization that is not part of the HMIS, unless such release is covered by the HMIS Privacy Policy.
- 7) Develop an internal procedure to be used in the event of a violation of any of the HMIS security protocols.



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- 8) Develop and adhere to local security standards that should include the following:
  - a. Products: Physical security (door locks, computer screen view, local network passwords, firewall)
  - b. People: Personnel security (authorized users only, local oversight of usage)
  - c. Procedures: Organizational security (policies and procedures are in place)
- 9) Notify THN within one (1) business day of the separation from the Partner Agency of any employee who was a user of the HMIS. Notification should preferably occur by close of business on the day of employee separation.

## **V FEES & COST**

### **A. AGENCY PARTICIPATION COST**

- 1) Cost detail, including all fees payable by Partner Agencies to THN, is shown in the HMIS Fee Schedule addendum to this APA.
- 2) All payments must be issued on a company check and made payable to "Texas Homeless Network".

### **B. PAYMENTS**

- 1) Partner Agencies are allowed a ninety (90) day grace period to pay any agency or program fees.
- 2) THN reserves the right to suspend Partner Agency user licenses until the full payment is received.

### **C. EXEMPTION FOR CERTAIN GOVERNMENT AGENCIES**

- 1) Government agencies that are part of the CoC are exempt from paying the participation fees.

## **VI TERM OF AGREEMENT**

### **A. TERM**

- 1) This Agency Participation Agreement is effective on date it is countersigned by the CEO or Executive Director on the signature page of this Agreement and shall remain in effect for 1 year ("Initial Term") unless terminated pursuant to paragraph VI B hereof. This Agency Participation Agreement shall automatically renew each year on the anniversary date for up to ten years, subject to termination as provided in paragraph VI B hereof. Upon expiration of the Initial Term, this Agreement will be automatically renewed for 10 additional successive 1-year terms on the same terms and conditions. If the Participating Agency chooses not to renew this Agreement, the CEO or Executive Director shall notify Contractor of non-renewal at least 30 days before the expiration of the then-current term.

### **B. TERMINATION**

- 1) Either party has the right to terminate this APA with a 30-day prior written notice to the other party.
- 2) THN reserves the right to amend the APA with a 30-day notice sent to all Partner Agencies.
- 3) If either party believes the other to be in default of any one or more of the terms of this APA, that party will notify the other in writing of such default. The other party shall then have ten (10) days in which to cure such default. If such default is cured within such period, this APA will continue in



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effect. If such default is not cured within such period, the non-defaulting party shall have the right to declare the APA to be immediately terminated.

- 4) If this APA is terminated, THN HMIS and its remaining Partner Agencies shall retain their right to the use of all client data previously entered by the terminating Partner Agency, subject to any restrictions requested by the client.

C. ADDENDUMS

The following Addendums are part of this Agency Participation Agreement:

- 1) HMIS Privacy Policy
- 2) HMIS Data Quality Plan
- 3) HMIS Fee Schedule

If a conflict among this Agreement and the Addendums arises, this Agreement shall control over the Addendums.

The signature of the parties hereto indicates their agreement with the above terms and conditions. The Parties have executed this Agreement in multiple copies, each of which is an original.

Agency Name: \_\_\_\_\_

By \_\_\_\_\_  
 AGENCY CEO/  
 EXECUTIVE DIRECTOR

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRINT NAME

Texas Homeless Network

By \_\_\_\_\_  
 ERIC SAMUELS  
 PRESIDENT & CEO

\_\_\_\_\_  
 DATE



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 Fax: 512-478-9077  
[www.thn.org](http://www.thn.org)

**Name:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_  
**Workgroup(s):** \_\_\_\_\_

The Texas BoS CoC's Homeless Management Information System (HMIS) of choice is ClientTrack. ClientTrack (trademarked and copyrighted by Eccovia Solutions) is a client information system design to store longitudinal person-level information about the men, women and children who access homeless and other human services in a community.

HMIS is used to configure, facilitate, and protect data integrity and sharing among Contributory HMIS Organizations (Partner Agencies) for the purpose of coordinated service delivery and reporting in the CoC region. Texas Homeless Network (THN) is the HMIS Lead Agency as defined by HUD.

The purpose of this License Agreement is to ensure proper use of HMIS licenses issued to the Partner Agencies users (HMIS User). The steps required for acquiring, maintaining and terminating HMIS licenses are listed below.

**GET A NEW HMIS USER LICENSE**

HMIS licenses are available only to participating Partner Agencies who sign and abide by the HMIS Agency Participation Agreement. Each prospective user and direct supervisor must sign and submit the HMIS User Agreement (this document) to the HMIS Data Center. A user license will only be issued upon successful completion of the initial HMIS user training and receipt of signed documentation.

User ID and temporary password will be sent by email to the new user or supervisor within three workdays of completed training. The user shall log into ClientTrack HMIS using the temporary password and change it according to provided instructions. Any issues with login, User ID, password, etc. must be reported immediately to the HMIS Data Center via email or phone.

**KEEP YOUR CURRENT HMIS USER LICENSE**

Users not participating into HMIS for more than 45 days will be locked out due to non-activity. THN requires a fee to reactivate a locked out account; the fee must be paid with the company check and sent to THN office. Certain user licenses may be exempt from this rule if previously approved by THN.

Passwords must be changed annually, but HMIS Data Center recommends users change them every 90 days. If a user forgets the password, user should use proper channels to re-set the password. Hint: it's part of the HMIS Training.

## TERMINATE A HMIS USER LICENSE

THN HMIS Data Center staff must be notified by user's supervisor when an HMIS user leaves the agency or transfers positions and will no longer access HMIS. This notification must be made within 24 hours by email, or phone. THN HMIS Data Center staff may terminate a user license for a number of reasons, including: fraud, misuse, negligence, license sharing, inactivity, client duplication, etc. HMIS User's supervisor will be notified of any license terminations. An HMIS User license may be reactivated in some cases, provided that the user's supervisor is informed, gives assurances about future usage and the User gets a new training.

## HMIS USER RESPONSIBILITY

Your User ID and Password give you access to THN HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of your HMIS Credentials. Failure to uphold the standards of the THN HMIS is grounds for immediate termination from the THN HMIS and may result in personnel action.

\_\_\_ I have read and understand the THN HMIS Policies and Standard Operating Procedures (or have been trained on them) and will abide by the protocols set forth in that document.

\_\_\_ I have read and understand the THN HMIS Data Quality Plan (or have been trained on it) and will abide by the protocols set forth in that document.

\_\_\_ My User ID and Password are for my use only and **must not** be shared with anyone including my Local HMIS Admin and Executives.

\_\_\_ I understand that the only individuals who are allowed to view information in the HMIS system are authorized users and the Clients to whom the information pertains.

\_\_\_ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

\_\_\_ Failure to log off the THN HMIS appropriately may result in a breach in client confidentiality and system security. Therefore, I will log off of the THN HMIS each time I use it.

\_\_\_ Hard copies of HMIS information, if needed, must be kept in a secure file.

\_\_\_ If hard copies of HMIS information are no longer needed, they must be properly destroyed.

\_\_\_ If I notice or suspect a security breach or abuse of client confidentiality, I will immediately notify my Local HMIS Administrator or THN HMIS Data Center staff.

## CODE OF ETHICS

\_\_\_ I will maintain a high standard of professional conduct when accessing HMIS.

\_\_\_ I understand that in accordance with the Agency Partnership Application and the HMIS Data Quality Plan:

- HMIS User is responsible for creating and maintaining client records in HMIS, including enrollments, assessments, services, housing check-ins, etc.

- HMIS User will not misrepresent client records and other transactions in HMIS by knowingly entering inaccurate information (e.g., user will not purposely enter inaccurate information on a new record or to override the information entered by another agency).

\_\_\_\_ The THN HMIS User must treat clients and users from participating partner agencies with respect, fairness and good faith.

- Discriminatory comments based on race, color, religion, national origin, ancestry, disability, age, sex and/or sexual orientation are not permitted in HMIS.
- Partner agency users will not use HMIS with intent to defraud the federal, state, or local government; an individual entity; or to conduct any other illegal activity.
- Partner agency users will not disclose any personal client information without written consent from the client or as allowed by the HMIS Privacy Policy

By signing the HMIS User Agreement, you agree to comply with the above terms and conditions.

<b>HMIS User (Signature)</b>	<b>Date</b>
<b>Local HMIS Administrator (Name)</b>	<b>Local HMIS Administrator (Signature)</b>

<b>DO NOT WRITE IN THIS SECTION. FOR THN HMIS DATA CENTER STAFF ONLY</b>	
Date of Training: _____	Training Method: _____
Trainer: _____	HMIS Access: _____

---

# Homeless Management Information System (HMIS)

Data Quality Plan

Texas Balance of State Continuum of Care



## CONTACT INFORMATION

### **Texas Homeless Network**

1713 Fortview Road  
Jesús DeLeón-Serratos  
Austin, TX 78704  
Tel: 512-861-2155  
Fax: 512-478-9077

Website information on Texas Balance of State HMIS:

<http://www.thn.org/balance-of-state-continuum-of-care/hmis-implementation-guide>

The HMIS team provides ongoing assistance to all participating agencies. An agency can request additional training or onsite visits from the HMIS staff at any time:

<http://www.thn.org/balance-of-state-continuum-of-care/hmis-support-center>

Training Environment:

[https://www.clienttrack.net/txboshmis\\_training](https://www.clienttrack.net/txboshmis_training)

ClientTrack Production Website:

<https://www.clienttrack.net/txboshmis/>

HMIS help desk:

[hmis@thn.org](mailto:hmis@thn.org)

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## INTRODUCTION

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This document describes the Homeless Management Information System (HMIS) data quality plan for Texas Balance of State Continuum of Care (CoC). The document includes data quality plan and protocols for ongoing data quality monitoring that meets requirements set forth by the Department of Housing and Urban Development (HUD). It is developed by Texas Homeless Network (HMIS Lead Agency), in coordination with the HMIS participating agencies and community service providers. This HMIS Data Quality Plan is to be updated annually, considering the latest HMIS data standards and locally developed performance plans.

### What is a Data Quality Plan?

A data quality plan is a community -level document that facilitates the ability of the CoC to achieve statistically valid and reliable data. A data quality plan sets expectations for the CoC, the HMIS Lead Agency, and the end users to capture valid and reliable data on persons accessing the homeless assistance system throughout the community.

Developed by the HMIS Lead Agency and formally adopted by the CoC, the plan:

- Identifies the responsibilities of all parties within the CoC with respect to data quality;
- Establishes specific data quality benchmarks for timeliness, completeness, accuracy, and consistency;
- Describes the procedures for implementing the plan and monitoring progress toward meeting data quality benchmarks; and
- Establishes a timeframe for monitoring data quality on a regular basis.

### HMIS Data Standards

In 2010 the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. Since then many of the federal agencies that provide McKinney-Vento Act and other sources of funding for services to specific homeless populations have joined together and are working with HUD to coordinate the effort.

In May, 2014, HUD published a revised final HMIS Data Standards. The May, 2014 Data Standards revise and replace the March, 2010 HMIS Data Standards by which client- and program-level data reporting have been guided. The May, 2014 HUD Data Standards identify Universal Data Elements, and Program Specific Data Elements which are required of all homeless programs participating in the HMIS. Frequency of data collection and subsequent entry into the HMIS are also required.

HMIS is now used by the federal partners and their respective programs in an effort to end homelessness, which includes:

- **U.S. Department of Housing and Urban Development (HUD)**
  - Office of Special Needs Assistance Programs (SNAPS)
  - Continuum of Care (CoC) Program
  - Emergency Solutions Grants (ESG)Program
  - Housing Opportunities for Persons with AIDS program (HOPWA)
  - HUD-Veterans Affairs Supportive Housing (HUD/VASH)
  - Rural Housing Stability Assistance Program (RHSP)
- **U.S. Department of Health and Human Services (HHS)**
  - Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
    - Runaway and Homeless Youth (RHY)
  - Substance Abuse and Mental Health Services Administration (SAMHSA)
  - Projects for Assistance in Transition from Homelessness (PATH)
- **U.S. Department of Veteran Affairs (VA)**
  - Supportive Services for Veteran Families Program (SSVF)
  - Community Contract Emergency Housing (HCHV/EH)\*
  - Community Contract Residential Treatment Program (HCHV/RT)\*
  - Domiciliary Care (HCHV/DOM)\*
  - VA Community Contract Safe Haven Program (HCHV/SH)\*
  - Grant and Per Diem Program (GPD)\*
  - Compensated Work Therapy Transitional Residence (CWT/TR)\*

## Universal Data Elements

The Universal Data Elements establish the baseline data collection requirements for all homeless housing and/or service providers entering data into the HMIS. They are the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

The required Universal Data Elements include the following:

- Name
- Social Security Number
- Date of Birth
- Race Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Residence Prior to Project Entry
- Project Entry Date
- Project Exit Date
- Destination
- Relationship to Head of Household
- Client Location
- Length of Time on Street, in an ES or Safe Haven

## **Program Specific Data Elements**

Program Specific Data Elements differ from the Universal Data Elements in that no one project must collect every single element in this section. Which data elements are required is dictated by the reporting requirements set forth by each Federal partner for each of their programs. A Partner may require all of the fields or response categories in a data element or may specify which of the fields or response categories are required for their report.

The required Program Specific Data Elements include the following:

- Housing Status
- Income and Sources
- Non-Cash Benefits
- Health Insurance
- Physical Disability
- Developmental Disability
- Chronic Health Condition
- HIV/AIDS
- Mental Health Problem
- Substance Abuse
- Domestic Violence
- Contact
- Date of Engagement
- Services Provided
- Financial Assistance Provided
- Referrals Provided
- Residential Move-In Date
- Housing Assessment Disposition
- Housing Assessment at Exit

## TIMELINESS

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Entering data in a timely manner can reduce human error that occurs when too much time has elapsed between the data collection, or service transaction, and the data entry. The individual doing the data entry may be relying on handwritten notes or their own recall of a case management session, a service transaction, or a program exit date; therefore, the sooner the data is entered, the better chance the data will be correct. Timely data entry also ensures that the data is accessible when it is needed, either proactively (e.g. monitoring purposes, increasing awareness, meeting funded requirements), or reactively (e.g. responding to requests for information, responding to inaccurate information).

### Deadlines

All data shall be entered into HMIS in a timely manner. Toward that end, the following data entry deadlines are set forth:

- Emergency Shelters: Universal Data Elements and Housing Check-In/Check-Out are entered within 1 workday (24 work hours after the check-in/check-out time)
- Transitional and Permanent Supportive Housing Programs: Universal Data Elements, Program-Specific Data Elements, and Housing Check-In/Check-Out are entered within 3 workdays
- Rapid Re-Housing and Homelessness Prevention Programs: Universal and Program-Specific Data Elements are entered within 1 workday (24 work hours after the enrollment/eligibility established)
- Outreach Programs: Limited data elements entered within 3 workdays of the first outreach encounter. Upon engagement for services, all remaining Universal Data Elements entered within 3 workdays
- Supportive Services Only Programs: Universal Data Elements are entered within 3 workdays

## COMPLETENESS

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Complete HMIS data helps a CoC meet various funding compliance requirements, and ensures that persons in the homeless assistance system receive the services needed to secure and maintain permanent housing. Additionally, it is necessary to fully understand the demographic characteristics and service use of persons accessing the homeless housing and services in the community. Complete data facilitates confident reporting and analysis on the nature and extent of homelessness, including:

- Unduplicated counts of persons served;
- Patterns of use of persons entering and exiting the homeless assistance system in the community; and
- Evaluation of the effectiveness of the community's homeless assistance system.

## **Universal Data Elements**

The Continuum of Care's goal is to collect 100% of all data elements. However, the CoC recognizes that this may not be possible in all cases. Therefore, the CoC has established an acceptable range of missing/null, don't know, refused, and data not collected responses, depending on the data element and the type of program entering data.

### **Target**

All data in the HMIS shall be collected and entered in a common and consistent manner across all programs. Data collection and entry should be conducted in accordance with the most current HUD HMIS Data Standards. See Appendix A

## **All Clients Served**

HUD expects that all clients receiving housing and/or services through the homeless assistance system will have their service delivery documented in HMIS. If a program only enters data on a few of its clients, the program's efficacy cannot accurately be determined. Incomplete data may erroneously reflect low bed utilization rates (for housing programs), and may inaccurately reflect client's progress in meeting programmatic goals (i.e. employment, transitioning to permanent housing).

### **Target**

All programs using the HMIS shall enter data for one hundred percent (100%) of clients served.

## **Bed Utilization**

One of the primary features of the HMIS is its ability to record the number of client stays or bed nights at a homeless residential facility. A program's bed utilization rate is the number of beds occupied as a percentage of the entire bed inventory. When a client is enrolled into a residential program (emergency, transitional, or permanent), s/he is assigned to a bed or unit. The client remains in that bed or unit until s/he is transferred to another bed or unit, or is exited from the program. When the client is exited from the program, s/he is also exited from the bed or unit in the HMIS.

The CoC recognizes that new projects may require time to reach the projected occupancy numbers and will not expect them to meet the utilization rate requirement during the first operating year.

### **Target**

A program's bed utilization rate is an excellent barometer of data quality. A low utilization rate could reflect low occupancy, but it could also indicate that data is not being entered in the HMIS for every client served. A high utilization rate could reflect that the program is over capacity, but it could also indicate that clients have not been properly discharged from the program in the HMIS.

Housing Program Type	Target Utilization Rate (%)	Acceptable Utilization Rate (%)
Emergency Shelter	75%	65%
Transitional Housing	90%	65%
Permanent Housing	90%	65%

## ACCURACY

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Accurate collection and entry of data into the HMIS ensures that the data is the best possible representation of reality as it relates to homeless persons and the programs that provide homeless housing and services. Data in the HMIS should accurately reflect client data recorded in the client's file, along with information known about the client and the housing and/or services received by the client.

### Target

All data entered into the HMIS shall be a reflection of information provided by the client and as documented in the client's file. Changes or updates in client information shall be reflected in the HMIS as they occur. To ensure the most up-to-date and complete data, data entry errors should be corrected monthly, or more frequently as required.

## CONSISTENCY

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Consistency of data directly affects the accuracy of data. Consistency ensures that data is understood, collected, and entered in the same manner across all programs in the HMIS. Basic enrollment, annual assessment, and exit workflows/forms, designed to capture client data pursuant to HUD's HMIS Data Standards, provide for common and consistent data collection and are available to all programs. To that end, all intake and data entry staff will complete an initial training before accessing the production HMIS system.

### Target

All data in the HMIS shall be collected and entered in a common and consistent manner across all programs. Data collection and entry should be conducted in accordance with the most current HUD HMIS Data Standards.

## MONITORING

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The purpose of monitoring is to ensure that the agreed-upon data quality targets are met to the greatest extent possible, and that data quality issues are quickly identified and resolved. The CoC recognizes that the data produced from the HMIS is critical to meet the reporting and compliance requirements of HUD, the individual agencies, and the CoC as a whole.



## Target

When data quality benchmarks are met, reporting will be more reliable and can be used to evaluate service delivery, program design and effectiveness, and efficiency of the system. All HMIS participating agencies are expected to meet the data quality benchmarks described in this document. To achieve this, HMIS data will be monitored and reviewed in accordance with the schedule outlined in this section. All monitoring will be conducted by the HMIS Lead Agency with the full support of the CoC.

## Roles and Responsibilities

- **Data Timeliness:** The HMIS support staff will measure timeliness by running custom reports in ClientTrack’s Data Explorer tool. Programs of different types will be reviewed separately. The agency will be required to improve their data timeliness or provide explanation before the next month’s report.
- **Data Completeness:** The HMIS support staff will measure completeness by running APRs, Universal Data Quality, or custom Data Explorer reports, and compare any missing rates to the data completeness benchmarks. The agency will be required to improve their data completeness rate or provide explanation before the next month’s report.
- **Data Accuracy:** The HMIS support staff will review source documentation during the annual site visits. The agency staff is responsible to make this documentation available upon request. Outreach programs may be exempt from the data accuracy review.

## Monitoring Frequency

- Monthly Review: Data Timeliness and Data Completeness
- Annual Review – site visits: Data Accuracy
- Other: Data quality monitoring may be performed outside of the regularly scheduled reviews, if requested by program funders or other interested parties (the agency itself, HMIS Lead Agency, CoC, HUD, or other Federal and local government agencies)

## Compliance

- Data Timeliness: The average timeliness rate in any given month should be within the allowed timeframe.
- Data Completeness: There should be no missing (null) data for required data elements. Responses that fall under unknown (don’t know or refused) should not exceed the allowed percentages in any given month. Housing providers should stay within the allowed utilization rates.
- Data Accuracy: The percentage of client files with inaccurate HMIS data should not exceed 10%. (For example, if the sampling includes 10 client files, then 9 out of 10 of these files must have the entire set of corresponding data entered correctly in HMIS.)

## **Data Quality Reporting and Outcomes**

Each month agencies are required to submit the Universal Data Quality report for all participating HMIS programs. Additionally, agencies are required to submit a quarterly Data Quality Certification (Appendix B) for all participating HMIS programs. The certification will include any findings and recommended corrective actions. If the agency fails to make corrections, or if there are repeated or egregious data quality errors, the HMIS Staff may notify the agency's funders or community partners about non-compliance with the required HMIS participation.

HMIS data quality certification is now part of several funding applications, including for CoC and ESG programs. Low HMIS data quality scores may result in denial of this funding.

## **INCENTIVES AND ENFORCEMENT**

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Timely HMIS data entry ensures that the data is accessible when it is needed, whether for monitoring purposes, meeting funding requirements, responding to requests for information, or for other purposes. Complete HMIS data is necessary to fully understand the demographic characteristics and service use of persons accessing the homeless housing and services in the community. Complete data facilitates confident reporting and analysis on the nature and extent of homelessness throughout the CoC. Complete HMIS data helps the CoC meet various funding compliance requirements, and ensures that persons in the homeless assistance system receive the services needed to secure and maintain permanent housing. Accurate collection and entry of data into the HMIS ensures that the data is the best possible representation of reality as it relates to homeless persons and the programs that provide homeless housing and services. Consistency of data directly affects the accuracy of data. Consistency ensures that data is understood, collected and entered in the same manner across all programs in the HMIS.

All HMIS participating agency administrators must ensure that these minimum data entry standards are fulfilled for every program utilizing the HMIS.

### **Target**

To ensure that HMIS participating agencies meet the minimum data entry standards set forth herein, a copy of this Data Quality Plan will be posted to the HMIS Lead's website. Sample intake, annual update and discharge forms will also be posted to the HMIS Lead's website. Participating agencies will provide data quality reports to the HMIS Lead Agency in accordance with the monitoring schedule described in the "Monitoring" section to facilitate compliance with the minimum data entry standards.

Agencies that meet the data quality benchmarks will be periodically recognized by the CoC. HMIS participating agencies that do not adhere to the minimum data entry standards set forth herein will be notified of their deficiencies and provided with specific information regarding the nature of the deficiencies and methods by which to correct them. HMIS participating agencies will be given one month to correct any identified data quality issues. Training will be offered to agencies that remain noncompliant with the minimum data entry standards. HMIS participating agencies continuing in default may have HMIS access suspended until such time as agencies demonstrate that compliance with minimum data entry standards can be reached.

## APPENDICES

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Appendix	Document Title
Appendix A	Target – Universal Data Elements
Appendix B	Data Quality Certification – Emergency and Day Shelter
Appendix C	Data Quality Certification – Permanent, Transitional Housing and Supportive Services Only
Appendix D	Data Quality Certification – Street Outreach

## Target – Universal Data Elements

All Universal Data Elements must be obtained from each adult and unaccompanied youth who applies for services through the system. Most Universal Data Elements are also required for children age 17 years and under.

Universal Data Element	Permanent Housing, Supportive Services Only, Transitional Housing			Emergency Shelter/Day Shelter			Target
	Target	Acceptable NULL/Missing	Acceptable "Client don't know", "Client Refused"	Target	Acceptable NULL/Missing	Acceptable "Client don't know", "Client Refused"	
Name	100%	0%	0%	100%	0%	0%	75%
Social Security Number	100%	0%	5%	100%	0%	5%	75%
Date of Birth	100%	0%	0%	100%	0%	2%	75%
Race	100%	0%	5%	100%	0%	5%	75%
Ethnicity	100%	0%	5%	100%	0%	5%	75%
Gender	100%	0%	0%	100%	0%	0%	75%
Veteran Status	100%	0%	5%	100%	0%	5%	75%
Disabling Condition	100%	0%	5%	100%	0%	5%	75%
Residence Prior to Project Entry	100%	0%	0%	100%	0%	0%	100%
Project Entry Date	100%	0%	0%	100%	0%	0%	100%
Project Exit Date	100%	0%	0%	100%	0%	0%	100%
Destination	100%	0%	2%	75%	0%	30%	75%
Relationship to Head of Household	100%	0%	0%	100%	0%	0%	100%
Client Location	100%	0%	0%	100%	0%	0%	100%
Length of Time on Street, in an ES or Safe Haven	100%	0%	0%	100%	0%	0%	100%

Emergency Shelter and Day Shelter Program Certification

**Bed Utilization and Data Quality**  
**[Agency and Program Name]**  
**Data Certification for [ ] Quarter of [Year]**  
**Months: [ ]**

I have reviewed the data for the period beginning on the first day of the month to the last day of the month. I have compared the aggregate data reports to the detail and result reports and have made a good faith effort to correct deficiencies in the client data shown on the reports. I have reviewed the following (as applicable to my program) and understand that the CoC's goal is 100% for all Universal data elements (unless otherwise stated in the Data Quality Plan) and must provide an explanation for data elements that are below the benchmark:

**Universal Data Elements**

My agency's data quality: \_\_\_ does or \_\_\_ does not meet the CoC's 80% + data completeness standard. If it does not, provide justification: \_\_\_\_\_

\_\_\_\_\_

**Program Specific Data Elements**

Percentage for **entry** questions are: \_\_\_ less than 80% or \_\_\_ 80% or more. Justification for less than 80% missing answers:

\_\_\_\_\_

\_\_\_\_\_

Percentage for **exit** questions are: \_\_\_ less than 65% or \_\_\_ 65% or more. Justification for less than 80% missing answers:

\_\_\_\_\_

\_\_\_\_\_

**Bed Utilization(Required for Emergency Shelter programs only)**

\_\_\_\_\_ Bed Utilization is more than 65% and less than 105% (local target is 75%)

\_\_\_\_\_ Bed Utilization is **under 65%**: I have verified that clients have been properly entered and exited, and verify that the bed utilization is actually under 65%. Justification for low utilization:

\*\*Justification for high utilization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Bed Utilization is **over 105%**: I have verified that clients have been properly entered and exited, and verify that the bed utilization is actually over 105%.

\*\*Justification for high utilization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Last Service Date (Required for Outreach and Supportive Services programs only)**

Clients who **have not** received services within the last 90 days: \_\_\_ have or \_\_\_ have not been exited from their programs.

Please provide an explanation if they have not: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Bed Utilization and Data Quality**  
**[Agency and Program Name]**  
**Data Certification for [ ] Quarter of [Year]**  
**Months: [ ]**

I have reviewed the data for the period beginning on the first day of the month to the last day of the month. I have compared the aggregate data reports to the detail and result reports and have made a good faith effort to correct deficiencies in the client data shown on the reports. I have reviewed the following (as applicable to my program) and understand that the CoC's goal is 100% for all Universal data elements (unless otherwise stated in the Data Quality Plan) and must provide an explanation for data elements that are below the benchmark:

**Universal Data Elements**

My agency's data quality: \_\_\_ does or \_\_\_ does not meet the CoC's 95% + data completeness standard. If it does not, provide justification: \_\_\_\_\_

\_\_\_\_\_

**Program Specific Data Elements**

Percentage for **entry** questions are: \_\_\_ less than 95% or \_\_\_ 95% or more. Justification for less than 98% missing answers:

\_\_\_\_\_

\_\_\_\_\_

Percentage for **exit** questions are: \_\_\_ less than 80% or \_\_\_ 80% or more. Justification for less than 98% missing answers:

\_\_\_\_\_

\_\_\_\_\_

**Bed Utilization**

\_\_\_\_\_ Bed Utilization is more than 65% and less than 105% (local target is 90%)

\_\_\_\_\_ Bed Utilization is **under 65%**: I have verified that clients have been properly entered and exited, and verify that the bed utilization is actually under 65%. Justification for low utilization:

\*\*Justification for high utilization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Bed Utilization is **over 105%**: I have verified that clients have been properly entered and exited, and verify that the bed utilization is actually over 105%.

\*\*Justification for high utilization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Last Service Date (Required for Outreach and Supportive Services programs only)**

Clients who **have not** received services within the last 90 days: \_\_\_ have or \_\_\_ have not been exited from their programs.

Please provide an explanation if they have not: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Street Outreach Program Certification

**Bed Utilization and Data Quality**  
**[Agency and Program Name]**  
**Data Certification for [ ] Quarter of [Year]**  
**Months: [ ]**

I have reviewed the data for the period beginning on the first day of the month to the last day of the month. I have compared the aggregate data reports to the detail and result reports and have made a good faith effort to correct deficiencies in the client data shown on the reports. I have reviewed the following (as applicable to my program) and understand that the CoC's goal is 100% for all Universal data elements (unless otherwise stated in the Data Quality Plan) and must provide an explanation for data elements that are below the benchmark:

**Universal Data Elements**

My agency's data quality: \_\_\_ does or \_\_\_ does not meet the CoC's 60% + data completeness standard. If it does not, provide justification: \_\_\_\_\_

**Program Specific Data Elements**

Percentage for **entry** questions are: \_\_\_ less than 60% or \_\_\_ 60% or more. Justification for less than 60% missing answers:

Percentage for **exit** questions are: \_\_\_ less than 60% or \_\_\_ 60% or more. Justification for less than 60% missing answers:

**Last Service Date (Required for Outreach and Supportive Services programs only)**

Clients who **have not** received services within the last 90 days: \_\_\_ have or \_\_\_ have not been exited from their programs. Please provide an explanation if they have not:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_



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## HMIS Fee Schedule

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### A. AGENCY PARTICIPATION FEE

Each Partner Agency will be charged an annual HMIS participation fee.

- a. \$350 – annual fee per user license
- b. \$1400 – for 5 user license package

HUD CoC program grantees are required to purchase at minimum (2) user licenses.

The initial fee for new agencies will be prorated for the remainder of the calendar year and is due prior to the HMIS activation. The annual fee for renewing agencies is billed by the calendar year. Partner Agencies will have a ninety (60) day grace period in which to pay the fee. Fees not paid within the ninety (60) day grace period may result in all agency licenses being suspended. Agencies leaving the HMIS will not be refunded for the remainder of the year. User licenses can be transferred after purchase with written notice from agency but will not be refunded.

THN may award a one-year stipend, equal to the annual fee, to a selected agency based on need. The agency must present a strong case for participation in the HMIS without having the budget to pay the fee.

### B. PROGRAM-SPECIFIC FEES

THN may assess an additional program participation fee for certain funding sources (ESG, SSVF, HOPWA, etc.) that require HMIS participation but otherwise do not cover its cost. Partner Agencies applying for new funding that requires HMIS participation are strongly encouraged to contact THN for details about any program-specific fees.

### C. ADDITIONAL CUSTOMIZATIONS AND SERVICES

All HMIS software customization requests are subject to approval by THN. Agency-specific customizations (forms, workflows, workgroups, or reports), custom queries, and data analysis reports provided by THN will be billed at \$50 per hour as staff availability allows. Service delivery costs billed by the HMIS Software Provider will be passed to the Partner Agency requesting the customization, quotes will be given prior to any customization work

### D. REACTIVATION FEE

All users are required to keep their HMIS licenses active by frequently logging into the system. Any user not accessing ClientTrack HMIS for more than 45 calendar days will be automatically locked out. The fee to reactivate inactive licenses is \$35. This fee must be paid on a company check and made payable to "Texas Homeless Network". THN will waive the fee in case of illness or approved long-term absence only after a written request by the user's supervisor.

### E. MISSED TRAINING FEE

The THN HMIS team offers a variety of trainings every month. If a user is unable to attend a training for which he/she registered, a cancellation notice is required no less than 24 hours prior to the scheduled training time. A cancellation e-mail should be sent to [hmis@thn.org](mailto:hmis@thn.org). A fee of \$50 will be assessed to the agency if a user



fails to cancel or show up for training. THN will waive the fee in case of illness or approved emergency absence only after a written request by the user's supervisor.

January 2016

## Authorization to Disclose Client Information

The U.S. Department of Housing and Urban Development (HUD) requires agencies that receive certain types of HUD funding to use a Homeless Management Information System (HMIS). Other funding sources may also require program participation in HMIS. This system is not electronically connected to HUD and is only used by authorized agencies. All persons accessing the HMIS have received confidentiality training and have signed agreements to protect clients' personal information and limit its use appropriately. The HMIS Privacy Policy is available upon request and is posted at the Texas Homeless Network website (<http://www.thn.org>). Any additional data sharing agreements, providing details on how the member agency handles client information beyond the baseline HMIS Privacy Policy, are available at the agency service sites.

I give permission to the agency listed below to collect and enter information into HMIS about me and my household, which may include demographics, picture, health information, and services that I receive from participating agencies. I understand that the HMIS is shared with and used by authorized agencies in my community for the purposes of:

- Assessing clients' needs in order to provide better assistance and to improve their current or future situations
- Improving the quality of care and service for people in need
- Tracking the effectiveness of community efforts to meet the needs of people who have received assistance
- Reporting data on an aggregate level that does not identify specific people or their personal information

I understand that:

- I have the right to review my HMIS record with an authorized user.
- All agencies that use HMIS will treat my information with respect and in a professional and confidential manner.
- Unauthorized people or organizations cannot gain access to my information without my consent.
- Signing this release form does not guarantee that I will receive the requested services.
- I understand that if I do not sign this form, it will not change whether or not I can receive services from the agency listed below and any other participating agencies. However, I would need to contact each such agency directly to apply for assistance and for a determination of eligibility.
- I understand that this authorization shall remain in effect from the date of my signature below.
- I understand that I may revoke this authorization at any time by notifying the agency listed below in writing. I also understand that the written revocation must be signed and dated later than the date on this authorization. The revocations will not affect any actions taken before the receipt of the written revocation.

My signature below authorizes the agency listed below to release my identity, health conditions when necessary, and my need for services and support to necessary individuals or agencies. Further, if I am unable to participate in a determination of those services, which would be of benefit to me, or my permission is needed in the future to authorize additional services for this program, my signature below authorizes the named individual to sign for assistance for me in my absence after receiving my verbal permission. Finally, if I am unable to make decisions, the person listed below is hereby authorized to represent me:

<hr/>	
Agency	
<hr/>	
Print Name of Designated Individual	Relationship
<hr/>	
Client Signature	Date
<hr/>	
Witness Signature	Date
<hr/>	

# Inferred Consent Notice

Use of a Homeless Management Information System (HMIS) is required by the US Department of Housing and Urban Development (HUD) for agencies that receive certain types of HUD funding. Other funding sources may also require program participation in the HMIS. This system is not electronically connected to HUD and is only used by authorized agencies. All persons accessing the HMIS have received confidentiality training and have signed agreements to protect clients' personal information and limit its use appropriately.

The HMIS Privacy Policy is available upon request and is posted at the Texas Homeless Network website <http://www.thn.org>

**We collect personal information about individuals in a computer system called a Homeless Management Information System (HMIS) for reasons that are discussed in our privacy policy. We may be required to collect some personal information by organizations that fund the operation of this program. Other personal information that we collect is important to run our programs, to improve services for individuals, and to better understand the needs of individuals. In order to provide or coordinate individual referrals, case management, housing or other services, some client records may be shared with other organizations that are required to have privacy policies in place in order to protect your personal information. We only collect information that we consider appropriate. If you have any questions or would like to see our privacy policy, our staff will provide you with a copy. You have the right as a client to decline to share your information.**



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## DATA USE AND SECURITY AGREEMENT

**Date Effective:** \_\_\_\_\_  
**Expiration Date:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

ClientTrack is a web-based homeless management information system (the "HMIS") for recording and sharing information on services provided to homeless consumers in the Texas Balance of State Continuum of Care. The Primary Coordinating Organization (PCO) is the Texas Homeless Network (hereinafter referred to as "the PCO"). The System Administrator (SA) is the Texas Homeless Network. The SA is the primary communications coordinator between the PCO and Participants. In this agreement, "Participant" is an organization that uses Client Track; "Client" is a consumer of services.

The Data Recipient is bound by a variety of Government regulations and laws, as well as contractual obligations with all clients, to be accountable for information confidentiality, integrity and security. Similarly, individual consultants and vendors, including their subcontractors, in the employ of the Data Recipient must be accountable for data security in the performance of the Data Recipient's work, and individuals or institutions approved to use the data collected by the Data Recipient must be accountable for data security as well. To this end, the Parties agree to the following terms regarding the release and use of data provided by the PCO hereunder.

1. This agreement is by and between the Texas Balance of State CoC (the PCO) and \_\_\_\_\_, hereafter referred to as the "Data Recipient." The PCO and the Data Recipient will be collectively referred to as the "Parties."
2. This agreement addresses the conditions under which the PCO will disclose and the Data Recipient will use the data provided under the terms of the scope of work pursuant to the referral contract or application for use noted above. This agreement supersedes all agreements between the Parties with respect to the use of data specified in this Agreement and provided by the PCO. The terms of this Agreement can be changed only by written modification to this Agreement or by the Parties adopting a new Agreement.
3. The Parties mutually agree that the Data Recipient does not obtain any right, title, or interest in any of the data provided by the PCO.

4. The Parties mutually agree that the following named individual is designated as the “Custodian” of the data on behalf of the Data Recipient and will be responsible for observing the security and privacy arrangements specified in this Agreement.

_____ Name of Custodian	_____ Company/Organization
_____ Street Address	_____ City/State/Zip Code
_____ Phone Number	_____ E-mail Address

5. The Parties mutually agree that the following named individual will be designated as the point-of-contact for this Agreement on behalf of the PCO.

_____ Name of Contact	_____ Title
_____ Street Address	_____ City/State/Zip Code
_____ Phone Number	_____ E-mail Address

6. The Parties mutually represent that the data provided will be used solely for the purposes described in the scope of work under the terms of the contract and for no other purpose.



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7. Data Recipient agrees that access to the data provided under this agreement will be limited to the minimum number of individuals necessary to perform the work. The data will not be made available to any unauthorized personnel or other organizations, except consultants or sub-contractors involved in the current scope of work. If the sensitivity of the data warrants it, the Data Recipient agrees to provide to the PCO a roster of the names of the individuals having access to the data.
8. Under this agreement, the SA and PCO will provide the Data Recipient with data drawn from the HMIS that encompasses:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
9. Operating Policies: Parties agree to follow and comply with the HMIS User License Agreement (Attachment A) which may be modified by the CoC Steering Committee.
10. Technical Support: The SA and the PCO will provide limited technical support as related to identifying the elements in the aggregate data so analysis can be conducted.
11. Training: The PCO shall not provide any HMIS training to the Data Recipient.
12. The Parties mutually agree that the data provided under this Agreement and/or any derivative file(s) may be retained only for the duration of this Agreement. At the end of this Agreement, the Data Recipient must return or destroy all original data files and any derivative files as specified in the scope of work. Data destruction must be done using industry best practices.
13. The Data Recipient agrees to use appropriate administrative, technical and physical safeguards to protect the data. Authorizations should be based on the principals of need to know, least privilege and separation of duties.
14. Limitation of Liability and Indemnification: No party to this agreement shall assume any additional liability of any kind due to its execution of this agreement. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; but that no party shall assume additional liability on its own behalf or liability for the acts of any other person or entity. The parties specifically agree that this agreement is for the benefit of the parties only and that this agreement creates no rights in any third party.

In no event shall either party be responsible to the other for special, indirect or consequential damages of any kind.



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15. The Data Recipient agrees to ensure that any agents, including subcontractors, to whom it provides the data, agree to the same restrictions and conditions that apply to the Data Recipient with respect to such information.
16. The Parties mutually acknowledge that certain types of personal, health and financial data are protected by Government regulations and laws, including but not limited to the Privacy Act of 1974 (5 U.S.C. 552a et seq.), HIPAA Privacy Rule (104-191 P.L.), the HITECH ACT, Public Law 111-005, the Sarbanes-Oxley Act and the Gramm-Leach-Bliley Act of 1999. The Parties further mutually acknowledge that there are administrative, civil or criminal penalties for disclosure or misuse of these data.
17. Scope of Agreement: This agreement, together with attachments and any referenced material, is the entire agreement between the parties, and is binding upon the parties and any permitted successors or assigns.
18. By signing this agreement, the Data Recipient agrees to abide by the provisions noted in this Agreement for the protection of the data file(s) noted, and acknowledges having received notice of potential criminal, administrative, or civil penalties for violation of the terms of the Agreement.
19. Both the Data Recipient and the PCO understand that the agreement can be terminated at any time by either party.
20. This Agreement shall be interpreted under the laws of the State of Texas and applicable federal law. Exclusive venue for any cause of action arising out of or in relation to this Agreement shall be in Harris County, Texas.
21. For the purposes of this agreement and all services to be provided hereunder, the relationship of the Parties shall not be construed or interpreted to be a partnership, association, joint venture, or agency. The relationship of the Parties is an independent contractor relationship and neither Party shall be considered an agent, representative, or employee of the other Party. Neither Party shall have the authority to make any statements, representations, or commitments of any kind or to take any action that shall be binding on the other Party.



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22. All notices and communications under this Agreement must be mailed by certified mail, return-receipt requested, or delivered to the parties at the following addresses:

To Data Recipient:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the CoC:

Texas Homeless Network  
1713 Fortview Road  
Austin, TX 78704  
Attention: Jesús DeLeón-Serratos

These addresses may be changed upon giving prior written notice of the change.

The undersigned individual hereby attests that he or she is authorized to commit to this agreement on behalf of the Data Recipient and further agrees to abide by all of the terms specified in this Agreement.

\_\_\_\_\_  
(Name and Title of person signing the Agreement)

\_\_\_\_\_  
(Signature and Date)

IN WITNESS WHEREOF, this instrument has been executed on behalf of the Texas Balance of State Continuum of Care.

**Texas Homeless Network**

By: \_\_\_\_\_  
President and CEO

Date Signed: \_\_\_\_\_





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## **Texas Balance of State HMIS Privacy Policies and Procedures**

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The goal of the Tx BoS CoC Homeless Management Information Systems (hereafter “the HMIS”) Privacy Policies and Procedures is to ensure confidentiality and security of all client data captured in the HMIS in conformity with all current regulations related to privacy and data confidentiality rights.

Outlined in this Texas Balance of State HMIS Privacy Policy and Procedure are the Texas Balance of State Continuum of Care (CoC) standards and parameters to be followed by all HMIS Participating Agencies (PA). The CoC recognizes its participating agencies may have established their own policies that meet HUD privacy requirements and the CoC standards set forth herein. The Texas Balance of State CoC HMIS Privacy Policy and Procedure is not intended to supplant individual PA privacy policies. As long as PA privacy policies and practices meet the thresholds established in this policy and do not contradict the practices described, PAs may establish additional or more stringent requirements for HMIS end users. Additionally, this policy serves to describe how the HMIS Lead Agency and the Texas Balance of State CoC HMIS meet the privacy requirements established in HUD privacy standards.

### **Policy Access and Amendment**

The HMIS Lead Agency may amend its privacy policy and practices at any time, subject to the recommendation of the HMIS Support Committee. The HMIS Lead Agency may bring issues to the CoC Steering Committee as necessary. An amendment may affect data that had been entered in the HMIS before the effective date of any such amendment. This policy is consistent with current privacy standards for HMIS issued by HUD.

The Privacy Policy will be reviewed and amended consistent with the procedure described in the Roles and Responsibilities section of the HMIS Policies and Procedures.

### **Applicability**

The Texas Balance of State HMIS Privacy Policy and Procedure applies to the HMIS Lead, PAs, and any person accessing HMIS data. PA projects subject to the privacy rules established under the authority of the Health Insurance Portability and Accountability Act (HIPAA) or other more restrictive policies will be honored.

The limitations of the HMIS implementation are described in the Client Informed Consent and Privacy Rights section of the HMIS Policies and Procedures.

The HMIS Lead Agency and PAs will uphold federal and state confidentiality regulations to protect client records and privacy. If a PA is covered by more stringent regulations, such as HIPAA, the more stringent regulations will prevail. Any project not subject to the Texas Balance of State HMIS Privacy Policy and Procedure will be identified in the PA’s HMIS Agency Participation Agreement.

### **Participating Agency Policy**

Each PA is responsible for maintaining a privacy policy and certifying that each participating project complies with the Texas Balance of State HMIS Privacy Policy and Procedure. PA Administrators are responsible for reviewing privacy policies and ensuring consistency with the Texas Balance of State HMIS Privacy Policy and Procedure. At times, PAs may require more rigorous privacy standards but they must, at minimum, meet and not contradict the privacy standards set forth herein. In addition, PAs must maintain documentation regarding changes to their privacy policies.

Each PA will adopt the standard policy or their own, as long as the policy meets and does not contradict with the privacy standards set forth in this Policy and Procedure.



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A PA's Privacy Policy will:

- Specify the purpose for collecting the information.
- Specify all potential uses and disclosures of client personal information.
- Specify the time for which the hard copy and electronic data will be retained at the organization and the method for disposing of it or removing identifiers from personal information that is not in current use.
- State the process and applicability of amendments and commit to documenting all amendments.
- Offer reasonable accommodations for persons with disabilities and/or language barriers.
- Allow the client the right to inspect and to have a copy of their client record and offer to explain any information the individual may not understand.
- Include reasons and conditions when an organization would not release information.
- Specify a procedure for accepting and considering questions or complaints about the privacy policy.

### **Compliance Review**

The HMIS Lead Agency is responsible for ensuring HMIS is operated in accordance with HUD standards. PAs are responsible for conducting annual reviews certifying each participating project complies with the Texas Balance of State HMIS Privacy Policy and HUD standards. The Texas Balance of State CoC, through the HMIS Lead Agency, retains the right to conduct site visits to ensure compliance with the Texas Balance of State HMIS Privacy Policy and Procedure.

Each year, PAs will be required to self- certify that they comply with the Texas Balance of State HMIS Privacy Policy and Procedure. PAs must indicate whether it has:

- Adopted the Texas Balance of State HMIS Privacy Policy and Procedure, or
- Adopted a different privacy policy that meets the requirements outlined in the Texas Balance of State HMIS Privacy Policy and Procedure.

In the event the PA adopts a different privacy policy, the PA will be expected to attach a copy of the policy to their HMIS Agency Participation Agreement. If no policy has been adopted at time of execution of the HMIS Agency Participation Agreement, or at the time of the annual certifications thereafter, the PA must establish a date no later than three months from the certification review date by which such a policy will be developed and implemented.

### **Privacy Policy Notice**

The HMIS Lead Agency and PAs must ensure privacy policies are readily accessible to clients and the public.

### **Public Access Procedure**

The HMIS Lead Agency will post the Texas Balance of State HMIS Privacy Policy and Procedure on its official website and provide a copy to any individual upon request.

### **Informed Client Consent Procedure**

The HMIS Lead Agency will maintain HMIS data using lawful and fair means. PA privacy policies will include a provision stating the PA will only collect data with the consent of their clients. Any client seeking assistance from a PA will be notified through a signed consent form that data collection will occur. The HMIS Lead Agency will assume that client information in the Texas Balance of State HMIS has been entered with the consent of the client according to these policies and procedures. All PAs will keep copies of the signed consents on file. Individual PAs may maintain stricter policies relating to client consent to collect and share data with the HMIS Lead Agency.



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At minimum, the HMIS Lead Agency requires PAs to post signs at each intake desk or other appropriate locations where data collection occurs explaining the reasons for HMIS data collection. The sign will include the following language:

*We collect personal information about individuals in a computer system called a Homeless Management Information System (HMIS) for reasons that are discussed in our privacy policy. We may be required to collect some personal information by organizations that fund the operation of this program. Other personal information that we collect is important to run our programs, to improve services for individuals, and to better understand the needs of individuals. In order to provide or coordinate individual referrals, case management, housing or other services, some client records may be shared with other organizations that are required to have privacy policies in place in order to protect your personal information.*

*We only collect information that we consider appropriate. If you have any questions or would like to see our privacy policy, our staff will provide you with a copy. You have the right as a client to decline to share your information.*

Agencies may use the sample privacy notice attached in Appendix G of the HMIS Policies and Procedures.

### **Accessibility Procedure**

Each PA that is a recipient of federal assistance will provide required information in languages other than English that are common in the community, if speakers of these languages are found in significant numbers and come into frequent contact with the organization.

PAs must make reasonable accommodations for persons with disabilities throughout the consent, intake, and data collection processes. This may include, but is not limited to, providing qualified sign language interpreters, readers or materials in accessible formats such as Braille, audio, or large type as needed by the individual with a disability.

### **HMIS Data Use and Disclosure**

The confidentiality of HMIS data will be protected. PAs must collect data by legal and fair means, consistent with the Data Policies and Procedures section of the HMIS Policies and Procedures. The HMIS Lead Agency and PAs may only collect, use, and disclose data for the specific purposes and reasons defined in this section.

The HMIS Lead Agency collects HMIS data from organizations that directly enter data into the Texas Balance of State HMIS System with the knowledge and authority of the CoC Steering Committee. HMIS data may only be collected, used, or disclosed for activities described in this section. The HMIS Lead Agency requires that PAs notify individuals seeking their assistance that data collection, use, and disclosure will occur. By entering data into the Texas Balance of State HMIS System, the PA verifies that individuals have provided the PA with consent to use and disclose their data for purposes described below and for other uses and disclosures the HMIS Lead Agency determines to be compatible:

- To provide or coordinate individual referrals, case management, housing or other services. Client records may be shared with other organizations that may have separate privacy policies and that may allow different uses and disclosures of the information;
- For functions related to payment or reimbursement for services;
- To carry out administrative functions, including but not limited to audit, personnel oversight, and management functions;
- To produce aggregate-level reports regarding use of services;
- To produce aggregate-level reports for funders or grant applications;
- To create de-identified (anonymous) information;

- To track system-wide and project-level outcomes;
- To identify unfilled service needs and plan for the provision of new services;
- To conduct a study or research project approved by the CoC
- When required by law (to the extent that use or disclosure complies with and is limited to the requirements of the law);
- To avert a serious threat to health or safety if:
  - The use or disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public; and
  - The use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat.
- To report about an individual reasonably believed to be a victim of abuse, neglect, or domestic violence to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect, or domestic violence in any of the following three circumstances:
  - Where the disclosure is required by law and the disclosure complies with and is limited to the requirements of the law;
  - If the individual agrees to the disclosure; or
  - To the extent that the disclosure is expressly authorized by statute or regulation and either of the following are applicable:
    - The PA believes the disclosure is necessary to prevent serious harm to the individual or other potential victims; or
    - If the individual is unable to agree because of incapacity, a law enforcement or other public official authorized to receive the report represents that the HMIS data for which disclosure is sought is not intended to be used against the individual and that an immediate enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until the individual is able to agree to the disclosure;
  - When such a permitted disclosure about a victim of abuse, neglect, or domestic violence is made, the individual making the disclosure will promptly inform the individual who is the victim that a disclosure has been or will be made, except if:
    - In the exercise of professional judgment, it is believed that informing the individual would place the individual at risk of serious harm; or
    - It would be informing a personal representative (such as a family member or friend), and it is reasonably believed that the personal representative is responsible for the abuse, neglect, or other injury, and that informing the personal representative would not be in the best interests of the individual as determined in the exercise of professional judgment.
- To a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under any of these circumstances:
  - In response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena;
  - If the law enforcement official makes a written request for HMIS data that:
    - Is signed by a supervisory official of the law enforcement agency seeking the HMIS data;
    - States that the information is relevant and material to a legitimate law enforcement investigation;
    - Identifies the HMIS data sought;
    - Is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought; and
    - States that the identified information could not be used to accomplish the purpose of the disclosure.
  - If it is believed in good faith that the HMIS data constitutes evidence of criminal conduct that occurred on the PA's premises;
  - In response to an oral request for the purpose of identifying or locating a suspect, fugitive,



- material witness or missing person and the HMIS data disclosed consists only of name, address, date of birth, place of birth, social security number and distinguishing physical characteristics; or
- If the official is an authorized federal official seeking HMIS data for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 and 879 (threats against the President and others), *and* the information requested is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought.
  - To comply with government reporting obligations for HMIS and for oversight of compliance with HMIS requirements.
  - To third parties for the following purposes:
    - To permit other systems of care to conduct data matches (i.e., to determine if you are also utilizing services from such other systems of care); and
    - To permit third party research firms and/or evaluators to perform research and evaluation services, as approved by the CoC, in connection with the projects administered by the HMIS
- Please refer to the HMIS Data and Security Agreement for the details of the data and security requirements for the use of HMIS data and security. The HMIS Data and Security Agreement requires the recipient to comply with all applicable laws and regulations, including the privacy standards and disclosure provisions contained in the current HMIS Data and Security Agreement.
- Lead and the PAs;

The HMIS Lead may share client level HMIS data with contracted entities as follows:

- The PA originally entering or uploading the data to the Texas Balance of State HMIS.
- Outside organizations under contract with the HMIS Lead Agency or other entities acting on behalf of the Texas Balance of State CoC for research, data matching, and evaluation purposes. The results of this analysis will always be reported in aggregate form; client level data will not be publicly shared under any circumstance.

Entities providing funding to organizations or projects required to use HMIS will not have automatic access to HMIS. Access to HMIS will only be granted by the HMIS Lead Agency when there is a voluntary written agreement in place between the funding entity and the organization or project. In such cases, funder access to HMIS will be limited to data on the funded organization or project. Funding for any organization or project using HMIS cannot be contingent upon establishing a voluntary written agreement allowing the funder HMIS access.

Any requests for reports or information from an individual or group who has not been explicitly granted access to the Texas Balance of State HMIS will be directed to the HMIS Support Committee. No individual client data will be provided to meet these requests without proper authorization.

Before any use or disclosure of Personal Identifying Information (PII) that is not described here is made, the HMIS Lead Agency or PA wishing to make the disclosure will seek the consent of all individuals whose PII may be used or disclosed.

### **Access and Correction**

Clients whose data is collected in HMIS may inspect and receive a copy of their HMIS record by requesting it from the PA that originally collected the information. The HMIS Lead Agency requires the PA to establish a policy to manage such requests and to explain any information a client may not understand.

Each PA privacy policy will describe how requests from clients for correction of inaccurate or incomplete HMIS records are handled. The policy will allow clients to request their HMIS data or request the data be removed from



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[www.thn.org](http://www.thn.org)

the HMIS. Nothing in this section is intended to indicate that a PA is released from any obligation by any funder to collect required data elements.

If a client requests to have his or her information in the HMIS corrected or removed, and the PA agrees that the information is inaccurate or incomplete, they may delete it or they may choose to mark it as inaccurate or incomplete and to supplement it with additional information. Any such corrections applicable to the data stored in the HMIS system will be corrected within one week of the request date.

In the event that a client requests to view his or her data in the HMIS, the PA HMIS Administrator will keep a record of such requests and any access granted. The PA HMIS Administrator or PA Case Manager will provide a copy of the requested data within a reasonable timeframe to the client.

PAs are permitted to establish reasons for denying client requests for inspection of HMIS records. These reasons are limited to the following:

- If the information was compiled in reasonable anticipation of litigation or comparable proceedings
- If the record contains information about another client or individual (other than a healthcare provider or homeless provider) and the denial is limited to the section of the record containing such information
- If the information was obtained under a promise of confidentiality (other than a promise from a healthcare provider or homeless provider) and if the disclosure would reveal the source of the information
- Disclosure of the information would be reasonably likely to endanger the life or physical safety of an individual.

If a PA denies a request for access or correction, the PA will explain the reason for the denial. The PA will also maintain documentation of the request and the reason for the denial.

PAs may reject repeated or harassing requests for access to or correction of an HMIS record.

### **Data Retrieval and Sharing**

HMIS, as implemented in the Texas Balance of State CoC region, is a system that will generate reports required by HUD, the CoC, and other stakeholders at a level that does not identify individuals but can provide accurate statistical data such as numbers served and trend assessments based on data entered by PAs. Data from the HMIS will be used to produce CoC and local level statistical reports as well as corresponding reports. These purposes are included in the HMIS Data Use and Disclosure section of the HMIS Privacy Policies and Procedures.

The HMIS Lead Agency staff has access to retrieve all data in the Texas Balance of State HMIS. The HMIS Lead Agency will protect client confidentiality in all reporting.

PAs may share PII with each other for the purposes of determining eligibility and coordinating client services once an agreed upon Release of Information is in place, as outlined in the Data Policies and Procedures section of the Policies and Procedures.

PAs may also retrieve HMIS data entered to produce statistical reports including number of clients served and trend assessments for internal purposes, grant applications, and other required reports, within the parameters established by the HMIS Lead.



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## **Grievance**

Concerns related to the Texas Balance of State CoC HMIS Privacy Policy and Procedure may be raised according to the procedures outlined in the HMIS Client Grievance Policy and Procedure. PAs must establish a policy and regular process for receiving and reviewing complaints from clients about potential violations of the policy.

PAs should report any violation of their privacy policy to the HMIS Lead Agency. In addition to any corrective actions taken by the PA, the HMIS Lead Agency may also report the findings to the CoC Steering Committee or law enforcement, as appropriate, for further action. Such action may include, but is not limited to the following:

- Suspension of system privileges
- Revocation of system privileges

Individuals sanctioned because of HMIS privacy violations, can appeal to the CoC Steering Committee. All HMIS end-users are required to comply with this privacy policy. PAs- must ensure all end-users involved in HMIS data collection and/or entry receive privacy policy training. End users must receive and acknowledge receipt of this privacy policy.

**4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the HACB will use [24 CFR 982.202(d)].

**Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the HACB to establish other local preferences, at its discretion. Any local preferences established must be consistent with the HACB plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACB Policy

HACB will open the waiting list or leave the waiting list open for certain preference groups as needed to meet the preference caps listed below.

Preference	Points
Youth who are at least 18 years of old and not more than 21 years old (has not reached 22 <sup>nd</sup> birthday) who left foster care at age 16 or older and who does not have adequate housing and have been referred by the Texas Department of Family and Protective Services.	40
Families who are victims of a Presidential declared disaster or during a local emergency that has been declared by the Chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety.	30
Families who reside in housing that have been condemned by the City of Brownsville	30
Families, residents of the city of Brownsville, whose homes (owned or rented), have been destroyed by fire and have been referred by the Red Cross for assistance.	30
Families in Public Housing required to transfer from their unit due to PHA action involving rehab of unit or emergency conditions that make the unit uninhabitable while undergoing repairs	30
Victims of domestic violence requirements: Referral from a family violence prevention organization, police report and a protective order	15
Veterans that have been honorably discharged from the Armed Forces of the United States.	15
Working families whose head or spouse is currently employed and to include families whose head of household or spouse is sixty-two years (62) years of age or disabled.	10



**FUP Youth Preference:** HACB will give preference to FUP Youth age 18 to 21 years old referred by the Texas Department of Family and Protective Services (TDFPS) Region 11, Lead PAL (Preparation for Adult Living) to be placed on the HCV waiting list. To be eligible for the voucher the FUP referral must indicate that without voucher assistance, the FUP will lack adequate housing. The HACB will determine the eligibility for the Housing Choice Voucher Program. The preference does not guarantee the voucher assistance, as issuance of vouchers is depend on funding availability.

For the issuance of the Family Unification Program (FUP) vouchers, only applicants certified eligible for FUP Youth Vouchers will be issued a FUP Youth voucher. To be an eligible applicant for a FUP Youth Voucher, HACB will have to receive a completed referral from the Texas Department of Family and Protective Services (TDFPS). Until the referral is received, the application will not be considered an eligible application. The applicant will only be placed on the waiting list once the referral is received.

Therefore, FUP youth eligible applicants are granted a preference over all other applicants not eligible for FUP Youth vouchers. Applicants certified eligible for the FUP vouchers will be coded as such on the HACB's HCV waiting list. This preference will be granted only for the issuance of FUP Youth vouchers and not any other voucher. If FUP Youth vouchers are not available, FUP Youth will maintain their original place on the waiting list for the issuance of non-FUP vouchers. All youth granted a FUP preference will be prioritized based on the date and time of being certified eligible and any other preference.

(a) Identifying FUP eligible youths currently on HACB's HCV waiting list

Upon receipt of the list of youth currently on the TDFPS Region 11-Lead PAL (Preparation for Adult Living) caseload, HACB will compare the names with those of youth already on HACB's HCV waiting list. Any youth currently on the HCV waiting list that matches the TDFPS list, will be coded as FUP youth eligible, and will be granted a FUP youth preference for FUP vouchers. For issuance of non-FUP vouchers, these applicants will be assisted in order of their original position on the HACB's HCV waiting list in accordance with HACB's admission policies. Therefore, they will not lose their original position on the waiting list as a result of receiving a FUP youth preference.

HACB will identify youth on HACB's HCV waiting list that may be eligible for FUP Youth, through a mail-out of an informational letter about the FUP youth program and its eligibility factors. HACB will refer self-identified youth to TDFPS for determination of whether they meet FUP Youth eligibility requirements; HACB will work with and provide information to local community agencies providing homeless and transitional housing services to youth, to determine if they are providing interim housing services to youth who are on the HCV waiting list, and may be FUP Youth eligible, but have not yet received a voucher.

(b) Placing FUP eligible youth referred by TDFPS on HACB HCV waiting list:

Those eligible applicants on the current waiting list will have priority over youth not on the waiting list. If additional vouchers are available, and all eligible youth on the waiting list are exhausted, the waiting list will be reopened for FUP eligible youth only. Eligibility for the FUP Youth vouchers will be based on the respective two vouchers available for referrals from the Texas DFPS, Region 11, PAL. When HACB receives a completed referral, the applicant will be placed on the waiting list and in order according to the date and time when HACB first had received the referral.

If a youth coded as FUP ceases to meet the criteria for FUP youth eligibility before the youth has moved into an assisted unit, HACB will remove the FUP youth coding. If the youth was previously on the waiting list, they will maintain their original application place on the waiting list. If the youth was only on the waiting list due to FUP youth referral, they will be removed from the waiting list or lose their voucher if already issued.

The HACB will provide the FUP Housing Assistance Vouchers for a period not to exceed 18 months to FUP qualified youth, unless the youth participant agrees to sign an FSS contract of Participation (Form HUD-52650) will maintain their housing assistance for a period not exceeding the length of the FSS contract of participation. In most cases, this limit will be no more than 5 years, however, if the FSS Contract of Participation is extended, in accordance with 24 CFR 984.303 (d) the FUP youth voucher can be extended for the entire length of the FSS Contract Participation.

To reissue FUP Housing Assistance Vouchers to FUP qualified youth in the event such assistance becomes available (i.e., another youth ends/loses its FUP participation).

# Corpus Christi Housing Authority Admin Plan Excerpt

## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for accepting applications, managing the waiting list and selecting families from the waiting list. The PHA's policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Tenant Selection. This part describes the policies that guide the PHA in selecting families from the waiting list as units become available. It also specifies how in-person

interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.



#### **4-III.B. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

##### **Local Preferences [24 CFR 960.206]**

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

##### PHA Policy

The PHA will use the following local preference:

##### **Involuntary Displacement – 30 points**

This preference is offered to families that are displaced due to Natural Disaster or Government Action.

- Verified in writing by local, state, or federal authorities within the last 6 months.

##### **Working Families – 5 points**

This preference is offered to all working families. To qualify for this preference the head, co-head, or spouse must be working at least 30 hours per week at the State's minimum wage, or more, for the period of twelve consecutive months prior to admission, at the time of the unit offer. To qualify for the preference:

- Head, co-head, or Sole Member must be working at least 30 hours per week at the State's minimum wage. Verification furnished by employment verification.

##### **Elderly or Disabled – 5 points**

Elderly preference is offered if the Head/Spouse/Sole Member are 62 years of age or older.

- Verification provided by Birth Certificate and reviewed at the time of interview. Disability preference is offered to applicant's who's Head/Spouse/Sole Member are disabled as defined.
- Verification provided by Social Security Office award letter.

##### **Homeless – 5 points**

This preference is offered to applicants that meet HUD's federal definition as outlined in Category #1 and Category #4 . (Category #1) An individual currently living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human habitation; or an individual or family living in supervised

publicly or privately operated shelter designated to provide temporary living arrangements; or an individual exiting an institution where they stayed for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; or (Category #4) an individual or family fleeing or 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 with the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and has no other residence; and lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing;

- Be referred by a CCHA recognized homeless service provider. Referral to include a written plan to help ensure the successful transition from homelessness to permanent housing, and to help the household comply with eligibility and continuing occupancy policies, lease, house rules and any other applicable program requirements.
- Verification from shelter that provides temporary housing certifying the household is homeless.
- Verification from institution where the individual is exiting (90 days or less) and verification from shelter that provided housing prior to entering the institution certifying the household was homeless.
- Verification from federal, state or local police authorities, court records, certification from an agency that provides assistance to victims of such violence.

### **Veterans – 5 points**

This preference is offered to Veteran families. CCHA defines “veteran” as a Head of Household that was honorably or generally discharged or who is currently on active duty with the following branches of service: Army, Navy, Air Force, Marines, Coast Guard and the National Guard (if deployed during war). This definition also includes the spouse of a veteran who is currently on active duty, or the widow of a veteran who was killed in action.

- Proof of this is through the Defense Department issued Form DD-214 or certification from a federal state or local agency that will attest to the veteran status.

### **Upward Mobility – 5 points**

This preference is offered if the Head/Spouse/Sole Member who are enrolled in an educational, training, or upward mobility program.

- Verification from educational, training, or upward mobility agencies.

### **Annual Adjustment – 5 points**

This preference is added to each application annually, until the applicant is housed.

### **Income Targeting Requirement [24 CFR 960.202(b)]**

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

#### PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.





**DENTON HOUSING AUTHORITY**

**RESOLUTION #04-15**

**ESTABLISHING WAITING LIST PREFERENCES  
FOR HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the Housing Authority of the City of Denton (DHA) administers the Housing Choice Voucher (HCV) Program for the Department of Housing and Development (HUD), and;

**WHEREAS**, the HCV program allows DHA to establish preferences for selection from the waiting list, and;

**WHEREAS**, the selection process must be in compliance with local needs and priorities, and in compliance with HUD rules and regulations, and;

**WHEREAS**, DHA will allow a preference for admission to its HCV waiting list for the following applicants in ranking order:

- #1 – Residency Preference – City of Denton residents**
- #2 – Elderly, Handicapped, & Disabled**
- #3 – Veterans**
- #4 – Victims of Domestic Violence**
- #5 - Homeless**

**NOW THEREFORE BE IT RESOLVED**, by the DHA Board of Commissioners to hereby establish these preferences for selection from the HCV waiting list effective June 1, 2015.



Bill Giese, Chairman



Date

**ATTEST:**



Sherri McDade, CEO



Date

## **Lubbock Housing Authority Admin Plan Excerpt**

### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### **PHA Policy**

**The PHA has no preferences, but will set aside 25 vouchers for homeless families. Families must be referred by an agency that is a member of the Homeless Coalition. Vouchers will be available as funding allows.**

#### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

#### **PHA Policy**

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

**Continuum of Care Lead Agency Memorandum of Understanding  
between**

**Texas Balance of State Continuum of Care (TX BoS CoC) Board and  
Texas Homeless Network (THN) Board of Directors**

***Approved March 25, 2015***

***Updates Proposed September 6, 2016***

**I. PURPOSE AND BACKGROUND**

The purpose of this Memorandum of Understanding (MOU) is to confirm agreements related to of the role of THN as the Lead Support Agency for the CoC. This MOU is between the Texas Balance of State Continuum of Care (TX BoS CoC), as represented by its governing body, the CoC Board, and Texas Homeless Network (THN), as represented by its board of directors. This MOU establishes THN as the Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party relating to key aspects of the operation of the Continuum of Care.

This MOU is an effort to ensure a mutual understanding and strengthening of our joint partnership to end homelessness in the TX BoS CoC. An annual work plan will be drafted which will detail specific lead agency annual goals, outcomes, and work products with the corresponding sources and uses of funding intended to support the work of the BoS CoC. This work plan will be approved by both entities engaged in this Memorandum of Understanding.

**II. DURATION and RENEWAL**

Except as provided in Section VII Termination, the duration of this MOU shall be from September 1, 2016 through August 31, 2017. This agreement shall renew automatically for 12-month periods, following the CoC's fiscal year (September through August) unless either party gives notification pursuant to Section VII Termination.

**III. GOVERNANCE AND PARTICIPATION**

1. CoC Authority

The CoC Program is authorized by subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

A CoC is a geographically-based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as defined by regulation. The CoC is designed to address the critical problem of homelessness through a coordinated community-based process that identifies needs and builds a system of housing and services to address those needs. The geographic area of the TX BoS CoC as defined by the U.S. Department of Housing and Urban Development (HUD) includes 215 counties in Texas, as of September 2016.

The CoC's oversight and governance responsibilities are carried out by its Board. The Board is responsible for oversight of the CoC processes, planning, funds, and outcomes required by HUD. Its structure and members' roles and responsibilities can be found in the TX BoS CoC's Governance Charter and in its CoC Policies and Procedures.

#### 1. Collaborative Applicant Designation

The CoC designates THN as the Collaborative Applicant. In this role, THN will apply for grants, including grants from HUD such as the Continuum of Care Program funding, on behalf of the TX BoS CoC. For the Texas BoS CoC, the Collaborative Applicant is also the CoC Lead Agency and CoC support staff.

#### 2. Lead Agency Designation

The CoC designates THN as the Lead Agency to manage the required HUD processes on its behalf; to strategically and systematically address homelessness; to help providers of services and housing to perform successfully; to aim for the maximum amount of funds available to the jurisdiction; and to ensure that the CoC is in compliance with all applicable HUD rules and regulations. THN performs these tasks at the direction of the CoC through the CoC Board.

#### 3. Homeless Management Information System (HMIS) Lead Agency Designation

The CoC designates THN as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program projects and other projects required to use HMIS in the TX BoS CoC. THN performs these tasks at the direction of the CoC, through its Board.

The CoC has designated ClientTrack as the single HMIS for meeting HUD client-level data collection and reporting requirements.

### IV. GENERAL UNDERSTANDINGS

#### 1. HUD CoC Program

The CoC authorizes THN to apply for HUD CoC Program funds on behalf of the CoC. The HUD CoC Program Interim Rule, CoC Program Notice of Funding Availability (NOFA), grant agreement and applicable rules govern the terms and uses of HUD funds.

## 2. HMIS

The CoC authorizes THN to manage the HMIS consistent with all HUD requirements.

## 3. Compliance with HUD Requirements

It is the CoC's responsibility to ensure that the Lead Agency—THN—is operating in compliance with HUD regulations, notices, standards and other applicable laws. The parties agree to update this MOU, as provided in Section VI Amendment/Notices; other operational documents; and practices and procedures, in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

## 4. CoC Program "Planning Funds" Grant

In support of the services provided as the CoC Lead Agency, the CoC authorizes THN to apply for the maximum allowable "planning funds" grant during each CoC Program funding cycle, as designated by HUD.

## 5. HMIS Financial Support

In support of the services provided as the HMIS Lead Agency, the CoC authorizes THN to apply for CoC Program grant(s), as needed, and to charge agencies user and/or program fees.

# V. SPECIFIC RESPONSIBILITIES OF THE PARTIES

## 1. CoC Responsibilities

The Texas Balance of State Continuum of Care is a collaborative, inclusive, community-based process for planning and managing homeless assistance resources and programs effectively and efficiently, in order to end homelessness in the jurisdiction. It is governed by the CoC Board which comprises 15 members representing various stakeholders within the Continuum. The CoC Board serves as the lead governance body, providing oversight, direction, policy setting, and guidance regarding homeless planning and resources in the jurisdiction.

In this agreement, the CoC agrees to:

- Work to secure the funds and resources needed by THN for its work outlined in the Lead Agency Annual Work Plan;
- Develop, follow, and update annually a governance charter for the CoC;
- Establish a CoC Board to act on behalf of the CoC, using a CoC-adopted written process that must be reviewed, updated, and approved at least once every five years;
- Act as the primary decision-making group, through the CoC Board, for the TX BoS CoC;

- Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness;
- Increase public awareness of homelessness and related issues;
- Maintain CoC operations through calling/holding meetings; creating and providing meeting agendas and minutes; establishing and implementing a strategic plan and planning process; creating and monitoring of committees; and other activities with the support of the Lead Agency, as specified in this agreement and in the Lead Agency Annual Work Plan;
- Support THN and local communities with the annual HUD CoC Program application, the Annual Point-in-Time (PIT) count, the Housing Inventory Chart (HIC), Annual Homeless Assessment Report (AHAR), HUD regulation compliance, collaboration with Emergency Solutions Grant (ESG) recipients and subrecipients, and other mutually agreed upon goals to maximize CoC Program application funding and overall performance of the CoC;
- Collaboration with ESG Recipients
  - Establish and operate a coordinated entry system;
  - Establish and consistently follow written standards for providing homeless assistance;
  - Consult with ESG program recipients on the plan for allocating ESG funds;
  - Report on and evaluate the performance of ESG program recipients and subrecipients; and
  - Provide information required to complete HUD's Consolidated Plans within the TX BoS CoC's geographic area.
- Oversee required planning processes and establish priorities for funding;
- Develop a plan that coordinates the implementation of a housing and service system in the geographic area that meets the needs of individuals and families in homeless situations;
- Set priorities and system performance expectations, including establishing performance targets appropriate for population and program type; monitor system progress on Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) goals, as measured by the System-wide Performance Measures and the Point-in-Time (PIT) Count; and provide assistance to improve performance;
- Ensure data is provided by all HUD CoC Program-funded projects and other projects required to use the through participation in a Homeless Information Management System (HMIS) selected by the CoC, and encourage participation of critical non-HUD funded agencies in using the HMIS selected by the CoC;
- Ensure Continuum of Care members, including Board members and Local Homeless Coalition (LHC) members, are kept apprised of activities occurring on their behalf, through a process of open and fair communications;
- Ensure fair, objective, and transparent processes are in place for priority-setting and funding decisions;

- Ensure that any potential and/or perceived conflicts of interest are addressed in an effective, open, and timely manner;
- Ensure the implementation and ongoing operation of a coordinated entry system and
- Ensure the development of and compliance with written standards for providing homeless assistance within the CoC.

## 2. Texas Homeless Network (THN) Responsibilities

In this agreement, THN agrees to:

- Serve as the CoC Lead Agency and staff support with responsibility for the following areas:
  - CoC Planning
    - Facilitate the development of a plan that coordinates the implementation of a housing and service system in each geographic area that meets the needs of homeless individuals and families;
    - Coordinate and facilitate collaboration among agencies to ensure successful planning and partnership in the CoC;
    - Coordinate planning with local homeless services planning bodies including Local Homeless Coalitions (LHCs), ESG Program recipients, and other key stakeholders;
    - Ensure that planning and priority-setting processes are in place and occur as planned and per requirements;
    - Analyze feedback from HUD on the CoC Consolidated Application and identify ways to maximize CoC Program funding;
    - Recruit stakeholders to participate in CoC planning and committees to ensure broad awareness and participation;
    - Advertise committee and other work group meetings;
    - Coordinate and staff committees and other work groups upon request and when staff resources are available;
    - Research and produce planning materials, including best practices; and
    - Publish committee minutes and materials on the CoC page of THN's website in a timely manner.
  - CoC Board
    - Assist with the establishment of a CoC Board to act on behalf of the CoC;
    - Coordinate Board meetings by communicating meeting dates, times, and meeting materials to CoC Board members;
    - Email materials and minutes to CoC Board members in a timely manner; and
    - Assist with developing, following, annually reviewing, and updating, as needed, the CoC's governance charter.



- CoC General Meetings
  - Coordinate with Local Homeless Coalitions (LHCs) within the CoC via LHC Chairs and representatives
  - Advertise and coordinate CoC General Meetings by posting meeting dates, times, and meeting materials on the THN's TX BoS CoC webpage;
  - Publish materials and minutes on THN's TX BoS CoC webpage or via the CoC's email list in a timely manner; and
  - Provide staff support in other ways that the LHCs request, upon request and when staff resources are available.
  
- CoC Standing Committees and Ad Hoc Committees
  - Assist with the establishment of committees;
  - Provide a staff liaison to each committee;
  - Coordinate committee meetings by assisting the Chair and/or Co-Chair with communications;
  - Provide staff support in other ways that the committees request, upon request and when staff resources are available.
  
- HUD's Continuum of Care (CoC) Program Application
  - Prepare and submit the Grant Inventory Worksheet (GIW), in collaboration with HUD and CoC Program-funded projects, to ensure accurate accounting of grants and receipt of all renewal funds;
  - As the CoC's Collaborative Applicant, prepare and submit the annual Consolidated Application for HUD's CoC Program Competition, including the CoC Application component;
  - Prepare and submit a Project Application for the CoC's HMIS project;
  - Prepare and submit a Project Application for the CoC Planning project;
  - Develop and manage the application, evaluation, and ranking processes for applications for renewal projects and new projects, in accordance with CoC Program Competition NOFAs;
  - Support application review committees; and post the CoC Application portion of the Consolidated Application and related materials online, as required by HUD.
  
- HMIS Lead Agency
  - Serve as the HMIS Lead Agency, operating the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program-funded projects and other projects required to use the HMIS in the TX BoS CoC;

- Ensure the development of and compliance with policies and procedures for HMIS Governance, Data Security and Privacy, and Data Quality and Software Functionality according to HUD guidelines.
- Complete the AHAR;
- Assist HMIS users with preparing Annual Performance Reports (APRs);
- Provide overall staffing for HMIS administration;
- Operate HMIS effectively and efficiently based on the available funding sources, as approved;
- Comply with all HUD HMIS standards and other applicable laws;
- Develop a process for measuring System Wide Performance Measures and provide reports on a minimum quarterly basis and
- Apply for CoC Program funds, as needed, and charge agencies user and/or program fees.

See the TX BoS CoC's HMIS Policies and Procedures and related documents for more details.

- Point in Time (PIT) Count, Housing Inventory Chart (HIC), and Needs Assessment
  - Coordinate with LHCs and with other stakeholders in BoS CoC communities to conduct the Point-in-Time (PIT) count;
  - Coordinate with LHCs and use HMIS data to provide the corresponding Housing Inventory Chart (HIC) data; and
  - Conduct and prepare the needs assessment.
- CoC Program Performance Evaluation
  - Assist the CoC with establishing performance targets appropriate for population and program type;
  - Collect and report on HUD program performance data through analysis of HMIS and AHAR data;
  - Provide staff for performance evaluation of CoC Program-funded projects;
  - Compile and prepare results to report, at least two times per year to the CoC Board;
  - Ensure open and fair methods of communication and processes in the monitoring of projects' performance; and
  - Provide and/or arrange for training and technical assistance on topics of relevance to the CoC and for agencies not meeting CoC performance standards.
- Collaboration with ESG Recipients
  - Establish and operate a coordinated entry system;

- Establish and consistently follow written standards for providing homeless assistance;
  - Consult with ESG program recipients within the BoS CoC on the plans for allocating ESG funds;
  - Report on and evaluate the performance of ESG program recipients and sub recipients; and provide information required to complete HUD's Consolidated Plans within the TX BoS CoC's geographic area, including an annual gaps analysis.
- HUD Regulations
    - Keep current and informed and educate CoC members on relevant changes in HUD rules and regulations.
  - Miscellaneous
    - Perform other activities as defined by the Lead Agency Annual Work Plan.

**VI. AMENDMENT/NOTICES**

This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, e-mailed or delivered to:

1. Designated Representative of the TX BoS CoC Continuum of Care Board; and
2. Executive Director of the Texas Homeless Network, for signature by the Chair of the THN Board of Directors.

**VII. TERMINATION**

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 120 days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

Signatures:

Carol Gresham

**Authorized Signatory,  
TX BoS Continuum of Care Board**

CAROL GRESHAM  
Printed Name

9.8.2016  
Date

\_\_\_\_\_

**Chair,  
Texas Homeless Network Board of Directors**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# TEXAS HOMELESS NETWORK

## CoC Board Meeting

June 8, 2016

### CoC Board Meeting Notes

Meeting was held via webinar and began at 2:04.

#### **Attendance:**

##### Board Members:

Hanna Adams, Mike Cagle, Bobby Ehrig, Jesse Elizondo, Carol Gresham, Karen Holt, Julia Lash, Kellie Stallings

##### THN Staff:

Kameron Fowler, Caitlin Bayer, Sophia Checa, Kraig Fiero, Ben Murguia, Mary Rychlik

I. **Welcome and Introductions** – Kameron introduced the THN staff. CoC Board Members introduced themselves.

#### **II. Vote on Approval of Meeting Minutes**

Karen moved to approve minutes from the March and April meetings. Jesse seconded the motion. Bobby, Carol, Hanna, Julia, and Mike voted yes. Kellie had not joined the meeting by the time of this vote. **The motion passed.**

#### **III. Ratify Electronic Votes Held Between Meetings**

Mary reviewed the Action Items from electronic votes held in March and May.

- March 9<sup>th</sup> Items:
  - Action Item 1 received 8 yesses and 0 nos.
  - Action Item 2 received 8 yesses and 0 nos.
  - Action Item 3 received 6 yesses and 0 nos, with 2 recusals (Carol and Jesse).
- May 24<sup>th</sup> Items:
  - Action Item 1 received 6 yesses and 0 nos, with 2 recusals (Carol and Jesse).
  - Action Item 2 received 6 yesses and 0 nos, with 2 recusals (Carol and Jesse).

This meeting's minutes will show that the results of those electronic votes have been ratified. Kameron noted that the 3/9 vote on reallocating funding of Supportive Services Only (SSO) projects in the FY 2016 CoC Program competition is now a moot point because the funding for the two SSO projects in the CoC was not awarded in the FY 2015 competition.

#### IV. Current Priority Projects

**IV.a.i.1.** Kameron discussed the Tier 2 awards from HUD's Continuum of Care (CoC) Program competition. THN staff are working with HUD and others on next steps:

THN has submitted an appeal of the award decisions to HUD; THN had a debriefing call with HUD personnel on 6/6 to review scores; THN is working with our USICH Regional Representative and Abt Associates [our technical assistance (TA) provider paid by HUD]; THN has signed on to an advocacy letter, along with other CoCs, requesting more transparency in the competition process, specifically making the scoring criteria and process clearer.

THN has requested guidance from HUD on steps that the 17 projects that did not receive an award need to take in order to close-out with HUD. Some projects have already had to end operations, while others will be able to continue operating with other funding and resources. THN has drafted a letter of support that projects can use when seeking alternate funding.

THN is working with 9 projects that need to reallocate their funding from Transitional Housing to either Rapid Re-Housing (RRH) or Permanent Supportive Housing (PSH). In the debriefing call on 6/6, THN staff questioned some scores, and HUD staff said they will respond to our questions quickly. The scoresheet that HUD had sent in May contained some errors in the "Total Max Score," which means the calculations we made showing percentages of points the CoC earned is not accurate. [Kameron showed a Score Analysis on the screen.] HUD will send a revised scoresheet, which staff will share with the Board.

The TX BoS CoC's score was 127, and the median score across all CoCs was 149.75. Kameron discussed areas where our CoC scored well: 1) Public Housing Authorities (PHAs) having a preference for serving people experiencing homelessness and 2) projects that are operating as low-barrier. Areas where we did not score well included 1) number of projects using a Housing First approach and 2) adopting the order of prioritization of chronically homeless persons in PSH. The CoC Application also scored low on "project evaluation and ranking," but in the debriefing call, it sounded like our CoC scored well on that criterion, so THN has asked HUD for clarification.

The FY 2016 Notice of Funding Availability (NOFA) may be released anytime. Special called meetings of the Board, electronic votes, and a July meeting might be required. Also, the Board will need to vote on reallocation issues, but THN needs more information from HUD before staff can propose items for a vote.

Jesse asked if the CoC lost the opportunity to reallocate the funding that the SSO projects had been receiving. Kameron answered yes, we did, because HUD did not give those projects an award in the FY 2015 competition. THN and the T.A. providers had a plan to

reallocate the SSO projects and TH projects over the next 2 years, but that plan does not seem to have been considered in the awarding of funds.

What does the loss of that funding mean to our Preliminary Pro Rate Need (PPRN)? (The PPRN is the amount of funds a CoC could apply for, based on claimed geographic areas.) Kameron answered that HUD has not allowed us to access the full amount of our PPRN in recent years, but we are asking HUD to consider doing so. In recent year's competitions, HUD has allowed CoCs to request only the amount of funding needed to renew all renewal projects, called the Annual Renewal Demand (ARD), plus apply for some "bonus" funding.

The CoC needs to do everything it can to avoid losing any more funding, including having projects that are low-performing improve their performance. Kameron expects a number of applications for bonus funding, all of which will be for permanent housing and will have clear expectations about how services will be delivered.

Our CoC lost funding for the HMIS grant, but THN is still operating the HMIS and providing support. THN has had to eliminate a staff position. But staff have requested a grant extension from HUD for the current grant, and we are figuring out how to continue funding HMIS. HUD has offered to help THN reach out to state government for assistance. THN is one of 33 CoCs that lost funding for their HMIS projects.

Bobby suggested checking with Texas Veterans Commission regarding funding for HMIS.

**IV.a.ii.1. and IV.a.ii.2.** – Staff will need help from the Board on how to handle reallocations for projects that do not have the capacity to reallocate to RRH or PSH and on possibly reallocating funds to the HMIS project. Kameron expressed appreciation for the Board's support.

**IV.a.iii.1.** – The Project Review calls have been helpful for project staff and THN staff. Feedback from project staff has been very positive. As a balance-of-state CoC, we're doing things that other, smaller CoCs don't have to do; we're working with 25 Local Homeless Coalitions (LHCs) in a dual-level CoC governance and operations structure.

Bobby suggested holding a one-day workshop where applicants write project applications at the same time, with THN input, in order to avoid funding losses in the next competition. Kameron answered that neither THN nor projects typically have funds to travel to workshops, and because the CoC Program is a competition, THN staff could only help individual applicants in a limited way. The FY 2016 competition will be very different: our threshold review will be more robust, so THN staff will catch more errors and inconsistencies. That should result in stronger applications.

**IV.a.iii.2.** – Internal Process Review calls are being held with all CoC Program grantees, to learn their processes for how a household moves from being a potential client to being a client. This information helps staff better understand how to prioritize clients for available beds using the Coordinated Entry (CE) Systems’ common assessment tool. The BoS CoC is relying on LHCs to do much of the work related to implementing CE. Staff has been holding informational webinars 1) for CoC Program grantees on using the common assessment tool and prioritizing clients and 2) for all communities on implementing CE.

#### **IV.b. System-wide Performance Measurement**

Kameron explained that in terms of HUD’s System-Wide Performance measures, the TX BoS CoC has a geographic challenge because communities across the BoS do not act as one system but rather as a number of smaller systems. Other challenges include accuracy of HMIS data and involving projects that do not receive HUD funding and/or are not involved with their local homeless coalition (LHC).

#### **V. Proposed Policies/Action Items**

**V.a. Action Item 1.** Sophia reviewed Notice CPD 14-012. It requires the prioritizing of persons who meet HUD’s definition of chronically homeless (CH) when providing CoC Program-funded permanent supportive housing (PSH). Karen asked if staff would send the Board members the notice so members can share it on the local level. Kraig put a link in the chat box, and the document will be sent with the meeting minutes.

Kameron explained that the Notice requires PSH “dedicated” beds to serve only chronically homeless persons unless there are no other persons in the entire CoC that are chronically homeless. For the TX BoS CoC, this means that if a PSH dedicated bed is available in Tyler, for example, but there is a chronically homeless person in Lubbock, the PSH dedicated bed in Tyler must not be filled by anyone who is not chronically homeless. THN staff has submitted a question to HUD asking for a smaller geographic area to use rather than “the entire CoC,” and staff has suggested “the project’s service area.”

Kameron reviewed the 3 goals of the prioritization Notice, from the [HUD Exchange](https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/) at <https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/>

1. Establish an order of priority for dedicated and prioritized PSH beds which CoCs are encouraged to adopt in order to ensure that those persons with the most severe service needs are given first priority.
2. Inform the selection process for PSH assistance not dedicated or prioritized for chronic homelessness to prioritize persons who do not yet meet the definition of



chronic homelessness but are most at risk of becoming chronically homeless.

3. Provide uniform recordkeeping requirements for all recipients of CoC Program-funded PSH for documenting chronically homeless status of program participants when required to do so as well as provide guidance on recommended documentation standards that CoCs may require of its recipients of CoC Program-funded PSH if the priorities included in the Notice are adopted by the CoC.

Sophia clarified that the Notice does not include the current definition of “chronically homeless.” Staff will send the current definition to Board members. It includes a requirement that a person’s episodes of homelessness must add up to at least 12 months. Kameron asked for questions, but Board members asked no questions at this time.

At 3:07 p.m., Bobby moved to approve Action Item 1, and Hanna seconded the motion. Members voting “yes” were Carol, Jesse, Karen, Kellie, and Mike. (Julia was no longer attending the meeting via webinar but rather by phone, where she could not be heard by staff, and staff neglected to ask for her vote.) **The motion passed.** This passing will allow staff to answer “yes” on the CoC Program funding application, indicating that the CoC has this requirement in place. Staff will work with projects to ensure they are properly and fully implementing this requirement.

**V.b. Action Item 2.** Kameron explained that the CoC’s HMIS project did not receive a funding award in the FY 2015 CoC Program competition. Other CoCs are passing policies to rank their HMIS projects #1 in their CoCs, to avoid the risk of losing funding. If the TX BoS CoC has an HMIS project in the FY 2016 competition, then this vote will be followed

Kameron asked for questions, but Board members asked no questions at this time. At 3:10, Jesse moved to approve the Item. Jesse and Carol, as CoC Program grantees, recused themselves. Bobby moved to approve the Item, and Hanna seconded the motion. Members voting “yes” were Karen, Kellie, and Mike. (Julia was no longer attending the meeting via webinar but rather by phone, where she could not be heard by staff, and staff neglected to ask for her vote.) **The motion passed.**

## VI. Governance

### VI.a.i. Attendance and VI.a.ii. Terms.

Mary reviewed Board Members’ terms. Some members are not currently meeting the requirement to attend at least 75% of the regularly-scheduled Board meetings. This could be critical for members serving two-year terms. One option would be to change the policies and procedures to include Special Called Meetings in addition to regularly-scheduled meetings.

Kameron asked members in two-year terms to consider whether or not they could commit to a second year, in case elections need to be held for those seats as well as the one-year seats that are scheduled for elections in September (9/21 immediately prior to the Texas Conference on Ending Homelessness in Austin). Jesse and Karen both said that they would like to move to a seat that has a two-year term so that they could continue to serve on the Board. Kameron said staff would look into the mechanics of how to make that happen.

Bobby asked if the Board Member Selection Policies and Procedures have a limit of one CoC Board Member per agency. Kameron said if not, we will add it.

Mary will send meeting attendance logs to each Board member individually.

### **VI.b. Board Member Elections**

Karen asked if staff would record webinars that LHCs could use over the summer to explain the BoS CoC and to recruit Board Member candidates and RPG members.

Mary reviewed discussion from the April Board meeting about possible changes to the RPG:

- a. The LHC Chairs would be the main RPG representatives from each LHC. The LHC Chair could also have a back-up designated, in case the Chair could not attend. In the case where a local organization is focused on topics in addition to homelessness, the RPG representative could be the chair of the organization's housing or homeless services committee.
- b. Having a second RPG representative: Jesse stated that he appreciated having the opportunity to have a second RPG representative from his LHC because it can be overwhelming to serve as both the LHC Chair and the RPG representative.
- c. Changing the name of the RPG to something like "CoC General Meeting" so that people can better understand which meeting they need to attend, to participate in CoC planning and to get "credit" for attending when that is a requirement [for CoC Program-funded projects and Emergency Solutions Grant (ESG) Program-funded projects] and for applicants of TDHCA's ESG funding.

Staff is proposing three regular meetings per month:

1. CoC General Meeting—primary audience is LHC Chairs, CoC Program grantees, and ESG grantees, but meetings are open for anyone in the CoC to attend
2. CoC Program Grantees meeting—required audience is CoC Program grantees; meetings are closed
3. Data/HMIS meeting—required audience is HMIS Administrators of all projects using HMIS (not only projects funded by the CoC Program and/or the ESG Program); meetings are open for anyone in the CoC to attend

Karen expressed concern for people like Jesse, who would need to attend all three meetings every month. Kameron explained that no one wants more meetings, but the THN staff need to spend more time with grantees, and “CoC engagement” was one of the areas where our CoC Application (for CoC Program funds) scored the lowest. Jesse said he agrees with the three meetings because they will help agencies with making data-driven decisions.

Karen said being an LHC Chair and an RPG representative would take a lot of time, and more time would be required if a person also wanted to be on the CoC Board. We may not have enough people who want to, and would be able to, play all those roles. Karen made several suggestions:

1. Changing the RPG-designated seats on the CoC Board
2. Allow someone other than the LHC Chair to be the RPG representative, but if the representative misses three meetings, THN staff will follow-up with the LHC Chair
3. Allow someone other than the LHC Chair to be the RPG representative, but if the RPG representative cannot attend a meeting, the LHC Chair must attend in the representative' place

Karen asked how requiring the LHC Chairs to also be the RPG representatives might affect representation of persons with lived experience on the RPG and/or Board. Kameron affirmed that we need to ensure having voices of people with lived experience in the CoC leadership.

Kameron thanked the Board for their comments and asked for their continued help in making the CoC governance structure the most effective it can be.

## **VII. Q&A**

- A. Bobby asked staff to send information now about being a Board Member so he can start recruiting candidates.
- B. Karen asked that Notice CPD 14-012 be sent to the members.

## **VIII. Next meeting**

The next meeting is scheduled for August 10<sup>th</sup>, but staff will reach out to Board members for any special meetings and/or electronic votes that need to occur.

The meeting ended at 4:00 p.m.




# TEXAS HOMELESS NETWORK

## CoC Policies and Procedures

**Adoption of "CPD Notice 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status"**

*Approved by the TX BoS CoC Board 6/8/2016*

The TX BoS CoC will require all HUD Continuum of Care Program-funded Permanent Supportive Housing (PSH) projects within the CoC to follow "Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status," beginning July 1, 2016.

  
\_\_\_\_\_  
Authorized Representative of the TX BoS CoC Board

*9-9-2016*  
\_\_\_\_\_  
Date



# CoC Funded Projects and the VI-SPDAT and F-VI-SPDAT Part I

May 12, 2016

Introduction by  
Kameron Fowler

Presented by  
Sophia Checa

## About Us

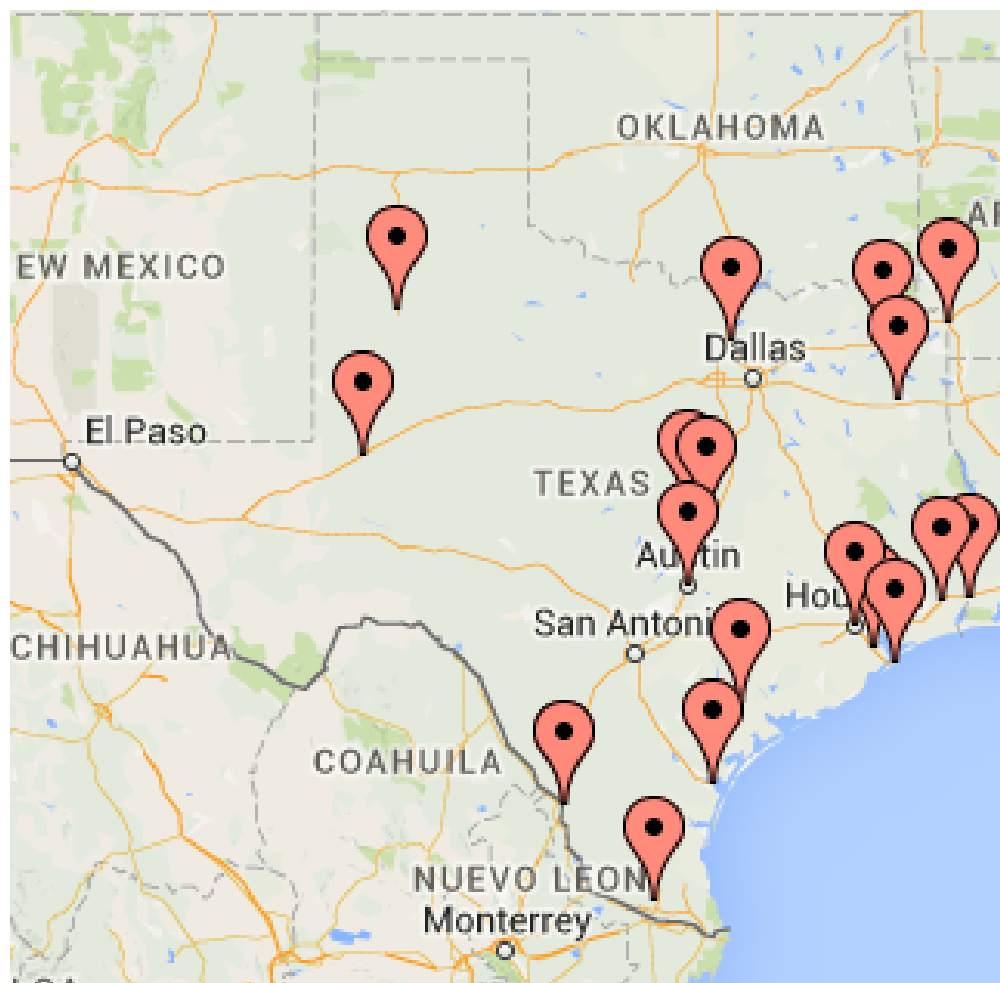


TX BoS CoC  
Director



Systems Change  
Coordinator

# Who's on the call?





# Prioritization Webinars

TODAY  
Part I

- Educate about what we are asking you to do.

June 1  
Part II

- Discuss prioritization standards for PSH, RRH, and TH.
- Discuss the homework.

June 29  
Part III

- Answer any last minute questions.





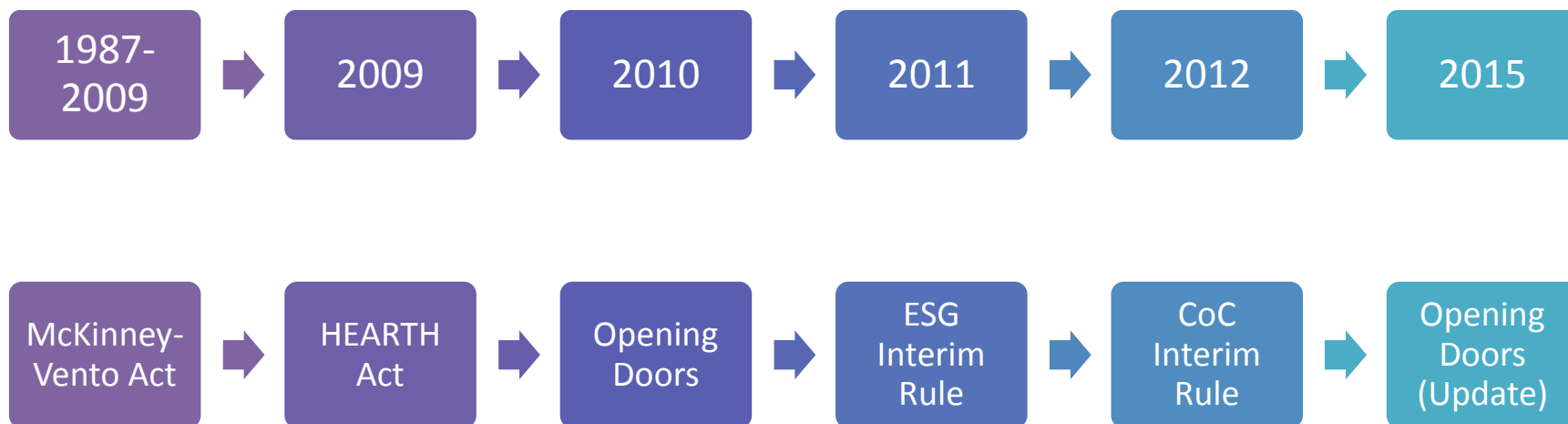
# Agenda

- Federal Policy Changes
- Written Standards
- Prioritization
- Common Assessment Tool



# **WORDS FROM OUR ILLUSTRIOUS TX BOS COC DIRECTOR**

# Major Policies in Homeless Services



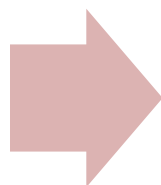
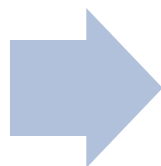
# Evolution of the Federal Response

1980s and 1990s

The “face of homelessness” thought of a single adult male with mental health and drug/alcohol use.

Programs consisted largely of emergency service and **housing readiness** through substance abuse and mental health treatment.

**Lack of incentives** for coordination between agencies both at the Federal and local level.



Today

Specific interventions tailored to the needs of **heterogeneous sub-populations**.

Programs prioritize permanent solutions and include a **housing first** approach.

**Coordinated planning and funding**, focused on linking people with housing as quickly as possible.

# Written Standards

- Standards that lay out eligibility and prioritization criteria for transitional housing (TH), rapid rehousing (RRH), and permanent supportive housing programs (PSH)
- THN is working to have them in place by July 1st.

# Prioritization

Definition: To arrange or list a group of things in order of priority or importance.

In practice: We are prioritizing people who need the assistance the most for our limited resources.



# Why?

- Most people that experience homelessness only experience it once and for a very short period of time.
- Every community has limited resources.
- The most vulnerable are the most likely to die on the street.
- It costs more to manage homelessness than to end it.
- This is a replicate model for all sub-populations and types of homelessness.
- Communities across the country have done it and found success.
- HUD requires it.

# Prioritization

## TRIAGE GROUPS: *What do they mean?*

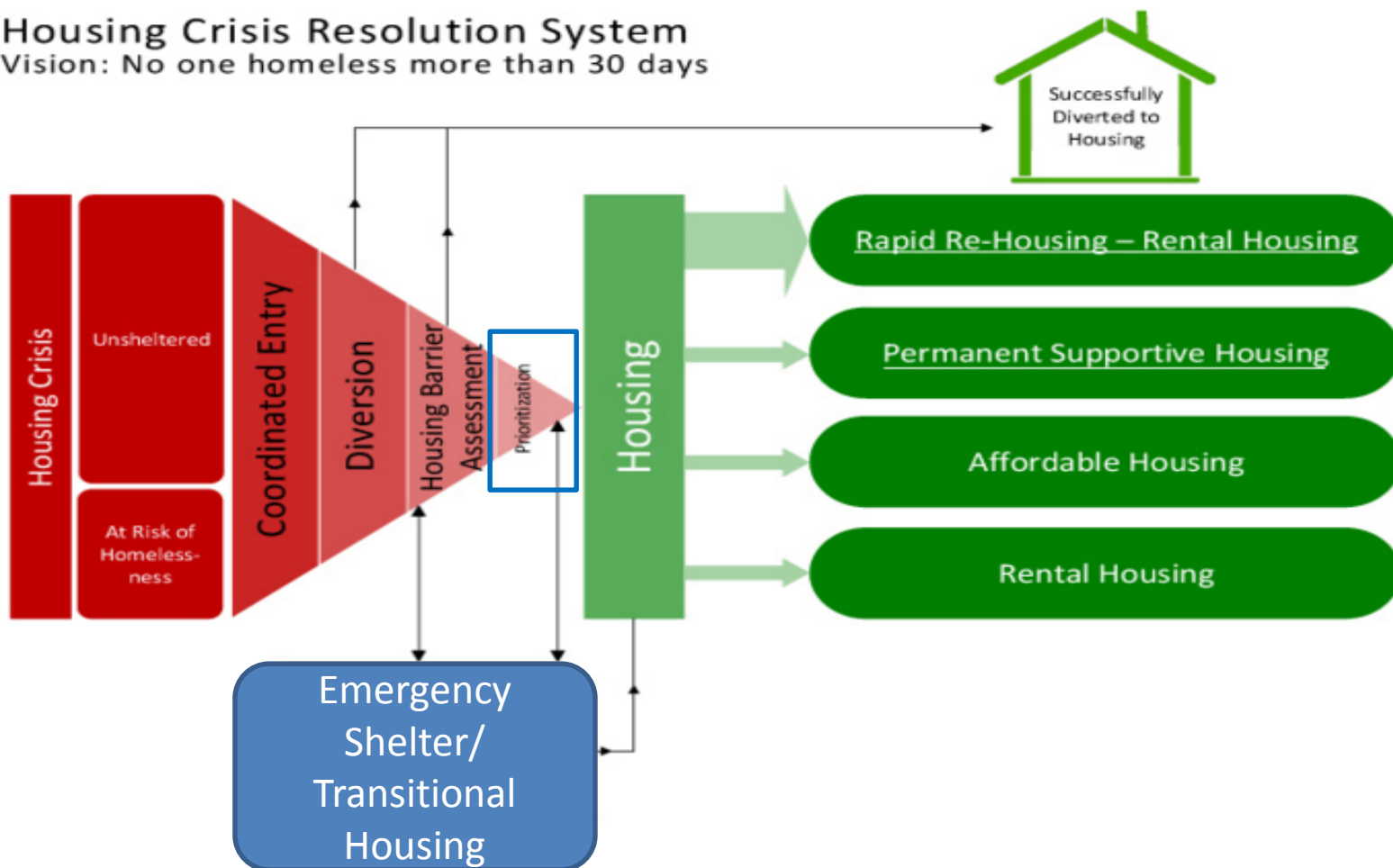
<b>1</b>	<b>MOST URGENT</b>	<ul style="list-style-type: none"><li>• Serious Accidents and Injury</li><li>• Heart Stopped Beating</li><li>• Stopped Breathing</li></ul>	
<b>2</b>	<b>VERY URGENT</b>	<ul style="list-style-type: none"><li>• Chest Pain</li><li>• Trouble Breathing</li><li>• Really badly broken Bones</li></ul>	
<b>3</b>	<b>URGENT</b>	<ul style="list-style-type: none"><li>• Asthma/ Stomach Pains</li><li>• Temperatures over 40°C</li><li>• Sick babies less than 3 months</li></ul>	
<b>4</b>	<b>LESS URGENT</b>	<ul style="list-style-type: none"><li>• Needs Stitches</li><li>• Broken Ankle or Arm</li><li>• Sore ear, Throat or Eye</li></ul>	
<b>5</b>	<b>NOT URGENT</b>	<ul style="list-style-type: none"><li>• Removal of Stitches</li><li>• Getting a Prescription</li><li>• A Medical Certificate</li></ul>	

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# Prioritization

**Housing Crisis Resolution System**  
Vision: No one homeless more than 30 days



# CoC-Program Funded PSH

## Priority 1

- Chronically homeless individuals and families with the longest history of homelessness and the most severe service needs, as determined by the VI-SPDAT or F-VI-SPDAT scores.

## Priority 2

- Chronically homeless individuals and families with the longest history of homelessness.

## Priority 3

- Chronically homeless individuals and families with the most severe service needs, as determined by the VI-SPDAT or F-VI-SPDAT scores.

## Priority 4

- All other chronically homeless individuals and families

# PSH Prioritization Exercise #1

**Client #1**



Chronically Homeless  
VI-SPDAT Score: 17  
Homeless for 20 years

**Client #2**



Chronically Homeless  
VI-SPDAT Score: 17  
Homeless for 19 years

# PSH Prioritization Exercise #2

**Client #1**



Chronically Homeless Family  
F-VI-SPDAT Score: 11

**Client #2**



Chronically Homeless Family  
Homeless for 3 years

# Common Assessment Tool

A standard set of questions used by all agencies within a housing crisis response system (HCRS) to quickly assess people based on need.

# Why?

- Allows everyone in the HCRS to know everyone experiencing homelessness by name.
- Don't have to collect the information several times.
- Same data points means everyone in your HCRS are speaking the same language.
- Creates a systematic way to consistently update and track important information
- Improve planning and optimize the allocation of resources.

## VI-SPDAT version 2.0

Vulnerability Index – Service Prioritization  
Decision Assistance Tool

## F-VI-SPDAT version 2.0

Family – Vulnerability Index – Service  
Prioritization Decision Assistance Tool

# About the VI-SPDAT and F-VI-SPDAT

## VI-SPDAT

Pre-survey

- A. History of Housing and Homelessness
- B. Risks
- C. Socialization and Daily Functions
- D. Wellness

## F-VI-SPDAT

Pre-survey

- A. History of Housing and Homelessness
- B. Risks
- C. Socialization and Daily Functions
- D. Wellness
- E. Family Unit

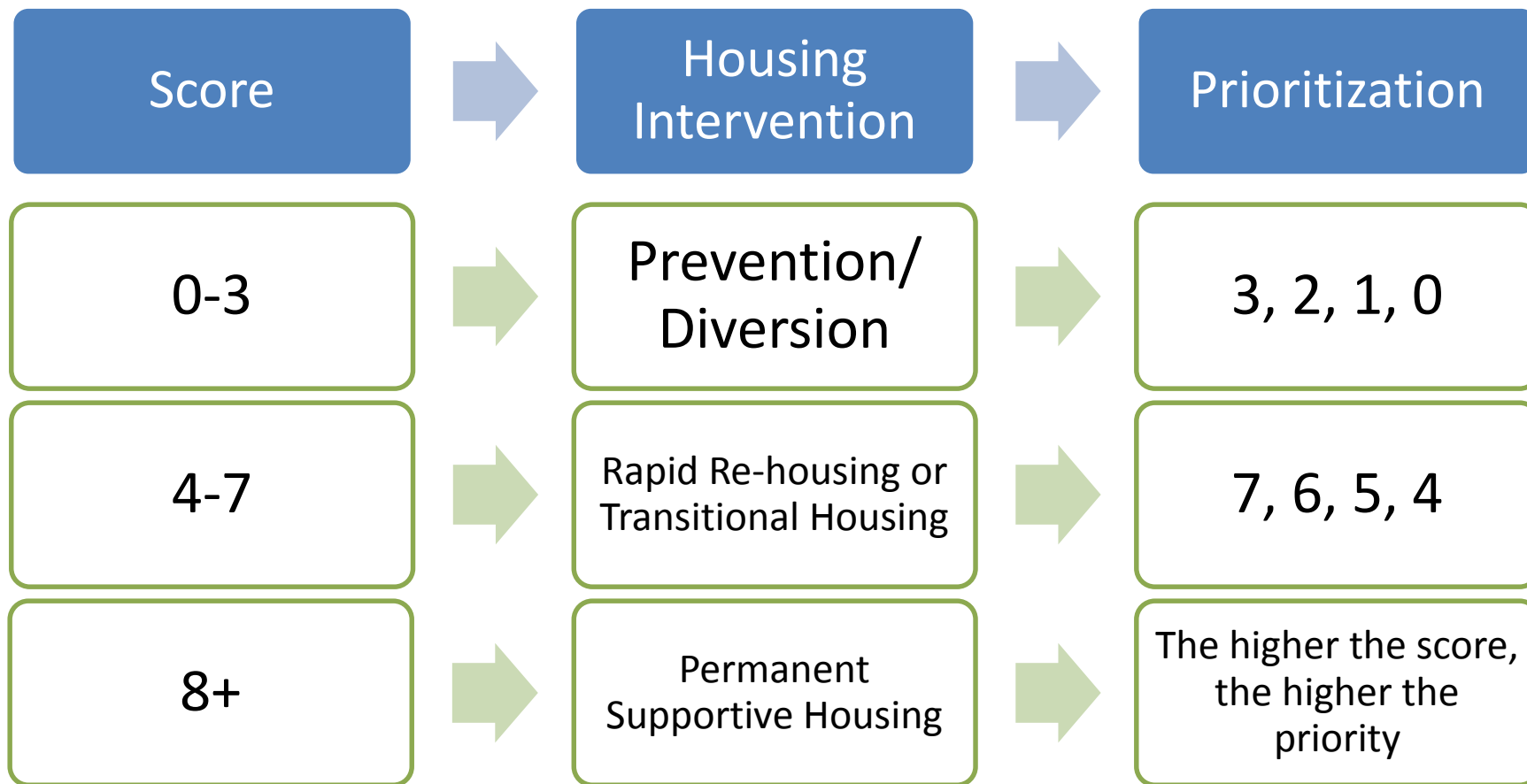


# Why?

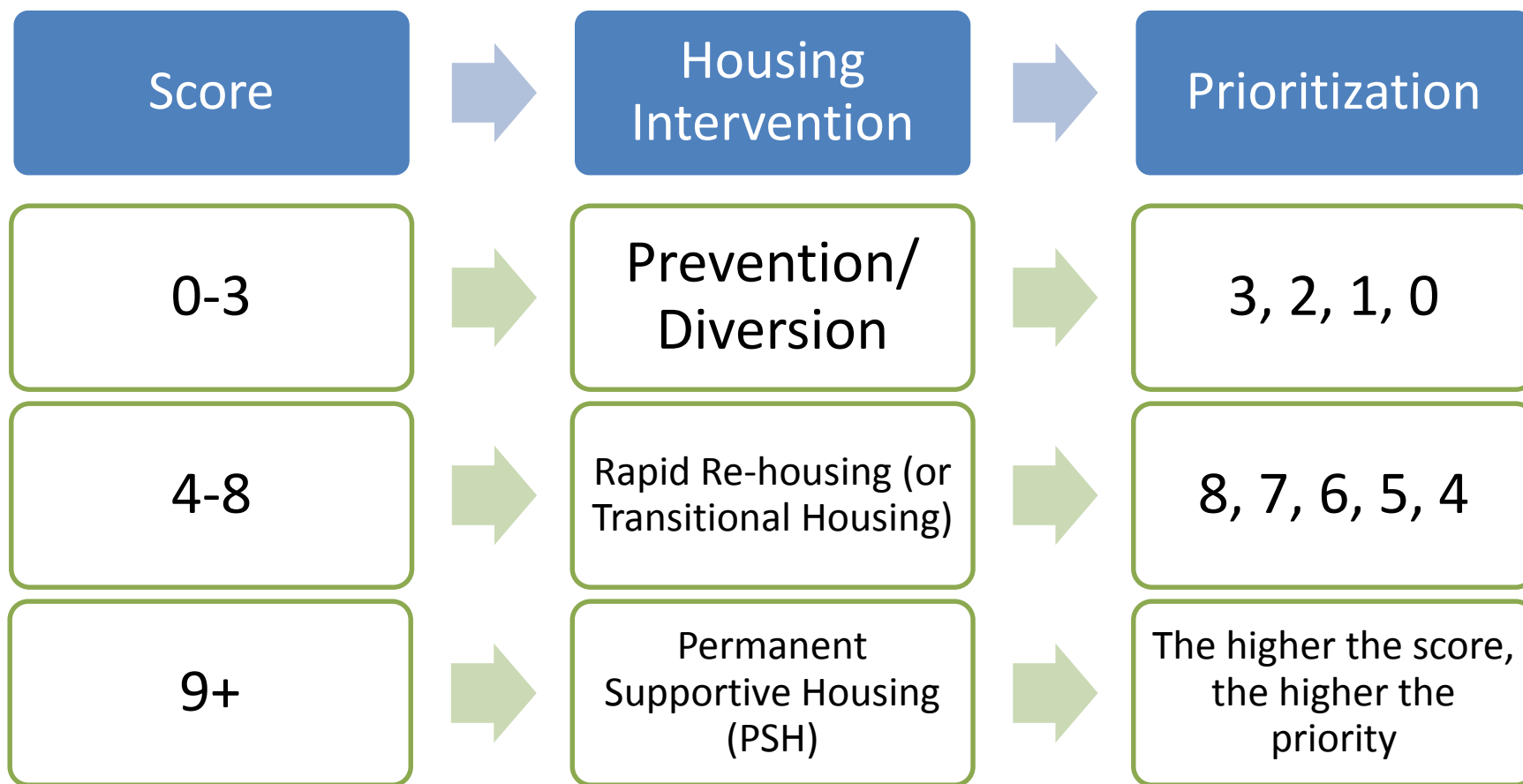


- Tested
- Evidence-informed
- Make effective recommendations across a variety of housing options
- HUD “Assessment Tools for Allocating Homeless Assistance” Guidance
  - Reliable
  - Valid
  - Predictive Value

# Scoring – VI-SPDAT



# Scoring – F-VI-SPDAT





# **NEXT STEPS**

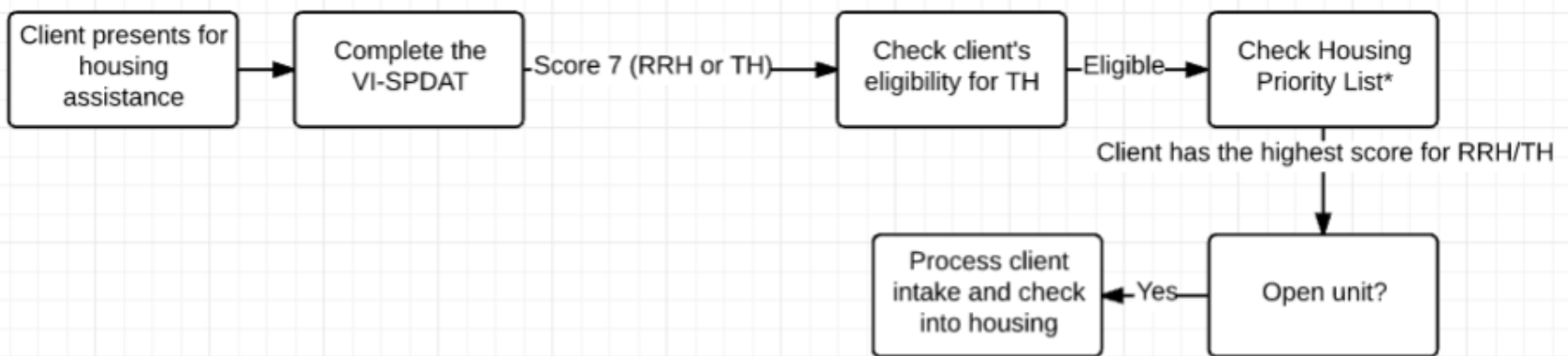


# Expectations

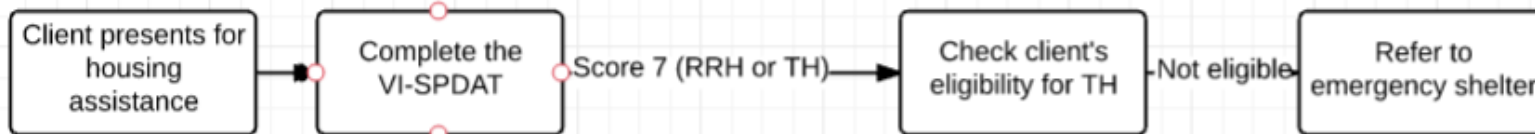
- Direct data entry
- Assessing everyone who presents at your agency for housing assistance
- Prioritize individuals for housing according to their VI-SPDAT or F-VI-SPDAT score
- HMIS usage for assessments and referrals\*
- \*HMIS workaround, *Victim Service Providers only*

**Deadline: July 1, 2016**

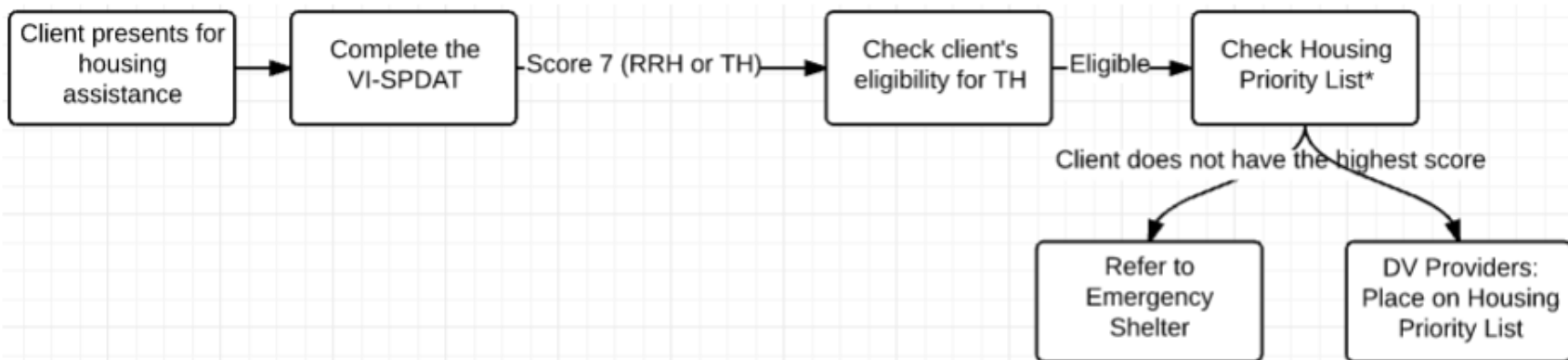
# How is this going to look?



# How is this going to look?



# How is this going to look?



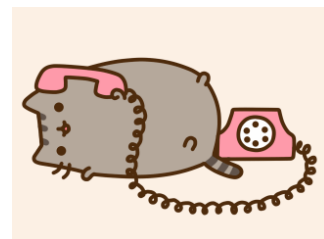


# Homework

Prior to the next call on June 1<sup>st</sup>, agencies with CoC-funded Projects must:

1. Review internal processes and procedures to allow for direct data entry and assessing people with the VI-SPDAT or F-VI-SPDAT prior to intake into any programs.

Review intake procedures and eligibility criteria in an effort to lower barriers to obtaining housing.





# Homework

2. Watch the trainings about the [VI-SPDAT](#) and [F-VI-SPDAT](#).
3. Have staff practice the assessments with each other.
4. Schedule a VI-SPDAT and F-VI-SPDAT Training with HMIS.  
*DV providers are excluded from this homework requirement. Sophia will schedule a separate training.*



# Bonus Points

[Transforming Homeless Services in Pierce County, Washington](#)

[Transforming Homeless Services in West Virginia](#)



# Ending Homelessness

An end to homelessness means that every community will have a systematic response in place that ensures homelessness is prevented whenever possible, or if it can't be prevented, it is a ***rare, brief, and non-recurring experience***.

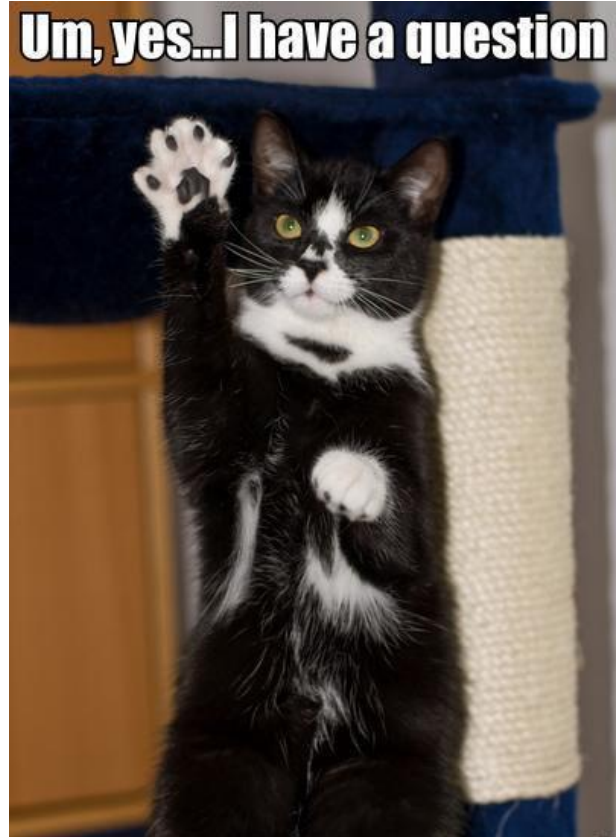
- Specifically, every community will have the capacity to:
- Quickly identify and engage people at risk of and experiencing homelessness.
- Intervene to prevent the loss of housing and divert people from entering the homelessness services system.
- When homelessness does occur, provide immediate access to shelter and crisis services, without barriers to entry, while permanent stable housing and appropriate supports are being secured, and quickly connect people to housing assistance and services—tailored to their unique needs and strengths—to help them achieve and maintain stable housing.



# Poll

Are you committed to ending homelessness through prioritization?

# Q&A



# Contact Information

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\* Best way to reach us!

# Performance Measurement Module (Sys PM)

## Summary Report for TX-607 - Texas Balance of State (BoS) CoC

### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.**

**Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.**

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		9835		47			15	
1.2 Persons in ES, SH, and TH		11624		72			20	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-



## Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	125	2	2%	1	1%	7	6%	10	8%
Exit was from ES	2793	313	11%	147	5%	135	5%	595	21%
Exit was from TH	490	36	7%	23	5%	22	4%	81	17%
Exit was from SH	0	0		0		0		0	
Exit was from PH	647	26	4%	14	2%	20	3%	60	9%
TOTAL Returns to Homelessness	4055	377	9%	185	5%	184	5%	746	18%

# Performance Measurement Module (Sys PM)

## Measure 3: Number of Homeless Persons

### Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	9943	7016	-2927
Emergency Shelter Total	2774	2947	173
Safe Haven Total	0	0	0
Transitional Housing Total	1289	1143	-146
Total Sheltered Count	4063	4090	27
Unsheltered Count	5880	2926	-2954

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		12248	
Emergency Shelter Total		10454	
Safe Haven Total		0	
Transitional Housing Total		2195	

## Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		215	
Number of adults with increased earned income		32	
Percentage of adults who increased earned income		15%	

## Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		215	
Number of adults with increased non-employment cash income		63	
Percentage of adults who increased non-employment cash income		29%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		215	
Number of adults with increased total income		86	
Percentage of adults who increased total income		40%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		506	
Number of adults who exited with increased earned income		138	
Percentage of adults who increased earned income		27%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		506	
Number of adults who exited with increased non-employment cash income		54	
Percentage of adults who increased non-employment cash income		11%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		506	
Number of adults who exited with increased total income		176	
Percentage of adults who increased total income		35%	

## Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		11043	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		1825	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		9218	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		12522	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		1926	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		10596	

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

## Performance Measurement Module (Sys PM)

### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

#### Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		605	
Of persons above, those who exited to temporary & some institutional destinations		381	
Of the persons above, those who exited to permanent housing destinations		67	
% Successful exits		74%	

#### Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		10447	
Of the persons above, those who exited to permanent housing destinations		3145	
% Successful exits		30%	

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		436	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		394	
% Successful exits/retention		90%	