

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



2016

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

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.

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.

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 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 by July 15th, 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

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) 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 https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/
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: https://e-snaps.hud.gov/grantium/frontOffice.jsf
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 – http://tinyurl.com/TXBoSCoCApplication
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. Mandatory THN webinar to review RFP and competition requirements. Registration link: https://attendee.gotowebinar.com/register/7272015250604451075
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 not to apply by 5:00 PM CST. Please send notification to Kameron Fowler, CoC Director, at Kameron@thn.org
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 Caitlin@thn.org
8/08/16	Applications due to THN offices by electronic submission by 5:00 PM CST Please send to TXBoSCoC@thn.org . Do NOT click the “submit” button in e-snaps until directed to do so by THN Staff.
8/18/16	Application threshold review complete. ¹ 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	TX BoS CoC Consolidated Application submitted to HUD

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>

¹ 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.

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 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 ² (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

² 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. 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.

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)
Completed Applicant Profile ³ (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

³ 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. 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
FOR RE-ALLOCATIONS ONLY 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.

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.

List of Cities and Counties within the TX BoS CoC

CITIES/COUNTIES AND GEOGRAPHIC CODES							
Geo Code	City/County	Geo Code	City/County	Geo Code	City/County	Geo Code	City/County
480018	ABILENE	485340	TEXARKANA	489071	Chambers County	489151	Fisher County
480402	BEAUMONT	485346	TEXAS CITY	489073	Cherokee County	489153	Floyd County
480726	BROWNSVILLE	485496	TYLER	489079	Cochran County	489159	Franklin County
		485580	VICTORIA	489081	Coke County	489163	Frio County
481206	CORPUS CHRISTI	489001	Anderson County	489083	Coleman County	489165	Gaines County
481410	DENISON	489003	Andrews County	489087	Collingsworth County	489167	Galveston County
481416	DENTON	489005	Angelina County	489089	Colorado County	489169	Garza County
481608	EDINBURG	489007	Aransas County	489091	Comal County	489171	Gillespie County
481824	FLOWER MOUND TOWN	489011	Armstrong County	489093	Comanche County	489173	Glasscock County
481986	GALVESTON	489013	Atascosa County	489095	Concho County	489175	Goliad County
482304	HARLINGEN	489015	Austin County	489097	Cooke County	489177	Gonzales County
482820	KILLEEN	489017	Bailey County	489099	Coryell County	489179	Gray County
483042	LAREDO	489019	Bandera County	489103	Crane County	489181	Grayson County
483084	LEAGUE CITY	489021	Bastrop County	489105	Crockett County	489183	Gregg County

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

CITIES/COUNTIES AND GEOGRAPHIC CODES							
Geo Code	City/County	Geo Code	City/County	Geo Code	City/County	Geo Code	City/County
489251	Johnson County	489323	Maverick County	489397	Rockwall County	489469	Victoria County
489253	Jones County	489325	Medina County	489399	Runnels County	489471	Walker County
489255	Karnes County	489327	Menard County	489401	Rusk County	489473	Waller County
489257	Kaufman County	489329	Midland County	489403	Sabine County	489475	Ward County
489259	Kendall County	489333	Mills County	489405	San Augustine County	489477	Washington County
489261	Kenedy County	489335	Mitchell County	489407	San Jacinto 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

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

Applicant Name	Project Name	Expiration Date	Project Component	First Time Renewal
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

Applicant Name	Project Name	Expiration Date	Project Component
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