Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for reviewing the following:

 1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
 2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.
 6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

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

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Texas Homeless Network

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	No
Local Jail(s)	Yes	No
Hospital(s)	Yes	No
EMS/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	No
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	No
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	No
Agencies that serve survivors of human trafficking	Yes	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
HIV Service Providers	Yes	Yes
Local Homeless Coalitions	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)

The primary way the CoC solicits opinions is through monthly CoC General Meetings. These meetings are open to the public and held via webinar so people may attend virtually. The meeting schedule and instructions for subscribing to the CoC's email list, which is how invitations are sent, are on THN's website. During the meetings, THN TX BoS CoC Staff present on pertinent information and solicit information and opinions from TX BoS CoC General Members. Meeting materials and recordings are posted on the site so people who could not attend may hear the content and send input.

The CoC's governance structure includes a 15-member CoC Board that has seats designated to represent specific subpopulations. Members use their expertise when providing policy guidance. Nominations are solicited via the website, email list, and announcements at General Meetings.

The CoC's governance structure also includes 25 Local Homeless Coalitions (LHCs) that address homelessness locally. Like the CoC, LHCs have broad membership; hold regular meetings; have Boards, including persons with lived experience, and committees that provide input; use social media; and invite subject-area experts to be involved in the LHCs' work. LHCs send meeting minutes and attendance logs to THN, to help staff stay abreast of what they are discussing and acting on, and to incorporate those activities into CoC-level work. The CoC surveys LHC Chairs annually, to garner feedback on specific topics, then develop plans to address the topics throughout the year.

The CoC also reaches out to providers or community leaders directly for their opinion or feedback. The CoC routinely drafts documents and policies and makes them available on the website for public comment and advertises this process via the CoC's email list and General Meetings. The CoC also has an online comment form on the THN website.

1B-2.Open Invitation for New Members. Applicants must describe:
 (1) the invitation process;
 (2) how the CoC communicates the invitation process to solicit new members;
 (3) how often the CoC solicits new members; and
 (4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
 (limit 2,000 characters)

1. The TX BoS CoC considers anyone who lives or works in the TX BoS CoC geographic area who is interested in ending homelessness to be a member of the CoC. Therefore, the CoC has an open invitation process for new members; people can join at any time year-round. 2. Due to its large geography, the CoC utilizes web-based communications such as social media, the website and a listserv and word-of-mouth, particularly through its network of 25 Local Homeless Coalitions, to reach new members and to communicate the invitation process at least monthly. 3. The CoC also communicates the invitation process when it engages new entities and potential members throughout the year at various conferences, workshops, webinars, trainings, and technical assistance events. 4. To ensure that persons with lived experience of homelessness are encouraged to participate, the CoC incentive's Local Homeless Coalitions and CoC Program-funded projects to have people with lived experience on their decision-making Boards. The CoC also appeals to people who are currently or formerly homeless through social media. The CoC's Board structure also requires representation from a person currently or formerly experiencing homelessness, and everyone who is nominated is encouraged to join the CoC Membership.

**1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)**

Due to our large geographic area, the TX BoS CoC relies heavily on web-based communications. The CoC included language notifying agencies of the ability to submit new project applications, even if the agency had not previously received CoC Program funding, on the CoC's internal listserv on 3/14/2018, 4/30/2018, 6/20/2018, 7/2/2018, and 7/6/2018. The CoC announced it was open to proposals on 6/27/2018 via the CoC listerv and on 7/9/2018 via a Mandatory Webinar for potential applicants. The CoC also advertised on an external listserv on 3/22/2018. The CoC conducted a mandatory webinar on July 9, 2018. Only new project applicants who had attended could submit a new project application. Letters of Intent were due to the CoC on 7/13/ 2018. The CoC received 22 Letters of Intent to apply for a New Project through the DV Bonus, Bonus, or Reallocation from 17 agencies. Applications were submitted to the CoC on 7/27/2018. The CoC received 8 applications from New Project Applicants; 4 applications were from Applicants who did not currently receive CoC Program funding. 4 projects were rejected, 3 from Applicants who did not receive CoC Program funding, due to the inability to pass threshold. Four New Projects have been included in the project ranking, one from a New Project Applicant who has not received CoC Program funding in the past.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

The CoC has 7 ESG Recipients (ESGs) among its 40 ConPlan jurisdictions. CoC staff at THN, the CoC Lead, communicate with ESGs regularly throughout the year regarding allocation and activities. 1. ESGs and the CoC consult on fund allocation when the jurisdictions are writing their ConPlans and Action

Plans. Community need, current resources/assets, CoC and local priorities, and best use of available resources are discussed. Additional funding opportunities are also explored. The CoC provides data and context for decisions, but local input on allocations is prioritized: Local Homeless Coalitions (LHCs), entities of the CoC governance structure on the local level, coordinate with ESGs and other ConPlan jurisdictions on LHC initiatives & ConPlans & Action Plans, holding similar discussions as the CoC staff have with ESGs about fund allocation, need, assets, priorities, efficient and effective use of resources, and braiding funding opportunities.

2. THN, the HMIS Lead, enables ESGs to report performance by operating the HMIS and training ESG Program-funded project staff to use HMIS, including data standards, confidentiality, and data quality. Then, the ESG users can run reports, assess their data completeness and quality, and submit reports to HUD directly or to the state government (for State ESG) for reporting to HUD. The HMIS staff have even assisted ESG project staff with logistics for submitting aggregate, de-identified data from their comparable databases so that the staff could report in the Sage HMIS Reporting Repository.

THN staff review performance data of State ESG-funded projects and discuss with ESG Recipients their subrecipients' performance, usually at the time recipients are preparing to hold their next competition and when they are accepting applications. CoC staff also consult with ESG recipients on CAPERs, reviewing performance over the prior year and discussing performance targets for the upcoming year.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?

Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?

Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

5 CoC Program- & 12 ESG Program-funded projects in the CoC serve victims, so the CoC & Local Homeless Coalitions (LHCs—regional planning groups within the CoC) regularly address victims' needs as part of their overall homeless assistance strategies. 1. CoC Written Standards (WS) say all projects

in the CoC must follow Essential Elements regarding serving survivors: operate within a philosophy of facilitating participant choice & autonomy; "Abide by the CoC's Non-Separation of Families policy", support victims' choice & keep household members together; and "Use HMIS or an HMIS-comparable database" assures collection of high-quality data that can be used for decision making. CoC encourages projects to use the TCFV-administered comp database, for consistency & access to technical assistance.
The CE WS ensure that safety planning & other protocols for serving survivors are used. CoC collaborated with TX Council on Family Violence (TCFV). Staff at CE participating agencies, regardless of funding sources, attend annual training that includes best practices: trauma-informed care, person-centered care, crisis resolution & safety planning.
In 2018 a CoC Emergency Transfer Plan, developed with expertise from a TCFV employee/CoC Board member, was approved by the CoC Board.
2. CoC maximizes client choice by ensuring persons fleeing all forms of domestic violence (DV) & their families are offered safe housing & svcs & are supported with individual choice; allowing CE implementations to have separate DV entry points; CoC, LHCs, & providers referring participants to svcs for survivors funded by DOJ's VOCA, HHS's VAWA, State Atty. General's Ofc, TX Health & Human Svcs Commission & privately-funded non-profits (incl faith-based orgs) such as motel stays, rental costs, utilities assistance & basic needs; and encouraging partnering (joint planning, funding & service provision) among victim svcs & non-victim svcs to provide housing & svcs, offering clients a choice of providers.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC encourages CoC area project staff to attend in-person trainings with their local Domestic Violence (DV) service providers. The CoC also encourages CoC area project staff to attend trainings conducted by the Texas Council on Family Violence (TCFV), the statewide coalition for Victim Service Providers. Trainings conducted by local DV service providers and TCFV include the following topics: dynamics of abuse and exploitation, trauma-informed care, safety planning, and person-or survivor-centered care. Coordinated Entry staff must attend the CoC's annual Coordinated Entry Training. This training is provided virtually and is accessible throughout the year on Litmos, a learning management information system. This training covers the best practices for serving survivors of domestic violence, dating violence, sexual assault, and stalking, including person-or survivor-centered care, crisis resolution, trauma informed care, and safety planning. The training also outlines the process in place to serve survivors of domestic violence through Coordinated Entry in order to address their unique needs and ensure confidentiality and privacy. This training will be updated on an annual basis in consultation with the Texas Council on Family Violence (TCFV), an entity which represents all DV service providers across the state, and the Texas Association Against Sexual Assault (TAASA) to ensure that the CoC is providing the most relevant information and best practices with providers in the 215 County coverage area.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

Through the annual Point-in-Time count, the CoC is able to collect de-identified information on those who are experiencing homelessness due to domestic violence (DV). The PIT data allows the CoC to understand where individuals are experiencing DV and homelessness while obtaining general demographic information to best facilitate outreach and engagement. For the 2018 PIT count, 736 individuals (23% of question respondents) answered "yes" to experiencing homelessness due to DV. Another way the CoC assesses the community needs related to DV is by receiving HMIS comparable reports for CoC and ESG Program-funded projects from the DV database managed by the Texas Council on Family Violence (TCFV). TCFV operates an HMIS-comparable system called Osnium, which, while used by many victim services providers, is not used by all. TCFV provides the CoC with aggregate information from Osnium that not only demonstrates how the program is functioning but also helps determine the current state and future need for DV programming. Also, each Coordinated Entry participating community is responsible for specifically and separately tracking those who are experiencing DV and do not wish to be entered into HMIS. Lastly, another critical source to get data around the needs of survivors is Network to End Domestic Violence One-Day Census count. The CoC utilizes all of these data sources and our strong relationship with TCFV to assess the specialized needs related to domestic violence, dating violence, sexual assault, and stalking.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects?   No

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Longview Housing Authority	6.00%	Yes-HCV	No
Abilene Housing Authority	71.60%	Yes-HCV	No
San Angelo Housing Authority	12.50%	Yes-HCV	No
Brownsville Housing Authority	0.02%	Yes-HCV	No
Denton Housing Authority	0.09%	Yes-HCV	No

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

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

N/A

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?   Yes

Move On strategy description.
(limit 2,000 characters)

The CoC has a Move On strategy that is based on the Moving-On Toolkit developed by the Corporation for Supportive Housing and supported through the technical assistance provided to the CoC as a Priority Community. The CoC Lead Agency works closely with CoC Program-funded Agencies, Local Homeless Coalitions, HUD 811 Properties, the Texas Department of State Health Services, and Public Housing Authorities across the geographic service area to assist in the development of Homeless Preferences by appropriate participant selection and referral, providing guidance on adjustments required to the Housing Authority's Administrative Plan, and connecting Agencies to existing affordable housing units like HUD 811 Properties with Homeless Eligibility requirements. The CoC has been successful in increasing the overall percentage of public housing admissions to homeless applicants at the largest Public Housing Authorities in the geographic service area, and continues to work strategically by developing and refining key partnerships to further that work.

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)

The CoC Written Standards require projects to comply with Equal Access (EA) to housing & family separation regulations. The CoC P&Ps include a policy against family separation. The Coordinated Entry Written Standards also address EA & nondiscrimination.

CoC staff review CoC Program-funded projects' P&Ps to verify compliance. CoC expects Local Homeless Coalitions (LHCs) to ensure project compliance.

LHCs have anti-discrimination policies, encourage practices to meet LGBT needs & ensure persons who present as a family are provided the same standard of services by all LHC partners. LHC member agencies advocate on behalf of LGBT persons and encourage staff to attend ethics & cultural sensitivity trainings.

In the past two years the CoC has sent members registration information and materials for HUD's EAR training and sent multiple emails with educational materials. Additionally, for the summer of 2018 the CoC recruited a social work master's degree intern to develop EA and LGBTQ+-specific materials and recommendations for training and educating CoC members. In June 2018, the intern discussed HUD's Equal Access Self-Assessment at the CoC General Meeting. In July, the intern trained CoC staff on EA and LGBTQ+ topics, and in August 2018, the intern presented EA and LGBTQ+ information and resources at the CoC General Meeting.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	No
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	No

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	
No strategies have been implemented:	
Other:(limit 50 characters)	
Work w/ LHCs to reduce criminalization	X
CoC P&P do not support activities that criminalize	X

1C-8. Centralized or Coordinated Assessment System. Applicants must:
 (1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
 (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

The Texas Balance of State Continuum of Care's (TX BoS CoC) geographic area covers 215 of the 254 counties in Texas. 1. The Coordinated Entry System currently operates in 17 Regions and covers 46 counties, 21% of the CoC. By population size, 51% of the population in the TX BoS CoC is covered. The CoC focused on implementing Coordinated Entry (CE) in communities that are federally required to implement because of the presence of CoC and/or ESG Program funding. All of the CoC, ESG, and SSVF Program-funded projects are participating in CE.
2. Street outreach has been integrated into CE across those 17 regions. Street outreach is critical to CE as providers meet people where they are and bring the CE process to them ensuring that the Coordinated Entry process reaches people least likely to apply for homeless assistance in the absence of special outreach.
3. The TX BoS CoC utilizes the VI-SPDAT and F-VI-SPDAT to determine someone's acuity, i.e., their likelihood of dying on the streets. The TX BoS CoC adopted the prioritization standards for PSH in 2016 and amended them with the release of CPD 16-11 in 2017. In 2017, the TX BoS CoC adopted prioritization standards for Rapid Re-Housing (RRH) which prioritizes the following characteristics: high service needs, i.e., determined by the VI-SPDAT or F-VI-SPDAT score, unsheltered homelessness, longest history of homelessness, and earliest enrollment date in HMIS. The RRH standards prioritize people living unsheltered. The RRH standards also encourage providers to serve people who score higher on the VI-SPDAT or F-VI-SPDAT. Since people most in need of assistance are prioritized, they will access housing resources in a quicker, more timely manner.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

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

Instructions

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
 (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1. The CoC adjusted performance benchmarks on the competition scorecard with the knowledge that all projects must commit to serving the "hardest-to-serve." Because PSH projects are required to be dedicated to people experiencing chronic homelessness, who often face significant barriers to employment, the CoC adjusted its earned income metrics on the PSH scorecard. The CoC also awarded points for new Projects proposing to serve priority subpopulations with high service needs and complex vulnerabilities such as people fleeing domestic violence, people with no income, people entering a project from unsheltered locations, youth, households with children, and people with a history of substance abuse.

2. The CoC adjusted other performance measures based on vulnerability: maintaining/increasing income from all sources, successful PH exits within 3 months, % of adults with $0 at entry, and % of participants coming from unsheltered locations. The CoC also based a much larger portion of project score on adherence to Housing First this year, which rewarded projects serving people fleeing, or with histories of, domestic violence, people with bad/poor

credit, eviction history, criminal history, low/no income, substance use disorders, and mental health issues.

The CoC adjusted the objective scoring criteria for providers targeting survivors of Domestic Violence (VSPs) due to the unique needs of survivors. The CoC adjusted metrics related to % of participants coming from ES or Streets, the % of participants coming from unsheltered locations, and % of participants with income growth. The CoC also exempted these projects from evaluation of project-level System Performance Measures (SPMs) because the comparable database is unable to run reports for SPMs. The resulting score was then scaled to rank against non-VSPs. The total (scaled) scores for Project Applicants were the primary factor in how all projects were ranked on the Priority Listing.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☒	**CoC or other Website**	☒
Email	☒	**Email**	☒
Mail	☐	**Mail**	☐
Advertising in Local Newspaper(s)	☐	**Advertising in Local Newspaper(s)**	☐
Advertising on Radio or Television	☐	**Advertising on Radio or Television**	☐
Social Media (Twitter, Facebook, etc.)	☒	**Social Media (Twitter, Facebook, etc.)**	☒

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	No
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

Yes

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

CoC: (1) pages 3-6 of Governance Charter & pages 3-7 of MOU (2) Governance Charter & MOU / HMIS Lead: (1) pages 3-5 (2) Governance Charter

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.

Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor?

ClientTrack by Eccovia Solutions

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type: (1) total number of beds in 2018 HIC; (2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	3,682	1,459	1,415	63.65%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	969	231	500	67.75%
Rapid Re-Housing (RRH) beds	960	257	560	79.66%
Permanent Supportive Housing (PSH) beds	1,126	0	365	32.42%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

For the next year the CoC will continue to work on increasing the bed coverage rate for all project types to at least 85%. For all project types, the CoC will do outreach to providers on the 2018 HIC who do not currently use HMIS, targeting projects with the highest number of beds for each project type. For example, there is a Transitional Housing provider with 66 beds not currently utilizing HMIS. Getting them to use HMIS would increase our bed coverage rate from 78.23% to 86.35%. The CoC will do initial outreach in the form of a letter and follow up with calls; in-person meetings will be scheduled as needed. The CoC will also include Local Homeless Coalitions (LHCs) and Coordinated Entry Planning Entities (CEPEs) in the targeted conversations. The CoC also will continue to present on HMIS and methods to get more projects in HMIS to LHCs. The CoC has found that educating LHCs about the value of HMIS, especially the role HMIS and data have in ending homelessness, enables LHCs to encourage participation, including the many agencies that are not required and reluctant to use HMIS. Additionally, barriers to participation for many agencies often include antiquated equipment or licenses costs. The CoC will work with agencies to support them in finding and applying for opportunities to upgrade equipment and technology resources, and CoC Staff are investigating offering free HMIS licenses. The CoC will engage in specific outreach for TH, RRH, and PSH. The CoC will continue engaging HUD-VASH providers to increase PSH. The CoC will also continue discuss HUD-VASH HMIS usage with the VISN 17 Homeless Coordinator, start similar discussions with the VISN 16 Homeless Coordinator, and work with LHCs and CEPEs to encourage HUD-VASH Projects to join HMIS. The CoC will work with the several youth providers listed on the HIC who provide TH. The CoC will continue to engage SSVF providers in other CoCs who assist people in the BoS with RRH.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC 04/30/2018

**submitted the 2018 Housing Inventory Count
(HIC) data into the Homelessness Data
Exchange (HDX).
(mm/dd/yyyy)**

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/25/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/30/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

For the 2018 Sheltered PIT count, all participating communities used the Simtech Counting Us app to conduct surveys. The app allowed for easier collection of the information and real-time data corrections, resulting in a more thorough and accurate count. Specific shelter trainings and supplemental materials were created for volunteers to ensure that the data was entered correctly into the app. Many communities also provided targeted outreach and education that resulted in an increase in volunteers and awareness of the PIT count. Due to the new technology, the CoC was able to collect better quality data and ensure that communities were surveying appropriate individuals. The CoC also had three new communities participate in the count: Cherokee, Waller, and Ellis. The new communities expanded our coverage area, and the data the new providers contributed helped provide a more accurate scope of sheltered homelessness throughout the CoC.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	581
Beds Removed:	644
Total:	-63

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a   Yes

change to the CoC's 2018 sheltered PIT count?

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	30
Total:	-30

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

Yes

2C-4a. If "Yes" was selected for question 2C-4, applicants must:
(1) describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and
(2) specify how those changes impacted the CoC's unsheltered PIT count results.
(limit 2,000 characters)

1. For the 2018 PIT count, there were three new communities, Ellis, Waller, and Cherokee, that participated. Their coverage area contributed to the increase in our unsheltered numbers. All participating communities used a mobile app to conduct the surveys. The app allowed for easier collection of the information and real-time data corrections resulting in a more thorough, accurate count. Specific unsheltered trainings and supplemental materials were created for volunteers to ensure they were prepared to execute the survey and that the data was entered correctly into the app. Trainings emphasized focus on the unsheltered youth count and enhanced outreach efforts with community partners. 2. Many communities also provided targeted outreach and education that resulted in an increase in volunteers and awareness of the PIT count. In addition, the CoC used an updated extrapolation formula to get an overall estimate for the TX Balance of State. It is necessary to employ extrapolation techniques since our CoC covers such a large geography and not every area can conduct a PIT count. The formula that was used allowed for a better comparison of participating counties versus non-participating counties

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?

Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

The CoC provided specific training materials to all PIT leads on how to engage youth and youth-serving organizations for the PIT count. Due to our large geography, the CoC relies on local community leaders to engage youth in their area. This training prepared local leaders to more thoroughly engage youth experiencing homelessness. Communities engaged youth experiencing homelessness in a variety of ways. 2. Local Homeless Coalitions (LHCs-planning groups in the CoC) engaged stakeholders that serve youth experiencing homelessness in PIT planning, including street outreach workers, Independent School District homeless liaisons, and law enforcement, to identify locations where youth experiencing homelessness were most likely to be found. One community utilized their homeless youth coordinator to be the lead for identifying and engaging youth. Many communities used social media to promote and raise awareness about the PIT in an effort to engage more youth experiencing homelessness. 3. In several communities, youth experiencing homelessness were involved in counting during the 2018 PIT count. They also prepared incentives to give to people who were counted, and they coordinated community awareness efforts.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

Due to the size of the CoC's geographic area, the CoC coordinates the PIT e.g., the survey questions, training, and the app, but Local Homeless Coalitions conduct the PIT, including doing outreach to specific subpopulations to ensure a better count. 1. People experiencing chronic homelessness (CH): Due to CE implementation and extended efforts like the 100 Day Challenge, many communities have increased awareness of where to find people experiencing chronic homelessness. LHCs partnered with police outreach/street outreach teams to identify and target homeless camps and remote areas where persons least likely to request assistance congregate. 2. Families with Children: Through THN's annual conference in late September, homeless education liaisons built partnerships with LHCs to help identify families experiencing homelessness. Education liaisons assist with planning trainings/speakers on identifying and serving this pop. LHCs leverage partnerships with schools, CPS, shelters, food banks, and other local agencies to identify families experiencing homelessness. 3. Veterans: In addition to the above strategies used to target families and Veterans experiencing CH, communities partnered with housed Veterans to volunteer for PIT count and regular outreach efforts.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	8,715

3A-1a. Applicants must:
 (1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1. The CoC did a lit. review to identify the characteristics of households that become homeless for the first time. The CoC found that for families key predictors are frequent mobility, overcrowding, single mothers with young children, and being African American. These households are less likely to have been hospitalized for MI or convicted of crime. We also know that there are biographical risk factors. A disproportionate number of homeless people report adverse childhood experiences, including neglect, physical and sexual abuse, experience of homelessness, and being forced or placed out of the home. The CoC also found that households that were homeless for the first time had minimal engagement with other services, e.g., hospitals or the justice system. The CoC will add additional data elements, e.g., number of moves prior to project entry, whether or not the household previously lived in an overcrowded situation, to determine if the CoC's population aligns with research. The CoC and LHCs also identified specific risk factors using the PIT Count and APR data to understand situations prior to entry into homelessness; prevention assistance providers and mainstream providers; shelter users' self-reports; engagement info from outreach; collaboration w/ Homeless Education Liaisons and other school personnel. 2. To prevent homelessness, the CoC agencies uses homelessness prevention (HP) assistance; use flexible funds to cover needs that cannot be paid with grant funding; expand partnerships with ESG and Community Action Agencies; engage in diversion with clients, i.e., conflict resolution; provide support during evictions; and provide job training and placement, financial planning to assist with self-sufficiency. 3. The CoC Board and the CoC Director at THN are responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1)The average length of time individuals and families remained homeless (LOT) in FY2017 was 57 days. This is a reduction from FY 2016 when the average LOT was 58 days. 2)The CoC has worked with LHCs to implement strategies to reduce LOT for households (HH) who remain homeless in efforts to make homelessness brief within their jurisdiction. These strategies include diversion, prioritization, progressive engagement, landlord engagement, housing stabilization, flexible funding, Housing First, PSH, RRH, and Coordinated Entry (CE). In 2018, the CoC discussed methods to reduce the LOT during the CoC Program Recipient Clinic by THN and CSH and during the 6-month Rapid Re-Housing Learning Collaborative by THN and CSH for CoC Program-funded RRH projects. The RRH Learning Collaborative has been heavily focused on how Projects can reduce LOT by rapidly re-housing people and focusing on housing stabilization by employing a Progressive Engagement (PE) approach. The Learning Collaborative has also discussed landlord engagement and housing stability and how that can contribute to a decreased LOT by keeping people housed. Projects are working to reduce the LOT of families experiencing homelessness, including additional staffing to increase the number of housing inspections per week, consolidating intake processes, implementing PE, training participants on tenants' rights, and landlord engagement. CoC prioritization standards for both RRH and PSH prioritize households with the longest LOT homeless. Households (HH) with the longest lengths of time homeless are often identified by street outreach providers and connected to CE. 3)HH with the longest lengths of time homeless are identified through CE, and providers are able to see this metric on the By Name List when doing case conferencing. These households are prioritized for assistance through the CoC's RRH and PSH prioritization standards. 4)The CoC Board and CoC Director are responsible for overseeing the strategy to reduce LOT.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	36%

Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	93%

3A-3a. Applicants must:
 (1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
 (2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1)The CoC has focused on Rapid Re-Housing as the primary intervention to provide targeted technical assistance to increase the rate of exit to permanent housing (PH). 2)Historically, Rapid Re-housing Projects in the CoC have adopted a model that is less flexible, e.g., with a set length of assistance and dollar amount caps per household. The CoC has worked with RRH Projects to move away from this model toward a progressive engagement model, i.e., to be more flexible with length of assistance and amount of assistance, and over the last several years have seen increases in exits to PH.
The CoC has also focused on Emergency Shelters. By implementing a shelter model that is housing-focused while maintaining low barriers to entry we can increase exits to PH. The CoC has shared the robust resources developed by the National Alliance to End Homelessness, to build on the work the CoC had done with OrgCode in 2017.
The CoC's strategy to increase PH retention and exit rate for those in PH Projects other than RRH have historically been centered on affordability. The CoC has moved from a solely affordability based approach to include a tiered approach where other factors are taken into account, e.g., ensuring that services match the need, adherence to harm reduction, and Housing First fidelity. Efforts to increase capacity, understanding, and implementation of service delivery strategies include working with project administrators on capacity, revising termination policies, revising Case Management strategy/policy, advocating for needed resources at the local level, working collaboratively to diversify funding streams, and cultivating local leadership. Additionally, the CoC supports communities in establishing Move On strategies with local affordable housing providers, either publicly or privately funded.
The CoC Board and the CoC Director at THN are responsible for overseeing both of these strategies.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	4%

3A-4a. Applicants must:
 (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;

(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

1)The CoC has done research on this topic. Common factors of households who return to homelessness (RTH) include having an history of evictions, previous shelter stays, being single, having no income at entry, being a Person of Color, being female, lacking an extensive formal work history as an adult, having a disabling condition, being a felon, having an older head of household, being unemployed in the previous 24 months, being a family with children separated at shelter entry, and being a family with multiple adults. The CoC and LHCs also identified specific risk factors using the PIT Count and APR data and engagement info from street outreach to understand situations regarding re-entry into homelessness.
2)The CoC's strategy to reduce RTH is to continue with the implementation of CE and help create more projects that employ best practices. The CE process helps not only to identify those who have RTH, but also provides a uniform method for connecting them to interventions that will meet their specific needs and prevent future RTH. Also, further adoption of the Housing First approach throughout the CoC, additional and targeted housing prevention activities; and increasing the number of RRH programs in CoC. The CoC is also committed to implementing diversion as a way to reduce first time homelessness and returns to homelessness.
3)The CoC Board and the CoC Director at THN are responsible for overseeing the CoC's strategy to reduce the rate of individuals and persons in families who return to homelessness.

3A-5. Job and Income Growth. Applicants must:
 (1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

1)In FY17 46% of clients increased their total income, a 23% increase from FY16. Strategies include: 1.SOAR training/SOAR VISTA members—THN is the State SOAR Lead for TX. THN supervises 3 VISTAs whose primary responsibility is SOAR, and statewide SOAR training. CoC Written Standards—The Standards contain requirements that all CoC Program-funded housing projects will assess participants' eligibility for mainstream resources, including non-employment cash income sources (SSI/SSDI, TANF, child support). 2)Partnering with Workforce agencies--THN is an Advisory Member of the TX Interagency Council for the Homeless (TICH), where the TX Workforce Commission is a member. TICH coordinates state-level efforts to end homelessness, including addressing employment needs. Also, TWC regularly presents sessions at the annual TX Conference on Ending Homelessness,

presented by THN and partners. Local Homeless Coalitions (LHCs—regional planning groups within the CoC) invite staff from local Workforce Development Boards, Goodwill Industries, and Community Services Block Grant (CSBG) staff to participate in their work. LHCs also advertise Workforce training programs, and one LHC is helping to develop a one-stop center that would include Workforce services. Work with project participants—Outreach workers and case managers assess for eligibility and link participants to resources using a eligibility portal maintained by the Texas Department of State Health Services. Projects operate employment training programs for culinary skills and Certified Nurse Assistants. One LHC sponsors a scholarship for participants to attend a local college to obtain a vocational program certificate. Projects assist participants with resumé preparation, interview and work clothing, interview techniques, employment coaching, job skills training, and job search and placement. 3) The CoC Board and CoC Director are responsible for overseeing the CoC's strategy to increase job and income growth from employment

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   05/31/2018

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	295
Total	295

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history	
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1)The CoC has focused on Rapid Re-Housing (RRH) as the primary intervention to rapidly rehouse every household of families with children within 30 days of becoming homeless. From 2017-2018, there has been an 8.7% increase in the number of RRH projects in the CoC; many RRH projects in the TX BoS CoC target households with children. The CoC has focused on educating staff of RRH Projects to ensure projects are implemented according to best practices. In 2018, the CoC and CSH led a CoC Program Recipient Clinic and began a Rapid Re-Housing Learning Collaborative for CoC Program-funded Rapid Re-Housing Providers, including housing identification, rental and move-in assistance, and case management. 2)The strategy is implemented by providers across the TX BoS CoC. Local Homeless Coalitions in the CoC report that projects have strong relationships with Homeless Education Liaisons in school districts. When households with children are identified by Homeless Liaisons, they are referred to agencies with RRH projects. Local Homeless Coalitions also report that their projects are able to successfully house people within 30 days due to the rate at which families are identified and connected to RRH projects. 2)LHC member agencies coordinate services that families moving into housing might need, such as furniture, and connect households with additional support to ensure housing stability. Housing-focused case management is provided to households. 3)The CoC Board and CoC Director at THN are responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	☐

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's

strategy to address the unique needs of unaccompanied homeless youth includes the following:

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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

1)The CoC lost all CoC funded youth-specific projects in the FY 2015 CoC Program competition, THN's main strategy for increasing or more effectively using existing resources/funding for youth housing and services for all youth experiencing homelessness, including unsheltered homelessness, has been relationship-building and education with youth-serving providers. THN encourages their participation with the CoC and with Local Homeless Coalitions and to apply for CoC & ESG Program funding.
Another strategy for all youth is THN's jointly hosting an annual conference on ending homelessness with the TX Homeless Education Office (THEO), Region 10 Education Service Center, and the Texas Education Agency (TEA). THN has used the conference to build and enhance relationships with school districts. In Oct. 2017 CoC staff and THEO together held a session facilitating joint planning among homeless education liaisons, CoC staff, LHCs, and local service providers. THN also partnered with THEO to develop an FAQ sheet and a process for helping liaisons to direct homeless youth to CoC, LHC and HUD services, which THEO staff distributed to school districts.

2)The CoC secured additional funding for housing and services for youth. THN jointly applied with TX Network of Youth Services, Texas Appleseed & THEO for a Rebuild Texas Fund grant to increase availability of housing and services for homeless youth/families experiencing homelessness, including unsheltered homelessness, as a result of Hurricane Harvey. Utilizing $400k of the award and their expertise and networks, TNOYS, THEO and THN will bring community-based supports into Gulf Coast schools, giving school personnel the knowledge to connect homeless students/families with needed resources. Working within the schools will provide a connection point to help youth/families rebuild from the devastation that persists after the storm. Another $600k will fund activities to build the capacity of organizations that provide counseling, rental assistance, shelter, and housing, to which the youth/families will be referred. THN intends to capture the learning from this regional approach to HCRS/-school district integration to scale successes across the CoC's geographic area.

On the local and regional level, the CoC relies on LHCs to plan and operate housing crisis response systems. LHCs increase housing and services for youth by having youth housing and service providers as LHC members and by serving on a mayor-appointed task force committee whose goal is to use data for housing system planning. They increase housing for unsheltered youth by developing youth host homes in local communities; partnering with a County Judge to increase emergency shelter for unsheltered youth; and having an MOU with their PHA on a Family Unification Program (FUP) that can serve unsheltered youth.

CoC will continue to build relationships with providers and learn from strategies being implemented across the nation in YHDP communities.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

1) Strategy: Increase housing & svcs by providing new resources through relationship building & stakeholder education.
•CoC measures success by the number of youth-specific providers attending monthly CoC General Meetings. Regular meeting attendance is a reliable way to measure CoC engagement, as it ensures that providers have opportunities to receive info & provide feedback through this forum.
•CoC measures the number of youth-serving providers who attend the annual Conference on Ending Homelessness and reviews their session evaluations for ratings & anecdotes about what they learned.
•CoC measures its success in educating providers about applying for funding by the number of providers that submit applications for CoC or ESG Program funds year over year, showing an anticipated outcome—an application--of the education effort.
Strategy: Increase through integration with schools--CoC measures success by tracking the number of youth/families entered with a svc referral in HMIS & by measuring the increase in community-based svc engagement in a school

district. The number of svcs will be tracked through referral lists held either by a homeless education liaison or in HMIS. School districts with access to Coordinated Entry will track referrals & new entries to the system in HMIS. Measuring the change in available services as well as the number of referrals made to those services is an appropriate way the CoC can determine any increase in availability of housing & svcs.
Strategy: Increase through the Rebuild Texas Fund project--Project partners & school districts will measure success by the numbers of schools & education svc centers engaged; # of ed. professionals trained to identify & provide support to homeless students; # of strengthened community collaborations; # of youth/families referred by schools to community-based svc providers; # of students diverted from disciplinary interventions to supportive interventions, such as counseling; & # of students receiving supports for academic improvement. These appropriate measures quantify real increases in svcs available to & provided to students & they indicate longer-term mental health & academic outcomes.
2) The LHCs' efforts—Effectiveness will be measured by counting numbers of youth-serving providers engaged with LHCs; of housing units; of shelter beds; of host homes; and of youth served by the Family Unification Program, over time, compared with the numbers when the efforts started. This is an appropriate measure because it enumerates the concrete increase in housing for youth.
3)The CoC, LHCs & projects will continue to analyze the number of youth counted in the annual PIT Count, the number entered into HMIS & the number in HMIS who are living in unsheltered situations at intake. Those consistent & long-standing measures are still appropriate as indicators of the number of youth experiencing homelessness in the CoC.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

1.THN (the CoC Lead) works mainly with state-level organizations, including the SEA, while Local Homeless Coalitions work with LEAs & school districts.
THN hosts an annual conference with the TX Homeless Ed. Office (THEO), Region 10 Ed. Svc Center (ESC) & the TX Ed. Agency for stakeholder cross-training. Also, THN, THEO, Region 10 & TX Network of Youth Services are advisory members to the TX Interagency Council for the Homeless (TICH), where TEA, TX Health & Human Services Commission (which administers Runaway & Homeless Youth Act) & TX Juvenile Justice Department are members. TICH coordinates state-level efforts to address homelessness.
The TX BoS CoC Board has seats designated to represent homeless youth/families. And CoC general members & Local Homeless Coalitions' (LHCs--regional planning groups within the CoC) members include Homeless Ed. Liaisons, other school personnel, & youth housing & svc providers who bring their expertise to the CoC's & LHCs' work.
THN, THEO & TNOYS have received a Rebuild Texas grant to support Ed. Liaisons in school districts affected by Hurricane Harvey with assisting

homeless students & families to obtain housing & social services in addition to ed. services.

2-4)State-level entities have a Memorandum of Understanding (MOU) to deliver conferences and to serve TICH. CoC Policies &Procedures include ed. assurances & all projects are required/encouraged to follow them. CoC Program-funded projects serving homeless children/youth have ed.-focused staff. LHCs, Ed. Liaisons & svc providers have MOUs & data sharing agreements for referrals & access to McKinney-Vento ed. supports, street outreach, & shelter & housing for unaccompanied youth. The CoC P&P & Written Standards require projects to ensure that participants are informed of their eligibility for ed. Services. LHCs & LEAs create procedures for local areas, & projects & Ed. Liaisons inform homeless families/youth of their rights under McKinney Vento.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

THN (CoC Lead) works primarily on the CoC level, while Local Homeless Coalitions (LHCs-- regional planning groups within the CoC) work on the local level with persons experiencing homelessness, LEAs & school districts.

The CoC P&Ps explicitly state the CoC's commitment to ensuring that the ed. needs of homeless youth & their families are met. The P&Ps include the McKinney-Vento Homeless Ed. definition & outline the responsibilities of the CoC, LHCs, svc providers & Homeless Ed. Liaisons to meet students' needs-- including identifying students; informing them of their ed. rights; & assisting them to enroll in, attend & succeed in school—& strategies for doing so.

The CoC Written Standards (WS) require all homeless assistance projects in the CoC to follow "Essential Elements," one being the M-V regulations regarding the education of homeless children/youth. The WS also state that projects should provide/connect participants with "employment assessment and connection to employment services and/or education programs, such as GED classes, vocational school, community college, etc." And the WS describe the lack of a high school degree or GED as a barrier to employment, so projects are encouraged to provide/connect people with services to earn High School diplomas or GED certificates.

CoC Program-funded projects serving homeless children/youth have ed.-focused staff who follow CoC P&Ps, LHC & LEA procedures, & agency procedures to identify students, inform about ed. Rights, assist to enroll and attend, & provide academic & extracurricular activities support.

LHCs, Ed. Liaisons & svc providers follow MOUs & data sharing agreements for referrals & access to McKinney-Vento supports. Also, LHC members inform people experiencing homelessness & others about rights & services via Web & Facebook pages, posters in places where people in homeless situations gather/obtain services (community kitchens, health & human services departments & motels), & individual networking.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No",

from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	Yes
Head Start	Yes	Yes
Early Head Start	Yes	Yes
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	Yes	No
Healthy Start	Yes	No
Public Pre-K	Yes	Yes
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 2,000 characters)

Providers in the TX BoS CoC have employed a variety of ways to identify, assess, and refer homeless Vets to VA housing and services. Some communities use a police outreach team to identify homeless Vets on the streets and in jails, while others utilize connections with Local Mental Health Authorities, feeding programs, PATH teams, and local clinics. Veterans are identified and assessed through the 17 Coordinated Entry processes in the TX BoS CoC. Many Local Homeless Coalitions also reach out to Vets identified during the PIT count to assess them and refer them to SSVF and the VA. Most areas of the BoS rely on SSVF to some extent as their primary Vet identifiers and assessors. In communities with a concerted mobilization effort to end Veteran homelessness, a lead agency, e.g., VAMC, SSVF, or non-federally funded leadership org, takes responsibility to assess Veterans with the VI-SPDAT and make appropriate referrals, including to the local SSVF Provider and/or the VA for HUD-VASH and healthcare services. (The TX BoS CoC does not contain GPD Programs.) The lead agency places Vets on a Master List, which is taken to a community case conference where the partners discuss the options appropriate for and available to each Vet. VA-funded projects such as SSVF and HUD-VASH are often present during case conferencing, further facilitating connection to VA programs. In February 2018, THN enrolled two TX BoS CoC communities in Community Solutions' Built for Zero initiative to help those communities streamline identification efforts and to build a smoother referral system to VA assistance for eligible Veterans. Built for Zero has helped participating communities identify, assess, and refer Veterans not only to HUD-VASH and SSVF, but also homeless service providers that are not funded by the VA

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?   Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?   Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?   No

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary.   Yes

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	X
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	X
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	☐
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	x
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	☒
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	☒
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	☐
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	☐

The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	☐
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☐
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	X
Other:	☐

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

1)The CoC encourages Local Homeless Coalitions (LHCs) to include in their membership the staff from mainstream benefits programs who can provide information updates and develop working relationships with homeless services providers to benefit program participants. The CoC encourages LHCs and service providers in the CoC to use one application for 2)Medicaid, CHIP, SNAP, and TANF called YourTexasBenefits.com.
THN is the state SOAR Lead. LHCs and their member organizations have SOAR VISTA members and staff; partner with local legal aid organizations for benefits advocacy; leverage private, city, state, and federal funds and in-kind services to increase access and participation; participate in Texas Department of State Health Services' Community Partner Program (CPP) to enroll

participants in benefits; and partner with non-profit organizations, faith groups, Health and Human Services offices, Community Action Agencies,Disability and Aging Resource Centers to use volunteers to help people apply for benefits.
The CoC requires CoC Program-funded projects to have SOAR-certified staff. The CoC relies on LHCs to systematically ensure program staff are up-to-date by inviting mainstream services providers to become LHC members, to speak at LHC meetings, and to train agency staff on benefits changes. LHCs encourage members to participate in CoC and HUD trainings, THN and NAEH webinars, and local resource fairs. Again, the working relationships on the local level offer the most effective updating opportunities. The CoC regularly emails information updates to members and addresses mainstream benefits in CoC General Meetings. The CoC also recommends that agencies and staff subscribe to mainstream resources' e-mail lists.
3)The CoC Board and Continuum of Care Director are responsible for overseeing the CoC's strategy for mainstream benefits.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	21
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	21
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1)Aside from annual CoC-supported and standardized PIT counts, street outreach (SO) efforts and methods are determined by providers funded to conduct SO in the TX BoS CoC, often in collaboration with the Local Homeless Coalition (LHC). SO efforts include formal outreach team canvassing encampments and known locations and providing meals, hygiene supplies, and clothing. Some LHCs rely mainly on events, e.g., Stand Downs and resource fairs. Many LHCs partner with their Local Mental Health Authority (LMHA), health clinics, and/or specially designated police outreach teams. 2)The CoC

does not have 100% coverage across its 215 county geography, as SO mainly covers only areas that have a street outreach program and/or an active LHC. 3)The frequency of SO efforts vary widely by area and provider, ranging from daily to annually. LHCs have demonstrated creativity to ensure street outreach is tailored to people least likely to request assistance: In Lubbock, SO includes a team of Veterans and ex-military recruiters who build rapport with chronically homeless Veterans. In Laredo, SO is a joint effort between the police department, LMHA, health department, clinics, the school district, VA, and formal homeless service providers. By adopting a cross-sector approach, Laredo is able to identify people experiencing homelessness no matter which public system they touch. Where PATH programs exist, they tailor their engagement approach to people with substance use disorders and mental illness. 4)In all areas, SO utilizes Spanish-speaking workers, diverse volunteers and Language Line to ensure access and engagement with services regardless of a person's language ability. In more remote areas, SO workers post resource information at relevant locations (libraries, food banks etc.) and transports people to resources as requested. In many communities, there is an agency or coalition of agencies that conducts SO in secluded, rural areas, e.g., the woods.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

1)The CoC provides training to CoC Program-funded projects to support them in their compliance with the Affirmatively Furthering Fair Housing (AFFH) rule. The AFFH rule was reviewed at the mandatory CoC Program Recipient Clinic by THN and CSH in March 2018. Also, the CoC Written Standards (WS) and CE WS require compliance with the Fair Housing Act. All CoC Program-funded projects must follow both sets of standards, and ESG Program-funded projects and all other projects are encouraged to incorporate the standards into their own standards. AFFH is also referenced in the CE Training that all CE-participating agencies must attend.
Due to the size of the TX BoS CoC, some of the work about AFFH is done at the local level by Local Homeless Coalitions (LHCs) and their member organizations. LHCs include anti-discrimination policies in their bylaws; support member agencies that receive ESG and CoC funds to implement their own fair housing policies and comply with AFFH regulations; access Braille or American Sign Language resources, as needed; and encourage members to attend Fair Housing workshops.
The CoC communicates with persons with disabilities and persons with limited English proficiency by offering to provide communications assistance and accommodations, upon request. 2)THN, the CoC Lead Agency, has Spanish-speaking staff members who can communicate with persons who speak Spanish.
LHCs use strategies such as implementing an ESG Language Access Plan; coordinating translation services; providing written materials in Spanish; supplying materials to organizations assisting people who are blind; and using

existing community resources for translation services. LHCs' member organizations communicate directly with their participants who have disabilities about fair housing; employ multi-lingual staff; coordinate with CDBG Fair Housing Plans; maintain housing databases; hold annual Fair Housing educational events; and display Fair Housing marketing materials.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	883	960	77

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?   No

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Administratio...	09/13/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	CE Assessment Tool	09/13/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	CoC Rating and Ra...	09/13/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Posting Pr...	09/14/2018
1E-4. CoC's Reallocation Process	Yes	CoC Reallocation ...	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Projects Accepted...	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Project Rejected ...	09/14/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Local Competition...	09/13/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC and HMIS Lead...	09/14/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policy and P...	09/13/2018
3A-6. HDX–2018 Competition Report	Yes	HDX–2018 Competit...	09/14/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority	09/14/2018

3B-5. Racial Disparities Summary	No	Racial Disparity ...	09/14/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: PHA Administration Plan-5 Largest

Attachment Details

Document Description:

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description:

Attachment Details

Document Description: Public Posting Project Selections, Ranking and

Applicant: Texas Balance of State Continuum of Care   TX-607
Project: TX-607 CoC Registration FY2018   COC_REG_2018_159988

CoC Application

Attachment Details

Document Description: CoC Reallocation Process

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejected Reduced Notification

Attachment Details

Document Description: Local Competition Deadline Notice

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description: HDX–2018 Competition Report

Attachment Details

Document Description: Order of Priority

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	09/14/2018
1C. Coordination	09/14/2018
1D. Discharge Planning	09/13/2018
1E. Project Review	09/14/2018
2A. HMIS Implementation	09/14/2018
2B. PIT Count	09/14/2018
2C. Sheltered Data - Methods	09/14/2018
3A. System Performance	09/14/2018
3B. Performance and Strategic Planning	09/14/2018
4A. Mainstream Benefits and Additional Policies	09/14/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

<u>PHA Policy</u>

The PHA has adopted the following local preferences:

1. Elderly

2. Disabled

3. Veterans

4. Battered Individuals

5. Family Unification

6. Homeless

7. Non-elderly Disabled

In order to qualify for the preference, the head of household, co-head of household and/or spouse must qualify under the preference category. Ten (10) families will be pulled from each category each year. Once the available slots have been exhausted within a twelve month period, families who would otherwise qualify for the preference will be listed on the wait list as a general applicant.

Proposed Admin Plan Language: Application Process

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion.

Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy
AHA's preferences will be weighted by a point system. The more points assigned to the preference the higher on the wait list it places an applicant. Applicants may be eligible for more than one preference. AHA's preferences will be weighted as follows:

1. Persons displaced by emergency or major disaster declarations as designated by FEMA, State or Local Government Officials. Displaced families will be given the highest priority on the HCV waiting list. AHA will follow guidance established by HUD, FEMA, State and Local officials. (50 points)
2. Homeless Households referred by partnering homeless service providers. These households will have to meet HUD's definition of homelessness and be referred to AHA by a homeless service provider whom has executed a Memorandum of Understanding with AHA to assist in the applicants housing search and provide supportive services. The number of applicants that may qualify for this preference is determined by management annually and is contingent upon funding. (15 points) See Chapter 7 for more Information
3. Individuals ready to exit institutional care. Five (5) housing choice vouchers are set aside for the Money follows the Person Program (6 points)
4. Families that have been terminated from the HCV Program, had their voucher rescinded, or been placed back on the wait list due to insufficient program funding, (3 points)
5. Households whose Head, Co-head or Spouse are elderly (62 and over), and/or disabled according to HUD guidelines (2 points)

Order of Selection

The PHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

The PHA has five preference categories:

1. Persons displaced by emergency or major disaster declarations as designated by FEMA, State or Local Government Officials. Displaced families will be given the highest priority on the HCV waiting list. AHA will follow guidance established by HUD, FEMA, State and Local officials. (50 points)
2. Homeless Households referred by partnering homeless service providers. These households will have to meet HUD's definition of homelessness and be referred to AHA by a homeless service provider whom has executed a Memorandum of Understanding with AHA to assist in the applicants housing search and provide supportive services. The number of applicants that may qualify for this preference is determined by management annually and is contingent upon funding. (15 points) See Chapter 7 for more information
3. Individuals ready to exit institutional care. Five (5) housing choice vouchers are set aside for the Money follows the Person Program (6 points)
4. Families that have been terminated from the HCV Program, had their voucher rescinded, or been placed back on the wait list due to insufficient program funding, (3 points)
5. households whose Head, Co-head or Spouse are elderly (62 and over), and/or disabled according to HUD guidelines (2 points)

The preferences will be applied as the need arises to comply with Federal requirements.

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

San Angelo Homeless Preference

Excerpt from the HCV Admin Plan below

LHP
Limited Homeless Preference

Limited Homeless Preference (LHP) LHP is a special set-aside of ten (10) Housing Choice Vouchers administered by the HA in partnership with City of San Angelo Neighborhood & Family Services Department (COSA). LHP vouchers will give preference to applicants who meet the PIH definition of homeless, outlined below. COSA must refer the LHP eligible family to the HA once homeless status has been properly vetted. The family must also meet all HCV Program eligibility requirements to qualify. There is no guarantee that the maximum number of vouchers for this preference will always be available and will be subject to availability of subsidy. If HASA determines that an applicant referred by COSA does not meet the criteria described below, the applicant will not receive the preference and: 1)if the applicant was only on the HCV waiting list because of the homeless referral, the applicant will be removed from the HCV waiting list. 2) If the applicant was on the HCV waiting list through the regular application process, the applicant will return to their original position on the waiting list without the homeless preference. If HASA denies an applicant's homeless preference claim, HASA will notify the applicant and COSA in writing, including the reason(s) for the preference denial. Applicants have the right to appeal the denial of eligibility for the homeless preference using the established process for 30 informal hearings. PIH definition of homeless:
Category 1: An individual or family who *lacks a fixed, regular, and adequate nighttime residence*, meaning: a. 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; *or* b. 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* c. 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; Category 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; *and* ii. Has no other residence; *and* iii. Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the HACB will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the HACB to establish other local preferences, at its discretion. Any local preferences established must be consistent with the HACB plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

> HACB Policy

HACB will open the waiting list or leave the waiting list open for certain preference groups as needed to meet the preference caps listed below.

Preference	Points
Youth who are at least 18 years of old and not more than 21 years old (has not reached 22nd birthday) who left foster care at age 16 or older and who does not have adequate housing and have been referred by the Texas Department of Family and Protective Services.	40
Families who are victims of a Presidential declared disaster or during a local emergency that has been declared by the Chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety.	30
Families who reside in housing that have been condemned by the City of Brownsville	30
Families, residents of the city of Brownsville, whose homes (owned or rented), have been destroyed by fire and have been referred by the Red Cross for assistance.	30
Families in Public Housing required to transfer from their unit due to PHA action involving rehab of unit or emergency conditions that make the unit uninhabitable while undergoing repairs	30
Victims of domestic violence requirements: Referral from a family violence prevention organization, police report and a protective order	15
Veterans that have been honorably discharged from the Armed Forces of the United States.	15
Working families whose head or spouse is currently employed and to include families whose head of household or spouse is sixty-two years (62) years of age or disabled.	10

DENTON HOUSING AUTHORITY

RESOLUTION #04-15

ESTABLISHING WAITING LIST PREFERENCES
FOR HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Housing Authority of the City of Denton (DHA) administers the Housing Choice Voucher (HCV) Program for the Department of Housing and Development (HUD), and;

WHEREAS, the HCV program allows DHA to establish preferences for selection from the waiting list, and;

WHEREAS, the selection process must be in compliance with local needs and priorities, and in compliance with HUD rules and regulations, and;

WHEREAS, DHA will allow a preference for admission to its HCV waiting list for the following applicants in ranking order:

> **#1 – Residency Preference – City of Denton residents**
> **#2 – Elderly, Handicapped, & Disabled**
> **#3 – Veterans**
> **#4 – Victims of Domestic Violence**
> **#5 - Homeless**

NOW THEREFORE BE IT RESOLVED, by the DHA Board of Commissioners to hereby establish these preferences for selection from the HCV waiting list effective June 1, 2015.

_____
Bill Giese, Chairman

4/29/15
_____
Date

ATTEST:

_____
Sherri McDade, CEO

4/29/15
_____
Date

Denton Housing Authority
Waiting List Preferences

Resident of the City of Denton
Definition: An individual or family who lives in the City of Denton, TX, including shelters.
Verification: Utility bill, lease, driver's license, or 3 pieces of mail with applicant name at the address listed.

Elderly, Handicapped, or Disabled
Definition: Head, spouse, or co-head who is 62 years of age or older, handicapped, or disabled. Under federal law, an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.
Verification: Birth Certificate or federal or state issued ID to verify age, proof of SSI, or verification by doctor or physician, healthcare provider, or clinic (such as MHMR) that treats or assists families.

Veteran
Definition: Head, spouse, or co-head who has served in the armed forces.
Verification: Government ID or other documentation provided by the VA.

Victim of Domestic Violence
Definition: Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence against the individual or 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.
Verification: Documentation from the police department or a domestic violence agency.

Homeless
Definition: An individual or family who lacks a fixed, regular, and adequate nighttime residence.
Verification: Individual or family must provide documentation from a social service provider who is aware of their situation.

THN Coordinated Entry Pre-Screening

Coordinated Entry will only be completed with households who are literally homeless.

The purpose of this form is to assess the household's interest in receiving services from a DV, SA, Dating Violence, or a stalking prevention or assistance organization.

Created Date: * _____

Assessing Community: * ☐ Abilene
- ☐ Bastrop
- ☐ Beaumont
- ☐ Brazoria
- ☐ Brownsville
- ☐ Corpus Christi
- ☐ Denton
- ☐ Galveston
- ☐ Harlingen
- ☐ Hidalgo
- ☐ Killeen
- ☐ Laredo
- ☐ Longview
- ☐ Lubbock
- ☐ Odessa
- ☐ San Benito
- ☐ Texarkana
- ☐ Tyler
- ☐ Victoria

Entry Point: * ☐ Abilene Hope Haven
- ☐ Advocacy Outreach
- ☐ Bethany House
- ☐ Border Region Behavioral Health
- ☐ Brownsville Literacy Coalition
- ☐ Catholic Charities of Corpus Christi
- ☐ Catholic Charities of the Rio Grande Valley
- ☐ Central Counties Services
- ☐ City of Longview Housing Department
- ☐ Combined Community Action
- ☐ Community Action Committee of Victoria
- ☐ Community Healthcore
- ☐ Corpus Christi Hope House
- ☐ Corpus Christi Metro Ministries
- ☐ Doorways Home Campus
- ☐ Denton MHMR
- ☐ Family Endeavors
- ☐ Family Promise of Lubbock
- ☐ Giving Hope, Inc.
- ☐ Good Neighbor Settlement House
- ☐ Gulf Coast Center
- ☐ Journey to Dream
- ☐ Link Ministries
- ☐ La Posada Providencia

- ☐ Loaves & Fishes
- ☐ Love and Care Ministries
- ☐ Mid-Coast Family Services
- ☐ Monsignor King Outreach
- ☐ Neighborhood Development Corp
- ☐ Odessa LINKS
- ☐ Open Door
- ☐ Our Daily Bread
- ☐ Ozanam Center
- ☐ PATH of Tyler
- ☐ Paul's Project
- ☐ Randy Sams' Outreach Shelter
- ☐ Salvation Army of Abilene
- ☐ Salvation Army of Brazoria County
- ☐ Salvation Army of Corpus Christi
- ☐ Salvation Army of Denton
- ☐ Salvation Army of Galveston
- ☐ Salvation Army of Laredo
- ☐ Salvation Army of Lewisville
- ☐ Salvation Army of Lubbock
- ☐ Salvation Army of McAllen
- ☐ Salvation Army of Temple
- ☐ Salvation Army of Tyler
- ☐ Spindle Top Center
- ☐ START Center
- ☐ Texarkana Friendship Center
- ☐ Texas Balance of State
- ☐ The Children's Center
- ☐ Triangle Area Network
- ☐ Tropical Texas Behavioral Health
- ☐ United Way Brazoria
- ☐ West Central Texas Regional Foundation
- ☐ WestCare Foundation
- ☐ Vision Ministries

Please ask the household: "Survivors of domestic violence, sexual assault, or stalking often have unique safety concerns, and our community has an agency that may be best able to provide you support and assistance. Would you prefer to talk to an agency that provides specific support and assistance to survivors of domestic violence, sexual assault, dating violence or stalking?"

Would the household like a referral to survivor service provider?	*	☐ Yes ☐ No

Basic Client Information

Complete the client's identifying information. Name and social security number have associated data quality fields. Data quality fields are used to indicate the reason full information wasn't collected. Name and social security number data quality fields allow users to indicate when a client doesn't know or refuses to provide information. If the required data is collected then ClientTrack automatically records that full data quality was met.

First Name: * _____

Last Name: * _____

Middle Name: _____

Suffix: _____

Name Quality: * ☐ Full name reported
                           ☐ Partial, street name, or code name reported
                           ☐ Client doesn't know
                           ☐ Client refused
                           ☐ Data not collected

Social Security Number: _____ - _____ - _____

SSN Quality: * ☐ Client doesn't know
                           ☐ Client Refused
                           ☐ Data not collected

Basic Client Demographics

Birth Date: _____

Client Age: N/A

Date of Birth Quality: * ☐ Approximate or Partial DOB Reported
                           ☐ Full DOB Reported
                           ☐ Client doesn't know
                           ☐ Client refused
                           ☐ Data not collected

Ethnicity: * ☐ Hispanic/Latino
                           ☐ Non-Hispanic/Latino
                           ☐ Client doesn't know
                           ☐ Client refused
                           ☐ Data not collected

Race: *

Gender: * ☐ Male
                           ☐ Female
                           ☐ Trans Male (FTM or Female to Male)
                           ☐ Trans Female (MTF or Male to Female)
                           ☐ Gender Non-Conforming (i.e. not exclusively male or female)
                           ☐ Client doesn't know
                           ☐ Client refused
                           ☐ Data not collected

Veteran Status: * ☐ Yes
                           ☐ No
                           ☐ Client doesn't know
                           ☐ Client refused

☐ Data Not Collected

Room Information - Enter the number of bedrooms the household would need for housing

Number of
Rooms: *   _____

Contact Information

Address: _____

Address 2:   _____

City, State, Zip Code: _____, _____ _____

Email: _____

Home Phone: _____

Work Phone: _____

Msg Phone: _____

Additional Contacts

No records found (+2).

☐	Relationship	Name	Phone	Email
☐	☐ Family Member ☐ Friend ☐ Employer ☐ Case Manager ☐ Doctor ☐ Other	_____	_____	_____
☐	☐ Family Member ☐ Friend ☐ Employer ☐ Case Manager ☐ Doctor ☐ Other	_____	_____	_____

Information Release and Security

To share the client's record with other organizations thru an existing Information Release agreement, select an Information Release # using the lookup. Enter the Begin Date and optional End Date for sharing this client's record. Select Page Help (?) for more information.

Assign the client-level Security Restriction.
- **Restrict to Organization** will override any information releases and hides the entire client record from all other organizations.
- **Share Intake to MOU/Info Release** allows only the organizations granted access to the client record thru Information Release/Exceptions to access the client record.
- **Share Intake Globally** allows all organizations to access the client intake and create transactions.

Begin Date: _____

End Date: _____

Security Restriction: * ☐ Restrict to Organization
                              ☐ Share Intake to MOU/Info Release
                              ☐ Share Intake Globally

Signature:

HUD Program Enrollment

Select the Project you are enrolling the client into. ClientTrack will display a list of clients in the client's family. Please select all the clients you are enrolling.

The Project Start Date is:
• **for Street Outreach projects –** it is the date of first contact with the client.
• **for Emergency Shelters –** it is the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night by night shelters, which use a bed-night tracking method will have a project start date and will allow clients to re-enter as necessary without "exiting and restarting" for each stay for a specified period.
• **for Safe Havens and Transitional Housing –** it is the date the client moves into the residential project (i.e. first night in residence).
• **for all types of Permanent Housing, including Rapid Re-Housing –** it is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
1) Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered ;
2) The client has indicated they want to be housed in this project;
3) The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time
• **for all other types of Service projects including but not limited to:** services only, day shelter, homelessness prevention, coordinated assessment, health care it is the date the client first began working with the project and generally received the first provision of service.

Project: * ☐ Texas BoS Coordinated Entry

Restriction: * ☐ Restrict to Organization
☐ Restrict to MOU/Info Release

Coordinated Entry Universal Data Assessment

Complete the information below related to the selected client's housing status and other relevant information.

Note:

Assessment Date:	*	_____
Age at Assessment:	*	____

Assessment Type: * ☐ Annual
☐ Entry
☐ During Program Enrollment
☐ Exit
☐ Post Exit/Follow Up
☐ Other
☐ Coordinated Access

Assessor: * _____

Program:
☐ ESG Emergency Shelter
☐ HUD CoC Rapid Re-Housing
☐ Test HMIS
☐ Texas BoS Coordinated Entry
☐ THN ESG Emergency Shelter
☐ THN ESG Homelessness Prevention
☐ THN ESG Rapid Re-Housing
☐ THN ESG Street Outreach
☐ THN HUD-VASH
☐ THN HUD:CoC Homelessness Prevention
☐ THN HUD:CoC Permanent Supportive Housing
☐ THN HUD:CoC Rapid Re-Housing
☐ THN HUD:CoC Supportive Services
☐ THN HUD:CoC Transitional Housing
☐ THN PATH Street Outreach
☐ THN RHY Basic Center Program
☐ THN RHY Maternity Group Home
☐ THN RHY Street Outreach
☐ THN RHY Transitional Living Program
☐ THN SSVF Homelessness Prevention
☐ THN SSVF Rapid Re-Housing
☐ West Central Texas SSVF Rapid Re-Housing
☐ Wizard Shelter

Assessing Community: * ☐ Abilene
☐ Bastrop
☐ Beaumont
☐ Brazoria
☐ Brownsville
☐ Corpus Christi

☐ Denton
☐ Galveston
☐ Harlingen
☐ Hidalgo
☐ Killeen
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☐ La Posada Providencia
☐ Loaves & Fishes
☐ Love and Care Ministries
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☐ Spindle Top Center
☐ START Center
☐ Texarkana Friendship Center
☐ Texas Balance of State
☐ The Children's Center
☐ Triangle Area Network
☐ Tropical Texas Behavioral Health
☐ United Way Brazoria
☐ West Central Texas Regional Foundation
☐ WestCare Foundation
☐ Vision Ministries

Housing Status: * ☐ Category 1 - Homeless
☐ Category 2 - At imminent risk of losing housing
☐ Category 3 - Homeless only under other federal statutes
☐ Category 4 - Fleeing domestic violence
☐ At-risk of homelessness
☐ Stably Housed
☐ Client doesn't know
☐ Client refused
☐ Data not collected

Disabling Condition: * ☐ Yes
☐ No
☐ Client doesn't know
☐ Client refused
☐ Data Not Collected

Living Situation - Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Type of Residence: * ☐ Place not meant for habitation
☐ Emergency shelter, including hotel or motel paid for with emergency shelter voucher
☐ Safe Haven
☐ Interim Housing
☐ Foster care home or foster care group home
☐ Hospital or other residential non-psychiatric medical facility
☐ Jail, prison or juvenile detention facility
☐ Long-term care facility or nursing home
☐ Psychiatric hospital or other psychiatric facility
☐ Substance abuse treatment facility or detox center
☐ Hotel or motel paid for without emergency shelter voucher
☐ Owned by client, no ongoing housing subsidy
☐ Owned by client, with ongoing housing subsidy

☐ Permanent housing (other than RRH) for formerly homeless persons
☐ Rental by client, no ongoing housing subsidy
☐ Rental by client, with VASH subsidy
☐ Rental by client, with GPD TIP subsidy
☐ Rental by client, with other housing subsidy (including RRH)
☐ Residential project or halfway house with no homeless criteria
☐ Staying or living in a family member's room, apartment or house
☐ Staying or living in a friend's room, apartment or house
☐ Transitional housing for homeless persons (including homeless youth)
☐ Client doesn't know
☐ Client refused
☐ Data not collected

Length of stay in the prior living situation: *

Restriction: * ☐ Restrict to Organization
                             ☐ Restrict to MOU/Info Release

Administration

Interviewer's Name	Agency	☐ Team
		☐ Staff
_____	_____	☐ Volunteer
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ __ __	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name	Nickname	Last Name
_____	_____	_____
In what language do you feel best able to express yourself? _____		
Date of Birth	**Age** **Social Security Number**	**Consent to participate**
DD/MM/YYYY ____/____/_____	_____ _____	☐ Yes ☐ No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

   ☐ Shelters
   ☐ Transitional Housing
   ☐ Safe Haven
   ☐ **Outdoors**
   ☐ **Other (specify):**
   _____
   ☐ **Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.   **SCORE:**

2. How long has it been since you lived in permanent stable housing?   _____ ☐ Refused

3. In the last three years, how many times have you been homeless?   _____ ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.   **SCORE:**

B. Risks

4. In the past six months, how many times have you...

   a) Received health care at an emergency department/room?   ____ ☐ Refused

   b) Taken an ambulance to the hospital?   ____ ☐ Refused

   c) Been hospitalized as an inpatient?   ____ ☐ Refused

   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?   ____ ☐ Refused

   e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?   ____ ☐ Refused

   f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?   ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.   **SCORE:**

5. Have you been attacked or beaten up since you've become homeless?   ☐ **Y** ☐ N ☐ Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?   ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.   **SCORE:**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES.**	SCORE:

8. Does anybody force or trick you to do things that you do not want to do? ☐ **Y** ☐ N ☐ Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION.**	SCORE:

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? ☐ **Y** ☐ N ☐ Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? ☐ Y ☐ **N** ☐ Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT.**	SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.**	SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? ☐ Y ☐ **N** ☐ Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE.**	SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.**	SCORE:

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? ☐ **Y** ☐ N ☐ Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? ☐ **Y** ☐ N ☐ Refused

17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? ☐ **Y** ☐ N ☐ Refused

18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? ☐ **Y** ☐ N ☐ Refused

19. When you are sick or not feeling well, do you avoid getting help? ☐ **Y** ☐ N ☐ Refused

20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant? ☐ **Y** ☐ N ☐ N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. **SCORE:**

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? ☐ **Y** ☐ N ☐ Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE. **SCORE:**

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

   a) A mental health issue or concern? ☐ **Y** ☐ N ☐ Refused

   b) A past head injury? ☐ **Y** ☐ N ☐ Refused

   c) A learning disability, developmental disability, or other impairment? ☐ **Y** ☐ N ☐ Refused

24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH. **SCORE:**

IF THE RESPONENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY. **SCORE:**

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?   ☐ **Y**   ☐ N   ☐ Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?   ☐ **Y**   ☐ N   ☐ Refused

	SCORE:
IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.**	

27. *YES OR NO:* Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?   ☐ **Y**   ☐ N   ☐ Refused

	SCORE:
IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.**	

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	**Score: Recommendation:**
A. HISTORY OF HOUSING & HOMELESSNESS	/2	0-3: no housing intervention
B. RISKS	/4	4-7: an assessment for Rapid Re-Housing
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	8+: an assessment for Permanent Supportive Housing/Housing First
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : _____ or
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues

- legal status in country
- income and source of it
- current restrictions on where a person can legally reside

- children that may reside with the adult at some point in the future
- safety planning

Administration

Interviewer's Name	Agency	☐ Team
_____	_____	☐ Staff
		☐ Volunteer
Survey Date	**Survey Time**	**Survey Location**
DD/MM/YYYY ____/____/_____	__ __ : __ __	_____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

<table>
<tr><td rowspan="5">PARENT 1</td><td>First Name</td><td>Nickname</td><td>Last Name</td></tr>
<tr><td>_____</td><td>_____</td><td>_____</td></tr>
<tr><td colspan="3">In what language do you feel best able to express yourself? _____</td></tr>
<tr><td>Date of Birth</td><td>Age</td><td>Social Security Number Consent to participate</td></tr>
<tr><td>DD/MM/YYYY ____/____/_____</td><td>_____</td><td>_____   ☐ Yes   ☐ No</td></tr>
<tr><td rowspan="5">PARENT 2</td><td colspan="3">☐ No second parent currently part of the household</td></tr>
<tr><td>First Name</td><td>Nickname</td><td>Last Name</td></tr>
<tr><td>_____</td><td>_____</td><td>_____</td></tr>
<tr><td colspan="3">In what language do you feel best able to express yourself? _____</td></tr>
<tr><td>Date of Birth</td><td>Age</td><td>Social Security Number Consent to participate</td></tr>
<tr><td colspan="3">DD/MM/YYYY ____/____/_____   _____   _____   ☐ Yes   ☐ No</td></tr>
</table>

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.	SCORE:

Children

1. How many children under the age of 18 are currently with you?   _____   ☐ Refused

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?   _____   ☐ Refused

3. *IF HOUSEHOLD INCLUDES A FEMALE:* Is any member of the family currently pregnant?   ☐ **Y**   ☐ N   ☐ Refused

4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	SCORE:
IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**. IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.	

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)

   ☐ Shelters
   ☐ Transitional Housing
   ☐ Safe Haven
   ☐ **Outdoors**
   ☐ **Other (specify):**
   _____
   ☐ **Refused**

	SCORE:
IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.	

6. How long has it been since you and your family lived in permanent stable housing?   _____   ☐ Refused

7. In the last three years, how many times have you and your family been homeless?   _____   ☐ Refused

	SCORE:
IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.	

B. Risks

8. In the past six months, how many times have you or anyone in your family...

    a) Received health care at an emergency department/room?   ____ ☐ Refused

    b) Taken an ambulance to the hospital?   ____ ☐ Refused

    c) Been hospitalized as an inpatient?   ____ ☐ Refused

    d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?   ____ ☐ Refused

    e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along?   ____ ☐ Refused

    f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?   ____ ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.   **SCORE:**

9. Have you or anyone in your family been attacked or beaten up since they've become homeless?   ☐ **Y** ☐ N ☐ Refused

10. Have you or anyone in your family threatened to or tried to harm themself or anyone else in the last year?   ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.   **SCORE:**

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?   ☐ **Y** ☐ N ☐ Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.   **SCORE:**

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?   ☐ **Y** ☐ N ☐ Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?   ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.   **SCORE:**

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?　　☐ **Y**　☐ N　☐ Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?　　☐ Y　☐ **N**　☐ Refused

> **IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT.**　　SCORE:

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?　　☐ Y　☐ **N**　☐ Refused

> **IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.**　　SCORE:

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?　　☐ Y　☐ **N**　☐ Refused

> **IF "NO," THEN SCORE 1 FOR SELF-CARE.**　　SCORE:

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?　　☐ **Y**　☐ N　☐ Refused

> **IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.**　　SCORE:

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?　　☐ **Y**　☐ N　☐ Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?　　☐ **Y**　☐ N　☐ Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?　　☐ **Y**　☐ N　☐ Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?　　☐ **Y**　☐ N　☐ Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?　　☐ **Y**　☐ N　☐ Refused

> **IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.**　　SCORE:

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? ☐ **Y** ☐ N ☐ Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? ☐ **Y** ☐ N ☐ Refused

	SCORE:
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE.**	

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

    a) A mental health issue or concern? ☐ **Y** ☐ N ☐ Refused

    b) A past head injury? ☐ **Y** ☐ N ☐ Refused

    c) A learning disability, developmental disability, or other impairment? ☐ **Y** ☐ N ☐ Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? ☐ **Y** ☐ N ☐ Refused

	SCORE:
IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH.**	

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use? ☐ Y ☐ N ☐ N/A or Refused

	SCORE:
IF "YES", SCORE 1 FOR **TRI-MORBIDITY**.	

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? ☐ **Y** ☐ N ☐ Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? ☐ **Y** ☐ N ☐ Refused

	SCORE:
IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS.**	

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? ☐ **Y** ☐ N ☐ Refused

	SCORE:
IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA.**	

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? ☐ **Y** ☐ N ☐ Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY LEGAL ISSUES.**	SCORE:

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? ☐ **Y** ☐ N ☐ Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? ☐ **Y** ☐ N ☐ Refused

36. *IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week? ☐ Y ☐ **N** ☐ N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR **NEEDS OF CHILDREN.**	SCORE:

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? ☐ **Y** ☐ N ☐ Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? ☐ **Y** ☐ N ☐ Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY STABILITY.**	SCORE:

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? ☐ Y ☐ **N** ☐ Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult…

    a) 3 or more hours per day for children aged 13 or older? ☐ **Y** ☐ N ☐ Refused

    b) 2 or more hours per day for children aged 12 or younger? ☐ **Y** ☐ N ☐ Refused

41. *IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:* Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? ☐ **Y** ☐ N ☐ N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR **PARENTAL ENGAGEMENT.**	SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	
A. HISTORY OF HOUSING & HOMELESSNESS	/2	**Score:** **Recommendation:**
B. RISKS	/4	0-3 no housing intervention
C. SOCIALIZATION & DAILY FUNCTIONS	/4	4-8 an assessment for Rapid Re-Housing
D. WELLNESS	/6	9+ an assessment for Permanent Supportive Housing/Housing First
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ____ or
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (_____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	☐ Yes ☐ No ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

VI-SPDAT/F-VI-SPDAT Outcome

This page indicates with a green check mark and the word "passed" which housing intervention(s) are most appropriate for the household based on the score, or outcome, of the VI-SPDAT or F-VI-SPDAT.

REMINDER: DO NOT share the score with the household.

The following describes your next steps:

If the intervention(s) does not exist in your community, have an honest discussion with the client about the lack of that housing intervention type in the community then attempt to connect them with family, friends, or other support networks (diversion). If that is not a viable option and the household needs somewhere to stay that night, refer them to the appropriate emergency shelter, i.e., an emergency shelter for which they are eligible.

NOTE: if the client's best housing intervention is PSH and it doesn't exist in the community but RRH and/or TH does and the client is eligible, a referral can be made to a RRH and/or TH project.

If the intervention(s) exists in your community, describe each possible housing intervention outcome (rapid re-housing, transitional housing, and permanent supportive housing) and ask the household which intervention is best for them based on their current housing needs. The goal is that the client indicates the same intervention the assessment did.

Remind the household that while the intervention exists in the community each project has eligibility criteria they must follow, and at this point you cannot guarantee that they are eligible. Also remind them that it is rare that there is immediate availability since there is more demand for resources than there is supply of resources. In most instances, they will inevitability have to wait for housing assistance.

Then use the eligibility matrix to determine if the household is eligible.

If the household is eligible, follow this procedure:

1)   Describe the projects according to the descriptions listed on the Eligibility Matrix. This will help the household make informed choices regarding the appropriate project(s).

2)   Ask the household to which project they would like a referral
NOTE: The household is not limited to one, if they are eligible for multiple. They can elect to be referred to any and all projects for which they are eligible.

3)   Click on the blue action button to the left of the housing intervention, to process the referral(s) to the appropriate agency(-ies)

4)   Since most projects will not have immediate availability, ask the household if they would also like a referral to the Emergency Shelter **or** if they would like help connecting with any support networks – friends, family, etc. – who could potentially house them while they wait for availability
NOTE: Make sure to share with them that **at this time** the referral to Emergency Shelter does not guarantee a bed.

You can repeat this process multiple times if the household is eligible for more than two projects.

If the household is not eligible, have an honest discussion with the household about the eligibility restrictions, due to funding sources, on projects then attempt to connect them with family, friends, or other support networks. If that is not a viable option and the household needs somewhere to stay that night, refer them to the appropriate emergency shelter, i.e., an emergency shelter for which they are eligible.

Only Display Referrals with Eligibility   ☐

Criteria:

Service	Eligibility Criteria Applied	Eligibility Result
Permanent Supportive Housing	Permanent Supportive Housing 02	Not enough data
Rapid Rehousing	Rapid Re-Housing	Not enough data
Transitional Shelter	Transitional Housing	Not enough data

Texas Balance of State Continuum of Care

**FY 2018 TX BoS CoC Review, Score, and Ranking Policies
and Reallocation Process
for HUD Continuum of Care Program Funds**

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

Performance Review and Scoring Policies

Applications for Renewal Projects and New Projects will undergo a cursory threshold review by TX BoS CoC staff to ensure compliance with the HEARTH Act, the FY 2018 CoC Program Notice of Funding Availability (NOFA), and the CoC's Request for Proposals (RFP). Any Renewal Project or New Project not meeting the threshold requirements as outlined in the RFP may not be further reviewed and may not be considered for funding. Applications submitted after the due date and time listed in the RFP will be submitted to the CoC Board for consideration, per the policy on Late Submission of Project Applications for the HUD CoC Program competition (Appendix A) adopted by the TX BoS CoC Board on 2/10/2016.

The TX BoS CoC makes available the scoring standards for Renewal Projects and New Projects on THN's website at https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/. Scoring of Renewal Projects is based largely on data obtained from System Performance Measure (SPM) Reports, Annual Performance Reports (APRs) generated from the Homeless Management Information System (HMIS) or Osnium (the HMIS-comparable database for victim service providers), Line Of Credit Control System (LOCCS) draw-down data, HUD monitoring reports, and other HMIS data. Scoring of New Projects is based largely on applicants' experience, proposed project impact, project description, outreach, supportive services, and use of Housing First. Feedback on scoring standards is welcomed at CoC General Meetings. FY 2018 Score Sheets are in Appendix B and on THN's website.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements during Threshold Review, project applications are reviewed and scored by the Independent Review Team (IRT) using the Score Sheets, then tabulated by TX BoS CoC staff.

After the IRT scores all Renewal Projects and New Projects within the CoC, the CoC Lead Agency will rank applications for the CoC Priority Listing according to the Ranking Policies adopted by the CoC Board, present the CoC Priority Listing to the TX BoS CoC Board, and, upon approval by the Board, submit the Priority Listing to HUD in the Consolidated Application.

Texas Balance of State Continuum of Care

Conditional Renewal

The TX BoS CoC has established a performance threshold at 75% of the top scoring Renewal Projects. For example, if the top score earned by a Renewal Project is 100 points, the minimum performance threshold will be set at 75 points. Projects scoring below the minimum performance threshold will be conditionally renewed and will be asked to develop a Performance Improvement Plan (PIP) to address performance issues by the next year's competition. If Projects do not satisfactorily complete the PIP, those Projects may have funding reallocated in the following competition. Project Applicants may appeal the decision, using the TX BoS CoC's Grievance Procedure located in Appendix G of the Request for Proposals (RFP).

New Projects

Agencies seeking CoC Program funding and most agencies that currently have CoC Program-funded projects may apply for New Projects, including a project that expands an existing project (Expansions), whether that project currently receives CoC Program funding or not, through the "Bonus" (formerly "Permanent Housing Bonus"), "Domestic Violence (DV) Bonus" (new in FY 2018), or reallocated funding.

Renewal Project applicants meeting the following criteria **may not** apply for a New Project through Bonus, DV Bonus, or reallocated funds:

      a. Renewal Projects that have been placed on a Performance Improvement Plan (PIP) and/or Corrective Action Plan (CAP); or

      b. Renewal Projects that have been identified as an "at-risk" project by HUD and the TX BoS CoC **or** are receiving technical assistance from HUD through CSH

Note: Agencies meeting the above criteria are not prohibited from acting as subrecipients or partner agencies in New Project applications.

The TX BoS CoC Board has the discretion to include in the CoC's Consolidated Application one or more project applications for the funding amount available for New Projects. The TX BoS CoC Board may also give TX BoS CoC staff direction to negotiate with conditional grantees on project applications, including negotiating budgets, to best maximize overall score and increase chances of receiving funding for New Projects through the Bonus, DV Bonus, or reallocation.

Since HUD will accept from a CoC no more than one project application of each eligible type for the DV Bonus funds, the TX BoS CoC will include only the highest-scoring project application of each type in the project ranking/Priority Listing. No other project applications seeking DV Bonus funds will be ranked or included in the TX BoS CoC's Consolidated Application to HUD.

Texas Balance of State Continuum of Care

Ranking Policy

HUD requires Collaborative Applicants to rank all projects in two tiers.

- Tier 1 is equal to 94 percent of the CoC's Annual Renewal Demand (ARD), as described in Section III.C.3.a of this NOFA. Tier 1 projects traditionally have been protected from funding cuts.
- Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)) as described in Section III.C.3.c of the NOFA. Tier 2 projects have to compete nationally for funding. Projects placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10.b. of the NOFA.

The TX BoS CoC's HMIS Project will be ranked first in Tier 1, per the policy (Appendix C) adopted by the TX BoS CoC Board on 6/8/2016, as the board views it as an essential "CoC Infrastructure" project to effectively operate the CoC, and HUD requires CoCs to use an HMIS. The TX BoS CoC's HMIS Project Expansion application will be ranked second in Tier 1, as directed by the CoC Board at their 7/20/2018 meeting. The Board also views the expansion of the project as essential CoC infrastructure.

Some projects will be considered as "hold harmless" because they do not have at least nine (9) months' worth of project data while being administered with CoC Program funds. Those projects will be ranked at the bottom of Tier 1, in order of their 2017 scores.

The CoC Planning Project application is not ranked, according to the NOFA.

Applications for Consolidated Projects will not be scored, but their component Renewal Projects will be scored. The Renewal Projects will be ranked following the FY 2018 TX BoS CoC Ranking Policy, and Consolidated Projects will be ranked according to HUD guidance.

Ranking:

Tier 1:
1. CoC Infrastructure Projects (HMIS Renewal Project and HMIS Expansion Project)
2. Permanent Housing (PH)—both PSH and RRH--Renewal Projects, in order from highest-scoring to lowest-scoring (lowest-scoring projects may drop to Tier 2)
3. "Hold Harmless" Renewal Projects – projects that do not have at least 9 months' worth of project data

Tier 2:
Remaining Renewal Projects and all New Projects (including Expansion Projects)

Projects and project component types will be organized to best maximize the CoC Consolidated Application's overall score.

Texas Balance of State Continuum of Care

Reallocation Process

Any funds made available as part of recapturing unspent funds, voluntary reallocation, or involuntary reallocation will be made available to create New Projects, including Expansions, during the local application process/competition. Projects that have been in operation for less than twelve (12) months **may not** reallocate to a different project type but may apply for New Projects through Bonus, DV Bonus or Reallocation funds, if available.

In the FY 2018 competition $70,000 of the reallocated funds will first go toward funding a New Project that would expand the TX BoS CoC's HMIS Project that will apply for renewal funding in the FY 2018 competition. The current HMIS funding is still not at the level that HMIS Project funding had been in 2013 and 2014. Since HMIS is a critical function of the TX BoS CoC, the HMIS Project Expansion will be ranked immediately following the HMIS Renewal Project, as the second project in the Priority Listing. Remaining reallocated funds will be available to fund other New Project(s).

Voluntary Reallocation

As part of the local application process/competition, current CoC Program recipients are asked whether they wish to voluntarily reallocate some or all of their funding. These reallocated funds, if any, are pooled for New Project(s). Projects indicate their desire to voluntarily reallocate their funds by submitting a Letter of Notification not to Apply, following the instructions in the 2018 CoC RFP.

Involuntary Reallocation

Projects with poor performance, that are not serving the intended population, that have unresolved HUD monitoring findings, that have had funds recaptured, and/or are underspending during the grant term are subject to involuntary reallocation. Projects that have underspent their award by 10% or more for the current grant term and have not met the HUD quarterly draw-down requirement may have their funding reduced, and these reallocated funds are pooled for New Project(s). The TX BoS CoC may recapture up to 7% of the total project grant amount for reallocation.

Projects that have funds reallocated in consecutive competitions and/or are placed on conditional renewal for two years in a row are subject to full project reallocation in the following competition, in order to maximize future CoC Program funding.

Note: Projects may be formally notified of the Board's intent to fully reallocate a Project prior to the start of the competition. The purpose of this notification is to allow a community the opportunity to submit a New Project Application and retain some or all of the funds that could be lost as the result of an imminent reallocation.

Texas Balance of State Continuum of Care

Laredo Consideration

The Board had voted at their 4/25/2018 meeting to fully reallocate funding away from a permanent supportive housing project in Laredo and discussed potentially offering a preference for projects coming from Laredo. The CoC Board, at their 7/20/2018 meeting, discussed options for providing a preference for project applications proposing to serve people in Laredo. The Board narrowed the options to five during the meeting then voted on those five using the Board's "Action without Meeting" policy.

The majority of votes were given to the option that said: "New Project Applications [proposing to serve people in Laredo] will receive bonus points based on a sliding scale for component type: PH-PSH = 5 points, PH-RRH = 4 points, Joint TH and PH-RRH = 3 points, and SSO-CE = 2 points." CoC staff will add that scoring onto applications proposing to serve people in Laredo.

This document, including all attachments was made publicly available on the THN website on August 3, 2018.

Texas Balance of State Continuum of Care

TEXAS HOMELESS NETWORK

CoC Policies and Procedures

CoC Program Application Process/Local Competition

<u>Late Submission of Project Applications</u>

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

Texas Balance of State Continuum of Care

Appendix B

2018 Texas Balance of State Continuum of Care Renewal Project Score Sheet

Applicant Name:			Project Name:			Project Type?	1st Year Project?	FY16 Operational Start Date

	Where to Reference on APR	Your Answer						
Total number of Persons Served	APR: 05a							
Total number of adults	APR: 05a							
Total leavers	APR: 05a							
Total number of adult leavers	APR: 05a							
Number of Households to be served at a Point in Time from the 2016 Project Application								

Targeting Hard to Serve

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
Percent of adults with entries from homeless situations	≥85%	APR: Q15, "Homeless Situations" Subtotal, Column 1 "Total"		#DIV/0!	N/A-DV ONLY	0	N/A	
Percent of adults with entries from homeless situations	≥95%	APR: Q15, "Homeless Situations" Subtotal, Column 1 "Total"		#DIV/0!	N/A	0	N/A	
Percentage of Participants coming from unsheltered locations	≥40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		#DIV/0!	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
Percent of adults with no income at entry	≥50%	APR Q16 "No Income" Column 1 Row 1 "Income at Start"		#DIV/0!	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	#DIV/0!	10	
Targeting Hard to Serve Total Score						#DIV/0!	20	

Access to Income-Stayers-PSH SPM 4.1-4.3

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with increased earned income at Annual Assessment	13-15%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		N/A-PSH ONLY		10	
Percent participants age 18 or older with increased non-employment income at Annual Assessment	40-50%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		N/A-PSH ONLY		10	
Percent participants age 18 or older who increased their total income (from all sources) at Annual Assessment	45-59%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		N/A-PSH ONLY		10	
Section Subtotal					0	30	

Access to Income-Leavers -PSH SPM 4.4-4.6

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with increased earned income at exit	≥17%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		N/A-PSH ONLY		10	
Percent participants age 18 or older with increased non-employment income at exit	≥46%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		N/A-PSH ONLY		10	
Percent participants age 18 or older who increased their total income (from all sources) at project exit	≥46%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		N/A-PSH ONLY		10	
Section Subtotal					0	30	

Access to Income-Stayers-RRH SPM 4.1-4.3

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with increased earned income at Annual Assessment	15-17%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		N/A-RRH ONLY		10	
Percent participants age 18 or older with increased non-employment income at Annual Assessment	20-25%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		N/A-RRH ONLY		10	
Percent participants age 18 or older who increased their total income (from all sources) at Annual Assessment	25-30%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		N/A-RRH ONLY		10	
Section Subtotal					0	30	

Access to Income-Leavers-RRH SPM 4.4-4.6

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes
Percent participants age 18 or older with earned income at exit	15-18%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		N/A_RRH ONLY		10	
Percent participants with 1+ source of non-cash benefits at exit	12%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		N/A-RRH ONLY		10	
Percent participants age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or project exit	20-25%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		N/A-RRH ONLY		10	
Section Subtotal					0	30	
Access to Income and Benefits Total Score					0	120	

Housing Stability

Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes
Percentage of participants that exited the Project successfully prior to 3 months	≥95%	APR: Q23b, Last Row "Percentage", 1st Column "Total"		100-95% = 0 points <95- 90% = -5 points <90% = -10 points	0	0	
Percentage of participants who exited to Permanent Housing Destinations	≥79%	System Performance Measure 7b1 "% of Successful Exits" APR 23a "Total persons exiting to Positive Housing Destinations" 'column 1 'Total' APR 23b 'Total persons exiting to Positive Housing Destinations" 'column 1 'Total'	#DIV/0!	100-79% = 10 points <79-70% = 7.5 points <70% = 0 points	#DIV/0!	10	
Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥95%	System Performance Measure 7b2 % of Successful Exits APR 23a "Total persons exiting to Permanent Housing Destinations" 'Column 1 'Total' APR 23b 'Total persons exiting to Permanent Housing Destinations" 'Column 1 'Total'	#DIV/0!	100-≥95% = 10 points <95-92% = 7.5 points <92% = 0 points	#DIV/0!	10	
Housing Stability Total Score					#DIV/0!	20	

Returns to Homelessness

Scored Category	Goal		Your Answer	Point Criteria	Score	Total Possible Points	Notes

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
What percentage of participants returned to homelessness in the last 2 years?	≤15%	System Performance Measure 2a-2b, Last Column "Percentage of Returns in 2 Years"		0-5% = 10 points >05- <10% = 7.5 points >10% = 0 points	0	N/A	
Of participants exiting in the last 12 months, what percentage returned to homelessness?	≤5%	"CUSTOM" System Performance Measure 2a-2b, 3rd Column "Percentage of Returns in less than 6 mo.		0-5% = 5 points >05-<10% = 2.5 points >10% = 0 points	0	N/A	
		"CUSTOM" System Performance Measure 2a-2b, 5th Column "Percentage of Returns in less than 12 mo.		0-5% = 5 points >05-<10% = 2.5 points >10% = 0 points	0	N/A	
Returns to Homelessness					0	0	

Housing First and Low Barrier

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Housing First Questionnaire : Project applicant sufficiently addresses components of the HUD Housing First assessment tool and how they are/will be incorporated into the project.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Questionnaire		See Narrative Guidance: Section 5 Q.1		20	
Housing First and Low Barrier Total Score					0	20	

Meeting Community Need

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
What percentage of Participants move into Housing within 60 days?	≥85%	APR: Q.22c Row 1, "7 Days or less" Total; APR: Q.22c Row 2, "8 to 14 days "" Total; APR: Q.22c Row 3, "14 to 21 days" Total; APR: Q.22c Row 4, "22-30 days" Total; APR: Q.22c Row 5, "31-60 days" Total	#DIV/0!	100-85% = 10 points <85-80% = 7.5 points <80% = 0 points	0	10	
What is the Project's Average Daily bed utilization	≥95%	APR: Q.08b "January" Total; APR: Q.08b "April" Total; APR: Q.08b "July" Total; APR: Q.08b "October" Total	#DIV/0!	100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
Meeting Community Need Total Score					0	20	

Cost Effectiveness

Scored Category	Goal		Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
FY 15 Total CoC Funds Awarded	≤5% unspent funds			#DIV/0!	0-5% = 7.5 points >5-11% = 5 points >11% = 0 points	#DIV/0!	7.5	
FY 15 Total CoC Fund Expenditure								
FY 16 Total CoC Funds Awarded	≤5% unspent funds			#VALUE!	FALSE	0	7.5	
FY 16 Total CoC Fund Expenditure on 06/01/2018								
On track to spend FY 16 CoC Award?	Yes				Yes = 5 points No = 0 points	0	5	
What Percentage of the Support Service Budget line is spent on negative housing outcomes?	FALSE	APR 23a 'Total persons exiting to Permanent Housing Destinations' Column 1 Total; APR 23b 'Total persons exiting to Permanent Housing' Column 1 Total; Total Support Service BL or 25% of the Total 2017 Award, whichever is greater		#DIV/0!	FALSE		15	
Money Recaptured by HUD	No				Yes = -10 points No = 0 points	0	0	
Cost Effectiveness Total Score						#DIV/0!	35	

HMIS Data Quality

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Any Universal Data Elements with error rate larger than 5% (Except for SSN)	No	APR: Q06a, and 06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
Any missing Financial Assessment at Project Entry?	No	APR: Q06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
Any missing Financial Assessment at Annual Assessments?	No	APR: Q06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
Any missing Financial Assessment at Project Exit?	No	APR: Q06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
HMIS Data Quality Total Score					0	30	

Agency Administrative Capacity

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Number of unresolved HUD audit or monitoring findings related to this Project	No findings			-5 points for each finding, up to -15 points	0	0	
FY 2018 Project Application submission is complete and was submitted prior to the deadline	Yes			Yes = 0 points No = -10 points	0	0	
Project Monitoring Results Total Score					0	0	

Continuum of Care Engagement

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Did the Project Applicant attend all of the mandatory General Meetings?	100%			100% = 10 points <100-75% = 7.5 points <75% = 0 points		10	
Did the Project Applicant attend all of the mandatory webinars/trainings in FY 2016 - 2017?	100%			100% = 10 points <100-75% = 7.5 points <75% = 0 points		10	
Continuum of Care Engagement Total Score					0	20	

Prioritization Fidelity

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
For PSH Projects only: Followed the TX BoS CoC Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing	Yes			Yes = 10 No = 0	0	0	
For RRH Projects only: Served households who score for RRH and/or PSH on the VI-SPDAT or F-VI-SPDAT	Yes			Yes = 10 No = 0	0	0	
Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes			Yes = 10 No = 0	0	10	
Was the proposed service area compliant with the HUD mandated Coordinated Entry deadline of January 23, 2018?	Yes			Yes = 10 No = 0	0	10	
Prioritization Fidelity Total Score					FALSE	20	

SOAR Training

Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
Has a staff person providing SSI/SSDI technical assistance completed SOAR training in the past 24 months?	Yes			Yes = 10 No = 0	0	10	
SOAR Training Total Score					0	10	

| **Total Score** | | | | | #DIV/0! | 315 | |

Texas Balance of State Continuum of Care

2018 TX BoS CoC New Project Score Sheet			
Applicant Name:		**Project Name:**	

Proposed Project Impact

Proposed Project Impact	Where to Reference	Your Answer	
Total number of participants projected during operating year	Project Application: 5A "Characteristics" table, total persons (last row, column 4)		
Total number of adult participants	Project Application: 5A "Characteristics" table, Total Adults Over age 24 + Adults ages 18-24 (sum of row 1 column 4 and row 2 column 4)		

Applicant's Experience

Scored Category	Goal	Where to Reference	Your Answer		Scoring Instructions	Score	Total Possible Points	Notes
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q1			See Narrative Scoring Guide: Section 1 Q1		10	
Description of experience leveraging other Federal, State, local, and private sector funds	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q2			See Narrative Scoring Guide: Section 1 Q2		10	
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q3			See Narrative Scoring Guide: Section 1 Q3		10	
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q4a			No = 10 points Yes = 0 points	0	10	
Were all application materials submitted on-time and complete per the CoC Application Guide?	Yes	Application Submission Tracking Sheet, & Applicant Folder			Yes = 0 points No = -10 points	0	0	
Applicant's Experience Total Score						**0**	**40**	

Project Description

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Is the program exclusively serving a special population: Youth (ages 18-24), survivors of Domestic Violence, Veterans, Households with Children, or persons experiencing Chronically Homelessness?	Project applicants indicates in narrative the special population they will exclusively be serving.	Project Application: Section 3B, Q1			Indicates a special population Yes = 10 points Does not indicate as special population No = 0 points	0	10	
The Applicant has a reasonable but ambitious proposed schedule for leased or rental assistance units/structures and supportive services to be near 100% capacity	Project applicant aims to have all units/structures and supportive services be near 100% capacity at the 6 month mark	Project Application: Section 3B Q2, row labeled "Leased or rental assistance units or structure, and supportive services near 100% capacity"			180-210 Days = 10 points 150-179 Days = 5 points 211-240 Days = 5 points <150 or >240 Days = 0 points	0	10	
The Applicant has the ability to serve one or more special populations.	One or more boxes selected	Project Application: Section 3B Q4			One or more boxes selected Yes = 10 points No = 0 points	0	10	
The Applicant will quickly move participants into permanent housing.	Yes	Project Application: Section 3B Q5a			Yes = 5 points No = 0 points	0	5	
Describes the proposed development activities and the responsibilities that the Applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property, if applicable	Meets all of the requirements in the Narrative Scoring Guide or N/A	Project Application: Section 3B Q6			See Narrative Scoring Guide: Section 2 Q3		5	
Project Description Total Score						**0**	**40**	

Supportive Services for Participants

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant has a plan for how participants will be assisted to obtain and remain in permanent housing	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 4A Q2			See Narrative Scoring Guide: Section 3 Q1		10	
The Applicant has a plan for how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 4A Q3			See Narrative Scoring Guide: Section 3 Q2		10	
Supportive Services for Participants Total Score						**0**	**20**	

Supportive Services Type and Frequency

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant will provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs	Yes	Project Application: Section 4A Q5a			Yes = 5 points No = 0 points	0	5	
The Applicant will provide regular follow-ups with participants to ensure mainstream benefits are received and renewed	Yes	Project Application: Section 4A Q5b			Yes = 5 points No = 0 points	0	5	
The Applicant will make SSI/SSDI technical assistance available to participants	Yes	Project Application: Section 4A Q6			Yes = 5 points No = 0 points	0	5	
Supportive Services Type and Frequency Total Score						**0**	**15**	

Outreach for Participants – Serving Literally Homeless

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant describes the outreach plan to bring participants experiencing homelessness into the project	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 5C Q2			See Narrative Scoring Guide: Section 4 Q1		5	
Outreach for Participants - Serving Literally Homeless Total Score						**0**	**5**	

Budget & Cost Effectiveness

Scored Category	Goal	Where to Reference	Your Answer	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Allowable and reasonable considering the project's activities	Project Application: Sections 6B-6J		Reasonable = 10 points Somewhat = 5 points Not = 0 points	0	10	

	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6B-6J			Sufficient = 10 points Somewhat = 5 points Not = 0 points	0	10	
Is the Support Service Budget Line cost per participant within 1 standard deviation of existing Projects of the same type?	Yes	Project Application: Sections 6J-4 *For scoring :* use the number from the "Auto-calculates cost" box to determine how to assign points		Auto-Calculates cost per Participant #DIV/0!	FALSE	0	10	
Budget Total Score						**0**	**30**	

Housing First Questionnaire

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Applicant's Housing First Questionnaire describes how the New Project will adhere to the Housing First model.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Questionnaire			See Narrative Scoring Guide: Section 5 Q1		30	
Housing First Questionnaire Score						**0**	**30**	

| **Total Project Score** | | | | | | **0** | **180** | |

Texas Balance of State Continuum of Care

2018 TX BoS CoC New Project Score Sheet							
Applicant Name:		**Project Name:**			**Project Type: SSO-CE**		

Applicant's Experience

Scored Category	Goal	Where to Reference	Your Answer		Scoring Instructions	Score	Total Possible Points	Notes
Description of experience utilizing Federal funds and performing activities proposed, given funding and time limitations.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q.1			See Narrative Scoring Guide: Section 1 Q1		10	
Description of experience leveraging other Federal, State, local, and private sector funds	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q.2			See Narrative Scoring Guide: Section 1 Q2		10	
Description of basic organization and management structure, including evidence of internal and external management coordination and an adequate financial accounting system	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 2B Q.3			See Narrative Scoring Guide: Section 1 Q3		10	
Any unresolved monitoring or audit findings for any HUD grants?	No	Project Application: Section 2B Q.4a			No = 10 points Yes = 0 points	0	10	
Applicant's Experience Total Score						**0**	**40**	

Project Description

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
The Applicant has a reasonable but ambitious proposed schedule for hiring new project staff, or other project expenses to begin.	Project applicant aims to have new project staff hired or other expenses to begin within 30 days.	Project Application: Section 3B Q.2, row labeled "New Project Staff hired, at other Project expenses to begin"			0-30 Days = 10 points 30-45 Days = 5 points >45 Days = 0 points	0	10	
The Applicant has the ability to serve one or more special populations.	One or more boxes selected	Project Application: Section 3B Q.3			One or more boxes selected Yes = 10 points No = 0 points	0	10	
The Coordinated Entry process will be easily accessible.		Project Application: Section 3B Q.4b			Yes = 10 points No = 0 points	0	10	
Description of the advertisement strategy for the Coordinated Entry process and how it is designed to reach those with the highest barriers to accessing assistance.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B Q.4c			See Narrative Scoring Guide: Section 2 Q4		10	
The Coordinated Entry process uses a comprehensive, standardized assessment process.	Yes	Project Application: Section 3B Q.4d			Yes = 10 points No = 0 points	0	20	
Description of the referral process and how the Coordinated Entry process ensures that participants are directed to appropriate housing and/or services.	Meets all of the requirements in the Narrative Scoring Guide	Project Application: Section 3B Q.4e			See Narrative Scoring Guide: Section 2 Q6		20	
Project Description Total Score						**0**	**80**	

Budget

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Scoring Criteria	Score	Total Possible Points	Notes
Budget Costs	Allowable and reasonable considering the project's activities.	Project Application: Sections 6B-6J			Reasonable = 10 points Somewhat = 5 points Not = 0 points	0	10	
Distribution of Supportive Services	>=90% of the Proposed Support Service Budget line is allocated to Eligible Cost (1) Assessment of Service Need	Project Application: Sections 6F Eligible Cost (1) "Assessment of Service Need" / Total Support Services Budget			>=90% = 10 points <90% >80% = 5 points <80% = 0 points	0	10	
Budget Line Item	Each budget line item is described with detail and quantity.	Project Application: Sections 6B-6J			Sufficient = 10 points Somewhat = 5 points Not = 0 points	0	10	
Budget Total Score						**0**	**30**	

Housing First Questionnaire

Scored Category	Goal	Where to Reference	Your Answer		Scoring Criteria	Score	Total Possible Points	Notes
Applicant's Housing First Questionnaire describes how the New Project will adhere to the Housing First model.	Meets all of the requirements in the Narrative Scoring Guide	Housing First Questionnaire			See Narrative Scoring Guide: Section 5 Q1		30	
Housing First Questionnaire Score						**0**	**30**	

| **Total Project Score** | | | | | | **0** | **180** | |

Texas Balance of State Continuum of Care

TEXAS HOMELESS NETWORK

CoC Policies and Procedures

Ranking the HMIS Project First in the Priority Listing for HUD CoC Program Funds

Approved by the TX BoS CoC Board 6/8/2016

The TX BoS CoC's HMIS Project will be ranked first in Tier 1 in the CoC Priority Listing, as the Board views it as an essential project to effectively operate the CoC.

Good afternoon, Continuum of Care Program Project Applicants,

We received several emails yesterday from Renewal Project Applicants with questions about scoring. Because of those questions, THN CoC staff discovered that Renewal Projects were being unfairly penalized in regard to the metric on CoC Participation/ CoC Engagement. This will not impact New Projects because CoC Participation/ CoC Engagement was not a metric New Project were scored on.

Despite our best efforts, the metric did not capture what we were intending therefore, we have decided to give all projects full points for CoC Engagement. This change did impact the rank order of Renewal Projects in Tier 1 of the Project Priority Ranking, which will be used to populate the Priority Listing portion of the Collaborative Application. It did not impact whether or not Projects fell into Tier 1 or Tier 2.

The CoC Board met today and approved the new Project Priority Ranking. We have updated the Project Priority Listing on the THN website. We also will send updated score sheets to retain for your records.

We have a lengthy, running list of lessons learned, also known as #LL around the office. While we do not like when errors happen, we treat them as an opportunity for improvement. We really value these opportunities at THN. This process will be better next year. Why do we feel confident saying that?

- We have formed a NOFA Committee which will start meeting after the CoC Program Competition concludes and will meet throughout FY2018. Our intention for this committee is to inform the improvements to the Competition process for New and Renewal Project Applicants, to improve our CoC's competitiveness in competition, to be prepared for the FY2019 CoC Program Competition, and help facilitate more communication among all levels of the CoC to create a more systemic, cohesive response to homelessness in the Texas Balance of State.

- We will provide multiple opportunities for Project Applications to provide feedback on the process after the CoC Program Competition is over. We get better together, and we want to include you in this process because your feedback is valuable and important.

- We will be clearer this next year about which trainings are mandatory, and we will improve our process for tracking those trainings throughout the year.

Thank you for your enthusiasm and hard work each day,

THN TX BoS CoC Staff

See what's happening on our social sites

Secure | https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/

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THN TEXAS HOMELESS NETWORK

Donate | Become a Member

2018 Continuum of Care Competition Resources

General NOFA Materials and Information

FY 2018 CoC Program Competition: Funding Availability

2018 NOFA Webinar PPT – Updated 7/12/18

TX BoS Continuum of Care FY 2018 Request for Proposals (RFP) – Updated 7/19/18

Review-Score-Ranking Policy & Reallocation Process – Posted 8/3/18

Project Priority Ranking – Posted 8/20/18

New Project Materials

New Project Application Detailed Instructions and Navigational Guide

2018 TX BoS Continuum of Care New/Expansion Project Application Guide – Updated 7/12/18

Submission of New/Expansion Project Application Checklist – Updated 7/12/18

FY 2018 New Project Score Sheet

FY 2018 New SSO-CE Project Score Sheet

Renewal Project Materials

Renewal Project Application Detailed Instructions and Navigational Guide

2018 TX BoS Continuum of Care Renewal Project Application – Updated 7/12/18

Submission of Renewal Project Application Checklist – Updated 7/12/18

FY 2018 Renewal Project Score Sheet

Dashboard

Jetpack

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FAQs

Comments

Calendars

Feedback

Profile

Tools

Settings

MetaSlider

Collapse menu

Previous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ◀▶ | | | | Next

Revision by TX BoS CoC
2 weeks ago (22 Aug @ 20:22)

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Left column:

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General NOFA Materials and Information

FY 2018 CoC Program Competition: Funding Availability

2018 NOFA Webinar PPT - Updated 7/12/18

TX BoS Continuum of Care FY 2018 Request for Proposals (RFP) - Updated 7/19/18

Review-Score-Ranking Policy & Reallocation Process - Posted 8/3/18

Project Priority Ranking - Posted 8/20/18

New Project Materials

New Project Application Detailed Instructions and Navigational Guide

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#	Applicant Name	Project Name	Component Type
	PROJECT PRIORITY RANKING FOR TX BOS COC FY2018 HUD COC PROGRAM COMPETITION SUBMISSION		
1	Homeless Network of Texas dba Texas Homeless Network	TX BoS CoC HMIS Project FY 2018	HMIS
2	Homeless Network of Texas dba Texas Homeless Network	TX BoS CoC HMIS Project FY 2018 Expansion	HMIS
3	Lubbock Open Door	Lubbock Open Door PSH	PSH
4	Denton County Mental Health Mental Retardation Center	Connections PSH FY2018	PSH
5	Abilene Hope Haven, Inc.	Hope Housing Services	RRH
6	Shelter Agencies For Families in East Texas, Inc.	SAFE-T RRH 3	RRH
7	Sabine Valley Center	Fredonia Homeless and Disabled Women and Children Rapid Rehousing	RRH
8	Odessa Links	Project Hope FY 2018	PSH
9	Giving HOPE, Inc.	Turning Point	PSH
10	Mid-Coast Family Services	Hope Net	PSH
11	Mid-Coast Family Services	New Hope	RRH
12	City of Longview	City of Longview CoC 2018 Renewal	RRH
13	Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	WOMAN, Inc. Rapid Re-Housing	PSH
14	The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing	RRH
15	Neighborhood Development Corp	Homeless to Homes Program	PSH
16	Families In Crisis, Inc.	FIC RRH KILLEEN FY18	PSH
17	The Gulf Coast Center	FY18 GCC Permanent Housing	RRH
18	The Salvation Army - Temple, TX	CoC Rapid Rehousing Program	RRH
19	The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing	PSH
20	Abilene Hope Haven	Hope Housing Services-PSH	PSH
21	TSA Temple	The Salvation Army – CoC Permanent Supportive Housing Program	PSH
22	City of Beaumont	City of Beaumont	PSH
23	City of Texarkana	Texarkana Homeless Coalition: Doorways Home	RRH
24	United Way of Denton County	Denton County Coordinated Entry	SSO-CE

Dear Colleagues,

First off, thank you for attending our 2018 NOFA Webinar. We appreciate you taking time from your busy schedule to attend these sessions. We are emailing you today to address some follow up topics briefly.

Webinar Materials
If you would like to review the webinar again you can access the recorded webinar here:
https://thn.adobeconnect.com/pp0za64xqrsn/

All of the materials we covered and mentioned have been posted to our website and can be found here: https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/

Detailed Instructions
Detailed Instructions were released on Monday, and the Application Guides have been updated to reflect that. They can be found at the hyperlink above in "Webinar Materials".

Important Reminders
- All competition related emails including questions should be sent to txboscoc@thn.org.
- Technical Assistance appointments are filling up fast! Secure your spot here
- eLOCCS spreadsheets for renewal projects are due by **5:00 PM on Friday July 13**
- Letters of Intent for new projects and letters of Intent Not To Apply for renewal projects are due by **5:00 PM on Friday, July 13**
  NOTE: If an applicant is interested in exploring the possibility of New/Expansion funding, they should submit a letter of intent, There is no penalty for not submitting an application after submitting the letter of intent to apply
- New/Expansion and Renewal Project Applications are due to txboscoc@thn.org by **5:00 PM on Friday, July 27**.

We are excited about this years' competition and look forward to working with each and every one of you throughout this process. If you have questions, please don't hesitate to contact us at txboscoc@thn.org

Sincerely,

The TX BoS Staff

See what's happening on our social sites

Revision by TX BoS CoC
2 months ago (9 Jul @ 18:01)

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Renewal Project Application Guide

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CoC Governance Charter

CoC Policies and Procedures

CoC Written Standards

Texas CoC Leads Contact List

<h2>CoC Program Recipient Resources</h2>

HUD CoC Start-Up Training Materials- 9/20/2016

<a href="https://www.thn.org/wp-content/uploads/2017/06/Agenda for Austin 9-20-

Right column:

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Left sidebar navigation:
- Dashboard
- Jetpack
- Posts
- Team Members
- Events
- Media
- Pages
  - All Pages
  - Add New
- Contact Form
- FAQs
- Comments
- Calendars
- Feedback
- Profile
- Tools
- Settings
- MetaSlider
- Collapse menu

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New Project Materials

New Project Application Detailed Instructions and Navigational Guide

2018 TX BoS Continuum of Care New/Expansion Project Application – Updated 7/12/18

New/Expansion Project Application Guide – Updated 7/10/18

Submission of New/Expansion Project Application Checklist – Updated 7/12/18

Renewal Project Materials

Renewal Project Application Detailed Instructions and Navigational Guide

2018 TX BoS Continuum of Care Renewal Project Application – Updated 7/12/18

Submission of Renewal Project Application Checklist – Updated 7/12/18

Attachments

TX BoS Continuum of Care FY2018 Expectations Form

Housing First Questionnaire

Sample Match Letter

THN
TEXAS HOMELESS NETWORK

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

2018

FY 2018 HUD Continuum of Care (CoC) Program, Local Application Process

Texas Balance of State Continuum of Care
Request for Proposals (RFP)
for the
HUD Continuum of Care (CoC) Program
FY 2018 Local Application Process
7/9/2018

Introduction

The FY 2018 CoC Program Notice of Funding Availability (NOFA), as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released by the U.S. Department of Housing and Urban Development (HUD) on June 20, 2018. Texas Homeless Network (THN) and the Texas Balance of State Continuum of Care (TX BoS CoC) are soliciting eligible project applications from non-profit agencies, local governments, and other eligible applicants that provide housing and services to homeless persons in the 215 counties included in the TX BoS CoC geographic area. A list of the cities and counties within the TX BoS CoC may be found in Appendix A of this document.

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

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

Table of Contents

Requirements Prior to Applying

Before applying, Project Applicants are required to:

1. Attend a mandatory webinar held by THN on July 9, 2018 from 2:00 – 4:00 P.M. Central Daylight Time regarding this local application process and CoC Program funding. Only applicants that have attended the webinar will be allowed to participate in the local application process. Register for the webinar using this link: https://goo.gl/W1g5j2
2. Read and ensure their eligibility and compliance with the FY2018 HUD CoC Program NOFA:
https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices
3. View pertinent resources on the HUD Exchange website:
    a. HUD's Training on CoC Program Components/Eligible Costs:
    https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/
    b. HUD's Training on CoC Program Administration:
    https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/
    c. HUD's Financial Management Curriculum:
    https://www.hudexchange.info/trainings/financial-management-curriculum/
    d. Review the CoC Interim rule (24 CFR Part 578):
    https://www.gpo.gov/fdsys/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99
4. Agree to comply with the TX BoS CoC's Written Standards for service delivery.

Accessibility

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

Funding Available
In the FY 2018 competition for CoC Program funds, funding is available for Renewal Projects, New Projects, Consolidation Projects, Transition Projects (that is, a renewal project that wishes to reallocate from one component type to another component type) and Expansion Projects. The CoC welcomes and encourages new applicants to apply, and encourages existing CoC Program-funded organizations to apply for new project funding.

Renewal Projects

Funding for Renewal Projects is not guaranteed. HUD makes available to each CoC the amount of funding needed to re-fund all currently-funded projects. That amount is called the Annual Renewal Demand (ARD). The TX BoS CoC's FY 2018 estimated ARD is $5,854,328. The score on the CoC Application (which contains information about the CoC planning body, governance structure, overall performance, and the strategic planning process), individual Project Application scores, and the mandatory "tiering" process factor into which Project Applications are ultimately selected for funding by HUD.

Consolidated Projects

New in FY 2018, eligible Renewal Project applicants will have the ability to consolidate up to four eligible Renewal Projects into one project application during the application process. This means that a CoC Program recipient need no longer wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Program Competition.

Renewal Project applicants interested in pursuing this option must consult with TA and Performance Coordinator, Jim Ward (jim@thn.org), and their local HUD CPD Field Office to ensure the selected projects are eligible for consolidation.

Transition Grants

New this year, Renewal Projects now have the ability to transition from one CoC Program component to another during the CoC Program Competition. The implementation for such grants is as follows:

> a) No more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded;
> b) Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component; and
> c) To be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the standards outlined in Section III.C.3.r of the FY 2018 CoC Program NOFA.

New Projects

Funding for New Projects in FY 2018 is limited and is not guaranteed. Funding will come from:
> 1) The *voluntary* reallocation of existing Renewal Project funding; and/or
> 2) The *involuntary* reallocation of existing Renewal Project funding; and/or
> 3) The Bonus funding; and/or
> 4) The Domestic Violence (DV) Bonus

Prior to completing a new project created through the reallocation process or a bonus project, project applicants should consult with THN to determine which of these options the project should apply under. Contact Jim Ward at jim@thn.org.

New Project applications may be created through the reallocation process or as a bonus project. The only eligible New Project types are as follows:

1. New Permanent Supportive Housing (PSH) projects where 100% of beds will be dedicated for use by chronically homeless individuals and families, as defined by 24 CFR 578.3, or that meet the requirements of Dedicated PLUS, as defined in Section III.C.3.f. of the FY2018 NOFA, or;
2. New Rapid Re-housing (RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
3. New Joint TH and PH-RRH component projects, as defined in Section III.C.3.m. of the FY 2018 NOFA, to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
   a. Residing in a place not meant for human habitation;
   b. Residing in an emergency shelter;
   c. Persons meeting criteria (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
   d. Residing in a transitional housing project that is being eliminated;
   e. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.C.3.m. of the FY 2018 NOFA); or
   f. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system;
4. A dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead Agency designated in the CoC Applicant Profile in e-snaps (which is THN for the TX BoS CoC); or
5. Supportive Services Only (SSO) projects specifically to develop or operate a new centralized or coordinated assessment system (called Coordinated Entry in the TX BoS CoC).

Reallocation of Existing Funding

The TX BoS CoC may require Renewal Projects to reallocate funds in the FY 2018 local application process if projects have performance deficiencies and/or unspent funds. Reallocations will follow the Review, Score, and Ranking Procedures and Reallocation Process, as approved by TX BoS CoC Board.

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

Expansion Projects

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

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

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

"Traditional Expansion" may also occur, where an applicant submits a New Project application that requests CoC Program funds to add funding to a current homeless project that is funded from sources other than CoC Program funds. However, as stated in Section 426 of the Act, project applicants are prohibited from using CoC Program funds to replace state and local funds.

Bonus

Bonus funds may be used to create New Projects or Expansion Projects. Bonus funding is not guaranteed to be awarded.

Bonus Funds for New and Expansion Projects

CoCs may create new projects through Bonus funding. The Bonus amount is up to 6% of a CoC's Final Pro Rata Need (FPRN) amount—approximately $2,284,471 for the TX BoS CoC.

CoCs may apply for more than one Bonus project.

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

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

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

Domestic Violence (DV) Bonus

HUD will fund up to $50 million for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking." $3,807,452 is available to be applied for by projects in the TX BoS CoC.

DV Bonus Funds for New Projects

A CoC may apply for one of each of the following types of projects:

1. Rapid Re-Housing (RRH) project that follows a Housing First approach
2. Join TH and PH-RRH (TH-RRH) component project, as defined in Section II.C.3.m. of the FY 2018 CoC Program NOFA, that follows a Housing First approach
3. SSO Project for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip a community's CE process to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

The CoC may submit only one project application per project type in its Consolidated Application. Therefore, the CoC shall only submit the highest ranked project for each project type listed above.

The only persons who may be served in projects funded through the DV Bonus are survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless at 24 CFR 578.3. Additionally, all projects funded through the DV Bonus must adopt a Housing First approach.

DV Bonus Funds for Expansion Projects

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, in order 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.

Limits

- All projects except New Projects applying under the Bonus funding that are requesting funding for new construction, acquisition, or rehabilitation, will be limited to a one-year grant term.

- For the Administration budget line item, all applicants may request no more than 10% of the total dollar amount requested from HUD.

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

Letter of Intent to Apply

All applicants for New Projects or Expansion Projects must submit a Letter of Intent to Apply. Letters must be submitted to Sophia Checa, Interim Continuum of Care Director, at sophia@thn.org by **5:00 P.M. CDT on Friday, July 13, 2018.** Include the proposed project component type (e.g. PH-RRH, PH-PSH etc.), project name, number of participants to be served, target population, and total budget amount in the body of the letter. If an applicant does not submit a Letter of Intent to Apply, the applicant will not be allowed to participate in the local application process.

Letter of Notification Not to Apply for Renewal Projects

Any eligible applicants for Renewal Projects (listed in Appendix F) that are **NOT** planning to apply for funding to renew their project must notify Sophia Checa, Interim Continuum of Care Director, at sophia@thn.org by **5:00 P.M. CDT on Friday, July 13, 2018**, so that funds can be reallocated within the CoC and made available for other projects to apply for.

If a Renewal Project applicant chooses to withdraw its application at a later time during the local application process, at the Board's discretion, the agency may be deemed ineligible to apply for CoC Program funds in the future.

For more information about applying for Renewal Projects, New Projects, and Expansion Projects in the local application process, see the *Texas Balance of State Continuum of Care 2018 Renewal Project Application Guide* and *Texas Balance of State Continuum of Care 2018 New/Expansion Project Application Guide*, which will be available after HUD releases the Detailed Instructions for HUD's Project Applications.

CoC Program Components

The following program components are eligible under the CoC Program:

Permanent Housing (PH)

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

Permanent Supportive Housing (PSH)

PSH is permanent housing with indefinite leasing or rental assistance paired with intensive, voluntary supportive services to assist the most vulnerable homeless persons with a disability or families with an adult or child member with a disability to achieve housing stability. PSH has a recommended 12-16:1 client-to-case manager ratio. For projects applying for FY2018 CoC Program funding, the TX BoS CoC requires: 1) that the project use the Housing First model; and 2) that 100% of beds are dedicated to serve chronically homeless persons, or beds are designated as DedicatedPLUS, as defined in the FY2018 NOFA.

Rapid Re-Housing (RRH)

RRH emphasizes housing search, relocation services, and short-term and/or medium-term rental assistance to move individuals and families experiencing homelessness (with or without a disability) as rapidly as possible into permanent housing. The TX BoS CoC requires RRH projects applying for FY2018 CoC Program funds to use the Housing First model.

Joint TH & PH-RRH

Joint TH & PH-RRH was introduced in HUD's FY2017 NOFA. It combines transitional housing and rapid re-housing in a single project to serve individuals and families experiencing homelessness. Applicants interested in this project type should pay particular attention to

the requirements in the FY 2018 CoC Program NOFA. HUD requires that Joint TH & PH-RRH projects use the Housing First model.

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

The only SSO projects eligible to receive funding this year are those projects designed to develop or operate a centralized or coordinated assessment system (Coordinated Entry).

SSO-CE Projects will be assessed by HUD for meeting the project quality threshold based on:
   a) Whether the centralized or coordinated assessment system is easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance;
   b) Whether there is a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area;
   c) Whether there is a standardized assessment process; and
   d) Whether the program ensures that program participants are directed to appropriate housing and services that fit their needs.

Homeless Management Information System (HMIS)

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

Eligible Persons to Be Served

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

"Homeless" Definition:

A person or family who is considered homeless must meet the following definition:
   1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
       i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
       ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
       iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

2) An individual or family who will imminently lose their primary nighttime residence, provided that:
   i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
   ii. No subsequent residence has been identified; and
   iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
   i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
   ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
   iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
   iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

4) Any individual or family who:
   i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
   ii. Has no other residence; and
   iii. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

The full definition may be found at 24 CFR Part 91, available at
https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

https://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/

"Chronically Homeless" Definition:

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

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

The full definition may be found at https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/.

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

New and Renewal PSH Projects in the TX BoS CoC must be 100% dedicated to persons experiencing chronic homelessness, meaning the project may serve only people who meet HUD's definition of chronically homeless **OR** they must meet the DedicatedPLUS designation, as defined in the FY 2018 CoC Program NOFA.

PSH projects must also target persons with the highest needs and longest histories of homelessness. Projects must prioritize chronically homeless individuals, youth, and families who have the longest histories of homelessness and the highest needs by implementing the prioritization standards for chronically homeless households in permanent supportive housing in the CoC's Written Standards (see also Appendix B).

DedicatedPLUS Projects

The only persons who may be served in DedicatedPLUS Project are persons described in III.C.3.f. of the FY2018 NOFA. Renewal PSH Projects, including those where 100% of the beds are currently dedicated to individuals and families experiencing chronic homelessness, may change the classification of the project through the project application to DedicatedPLUS; a grant agreement amendment is not needed. Because DedicatedPLUS Projects may serve chronically homeless persons and other homeless persons described in III.C.3.f, some or all of the persons

assisted by a DedicatedPLUS project at any given time may be chronically homeless.

Rapid Re-Housing (RRH) projects:

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

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

RRH projects must also prioritize households who have the highest needs, are sleeping in an unsheltered location, have the longest histories of homelessness, and have been utilizing services the longest by implementing the prioritization standards for CoC Program-funded rapid re-housing projects in the CoC's Written Standards (see also Appendix B).

Application Process

Overview

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

Eligible Project Applicants must submit their Renewal, New, and/or Expansion Project Application Packets to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, at txboscoc@thn.org by **5:00 P.M. CDT on Friday, July 27**.

Once Project Applications are received, THN staff complete a threshold review to determine if a Project Application is eligible be included in the Consolidated Application. Threshold review ensures Project Applicants are eligible to apply and that applications meet minimum acceptable criteria. THN staff will alert Project Applicants if any corrections are needed to meet threshold review criteria, and Applicants will have a short time to respond to the requested corrections. Project Applications that do not meet threshold criteria after the correction period will not be included in the Consolidated Application. Applicants will be informed by no later than Friday. August 17, 2018, if their Project Application will be included in the Consolidated Application.

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

THN will publish the results of the scoring and ranking processes on its website, http://thn.org/texas-balance-state-continuum-care/continuum-care-program/, by Friday, August 17, 2018. The Consolidated Application is due to HUD on Tuesday, September 18, 2018.

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

Eligible Applicants

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

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

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

Application Due Date

Project Applications are due to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, at txboscoc@thn.org by **5:00 P.M. CDT on Friday, July 27, 2018**. THN reserves the right to extend the deadline**.** Applications received after the due date and time will not be reviewed or included in the FY 2018 TX BoS CoC Consolidated Application, in accordance with the CoC Board's "late submission" policy found in Appendix C.

2018 Application Process Timeline

6/20/18	FY 2018 Notice of Funding Availability (NOFA) released by HUD
6/20/18	TX BoS CoC members informed of the HUD CoC NOFA release via the CoC's email list
6/21/18	Texas Department of State Health Services (DSHS) MHSA Contracts Management Unit informed of the HUD CoC NOFA release
6/27/18	LOCCS data request sent to Renewal Project applicants
7/6/18	TX BoS CoC's Request For Proposals (RFP) and application materials available on the THN website under Competition Application Materials – https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/
7/9/18	**Mandatory** TX BoS CoC local application process webinar to review the RFP and application/competition requirements from 2:00 -4:00 P.M. Register here: https://goo.gl/W1g5j2
7/13/18	LOCCS data and total budget amount request due to THN at txboscoc@thn.org from Renewal Project applicants by no later than 5:00 P.M.
7/13/18	Letters of intent for New Project applications via the Bonus, DV Bonus, Reallocation, and Expansion Project applications due by 5:00 PM. Send letters to Sophia Checa, Interim CoC Director, at sophia@thn.org.
7/13/18	Renewal Project applicants must inform THN if intending **not** to apply for renewal funding by 5:00 PM. Send notification to Sophia Checa, Interim CoC Director, at sophia@thn.org.
7/16/18	Competition Annual Performance Reports (APRs) pulled by THN for projects in HMIS or submitted by DV projects by 5:00 P.M. CDT (required only for Renewal Projects with one operating year or more)
7/27/18	**Complete application packets due to THN by electronic submission** to TXBoSCoC@thn.org **by 5:00 PM.** Do **NOT** click the "submit" button in the e-snaps application until directed to do so by THN Staff.
8/1/18	Application threshold review complete.[1] Requests for corrections sent to applicants.
8/3/18	Application packets with corrections returned to Texas Homeless Network by email to TXBoSCoC@thn.org by 5:00 PM CDT.
8/6/18	Applications sent to TX BoS CoC Independent Review Team (IRT) for scoring.
8/10/18	TX BoS CoC IRT completes Project Application reviews and scores Project Applications. THN staff ranks Project Applications according to the TX BoS CoC Board's ranking procedure.
8/17/18	TX BoS CoC Board reviews and votes on TX BoS CoC Project Application reviews, scores, and ranking. Applicants advised by email of ranking and if project meets HUD and TX BoS CoC eligibility and will be submitted with the 2018 Consolidated Application. In addition, any changes that need to be made to Expansion Project Applications and/or reduced funding due to reallocations will be sent. Grievances due within 24 hours, per the Grievance Procedure.
8/18/18	Grievances due to TXBoSCoC@thn.org.

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[1] The threshold review of 2018 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.

8/19/18	Requested project changes for New, Expansion, and Reallocation Projects due to THN no later than 5:00 PM CDT to TXBoSCoC@thn.org.
8/19/18	TX BoS CoC will respond to all grievances.
8/20/18	Applicant grievance appeals due within 24 hours of response from TX BoS CoC
8/22/18	Special called meeting with TX BoS CoC Board to review grievance appeals, if needed, and to provide a final decision.
8/22/18	TX BoS CoC Board reviews Consolidated Application
8/29/18	2018 TX BoS CoC Consolidated Application, including Priority Listing, posted on THN's website and notification sent via the CoC's email list
8/31/18	**TX BoS CoC Consolidated Application submitted to HUD**
9/18/18	Consolidated Application due date, per the HUD FY2018 CoC Program NOFA.

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

Availability of Technical Assistance

Technical assistance is available to potential applicants on Monday, July 16th and Tuesday, July 17th. Additional dates may be added depending on the demand for TA sessions. Applicants may seek clarification on program requirements and project eligibility. THN will provide a schedule of technical assistance times, and Project Applicants may reserve times with THN staff. A Doodle poll will be sent listing available appointments via the CoC's email list. **THN strongly suggests that project applicants needing assistance reserve available technical assistance times.**

Due to the limitations of being in an open competition, THN staff will be unable to provide any technical assistance that would confer an advantage to one project or groups of applicants over others. Examples of technical assistance that THN staff will be unable to provide during an open competition period include: advice on project design, specific edits to narrative sections, application strategy, etc.

Communication

All competition-related communication will come from, and should be directed to, txboscoc@thn.org.

THN maintains an email list for competition-related communication. Only entities that attended the mandatory webinar will be added to that email list.

Application Materials

For HUD

Applicants must complete the Applicant Profile and Project Application electronically in e-snaps (HUD's online portal for CoC Program grant applications), per the FY2018 NOFA instructions. The application and instructions will be available to download from the HUD website at https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-

[nofa-coc-program-competition/#application-supporting-documents](). HUD has said that documents will be posted no later than July 10th.

THN advises that applicants do **NOT** click "submit" in e-snaps until directed to do so by a THN staff member. Applicants will be notified when to submit their applications in e-snaps when they are notified if their application will be included with the TX BoS CoC Consolidated Application, no earlier than August 17, 2018.

For THN

In addition to completing the Applicant Profile and Project Application in e-snaps, Project Applicants are required to submit a complete application packet to THN as part of the local application process. See the *[Texas Balance of State Continuum of Care 2018 Renewal Project Application Guide](*) and *[Texas Balance of State Continuum of Care 2018 New/Expansion Project Application Guide]()*.

Submitting Application Packets to THN

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

IMPORTANT NOTE ON FILE FORMAT:

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

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

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

Send application packets to: **TXBoSCoC@thn.org.**

Documents must be received by THN by 5:00 P.M. CDT on 2018.

Threshold Requirements

Threshold requirements are certain requirements that Project Applicants and Project Applications must meet in order to be considered for funding in the FY2018 CoC Program local application process. An application must first successfully pass a review of threshold requirements in order to be considered eligible for review by the TX BoS CoC IRT, which will score project applications. THN staff will perform a cursory threshold review of all submitted Project Applications, though Applicants should not rely on THN staff for finding deficiencies. Note that if a Project Application is found not to meet threshold requirements

on the federal level, HUD may choose to reject applications rather than award funds with conditions.

Minimum Standards
1. The only acceptable project types are:
    a. Renewal Projects
    b. New PSH, RRH, Joint TH & PH-RRH, and SSO-CE Projects created through reallocation
    c. New PSH, RRH, and Joint TH & PH-RRH Projects created under the Bonus
    d. New RRH, Joint TH & RRH, and SSO-CE Projects created under the DV Bonus
    e. Expansion Projects for eligible Renewal Projects and for projects not currently funded by the CoC Program
2. All Projects <u>must</u> meet HUD eligibility, threshold, and project quality threshold requirements, per the 2018 CoC Program NOFA.
3. All Projects must meet the HUD required 25% match. (Note: Leasing funds are excluded from the 25% match requirement. For more information on matching requirements see 24 CFR Section 578.73).
4. Renewal Projects are only eligible to apply for up to their current grant amount, as listed on the final [FY 2018 Grant Inventory Worksheet (GIW)](). Renewal Projects may be required to apply for a lesser amount through the TX BoS CoC Review, Score, and Ranking Policies and Reallocation Process.
5. DV Bonus and Bonus New Projects and Expansion Projects may request an administrative budget line item equal to or less than 10% of the total funding amount requested from HUD.
6. Persons served by the project must meet the HUD definition of homeless, per the HEARTH Act definition, and be eligible for service under CoC Program regulations AND must meet any additional project type eligibility requirements outlined in the NOFA.
7. **The application must be submitted on time** (see policy on late submissions in Appendix C).
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 <u>must</u> be 100% dedicated to serving chronically homeless persons and <u>must</u> follow *TX BoS CoC Prioritization Standards for Chronically Homeless Households in Permanent Supportive Housing* (see also Appendix B) **OR** must meet the DedicatedPLUS designation, as defined in the FY2018 NOFA
11. All New and Renewal Projects providing housing must follow the Housing First model. For more information on the Housing First model, see Appendix D.
12. If there is evidence that a Project Applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement (including, but not limited to, monitoring findings), has a drastic reduction in numbers of persons served, has made program changes without prior HUD approval, or has lost a project site, the Project Application may be rejected from the TX BoS CoC local application process.

Scoring and Ranking of Projects

In response to the FY2018 CoC Program NOFA, the TX BoS CoC may make significant changes in to ranking process for the FY2018 CoC Program competition in order to preserve as much project funding as possible and to demonstrate the CoC's ability to reallocate project funding based on performance and fund expenditure.

The CoC Board will review and release the 2018 ranking, review, and reallocation process prior to the scoring and ranking of FY2018 project applications. The purpose of this evaluation process and prioritization strategy is to help the TX BoS CoC fully maximize CoC Program funds and make decisions related to scoring, ranking, and funding cuts, if needed. The process will be distributed to applicants via the TX BoS CoC FY2018 applicant email list.

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

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

Project applications will be ranked based on evaluation scores from the IRT and on ranking criteria approved by the TX BoS CoC Board. The project review, scoring and ranking process and outcomes will be reviewed and voted on by the TX BoS CoC Board before THN submits the Consolidated Application to HUD.

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

Matching Funds and Documentation Requirements

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

Match Requirements for CoC Program Funding:

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

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

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

What can be used as match?
- Program income may be used as match. Project Applicants that intend to use program income as match must provide an estimate of how much program income will be used for match, and the source of the program income. CoC-generated program income includes occupancy charges paid to the recipient or sub-recipient.
- Contributions of cash, in-kind goods/equipment, and in-kind property that can be documented by letter and which cover costs that are eligible activities under the CoC Interim Rule.
- Contributions of in-kind services which cover costs that are eligible activities under the CoC Interim Rule. Must be documented by a memorandum of understanding (MOU) that is in place by the time of grant execution (i.e., when the grant term begins). For the purposes of the BoS application, **applicants may submit a letter to THN instead of an MOU**, provided the MOU will be in place by the time of grant execution. The letter or MOU must be dated between May 1, 2018 and September 18, 2018.
- 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 2018 competition cannot be claimed as match by that project or any other project in subsequent competitions.

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

Documenting Match
- In general, match documentation must:
    1. Clearly document a firm financial commitment;
    2. Be signed by a person with authority, on the letterhead of the organization;
    3. Be conditioned only upon HUD approval of the grant;
    4. Be dated between May 1, 2018 and September 18, 2018.
    5. Include the amount being provided, and specifies that the amount is being used for matching funds.
- Cash match documentation should be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:
    1. Amount of cash to be provided to the recipient for the project;

2. Specific date the cash will be made available;
3. The actual grant and fiscal year to which the cash match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the cash match.
- In-Kind match specifications:
    1. Recipients and subrecipients using in-kind contributions may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or subrecipients has to pay for them with grant funds, the costs would been 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, 2018 and September 18, 2018
        o 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 <u>dated between</u> May 1, 2018 and September 18, 2018.
   - Please note that MOUs from prior years may <u>not</u> be used. If a document appears to be re-used from a previous year (ex: date changes with white-out) it will <u>not</u> 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 <u>must</u> be provided to HUD prior to grant agreement execution.

Appendix A

Texas Balance of State CoC Cities/Counties

Projects located in Consolidated Plan Entitlement Jurisdictions must have a Certification of Consistency with the Consolidated Plan (Form HUD-2991) from the jurisdictions. The form allows a state or local official to certify that the proposed activities or projects are consistent with the jurisdiction's Consolidated Plan. 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, one Consolidated Plan Certification from the jurisdiction, listing all project applications in the jurisdiction, can be submitted.

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. Request a certification form from Elizabeth Yevich, Director of the Housing Resource Center at the Texas Department of Housing and Community Affairs (TDHCA) at elizabeth.yevich@tdhca.state.tx.us.

Cities and Counties within the TX BoS CoC

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

483042	LAREDO	489019	Bandera County	489103	Crane County	489181	Grayson County
483084	LEAGUE CITY	489021	Bastrop County	489105	Crockett County	489183	Gregg County
483132	LEWISVILLE	489025	Bee County	489107	Crosby County	489187	Guadalupe County
483246	LONGVIEW	489027	Bell County	489109	Culberson County	489189	Hale County
483288	LUBBOCK	489031	Blanco County	489111	Dallam County	489191	Hall County
483438	MARSHALL	489033	Borden County	489115	Dawson County	489193	Hamilton County
483330	MC ALLEN	489037	Bowie County	489117	Deaf Smith County	489195	Hansford County
483564	MIDLAND	489039	Brazoria County	489119	Delta County	489199	Hardin County
483606	MISSION	489043	Brewster County	489121	Denton County	489203	Harrison County
483798	NEW BRAUNFELS	489045	Briscoe County	489123	DeWitt County	489205	Hartley County
483924	ODESSA	489047	Brooks County	489125	Dickens County	489207	Haskell County
483966	ORANGE	489049	Brown County	489127	Dimmit County	489209	Hays County
484080	PEARLAND	489053	Burnet County	489129	Donley County	489211	Hemphill County
484146	PHARR	489055	Caldwell County	489131	Duval County	489213	Henderson County
484248	PORT ARTHUR	489057	Calhoun County	489133	Eastland County	489215	HIDALGO COUNTY
484674	ROUND ROCK	489059	Callahan 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
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 15-02: Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities

  https://www.hudexchange.info/resource/4428/notice-cpd-15-02-appropriate-placement-for-transgender-persons-in-single-sex-emergency-shelters-and-other-facilities/

- Equal Access in Accordance with Gender Identity Final Rule

  https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/

TX BoS CoC Notices and Regulations

- TX BoS CoC Coordinated Entry Written Standards
- TX BoS CoC Written Standards for Service Delivery
- CoC Policies and Procedures

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 email 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 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)

Appendix E

DedicatedPLUS

The DedicatedPLUS project designation is available in the FY2018 CoC NOFA for permanent supportive housing (PSH) projects. A DedicatedPLUS project is a permanent supportive housing project where 100 % of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth that at intake are:

(1) experiencing chronic homelessness, as defined in 24 CFR 578.3;

(2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project; 19 of 65;

(3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;

(4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;

(5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or

(6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system. A renewal project where 100 % of the beds were dedicated to chronically homeless individuals and families, as described in Section III.A.3.b., under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 % of its beds to chronically homeless individuals and families. If a renewal project that has 100 % of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.

Appendix F

Eligible 2018 Renewal Projects

Applicant Name	Project Name	Expiration Date	Project Type	Hold Harmless
Abilene Hope Haven	Hope Housing Services	2/28/2019	PH-RRH	No
City of Beaumont	2017_City of Beaumont_CoC Renewal Grant	1/31/2018	PH-PSH	No
City of Longview	City of Longview CoC 2017 Renewal	9/30/2019	PH-PSH	No
City of Texarkana	Texarkana Homeless Coalition: Doorways Home	4/30/2019	PH-RRH	No
Denton County Mental Health Mental Retardation Center	Connections SHP	9/30/2019	PH-PSH	No
Families in Crisis	2017- FIC-RRH-KILLEEN	8/31/2018	PH-RRH	No
Giving HOPE, Inc.	Giving Hope PSH FY2017	4/30/2019	PH-PSH	No
Lubbock Open Door	Lubbock Open Door PSH	8/31/19	PH-PSH	No
Mid-Coast Family Services, Inc.	Hope Net 2017	7/31/2019	PH-PSH	No
Mid-Coast Family Services, Inc.	New Hope 2017	8/31/2019	PH-PSH	No
Neighborhood Development Corporation	Homeless to Homes Program	3/31/2019	PH-PSH	No
Odessa Links	Project Hope FY2017	8/31/19	PH-RRH	No
Sabine Valley Center	Fredonia Homeless and Disabled Women and Children Rapid Rehousing	5/31/2019	PH-RRH	No
Shelter Agencies For Families in East Texas, Inc.	SAFE-T RRH 2	8/31/2019	PH-RRH	No
The Gulf Coast Center	Gulf Coast Center Permanent Housing FY17	12/31/2019	PH-PSH	No
The Salvation Army, a Georgia Corporation – Corpus Christi	Project Bridge Rapid Rehousing FY17	8/31/2019	PH-RRH	No
The Salvation Army, a Georgia Company – Corpus Christi	Transforming Lives FY2017	11/30/2019	PH-PSH	Hold Harmless - First Time

				Renewal <9 months of Performance Data
The Salvation Army, a Georgia Company – Temple	The Salvation Army-CoC Rapid Rehousing Program	Not established	PH-RRH	Hold Harmless - First Time Renewal
Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	WOMAN, Inc. Rapid Re-Housing	8/31/2019	PH-RRH	No

Appendix G
Grievance Procedure
Purpose

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

Eligibility

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

- Improper application of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2018 CoC Program application process, as outlined in the FY 2018 Request for Proposals (RFP) and the 2018 Review, Score, Ranking Policies and Re-Allocation Process once approved by the Board.
- Improper interpretation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2018 CoC Program local application process, as outlined in the FY 2018 RFP and Re-Allocation Policy and Procedures;
- Disparity in the application of rules, regulations, and/or procedures regarding participation in the TX BoS CoC's FY 2018 CoC Program application process, as outlined in the FY 2018 RFP and Re-Allocation Policy and Procedures;
- Violation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2018 CoC Program application process, as outlined in the FY 2018 RFP and Re-Allocation Policy and Procedures; and/or
- The score assigned by the TX BoS CoC Independent Review Team (IRT).

Procedure for Filing Grievances and Grievance Appeals

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

Step 1 In order to be considered, a grievance must be filed in writing with the CoC Lead Agency, Texas Homeless Network (THN), within twenty-four (24) hours of notification of preliminary ranking results and whether or not the organization's application will be included in the CoC's Consolidated Application. An email clearly stating the issue and the policy which the Applicant Organization believes was violated is sufficient to serve as a written grievance. The Applicant Organization's grievance email should be sent to the attention of CoC Director, Kameron Fowler, at txboscoc@thn.org. The CoC Lead Agency has twenty-four (24) hours from receipt of the Applicant Organization's grievance email to respond in writing via email and to resolve the grievance.

Step 2

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

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

Step 3

If the Applicant Organization is not satisfied with the TX BoS CoC Board's response, depending on the type of appeal, the Applicant Organization may file an appeal with HUD, as outlined in 24 CFR 578.35. Details can be found in Section X of the 2018 NOFA *General Provisions*

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

**TX BoS CoC's FY 2018 CoC Program Local Application Process
Grievance Appeal Form**

Applicant Organization: _____

Applicant Organization's Address: _____

Applicant Organization's Phone Number: _____

Applicant Representative:_____ Job Title:_____

Applicant Representative's Email Address:_____

We have received a response to our organization's grievance from the CoC Director (or designated staff person, in his/her absence) on (date) _____. Because this answer is unacceptable to us, we wish to file a formal grievance appeal.

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

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

---------------------   -------------------------------------

Date   Signature

TX BoS CoC's FY 2018 CoC Program Application Process

Grievance Appeal Form – The TX BoS CoC Board Response

Applicant Organization:_____

Applicant Representative:_____

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

If the Applicant Organization is not satisfied with the Board's response, depending on the type of grievance appeal, the Applicant Organization may file an appeal with HUD as outlined in 24 CFR 578.35. Details can be found in Section X of the 2018 NOFA:

_____
Printed Name

_____   _____
Date   Signature

Texas Balance of State Continuum of Care

**FY 2018 TX BoS CoC Review, Score, and Ranking Policies
and Reallocation Process
for HUD Continuum of Care Program Funds**

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

Performance Review and Scoring Policies

Applications for Renewal Projects and New Projects will undergo a cursory threshold review by TX BoS CoC staff to ensure compliance with the HEARTH Act, the FY 2018 CoC Program Notice of Funding Availability (NOFA), and the CoC's Request for Proposals (RFP). Any Renewal Project or New Project not meeting the threshold requirements as outlined in the RFP may not be further reviewed and may not be considered for funding. Applications submitted after the due date and time listed in the RFP will be submitted to the CoC Board for consideration, per the policy on Late Submission of Project Applications for the HUD CoC Program competition (Appendix A) adopted by the TX BoS CoC Board on 2/10/2016.

The TX BoS CoC makes available the scoring standards for Renewal Projects and New Projects on THN's website at https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/. Scoring of Renewal Projects is based largely on data obtained from System Performance Measure (SPM) Reports, Annual Performance Reports (APRs) generated from the Homeless Management Information System (HMIS) or Osnium (the HMIS-comparable database for victim service providers), Line Of Credit Control System (LOCCS) draw-down data, HUD monitoring reports, and other HMIS data. Scoring of New Projects is based largely on applicants' experience, proposed project impact, project description, outreach, supportive services, and use of Housing First. Feedback on scoring standards is welcomed at CoC General Meetings. FY 2018 Score Sheets are in Appendix B and on THN's website.

The TX BoS CoC appoints an Independent Review Team (IRT) to review and score Renewal Project and New Project applications. After meeting the local RFP and HUD CoC Program requirements during Threshold Review, project applications are reviewed and scored by the Independent Review Team (IRT) using the Score Sheets, then tabulated by TX BoS CoC staff.

After the IRT scores all Renewal Projects and New Projects within the CoC, the CoC Lead Agency will rank applications for the CoC Priority Listing according to the Ranking Policies adopted by the CoC Board, present the CoC Priority Listing to the TX BoS CoC Board, and, upon approval by the Board, submit the Priority Listing to HUD in the Consolidated Application.

Texas Balance of State Continuum of Care

Reallocation Process

Any funds made available as part of recapturing unspent funds, voluntary reallocation, or involuntary reallocation will be made available to create New Projects, including Expansions, during the local application process/competition. Projects that have been in operation for less than twelve (12) months **may not** reallocate to a different project type but may apply for New Projects through Bonus, DV Bonus or Reallocation funds, if available.

In the FY 2018 competition $70,000 of the reallocated funds will first go toward funding a New Project that would expand the TX BoS CoC's HMIS Project that will apply for renewal funding in the FY 2018 competition. The current HMIS funding is still not at the level that HMIS Project funding had been in 2013 and 2014. Since HMIS is a critical function of the TX BoS CoC, the HMIS Project Expansion will be ranked immediately following the HMIS Renewal Project, as the second project in the Priority Listing. Remaining reallocated funds will be available to fund other New Project(s).

Voluntary Reallocation

As part of the local application process/competition, current CoC Program recipients are asked whether they wish to voluntarily reallocate some or all of their funding. These reallocated funds, if any, are pooled for New Project(s). Projects indicate their desire to voluntarily reallocate their funds by submitting a Letter of Notification not to Apply, following the instructions in the 2018 CoC RFP.

Involuntary Reallocation

Projects with poor performance, that are not serving the intended population, that have unresolved HUD monitoring findings, that have had funds recaptured, and/or are underspending during the grant term are subject to involuntary reallocation. Projects that have underspent their award by 10% or more for the current grant term and have not met the HUD quarterly draw-down requirement may have their funding reduced, and these reallocated funds are pooled for New Project(s). The TX BoS CoC may recapture up to 7% of the total project grant amount for reallocation.

Projects that have funds reallocated in consecutive competitions and/or are placed on conditional renewal for two years in a row are subject to full project reallocation in the following competition, in order to maximize future CoC Program funding.

Note: Projects may be formally notified of the Board's intent to fully reallocate a Project prior to the start of the competition. The purpose of this notification is to allow a community the opportunity to submit a New Project Application and retain some or all of the funds that could be lost as the result of an imminent reallocation.

Dashboard

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Previous

Next

Restore This Revision

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Events

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All Pages
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FAQs

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THN serves as the "Collaborative Applicant" for the TX BoS CoC and leads the HUD CoC Grant process. THN provides technical assistance and guidance to agencies and communities applying for funding to create new housing and service programs. Applicants must submit proposals through THN in the annual CoC Program competition. This Prezi is a great overview of HUD's CoC program.

<h2>Competition Application Materials</h2>

Visit the Archives page to view prior TX BoS CoC Program Grant Materials.

<h2>2018 Continuum of Care Competition Resources</h2>

General NOFA Materials and Information

FY 2018 CoC Program Competition: Funding Availability

2018 NOFA Webinar PPT - Updated 7/12/18

TX BoS Continuum of Care FY 2018 Request for Proposals (RFP) - Updated 7/19/18

Review-Score-Ranking Policy & Reallocation Process - Posted 8/3/18

Project Priority Ranking - Posted 8/20/18

New Project Materials

New Project Application Detailed Instructions and Navigational Guide

Right column:

THN serves as the "Collaborative Applicant" for the TX BoS CoC and leads the HUD CoC Grant process. THN provides technical assistance and guidance to agencies and communities applying for funding to create new housing and service programs. Applicants must submit proposals through THN in the annual CoC Program competition. This Prezi is a great overview of HUD's CoC program.

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2018 NOFA Webinar PPT - Updated 7/12/18

TX BoS Continuum of Care FY 2018 Request for Proposals (RFP) - Updated 7/19/18

Review-Score-Ranking Policy & Reallocation Process - Posted 8/3/18

Project Priority Ranking - Posted 8/22/18

New Project Materials

New Project Application Detailed Instructions and Navigational Guide

Good afternoon, Continuum of Care Program Project Applicants,

We received several emails yesterday from Renewal Project Applicants with questions about scoring. Because of those questions, THN CoC staff discovered that Renewal Projects were being unfairly penalized in regard to the metric on CoC Participation/ CoC Engagement. This will not impact New Projects because CoC Participation/ CoC Engagement was not a metric New Project were scored on.

Despite our best efforts, the metric did not capture what we were intending therefore, we have decided to give all projects full points for CoC Engagement. This change did impact the rank order of Renewal Projects in Tier 1 of the Project Priority Ranking, which will be used to populate the Priority Listing portion of the Collaborative Application. It did not impact whether or not Projects fell into Tier 1 or Tier 2.

The CoC Board met today and approved the new Project Priority Ranking. We have updated the Project Priority Listing on the THN website. We also will send updated score sheets to retain for your records.

We have a lengthy, running list of lessons learned, also known as #LL around the office. While we do not like when errors happen, we treat them as an opportunity for improvement. We really value these opportunities at THN. This process will be better next year. Why do we feel confident saying that?

- We have formed a NOFA Committee which will start meeting after the CoC Program Competition concludes and will meet throughout FY2018. Our intention for this committee is to inform the improvements to the Competition process for New and Renewal Project Applicants, to improve our CoC's competitiveness in competition, to be prepared for the FY2019 CoC Program Competition, and help facilitate more communication among all levels of the CoC to create a more systemic, cohesive response to homelessness in the Texas Balance of State.

- We will provide multiple opportunities for Project Applications to provide feedback on the process after the CoC Program Competition is over. We get better together, and we want to include you in this process because your feedback is valuable and important.

- We will be clearer this next year about which trainings are mandatory, and we will improve our process for tracking those trainings throughout the year.

Thank you for your enthusiasm and hard work each day,

THN TX BoS CoC Staff

See what's happening on our social sites

#	Applicant Name	Project Name	Component Type
	PROJECT PRIORITY RANKING FOR TX BOS COC FY2018 HUD COC PROGRAM COMPETITION SUBMISSION		
1	Homeless Network of Texas dba Texas Homeless Network	TX BoS CoC HMIS Project FY 2018	HMIS
2	Homeless Network of Texas dba Texas Homeless Network	TX BoS CoC HMIS Project FY 2018 Expansion	HMIS
3	Lubbock Open Door	Lubbock Open Door PSH	PSH
4	Denton County Mental Health Mental Retardation Center	Connections PSH FY2018	PSH
5	Abilene Hope Haven, Inc.	Hope Housing Services	RRH
6	Shelter Agencies For Families in East Texas, Inc.	SAFE-T RRH 3	RRH
7	Sabine Valley Center	Fredonia Homeless and Disabled Women and Children Rapid Rehousing	RRH
8	Odessa Links	Project Hope FY 2018	PSH
9	Giving HOPE, Inc.	Turning Point	PSH
10	Mid-Coast Family Services	Hope Net	PSH
11	Mid-Coast Family Services	New Hope	RRH
12	City of Longview	City of Longview CoC 2018 Renewal	RRH
13	Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	WOMAN, Inc. Rapid Re-Housing	PSH
14	The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing	RRH
15	Neighborhood Development Corp	Homeless to Homes Program	PSH
16	Families In Crisis, Inc.	FIC RRH KILLEEN FY18	PSH
17	The Gulf Coast Center	FY18 GCC Permanent Housing	RRH
18	The Salvation Army - Temple, TX	CoC Rapid Rehousing Program	RRH
19	The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing	PSH
20	Abilene Hope Haven	Hope Housing Services-PSH	PSH
21	TSA Temple	The Salvation Army – CoC Permanent Supportive Housing Program	PSH
22	City of Beaumont	City of Beaumont	PSH
23	City of Texarkana	Texarkana Homeless Coalition: Doorways Home	RRH
24	United Way of Denton County	Denton County Coordinated Entry	SSO-CE

Texas Balance of State Continuum of Care

To: HUD
From: Texas Homeless Network (THN)
RE: Project Rejection or Reduction Notification,
Date: September 13, 2018

Dear HUD:

Following this memo is an email sent 9/11/2018 to Good Neighbor Settlement House, that their application was being rejected, and on what basis. This rejection occurred outside the required 15 day threshold for notification that HUD requires.

Mitigating Factors: This applicant submitted their application for CoC Program Funding outside the CoC's application process. Per the RFP and Detailed Instructions for applicants hosted on the THN website, applicants were required to complete the application in e-snaps, and export the completed, but _not submitted_ application to THN for review with other supporting documents. This applicant did not respond to the local deadline but instead submitted their application directly to esnaps circumventing threshold & quality review and the Independent Review Team.

Typically, this is something that THN as the Collaborative Applicant would have caught and rejected, prior to the 15 day deadline, however this competition cycle the CoC's Registration was under amendment from August 11th, to September the 10th. During that time THN Staff were unable to access the Priority Listing or the CoC Application. When access to the Priority Project Listing was restored and this application was discovered, THN immediately rejected it and notified the applicant in writing. Attached to this memo are;

1. Notification to the Applicant, Dated 9/11/2018
2. Excerpts from the FY2018 RFP
3. Excerpts from the Detailed Applicant Instructions
4. Email Correspondence Detailing the Registration Amendment that was prohibiting the Collaborative Applicant from accessing Competition materials until 9/10/2018

Thank you

THN Staff

FY2018 Continuum of Care New Project Application, "Joint TH & PH_RRH"

1 message

Texas BoS Continuum of Care <txboscoc@thn.org>   Tue, Sep 11, 2018 at 12:37 PM
To: bbradford@goodneighborsettlement.org

Good afternoon Ms. Bradford,

The Texas Balance of State Continuum of Care will be unable to include the Good Neighbor Settlement House, New Project Application for "Joint TH & PH_RRH" in the Consolidated Application or Priority Project Listing for Continuum of Care Program Funding in the FY2018 local competition. All project applicants were required to submit an application packet to THN as detailed in the Request for Proposals that is hosted on THN's website. This submission ensures a fair review and ranking process where all proposals are reviewed by an independent Review Team prior to submission to HUD for funding.

The deadline for New Project Application submission to THN was July 27th. Good Neighbor Settlement House did not submit an application to THN by the deadline, therefore we must reject your Project Application.

As a reminder for future competitions, submission of your application in e-snaps alone does not satisfy the application requirements found in the RFP, as there is supplemental documentation that must be supplied to THN for review.

CoC Staff has been unable to access submitted projects in e-snaps for a number of weeks due to technical issues. We were unable to see that Good Neighbor Settlement Home had submitted an application for consideration this way. We would have contacted you sooner to clear up any confusion.

THN Staff will be hosting a NOFA debrief after the official close of the CoC Competition. We invite you to participate in that conversation because your voice is important as we strive to better serve the communities in the Balance of State.

Thank you,
THN Staff

--

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THN

TEXAS HOMELESS NETWORK

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

2018

FY 2018 HUD Continuum of Care (CoC)
Program, Local Application Process

2018 Application Process Timeline

6/20/18	FY 2018 Notice of Funding Availability (NOFA) released by HUD
6/20/18	TX BoS CoC members informed of the HUD CoC NOFA release via the CoC's email list
6/21/18	Texas Department of State Health Services (DSHS) MHSA Contracts Management Unit informed of the HUD CoC NOFA release
6/27/18	LOCCS data request sent to Renewal Project applicants
7/6/18	TX BoS CoC's Request For Proposals (RFP) and application materials available on the THN website under Competition Application Materials – https://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/
7/9/18	**Mandatory** TX BoS CoC local application process webinar to review the RFP and application/competition requirements from 2:00 -4:00 P.M. Register here: https://goo.gl/W1g5j2
7/13/18	LOCCS data and total budget amount request due to THN at txboscoc@thn.org from Renewal Project applicants by no later than 5:00 P.M.
7/13/18	Letters of intent for New Project applications via the Bonus, DV Bonus, Reallocation, and Expansion Project applications due by 5:00 PM. Send letters to Sophia Checa, Interim CoC Director, at sophia@thn.org.
7/13/18	Renewal Project applicants must inform THN if intending **not** to apply for renewal funding by 5:00 PM. Send notification to Sophia Checa, Interim CoC Director, at sophia@thn.org.
7/16/18	Competition Annual Performance Reports (APRs) pulled by THN for projects in HMIS or submitted by DV projects by 5:00 P.M. CDT (required only for Renewal Projects with one operating year or more)
7/27/18	**Complete application packets due to THN by electronic submission** to TXBoSCoC@thn.org **by 5:00 PM.** Do **NOT** click the "submit" button in the e-snaps application until directed to do so by THN Staff.
8/1/18	Application threshold review complete.[1] Requests for corrections sent to applicants.
8/3/18	Application packets with corrections returned to Texas Homeless Network by email to TXBoSCoC@thn.org by 5:00 PM CDT.
8/6/18	Applications sent to TX BoS CoC Independent Review Team (IRT) for scoring.
8/10/18	TX BoS CoC IRT completes Project Application reviews and scores Project Applications. THN staff ranks Project Applications according to the TX BoS CoC Board's ranking procedure.
8/17/18	TX BoS CoC Board reviews and votes on TX BoS CoC Project Application reviews, scores, and ranking. Applicants advised by email of ranking and if project meets HUD and TX BoS CoC eligibility and will be submitted with the 2018 Consolidated Application. In addition, any changes that need to be made to Expansion Project Applications and/or reduced funding due to reallocations will be sent. Grievances due within 24 hours, per the Grievance Procedure.
8/18/18	Grievances due to TXBoSCoC@thn.org.

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[1] The threshold review of 2018 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.

8/19/18	Requested project changes for New, Expansion, and Reallocation Projects due to THN no later than 5:00 PM CDT to TXBoSCoC@thn.org.
8/19/18	TX BoS CoC will respond to all grievances.
8/20/18	Applicant grievance appeals due within 24 hours of response from TX BoS CoC
8/22/18	Special called meeting with TX BoS CoC Board to review grievance appeals, if needed, and to provide a final decision.
8/22/18	TX BoS CoC Board reviews Consolidated Application
8/29/18	2018 TX BoS CoC Consolidated Application, including Priority Listing, posted on THN's website and notification sent via the CoC's email list
8/31/18	**TX BoS CoC Consolidated Application submitted to HUD**
9/18/18	Consolidated Application due date, per the HUD FY2018 CoC Program NOFA.

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

Availability of Technical Assistance

Technical assistance is available to potential applicants on Monday, July 16th and Tuesday, July 17th. Additional dates may be added depending on the demand for TA sessions. Applicants may seek clarification on program requirements and project eligibility. THN will provide a schedule of technical assistance times, and Project Applicants may reserve times with THN staff. A Doodle poll will be sent listing available appointments via the CoC's email list. **THN strongly suggests that project applicants needing assistance reserve available technical assistance times.**

Due to the limitations of being in an open competition, THN staff will be unable to provide any technical assistance that would confer an advantage to one project or groups of applicants over others. Examples of technical assistance that THN staff will be unable to provide during an open competition period include: advice on project design, specific edits to narrative sections, application strategy, etc.

Communication

All competition-related communication will come from, and should be directed to, txboscoc@thn.org.

THN maintains an email list for competition-related communication. Only entities that attended the mandatory webinar will be added to that email list.

Application Materials

For HUD

Applicants must complete the Applicant Profile and Project Application electronically in e-snaps (HUD's online portal for CoC Program grant applications), per the FY2018 NOFA instructions. The application and instructions will be available to download from the HUD website at https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-

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 <u>one-year grant term</u>, except new PH-PSH Bonus projects requesting new construction, acquisition, or rehabilitation.

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.

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

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.

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	

From:	Jim Ward
Sent:	<mark>Thursday, September 6, 2018 11:19 AM</mark>
To:	'Micah Snead'; Sophia Checa; Mary Rychlik
Subject:	RE: TX-607 - Texas Balance of State CoC E-snaps Issue

No sir. I think we are just waiting on HUD now.

Jim Ward
CoC Technical Assistance &
Performance Coordinator
Texas Homeless Network
Office Phone: (512) 861-2165
1713 Fortview Road
Austin, TX 78704
How am I doing?: Customer Service Survey
Texas Homeless Network Facebook Twitter

Like what we do? Join or donate! (CFC#66268)

From: Micah Snead [mailto:micah.snead@csh.org]
Sent: Thursday, September 6, 2018 10:58 AM
To: Jim Ward <jim@thn.org>; Sophia Checa <sophia@thn.org>; Mary Rychlik <mary@thn.org>
Subject: RE: TX-607 - Texas Balance of State CoC E-snaps Issue

Don't spike the ball before the endzone!

Lisa says it's at the CoC Reviews HUD Final Decision step – do you need it sent back to the applicant submission step?

Micah Snead
Senior Program Manager, Federal TA
CSH
(843) 812-0587

From: Jim Ward [mailto:jim@thn.org]
Sent: Thursday, September 06, 2018 9:39 AM
To: Micah Snead <micah.snead@csh.org>; Sophia Checa <sophia@thn.org>; Mary Rychlik <mary@thn.org>
Subject: RE: TX-607 - Texas Balance of State CoC E-snaps Issue

Thanks Micah. This time I will hold back any excitement until after we submit.

Jim Ward
CoC Technical Assistance &
Performance Coordinator
Texas Homeless Network

Office Phone: (512) 861-2165
1713 Fortview Road
Austin, TX 78704
How am I doing?: Customer Service Survey
Texas Homeless Network Facebook Twitter

Like what we do? Join or donate! (CFC#66268)

From: Micah Snead [mailto:micah.snead@csh.org]
Sent: Thursday, September 6, 2018 7:27 AM
To: Jim Ward <jim@thn.org>; Sophia Checa <sophia@thn.org>; Mary Rychlik <mary@thn.org>
Subject: RE: TX-607 - Texas Balance of State CoC E-snaps Issue

Sorry guys, will try to shake it loose again.

Micah Snead
Senior Program Manager, Federal TA
CSH
(843) 812-0587

From: Jim Ward [mailto:jim@thn.org]
Sent: Wednesday, September 05, 2018 6:01 PM
To: Micah Snead <micah.snead@csh.org>; Sophia Checa <sophia@thn.org>; Mary Rychlik <mary@thn.org>
Subject: RE: TX-607 - Texas Balance of State CoC E-snaps Issue

Well Micah,
Initially I thought we were good. It looks like HUD opened up the CoC Review, but not the "CoC Reviews HUD Final Decision" so we are getting the same message as before. This is after I completed V2 of the CoC Review.

Jim Ward
CoC Technical Assistance &
Performance Coordinator
Texas Homeless Network
Office Phone: (512) 861-2165
1713 Fortview Road
Austin, TX 78704
How am I doing?: Customer Service Survey
Texas Homeless Network Facebook Twitter

Like what we do? Join or donate! (CFC#66268)

From: Micah Snead [mailto:micah.snead@csh.org]
Sent: Wednesday, September 5, 2018 1:57 PM
To: Jim Ward <jim@thn.org>; Sophia Checa <sophia@thn.org>; Mary Rychlik <mary@thn.org>
Subject: FW: TX-607 - Texas Balance of State CoC E-snaps Issue

Micah Snead
Senior Program Manager, Federal TA
CSH
(843) 812-0587

From: Hill, Lisa A [mailto:Lisa.A.Hill@hud.gov]
Sent: Wednesday, September 05, 2018 2:56 PM
To: Micah Snead <micah.snead@csh.org>; Limon, Susana D <Susana.D.Limon@hud.gov>; Mitchell, April J
<April.J.Mitchell@hud.gov>
Cc: Peppers, Cecelia A <cecelia.a.peppers@hud.gov>; angupta@caci.com; Sue Augustus <sue.augustus@csh.org>;
Moore, Roger A <Roger.A.Moore@hud.gov>; Fitzpatrick-Ivey, Gail <gail.ivey@hud.gov>
Subject: RE: TX-607 - Texas Balance of State CoC E-snaps Issue

Micah:
You should be able to see the application in ESNAPs now. Let me know if you can't.
Thanks!

From: Micah Snead <micah.snead@csh.org>
Sent: Wednesday, September 05, 2018 12:52 PM
To: Limon, Susana D <Susana.D.Limon@hud.gov>; Hill, Lisa A <Lisa.A.Hill@hud.gov>; Mitchell, April J
<April.J.Mitchell@hud.gov>
Cc: Peppers, Cecelia A <cecelia.a.peppers@hud.gov>; angupta@caci.com; Sue Augustus <sue.augustus@csh.org>
Subject: TX-607 - Texas Balance of State CoC E-snaps Issue

Good morning, all,

The Texas Balance of State CoC is unable to access their FY18 application in e-snaps after requesting an
amendment to add three counties to their registration. They have two related AAQs ID 125550 and ID 121582.
They received the instructions below from Anjali Behl-Gupta of CACI but do not know who/how to move this
forward. Any further info or instructions are appreciated, it appears to suggest a Division Director must approve
some changes in order to restore the Collaborative Applicant's status in e-snaps.

So I spoke the developer and here are his thoughts and please let me know if you can have a PO submit this
amendment. Once they do we can move it back for you to update the PPL etc.

I think I see what is causing them their issue now. When the amendment was made, the full re-execution path was
selected. However, there is a decision Step to go to CoC Review or Division Director Approval based on some values in
the Step that was amended. That info changed as part of the amendment and there is now a Division Director Approval
Step that is part of the amendment re-execution path waiting to be completed with 25 assigned evalators.

I believe the users will be unable to modify the CoC application or CoC priority listing submissions until the full re-
execution path has been completed, but a program office user that is Staff for that Step will still be able to modify in the
meantime.

Please note I'm only relaying this info as the Collaborative Applicant staff reached out to me concerned this is
affecting their timely submission, we are not providing TA related to the NOFA, but let me know if there is
anything we can do to help.

Thank you,

Micah Snead
Senior Program Manager, Federal TA
CSH
(843) 812-0587

Visit csh.org, the source for supportive housing resources, news, events and more.

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Settings

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Collapse menu

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Next

Revision by TX BoS CoC
2 months ago (9 Jul @ 18:01)

Restore This Revision

Left column:

THN serves as the "Collaborative Applicant" for the TX BoS CoC and leads the HUD CoC Grant process.
THN provides technical assistance and guidance to agencies and communities applying for funding to
create new housing and service programs. Applicants must submit proposals through THN in the annual
CoC Program competition. <a href="https://prezi.com/l5rnmy0klv-0/continuum-of-care-program-
roadmap/">This Prezi is a great overview of HUD's CoC program.

<h2>Competition Application Materials</h2>

Visit the <a href="https://www.thn.org/texas-balance-state-continuum-care/coordinated-
entry/archives/">Archives page to view prior TX BoS CoC Program Grant Materials.

<h2>2018 Continuum of Care Competition Resources</h2>

TX
BoS Continuum of Care FY 2018 Request for Proposals (RFP) - Posted 7/6/18

<a href="https://www.thn.org/wp-
content/uploads/2018/07/2018_TXBoSCoC_New_Expansion_Project_Application_FINAL.pdf""
target="_blank" rel="noopener">New/Expansion Project Application Guide

<a href="https://www.thn.org/wp-content/uploads/2018/07/2018_TXBoSCoC_Renewal_Project_Application-
FINAL.pdf"" target="_blank" rel="noopener">Renewal Project Application Guide

<h2>CoC General Resources</h2>

<a href="https://www.thn.org/wp-content/uploads/2017/07/Governance_Charter_approved_3-25-2015and9-21-
16.pdf" target="_blank" rel="noopener">CoC Governance Charter

CoC
Policies and Procedures

CoC
Written Standards

<a href="https://www.thn.org/wp-content/uploads/2018/02/Texas-CoC-Leads-Contact-List.pdf"
target="_blank" rel="noopener">Texas CoC Leads Contact List

<h2>CoC Program Recipient Resources</h2>

HUD CoC Start-Up Training Materials- 9/20/2016

<a href="https://www.thn.org/wp-content/uploads/2017/06/Agenda for Austin 9-20-

Right column:

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<h2>2018 Continuum of Care Competition Resources</h2>

TX BoS
Continuum of Care FY 2018 Request for Proposals (RFP) - Updated 7/9/18

<a href="https://www.thn.org/wp-
content/uploads/2018/07/2018_TXBoSCoC_New_Expansion_Project_Application_FINAL.pdf""
target="_blank" rel="noopener">New/Expansion Project Application Guide

<a href="https://www.thn.org/wp-content/uploads/2018/07/2018_TXBoSCoC_Renewal_Project_Application-
FINAL.pdf"" target="_blank" rel="noopener">Renewal Project Application Guide

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THN
TEXAS HOMELESS NETWORK

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

2018

FY 2018 HUD Continuum of Care (CoC)
Program, Local Application Process

Table of Contents

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

THN will publish the results of the scoring and ranking processes on its website, http://thn.org/texas-balance-state-continuum-care/continuum-care-program/, by Friday, August 17, 2018. The Consolidated Application is due to HUD on Tuesday, September 18, 2018.

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

Eligible Applicants

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

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

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

Application Due Date

Project Applications are due to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, at txboscoc@thn.org by **5:00 P.M. CDT on Friday, July 27, 2018**. THN reserves the right to extend the deadline. Applications received after the due date and time will not be reviewed or included in the FY 2018 TX BoS CoC Consolidated Application, in accordance with the CoC Board's "late submission" policy found in Appendix C.
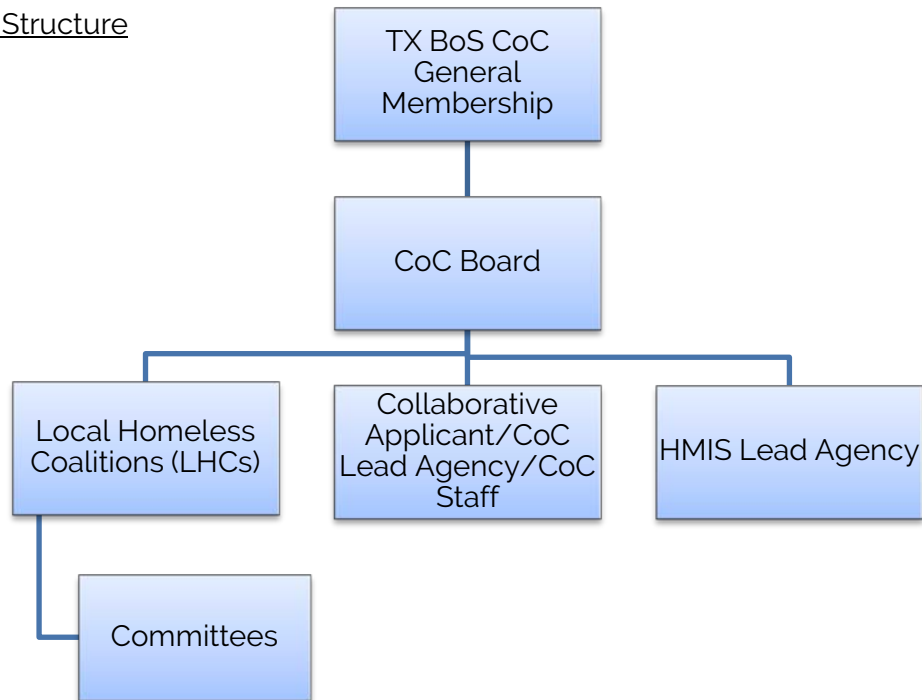
Texas Balance of State Continuum of Care

(TX BoS CoC)

Governance Charter

Approved March 25, 2015
Revised Version Approved September 21, 2016
Reviewed October 04, 2017

This document is a companion to the Texas Balance of State
Continuum of Care Policies and Procedures

Governance Structure

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                    ┌─────────────────┐
                    │   TX BoS CoC    │
                    │    General      │
                    │   Membership    │
                    └────────┬────────┘
                             │
                    ┌────────┴────────┐
                    │    CoC Board    │
                    └────────┬────────┘
         ┌───────────────────┼───────────────────┐
┌────────┴────────┐ ┌────────┴────────┐ ┌────────┴────────┐
│ Local Homeless  │ │  Collaborative  │ │                 │
│ Coalitions      │ │  Applicant/CoC  │ │ HMIS Lead Agency│
│ (LHCs)          │ │  Lead Agency/CoC│ │                 │
│                 │ │  Staff          │ │                 │
└────────┬────────┘ └─────────────────┘ └─────────────────┘
         │
┌────────┴────────┐
│   Committees    │
└─────────────────┘
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The TX BoS CoC has established a board to act on its behalf. The Board is responsible to the membership, and the membership must ratify policies and procedures.

The Local Homeless Coalitions (LHCs) inform the TX BoS CoC Board and staff on a regular basis about activities, housing and services, and performance of homeless services in their respective communities. The Board uses information from the LHCs when considering taking action.

The CoC has standing committees and may have ad hoc committees needed to fulfill CoC requirements and enhance the functioning and effectiveness of the CoC.

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

The TX BoS CoC has selected, and the CoC Board has approved, Texas Homeless Network to serve as the CoC Lead Agency and to provide staff support. THN staff members provide staff support to all other CoC committees and workgroups. (See the TX BoS CoC's MOU with the Lead Agency in Appendix C.)

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

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

Group	Details
CoC General Membership	The General Membership represents persons experiencing or at risk of homelessness, providers of homeless services, and other relevant organizations and community stakeholders to establish a Continuum of Care and a CoC Board, and to fulfill the CoC's responsibilities, as required by HUD. The responsibilities of the CoC may be completed by the membership at large, or through delegation to the CoC Board, CoC committees and work groups, the CoC Lead Agency, or other groups. TX BoS CoC members are those organizations and persons participating in local homeless planning efforts in the BoS CoC's geographic area, including Local Homeless Coalitions (LHCs); persons participating in the work of the TX BoS CoC Board, and/or committees; and persons included in the CoC e-mail communication list maintained by CoC staff.
CoC Board	The CoC Board is the primary decision-making body for the TX BoS CoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by HUD. Additionally, the Board oversees and approves the work of CoC committees and workgroups. The Board will consist of fifteen members The CoC will ensure that the CoC Board, its chair, and any persons acting on behalf of the Board comply with a code of conduct and with conflict-of-interest requirements and recusal processes. The CoC Board and CoC staff will strive to ensure broad representation among the 15 positions, including community stakeholders from around the CoC's geographic area and agency staff representing the major homeless subpopulations. Individual Board members may represent multiple sectors or stakeholders. Board members are elected by the full CoC membership at the CoC General Meeting held in the Fall of each year. Board members will serve staggered terms of two years so that every year, half of the positions will stand for election. Terms begin October 1st and end September 30th of the following year. See the TX BoS CoC Board Responsibilities Policy and Procedures (located in the TX BoS CoC Policies and Procedures at thn.org).
Local Homeless Coalitions (LHCs)	The Local Homeless Coalitions (LHCs) are the lead workgroups responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing rapidly ends people's homelessness permanently. This includes planning for the use of HUD HEARTH CoC resources and coordinating these funds with other resources in their communities.

	Local Homeless Coalitions (LHCs) include representatives of relevant organizations, e.g., homeless services providers, victim services providers, medical services, law enforcement, school districts, and agencies serving other homeless subpopulations.
CoC Standing Committees	While decisions for the Continuum will be made by the Board, the work of the Continuum will generally be carried out by LHCs and committees and, as appointed by committees, subcommittees. Committees shall not make any policy or funding-related decisions. Committees may make recommendations to the RPG, and those recommendations for voting approval by the CoC Board. The Board will establish standing committees as necessary to ensure all CoC responsibilities are fulfilled according to HUD regulations. Each standing committee will be led by a Chair and a Co-Chair. Committee members may be members of the Board, LHC members and/or other stakeholders. Each standing committee will also have a staff liaison from the CoC Lead Agency, THN.
CoC Ad Hoc Committees	The CoC Board forms short-term workgroups on an as-needed basis to accomplish certain tasks. Ad hoc committee membership will vary depending on the particular needs of the group. Each ad hoc committee will be led by a Chair and a Co-Chair. Other committee members may be other members of the Board, LHC members, and/or other stakeholders. Each ad hoc committee will also have a staff liaison from the CoC Lead Agency, THN.
CoC Collaborative Applicant	Texas Homeless Network is designated by the TX BoS CoC to apply for grants from HUD and other governmental and philanthropic organizations on behalf of the TX BoS CoC. For the Texas BoS CoC, the collaborative applicant is also the CoC Lead Agency and support staff.
CoC HMIS Lead	Texas Homeless Network is designated by the TX BoS CoC to operate an HMIS system on its behalf. THN serves as the HMIS project grantee under the CoC Program and is responsible for managing all aspects of the TX BoS CoC HMIS and ensuring it meets all federal requirements.
CoC HMIS System	The Texas Balance of State CoC has designated Client Track as the single HMIS system for meeting HUD client level data collection and reporting.
CoC Lead Agency and Staff Support	Texas Homeless Network has been selected by the TX BoS CoC to serve as the CoC Lead Agency to provide staff support to the Board and committees that constitute the CoC. The lead agency performs a variety of necessary functions such as performance monitoring, engagement and education of stakeholders, and submission of the annual collaborative CoC Program grant application. THN manages all aspects of the CoC, including ensuring all federal CoC Program requirements are met.

Code of Conduct, Conflict of Interest, and Recusal Process

In order to maintain high ethical standards, HUD requires the CoC Board, the Board Chair(s), and any person acting on behalf of the Board to comply with a code of conduct and conflict of interest and recusal requirements. All Board members will annually complete and sign a *Code of Conduct* (see Appendix D) and a *Conflict of Interest Form* (see Appendix E) that identifies any conflicts of interest that a member has, including association with organizations that may have a financial interest in business items coming before the CoC Board.

Board members with actual or perceived conflicts of interest must also identify them as they arise. Board members shall report such conflicts of interest to the Board and recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists. No member of the Board shall participate in or influence decisions concerning the award of a grant or other financial benefits to the member or the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

Compliance with CoC and HMIS Regulations

The Charter includes or references policies and procedures needed to comply with Subpart B of the Continuum of Care Interim Rule (24 CFR 578) associated with establishing and operating a CoC, and with Homeless Management Information Systems (HMIS) requirements prescribed by HUD. Detailed policies and procedures are included in the TX BoS CoC's Policies and Procedures Manual. The CoC Governance Charter and CoC Policies and Procedures Manual includes written policies and procedures that document:

- Protocols for full CoC meetings, including frequency of meetings and process for publication of agenda prior to the meeting;
- Minimum standards for inviting new members to join the CoC;
- The process for establishing committees, subcommittees, or workgroups to fulfill the CoC's responsibilities;
- Policies for monitoring CoC recipients' and subrecipients' performance and evaluating outcomes for the CoC and ESG recipients;
- A plan to coordinate the implementation of a housing and service system within the Texas Balance of State geographic area;
- The process for conducting point-in-time (PIT) counts and housing inventory counts (HIC) of homeless persons and bed capacity; and
- The process for the development of the annual HUD CoC Program application, including the process for CoC approval of the submission of an application, priorities for funding projects, a process for establishing or revising adopted priorities, and use of planning funds.

Continuum of Care Lead Agency Memorandum of Understanding

between

Texas Balance of State Continuum of Care (TX BoS CoC) Board and

Texas Homeless Network (THN) Board of Directors

Approved March 25, 2015

Updated September 6, 2016

Updated August 23, 2017

I. **PURPOSE AND BACKGROUND**

The purpose of this Memorandum of Understanding (MOU) is to confirm agreements related to the role of THN as the Lead Support Agency for the Texas Balance of State Continuum of Care (TX BoS CoC). This MOU is between the TX BoS CoC, as represented by its governing body, the CoC Board, and Texas Homeless Network (THN), as represented by its board of directors. This MOU establishes THN as the Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party relating to key aspects of the operation of the CoC.

This MOU is an effort to ensure a mutual understanding and strengthening of our joint partnership to end homelessness in the TX BoS CoC. An annual work plan will be drafted which will detail specific lead agency annual goals, outcomes, and work products with the corresponding sources and uses of funding intended to support the work of the BoS CoC. This work plan will be approved by both entities engaged in this Memorandum of Understanding.

II. **DURATION and RENEWAL**

Except as provided in Section VII Termination, the duration of this MOU shall be from September 1, 2016 through August 31, 2017. This agreement shall renew automatically for 12-month periods, following the CoC's fiscal year (September through August) unless either party gives notification pursuant to Section VII Termination.

III. **GOVERNANCE AND PARTICIPATION**

1. CoC Authority

The CoC Program is authorized by subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The program is designed to:

- Promote a communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

A CoC is a geographically-based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as defined by regulation. The CoC is designed to address the critical problem of homelessness through a coordinated community-based process that identifies needs and builds a system of housing and services to address those needs. The geographic area of the TX BoS CoC, as defined by the U.S. Department of Housing and Urban Development (HUD), includes 215 counties in Texas, as of August 2017.

The CoC's oversight and governance responsibilities are carried out by its Board. The Board is responsible for oversight of the CoC processes, planning, and outcomes required by HUD. Its structure and members' roles and responsibilities can be found in the TX BoS CoC's Governance Charter and in the CoC Policies and Procedures.

1. Collaborative Applicant Designation

The CoC designates THN as the Collaborative Applicant. In this role, THN will apply for grants, including grants from HUD such as Continuum of Care Program funding, on behalf of the TX BoS CoC. For the TX BoS CoC, the Collaborative Applicant is also the CoC Lead Agency and CoC support staff.

2. Lead Agency Designation

The CoC designates THN as the Lead Agency to manage the required HUD processes on its behalf; to strategically and systematically address homelessness; to help providers of services and housing to perform successfully; to aim for the maximum amount of funds available to the jurisdiction; and to ensure that the CoC is in compliance with all applicable HUD rules and regulations. THN performs these tasks at the direction of the CoC through the CoC Board.

3. Homeless Management Information System (HMIS) Lead Agency Designation

The CoC designates THN as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance requirements of all HUD CoC Program projects and other projects required to use HMIS in the TX BoS CoC. THN performs these tasks at the direction of the CoC, through its Board.

The CoC has designated ClientTrack as the single HMIS for meeting HUD client-level data collection and reporting requirements.

IV. **GENERAL UNDERSTANDINGS**

1. HUD CoC Program

The CoC authorizes THN to apply for HUD CoC Program funds on behalf of the CoC. The HUD CoC Program Interim Rule, CoC Program Notice of Funding Availability (NOFA), grant agreement and applicable rules govern the terms and uses of HUD funds.

2. HMIS

The CoC authorizes THN to manage the HMIS consistent with all HUD requirements.

3. Compliance with HUD Requirements

It is the CoC's responsibility to ensure that the Lead Agency—THN—is operating in compliance with HUD regulations, notices, standards and other applicable laws. The parties agree to update this MOU, as provided in Section VI Amendment/Notices; other operational documents; and practices and procedures, in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

4. CoC Program "Planning Funds" Grant

In support of the services provided as the CoC Lead Agency, the CoC authorizes THN to apply for the maximum allowable "planning funds" grant during each CoC Program funding cycle, as designated by HUD.

5. HMIS Financial Support

In support of the services provided as the HMIS Lead Agency, the CoC authorizes THN to apply for CoC Program grant(s), as needed, and to charge agencies user license fees and/or program fees.

V. **SPECIFIC RESPONSIBILITIES OF THE PARTIES**

1. CoC Responsibilities

The Texas Balance of State Continuum of Care is a collaborative, inclusive, community-based process for planning and managing homeless assistance resources and programs effectively and efficiently, in order to end homelessness in the jurisdiction. It is governed by the CoC Board which comprises 15 members representing various stakeholders within the Continuum. The CoC Board serves as the lead governance body, providing oversight, direction, policy setting, and guidance regarding homeless planning and resources in the jurisdiction.

In this agreement, the CoC agrees to:
- Work to secure the funds and resources needed by THN for its work outlined in the Lead Agency Annual Work Plan;
- Develop, follow, and update annually a governance charter for the CoC;
- Establish a CoC Board to act on behalf of the CoC, using a CoC-adopted written process that must be reviewed, updated, and approved at least once every five years;
- Act as the primary decision-making group, through the CoC Board, for the TX BoS CoC;

- Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness;
- Increase public awareness of homelessness and related issues;
- Maintain CoC operations through calling/holding meetings; creating and providing meeting agendas and minutes; establishing and implementing a strategic plan and planning process; creating and monitoring of committees; and other activities with the support of the Lead Agency, as specified in this agreement and in the Lead Agency Annual Work Plan;
- Support THN and local communities with the annual HUD CoC Program application, the Annual Point-in-Time (PIT) count, the Housing Inventory Count (HIC), Annual Homeless Assessment Report (AHAR), HUD regulation compliance, collaboration with Emergency Solutions Grant (ESG) recipients and subrecipients, and other mutually agreed upon goals to maximize CoC Program application funding and overall performance of the CoC;
- Collaboration with ESG Recipients and other Consolidated Plan jursidictions:
  - Establish and operate a Coordinated Entry (CE) process;
  - Establish and consistently follow written standards for providing homeless assistance;
  - Consult with ESG program recipients on the plan for allocating ESG funds;
  - Report on and evaluate the performance of ESG program recipients and subrecipients; and
  - Provide information required to complete HUD's Consolidated Plans within the TX BoS CoC's geographic area.
- Oversee required planning processes and establish priorities for funding;
- Develop a plan that coordinates the implementation of a housing and service system in the geographic area that meets the needs of individuals and families in homeless situations;
- Set priorities and system performance expectations, including establishing performance targets appropriate for population and program type; monitor system progress on Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) goals, as measured by the System-wide Performance Measures and the Point-in-Time (PIT) Count; and provide assistance to improve performance;
- Ensure data is provided by all HUD CoC Program-funded projects and other projects required to participate in a Homeless Information Management System (HMIS) selected by the CoC, and encourage participation of critical non-HUD funded agencies in using the HMIS selected by the CoC;
- Ensure Continuum of Care members, including Board members and Local Homeless Coalition (LHC) members, are kept apprised of activities occurring on their behalf, through a process of open and fair communications;
- Ensure fair, objective, and transparent processes are in place for priority-setting and funding decisions;

- Ensure that any potential and/or perceived conflicts of interest are addressed in an effective, open, and timely manner;
- Ensure the implementation and ongoing operation of a Coordinated Entry process; and
- Ensure the development of and compliance with written standards for providing homeless assistance within the CoC.

2. Texas Homeless Network (THN) Responsibilities

In this agreement, THN agrees to:

- Serve as the CoC Lead Agency and staff support with responsibility for the following areas:

  - <u>CoC Planning</u>
    - o Facilitate the development of a plan that coordinates the implementation of a housing and service system in each geographic area that meets the needs of homeless individuals and families;
    - o Coordinate and facilitate collaboration among agencies to ensure successful planning and partnership in the CoC;
    - o Coordinate planning with local homeless services planning bodies including Local Homeless Coalitions (LHCs), ESG Program recipients, and other key stakeholders;
    - o Ensure that planning and priority-setting processes are in place and occur as planned and per requirements;
    - o Analyze feedback from HUD on the CoC Consolidated Application and identify ways to maximize CoC Program funding;
    - o Recruit stakeholders to participate in CoC planning and committees to ensure broad awareness and participation;
    - o Advertise committee and other work group meetings;
    - o Coordinate and staff committees and other work groups, upon request and when staff resources are available;
    - o Research and produce planning materials, including best practices; and
    - o Publish committee minutes and materials on the CoC page of THN's website in a timely manner.

  - <u>CoC Board</u>
    - o Assist with the establishment of a CoC Board to act on behalf of the CoC;
    - o Coordinate Board meetings by communicating meeting dates, times, and meeting materials to CoC Board members;
    - o Email materials and minutes to CoC Board members in a timely manner; and
    - o Assist with developing, following, annually reviewing, and updating, as needed, the CoC's governance charter.

- CoC General Meetings

    o Coordinate with Local Homeless Coalitions (LHCs) within the CoC via LHC Chairs
    o Advertise and coordinate CoC General Meetings by posting meeting dates, times, and meeting materials on the THN's TX BoS CoC webpage;
    o Publish materials and minutes on THN's TX BoS CoC webpage or via the CoC's email list in a timely manner; and
    o Provide staff support in other ways that the LHCs request, upon request and when staff resources are available.

- CoC Standing Committees and Ad Hoc Committees
    o Assist with the establishment of committees;
    o Provide a staff liaison to each committee;
    o Coordinate committee meetings by assisting the Chair and/or Co-Chair with communications;
    o Provide staff support in other ways that the committees request, upon request and when staff resources are available.

- HUD's Continuum of Care (CoC) Program Application
    o Prepare and submit the Grant Inventory Worksheet (GIW), in collaboration with HUD and CoC Program-funded projects, to ensure accurate accounting of grants and receipt of all renewal funds;
    o As the CoC's Collaborative Applicant, prepare and submit the annual Consolidated Application for HUD's CoC Program Competition, including the CoC Application component;
    o Prepare and submit a Project Application for the CoC's HMIS project;
    o Prepare and submit a Project Application for the CoC Planning project;
    o Develop and manage the application, evaluation, and ranking processes for applications for renewal projects and new projects, in accordance with CoC Program Competition NOFAs;
    o Support application review committees; and post the CoC Application portion of the Consolidated Application and related materials online, as required by HUD.

- HMIS Lead Agency
    o Serve as the HMIS Lead Agency, operating the HMIS to ensure high data quality and other HUD HMIS compliance requirements of all HUD CoC Program-funded projects and other projects required to use the HMIS in the TX BoS CoC;

- o Ensure the development of and compliance with policies and procedures for HMIS Governance, Data Security and Privacy, and Data Quality and Software Functionality according to HUD guidelines.
  - o Complete the AHAR;
  - o Assist HMIS users with preparing Annual Performance Reports (APRs);
  - o Provide overall staffing for HMIS administration;
  - o Operate HMIS effectively and efficiently, based on the available funding sources, as approved;
  - o Comply with all HUD HMIS standards and other applicable laws;
  - o Develop a process for measuring System Wide Performance Measures and provide reports on a minimum quarterly basis and
  - o Apply for CoC Program funds, as needed, and charge agencies user license fees and/or program fees.

  See the TX BoS CoC's HMIS Policies and Procedures and related documents for more details.

- Point in Time (PIT) Count, Housing Inventory Count (HIC), and Needs Assessment
  - o Coordinate with LHCs and with other stakeholders in BoS CoC communities to conduct the Point-in-Time (PIT) count;
  - o Coordinate with LHCs and use HMIS data to provide the corresponding Housing Inventory Count (HIC) data; and
  - o Coordinate unmet needs and/or gaps assessments.

- CoC Program Performance Evaluation
  - o Assist the CoC with establishing performance targets appropriate for population and program type;
  - o Collect and report on HUD program performance data through analysis of HMIS and AHAR data;
  - o Provide staff for performance evaluation of CoC Program-funded projects;
  - o Compile and prepare results to report, at least two times per year to the CoC Board;
  - o Ensure open and fair methods of communication and processes in the monitoring of projects' performance; and
  - o Provide and/or arrange for training and technical assistance on topics of relevance to the CoC and for agencies not meeting CoC performance standards.

- Collaboration with ESG Recipients
  - o Establish and operate a Coordinated Entry (CE) process;
  - o Establish and consistently follow written standards for providing homeless assistance;

- o Consult with ESG program recipients within the BoS CoC on the plans for allocating ESG funds;
- o Report on and evaluate the performance of ESG program recipients and sub recipients; and provide information required to complete HUD's Consolidated Plans within the TX BoS CoC's geographic area.

- • HUD Regulations
  - o Keep current and informed, and educate CoC members, on relevant changes in HUD rules and regulations.

- • Miscellaneous
  - o Perform other activities, as defined by the Lead Agency Annual Work Plan.

VI. AMENDMENT/NOTICES
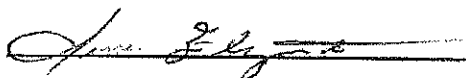
This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, e-mailed or delivered to:

1. Designated Representative of the TX BoS CoC Continuum of Care Board; and
2. Executive Director of the Texas Homeless Network, for signature by the Chair of the THN Board of Directors.

VII. TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 120 days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.
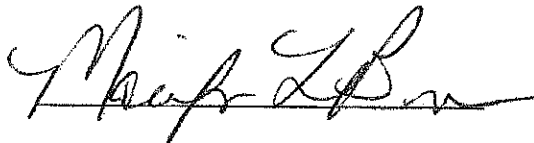
SIGNATURES:

_____
Authorized Signatory,
TX BoS Continuum of Care Board

Jesse Elizondo
Printed Name

_9-5-2017_
Date

_____
Chair,
Texas Homeless Network Board of Directors

Marilyn L Brown
Printed Name

_9-12-17_
Date

Texas Balance of State Continuum of Care

Homeless Management Information System (HMIS) Governance Charter

1. Purpose

This Governance Charter establishes a governance structure and defines key organizational elements of the Texas Balance of State Continuum of Care (CoC), Texas Homeless Network (THN), as the HMIS Lead Agency, as well as all eligible homeless assistance and service providers participating in HMIS.

The Charter describes how the CoC is governed in order to ensure integrity, accountability, relevance, effectiveness, sustainability, and impact. The contents of this Charter and the other core documents may evolve over time to reflect a greater diversity of participants, views, experience, and learning. The Charter was revised in November 2015.

2. Introduction

The Texas Balance of State (BoS) Continuum of Care (CoC) operates a locally administered, electronic data collection Homeless Management Information System (HMIS) to record and track longitudinal client-level information on the characteristics and needs of persons who access homeless housing and supportive services, and for persons who receive assistance or persons at risk of homelessness.

HMIS is used to aggregate data about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; understand patterns of service use; and measure the effectiveness of homeless assistance projects and programs. Data produced is used for planning and education.

3. Texas Balance of State CoC Responsibilities

As stated in the CoC Program Interim rule, the Texas BoS CoC is responsible for:

1. Designating one information system as the official HMIS software for the geographic area.

2. Designating an HMIS Lead to operate the HMIS.

3. Providing for governance of the HMIS Lead, including:
    - The requirement that the HMIS Lead enter into written HMIS Participation Agreements with each Contributing HMIS Organization (CHO) requiring the CHO to comply with federal

regulations regarding HMIS and imposing sanctions for failure to comply; and

- The participation fee, if any, charged by the HMIS;

4. Maintaining documentation evidencing compliance with this part and with the governance charter; and

5. Reviewing, revising and approving the policies and plans required by federal regulation.

4. Designations

4.1.   HMIS Software
The CoC designates Eccovia's ClientTrack System operated by THN as the official HMIS software for the Texas Balance of State CoC's geographic area.

4.2.   HMIS Lead
The Texas Balance of State CoC designates THN as the HMIS Lead to operate the Texas Balance of State CoC's HMIS.

5. Responsibilities of the HMIS Lead

In regards to the HMIS Lead set of responsibilities, the CoC Program Interim rule and HMIS Proposed Rule state we should:

5.1 Ensure the operation of and consistent participation by recipients of CoC and Emergency Solutions Grants (ESG) Program funds, including oversight of the HMIS and any necessary corrective action to ensure that the HMIS is in compliance with federal requirements;

5.2 Develop written HMIS policies and procedures in accordance with § 580.31 for all CHOs;

5.3 Execute a written HMIS Participation Agreement with each CHO, which includes the obligations and authority of the HMIS Lead and CHO, the requirements of the security plan and privacy policy with which the CHO must abide, sanctions for violating the HMIS Participation Agreement, and an agreement that the HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreement;

5.4 Serve as applicant to the US Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the CoC's geographic area, as directed by the Texas Balance of State CoC, and enter into grant agreements with HUD to carry out the HUD-approved HMIS activities;

5.5 Monitor and enforce compliance by all CHOs with HUD requirements, and reporting on compliance to the CoC and HUD;

5.6 Monitor data quality and taking necessary actions to maintain input of high-quality data from all CHOs;

5.7 The HMIS Lead must submit a security plan, an updated data quality plan, and a privacy policy to the CoC for approval within 6 months after the effective date of the HUD final rule establishing the requirements of these plans, and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead must review and update the plans and policy at least annually. During this process, the HMIS Lead must seek and incorporate feedback from the CoC and CHOs. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Texas Balance of State CoC.

6. Duties of the HMIS Lead

6.1. Texas Balance of State CoC HMIS Policies and Procedures

The HMIS Lead must adopt written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, its CHOs, and the Continuum of Care. These policies and procedures must comply with all applicable Federal laws and regulations, and applicable state or local governmental requirements. The HMIS Lead may not establish local standards for any CHO that contradicts, undermines, or interferes with the implementation of the HMIS standards as prescribed in this part.

6.2. Unduplicated Count

The HMIS Lead must, at least once annually, or upon request from HUD, submit to the Texas Balance of State CoC an unduplicated count of clients served and an analysis of unduplicated counts, when requested by HUD.

Homeless Management Information System (HMIS)

Policies and Procedures

Texas Balance of State Continuum of Care

TXBOS HMIS DATA CENTER

CONTACT INFO

Texas Homeless Network
1713 Fortview Road
Austin, TX 78704
www.thn.org
P: 512-482-8270
F: 512-478-9077

Don't hesitate to contact us: hmis@thn.org
For HMIS related questions, support, technical assistance, reports, data quality, trainings,

Anatomy of the HMIS Team

The HMIS Data Center is a division from Texas Homeless Network responsible to manage, monitor and report data for the TXBoS Continuum of Care.

Here at the HMIS Data Center our approach is direct: our team is part of your team.

We train and assist you.
We analyze your data and help you get better results.

Victoria Lopez | HMIS Support Specialist | victoria@thn.org

Benjamin Mahoney | HMIS Support Specialist | benjamin@thn.org

Jesús DeLeón-Serratos | HMIS Program Manager | jesus@thn.org

Website information on Texas Balance of State HMIS:
http://www.thn.org/balance-of-state-continuum-of-care/hmis-implementation-guide

The HMIS team provides ongoing assistance to all participating agencies. An agency can request additional training or onsite visits from the HMIS staff at any time:
http://www.thn.org/balance-of-state-continuum-of-care/hmis-support-center

Training Environment: https://www.clienttrack.net/txboshmis_training

ClientTrack Production Website: https://www.clienttrack.net/txboshmis/

Table of Contents

IMPLEMENTATION POLICIES AND PROCEDURES

Introduction

A Homeless Management Information System (HMIS) is a database used to record and track client-level information on the characteristics and service needs of homeless persons. An HMIS ties together homeless service providers within a community to help create a more coordinated and effective housing and service delivery system.

The U. S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs.

Texas Balance of State HMIS is staffed at Texas Homeless Network. THN has been designated by the CoC as the Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC and ESG Program Projects and other projects required to use HMIS in the TX BoS CoC. THN performs these tasks at the direction of the CoC, through the TX BoS CoC Board.

Agencies that participate in Texas Balance of State's HMIS are referred to as "participating agencies." Each participating agency needs to follow certain guidelines to help maintain data privacy and accuracy. The guidelines listed in this document do not replace the more formal and legally binding agency agreement that each agency signs before program implementation.

History

In 2001, Congress instructed the U.S. Department of Housing and Urban Development (HUD) to take measures to improve available data concerning homelessness in the United States. In response, HUD mandated all Continuums of Care regions to implement region-wide databases that would allow an unduplicated count of clients served. Out of this directive came the Homeless Management Information System (HMIS), a computerized data collection application that facilitates the collection of information on homeless individuals and families using residential or other homeless assistance service agencies, and stores that data in a centralized database for analysis.

Why is this important?

Having access to the HMIS represents a strategic advantage for service providers. The HMIS software selected by the Texas Balance of State CoC allows multi-level client data sharing between organizations, as well as client case coordination and electronic referrals. Our locally developed information-sharing model can prevent service duplications and enable collaboration between various homeless service providers, while limiting access to sensitive data. Client privacy is very important to us.

In addition to the standard data collection and reporting functionalities, the HMIS software includes a comprehensive case management module, bed management, performance measurement tools, ad-hoc reporting, software customization options, etc.

Lastly, providers already in HMIS are better positioned to apply for future funding opportunities, as many national and local funders now require HMIS participation.

IMPLEMENTATION POLICIES AND PROCEDURES

Texas Balance of State CoC HMIS Responsibilities

- Execute HMIS participation agreements;
- Monitor participating agencies compliance with applicable HMIS standards on a regular basis;
- Establish and review annually End User Agreements;
- Maintain and update as needed the files for HMIS software to include software agreements, HUD Technical Submissions, HUD executed agreements and Annual Performance Reports;
- Develop and maintain HMIS agency files to include original signed participation agreements, original signed user license agreements and all other original signed agreements pertaining to HMIS;
- Develop and update as needed a Data Quality Plan;
- Review and update HMIS Privacy Policy yearly;
- Develop and review annually the HMIS Security Plan, including disaster planning and recovery strategy;
- Review and update as need HMIS Policies and Procedures;
- Provide copies of the Data Quality Plan, Privacy Policy, Security Plan and Policy and Procedures to the HMIS Support Committee for review and feedback on an annual basis;
- Review national, state and local laws that govern privacy or confidential protections and make determinations regarding relevancy to existing HMIS policy;
- Provide new user training and refresher user training monthly;
- Pro-actively contact new users for immediate follow up and issuance of username and password to access HMIS in an effort to begin entry of data as soon as possible following training;
- Provide on-site technical support to agencies using HMIS for trouble-shooting and data input;
- Monthly review of HMIS data and bed lists to ensure that participating agency programs are using HMIS accurately;
- Provide assistance to agencies upon request for additional on-site training and support
- Conduct unduplicated accounting of homelessness annually.

Participating Agency Responsibilities

- Must comply with all applicable agreements;
- Execute and manage HMIS User License Agreements with all staff who have HMIS access;
- Comply with the HMIS Standards as appropriate;
- Accurately enter all required data into the HMIS system, including accurate and timely information into housing, where applicable.

HMIS Agency Participation Agreement

The Executive Director of any Participating Agency shall follow, comply, and enforce the HMIS Agency Participation Agreement (Appendix A). The Executive Director must sign an HMIS Agency Participation Agreement before granted access to HMIS. Signing of the HMIS Agency Participation Agreement is a precursor to training and user access.

- An original signed HMIS Agency Participation Agreement must be presented to the HMIS staff before any program is implemented in the HMIS.
- After the HMIS Agency Participation Agreement is signed, the HMIS staff will train end users to use HMIS.

IMPLEMENTATION POLICIES AND PROCEDURES

- A username and password will be granted to end users after required training is completed.

HMIS User License Agreement

End user of any Participating Agency shall follow, comply, and enforce the HMIS User License Agreement (Appendix B). Before given access to HMIS, the end user must sign an HMIS User License Agreement.

- The HMIS staff will provide the end user a HMIS User License Agreement for signature after completing required training.
- The HMIS staff will collect and maintain HMIS User License Agreements of all end users.

Data Collection Requirements

Participating Agencies will collect and verify the minimum set of data elements for all clients served by their programs within the timeframe outlined in the HMIS Data Quality Plan (Appendix C).

During client intake, end users must collect all the universal data elements set forth in the most recent version of the HMIS Data Standards Manual, May 2014. The universal data elements include:

- Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition

- Project Start Date
- Project Exit Date
- Destination
- Relationship to Head of Household
- Client Location
- Housing Move-In Date
- Living Situation.

End users must also collect all the program-specific data elements at program entry and exit set for in the most recent version of the HMIS Data Standards Manual. The program-specific data elements include:

- Income and Sources
- Non-Cash Benefits
- Health Insurance
- Disability Elements
- Physical Disability
- Developmental Disability
- Chronic Health Condition
- HIV/AIDS

- Mental Health Condition
- Substance Abuse
- Domestic Abuse
- Contact
- Date of Engagement
- Bed-Night Date
- Housing Assessment Disposition

HMIS Program Entry and Exit Date

End users of any Participating Agency must record the Program Entry Date of a client into HMIS no later than three (3) business days upon entering the program.

End Users of any Participating Agency must record the Program Exit Date of a client into HMIS no later than three (3) business days after exiting the program or receiving their last service. Enabling the "auto-exit" feature for programs is available at the Participating Agency's discretion. If enabled, clients enrolled in the program will automatically exit after the defined number of days of not receiving services defined as a "participating service" for that program, and record the date of the client's last day in the program as the last day a service was provided.

- End user must enter the month, day, and year of program enrollment and program exit.
- For returning clients, end user must record a new Program Entry Date and corresponding Program Exit Date.
- The system will trigger a warning when end users enter a Program Exit Date that is earlier than the Program Entry Date for a client.

HMIS Technical Support Protocol

The HMIS staff will provide a reasonable level of support to Participating Agencies via email, phone, and/or remote.

1. HMIS Users should first seek technical support from their agency HMIS expert.
2. If more expertise is required to further troubleshoot the issue, agency HMIS expert or HMIS User should submit request to:

o HMIS Support for general technical support at hmis@thn.org. Refrain from sending email correspondence directly to the HMIS Support Team.

3. Technical Support Hours are Monday through Friday (excluding holidays) from 8:00 AM to 5:00 PM.
4. Provide issue replication details if possible (or help recreate the problem by providing all information, screenshots, reports, etc.) so HMIS staff can recreate problem if required.
5. The HMIS staff will try to respond to all email inquiries and issues within three (3) business days, but support load, holidays, and other events may affect response time.
6. The HMIS staff will submit a ticket to software vendor if progress is stalled.

Participation Fees

The Texas Balance of State CoC reserves the right to charge a participation fee to use the system. Refer to the HMIS Fee Schedule (Appendix D) regarding fees.

SECURITY POLICIES AND PROCEDURES

Training

Each end user must complete the required New User Training prior to gaining access to HMIS. HMIS staff will provide training to all end users

- HMIS staff will provide New User Training to proposed end users.
- HMIS staff will provide new end users with a copy of the HMIS Policies and Procedures and HMIS User Guide.
- The table below lists the training courses offered.

Course Description	Course Detail
New User Training	Users will learn the basic skills and concepts needed in order to complete the client intake process.
Refresher Training	Help to refresh the skills of active users, as well as review any issues users may have with navigating through the system or the data collection process.
Reports Training	Users are given an overview of the various reporting options available in ClientTrack.
Data Explorer	Trains experienced users, with good knowledge of existing ClientTrack reports, on the usage of ClientTrack's ad hoc data analysis tool. (Limited to one user per agency per session)

User Authentication

Only users with a valid username and password combination can access HMIS. The HMIS staff will provide unique username and initial password for eligible individuals after completion of required training and signing of the HMIS User License Agreement.

- The Participating Agency will determine which of their employees will have access to the HMIS. User access will be granted only to those individuals whose job functions require legitimate access to the system.
- Proposed end user must complete the required training and demonstrate proficiency in use of system.
- Proposed end user must sign the HMIS User License Agreement stating that he or she has received training, will abide by the Policies and Procedures, will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the system relevant to the delivery of services to people.
- The HMIS staff will be responsible for the distribution, collection, and storage of the signed HMIS User License Agreements.
- The HMIS staff will assign new users with a username and an initial password.
- Sharing of usernames and passwords is a breach of the HMIS User License Agreement since it compromises the security to clients.
- The Participating Agency is required to notify the HMIS staff when end user leaves employment with the agency or no longer needs access.
- Users not logging into HMIS for more than 45 days will be locked out due to non-activity.

Passwords

Each end user will have access to HMIS via a username and password. Passwords will be reset every 180 days. End users will maintain passwords confidential.

- The HMIS staff will provide new end users a unique username and temporary password after required training is completed.
- End user will be required to create a permanent password that is between eight and sixteen characters in length. It must also contain characters from the following four categories: (1) uppercase characters (A through Z), (2) lower case characters (a through z), (3) numbers (0 through 9), and (4) non-alphabetic characters (for example, $, #, %).
- End users may not use the same password consecutively, but may use the same password more than once.
- Access permission will be revoked after the end user unsuccessfully attempts to log on five times. The end user will be unable to gain access until the HMIS staff reset their password.

Hardware Security Measures

All computers and networks used to access HMIS must have virus protection software and firewall installed. Virus definitions and firewall must be regularly updated.

Security Review

HMIS staff will complete an annual security review to ensure the implantation of the security requirements for itself and Participating Agencies. The security review will include the completion of a security checklist ensuring that each security standard is implemented. The TX Bos CoC board has selected the HMIS Manager to serve as the Security Officer.

Security Violations and Sanctions

Any end user found to be in violation of security protocols of their agency's procedures or HMIS Policies and Procedures will be sanctioned accordingly. All end users must report potential violation of any security protocols.

- End users are obligated to report suspected instances of noncompliance and/or security violations to their agency and/or HMIS staff as soon as possible.
- The Participating Agency or HMIS staff will investigate potential violations.
- Any end user found to be in violation of security protocols will be sanctioned accordingly. Sanction may include but are not limited to suspension of system privileges and revocation of system privileges.

CLIENT INFORMED CONSENT AND PRIVACY RIGHTS

Participating Agencies must obtained informed consent prior to entering any client personal identifiable information into HMIS. Written consent is required for data sharing. Services will not be denied if a client chooses not to include personal information. Personal information collected about the client should be protected. Each Participating Agency and end user must abide by the terms in the HMIS Agency Participation Agreement (Appendix A) and HMIS User License Agreement (Appendix B).

- Client must sign the Authorization to Disclose Client Information form (Appendix E) or consent of the individual for data collection may be inferred from the circumstances of the collection. Participating Agencies may use the Inferred Consent Notice (Appendix F) to meet this standard.

- Clients that provide permission to enter personal information allow for Participating Agencies within the continuum to share client and household data.

- If client refuses consent, the end user should not include any personal identifiers (First Name, Last Name, Social Security Number, and Date of Birth) in the client record.

- For clients with consent refused, end user should include a client identifier to recognize the record in the system.

- Participating Agencies shall uphold Federal and State Confidentiality regulations and laws that protect client records.

The HMIS standards and the HIPAA standards are mutually exclusive. An organization that is covered under the HIPAA standards is not required to comply with the HMIS privacy or security standards, so long as the organization determines that a substantial portion of its protected information about homeless clients or homeless individuals is indeed protected health information as defined in the HIPAA rules.

HIPAA standards take precedence over HMIS because HIPAA standards are finely attuned to the requirements of the health care system; they provide important privacy and security protections for protected health information; and it would be an unreasonable burden for providers to comply with and/or reconcile both the HIPAA and HMIS rules. This spares organizations from having to deal with the conflicts between the two sets of rules.

DATA POLICIES AND PROCEDURES

Data Quality

All data entered into HMIS must meet data quality standards. Participating Agencies will be responsible for their users' quality of data entry.

Definition:
Data quality refers to the timeliness, completeness, and accuracy of information collected and reported in the HMIS.

Data Timeliness:
End users must enter all universal data elements and program-specific data elements within three (3) days of intake.

Data Completeness:
All data entered into the system is complete.

Data Accuracy:
All data entered shall be collected and entered in a common and consistent manner across all programs.

- Participating Agencies must sign the HMIS Agency Participation Agreement (Appendix A) to ensure that all participating programs are aware and have agreed to the data quality standards.
- Upon agreement, Participating Agencies will collect and enter as much relevant client data as possible for the purposes of providing services to that client.
- All data will be input into the system no more than three (3) days of program entry.
- The HMIS staff will conduct monthly checks for data quality. Any patterns of error or missing data will be reported to the Participating Agency.
- End users will be required to correct the identified data error and will be monitor for compliance by the Participating Agency and the HMIS staff.
- End users may be required to attend additional training as needed.

Data Use and Disclosure

All end users will follow the data use Policies and Procedures to guide the data use of client information stored in HMIS.

Client data may be used or disclosed for system administration, technical support, program compliance, analytical use, and other purposes as required by law. Uses involve sharing parts of client information with persons within an agency. Disclosures involve sharing parts of client information with persons or organizations outside an agency.

- Participating Agencies may use data contained in the system to support the delivery of services to homeless clients in the continuum. Agencies may use or disclose client information internally for administrative functions, technical support, and management purposes. Participating Agencies may also use client information for internal analysis, such as analyzing client outcomes to evaluate program.

- The vendor and any authorized subcontractor shall not use or disclose data stored in HMIS without expressed written permission in order to enforce information security protocols. If granted permission, the data will only be used in the context of interpreting data for research and system troubleshooting purposes. The Service and License Agreement signed individually by the HMIS Lead Agency and vendor contain language that prohibits access to the data stored in the software except under the conditions noted above.

Data Release

All HMIS stakeholders will follow the data release Policies and Procedures to guide the data release of client information stored in HMIS.

Data release refers to the dissemination of aggregate or anonymous client-level data for the purposes of system administration, technical support, program compliance, and analytical use.

- No identifiable client data will be released to any person, agency, or organization for any purpose without written permission from the client.

- Aggregate data may be released without agency permission at the discretion of the Continuum. It may not release any personal identifiable client data to any group or individual.

APPENDICES

Appendix	Document Title
Appendix A	HMIS Agency Participation Agreement
Appendix B	HMIS User License Agreement
Appendix C	HMIS Data Quality Plan
Appendix D	HMIS Fee Schedule
Appendix E	Authorization to Disclose Client Information
Appendix F	Inferred Consent Notice
Appendix G	Privacy Notice
Appendix H	Data Use and Security Agreement

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Homeless Management Information System
Agency Participation
Agreement by and
between
Texas Balance of State CoC and

Agency Name: _____

I   BACKGROUND AND PURPOSE

The Homeless Management Information System (HMIS) is the information system designated by the Texas Balance of State Continuum of Care (CoC) to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

The U.S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs. Through the HMIS, CoC programs and clients benefit from improved internal and external coordination that guides service and systems planning. A robust HMIS also helps communities engage in informed advocacy efforts, including the pursuit of policies that result in targeted services. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of different subpopulations. Additionally, use of the HMIS by agencies not funded by HUD provides benefits to both these agencies and the homeless provider community at large, including the avoidance of service duplication through the sharing of client data and program enrollments. HMIS participation also positions agencies for future funding, as many private foundations now require it.

II GENERAL PROVISIONS

A. AGREEMENT, UNDERSTANDING AND RESPONSIBILITIES

Texas Balance of State CoC has designated Texas Homeless Network as the HMIS Lead Agency. All homeless assistance and homelessness prevention service providers in this CoC are eligible to become HMIS Partner Agencies, except for domestic violence providers covered by the Violence Against Women Act (VAWA).

The parties share a common interest in serving the homeless population and those at risk of becoming homeless while reducing the current number of homeless in the CoC service area. The purpose of this APA is to set out the provisions for the implementation, maintenance, coordination, and operation of the HMIS.

THN is responsible for administering the HMIS on behalf of the CoC, including the implementation, project management, training, maintenance, help desk support and – in coordination with the HMIS Software Provider – the enhancement and upgrading of the HMIS software. The Partner Agency is responsible for entering client data in the HMIS according to program type requirements. Detailed responsibilities are listed in sections below.

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B. SCOPE

This APA addresses the respective responsibilities of THN and the Partner Agency for ongoing HMIS service and activities. The specific responsibilities of the parties to this agreement for the confidentiality, reporting requirements, training, policies and procedures, hardware and software for the HMIS are clearly defined herein to ensure an effective, efficient, and secure system. All addendums referenced in this agreement are also part of the agreement. THN will abide by all applicable laws, and the Partner Agency will be expected to do the same.

III   THN DUTIES AND RESPONSIBILITIES

THN will:

A. GENERAL

1) In consultation with the CoC, select the HMIS Software Provider, define the HMIS program and implement its standards, promote awareness of the program to all interested parties, and monitor the program's successes and failures in order to validate its effectiveness.
2) Be the sole liaison between the Partner Agency and the HMIS Software Provider; user questions concerning the software are to be directed only to THN.
3) Develop, implement, and maintain privacy, confidentiality, and security protocols for the HMIS.
4) Provide a standard HMIS training and technical support package to all Partner Agencies.
5) In collaboration with the HMIS Software Provider, take all necessary precautions to prevent any destructive or malicious programs from being introduced to the HMIS and, through it, to the Partner Agencies. THN will employ all appropriate measures to detect virus infection and all appropriate resources to efficiently disinfect any affected systems as quickly as possible.
6) Notify the Partner Agency of HMIS failure, errors, and/or problems immediately upon discovery.
7) Provide help desk service during designated open hours.
8) Provide all other reasonably expected activities regarding the operation of the HMIS.

B. PRIVACY, CONFIDENTIALITY AND SECURITY

1) Maintain all client-identifying information in strictest confidence, using the latest available technology. THN may suspend HMIS access to any user or Partner Agency for the purpose of investigating suspicion of breached confidentiality.
2) Contract with the HMIS Software Provider to maintain and administer central and backup server operations including security procedures and daily system backup to prevent the loss of data.
3) Monitor access to the HMIS in order to detect violations of information security protocols and maintain for inspection accurate logs of all changes made to the information contained within the database.
4) Issue user accounts, passwords, and certificates of participation (when requested) for HMIS users, provided that:
   a. The Partner Agency has signed the HMIS APA,
   b. The Partner Agency has paid the current year's applicable participation fee,
   c. The HMIS Lead agency has received signed User License Agreements, and
   d. The user has successfully completed the HMIS user training, including any related testing
5) Periodically change Partner Agency passwords for security purposes and lock out user accounts after a specified period of inactivity.
6) Comply with the HMIS Privacy Policy and not release personally identifiable information to any person, agency, or organization, unless allowed by the HMIS Privacy Policy.

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7) Conduct Partner Agency site visits to ensure compliance with privacy and security protocols.

C. USER TRAINING AND PROGRAM SETUP

1) Conduct the initial software training for all new HMIS users.
2) Provide training materials, including user manuals with definitions and instructions, to each individual who attends the training class.
3) Set up Partner Agency programs according to the HMIS Data Standards, including related grants, services, assessments, housing units, and other applicable options in the HMIS software.
4) Provide additional trainings according to the user role, program type, or specific activities. These trainings may include classroom refreshers, reporting trainings, group webinars, one-on- one instructions, etc.
5) Provide other HMIS-related trainings upon request.

IV   PARTNER AGENCY DUTIES AND RESPONSIBILITIES

The Partner Agency will:

A. GENERAL

1) Strictly adhere to all policies and procedures contained in the APA, as it may be amended from time to time, and all of its appendices. A copy of this agreement can be found at www.thn.org, and a signed hard copy will be provided to the Partner Agency.
2) Maintain at least two active user accounts at any one time.

B. PRIVACY AND CONFIDENTIALITY

1) Comply with all federal and state laws and regulations and with all HMIS policies and procedures (particularly the HMIS Data and Technical Standards Final Notice from July 2004 and the HMIS Data Standards Revised Notice from May 2014) relating to the collection, storage, retrieval, and dissemination of client information.
2) Comply with the HMIS Privacy Policy.
3) Obtain client consent upon the initial visit before any data is collected. The consent can be:
   a. Written: signed release of information (ROI) form kept in a local file
   b. Verbal: the client gives oral permission to the witness (intake worker/case manager)
   c. Inferred (baseline): the agency must post a visible privacy sign at the service site
4) Collect and maintain records of all client informed consents and release of information authorization forms in accordance with the HMIS policies and procedures.
5) Take all reasonably necessary precautions to prevent destructive or malicious programs (including but not limited to viruses or spyware) from being introduced to any part of the HMIS, including users' computers. Employ reasonably appropriate measures to detect virus or spyware infection and deploy all reasonably appropriate resources to efficiently disinfect any affected systems as quickly as possible.

C. DATA QUALITY AND MONITORING

1) Get familiar and fully comply with the latest HMIS Data Quality Plan. This plan is posted on the THN website, www.thn.org, and available in hard copy upon request.
2) Enter data into the HMIS within the timeframe as specified in the Data Quality Plan. Timely data entry prevents duplication of client records and other shared transactions, such as enrollments and services. It also allows good quality data for both program-specific and aggregate reports.

Partner Agencies and their HMIS users may be held liable in the event that a preventable duplication occurs as a result of missing, late, or incomplete data entry. Repetitive lack of timely entry can result in official reports of concern and possible findings against the Partner Agency and could culminate in official penalties up to and including loss of project funding.

3) Collect all HUD mandatory data elements, according to the data completeness and accuracy requirements.
4) Take all steps reasonably necessary to verify the information provided by clients for entry into the HMIS, and to see that it is correctly entered into the HMIS by the Partner Agency user.
5) Immediately notify THN when a programmatic, personnel, or other issue arises that precludes the Partner Agency from entering the HMIS data within the allowed timeframe. By informing the THN in a timely fashion, THN and the Partner Agency can work together to craft an interim solution that is minimally disruptive to the HMIS as a whole.
6) Take all steps reasonably necessary to insure that no profanity, offensive language, malicious information or discriminatory comments based on race, ethnicity, religion, national origin, disability, age, gender, or sexual orientation are entered into the HMIS.
7) Do not knowingly upload material into the HMIS that is in violation of any federal or state regulations, including, but not limited to: copyrighted material, material legally judged to be threatening or obscene, and material known to the Partner Agency to be confidential trade secrets.
8) Allow the THN staff to conduct periodic monitoring and reviews of the original documentation in client files to ensure data accuracy. This monitoring is limited only to the client information relevant to HMIS data collection.

D. TRAINING

1) Ensure that each Partner Agency HMIS user has attended the appropriate training, has signed the User License Agreement and agreed to it, and has been authorized by THN to access the system in accordance with the HMIS policies and procedures.
2) Ensure that the Partner Agency program managers or assigned HMIS liaisons attend the quarterly HMIS Forums or other THN-sponsored HMIS trainings, stay current with the HMIS policies and procedures, and relate updated information to all HMIS users at his/her Partner Agency.
3) Assess the HMIS users' data entry or reporting skills and sign up for additional training if needed.

E. SECURITY

1) Limit HMIS access only to authorized users and follow all HMIS protocols for monitoring those users. THN reserves the right to terminate access to any HMIS user who breaches client confidentiality or system security protocols.
2) Do not knowingly permit any person to enter or use the HMIS unless and until:
   a. The person has completed the required HMIS training,
   b. THN has issued that person the appropriate user account and Password, and
   c. Both the APA and the User License Agreement have been signed and returned to THN.
3) Maintain copies of all User License Agreements signed by Partner Agency personnel to whom user accounts have been issued.
4) Designate a staff person to act as the Partner Agency security officer, responsible for the implementation of the HMIS security procedures at the Partner Agency level.
5) Fully comply with the HMIS Privacy Policy.
6) Not knowingly release any HMIS data to any person or organization that is not part of the HMIS, unless such release is covered by the HMIS Privacy Policy.
7) Develop an internal procedure to be used in the event of a violation of any of the HMIS security protocols.

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8) Develop and adhere to local security standards that should include the following:
   a. Products: Physical security (door locks, computer screen view, local network passwords, firewall)
   b. People: Personnel security (authorized users only, local oversight of usage)
   c. Procedures: Organizational security (policies and procedures are in place)
9) Notify THN within one (1) business day of the separation from the Partner Agency of any employee who was a user of the HMIS. Notification should preferably occur by close of business on the day of employee separation.

V   FEES & COST

A. AGENCY PARTICIPATION COST

1) Cost detail, including all fees payable by Partner Agencies to THN, is shown in the HMIS Fee Schedule addendum to this APA.
2) All payments must be issued on a company check and made payable to "Texas Homeless Network".

B. PAYMENTS

1) Partner Agencies are allowed a ninety (90) day grace period to pay any agency or program fees.
2) THN reserves the right to suspend Partner Agency user licenses until the full payment is received.

C. EXEMPTION FOR CERTAIN GOVERNMENT AGENCIES

1) Government agencies that are part of the CoC are exempt from paying the participation fees.

VI   TERM OF AGREEMENT

A. TERM

1) This Agency Participation Agreement is effective on date it is countersigned by the CEO or Executive Director on the signature page of this Agreement and shall remain in effect for 1 year ("Initial Term") unless terminated pursuant to paragraph VI B hereof. This Agency Participation Agreement shall automatically renew each year on the anniversary date for up to ten years, subject to termination as provided in paragraph VI B hereof. Upon expiration of the Initial Term, this Agreement will be automatically renewed for 10 additional successive 1-year terms on the same terms and conditions. If the Participating Agency chooses not to renew this Agreement, the CEO or Executive Director shall notify Contractor of non-renewal at least 30 days before the expiration of the then-current term.

B. TERMINATION

1) Either party has the right to terminate this APA with a 30-day prior written notice to the other party.
2) THN reserves the right to amend the APA with a 30-day notice sent to all Partner Agencies.
3) If either party believes the other to be in default of any one or more of the terms of this APA, that party will notify the other in writing of such default. The other party shall then have ten (10) days in which to cure such default. If such default is cured within such period, this APA will continue in

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effect. If such default is not cured within such period, the non-defaulting party shall have the right to declare the APA to be immediately terminated.

4) If this APA is terminated, THN HMIS and its remaining Partner Agencies shall retain their right to the use of all client data previously entered by the terminating Partner Agency, subject to any restrictions requested by the client.

C. ADDENDUMS

The following Addendums are part of this Agency Participation Agreement:

1) HMIS Privacy Policy
2) HMIS Data Quality Plan
3) HMIS Fee Schedule

If a conflict among this Agreement and the Addendums arises, this Agreement shall control over the Addendums.

The signature of the parties hereto indicates their agreement with the above terms and conditions. The Parties have executed this Agreement in multiple copies, each of which is an original.

Agency Name: _____

By   _____   _____
       AGENCY CEO/   DATE
       EXECUTIVE DIRECTOR

_____
      PRINT NAME

Texas Homeless Network

By   _____   _____
       ERIC SAMUELS   DATE
       PRESIDENT & CEO

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Name: _____   **Email:** _

Organization: _____   **Workgroup(s):** _

The Texas BoS CoC's Homeless Management Information System (HMIS) of choice is ClientTrack. ClientTrack (trademarked and copyrighted by Eccovia Solutions) is a client information system design to store longitudinal person-level information about the men, women and children who access homeless and other human services in a community.

HMIS is used to configure, facilitate, and protect data integrity and sharing among Contributory HMIS Organizations (Partner Agencies) for the purpose of coordinated service delivery and reporting in the CoC region. Texas Homeless Network (THN) is the HMIS Lead Agency as defined by HUD.

The purpose of this License Agreement is to ensure proper use of HMIS licenses issued to the Partner Agencies users (HMIS User). The steps required for acquiring, maintaining and terminating HMIS licenses are listed below.

GET A NEW HMIS USER LICENSE

HMIS licenses are available only to participating Partner Agencies who sign and abide by the HMIS Agency Participation Agreement. Each prospective user and direct supervisor must sign and submit the HMIS User Agreement (this document) to the HMIS Data Center. A user license will only be issued upon successful completion of the initial HMIS user training and receipt of signed documentation.

User ID and temporary password will be sent by email to the new user or supervisor within three workdays of completed training. The user shall log into ClientTrack HMIS using the temporary password and change it according to provided instructions. Any issues with login, User ID, password, etc. must be reported immediately to the HMIS Data Center via email or phone.

KEEP YOUR CURRENT HMIS USER LICENSE

Users not participating into HMIS for more than 45 days will be locked out due to non-activity. THN requires a fee to reactivate a locked out account; the fee must be paid with the company check and sent to THN office. Certain user licenses may be exempt from this rule if previously approved by THN.

Passwords must be changed annually, but HMIS Data Center recommends users change them every 90 days. If a user forgets the password, user should use proper channels to re-set the password. Hint: it's part of the HMIS Training.

TERMINATE A HMIS USER LICENSE

THN HMIS Data Center staff must be notified by user's supervisor when an HMIS user leaves the agency or transfers positions and will no longer access HMIS. This notification must be made within 24 hours by email, or phone. THN HMIS Data Center staff may terminate a user license for a number of reasons, including: fraud, misuse, negligence, license sharing, inactivity, client duplication, etc. HMIS User's supervisor will be notified of any license terminations. An HMIS User license may be reactivated in some cases, provided that the user's supervisor is informed, gives assurances about future usage and the User gets a new training.

HMIS USER RESPONSIBILITY

Your User ID and Password give you access to THN HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of your HMIS Credentials. Failure to uphold the standards of the THN HMIS is grounds for immediate termination from the THN HMIS and may result in personnel action.

_____I have read and understand the THN HMIS Policies and Standard Operating Procedures (or have been trained on them) and will abide by the protocols set forth in that document.

_____I have read and understand the THN HMIS Data Quality Plan (or have been trained on it) and will abide by the protocols set forth in that document.

_____My User ID and Password are for my use only and **must not** be shared with anyone including my Local HMIS Admin and Executives.

_____I understand that the only individuals who are allowed to view information in the HMIS system are authorized users and the Clients to whom the information pertains.

_____I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____Failure to log off the THN HMIS appropriately may result in a breach in client confidentiality and system security. Therefore, I will log off of the THN HMIS each time I use it.

_____Hard copies of HMIS information, if needed, must be kept in a secure file.

_____If hard copies of HMIS information are no longer needed, they must be properly destroyed.

_____If I notice or suspect a security breach or abuse of client confidentiality, I will immediately notify my Local HMIS Administrator or THN HMIS Data Center staff.

CODE OF ETHICS

_____I will maintain a high standard of professional conduct when accessing HMIS.

_____I understand that in accordance with the Agency Partnership Application and the HMIS Data Quality Plan:

- HMIS User is responsible for creating and maintaining client records in HMIS, including enrollments, assessments, services, housing check-ins, etc.

- HMIS User will not misrepresent client records and other transactions in HMIS by knowingly entering inaccurate information (e.g., user will not purposely enter inaccurate information on a new record or to override the information entered by another agency).

_____The THN HMIS User must treat clients and users from participating partner agencies with respect, fairness and good faith.
- Discriminatory comments based on race, color, religion, national origin, ancestry, disability, age, sex and/or sexual orientation are not permitted in HMIS.
- Partner agency users will not use HMIS with intent to defraud the federal, state, or local government; an individual entity; or to conduct any other illegal activity.
- Partner agency users will not disclose any personal client information without written consent from the client or as allowed by the HMIS Privacy Policy

By signing the HMIS User Agreement, you agree to comply with the above terms and conditions.

HMIS User (Signature)	**Date**
Local HMIS Administrator (Name)	**Local HMIS Administrator (Signature)**

DO NOT WRITE IN THIS SECTION. FOR THN HMIS DATA CENTER STAFF ONLY

Date of Training: _____   Training Method: _____
Trainer: _____   HMIS Access: _____

Homeless Management Information System (HMIS)

Data Quality Plan

Texas Balance of State Continuum of Care

CONTACT INFORMATION

Texas Homeless Network

1713 Fortview Road Jesús DeLeón-Serratos Austin, TX 78704

Tel: 512-861-2155
Fax: 512-478-9077

Website information on Texas Balance of State HMIS:

http://www.thn.org/balance-of-state-continuum-of-care/hmis-implementation-guide

The HMIS team provides ongoing assistance to all participating agencies. An agency can request additional training or onsite visits from the HMIS staff at any time:

http://www.thn.org/balance-of-state-continuum-of-care/hmis-support-center

Training Environment:

https://www.clienttrack.net/txboshmis_training

ClientTrack Production Website: https://www.clienttrack.net/txboshmis/

HMIS help desk:

hmis@thn.org

Table of Contents

INTRODUCTION

This document describes the Homeless Management Information System (HMIS) data quality plan for Texas Balance of State Continuum of Care (CoC). The document includes data quality plan and protocols for ongoing data quality monitoring that meets requirements set forth by the Department of Housing and Urban Development (HUD). It is developed by Texas Homeless Network (HMIS Lead Agency), in coordination with the HMIS participating agencies and community service providers. This HMIS Data Quality Plan is to be updated annually, considering the latest HMIS data standards and locally developed performance plans.

What is a Data Quality Plan?

A data quality plan is a community -level document that facilitates the ability of the CoC to achieve statistically valid and reliable data. A data quality plan sets expectations for the CoC, the HMIS Lead Agency, and the end users to capture valid and reliable data on persons accessing the homeless assistance system throughout the community.

Developed by the HMIS Lead Agency and formally adopted by the CoC, the plan:

- Identifies the responsibilities of all parties within the CoC with respect to data quality;

- Establishes specific data quality benchmarks for timeliness, completeness, accuracy, and consistency;

- Describes the procedures for implementing the plan and monitoring progress toward meeting data quality benchmarks; and

- Establishes a timeframe for monitoring data quality on a regular basis.

HMIS Data Standards

In 2010 the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. Since then many of the federal agencies that provide McKinney-Vento Act and other sources of funding for services to specific homeless populations have joined together and are working with HUD to coordinate the effort.

In May, 2014, HUD published a revised final HMIS Data Standards. The May, 2014 Data Standards revise and replace the March, 2010 HMIS Data Standards by which client- and program-level data reporting have been guided. The May, 2014 HUD Data Standards identify Universal Data Elements, and Program Specific Data Elements which are required of all homeless programs participating in the HMIS. Frequency of data collection and subsequent entry into the HMIS are also required.

IMPLEMENTATION POLICIES AND PROCEDURES

HMIS is now used by the federal partners and their respective programs in an effort to end homelessness, which includes:

- **U.S. Department of Housing and Urban Development (HUD)**
  - Office of Special Needs Assistance Programs (SNAPS)
  - Continuum of Care (CoC) Program
  - Emergency Solutions Grants (ESG)Program
  - Housing Opportunities for Persons with AIDS program (HOPWA)
  - HUD-Veterans Affairs Supportive Housing (HUD/VASH)
  - Rural Housing Stability Assistance Program (RHSP)
- **U.S. Department of Health and Human Services (HHS)**
  - Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
    - Runaway and Homeless Youth (RHY)
  - Substance Abuse and Mental Health Services Administration (SAMHSA)
  - Projects for Assistance in Transition from Homelessness (PATH)
- **U.S. Department of Veteran Affairs (VA)**
  - Supportive Services for Veteran Families Program (SSVF)
  - Community Contract Emergency Housing (HCHV/EH)*
  - Community Contract Residential Treatment Program (HCHV/RT)*
  - Domiciliary Care (HCHV/DOM)*
  - VA Community Contract Safe Haven Program (HCHV/SH)*
  - Grant and Per Diem Program (GPD)*
  - Compensated Work Therapy Transitional Residence (CWT/TR)*

Data Collection Requirements

Participating Agencies will collect and verify the minimum set of data elements for all clients served by their programs within the timeframe outlined in the HMIS Data Quality Plan (Appendix C).

During client intake, end users must collect all the universal data elements set forth in the most recent version of the HMIS Data Standards Manual, May 2014. The universal data elements include:

- Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Project Start Date
- Project Exit Date
- Destination
- Relationship to Head of Household
- Client Location
- Housing Move-In Date
- Living Situation.

End users must also collect all the program-specific data elements at program entry and exit set for in the most recent version of the HMIS Data Standards Manual. The program-specific data elements include:

- Income and Sources
- Non-Cash Benefits
- Health Insurance
- Disability Elements
- Physical Disability
- Developmental Disability
- Chronic Health Condition
- HIV/AIDS
- Mental Health Condition
- Substance Abuse
- Domestic Abuse
- Contact
- Date of Engagement
- Bed-Night Date
- Housing Assessment Disposition

TIMELINESS

Entering data in a timely manner can reduce human error that occurs when too much time has elapsed between the data collection, or service transaction, and the data entry. The individual doing the data entry may be relying on handwritten notes or their own recall of a case management session, a service transaction, or a program exit date; therefore, the sooner the data is entered, the better chance the data will be correct. Timely data entry also ensures that the data is accessible when it is needed, either proactively (e.g. monitoring purposes, increasing awareness, meeting funded requirements), or reactively (e.g. responding to requests for information, responding to inaccurate information).

Deadlines

All data shall be entered into HMIS in a timely manner. Toward that end, the following data entry deadlines are set forth:

- Emergency Shelters: Universal Data Elements and Housing Check-In/Check-Out are entered within 1 workday (24 work hours after the check-in/check-out time)

- Transitional and Permanent Supportive Housing Programs: Universal Data Elements, Program- Specific Data Elements, and Housing Check-In/Check-Out are entered within 3 workdays

- Rapid Re-Housing and Homelessness Prevention Programs: Universal and Program-Specific Data Elements are entered within 1 workday (24 work hours after the enrollment/eligibility established)

- Outreach Programs: Limited data elements entered within 3 workdays of the first outreach encounter. Upon engagement for services, all remaining Universal Data Elements entered within 3 workdays

- Supportive Services Only Programs: Universal Data Elements are entered within 3 workdays

COMPLETENESS

Complete HMIS data helps a CoC meet various funding compliance requirements, and ensures that persons in the homeless assistance system receive the services needed to secure and maintain permanent housing. Additionally, it is necessary to fully understand the demographic characteristics and service use of persons accessing the homeless housing and services in the community. Complete data facilitates confident reporting and analysis on the nature and extent of homelessness, including:

- Unduplicated counts of persons served;

- Patterns of use of persons entering and exiting the homeless assistance system in the

community; and

- Evaluation of the effectiveness of the community's homeless assistance system.

Universal Data Elements

The Continuum of Care's goal is to collect 100% of all data elements. However, the CoC recognizes that this may not be possible in all cases. Therefore, the CoC has established an acceptable range of
missing/null, don't know, refused, and data not collected responses, depending on the data element and the type of program entering data.

Target

All data in the HMIS shall be collected and entered in a common and consistent manner across all programs. Data collection and entry should be conducted in accordance with the most current HUD HMIS Data Standards. See Appendix A

All Clients Served

HUD expects that all clients receiving housing and/or services through the homeless assistance system will have their service delivery documented in HMIS. If a program only enters data on a few of its clients, the program's efficacy cannot accurately be determined. Incomplete data may erroneously reflect low bed
utilization rates (for housing programs), and may inaccurately reflect client's progress in meeting programmatic goals (i.e. employment, transitioning to permanent housing).

Target

All programs using the HMIS shall enter data for one hundred percent (100%) of clients served.

Bed Utilization

One of the primary features of the HMIS is its ability to record the number of client stays or bed nights at a homeless residential facility. A program's bed utilization rate is the number of beds occupied as a percentage of the entire bed inventory. When a client is enrolled into a residential program (emergency, transitional, or permanent), s/he is assigned to a bed or unit. The client remains in that bed or unit until s/he is transferred to another bed or unit, or is exited from the program. When the client is exited from the program, s/he is also exited from the bed or unit in the HMIS.

The CoC recognizes that new projects may require time to reach the projected occupancy numbers and will not expect them to meet the utilization rate requirement during the first operating year.

Target

A program's bed utilization rate is an excellent barometer of data quality. A low utilization rate could reflect low occupancy, but it could also indicate that data is not being entered in the HMIS for every client served. A high utilization rate could reflect that the program is over capacity, but it could also indicate that clients have not been properly discharged from the program in the HMIS.

Housing Program Type	Target Utilization Rate (%)	Acceptable Utilization Rate (%)
Emergency Shelter	75%	65%
Transitional Housing	90%	65%
Permanent Housing	90%	65%

ACCURACY

Accurate collection and entry of data into the HMIS ensures that the data is the best possible representation of reality as it relates to homeless persons and the programs that provide homeless housing and services.

Data in the HMIS should accurately reflect client data recorded in the client's file, along with information known about the client and the housing and/or services received by the client.

Target

All data entered into the HMIS shall be a reflection of information provided by the client and as documented in the client's file. Changes or updates in client information shall be reflected in the HMIS as they occur. To ensure the most up-to-date and complete data, data entry errors should be corrected monthly, or more frequently as required.

CONSISTENCY

Consistency of data directly affects the accuracy of data. Consistency ensures that data is understood, collected, and entered in the same manner across all programs in the HMIS. Basic enrollment, annual assessment, and exit workflows/forms, designed to capture client data pursuant to HUD's HMIS Data Standards, provide for common and consistent data collection and are available to all programs. To that end, all intake and data entry staff will complete an initial training before accessing the production HMIS system.

Target

All data in the HMIS shall be collected and entered in a common and consistent manner across all programs. Data collection and entry should be conducted in accordance with the most current HUD HMIS Data Standards.

MONITORING

The purpose of monitoring is to ensure that the agreed-upon data quality targets are met to the greatest extent possible, and that data quality issues are quickly identified and resolved. The CoC recognizes that the data produced from the HMIS is critical to meet the reporting and compliance requirements of HUD, the individual agencies, and the CoC as a whole.

Target

When data quality benchmarks are met, reporting will be more reliable and can be used to evaluate service delivery, program design and effectiveness, and efficiency of the system. All HMIS participating agencies are expected to meet the data quality benchmarks described in this document. To achieve this, HMIS data will be monitored and reviewed in accordance with the schedule outlined in this section. All monitoring will be conducted by the HMIS Lead Agency with the full support of the CoC.

Roles and Responsibilities

- **Data Timeliness:** The HMIS support staff will measure timeliness by running custom reports in ClientTrack's Data Explorer tool. Programs of different types will be reviewed separately. The agency will be required to improve their data timeliness or provide explanation before the next month's report.

- **Data Completeness:** The HMIS support staff will measure completeness by running APRs, Universal Data Quality, or custom Data Explorer reports, and compare any missing rates to the data completeness benchmarks. The agency will be required to improve their data completeness rate or provide explanation before the next month's report.

- **Data Accuracy:** The HMIS support staff will review source documentation during the annual site visits. The agency staff is responsible to make this documentation available upon request. Outreach programs may be exempt from the data accuracy review.

Monitoring Frequency

- Monthly Review: Data Timeliness and Data Completeness

- Annual Review – site visits: Data Accuracy

- Other: Data quality monitoring may be performed outside of the regularly scheduled reviews, if requested by program funders or other interested parties (the agency itself, HMIS Lead Agency, CoC, HUD, or other Federal and local government agencies)

Compliance

- Data Timeliness: The average timeliness rate in any given month should be within the allowed timeframe.

- Data Completeness: There should be no missing (null) data for required data elements. Responses that fall under unknown (don't know or refused) should not exceed the allowed percentages in any given month. Housing providers should stay within the allowed utilization rates.

- Data Accuracy: The percentage of client files with inaccurate HMIS data should not

exceed 10%. (For example, if the sampling includes 10 client files, then 9 out of 10 of these files must have the entire set of corresponding data entered correctly in HMIS.)

Data Quality Reporting and Outcomes

Each month agencies are required to submit the Universal Data Quality report for all participating HMIS programs. Additionally, agencies are required to submit a quarterly Data Quality Certification (Appendix B) for all participating HMIS programs. The certification will include any findings and recommended corrective actions. If the agency fails to make corrections, or if there are repeated or egregious data quality errors, the HMIS Staff may notify the agency's funders or community partners about non-compliance with the required HMIS participation.

HMIS data quality certification is now part of several funding applications, including for CoC and ESG programs. Low HMIS data quality scores may result in denial of this funding.

INCENTIVES AND ENFORCMENT

Timely HMIS data entry ensures that the data is accessible when it is needed, whether for monitoring purposes, meeting funding requirements, responding to requests for information, or for other purposes. Complete HMIS data is necessary to fully understand the demographic characteristics and service use of persons accessing the homeless housing and services in the community. Complete data facilitates confident reporting and analysis on the nature and extent of homelessness throughout the CoC. Complete HMIS data helps the CoC meet various funding compliance requirements, and ensures that persons in the homeless assistance system receive the services needed to secure and maintain permanent housing. Accurate collection and entry of data into the HMIS ensures that the data is the best possible representation of reality as it relates to homeless persons and the programs that provide homeless housing and services. Consistency of data directly affects the accuracy of data. Consistency ensures that data is understood, collected and entered in the same manner across all programs in the HMIS.

All HMIS participating agency administrators must ensure that these minimum data entry standards are fulfilled for every program utilizing the HMIS.

Target

To ensure that HMIS participating agencies meet the minimum data entry standards set forth herein, a copy of this Data Quality Plan will be posted to the HMIS Lead's website. Sample intake, annual update and discharge forms will also be posted to the HMIS Lead's website. Participating agencies will provide data quality reports to the HMIS Lead Agency in accordance with the monitoring schedule described in the
"Monitoring" section to facilitate compliance with the minimum data entry standards.

Agencies that meet the data quality benchmarks will be periodically recognized by the CoC. HMIS participating agencies that do not adhere to the minimum data entry standards set forth herein will be notified of their deficiencies and provided with specific information regarding the nature of the deficiencies and methods by which to correct them. HMIS participating agencies will be given one month to correct any identified data quality issues. Training will be offered to agencies that remain noncompliant with the minimum data entry standards. HMIS participating agencies continuing in default may have HMIS access suspended until such time as agencies demonstrate that compliance with minimum data entry standards can be reached.

APPENDICES

Appendix	Document Title
Appendix A	Target – Universal Data Elements
Appendix B	Data Quality Certification – Emergency and Day Shelter
Appendix C	Data Quality Certification – Permanent, Transitional Housing and Supportive Services Only
Appendix D	Data Quality Certification – Street Outreach

Target – Universal Data Elements

All Universal Data Elements must be obtained from each adult and unaccompanied youth who applies for services through the system. Most Universal Data Elements are also required for children age 17 years and under.

Universal Data Element	Permanent Housing, Supportive Services Only, Transitional Housing			Emergency Shelter/Day Shelter			
	Target	Acceptable NULL/Missing	Acceptable "Client don't know", "Client Refused"	Target	Acceptable NULL/Missing	Acceptable "Client don't know", "Client Refused"	Target
Name	100%	0%	0%	100%	0%	0%	75%
Social Security Number	100%	0%	5%	100%	0%	5%	75%
Date of Birth	100%	0%	0%	100%	0%	2%	75%
Race	100%	0%	5%	100%	0%	5%	75%
Ethnicity	100%	0%	5%	100%	0%	5%	75%
Gender	100%	0%	0%	100%	0%	0%	75%
Veteran Status	100%	0%	5%	100%	0%	5%	75%
Disabling Condition	100%	0%	5%	100%	0%	5%	75%
Residence Prior to Project Entry	100%	0%	0%	100%	0%	0%	100%
Project Entry Date	100%	0%	0%	100%	0%	0%	100%
Project Exit Date	100%	0%	0%	100%	0%	0%	100%
Destination	100%	0%	2%	75%	0%	30%	75%
Relationship to Head of Household	100%	0%	0%	100%	0%	0%	100%
Client Location	100%	0%	0%	100%	0%	0%	100%
Length of Time on Street, in an ES or Safe Haven	100%	0%	0%	100%	0%	0%	100%

Bed Utilization and Data
Quality [Agency and
Program Name]
Data Certification for [   ] Quarter of [Year]
Months: [   ]

I have reviewed the data for the period beginning on the first day of the month to the last day of the month. I have compared the aggregate data reports to the detail and result reports and have made a good faith effort to correct deficiencies in the client data shown on the reports. I have reviewed the following (as applicable to my program) and understand that the CoC's goal is 100% for all Universal data elements (unless otherwise stated in the Data Quality Plan) and must provide an explanation for data elements that are below the benchmark:

Universal Data Elements
My agency's data quality: _____ does or _____ does not meet the CoC's 80% + data completeness standard. If it does not, provide justification: _____

_____

Program Specific Data Elements
Percentage for **entry** questions are: _____ less than 80% or _____ 80% or more. Justification for less than 80% missing answers:
_____

_____

_____

Percentage for **exit** questions are: _____ less than 65% or _____ 65% or more. Justification for less than 80% missing answers:
_____

_____

Bed Utilization(Required for Emergency Shelter programs only)
_____ Bed Utilization is more than 65% and less than 105% (local target is 75%)
_____ Bed Utilization is **under 65%**: I have verified that clients have been properly entered and
   exited, and verify that the bed utilization is actually under 65%. Justification for low
   utilization:
   **Justification for high utilization: _____

   _____

   _____

_____ Bed Utilization is **over 105%**: I have verified that clients have been properly entered
   and exited, and verify that the bed utilization is actually over 105%.
   **Justification for high utilization: _____

   _____

   _____

Last Service Date (Required for Outreach and Supportive Services programs only) _____

Signature: _____   Date: _____

Print Name: _____   Position: _____

Clients who **have not** received services within the last 90 days:_____have or_____have not been exited from their programs. Please provide an explanation if they have not: _____

_____

Signature: _____   Date: _____

Print Name: _____   Position: _____

Bed Utilization and Data
Quality [Agency and
Program Name]
Data Certification for [   ] Quarter of [Year]
Months: [   ]

I have reviewed the data for the period beginning on the first day of the month to the last day of the month. I have compared the aggregate data reports to the detail and result reports and have made a good faith effort to correct deficiencies in the client data shown on the reports. I have reviewed the following (as applicable to my program) and understand that the CoC's goal is 100% for all Universal data elements (unless otherwise stated in the Data Quality Plan) and must provide an explanation for data elements that are below the benchmark:

Universal Data Elements
My agency's data quality: ____does or ____does not meet the CoC's 95% + data completeness standard. If it does not, provide justification: _____

_____

Program Specific Data Elements
Percentage for **entry** questions are: _____less than 95% or _____95% or more. Justification for less than 98% missing answers:
_____

_____

Percentage for **exit** questions are: _____less than 80% or _____80% or more. Justification for less than 98% missing answers:
_____

_____

Bed Utilization
_____Bed Utilization is more than 65% and less than 105% (local target is 90%)
_____Bed Utilization is **under 65%**: I have verified that clients have been properly entered and
exited, and verify that the bed utilization is actually under 65%. Justification for low
utilization:
**Justification for high utilization: _____

_____

_____

_____Bed Utilization is **over 105%**: I have verified that clients have been properly entered
and exited, and verify that the bed utilization is actually over 105%.
**Justification for high utilization: _____

_____

_____

Last Service Date (Required for Outreach and Supportive Services programs only) _____

Signature: _____   Date: _____

Print Name: _____   Position: _____

Clients who **have not** received services within the last 90 days:_____have or_____have not been exited from their programs. Please provide an explanation if they have not: _____

_____

Signature: _____   Date: _____

Print Name: _____   Position: _____

Bed Utilization and Data
Quality [Agency and
Program Name]
Data Certification for [   ] Quarter of [Year]
Months: [   ]

I have reviewed the data for the period beginning on the first day of the month to the last day of the month. I have compared the aggregate data reports to the detail and result reports and have made a good faith effort to correct deficiencies in the client data shown on the reports. I have reviewed the following (as applicable to my program) and understand that the CoC's goal is 100% for all Universal data elements (unless otherwise stated in the Data Quality Plan) and must provide an explanation for data elements that are below the benchmark:

Universal Data Elements

My agency's data quality:_____does or_____does not meet the CoC's 60% + data completeness standard.

If it does not, provide justification: _____

_____

Program Specific Data Elements

Percentage for **entry** questions are:_____less than 60% or_____60% or more. Justification for less

than 60% missing answers:

_____

_____

Percentage for **exit** questions are:_____less than 60% or_____60% or more. Justification for less

than 60% missing answers:

_____

_____

Last Service Date (Required for Outreach and Supportive Services programs only)

Clients who **have not** received services within the last 90 days:_____have or_____have not been

exited from their programs. Please provide an explanation if they have not:

_____

_____

Signature:_____   Date: _____

Print Name:_____   Position: _____

ᐧTHN

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Austin, Texas 78704
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www.thn.org

HMIS Fee Schedule

A. AGENCY PARTICIPATION FEE
Each Partner Agency will be charged an annual HMIS participation fee.

   a. $350 – annual fee per user license
   b. $1400 – for 5 user license package

HUD CoC program grantees are required to purchase at minimum (2) user licenses.

The initial fee for new agencies will be prorated for the remainder of the calendar year and is due prior to the HMIS activation. The annual fee for renewing agencies is billed by the calendar year. Partner Agencies will have a ninety (60) day grace period in which to pay the fee. Fees not paid within the ninety (60) day grace period may result in all agency licenses being suspended. Agencies leaving the HMIS will not be refunded for the remainder of the year. User licenses can be transferred after purchase with written notice from agency but will not be refunded.

THN may award a one-year stipend, equal to the annual fee, to a selected agency based on need. The agency must present a strong case for participation in the HMIS without having the budget to pay the fee.

B. PROGRAM-SPECIFIC FEES
THN may assess an additional program participation fee for certain funding sources (ESG, SSVF, HOPWA, etc.) that require HMIS participation but otherwise do not cover its cost. Partner Agencies applying for new funding that requires HMIS participation are strongly encouraged to contact THN for details about any program-specific fees.

C. ADDITIONAL CUSTOMIZATIONS AND SERVICES
All HMIS software customization requests are subject to approval by THN. Agency-specific customizations (forms, workflows, workgroups, or reports), custom queries, and data analysis reports provided by THN will be billed at $50 per hour as staff availability allows. Service delivery costs billed by the HMIS Software Provider will be passed to the Partner Agency requesting the customization, quotes will be given prior to any customization work

D. REACTIVATION FEE
All users are required to keep their HMIS licenses active by frequently logging into the system. Any user not accessing ClientTrack HMIS for more than 45 calendar days will be automatically locked out. The fee to reactivate inactive licenses is $35. This fee must be paid on a company check and made payable to "Texas Homeless Network". THN will waive the fee in case of illness or approved long-term absence only after a written request by the user's supervisor.

E. MISSED TRAINING FEE
The THN HMIS team offers a variety of trainings every month. If a user is unable to attend a training for which he/she registered, a cancellation notice is required no less than 24 hours prior to the scheduled training time. A cancellation e-mail should be sent to hmis@thn.org. A fee of $50 will be assessed to the agency if a user

fails to cancel or show up for training. THN will waive the fee in case of illness or approved emergency absence only after a written request by the user's supervisor.

January 2016

Authorization to Disclose Client Information

The U.S. Department of Housing and Urban Development (HUD) requires agencies that receive certain types of HUD funding to use a Homeless Management Information System (HMIS). Other funding sources may also require program participation in HMIS. This system is not electronically connected to HUD and is only used by authorized agencies. All persons accessing the HMIS have received confidentiality training and have signed agreements to protect clients' personal information and limit its use appropriately. The HMIS Privacy Policy is available upon request and is posted at the Texas Homeless Network website (http://www.thn.org). Any additional data sharing agreements, providing details on how the member agency handles client information beyond the baseline HMIS Privacy Policy, are available at the agency service sites.

I give permission to the agency listed below to collect and enter information into HMIS about me and my household, which may include demographics, picture, health information, and services that I receive from participating agencies. I understand that the HMIS is shared with and used by authorized agencies in my community for the purposes of:
- Assessing clients' needs in order to provide better assistance and to improve their current or future situations
- Improving the quality of care and service for people in need
- Tracking the effectiveness of community efforts to meet the needs of people who have received assistance
- Reporting data on an aggregate level that does not identify specific people or their personal information

I understand that:
- I have the right to review my HMIS record with an authorized user.
- All agencies that use HMIS will treat my information with respect and in a professional and confidential manner.
- Unauthorized people or organizations cannot gain access to my information without my consent.
- Signing this release form does not guarantee that I will receive the requested services.
- I understand that if I do not sign this form, it will not change whether or not I can receive services from the agency listed below and any other participating agencies. However, I would need to contact each such agency directly to apply for assistance and for a determination of eligibility.
- I understand that this authorization shall remain in effect from the date of my signature below.
- I understand that I may revoke this authorization at any time by notifying the agency listed below in writing. I also understand that the written revocation must be signed and dated later than the date on this authorization. The revocations will not affect any actions taken before the receipt of the written revocation.

My signature below authorizes the agency listed below to release my identity, health conditions when necessary, and my need for services and support to necessary individuals or agencies. Further, if I am unable to participate in a determination of those services, which would be of benefit to me, or my permission is needed in the future to authorize additional services for this program, my signature below authorizes the named individual to sign for assistance for me in my absence after receiving my verbal permission. Finally, if I am unable to make decisions, the person listed below is hereby authorized to represent me:

_____

Agency

_____   _____

Print Name of Designated Individual   Relationship

_____   _____

Client Signature   Date

_____   _____

Witness Signature   Date

Inferred Consent Notice

Use of a Homeless Management Information System (HMIS) is required by the US Department of Housing and Urban Development (HUD) for agencies that receive certain types of HUD funding. Other funding sources may also require program participation in the HMIS. This system is not electronically connected to HUD and is only used by authorized agencies. All persons accessing the HMIS have received confidentiality training and have signed agreements to protect clients' personal information and limit its use appropriately.

The HMIS Privacy Policy is available upon request and is posted at the Texas Homeless Network website http://www.thn.org

We collect personal information about individuals in a computer system called a Homeless Management Information System (HMIS) for reasons that are discussed in our privacy policy. We may be required to collect some personal information by organizations that fund the operation of this program. Other personal information that we collect is important to run our programs, to improve services for individuals, and to better understand the needs of individuals. In order to provide or coordinate individual referrals, case management, housing or other services, some client records may be shared with other organizations that are required to have privacy policies in place in order to protect your personal information. We only collect information that we consider appropriate. If you have any questions or would like to see our privacy policy, our staff will provide you with a copy. You have the right as a client to decline to share your information.

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DATA USE AND SECURITY AGREEMENT

**Date
Effective:** _____

**Expiratio
n Date:** _____

**Project
Name:**

ClientTrack is a web-based homeless management information system (the "HMIS") for recording and sharing information on services provided to homeless consumers in the Texas Balance of State Continuum of Care. The Primary Coordinating Organization (PCO) is the Texas Homeless Network (hereinafter referred to as "the PCO"). The System Administrator (SA) is the Texas Homeless Netowrk. The SA is the primary communications coordinator between the PCO and Participants. In this agreement, "Participant" is an organization that uses Client Track; "Client" is a consumer of services.

The Data Recipient is bound by a variety of Government regulations and laws, as well as contractual obligations with all clients, to be accountable for information confidentiality, integrity and security. Similarly, individual consultants and vendors, including their subcontractors, in the employ of the Data Recipient must be accountable for data security in the performance of the Data Recipient's work, and individuals or institutions approved to use the data collected by the Data Recipient must be accountable for data security as well. To this end, the Parties agree to the following terms regarding the release and use of data provided by the PCO hereunder.

1. This agreement is by and between the <u>Texas Balance of State CoC</u> (the PCO) and _____, hereafter referred to as the "Data Recipient." The PCO and the Data Recipient will be collectively referred to as the "Parties."

2. This agreement addresses the conditions under which the PCO will disclose and the Data Recipient will use the data provided under the terms of the scope of work pursuant to the referral contract or application for use noted above. This agreement supersedes all agreements between the Parties with respect to the use of data specified in this Agreement and provided by the PCO. The terms of this Agreement can be changed only by written modification to this Agreement or by the Parties adopting a new Agreement.

3. The Parties mutually agree that the Data Recipient does not obtain any right, title, or interest in any of the data provided by the PCO.

4. The Parties mutually agree that the following named individual is designated as the "Custodian" of the data on behalf of the Data Recipient and will be responsible for observing the security and privacy arrangements specified in this Agreement.

Name of Custodian	Company/Organization

Street Address	City/State/Zip Code

Phone Number	E-mail Address

5. The Parties mutually agree that the following named individual will be designated as the point-of- contact for this Agreement on behalf of the PCO.

Name of Contact	Title

Street Address	City/State/Zip Code

Phone Number	E-mail Address

6. The Parties mutually represent that the data provided will be used solely for the purposes described in the scope of work under the terms of the contract and for no other purpose.

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7. Data Recipient agrees that access to the data provided under this agreement will be limited to the minimum number of individuals necessary to perform the work. The data will not be made available to any unauthorized personnel or other organizations, except consultants or sub-contractors involved in the current scope of work. If the sensitivity of the data warrants it, the Data Recipient agrees to provide to the PCO a roster of the names of the individuals having access to the data.

8. Under this agreement, the SA and PCO will provide the Data Recipient with data drawn from the HMIS that encompasses:

    a. _____

    b. _____

    c. _____

    d. _____

9. Operating Policies: Parties agree to follow and comply with the HMIS User License Agreement (Attachment A) which may be modified by the CoC Steering Committee.

10. Technical Support: The SA and the PCO will provide limited technical support as related to identifying the elements in the aggregate data so analysis can be conducted.

11. Training: The PCO shall not provide any HMIS training to the Data Recipient.

12. The Parties mutually agree that the data provided under this Agreement and/or any derivative file(s) may be retained only for the duration of this Agreement. At the end of this Agreement, the Data Recipient must return or destroy all original data files and any derivative files as specified in the scope of work. Data destruction must be done using industry best practices.

13. The Data Recipient agrees to use appropriate administrative, technical and physical safeguards to protect the data. Authorizations should be based on the principals of need to know, least privilege and separation of duties.

14. Limitation of Liability and Indemnification: No party to this agreement shall assume any additional liability of any kind due to its execution of this agreement. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; but that no party shall assume additional liability on its own behalf or liability for the acts of any other person or entity. The parties specifically agree that this agreement is for the benefit of the parties only and that this agreement creates no rights in any third party.

    In no event shall either party be responsible to the other for special, indirect or consequential damages of any kind.

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15. The Data Recipient agrees to ensure that any agents, including subcontractors, to whom it provides the data, agree to the same restrictions and conditions that apply to the Data Recipient with respect to such information.

16. The Parties mutually acknowledge that certain types of personal, health and financial data are protected by Government regulations and laws, including but not limited to the Privacy Act of 1974 (5 U.S.C. 552a et seq.), HIPAA Privacy Rule (104-191 P.L.), the HITECH ACT, Public Law 111-005, the Sarbanes-Oxley Act and the Gramm-Leach-Bliley Act of 1999. The Parties further mutually acknowledge that there are administrative, civil or criminal penalties for disclosure or misuse of these data.

17. Scope of Agreement: This agreement, together with attachments and any referenced material, is the entire agreement between the parties, and is binding upon the parties and any permitted successors or assigns.

18. By signing this agreement, the Data Recipient agrees to abide by the provisions noted in this Agreement for the protection of the data file(s) noted, and acknowledges having received notice of potential criminal, administrative, or civil penalties for violation of the terms of the Agreement.

19. Both the Data Recipient and the PCO understand that the agreement can be terminated at any time by either party.

20. This Agreement shall be interpreted under the laws of the State of Texas and applicable federal law. Exclusive venue for any cause of action arising out of or in relation to this Agreement shall be in Harris County, Texas.

21. For the purposes of this agreement and all services to be provided hereunder, the relationship of the Parties shall not be construed or interpreted to be a partnership, association, joint venture, or agency. The relationship of the Parties is an independent contractor relationship and neither Party shall be considered an agent, representative, or employee of the other Party. Neither Party shall have the authority to make any statements, representations, or commitments of any kind or to take any action that shall be binding on the other Party.

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22. All notices and communications under this Agreement must be mailed by certified mail, return-receipt requested, or delivered to the parties at the following addresses:

To Data Recipient: _____

_____

_____

_____

To the CoC: Texas Homeless Network
1713 Fortview Road
Austin, TX 78704
Attention: Jesús DeLeón-Serratos

These addresses may be changed upon giving prior written notice of the change.

The undersigned individual hereby attests that he or she is authorized to commit to this agreement on behalf of the Data Recipient and further agrees to abide by all of the terms specified in this Agreement.

_____

(Name and Title of person signing the Agreement)

_____

(Signature and Date)

IN WITNESS WHEREOF, this instrument has been executed on behalf of the Texas Balance of State Continuum of Care.

Texas Homeless Network

By: _____

President and CEO

Date Signed: _____

Texas Balance of State
HMIS Privacy Policies and Procedures

The goal of the Tx BoS CoC Homeless Management Information Systems (hereafter "the HMIS") Privacy Policies and Procedures is to ensure confidentiality and security of all client data captured in the HMIS in conformity with all current regulations related to privacy and data confidentiality rights.

Outlined in this Texas Balance of State HMIS Privacy Policy and Procedure are the Texas Balance of State Continuum of Care (CoC) standards and parameters to be followed by all HMIS Participating Agencies (PA). The CoC recognizes its participating agencies may have established their own policies that meet HUD privacy requirements and the CoC standards set forth herein. The Texas Balance of State CoC HMIS Privacy Policy and Procedure is not intended to supplant individual PA privacy policies. As long as PA privacy policies and practices meet the thresholds established in this policy and do not contradict the practices described, PAs may establish additional or more stringent requirements for HMIS end users. Additionally, this policy serves to describe how the HMIS Lead Agency and the Texas Balance of State CoC HMIS meet the privacy requirements established in HUD privacy standards.

Policy Access and Amendment

The HMIS Lead Agency may amend its privacy policy and practices at any time, subject to the recommendation of the HMIS Support Committee. The HMIS Lead Agency may bring issues to the CoC Steering Committee as necessary. An amendment may affect data that had been entered in the HMIS before the effective date of any such amendment. This policy is consistent with current privacy standards for HMIS issued by HUD.

The Privacy Policy will be reviewed and amended consistent with the procedure described in the Roles and Responsibilities section of the HMIS Policies and Procedures.

Applicability

The Texas Balance of State HMIS Privacy Policy and Procedure applies to the HMIS Lead, PAs, and any person accessing HMIS data. PA projects subject to the privacy rules established under the authority of the Health Insurance Portability and Accountability Act (HIPAA) or other more restrictive policies will be honored.

The limitations of the HMIS implementation are described in the Client Informed Consent and Privacy Rights section of the HMIS Policies and Procedures.

The HMIS Lead Agency and PAs will uphold federal and state confidentiality regulations to protect client records and privacy. If a PA is covered by more stringent regulations, such as HIPAA, the more stringent regulations will prevail. Any project not subject to the Texas Balance of State HMIS Privacy Policy and Procedure will be identified in the PA's HMIS Agency Participation Agreement.

Participating Agency Policy

Each PA is responsible for maintaining a privacy policy and certifying that each participating project complies with the Texas Balance of State HMIS Privacy Policy and Procedure. PA Administrators are responsible for reviewing privacy policies and ensuring consistency with the Texas Balance of State HMIS Privacy Policy and Procedure. At times, PAs may require more rigorous privacy standards but they must, at minimum, meet and not contradict the privacy standards set forth herein. In addition, PAs must maintain documentation regarding changes to their privacy policies.

Each PA will adopt the standard policy or their own, as long as the policy meets and does not contradict

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with the privacy standards set forth in this Policy and Procedure.

A PA's Privacy Policy will:
- Specify the purpose for collecting the information.
- Specify all potential uses and disclosures of client personal information.
- Specify the time for which the hard copy and electronic data will be retained at the organization and the method for disposing of it or removing identifiers from personal information that is not in current use.
- State the process and applicability of amendments and commit to documenting all amendments.
- Offer reasonable accommodations for persons with disabilities and/or language barriers.
- Allow the client the right to inspect and to have a copy of their client record and offer to explain any information the individual may not understand.
- Include reasons and conditions when an organization would not release information.
- Specify a procedure for accepting and considering questions or complaints about the privacy policy.

Compliance Review

The HMIS Lead Agency is responsible for ensuring HMIS is operated in accordance with HUD standards. PAs are responsible for conducting annual reviews certifying each participating project complies with the Texas Balance of State HMIS Privacy Policy and HUD standards. The Texas Balance of State CoC, through the HMIS Lead Agency, retains the right to conduct site visits to ensure compliance with the Texas Balance of State HMIS Privacy Policy and Procedure.

Each year, PAs will be required to self- certify that they comply with the Texas Balance of State HMIS Privacy Policy and Procedure. PAs must indicate whether it has:
- Adopted the Texas Balance of State HMIS Privacy Policy and Procedure, or
- Adopted a different privacy policy that meets the requirements outlined in the Texas Balance of State HMIS Privacy Policy and Procedure.

In the event the PA adopts a different privacy policy, the PA will be expected to attach a copy of the policy to their HMIS Agency Participation Agreement. If no policy has been adopted at time of execution of the HMIS Agency Participation Agreement, or at the time of the annual certifications thereafter, the PA must establish a date no later than three months from the certification review date by which such a policy will be developed and implemented.

Privacy Policy Notice

The HMIS Lead Agency and PAs must ensure privacy policies are readily accessible to clients and the public.

Public Access Procedure

The HMIS Lead Agency will post the Texas Balance of State HMIS Privacy Policy and Procedure on its official website and provide a copy to any individual upon request.

Informed Client Consent Procedure

The HMIS Lead Agency will maintain HMIS data using lawful and fair means. PA privacy policies will include a provision stating the PA will only collect data with the consent of their clients. Any client seeking assistance from a PA will be notified through a signed consent form that data collection will occur. The HMIS Lead Agency will assume that client information in the Texas Balance of State HMIS has been entered with the consent of the client according to these policies and procedures. All PAs will keep copies of the signed consents on file. Individual PAs may maintain stricter policies relating to client consent to collect and share data with the HMIS Lead Agency.

At minimum, the HMIS Lead Agency requires PAs to post signs at each intake desk or other appropriate locations where data collection occurs explaining the reasons for HMIS data collection. The sign will include the following language:

We collect personal information about individuals in a computer system called a Homeless Management Information System (HMIS) for reasons that are discussed in our privacy policy. We may be required to collect some personal information by organizations that fund the operation of this
program. Other personal information that we collect is important to run our programs, to improve services for individuals, and to better understand the needs of individuals. In order to provide or coordinate individual referrals, case management, housing or other services, some client records may be shared with other organizations that are required to have privacy policies in place in order to protect your personal information.

We only collect information that we consider appropriate. If you have any questions or would like to see our privacy policy, our staff will provide you with a copy. You have the right as a client to decline to share your information.

Agencies may use the sample privacy notice attached in Appendix G of the HMIS Policies and Procedures.

Accessibility Procedure

Each PA that is a recipient of federal assistance will provide required information in languages other than English that are common in the community, if speakers of these languages are found in significant numbers and come into frequent contact with the organization.

PAs must make reasonable accommodations for persons with disabilities throughout the consent, intake, and data collection processes. This may include, but is not limited to, providing qualified sign language interpreters, readers or materials in accessible formats such as Braille, audio, or large type as needed by the individual with a disability.

HMIS Data Use and Disclosure

The confidentiality of HMIS data will be protected. PAs must collect data by legal and fair means, consistent with the Data Policies and Procedures section of the HMIS Policies and Procedures. The HMIS Lead Agency and PAs may only collect, use, and disclose data for the specific purposes and reasons defined in this section.

The HMIS Lead Agency collects HMIS data from organizations that directly enter data into the Texas Balance of State HMIS System with the knowledge and authority of the CoC Steering Committee. HMIS data may only be collected, used, or disclosed for activities described in this section. The HMIS Lead Agency requires that PAs notify individuals seeking their assistance that data collection, use, and disclosure will occur. By entering data into the Texas Balance of State HMIS System, the PA verifies that individuals have provided the PA with consent to use and disclose their data for purposes described below and for other uses and disclosures the HMIS Lead Agency determines to be compatible:

- To provide or coordinate individual referrals, case management, housing or other services. Client records may be shared with other organizations that may have separate privacy policies and that may allow different uses and disclosures of the information;
- For functions related to payment or reimbursement for services;
- To carry out administrative functions, including but not limited to audit, personnel oversight, and management functions;
- To produce aggregate-level reports regarding use of services;

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- To produce aggregate-level reports for funders or grant applications;
- To create de-identified (anonymous) information;

- To track system-wide and project-level outcomes;
- To identify unfilled service needs and plan for the provision of new services;
- To conduct a study or research project approved by the CoC
- When required by law (to the extent that use or disclosure complies with and is limited to the requirements of the law);
- To avert a serious threat to health or safety if:
    - The use or disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public; and
    - The use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat.
- To report about an individual reasonably believed to be a victim of abuse, neglect, or domestic violence to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect, or domestic violence in any of the following three circumstances:

    - Where the disclosure is required by law and the disclosure complies with and is limited to the requirements of the law;
    - If the individual agrees to the disclosure; or
    - To the extent that the disclosure is expressly authorized by statute or regulation and either of the following are applicable:
        - The PA believes the disclosure is necessary to prevent serious harm to the individual or other potential victims; or
        - If the individual is unable to agree because of incapacity, a law enforcement or other public official authorized to receive the report represents that the HMIS data for which disclosure is sought is not intended to be used against the individual and that an immediate enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until the individual is able to agree to the disclosure;
    - When such a permitted disclosure about a victim of abuse, neglect, or domestic violence is made, the individual making the disclosure will promptly inform the individual who is the victim that a disclosure has been or will be made, except if:
        - In the exercise of professional judgment, it is believed that informing the individual would place the individual at risk of serious harm; or
        - It would be informing a personal representative (such as a family member or friend), and it is reasonably believed that the personal representative is responsible for the abuse, neglect, or other injury, and that informing the personal representative would not be in the best interests of the individual as determined in the exercise of professional judgment.
- To a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under any of these circumstances:
    - In response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena;
    - If the law enforcement official makes a written request for HMIS data that:
        - Is signed by a supervisory official of the law enforcement agency seeking the HMIS data;
        - States that the information is relevant and material to a legitimate law enforcement investigation;
        - Identifies the HMIS data sought;
        - Is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought; and
        - States that de identified information could not be used to accomplish the purpose of the disclosure.
    - If it is believed in good faith that the HMIS data constitutes evidence of criminal conduct that occurred on the PA's premises;
    - In response to an oral request for the purpose of identifying or locating a suspect, fugitive,

material witness or missing person and the HMIS data disclosed consists only of name, address, date of birth, place of birth, social security number and distinguishing physical characteristics; or

- o If the official is an authorized federal official seeking HMIS data for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 and 879 (threats against the President and others), *and* the information requested is specific and limited in scope to the extent reasonably

  practicable in light of the purpose for which the information is sought.
- To comply with government reporting obligations for HMIS and for oversight of compliance with HMIS requirements.
- To third parties for the following purposes:
  - o To permit other systems of care to conduct data matches (i.e., to determine if you are also utilizing services from such other systems of care); and
  - o To permit third party research firms and/or evaluators to perform research and evaluation services, as approved by the CoC, in connection with the projects administered by the HMIS

    Provided that before client level HMIS data are disclosed under this subsection, the third party that will receive such client-level HMIS data and use it as permitted above must first execute a Data Use and Security Agreement (found in Appendix H of the Policies and Procedures). The Data Use and Security Agreements requires the third party to comply with all applicable laws and regulations, including the privacy standards and disclosure provisions contained in the current HUD HMIS Data and Technical Standards.

    Lead and the PAs;

The HMIS Lead may share client level HMIS data with contracted entities as follows:
- The PA originally entering or uploading the data to the Texas Balance of State HMIS.
- Outside organizations under contract with the HMIS Lead Agency or other entities acting on behalf of the Texas Balance of State CoC for research, data matching, and evaluation purposes. The results of this analysis will always be reported in aggregate form; client level data will not be publicly shared under any circumstance.

Entities providing funding to organizations or projects required to use HMIS will not have automatic access to HMIS. Access to HMIS will only be granted by the HMIS Lead Agency when there is a voluntary written agreement in place between the funding entity and the organization or project. In such cases, funder access to HMIS will be limited to data on the funded organization or project. Funding for any organization or project using HMIS cannot be contingent upon establishing a voluntary written agreement allowing the funder HMIS access.

Any requests for reports or information from an individual or group who has not been explicitly granted access to the Texas Balance of State HMIS will be directed to the HMIS Support Committee. No individual client data will be provided to meet these requests without proper authorization.

Before any use or disclosure of Personal Identifying Information (PII) that is not described here is made, the HMIS Lead Agency or PA wishing to make the disclosure will seek the consent of all individuals whose PII may be used or disclosed.

Access and Correction

Clients whose data is collected in HMIS may inspect and receive a copy of their HMIS record by requesting it from the PA that originally collected the information. The HMIS Lead Agency requires the PA to establish a policy to manage such requests and to explain any information a client may not understand.

Each PA privacy policy will describe how requests from clients for correction of inaccurate or incomplete

HMIS records are handled. The policy will allow clients to request their HMIS data or request the data be removed from

the HMIS. Nothing in this section is intended to indicate that a PA is released from any obligation by any funder to collect required data elements.

If a client requests to have his or her information in the HMIS corrected or removed, and the PA agrees that the information is inaccurate or incomplete, they may delete it or they may choose to mark it as inaccurate or incomplete and to supplement it with additional information. Any such corrections applicable to the data stored in the HMIS system will be corrected within one week of the request date.

In the event that a client requests to view his or her data in the HMIS, the PA HMIS Administrator will keep a record of such requests and any access granted. The PA HMIS Administrator or PA Case Manager will provide a copy of the requested data within a reasonable timeframe to the client.

PAs are permitted to establish reasons for denying client requests for inspection of HMIS records. These reasons are limited to the following:
- If the information was compiled in reasonable anticipation of litigation or comparable proceedings
- If the record contains information about another client or individual (other than a healthcare provider or homeless provider) and the denial is limited to the section of the record containing such information
- If the information was obtained under a promise of confidentiality (other than a promise from a healthcare provider or homeless provider) and if the disclosure would reveal the source of the information
- Disclosure of the information would be reasonably likely to endanger the life or physical safety of an individual.

If a PA denies a request for access or correction, the PA will explain the reason for the denial. The PA will also maintain documentation of the request and the reason for the denial.

PAs may reject repeated or harassing requests for access to or correction of an HMIS record.

Data Retrieval and Sharing

HMIS, as implemented in the Texas Balance of State CoC region, is a system that will generate reports required by HUD, the CoC, and other stakeholders at a level that does not identify individuals but can provide accurate statistical data such as numbers served and trend assessments based on data entered by PAs. Data from the HMIS will be used to produce CoC and local level statistical reports as well as corresponding reports. These purposes are included in the HMIS Data Use and Disclosure section of the HMIS Privacy Policies and Procedures.

The HMIS Lead Agency staff has access to retrieve all data in the Texas Balance of State HMIS. The HMIS Lead Agency will protect client confidentiality in all reporting.

PAs may share PII with each other for the purposes of determining eligibility and coordinating client services once an agreed upon Release of Information is in place, as outlined in the Data Policies and Procedures section of the Policies and Procedures.

PAs may also retrieve HMIS data entered to produce statistical reports including number of clients served and trend assessments for internal purposes, grant applications, and other required reports, within the parameters established by the HMIS Lead.

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Grievance

Concerns related to the Texas Balance of State CoC HMIS Privacy Policy and Procedure may be raised according to the procedures outlined in the HMIS Client Grievance Policy and Procedure. PAs must establish a policy and regular process for receiving and reviewing complaints from clients about potential violations of the policy.

PAs should report any violation of their privacy policy to the HMIS Lead Agency. In addition to any corrective actions taken by the PA, the HMIS Lead Agency may also report the findings to the CoC Steering Committee or law enforcement, as appropriate, for further action. Such action may include, but is not limited to the following:
- Suspension of system privileges
- Revocation of system privileges

Individuals sanctioned because of HMIS privacy violations, can appeal to the CoC Steering Committee.
All HMIS end-users are required to comply with this privacy policy. PAs- must ensure all end-users involved in HMIS data collection and/or entry receive privacy policy training. End users must receive and acknowledge receipt of this privacy policy.

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2018 HDX Competition Report

PIT Count Data for TX-607 - Texas Balance of State CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	6048	7153	7638
Emergency Shelter Total	2564	2,617	2,881
Safe Haven Total	0	0	0
Transitional Housing Total	1096	966	679
Total Sheltered Count	3660	3583	3560
Total Unsheltered Count	2388	3570	4078

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	853	879	644
Sheltered Count of Chronically Homeless Persons	338	248	135
Unsheltered Count of Chronically Homeless Persons	515	631	509

2018 HDX Competition Report
PIT Count Data for TX-607 - Texas Balance of State CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**665**	**754**	**566**
Sheltered Count of Homeless Households with Children	610	600	514
Unsheltered Count of Homeless Households with Children	55	154	52

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**1500**	**64**	**674**	**451**
Sheltered Count of Homeless Veterans	303	40	230	144
Unsheltered Count of Homeless Veterans	1197	24	444	307

2018 HDX Competition Report

HIC Data for TX-607 - Texas Balance of State CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	3682	1459	1415	63.65%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	969	231	500	67.75%
Rapid Re-Housing (RRH) Beds	960	257	560	79.66%
Permanent Supportive Housing (PSH) Beds	1126	0	365	32.42%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	6,737	1,947	2840	59.29%

2018 HDX Competition Report

HIC Data for TX-607 - Texas Balance of State CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	200	215	354

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	112	202	202

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	554	883	960

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for TX-607 - Texas Balance of State CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more "metrics" used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2017 DATA: If you provided revised FY2017 data, the original FY2017 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and "save" before closing.

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2016	Revised FY 2016	FY 2017	Submitted FY 2016	Revised FY 2016	FY 2017	Difference	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	8220	7924	8356	40	39	42	3	14	14	16	2
1.2 Persons in ES, SH, and TH	9566	8930	9402	66	58	57	-1	20	19	20	1

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2016	Revised FY 2016	FY 2017	Submitted FY 2016	Revised FY 2016	FY 2017	Difference	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	8219	7636	9292	84	86	137	51	23	22	34	12
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	9565	8979	10327	108	106	147	41	30	30	39	9

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range.Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

 After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2016	FY 2017	Revised FY 2016	FY 2017	% of Returns	Revised FY 2016	FY 2017	% of Returns	Revised FY 2016	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	419	52	4	0	0%	0	0	0%	0	0	0%	0	0%
Exit was from ES	2134	1860	240	175	9%	106	101	5%	109	103	6%	379	20%
Exit was from TH	515	463	24	24	5%	24	3	1%	18	4	1%	31	7%
Exit was from SH	0	0	0	0		0	0		0	0		0	
Exit was from PH	186	423	3	7	2%	12	12	3%	13	20	5%	39	9%
TOTAL Returns to Homelessness	3254	2798	271	206	7%	142	116	4%	140	127	5%	449	16%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	6048	7153	1105
Emergency Shelter Total	2564	2617	53
Safe Haven Total	0	0	0
Transitional Housing Total	1096	966	-130
Total Sheltered Count	3660	3583	-77
Unsheltered Count	2388	3570	1182

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	9964	8932	9754	822
Emergency Shelter Total	8614	7569	8719	1150
Safe Haven Total	0	0	0	0
Transitional Housing Total	1582	1612	1138	-474

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	162	177	160	-17
Number of adults with increased earned income	16	22	18	-4
Percentage of adults who increased earned income	10%	12%	11%	-1%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	162	177	160	-17
Number of adults with increased non-employment cash income	44	42	60	18
Percentage of adults who increased non-employment cash income	27%	24%	38%	14%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	162	177	160	-17
Number of adults with increased total income	57	60	74	14
Percentage of adults who increased total income	35%	34%	46%	12%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	247	462	269	-193
Number of adults who exited with increased earned income	58	142	50	-92
Percentage of adults who increased earned income	23%	31%	19%	-12%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	247	462	269	-193
Number of adults who exited with increased non-employment cash income	32	65	32	-33
Percentage of adults who increased non-employment cash income	13%	14%	12%	-2%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	247	462	269	-193
Number of adults who exited with increased total income	84	183	80	-103
Percentage of adults who increased total income	34%	40%	30%	-10%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	8937	8093	8955	862
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1686	1557	1738	181
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	7251	6536	7217	681

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	10679	8846	10585	1739
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1853	1632	1870	238
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	8826	7214	8715	1501

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	795	1598	1671	73
Of persons above, those who exited to temporary & some institutional destinations	86	354	559	205
Of the persons above, those who exited to permanent housing destinations	412	58	111	53
% Successful exits	63%	26%	40%	14%

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	10200	8328	9750	1422
Of the persons above, those who exited to permanent housing destinations	3329	2547	3514	967
% Successful exits	33%	31%	36%	5%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	Revised FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	388	309	347	38
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	356	281	322	41
% Successful exits/retention	92%	91%	93%	2%

2018 HDX Competition Report
FY2017 - SysPM Data Quality

TX-607 - Texas Balance of State CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report
FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	2588	2760	2358	2017	1299	968	835	813	1118	970	1045	1052	301	143	266	779				
2. Number of HMIS Beds	1369	1492	1372	1182	769	562	520	636	345	301	288	269	301	64	156	591				
3. HMIS Participation Rate from HIC (%)	52.90	54.06	58.18	58.60	59.20	58.06	62.28	78.23	30.86	31.03	27.56	25.57	100.00	44.76	58.65	75.87				
4. Unduplicated Persons Served (HMIS)	10815	9980	8674	9403	1093	1004	1487	1182	331	417	415	365	175	527	1643	2537	111	513	870	1416
5. Total Leavers (HMIS)	10011	9294	8015	8470	494	754	1122	871	62	73	156	68	167	386	1304	1800	92	430	707	1236
6. Destination of Don't Know, Refused, or Missing (HMIS)	4904	4569	3179	2372	103	217	69	57	2	2	3	1	55	73	48	39	3	110	525	789
7. Destination Error Rate (%)	48.99	49.16	39.66	28.00	20.85	28.78	6.15	6.54	3.23	2.74	1.92	1.47	32.93	18.91	3.68	2.17	3.26	25.58	74.26	63.83

2018 HDX Competition Report
Submission and Count Dates for TX-607 - Texas Balance of State CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/25/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/31/2018	Yes

Texas Balance of State Continuum of Care

To: HUD
From: Texas Homeless Network (THN)
RE: Order of Priority,; CoC adoption of CPD 16-11
Date: September 13, 2018

Dear HUD:

Following this memo is an excerpt from the Texas Balance of State CoC's "CoC Written Standards" listing the orders of priority for prioritizing persons experiencing chronic homelessness in permanent supportive housing.

The language in the Written Standards could read as if the CoC did not adopt CPD 16-11 but instead adopted only CPD 14-012. THN wants to confirm that the CoC did, in fact, adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

- The CoC Board adopted CPD 16-11 on February 22, 2017; and
- CPD 16-11 was incorporated into the CoC Written Standards on March 24, 2017.

The Written Standards say:

> Prioritization -- Recognizing the need for strategic allocation of permanent supportive housing (PSH) beds, on June 8, 2016, the TX BoS CoC Board voted to adopt the guidance provided by HUD in Notice CPD 14-01215 for prioritizing those who enter into CoC Program-funded PSH projects. With the subsequent release of HUD Notice CPD 16-11, on February 22, 2017, the Board voted to maintain the standards established by Notice CPD 14-012. Thus, the prioritization order adopted by the Board is as follows: (p. 43-44)

Clarification: The language reads as it does because all CoC Program-funded PSH beds in the TX BoS CoC are dedicated to serving chronically homeless persons ("dedicated beds"). In Notice CPD 16-11 HUD was not as prescriptive about the prioritization standards for dedicated PSH beds as it was in CPD 14-012; therefore, the Board chose to use the standards outlined in CPD14-012 for the dedicated beds. The Board adopted the prioritization standards from CPD 16-11 for beds that are not dedicated to serving people who are chronically homeless ("non-dedicated beds"). The CoC does not have any CoC Program-funded PSH non-dedicated beds. Because no non-dedicated beds currently operate, that language was not clearly included in the Standards.

THN will propose clarifying language to be added to the Written Standards and ask for public comment on the proposal.

TX BoS CoC Written Standards

2017

1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

   a. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

   b. Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar 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 paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Prioritization

Recognizing the need for strategic allocation of permanent supportive housing (PSH) beds, on June 8, 2016, the TX BoS CoC Board voted to adopt the guidance provided by HUD in Notice CPD 14-012[15] for prioritizing those who enter into CoC Program-funded PSH

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[15] HUD Exchange. Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status: https://www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/

projects. With the subsequent release of HUD Notice CPD 16-11[16], on February 22, 2017, the Board voted to maintain the standards established by Notice CPD 14-012. Thus, the prioritization order adopted by the Board is as follows:

1) First Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. In essence, a chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
   a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
   b. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

2) Second Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness. In essence, a chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:
   a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
   b. The CoC or CoC Program recipient has *not* identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

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[16] HUD Exchange. Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing: https://www.hudexchange.info/resource/5108/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh/

3) Third Priority–Chronically Homeless Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

   a. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and

   b. The CoC or CoC Program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

4) Fourth Priority–All Other Chronically Homeless Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

   a. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions *is less than* 12 months; and

   b. The CoC or CoC Program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

PSH projects must exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority indicated here. However, if a chronically homeless household cannot be found within a PSH project's coverage area after the project conducts a due diligence effort to locate an appropriate household, the project must notify the CoC Lead Agency and obtain approval to provide a unit to a non-

chronically homeless household. If approved, the project must comply with the following order of priority for households that do not meet HUD's definition of chronically homeless:

1. First Priority–Homeless Individuals and Families with a Disability with the Most Severe Service Needs. In essence, a household who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution *and* has been identified as having the most severe service needs.

2. Second Priority–Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness. In essence, a household who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.

3. Third Priority–Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters. In essence, a household who has been living in a place not meant for human habitation, a safe haven, or an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.

4. Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing. In essence, a household who is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or a safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing–all are eligible for PSH even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.

Performance Metrics
- 80% of participants maintain or exit to permanent housing
- The extent to which persons who exit homelessness to permanent housing destinations return to homelessness
    - This measures participants who exited PSH to a permanent housing destination in the date range two years prior to the report date range. Of those participants, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.
- Percent participants age 18 or older with earned income at exit
- Percent participants age 18 or older who have non-cash benefits at exit
- Percent participants with 1+ source of non-cash benefits at exit
- Percent participants age 18 or older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit

MEMO

TO: Sophia Checa

FROM: Kristin Zakoor

DATE: Wednesday, August 29, 2018

SUBJECT: Racial Disparities among People Experiencing Homelessness in the TX BoS CoC

Research has shown that People of Color in the United States experience homelessness at higher rates than whites therefore, making up a disproportionate share of the homeless population. African Americans are over-represented among People of Color due to a history of slavery. The effects of a history of slavery result in disparities in housing, criminal justice, and healthcare. These disparities, in turn, can contribute to more Africans Americans experiencing homelessness. Therefore, addressing racial equity is essential to preventing and ending homelessness.

The TX BoS CoC analyzed the following data sources:

- Annual Performance Review (APR) enrollment and move-in data for Permanent Housing Projects from October 1, 2017 to July 31, 2018.
    - Rapid Rehousing: CoC, ESG, and SSVF grants
    - Permanent Supportive Housing: CoC grant
- 2018 Point-In-Time Count

The 2018 Point-in-Time count analysis revealed that People of Color (53%), particularly African Americans people, are over represented compared to White non-Latinos (39%) in the TX BoS CoC Housing Crisis Response System. (8% of respondents who indicated white race did not designate an ethnicity.) African Americans make up only 11% of the population of Texas. This follows a nation-wide trend of racial inequity among the population of people experiencing homelessness.

The TX BoS CoC also found the following trends:

Observations from APR Data:

- **Head of Household Enrolled in Permanent Housing:**
    - There is a greater number of People of Color (61%) are enrolled in TX BoS projects compared to non-Latino whites (39%).
- **Head of Household Permanent Housing Moving-In:**
    - There is a greater number of People of Color (55%) were enrolled and moved-in compared to non-Latino whites (45%).
- **Income at Enrollment into Permanent Housing**

- o It is more likely for non-Latino whites (65%) to have income at entry compared to African Americans (35%).

- **Gender, Race, and Ethnicity at Enrollment into Permanent Housing:**
  - o There is a greater number of females enrolled compared to males. Within the number of females, there is a great number of Women of Color (67%) compared to non-Latino whites (33%).
  - o Within the individuals who identify as males who are enrolled, there was also a greater number of Men of Color (69%) compared to non-Latino whites (31%).
- **Gender, Race, and Ethnicity at Permanent Housing Move-In**
  - o A slightly greater number of non-Latino whites males (51%) move in to Permanent Housing compared to Males of Color (49%). However, African American males (24%) have a significantly lower rate of move-in to permanent housing compared to non-Latino white males (76%)
  - o Within the sample size, more males (63%) had move-in dates compared to females (37%).
- **Length of Time in Emergency Shelter:**
  - o The length of time in Emergency Shelter for African American individuals is a day longer than non-Latino whites at 23 days and 22 days respectfully.
  - o Populations with a significantly lower sample size than African Americans and non-Latino whites, experienced longer lengths of stays in emergency shelter:
    - Asian: 45 days
    - Multiple races: 30 days
    - Native Hawaiian/Other Pacific Islander: 29 days

The TX BoS CoC has to do more analysis, however, preliminary findings indicate that People of Color, particularly African Americans, are overrepresented among the population of people experiencing homelessness.