

## FY 2019 Texas Balance of State Continuum of Care Supplemental Project Narrative

The Supplemental Project Narrative section of the Continuum of Care application must be submitted to THN by August 23rd, 2019 at 5:00 PM CST in order for Project Application to be considered complete. Applicant answers and provided documentation will be assessed by the Independent Review Team and contributes to project score for ranking. Please ensure that you are selecting the appropriate Supplemental Project Narrative for the New or Renewal project you are selecting. Submission of the correct Supplemental Project Narrative will be considered during the Threshold Review.

Agency Name:

Primary Contact:

Project Name:

Project Funding Type:

Project Component Type:

Project Component Type:

New Project Funded with the DV Bonus?

Requesting a Grant Expansion?

Expansion with DV Funds?

### A. Agency Capacity Questions

**1. What year was your organization designated by the IRS as a nonprofit entity or other eligible applicant designation?**

**2. Within the last three (3) years, please list any federal or state grants, other than CoC grants, which your agency has executed as the recipient or sub-recipient, the award amount, and the contracting agency.**

**3. Has your agency been monitored by any local, State, Federal or private entity within the last 3 years?**

Yes or No?

**4. What data did you utilize when creating your project or when considering changes to your original grant agreement?**

**5. Does your agency have the support of the Local Homelessness Coalition (LHC)? Please provide a letter from the LHC Chair if so. If your agency resides outside of the jurisdiction of a LHC, or your LHC cannot provide a letter due to a conflict of interest, please provide 2 letters of support from other community partners.**

## B. Component Specific Questions For New Applicants

1. Please describe how individuals with lived experience and project participant's provide input for project design and implementation throughout the life of the project.

2. How many participants will the project serve when fully operational?

3. What is the cumulative number of participants that would be served over a 12 months period, if the project were operating at full capacity?

4. Calculate the rate of Housing Placements for participants. (a) What percentage of participants will be transitioned into housing while in the program, (b) please provide the equation for how to you came to that percentage as:  $(\text{numerator}/\text{denominator}) \times 100 = \text{percentage of participants}$ , (c) define the numerator and denominator, and (d) explain what data sources were used to identify those amounts.

5. Calculate the rate of Housing Retention for participants. (a) What percentage of participants will exit the project to permanent, (b) please provide the equation for how to you came to that percentage as:  $(\text{numerator}/\text{denominator}) \times 100 = \text{percentage of participants}$ , (c) define the numerator and denominator, and (d) explain what data sources were used to identify those amounts.

6. Describe how this project will ensure that participants are assisted to quickly (within 30 days) move into permanent housing.

7. Does the project plan to serve a particularly vulnerable subpopulations, and, if so, which subpopulation? How will the project tailor services to the unique needs of this subpopulation?

8. Please describe the specific needs of the target subpopulation that were considered when developing the project design.

9. Please describe the project's participation in the Coordinated Entry process.

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

**11. How is service delivery (a) tailored to meet the individual needs, (b) strength based, (c) trauma informed, and (d) participant centered?**

**12. Does the project impose restrictions on length of participation beyond that which would be mandated by HUD? (E.g. less than 24 months of rental assistance for RRH or any restriction on length of project participation for PSH)**

**13. Please describe any service requirements for participants to maintain services.** (ex. Participants must attend mental health appointments, life skills groups, must meet with the case manager, must gain a job by first 3 weeks, etc.)

**14. Please describe how the project systematically keeps project staff up-to-date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF) within the geographic area.**

**15. Describe how the project disseminates the availability of mainstream resources and other assistance information to projects and how often.**

**16. Describe how the project works to collaborate with healthcare organizations to assist program participants with enrolling in health insurance.**

**17. Describe how the project provide assistance with the effective utilization of Medicaid and other health benefits.**

## Domestic Violence Funded Projects Specific Questions

I. Please describe the agency's experience in utilizing trauma-informed, victim-centered approaches to meet the needs of DV survivors

II. Describe how this Project will ensure the safety of DV Survivors experiencing homelessness by (a) training staff on safety planning; (b) adjusting intake space to better ensure a private conversation; (c) conducting separate interviews/intake with each member of a couple; (d) working with survivors to have the identify what is safe for them as it related to scattered site units and/or rental assistance; (c) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and (d) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

III. Please describe how the project measures its ability to ensure the safety of DV survivors the project serves.

IV. Describe how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet the needs of DV survivors in the following ways. If the agency does not currently offered these supports, how will the agency either offer these support, or partner with identified community partners to offer these supports.

- (a) Prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
- (b) Establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
- (c) Providing program participant access to information on trauma, e.g., training staff on providing program participant with information on trauma;
- (d) Placing emphasis on the participant's strengths, strengths-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works toward goals and aspirations.
- (e) Centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, and racial equity.
- (f) Delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
- (g) Offering support for parenting, e.g., parenting classes, childcare.

VI. Describe how the project will meet service needs and ensure DV survivors experiencing homelessness are assisted to quickly move into permanent housing while addressing their safety needs, including:

(a) Child Custody; (b) Legal Services; (c) Criminal History; (d) Bad Credit History; (e) Education; (f) Job Training; (g) Employment; (h) Physical/Mental Healthcare; (i) Drug and Alcohol Treatment; (j) Childcare

### Permanent Supportive Housing Questions for New Applicants

I. Does your agency have an formal agreements with your local Public Housing Authority? If so, please describe.

II. Please describe any formal agreements between your agency and other community partners to meet participant needs? If so, please describe.

III. Please describe the data and rational used to decide if the project would be "100% Dedicated" or "DedicatedPLUS".

### For Projects Requesting New Construction, Acquisition, and Rehabilitation

I. How does your project commit to and demonstrate plans to employ low-income and very low income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3?

II. If you are requesting funds for New Construction, Rehabilitation, and Acquisition, how did you determine that the funds requested for these activities are more cost- effective then leasing or tenant based rental assistance?

**Rapid Re Housing Questions for New Applicants**

I. How do you plan to structure the rental assistance component of this project?

II. How does the project support participants experiencing homelessness locate housing as quickly as possible? What supports are provided to landlords partnering with the agency?

II. Describe how this project will ensure that domestic violence survivors are assisted to quickly (within 60 days) move into permanent housing.

**Joint Transitional Housing - Rapid Re Housing Additional Question for New Applicants**

When considering project outcomes and achievements, please remember that participant transitions into the Transitional Housing portion of the project does not count towards participants attaining permanent housing. Transitional Housing is crisis housing.

I. How does the project honor client choice in housing placement between rental assistance or transitional housing?

**Supportive Services Only - Coordinated Entry New Project Questions**

**Seeking DV Bonus Funding?**

Yes

I. Does the project propose to cover the entire Texas Balance of State Continuum of Care, i.e., all 215 counties?

II. Please describe how the addition of this project will support the expansion of Coordinated Entry in one of the 18 Established Coordinated Entry Regions in the TX BoS CoC and identify which established region.

III. Please describe the full scope of the project for which you agency will use the funding. Be sure to describe which gaps in your coordinated entry system you plan to fill using this funding and how this funding will improve your Coordinated Entry system.

IV. Please describe how this project intends to support the ongoing of implementation of Coordinated Entry through the HUD eligible costs without direct provision of services.

V. Please describe how this project will make access to Coordinated Entry easier to those with disabilities and limited English proficiency.

VI. Please describe what type of advertising campaigns this project will use to reach people who have the highest barriers within the geographic area this project intends to serve.

VII. How will this project ensure that participants are connected to and engaged in services while they are waiting to be enrolled in a housing project?

VIII. Please describe the project's plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

### **Specific Questions for New SSO-CE Project Funded with DV Bonus**

I. Please describe the Applicant's experience providing trainings that address safety and best practices on safety and planning protocols in serving survivors of domestic violence.

II. Please describe how the Applicant calculated the number of Domestic Violence survivors needing housing and services for the proposed coverage area, and provide the data sources for the calculations made.

III. Please describe how the current Coordinated Entry system is inadequate to address the needs of survivors of domestic violence, dating violence, or stalking, and how the proposed project will address these identified inadequacies.

**B. Component Specific Questions For Renewal Projects**

Does the project specifically support DV survivors?

No

1. Please describe how project participant's provide input for project design and implementation throughout the life of the project.

2. Calculate the current rate of Housing Placements for participants. (a) What percentage of participants will be transitioned into housing while in the program, (b) please provide the equation for how to you came to that percentage as:  $(\text{numerator}/\text{denominator}) \times 100 = \text{percentage of participants}$ , (c) define the numerator and denominator, (d) explain what data sources were used to identify those amounts, and (e) describe efforts of the project to increase the rate of housing placements for participants.

3. Calculate the current rate of Housing Retention for participants. (a) What percentage of participants will exit the project to permanent, (b) please provide the equation for how to you came to that percentage as:  $(\text{numerator}/\text{denominator}) \times 100 = \text{percentage of participants}$ , (c) define the numerator and denominator, (d) explain what data sources were used to identify those amounts, and (e) describe efforts of the project to increase the rate of housing retention for participants



**4. Describe how this project works to ensure that participants are assisted to quickly (within 30 days) move into permanent housing.**

**5. Does the project serve particularly vulnerable subpopulation(s), and, if so, which subpopulation? How does the project tailor services to the unique needs of this subpopulation?**

**6. Please describe the specific needs of the target subpopulation that were considered when developing the project design.**

**7. Please describe the project's participation in the Coordinated Entry process.**

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

**9. How is service delivery (a) tailored to meet the individual needs, (b) strength based, (c) trauma informed, and (d) participant centered?**

**10. Does the project impose restrictions on length of participation beyond that which would be mandated by HUD? (E.g. less than 24 months of rental assistance for RRH or any restriction on length of project participation for PSH)**

**11. Please describe any service requirements for participants to maintain services.** (ex. Participants must attend mental health appointments, life skills groups, must meet with the case manager, must gain a job by first 3 weeks, etc.)

**13. Please describe how the project systematically keeps project staff up-to-date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF) within the geographic area.**

**14. Describe how the project disseminates the availability of mainstream resources and other assistance information to projects and how often.**

**15. Describe how the project works to collaborate with healthcare organizations to assist program participants with enrolling in health insurance.**

**16. Describe how the project provide assistance with the effective utilization of Medicaid and other health benefits.**

### **Domestic Violence Subpopulation Projects Specific Questions**

**I. Describe how this Project ensures the safety of DV Survivors experiencing homelessness by (a) training staff on safety planning; (b) adjusting intake space to better ensure a private conversation; (c) conducting separate interviews/intake with each member of a couple; (d) working with survivors to have the identify what is safe for them as it related to scattered site units and/or rental assistance; (c) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and (d) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.**

**II. Please describe how the project measures its ability to ensure the safety of DV survivors the project serves.**

III. Describe how the project utilizes trauma-informed, victim-centered approaches to meet the needs of DV survivors in the following ways. If the agency does not currently offer these supports, how will the agency either offer these supports, or partner with identified community partners to offer these supports.

- (a) Prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
- (b) Establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
- (c) Providing program participant access to information on trauma, e.g., training staff on providing program participant with information on trauma;
- (d) Placing emphasis on the participant's strengths, strengths-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works toward goals and aspirations.
- (e) Centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, and racial equity.
- (f) Delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
- (g) Offering support for parenting, e.g., parenting classes, childcare.

IV. Describe how the project will meet service needs and ensure DV survivors experiencing homelessness are assisted to quickly move into permanent housing while addressing their safety needs, including:

- (a) Child Custody; (b) Legal Services; (c) Criminal History; (d) Bad Credit History; (e) Education; (f) Job Training; (g) Employment; (h) Physical/Mental Healthcare; (i) Drug and Alcohol Treatment; (j) Childcare

### **Permanent Supportive Housing Specific Questions for Renewal Applicants**

I. Please describe the project's Move Up/ Moving On policy and implementation plan?

II. Please describe any formal agreements between your agency and other community partners to meet participant needs? If so, please describe.

III. Please describe the data and rationale used to decide if the project would be "100% Dedicated" or "DedicatedPLUS".

## Rapid Re Housing Specific Questions for Renewal Applicants

I. Please describe how your project determines the amount of rental assistance to provide participants?

II. How does the project support participants experiencing homelessness locate housing as quickly as possible? What supports are provided to landlords partnering with the agency?

Please submit the following attachments with the Supplemental Project Narrative and initial when complete:

Please attach the project's Housing First policy from project's Policies and Procedures document and provide the referencing page number

Case managers should have access to transportation they can use to assist participants to obtain and sustain their housing. Please attach relevant policies that govern participant transportation by the Agency for both owned and personal

Please attach the project's participant contract or service agreement.

The TX BoS CoC is committed to working to avoid participant terminations whenever possible, and making every effort to avoid homelessness for terminated participants. Please describe when it would appropriate for a project to terminate a participant from services. Please attach relevant policies from the project's Policies and Procedures document.

## Expansion Project Questions

Project Applicants are prohibited from using the expansion process to provide existing program

I. How will the expanded project serve new program participants?

II. How will the expanded project provide existing program participants with an expanded level of services?

III. How did the applicant determine that a project expansion was needed to meet or exceed the inflow of individuals experiencing homelessness into their system? What data sources were used to make this determination?



SAMPLE-NOT FOR SUBMISSION