CONTINUUM OF CARE PROGRAM APPLICANT EXPECTATIONS

Texas Homeless Network (THN) serves as the Collaborative Applicant and Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC) and as such is charged by the United States Department of Housing and Urban Development (HUD) to operate and administer CoC activities and to analyze CoC Program Applicant performance (24 CFR Part 578).

To further CoC goals and to clarify expectations, the TX BoS CoC has established CoC Program Recipient responsibilities in this document to be signed annually by an authorized representative of the CoC Program Recipient agency. New project Applicants are also required to complete this document, which commits the Applicant to uphold Recipient responsibilities should funds be awarded.

CoC Program Recipients have a grant agreement with HUD. The CoC Program Recipient is responsible for adhering to all requirements and obligations outlined by HUD, in addition to the expectations outlined by the CoC in this document. In the event that CoC Program Recipient responsibilities change, revisions will be made to this certification and a new signature by an authorized representative of the CoC Program Recipient agency will be required.

EXPECTATIONS

Before applying for renewal or new CoC Program funding, all project Applicants must read the following items:
- CoC Program Interim Rule (24 CFR Part 578), as it provides the requirements for implementation and administration of the CoC Program.
- FY 2018 CoC Program Notification of Funding Availability (NOFA)
- Opening Doors
- TX BoS CoC Policies and Procedures
- TX BoS CoC Written Standards for service Delivery
- TX BoS CoC Coordinated Entry Written Standards

Before applying for renewal CoC Program funding, all renewal project Applicants must complete the following trainings on HUD Exchange within the twelve (12) months prior to signing this document. New project Applicants must complete the following trainings upon award notification from HUD:
- CoC Program Components/Eligible Costs

https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/

- CoC Program Administration
https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/
- Financial Management Curriculum
https://www.hudexchange.info/trainings/financial-management-curriculum/

HMIS Participation and Coverage

CoC Program Recipients must collect information on persons served and services provided during the grant period and enter this information into the TX BoS CoC's Homeless Management Information System (HMIS), ClientTrack.

Victim Service Providers (VSPs) are prohibited from participating in HMIS. VSPs must demonstrate that they have a database comparable to an HMIS and are able to provide aggregate data and HUD-mandated reports from that database upon request. (Ex: Osnium)

CoC Program Recipients must also:
- Adhere to the HMIS Policies and Procedures Manual and User Agreements, including timeliness expectations
- Attend monthly mandatory HMIS webinars, as scheduled
- Complete quarterly Data Quality Reports (UDQ)to submit by the deadline identified by HMIS Staff,
- Make corrections to those, or other reports as requested by HMIS staff
- Commit to a process of data quality improvement by, running and reviewing Annual Performance Reports (APRs) and Data Quality Reports on a monthly basis.

Consumer Involvement

Project Recipients are required to have an individual or individuals with lived experience on the Board of Directors or other equivalent policymaking entity. Recipients must keep a letter on official letterhead documenting that at least one person currently experiencing homelessness or formerly homeless serves on the Board or other equivalent policy making entity.

Project Parameters

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

Coordinated Entry

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

Program Recipients must participate. Questions about participation in Coordinated Entry should go to the THN Systems Change Coordinator, Tiffany Hart, at tiffany@thn.org

Performance & Reports
- Recipients must receive approval from the TX BoS CoC prior to requesting a grant extension from HUD.
- Recipients must receive approval from the TX BoS CoC prior to requesting a significant change from HUD, including proposals for: grant transfer, change in sub-Recipients, change of project site, addition or elimination of eligible costs for a project, change in subpopulation, reduction in the number of units funded, and/or any budget changes.
- Recipients must report grant spending to TX BoS CoC staff on a quarterly basis by submitting their project spending report screen shot from the electronic Line of Credit Control System (eLOCCS).
- Recipients must participate in a Performance Improvement Plan (PIP), Corrective Action Plan (CAP), or HUD Technical Assistance (TA)-led assistance, if mandated by the TX BoS CoC and/or HUD.
- Recipients must submit Point-in-Time Count (PIT) and Housing Inventory Count (HIC) data by the deadlines established by TX BoS CoC.
- Recipients must submit Annual Performance Reports (APRs) to TX BoS CoC staff for review at least two (2) weeks prior to HUD submission. If requested, staff must participate in APR review process with the TX BoS CoC.
- Recipients must submit APRs to HUD on or before report deadlines.
- Recipients must submit Quarterly Performance data to THN as requested.
- Per the TX BoS CoC Policies and Procedures, Recipients must carbon copy ("cc") TX BoS CoC staff on all communications with HUD regarding monitoring.
- Recipients must notify THN of receipt of a HUD monitoring notification or monitoring report within 48 hours.
- Project staff must request a case conference with THN prior to any involuntary project participant terminations.

Jim Ward, CoC Technical Assistance & Performance Coordinator, jim@thn.org must be cc'd on all communication to the Texas Balance of State CoC.

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

Updated 8.14.17

AUTHORIZED REPRESENTATIVE INFORMATION

Agency:	
Contact Person:	
Email Address:	
Contact Number:	

I have read, understand, and agree to the expectations set forth in this agreement. (Current Recipients acknowledge these expectations become effective upon date signed below)

_____   _____

Signature   Date

_____   _____

Printed Name   Title