Texas Balance of State Continuum of Care
FY 2018 New/Expansion Project Application Guide

Introduction and Background

The FY 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) was released on Wednesday, June 20, 2018. New Projects and Expansion Projects may be funded through the Bonus, the DV Bonus, or the Texas Balance of State CoC's (TX BoS CoC's) Reallocation process. The NOFA has made $2,284,471 in CoC Program Bonus funds and $3,807,452 of Domestic Violence (DV) Bonus funds available to projects in the TX BoS CoC. The amount of funding available through reallocation has yet to be determined.

This document outlines the application and evaluation process for FY 2018 New or Expansion Projects under the Bonus, DV Bonus, and Reallocation funding in the TX BoS CoC's Local Application Process. CoCs may submit more than one application for New or Expansion projects through the Bonus, DV Bonus, or reallocation process.

Eligible project applicants for New Projects funded by the CoC Program include nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and Public Housing Agencies. Eligible project applicants for Expansion Projects are existing eligible non-CoC Program-funded projects and eligible CoC Program-funded renewal projects, i.e., current CoC Program-funded projects that are currently in operation and have an executed grant agreement that is dated no later than December 31, 2017 and expires in calendar year 2018. Under the DV Bonus, Renewal Project applicants may apply for Expansion funding for projects that are not already funded by the CoC Program, in order to dedicate additional units, beds, persons served, or services provided to existing program participants to the DV Bonus population. However, Renewal applicants that have projects that have been placed on a Performance Improvement Plan (PIP), Corrective Action Plan (CAP), or have been identified as an "at-risk" project by HUD and the TX BoS CoC and are receiving technical assistance from HUD through CSH, may not apply for a New or Expansion Project through the Bonus, DV Bonus, or Reallocation funds.

At this time, the TX BoS CoC is limiting all projects to a one-year grant term, except new PH-PSH Bonus projects requesting new construction, acquisition, or rehabilitation.

For assistance with applications in e-snaps, the U.S. Department of Housing and Urban Development's (HUD's) online application portal, applicants may access the following HUD guidance documents:

i. Project Applicant Profile Navigational Guide: https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/

ii. How to Complete the HUD Form 2880 in e-snaps: https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/

iii. New Project Application Detailed Instructions and Instructional Guide: https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/

iv. How to Access the Project Application: https://www.hudexchange.info/resource/2908/how-to-access-the-project-application/

New Project applicants may find it helpful to reference the FY 2017 TX BoS CoC New/Expansion Project Application scoresheet to identify priority scoring areas. The FY 2017 New Project scoresheet may be found in Appendix C of the following document: https://www.thn.org/wp-content/uploads/2017/05/2017-TX-BoS-CoC-Review-Score-and-Ranking-FINAL.pdf.

Applicants are advised to begin working on the project application as soon as possible. The TX BoS CoC encourages Renewal applicants considering a New or Expansion Project to focus on the Renewal application first. Application packets are due to the TX BoS CoC by **Friday, July 27, 2018 at 5:00 PM**. Please contact TX BoS CoC staff at TXBoSCoC@thn.org with any questions.

DISCLAIMER: At the time this guide was released, HUD had not made available any instructional guides or detailed instructions for the FY 2018 CoC Program competition. This application guide is subject to change based on the release of these documents from HUD. Applicants will be advised of any application guide revisions via the TX BoS CoC e-mail list.

Application Guidance
- Prior to beginning work on a project application in e-snaps, project applicants must update their applicant profile, including the HUD-2880.
- HUD strongly recommends that applicant organizations provide at least 2 points of contact so that multiple contacts are available to answer questions.
- Project applicants applying for new expansion projects should use at least a portion of the renewal project name when naming the new expansion project and add the word "Expansion" at the end of the name.

Expansion Projects
Eligible renewal project applicants and existing non-CoC Program-funded projects may apply for a project expansion through the Permanent Housing Bonus, DV Bonus, or Reallocation.

Expansion is the process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants. There are two types of expansion:
1. Expanding CoC Program Projects. Expansion in which a project applicant submits a new project application to expand the current operations of an eligible renewal project for which it is the recipient by adding additional CoC Program funds. Under this type of expansion, for the new expansion project to be selected for conditional award the renewal project application must also be selected for conditional award.

2. Expanding a non-CoC Program funded project. Expansion in which a project applicant submits a new project application that requests CoC Program funds to add to a current homeless project that is funded from sources other than CoC Program funds. However, as stated in Section 426 of the HEARTH Act, project applicants 18 of 84 are prohibited from using CoC Program funds to replace state and local funds

Expansion grants can only expand projects that share the same component. Therefore, applicants are prohibited from applying for project expansion grants to create a new Joint TH and PH-RRH component project. This means, for example, that an applicant that has an existing project may not apply for TH funds to expand an existing PH-RRH project with the intention of creating a new Joint TH and PH-RRH component project.

On the Expansion Project Application, project applicants must indicate how the new project will expand units, beds, services, persons served. Project applicants should carefully consider the design of the Expansion project to ensure it meets all the conditions set forth in the McKinney-Vento Act, as amended, 24 CFR part 578, and the FY 2018 CoC Program Competition NOFA.

All Expansion projects must select "Permanent Housing Bonus" as a funding source in e-snaps, unless the applicant project is eligible for DV Bonus funding. Such eligible applicants should then select "DV Bonus" as a funding source. The CoC may ask the project applicant to change this response to "Reallocation," based on available funding.

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

Note regarding Expansion Projects through the DV Bonus:

A renewal project applicant may expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.

The CoC may only submit one expansion application under the DV Bonus funds. Therefore the CoC shall only submit the highest ranked expansion project in its Consolidated Application.

Evaluation Process for New/Expansion Project
The CoC Board will review and release the Review, Score, Ranking Polices and Re-Allocation Process for 2018 prior to the evaluation of FY 2018 project applications. The purpose of the evaluation process is to help the TX BoS CoC fully maximize CoC Program funds and make decisions related to scoring, ranking, and funding cuts, if needed. The process will be distributed to applicants via the TX BoS CoC FY 2018 Applicant email list, which will be created after the 2018 TX BoS CoC Program Competition Webinar on 7/9/2018.

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

The TX BoS CoC IRT will complete a New/Expansion Project Score Sheet for each CoC Program New/Expansion Project application. After receiving all the New/Expansion Project Score Sheets, the TX BoS CoC Board will rank all renewal projects according to

their total score, project type, and other criteria detailed in the Review, Score, Ranking Procedures and Re-Allocation Process.

New Project Application Packet
The New Project Application Packet consists of the following items:
- Applicant Profile
- Project Application
  - The Project Description will be closely reviewed. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness. The description must identify:
    - Demonstrated community needs
    - The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
    - The project's plan for addressing identified housing and supportive service needs
    - Proposed project outcomes
    - Coordination with other sources or partners
    - The reason CoC Program funding support is required
- Most recent HUD audit/monitoring results
  - If the applicant agency has received a HUD monitoring visit for any HUD CPD grant program within the 12 months prior to project application, please provide the final monitoring report from HUD.
  - If findings are currently being resolved, please provide an explanation on agency letterhead of what efforts are currently underway.
- 2018 CoC project match
  - Match letters must be dated between **May 1, 2018 and September 18, 2018**.
  - Program income can be counted as match. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
  - If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment must be attached in the Project Application in e-snaps and submitted as part of the Project Application Packet to the TX BoS CoC.

- o A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. However, **a formal MOU with the partner agency will be required before grant execution, if awarded. The best practice is to secure the MOU before submitting an application.**
- Certification of Consistency with the Consolidated Plan
- Housing First Questionnaire
- CoC Expectations Form

Submission of New Project Application Packet

New Project Applicants must submit **one e-mail per project** to txboscoc@thn.org with the 8 (or 9, if applying for a Joint TH and PH-RRH Project) attachments listed below by **July 27, 2018, at 5:00 PM CDT**. Use the naming conventions for each file found in the middle column.

Any required documents that are incomplete or received after the due date and time will not be reviewed or included in the TX BoS CoC's FY 2018 Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP. The TX BoS CoC reserves the right not to review projects that do not meet eligibility requirements. The checklist below will help projects to ensure that they have submitted all needed materials to participate in the FY 2018 TX BoS CoC Local Application Process.

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

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
Completed Applicant Profile (download PDF from e-snaps, please do not print and scan) NOTE: If your agency's Code of Conduct is not on the following list, you are required to attach it to your Applicant Profile: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct.	Applicant Profile 2018_<Applicant Name>_<Project Name>	Applicant Profile 2018_Texas Agency_Texas House	

Completed Project Application (download pdf from e-snaps, please do not print and scan)	Project Application 2018_<Applicant Name>_<Project Name>	Project Application 2018_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating so	HUD Monitoring Letter 2018_<Applicant Name>_<Project Name>	HUD Monitoring Letter 2018_Texas Agency_Texas House	
2018 CoC project match documentation (include cash/in-kind commitment letters dated between May 1, 2018 and September 18, 2018, for each match source reported in the 2018 Project Application and an MOU confirming each third-party in-kind match commitment)	Match Documentation 2018 _<Applicant Name>_<Project Name>	Match Documentation 2018_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	Cert of Consistency 2018_<Applicant Name>_<Project Name>	Cert of Consistency 2018_Texas Agency_Texas House	
Housing First Questionnaire	HF Questionnaire 2018_<Applicant Name>_<Project Name>	HF Questionnaire 2018_Texas Agency_Texas House	
CoC Expectations Form	CoC Expectations Form 2018_<Applicant Name>_<Project Name>	CoC Expectations Form 2018_Texas Agency_Texas House	

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

Expansion Project Application Packet

The Expansion Project Application Packet consists of the following items:

- Applicant Profile
- Project Application
    - The Project Description will be closely reviewed. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness. The description must identify:
        - Demonstrated community needs
        - The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
        - The project's plan for addressing identified housing and supportive service needs
        - Proposed project outcomes
        - Coordination with other sources or partners
        - The reason CoC Program funding support is required
- 2018 CoC Project match
    - Match letters must be dated between **May 1, 2018 and September 18, 2018**.
    - Program income can be counted as match. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
    - If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment must be attached the Project Application in e-snaps and submitted as part of the Project Application Packet to the TX BoS CoC.
    - A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. However, **a formal MOU with the partner agency will be required before grant execution, if awarded. The best practice is to secure the MOU before submitting an application.**

Submission of Expansion Project Application Packet

Eligible renewal projects requesting expansion must submit **one e-mail, separate from the Renewal Project application e-mail,** to txboscoc@thn.org with the 3 attachments listed below by **July 27, 2018, at 5:00 PM**. Use the naming conventions for each file found in the middle column.

Any required documents that are incomplete or received after the due date and time will not be reviewed or included in the FY2018 TX BoS CoC's Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP. The checklist below will help applicants to ensure that they have submitted all needed materials to participate in the FY2018 TX BoS CoC Competition.

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

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
Completed Applicant Profile[1] (export pdf from e-snaps, please do not print and scan) NOTE: If your agency's Code of Conduct is not on the following list, you are required to attach it to your Applicant Profile: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct.	Applicant Profile 2018_<Applicant Name>_<Project Name>	Applicant Profile 2018_Texas Agency_Texas House	
Completed New Project Application (export pdf from e-snaps, please do not print and scan)	Project Application 2018_<Applicant Name>_<Project Name>	Project Application 2018_Texas Agency_Texas House	

2018 CoC project match documentation (include cash/in-kind commitment letters dated between **May 1, 2018 and September 18, 2018** for each match source reported in the 2018 Project Application and an MOU confirming each third-party in-kind match commitment)	Match Documentation 2018 _<Applicant Name>_<Project Name>	Match Documentation 2018_Texas Agency_Texas House	

Sample: Match Documentation

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Uplift, Inc.
5678 Elm Street
Nirvana, IL 60600

(708) 777-9999 · www.uplift.biz

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June 1, 2018

Ms. Leslie Knope, Director

Can-Do Services

1234 Main Street

Pawnee, Indiana

RE: **Project YES**—Matching Funds
FY 2018 HUD Continuum of Care Program NOFA

Dear Ms. Knope:

Uplift, Inc. is pleased to provide matching funds to Can-Do Services for Project YES.

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

Uplift, Inc. will provide [**$XX,XXXX.XX] of cash match** to **Can-Do Services**. If HUD funds Project YES, the funds for our cash match amount will be available on [**DATE]**, and will continue to be available throughout the duration of Project YES' FY2018 grant year. The cash match provided may be used for **[Insert an eligible cost explicitly stated in the CoC Interim Rule].**

In addition**, Uplift, Inc.** will provide [**$XX,XXX.XX]** in **in-kind match** to the project by supplying [**Quantity, description, and value of each in-kind match source]** beginning on **[DATE],** and will continue to be available throughout the duration of Project YES' FY2018 grant year.

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

Sincerely,

Ron U. Swanson

Chief Executive Officer

Key Elements: Documenting Cash Match

- Provided on the source agency's letterhead

- Signed and dated by an authorized representative

    o Match letter must be dated between May 1, 2017 and September 28, 2017

- Amount of cash to be provided to the recipient for the project

- Specific date the cash will be made available

- The actual grant and fiscal year to which the cash match will be contributed

- Time period during which funding will be available

- Allowable activities to be funded by the cash match

- HUD FAQ: https://www.hudexchange.info/faqs/1559/what-are-the-documentation-requirements-for-cash-match/

Key Elements: Documenting In-Kind Service Match

- Provided on the source agency's letterhead

- Signed and dated by an authorized representative

    o Match letter must be dated between May 1, 2017 and September 28, 2017

- Value of services to be provided to the recipient for the project

    o Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's/subrecipient's organization.

- Specific date the services will be made available

- The actual grant and fiscal year to which the in-kind match will be contributed

- Time period during which services will be available

- Allowable activities to be executed by in-kind service match

- **A formal MOU with the partner agency will be required before grant execution, if awarded. The best practice is to secure the MOU before submitting an application.**

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

Key Elements: Documenting In-Kind Goods and Equipment Match

- Provided on the source agency's letterhead

- Signed and dated by an authorized representative

    o Match letter must be dated between May 1, 2017 and September 28, 2017

- Value of donated goods to be provided to the recipient for the project

- Specific date the goods will be made available

- The actual grant and fiscal year to which the match will be contributed

- Time period during which the donation will be available

- Allowable activities to be provided by the donation

- Value of commitments of land, buildings, and equipment–the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year

- HUD FAQ: https://www.hudexchange.info/faqs/1560/what-are-the-documentation-requirements-for-in-kind-goods-and-equipment/

Attachment: Housing First Questionnaire

Overview
Housing First is an approach that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Review Section III.c.3.l and Section II.A.4 of the FY 2018 Continuum of Care (CoC) Program Notification of Funding Availability (NOFA) and the Housing First PSH brief at https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/ for more information.

Housing First projects share essential elements:
- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without time limits.
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis, and client participation in these services is voluntary.
- A standard lease agreement, i.e., housing is not contingent on engagement with services.
- A focus on reducing barriers to project entry, i.e., not screening potential project participants out for having too little or no income; an active, or history of, substance use or a substance use disorder; no employment; a criminal record (with exceptions for state-mandated restrictions); or a history of domestic violence, including the lack of a protective order or law enforcement involvement.
- Not terminating project participants from the project for the following reasons: not participating in supportive services; not making progress on a service plan; loss of income or not increasing income; being a survivor of domestic violence; not paying rent on time; and/or for needing to move to a new apartment.

Additional information about Housing First practices can be found here: http://thn.org/wp-content/uploads/2017/05/THN_HousingFirstResourceList-1.pdf.

The Housing First Questionnaire to be submitted in the Application Packet may be found on the following page.

Housing First Questionnaire

FY 2018 TX BoS CoC Program Competition

Applicant Name:
Project Name:
Project Type:

☐New ☐Renewal ☐Expansion ☐Hold Harmless

Describe the project's admissions process. Is there anything that would prevent a participant from enrolling in the project?

How long does it take the project to house a participant from identification to lease-up?

How does project staff engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any temporary stay outside of the unit? Please copy/paste the policy that addresses short-term absences from assisted units.

Describe the techniques staff uses to ensure that engagement is regular, participant trust is developed, and outreach is relationship-focused.

What clinical and non-clinical trainings have your CoC project staff attended over the past year (June 1, 2017 – May 30, 2018)?

Please list the staff person, all relevant trainings, dates, and who provided the training.
Example:

Jim Ward, Housing Case Manager
Equal Access, 6/01/2017, National Alliance to End Homelessness (NAEH)
Coordinated Entry Assessor 6/2/2017, THN

Are services offered in community-based settings of the participant's choice rather than requiring appointments occur at a particular place? If yes, please explain.

Do case managers have access to transportation they can use to assist participants to obtain and sustain their housing? Please copy/paste relevant policies that govern transportation in Agency– owned and personal vehicles.

Does the project impose restrictions on length of stay outside that which would be mandated by HUD? (E.g. less than 24 months for RRH or any restriction on length of stay for PSH)

Attachment: CoC Expectations Form

CONTINUUM OF CARE PROGRAM APPLICANT EXPECTATIONS

Texas Homeless Network (THN) serves as the Collaborative Applicant and Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC) and as such is charged by 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.

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