THN
TEXAS HOMELESS NETWORK
Texas Balance of State Continuum of
Care Request for Proposals (RFP)

2019

FY 2019 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 2019 Local Application Process
7/29/2019

I. Introduction

It is assumed that the reader is familiar with the Continuum of Care Program(CoC Program) and familiar with the Continuum of Care Program and application resources available on the HUDExchange at FY 2019 Continuum of Care (CoC) Program Competition: Funding Availability. To the extent that resources are available to prospective applicants, this document will refer back to those resources as the final authority should conflicts exist between this document and HUD materials. Applicants may refer to Appendix K for specific links to HUD resources on a variety of topics related to the CoC Program.

The FY 2019 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 July 3, 2019. The Texas Balance of State Continuum of Care (TX BoS CoC) as represented by the Texas Homeless Network (THN) is soliciting eligible project applications from non-profit agencies, local governments, and other eligible applicants including Public Housing Authorities, that provide housing and services to homeless persons in the 215 counties included in the TX BoS CoC Geographic Service Area. A list of the cities and counties within the TX BoS CoC may be found in Appendix A of this document.

A. Eligible Applicants

An applicant does not need to be an "official" paying member of the Texas Homeless Network. Applications are open to anyone who proposes to provide housing and/or services in one or more of the 215 counties included in the TX BoS CoC geography provided that they meet the other Federal threshold criteria listed below.

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.

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. THN then submits the selected applications to HUD under a consolidated, or joint application. HUD then makes the final determination about which projects will be awarded CoC Program funding and contracts with those Entities directly.

Faith-based organizations are eligible on the same basis as any other organization to participate in HUD programs and activities. Neither the Federal Government, nor a State, tribal or local government, nor any other entity that administers any HUD program or activity, shall discriminate against an organization on the basis of the organization's religious character or affiliation, or lack thereof. In addition, decisions about awards of Federal financial assistance must be free from political interference or even the appearance of such interference and must be made on the basis of merit, not based on the religious character or affiliation, or lack thereof, of an organization.

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. Additionally, HUD makes available other threshold criteria at V.B.1 and V.B.2 of the FY2019 CoC Program NOFA. Applicants are advised to review the NOFA for eligibility requirements. THN reserves the right to reject applications at any stage of the application process if it is determined that an applicant does not meet the eligibility requirements listed in the FY 2019 CoC Program NOFA.

II.   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 Assistant Director of Planning, Jim Ward at jim@thn.org.

III.   Funding Available

The FY2019 NOFA represents a historic investment on the part of the Federal Government in efforts to end homelessness in the TX BoS CoC. In the FY 2019 competition for CoC Program funds $6,270,551 are available for Renewal Projects in the TX BoS CoC. Additionally, more than $11,621,398 are available for the creation of New Projects through the CoC Bonus ($7,853,102), and the DV Bonus ($3,768,296).

For reference, this is roughly 91% more available to the TX BoS CoC in Bonus Funds in FY 2019 than was available in FY 2018. The CoC welcomes and encourages new applicants to apply, and encourages existing CoC Program-funded organizations to apply for New Project funding. The TX BoS CoC is particularly interested in partnering with agencies who do not administer, or have not administered CoC Program funding in the past.

A.   CoC Bonus

The CoC Bonus funds may be used to create New Projects or to expand eligible Renewal Projects, creating Expansion Projects. Bonus funding is not guaranteed to be awarded.

1.   CoC Bonus Funds for New and Expansion Projects

The CoC Bonus funding calculation has changed for FY 2019. A CoC is eligible to apply for up to 5 percent of its Final Pro Rata Need (FPRN), or 25 percent of the CoC's Preliminary Pro Rata Need (PPRN) minus its ARD, whichever is greater. In the TX BoS CoC the latter is greater. The total amount available under the CoC Bonus is $7,853,102,

CoC's may apply for more than one CoC Bonus project.

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

B.   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." $3,678,296 is available to be applied for by projects in the TX BoS CoC.

1.   DV Bonus Funds for New projects

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

1. Rapid Re-Housing (RRH) project that demonstrate a trauma-informed, victim centered approach
2. Joint TH and PH-RRH (TH-RRH) component project, as defined in Section III.C.2.n. of the FY 2019 CoC Program NOFA, that demonstrate a trauma-informed, victim centered 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 any number of RRH, or TH-RRH applications under the DV Bonus, provided the applications meet threshold eligibility and the total request is $25,000.

The CoC may submit only one project application for SSO under the DV Bonus in its Consolidated Application. Therefore, the CoC shall only submit the highest ranked SSO-CE project consistent with the [FY 2019 TX BoS CoC Ranking Policy and Procedure](#)

1. As a reminder, 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 under category 4. Additionally, all projects funded through the DV Bonus must demonstrate a commitment to a trauma-informed, victim centered 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.

2. Limits to the DV Bonus

- All projects except New projects applying under the DV 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.

IV. Project Types

The following types of projects are available in the FY 2019 TX BoS CoC Local Application Process:

A. 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 2019 estimated ARD is $6,270,551. A list of all eligible Renewal Projects can be found in Appendix H Eligible 2019 Renewal Projects. Existing as a Renewal Projecting and of itself, does not guarantee funding. Multiple factors influence an Applications overall score and chances of funding.

For more information on Renewal Project application components, please see Section X.B.3 of this document.

1. Renewal Grant Terms

The 2019 CoC Program NOFA allows for one (1) year grant term for eligible renewal projects

2. Consolidated Projects

In 2019 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.

There are no renewal projects eligible for consolidation in the Texas Balance of State CoC at this time.

3. 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.2.u of the FY 2019 CoC Program NOFA.

Renewal Projects interested in a transition grant, must indicate so on the Intent to Apply Form, _then_ reach out to Sophia Checa, Director of CoC Programs, at Sophia@thn.org prior to Intent to Apply deadline or August 2, 2019 at 5:00 PM CDT.

B. New Projects

Funding for New projects in FY 2019 is limited and is not guaranteed. Funding will come from:

1) The _voluntary_ reallocation[1] of existing Renewal Project funding; and/or
2) The _involuntary_ reallocation of existing Renewal Project funding; and/or
3) CoC Bonus funding; and/or
4) Domestic Violence (DV) Bonus

All applicants will initially request funding under the CoC Bonus, or in the case of Projects applying to the DV Bonus, the DV Bonus. Applicants must select the appropriate fund on screen 6A.2 of the Project Application in the e-snaps portal. TX BoS CoC Staff may contact an applicant to revise their application funding type after submission. This is done to ensure the most efficient use of existing funds and to, maximize the CoC's overall chances of funding.

The only eligible New Project types are as follows:

2. 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.2.g of the FY2019 NOFA, or;
3. New Rapid Re-housing (RRH) projects that will serve homeless individuals and families, including unaccompanied youth; as defined in section III.C.2.r of the FY 2019 NOFA
4. New Joint TH and PH-RRH component projects, as defined in Section III.C.2.n. of the FY 2019 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.2.n. of the FY 2019 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;

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[1] For more information on reallocation https://www.thn.org/wp-content/uploads/2019/05/FY2019-TX-BoS-CoC-Reallocation-Policy.pdf

5. 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); Additionally, if the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database.
   Or
6. 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).

For more information on New Project application components, please see Section X.A.3 of this document.

1. New Project Grant Terms

The initial grant term for New Project applications may be 1-year. However, the following exceptions apply:

1) HUD will allow new projects to request a 1 year of funding with a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting 1 year of funding normally take approximately 3 to 6 months to begin fully operating the New Project (e.g., hiring staff, developing partnerships with landowners if leasing or renting). Therefore, a New Project requesting 1 year of funding may request a grant term of 12 months to 18 months that will allow for the additional startup process.
2) Any New Project that requests operating costs, supportive services only, HMIS, and project administrative costs may request 1-year, 2-year or 3-year, grant terms with funding for the same number of years.
3) Any New Project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.
4) If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3-years requested, and the grant term will be 3-years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form can be obtained from the local HUD CPD field office) for all grants of funds for new construction, acquisition, and rehabilitation. (24 CFR 578.81)

2. 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, CoC Bonus, or the DV Bonus.

New in the FY 2019 CoC Competition, if an eligible Renewal Project elects to submit an expansion application, it must submit 3 separate applications in e-snaps,

1. The Renewal Project application that will be expanded
2. a New Project application with just the expansion information; and
3. a Renewal Project application that incorporates the renewal and new expansion activities and the combined budget line items for the renewal and the new expansion

Despite submitting three applications in e-snaps, the Applicant must submit only two (2) to THN. For more information on Expansion Project application components, please see Section X.C.1 of this document.

NOTE: Expansion applications that do not satisfy the technical requirements for expansion applications as identified in this RFP, the New Project Detailed Instructions, or contain significant or numerous errors or inconstancies will be rejected without the opportunity to correct identified deficiencies.

"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.

V.   CoC Bonus

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

A. CoC Bonus Funds for New and Expansion Projects

CoCs may create new projects through Bonus funding. The CoC Bonus funding calculation has changed for FY 2019. A CoC is eligible to apply for up to 5 percent of its Final Pro Rata Need (FPRN), or 25 percent of the CoC's Preliminary Pro Rata Need (PPRN) minus its ARD, whichever is greater. In the TX BoS CoC, the latter is greater. The total amount available for application is $7,853,102

CoC's may apply for more than one CoC Bonus project.

CoCs may use CoC 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.

VI. 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." $3,678,296 is available to be applied for by projects in the TX BoS CoC.

A. DV Bonus Funds for New Projects

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

4. Rapid Re-Housing (RRH) project that demonstrate a trauma-informed, victim centered approach
5. Joint TH and PH-RRH (TH-RRH) component project, as defined in Section III.C.2.n. of the FY 2019 CoC Program NOFA, that demonstrate a trauma-informed, victim centered approach
6. 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 for SSO under the DV Bonus in its Consolidated Application. Therefore, the CoC shall only submit the highest ranked SSO-CE project consistent with the FY 2019 TX BoS CoC Ranking Policy and Procedure

The CoC may submit any number of RRH, or TH-RRH applications under the DV Bonus, provided the applications meet threshold eligibility and the total request is $25,000 or more.

2. As a reminder, 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 under category 4. Additionally, all projects funded through the DV Bonus must demonstrate a commitment to a trauma-informed, victim centered 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.

B. Limits to the DV Bonus

- All projects except New projects applying under the DV 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.

VII.   CoC Project Components

All persons served by Continuum of Care Programming funded under this NOFA must come from the local Coordinated Entry System. Additionally, 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. For more information see Appendix L.

The following project components are eligible under the CoC Program:

A. Permanent Housing (PH)

Funds for PH may be used for acquisition, rehabilitation, new construction, leasing, rental assistance (RA), operating, and supportive services (subject to the limitations on use of funds at 578.87(c)). PH encompasses Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH).

1.   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 FY2019 CoC Program funding, the TX BoS CoC prioritizes : 1) that the project use the Housing First model, or those that do not impose mandatory service participation requirements ; and 2) that 100% of beds are dedicated to serve chronically homeless persons, or beds are designated as DedicatedPLUS, as defined in the FY2019 NOFA.

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 2019 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.

DedicatedPLUS Projects

The only persons who may be served in DedicatedPLUS Project are persons described in III.C.2.g. of the FY2019 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.2.g, some or all of the persons assisted by a DedicatedPLUS project at any given time may be chronically homeless.

2. 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 FY2019 CoC Program funds to use a progressive engagement model.

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](#).

B. Crisis Housing

1. Joint TH and PH-RRH

Joint TH and 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 2019 CoC Program NOFA. HUD requires that Joint TH and PH-RRH projects demonstrate a trauma informed and victim centered approach. The implementation of this component type was not to replace Transitional Housing that was reallocated in a prior year.

C. CoC Infrastructure

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

The only SSO projects eligible to receive funding new this year are those projects designed to develop or operate a Coordinated Entry Process.

2. 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.

VIII. Application Process

A. 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, application.

Eligible Project Applicants[2] must submit their Renewal, New, and/or Expansion Project Application Packets to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, by Google Form **as early as 9:00 A.M. Monday July, 29th 2019 and no later than 5:00 P.M. CDT on Friday August 23rd, 2019**.

Once Project Applications are received, THN staff complete a threshold, and project quality 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 September 15thth 2019 if their Project Application will be included in the Consolidated Application. For more information about threshold review see Appendix M

Once threshold review is complete, Project Applications will be scored by the TX BoS CoC Independent Review Team (IRT). 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, September 27th, 2019. The Consolidated Application is due to HUD on Monday, September 30th,, 2019,

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

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[2] It is expected that applicants read and ensure their own eligibility and understanding of the FY 2019 CoC Program NOFA and Notices

estimated date for announcement. THN will make notice of that announcement without delay.

B. Scoring and Ranking of Projects

The TX BoS CoC will use the FY 2019 TX BoS CoC Review and Scoring Policy, in conjunction with the FY 2019 TX BoS CoC Ranking Policy to review, score and rank applications submitted for consideration in the FY 2019 CoC Program Competition. The purpose of this evaluation process and prioritization strategy is to help the TX BoS CoC fully maximize CoC Program funds and make data decisions related to scoring, ranking, and funding cuts, if needed. These policies are available for public inspection at http://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/

THN staff will review Project Applications to determine eligibility for submission to HUD whether the proposed activities meet 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.

1. Funding Tiers

Since FY 2012 HUD has required Collaborative Applicants to rank all new reallocated, bonus, DV Bonus, and Renewal Project applications submitted by project applicants in two tiers. This ranking is done in the CoC's Priority Listing.

The purpose of this two-tiered approach is for CoCs to indicate to HUD which projects are prioritized for funding. Tier 1 is equal to 100 percent of first year renewal projects and 94 percent of the CoC's Annual Renewal Demand (ARD), as described in Section II.B.10 of the FY2019 Notification of Funding Availability (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 II.B.10 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 of the NOFA.

C. 2019 Application Process Timeline

7/03/19	FY 2019 Notice of Funding Availability (NOFA) released by HUD
7/03/19	Texas Department of State Health Services (DSHS) MHSA Contracts Management Unit informed of the HUD CoC NOFA release
7/09/19	TX BoS CoC members informed of the HUD CoC NOFA release via the CoC's email list
7/22/19	THN hosts mandatory informational webinar/opens alternative Litmos course for those unable to attend
7/29/19	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/
8/01/19	**Optional** 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
8/02/19	Intent to Apply Form due by Google Form 5:00 P.M. CDT
8/02/19	Renewal Project applicants must inform THN if intending **not** to apply for renewal funding by 5:00 PM. Notification must come by Google Form
8/05/19	**Optional** TX BoS CoC local application process Q & A Webinar from 2:00 -4:00 P.M. Register here: https://goo.gl/W1g5j2
8/12/19	**Optional** TX BoS CoC local application process Q & A Webinar from 2:00 -4:00 P.M. Register here: https://goo.gl/W1g5j2
8/19/19	**Optional** TX BoS CoC local application process Q & A Webinar from 2:00 -4:00 P.M. Register here: https://goo.gl/W1g5j2
8/23/19	**Complete application packets due to THN by Google Form by 5:00 PM.**
8/26/19	Application threshold review completed.[3] Requests for corrections sent to applicants by 12:00 PM CDT
8/28/19	TX BoS CoC Board of Directors reviews applications submitted for SS0-CE for inclusion in the Priority Listing
8/28/19	Application packets with Threshold corrections required returned to Texas Homeless Network by email to TXBoSCoC@thn.org by 12:00 PM CDT.
8/29/19	Application packets with Project Quality corrections required returned to Texas Homeless Network by email to TXBoSCoC@thn.org by 12:00 PM CDT.
9/6/19	Applications sent to TX BoS CoC Independent Review Team (IRT) for scoring.
9/16/19	TX BoS CoC IRT completes Project Application reviews and scores Project Applications.
9/17/19	Applicants review IRT Scores
9/18/19	THN staff ranks Project Applications according to the TX BoS CoC Board's ranking procedure.
9/19/19	THN Staff provides Staff Priority Ranking to CoC Board of Directors
9/23/19-	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

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[3] The threshold and quality review of 2019 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.

	HUD and TX BoS CoC eligibility and will be submitted with the 2019 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 are due within 24 hours, per the Grievance Procedure (Appendix I).
9/25/19	Requested project changes for New, Expansion, and Reallocation Projects due to THN no later than 5:00 PM CDT to TXBoSCoC@thn.org.
9/25/19	Special called meeting with TX BoS CoC Board to review grievances, if needed, and to provide a final decision.
9/25/19	TX BoS CoC Board reviews Consolidated Application
9/27/19	2019 TX BoS CoC Consolidated Application, including Priority Listing, posted on THN's website and notification sent via the CoC's email list
9/29/19	**TX BoS CoC Consolidated Application submitted to HUD**
9/30/19	Consolidated Application due date, per the HUD FY2019 CoC Program NOFA.

D. Application Due Date

Project Applications are due to THN, the TX BoS CoC Lead Agency and Collaborative Applicant, via Google Form by **5:00 P.M. CDT on Friday, August 23rd 2019**. THN reserves the right to extend the deadline as needed**.** Applications received after the due date and time may not be reviewed or included in the FY 2019 TX BoS CoC Consolidated Application, in accordance with the CoC Board's "late submission" policy found in Appendix C.

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 or local competition need. 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/ as soon as possible. Applicants are advised to check the THN website for updates frequently.

IX.   Intent to Apply

Prior to completing the Intent to Apply Form, all applicants must either:

Attend a mandatory webinar held by THN on July 22, 2019 from 2:00 – 4:00 P.M. CDT reviewing this local application process and CoC Program funding.
Or
Applicants may complete a self-paced online training module, regarding this local application process, and CoC Program funding. The registration details for that course can be found below.

Site: https://thntrain.litmos.com/self-signup/
Course Passcode: TXBOS2019

A. Intent to Apply Form

All applicants regardless of project type must declare their intent to apply using the Intent to Apply Form, this *sample* form can be found as Appendix B of this document or on the THN Continuum of Care Competition Webpage, or can be navigated to from the following link: https://forms.gle/YeDroqVdkqPqzLv97. This form must be completed in its entirety and submitted by Google Form, no later than **5:00 P.M. CDT on Friday, August 2, 2019.** The

TX BoS CoC reserves the right to reject the form in the event that it is incomplete or lacking the requisite information.

1.   Renewal Projects not Applying

The TX BoS CoC encourages any renewal applicant, who is considering releasing their previously awarded CoC Program Funds to contact THN staff at txboscoc@thn.org. This conversation can be had at any time during the year, although there are distinct advantages to navigating those decisions at certain times of the year.

Any eligible applicants for Renewal Projects (listed in Appendix H) that are **NOT** planning to apply for funding to renew their project must also complete the Intent to Apply Form by checking the appropriate boxes, and triggering the appropriate conditional logic by **5:00 P.M. CDT on Friday, August 2, 2019**, 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 any other time during the local application process, at the TX BoS Board of Director's discretion, the Agency may be deemed ineligible to apply for CoC Program funds in the future.

X.   Application Materials and Submission Procedures

Applications for CoC Program Funding are inherently complex, THN has made changes from the 2018 process with the hopes that the Application is more accessible, and user friendly. That said, New Project and Expansion Project Applicants are strongly encouraged to attend the weekly Question and Answer Webinars offered by THN Staff. For further edification the components of each of the following Application types are broken down below.

- New Project Application
- Renewal Project Application
- Expansion Project Application

For further clarification on application components, applicants are encouraged to visit the THN Archives page, on the THN website

A.   New Project Applications

New Project applications consist of several components, for the purposes of responding to this RFP, it is irrelevant whether the requested funds come from Reallocation Funding, or CoC or DV Bonus Funding. If the proposed application is allowable, the process is the same. It is also assumed that readers have read the FY 2019 CoC Program NOFA published by HUD on July 3rd, 2019. Unless an Applicant has received direct written communication from THN to the contrary, all New Project applications must select CoC Bonus, or DV Bonus (As applicable) on Screen 6A.2. It is highly recommended that applicants review the detailed instructions for the appropriate project type.

1. 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 FY2019 NOFA instructions. The application navigational guide and detailed instructions are available to download from the HUD website at https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/.

The Applicant Profile and Project Application each reference several attachments that applicants are required to submit, often these supplemental materials will establish some eligibility threshold criteria. Therefore, incomplete applications are not eligible for consideration. Given the amount of work estimated to complete a CoC Program Application, it is highly recommended that applicants request assistance with the HUD application materials from THN as soon as possible. Applicants should be familiar with the detailed instructions for the application that they are submitting and reference them to the extent necessary to successfully navigate the application process.

NOTE:
THN advises that Applicants do **NOT** click "submit" in e-snaps indiscriminately. However, Applicants must submit their Application through the esnaps portal prior to **5:00 P.M. CDT on Friday, August 23rd 2019**. Once Applications are submitted through the esnaps portal, they cannot be amended by the Applicant.

In the event that an esnaps application is submitted to esnaps in error, or errors are discovered by the applicant prior to the deadline. It is the responsibility of the Applicant to contact THN at jim@thn.org to restore the application to edit access. THN will only restore an application back to an applicant one (1) time, a subsequent erroneous submission may result in the disqualification of an application.

Additionally, THN may amend or reject an Application back to the Applicant for a variety of reasons. In the event that THN initiates an application rejection or amends an application back to an applicant, the reasons for that action will be clearly articulated in an email to the Point of Contact identified in the HUD Form 2880 (Applicant Profile) and the Project Application

2. 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, for a visual representation of the components of a complete application packet, see Appendix J.

3. New Project Application Components

New Project application submissions consist of the following:

a. *Applicant Profile Acknowledgement*

The Applicant Profile is a requisite form in the HUD Application Platform e-snaps. For more information about esnaps, please see, the following guide, e-snaps functionality resources The Applicant Profile is the primary means an Applicant has to identify the Agency, and to establish eligibility. For more information on completing or updating an Agency's Applicant

Profile, please see, the following resources on the HUD Exchange: [Project Applicant Profile, Navigational Guide](#) This Application Component will not be submitted to THN during the local competition although THN will review it, so it is critical that all Agencies review and acknowledge the information in the Applicant Profile.

Applicants must acknowledge that they have reviewed and agree that the information contained in the Applicant Profile is accurate at the time of the application submission

b. Project Application Acknowledgement
The Project Application is a required form that is completed in e-snaps. For more information about esnaps, please see the following guide, [e-snaps functionality resources](#). Similar to the Applicant Profile, the Project Application is the primary means for Applicants to communicate information to HUD about the proposed activities. For more information about the New Project Application, please see the [New Project Application Detailed Instructions, and New Project Application Navigational Guide](#). These documents are essential to correctly completing the New Project Application.

This document will not be submitted to THN during the local competition, although THN staff will review and approve or reject it. THN Staff will review the Project Application, paying particular attention to the project description. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness.

    The description must identify:
        o   Demonstrated community need
        o   The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
        o   The project's plan for addressing identified housing and supportive service needs
        o   Proposed project outcomes
        o   Coordination with other sources or partners
        o   The reason CoC Program funding support is required

Applicants must acknowledge that they have reviewed and agree that the information contained in the Project Application is accurate at the time of the application submission.

NOTE:
Applicants must submit the project application in e-snaps prior to submission of the application package to THN. THN will not review application packages that do not have a corresponding application in e-snaps. Therefore, it is critical that applicants understand this piece of the application process. Likewise, THN cannot resolve any e-snaps technical

issues on your behalf. Any questions for THN must be directed to txboscoc@thn.org. Please do not wait until August 23rd to seek assistance with this part of the application process.

c. *Supplemental Project Narrative (SPN)*

All Project Applicants are required to complete and submit to THN a Supplemental Project Narrative (SPN), the SPN is the primary means for Project Applicants to communicate information about the Agency and proposed activities in the Project Application to THN and to the IRT. This is a critical step in the application process, and successful Applicants will invest time in quality responses. The SPN is a macros enabled excel worksheet that uses conditional logic to show applicants various questions based on the type of project application being submitted. Applicants must ensure that they select the appropriate prompts on the SPN that correspond with the Project Component Type, identified on screen 5 or 5A, and correctly select the desired bonus funding on Screen 6A of the Project Application in e-snaps.

Failure to correctly identify the correct project component in the SPN may result in an inability to score this section of the application. Applicants will not be allowed to correct the deficiency after submission.

The SPN Prompts can be found on the THN Website, and also at Appendix D of this document.

NOTE: the SPN requires users to enable Macros in excel. For more information about that process, please contact Andrew Willard at andrew@thn.org. If you are having trouble accessing the SPN, please reach out to txboscoc@thn.org

d. *Match Documentation*

All Project Applicants, must demonstrate match, Match letters must be submitted to THN via Google Form. The expectations below apply, as do the guidelines in Appendix N of this document.

- Match letters must be dated between May 1, 2019 and August 23, 2019.
- Program income can be counted as match. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
- If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment must be attached in the Project Application in e-snaps and submitted as part of the Project Application Packet to the TX BoS CoC.
- An Applicant may use a letter from the partner Agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD.

For more information on acceptable forms of Match, and how to document Match for the CoC Program see, Appendix N of this document

e. Certification of Consistency with the Consolidated Plan

The Consolidated Plan is a plan designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.   All Projects awarded Continuum of Care Program Funds must be consistent with a Consolidated Planning Jurisdiction's current approved plan. 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. It is the responsibility of the Applicant, not THN, to ensure that Certifications of Consistency with the Consolidated Plan is accurate.

If a 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.

For HUD 2991- Certificate of Consistency, see Appendix E.

f. CoC Expectations Form

All Applications for Continuum of Care Program Funding in the Texas Balance of State Continuum of Care, must be accompanied by an acknowledgement of the TX BoS CoC Expectations Form. For reference, the TX BoS CoC Expectations Form can be found as Appendix F to this document

The TX BoS CoC Expectations form describes minimal expectations that the Continuum of Care places on Continuum of Care Funded Projects, The CoC Expectations Form is not intended to be a comprehensive list of all CoC Funded Agency responsibilities.

If a Project is notified of Conditional Award by HUD, an authorized representative of the Applicant Entity must sign and submit this form to andrew@thn.org prior to contract execution.

g. Monitoring Certifications

All Applications for Continuum of Care Program Funding in the Texas Balance of State Continuum of Care, must be accompanied by a Monitoring Certification Form, this form can be found in Appendix G of this document.
In the Monitoring Certification Form, Applicants must;

- Disclose the date and time of the most recently completed monitoring of the Agency or Entity. The Applicant must disclose, regardless of the nature, or outcome of the monitoring
- Disclose any monitoring report that resulted in a "Finding", for all monitoring activities in the last 3 years
- In the event that the Agency has not been monitored, or has been, but no "findings" were identified, an authorized Agency representative must certify to that effect

Monitoring is a tool used by HUD and by extension, the Continuum of Care, to evaluate Agency capacity and compliance with regulation, and generally accepted accounting principles.   The TX BoS CoC acknowledges the value of monitoring and the organizational lessons that can come from an effective monitoring. Therefore, Applicants are afforded the opportunity to explain any required disclosure resulting from this document.

C. Renewal Project Applications

Renewal Project Applications consist of several components. For the purposes of responding to this RFP it is assumed that readers have read the FY 2019 CoC Program NOFA published by HUD on July 3rd, 2019.

1. 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 FY2019 NOFA instructions. The application navigational guide and detailed instructions are available to download from the HUD website at https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/.

The Applicant Profile and Project Application each reference several attachments that applicants are required to submit, often these supplemental materials will establish some eligibility threshold criteria. Therefore, incomplete applications are not eligible for consideration. Given the amount of work estimated to complete a CoC Program Application, it is highly recommended that applicants request assistance with the HUD application materials from THN as soon as possible. Applicants should be familiar with the detailed instructions for the application that they are submitting and reference them to the extent necessary to successfully navigate the application process.

NOTE:
THN advises that Applicants do **NOT** click "submit" in e-snaps indiscriminately, Applicants must submit their Application through the esnaps portal prior to **5:00 P.M. CDT on Friday, August 23rd 2019**. Once Applications are submitted through the esnaps portal, they cannot be amended by the Applicant.

In the event that an esnaps application is submitted to esnaps in error, or errors are discovered by the applicant prior to the deadline. It is the responsibility of the Applicant to contact THN at jim@thn.org to restore the application to edit access. THN will only restore an application back to an applicant one (1) time, a subsequent erroneous submission may result in the disqualification of an application.

Additionally, THN may amend or reject an Application back to the Applicant for a variety of reasons. In the event that THN initiates an application rejection or amends an application back to an applicant, the reasons for that action will be clearly articulated in an email to the Point of Contact identified in the HUD Form 2880 (Applicant Profile) and the Project Application

2. 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. For a visual representation of a complete application packet, see Appendix J

3. Renewal Project Application Components

Renewal Project Applications consist of the following:

a. *Applicant Profile Acknowledgement*

The Applicant Profile is a requisite form in the HUD Application Platform e-snaps. For more information about esnaps, please see, the following guide, e-snaps functionality resources The Applicant Profile is the primary means an Applicant has to identify the Agency, and to establish eligibility. For more information on completing or updating an Agency's Applicant Profile, please see, the following resources on the HUD Exchange: Project Applicant Profile, Navigational Guide This Application Component will not be submitted to THN during the local competition although THN will review it, so it is critical that all Agencies review and acknowledge the information in the Applicant Profile.

Applicants must acknowledge that they have reviewed and agree that the information contained in the Applicant Profile is accurate at the time of the application submission

b. *Project Application Acknowledgement*

The Project Application is a required form that is completed in e-snaps. For more information about esnaps, please see, the following guide, e-snaps functionality resources. Similar to the Applicant Profile, the Project Application is the primary means for Applicants to communicate information to HUD about the proposed activities. For more information about the New Project Application, please see the New Project Application Detailed Instructions, and New Project Application Navigational Guide. These documents are essential to correctly completing the New Project Application.

This document will not be submitted to THN during the local competition, although THN staff will review and approve or reject it. THN Staff will review the Project Application, paying particular attention to the project description. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness.
        The description must identify:

- o Demonstrated community need
- o The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
- o The project's plan for addressing identified housing and supportive service needs
- o Proposed project outcomes
- o Coordination with other sources or partners
- o The reason CoC Program funding support is required

Applicants must acknowledge that they have reviewed and agree that the information contained in the Project Application is accurate at the time of the application submission.

NOTE:
Applicants must submit the project application in e-snaps prior to submission of the application package to THN. THN will not review application packages that do not have a corresponding application in e-snaps. Therefore, it is critical that applicants understand this piece of the application process. Likewise, THN cannot resolve any e-snaps technical issues on your behalf. Any questions for THN must be directed to txboscoc@thn.org. Please do not wait until August 23rd to seek assistance with this part of the application process.

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Failure to correctly identify the correct project component in the SPN may result in an inability to score this section of the application. Applicants will not be allowed to correct the deficiency after submission.

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NOTE: the SPN requires users to enable Macros in excel. For more information about that process, please contact Andrew Willard at andrew@thn.org. If you are having trouble accessing the SPN, please reach out to txboscoc@thn.org

d. *Match Documentation*

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- Program income can be counted as match. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
- If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment must be attached in the Project Application in e-snaps and submitted as part of the Project Application Packet to the TX BoS CoC.
- An Applicant may use a letter from the partner Agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD.

For more information on acceptable forms of Match, and how to document Match for the CoC Program see, Appendix N of this document.

e. *Certification of Consistency with the Consolidated Plan*

The Consolidated Plan is a plan designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.   All Projects awarded Continuum of Care Program Funds must be consistent with a Consolidated Planning Jurisdiction's current approved plan. 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. It is the responsibility of the Applicant, not THN, to ensure that Certifications of Consistency with the Consolidated Plan is accurate.

If a 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.

For HUD 2991- Certificate of Consistency, see Appendix E.

f. *CoC Expectations Form*

All Applications for Continuum of Care Program Funding in the Texas Balance of State Continuum of Care must be accompanied by an acknowledgement of the TX BoS CoC Expectations Form. For reference, the TX BoS CoC Expectations Form can be found as Appendix F to this document

The TX BoS CoC Expectations form describes minimal expectations that the Continuum of Care places on Continuum of Care Funded Projects, The CoC Expectations Form is not intended to be a comprehensive list of all CoC Funded Agency responsibilities.

If a Project is notified of Conditional Award by HUD, an authorized representative of the Applicant Entity, must sign and submit this form to andrew@thn.org prior to contract execution.

g. *Monitoring Certifications*

All Applications for Continuum of Care Program Funding in the Texas Balance of State Continuum of Care, must be accompanied by a Monitoring Certification Form, this form can be found in Appendix G of this document.
In the Monitoring Certification Form, Applicants must;

- Disclose the date and time of the most recently completed monitoring of the Agency or Entity. The Applicant must disclose, regardless of the nature, or outcome of the monitoring
- Disclose any monitoring report that resulted in a "Finding", for all monitoring activities in the last 3 years
- In the event that the Agency has not been monitored, or has been, but no "findings" were identified, an authorized Agency representative must certify to that effect

Monitoring is a tool used by HUD and by extension, the Continuum of Care, to evaluate Agency capacity and compliance with regulation, and generally accepted accounting principles.   The TX BoS CoC acknowledges the value of monitoring and the organizational lessons that can come from an effective monitoring. Therefore, Applicants are afforded the opportunity to explain any required disclosure resulting from this document.

D. Expansion Project Applications

Expansion Project Applications consist of several components. For the purposes of responding to this RFP it is irrelevant whether the requested funds come from Reallocation Funding, or CoC or DV Bonus Funding. If the proposed application is allowable, the process is the same. It is also assumed that readers have read the FY 2019 CoC Program NOFA published by HUD on July 3rd, 2019. Unless an Applicant has received direct written communication from THN to the contrary, all New Project Applications must select, CoC Bonus, or DV Bonus, (As applicable) on Screen 6A.2.of esnaps. It is highly recommended that applicants review the detailed instructions for the appropriate project type.

1. Expansion Project Application Components

Expansion Projects are unique.   The Applicant must submit two, (2) unique applications to THN, one for the eligible Renewal Project and the other for the New Project that is comprised of the renewal activities, and the proposed activities. This is in contrast to the instructions in the New Project Detailed Instructions, which direct Applicants to submit three (3) applications in e-snaps. Applicants must follow the guidance in the Detailed Instructions, for the e-snaps submission and in addition, submit the following for the Renewal Project, and the New project,, where appropriate, it is permissible to copy/paste or use the same documentation from one application submission to the other, i.e. individual answers to questions in the SPN, match letters, monitoring certification etc.

Applicants are required to make 2 application submissions per Expansion Project:

- One New Application using the guidance in X.A.3
- One Renewal Application using the guidance in X.B.3

XI.   Application Submission

Applicants must submit **all applications at once** with the acknowledgements, attachments and supplemental materials listed in the appropriate application section of this document, via the submission portal. The submission portal will prompt the user for the required application materials. It is the responsibility of the Applicant to understand the submission portal. Applicants must use the naming conventions and file format requirements for each application component found in Appendix J.

Applicants are able to make one (1) submission, regardless of the number of applications being submitted Therefore, Applicants are strongly encouraged to assemble all application materials prior to opening the submission portal. All application materials must be submitted by 5:00 P.M. CDT, August 23rd, 2019. If an applicant is unable to access the Google Forms portal, please contact txboscoc@thn.org. Failure to meet the application deadline for any reason, including technical difficulties is insufficient. THN will not consider applications submitted after the deadline.

A note about file naming conventions: the file naming conventions in Appendix J and naming conventions found in the Detailed Instructions are critical for efficient post-submission processing by THN and HUD. THN **will not** attempt to decode, decipher or otherwise reorganize files submitted to THN that do not follow the prescribed naming conventions. Applications that do not adhere to the naming conventions in Appendix J may be returned to the applicant without review.

XII.   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 submit an intent to apply form will be added to the list serve.

XIII.   Availability of Technical Assistance

Technical assistance is available to potential applicants throughout the local application process. This technical assistance will be made in the form of open Question and Answer webinars available to all applicants. THN will answer applicant questions to the greatest extent possible, and review frequently asked questions. Webinars will be recorded and made available for all to review throughout the competition, being posted on the THN Website at http://www.thn.org/texas-balance-state-continuum-care/continuum-care-program/

Due to the limitations of providing technical assistance 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 specific technical assistance that THN staff will be unable to provide during an open competition period include: Specific advice on project design, directing specific edits to narrative sections, application strategy, or budget guidance etc.

Appendix A

Texas Balance of State CoC Cities/Counties

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

Intent to Apply Form

Texas Balance of State Continuum of Care FY 2019 CoC Intent to Apply Submission Portal

Please complete the form below to declare your Agency's intention to participate in the FY 2019 TX BoS CoC Competition.

* Required

1. **Email address** *

   _____

2. **What is the name of your Agency?** *

   _____

3. **Who is the Authorized Primary Contact for your Agency?** *

   _____

4. **What is the preferred email for the Agency's Authorized Primary Contact?** *

   _____

5. **Who is the Agency's Authorized Secondary (Back Up) Contact?** *

   _____

6. **What is preferred email for the Agency's Authorized Secondary Contact?** *

   _____

7. **Does your Agency intend to apply for a New Project, Expansion Project, Transition Grant, or Consolidation Grant?** *

   If you currently operate a CoC Project, and you do not plan on applying for any form of additional funding, please select "No." Please answer "Yes" if you intend to apply for CoC funds for the first time (a New Project application), to apply for new funds to expand a current CoC or non-CoC funded Project (Expansion Project), to reallocate a current CoC funded Project and reapply under a different component type (Transition Grant), or to consolidate two to four CoC funded Projects which your Agency operates (Consolidation Grant).
   Mark only one oval.

   ( ) Yes   *Skip to question 7.*

   ( ) No   *Skip to question 64.*

New Funding Applicants

8. **Does your Agency have any outstanding delinquent federal debts?** *

Mark only one oval.

◯ Yes   *After the last question in this section, skip to "It seems like you may have some questions concerning the Continuum of Care application process, or some of your selection are inconsistent with the FY 2019 CoC NOFA. ."*

◯ No

◯ Maybe   *After the last question in this section, skip to "It seems like you may have some questions concerning the Continuum of Care application process, or some of your selection are inconsistent with the FY 2019 CoC NOFA. ."*

9. **Does your Agency have a valid SAM registration number?** *

More information concerning SAM registration can be found here: https://www.sam.gov/SAM/
Mark only one oval.

◯ Yes

◯ No

10. **In compliance with 24 CFR 578.75 (g), does an individual who is currently experiencing homelessness or formerly experienced homelessness currently hold position on your Agency's Board or other equivalent policy making entity?** *

Mark only one oval.

◯ Yes

◯ No

11. **Have you reviewed the TX BoS CoC Expectation form and does your Agency agree to comply with the form before the execution of the grant, if it is awarded?** *

Mark only one oval.

◯ Yes

◯ No

12. **Do you want to talk to a THN Staff person about the CoC Expectations Form?** *

Mark only one oval.

◯ Yes   *After the last question in this section, skip to "It seems like you may have some questions concerning the Continuum of Care application process, or some of your selection are inconsistent with the FY 2019 CoC NOFA. ."*

◯ No

13. **Does HUD currently have a copy of your Agency's Code Of Conduct on file?** *

Mark only one oval.

◯ Yes

◯ No

14. **Does your Agency intend to identify subrecipients for this application?**

Mark only one oval.

◯ Yes

◯ No

15. **Does your Agency currently operate a Continuum of Care project?** *

Mark only one oval.

◯ Yes

◯ No

◯ I don't know   *After the last question in this section, skip to "It seems like you may have some questions concerning the Continuum of Care application process, or some of your selection are inconsistent with the FY 2019 CoC NOFA. ."*

16. **For which new project types does your Agency intend to apply?** *

Please select all that apply.
Check all that apply.

☑ New Project

☐ Renewal and Expansion Project

☐ Reallocation and Transition Project

17. **For how many new projects does your Agency intend to apply?** *

A new project is defined as a project that was not previously funded by HUD in the FY 2018 CoC Program Competition, to include an expansion of a renewal project.
Check all that apply.

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ Other: _____

1st Project

18. **What is the name of this Project?**

_____

19. **For what type of CoC Program funding is your Project applying?** *

Mark only one oval.

◯ Domestic Violence Bonus Funding

◯ Continuum of Care Bonus Funding

◯ I don't know

20. **For which project component type does your Project intend to apply?** *

Permanent Housing - Permanent Supportive Housing is an ineligible project component type under the Domestic Violence Bonus.
Mark only one oval.

   ◯   Permanent Housing - Permanent Supportive Housing

   ◯   Permanent Housing - Rapid Re Housing

   ◯   Joint Transitional Housing - Rapid Re Housing Component Type

   ◯   Supportive Services Only - Coordinated Entry

21. **Does your Agency intend to request New Construction, Renovation, or Acquisition funds?** *

Please remember that, through the FY 2019 NOFA, a project can only apply for New Construction, Renovation, or Acquisition funds to operate the Permanent Housing - Permanent Supportive Housing Component Type.
Mark only one oval.

   ◯   Yes

   ◯   No

22. **Will your Project prioritize a subpopulation for services?** *

Mark only one oval.

   ◯   Youth Experiencing Homelessness (under 24)

   ◯   Domestic Violence Victims or Survivors

   ◯   Chronically Homeless Individuals and Families

   ◯   HIV/AIDs

   ◯   Mental Illness

   ◯   Families

   ◯   Veterans

   ◯   Other: _____

23. **How many units does your Project propose to operate at full capacity?** *

Unit= Housing unit (Apartment /House / Duplex etc...)

_____

24. **How many beds does your Project propose to operate at full capacity?**

bed= Unique persons

_____

25. **What is the total requested budget amount for your Project?**

_____

26. **Please provide the amount of match necessary
for your proposed Project.**

All CoC applicants must match 25% of the total
requested amount of the proposed budget in either
cash match, in-kind match, or a mixture of both.
Match source agreements will need to be
submitted with the final application.

_____

27. **Is your Agency applying for an additional Project?** *

Mark only one oval.

◯ Yes

◯ No   *Skip to question 63.*

2nd Project

28. **What is the Name of this Project**

_____

29. **For what type of CoC funding is your Project applying?** *

Mark only one oval.

◯ Domestic Violence Bonus Funding

◯ Continuum of Care Bonus Funding

30. **For which project component type does your Project intend to apply?** *

Permanent Housing - Permanent Supportive Housing is an ineligible project component type under
the Domestic Violence Bonus.
Mark only one oval.

◯ Permanent Housing - Permanent Supportive Housing

◯ Permanent Housing - Rapid Re Housing

◯ Joint Transitional Housing - Rapid Re Housing Component Type

◯ Supportive Services Only - Coordinated Entry

31. **Will your Project prioritize a subpopulation for services?** *

Mark only one oval.

◯ Youth Experiencing Homelessness (under 24)

◯ Domestic Violence Victims or Survivors

◯ Chronically Homeless Individuals and Families

◯ HIV/AIDs

◯ Mental Illness

◯ Families

◯ Veterans

◯ Other: _____

32. **How many units does your Project propose to operate at full capacity?**

_____

33. **How many beds does your Project propose to operate at full capacity**

_____

34. **What is the total requested budget amount for your Project?**

_____

35. **Please provide the amount of match necessary for your proposed Project.**

All CoC applicants must match 25% of the total requested amount of the proposed budget in either cash match, in-kind match, or a mixture of both. Match source agreements will need to be submitted with the final application.

_____

36. **Is your Agency applying for an additional Project?** *

Mark only one oval.

◯ Yes

◯ No   _Skip to question 63._

3rd Project

37. **What is the Name of this Project**

_____

38. **For what type of CoC funding is your Project applying?** *

Mark only one oval.

◯ Domestic Violence Bonus Funding

◯ Continuum of Care Bonus Funding

◯ I don't know

39. **For which project component type does your Project intend to apply?** *

Permanent Housing - Permanent Supportive Housing is an ineligible project component type under the Domestic Violence Bonus.
Mark only one oval.

◯ Permanent Housing - Permanent Supportive Housing

◯ Permanent Housing - Rapid Re Housing

◯ Joint Transitional Housing - Rapid Re Housing Component Type

◯ Supportive Services Only - Coordinated Entry

40. **Will your Project prioritize a subpopulation for services?** *

Mark only one oval.

- ◯ Youth Experiencing Homelessness (under 24)
- ◯ Domestic Violence Victims or Survivors
- ◯ Chronically Homeless Individuals and Families
- ◯ HIV/AIDs
- ◯ Mental Illness
- ◯ Families
- ◯ Veterans
- ◯ Other: _____

41. **How many units does your Project propose to operate at full capacity?**

_____

42. **How many beds does your Project propose to operate at full capacity?**

_____

43. **What is the total requested budget amount for your Project?**

_____

44. **Please provide the amount of match necessary for your proposed Project.**

All CoC applicants must match 25% of the total requested amount of the proposed budget in either cash match, in-kind match, or a mixture of both. Match source agreements will need to be submitted with the final application.

_____

45. **Is your Agency applying for an additional Project?** *

Mark only one oval.

- ◯ Yes
- ◯ No   *Skip to question 63.*

4th Project

46. **What is the Name of this Project**

_____

47. **For what type of CoC funding is your Project applying?** *

Mark only one oval.

- ( ) Domestic Violence Bonus Funding
- ( ) Continuum of Care Bonus Funding
- ( ) I don't know

48. **For which project component type does your Project intend to apply?** *

Permanent Housing - Permanent Supportive Housing is an ineligible project component type under the Domestic Violence Bonus.

Mark only one oval.

- ( ) Permanent Housing - Permanent Supportive Housing
- ( ) Permanent Housing - Rapid Re Housing
- ( ) Joint Transitional Housing - Rapid Re Housing Component Type
- ( ) Supportive Services Only - Coordinated Entry

49. **Will your Project prioritize a subpopulation for services?** *

Mark only one oval.

- ( ) Youth Experiencing Homelessness (under 24)
- ( ) Domestic Violence Victims or Survivors
- ( ) Chronically Homeless Individuals and Families
- ( ) HIV/AIDs
- ( ) Mental Illness
- ( ) Families
- ( ) Veterans
- ( ) Other: _____

50. **How many units does your Project propose to operate at full capacity?**

_____

51. **How many beds does your Project propose to operate at full capacity?**

_____

52. **What is the total requested budget amount for your Project?**

_____

53. **Please provide the amount of match necessary for your proposed Project.**

All CoC applicants must match 25% of the total requested amount of the proposed budget in either cash match, in-kind match, or a mixture of both. Match source agreements will need to be submitted with the final application.

_____

54. **Is your Agency applying for an additional Project?** *

Mark only one oval.

◯ Yes

◯ No   *Skip to question 63.*

5th Project

55. **What is the Name of this Project**

_____

56. **For what type of CoC funding is your Project applying?** *

Mark only one oval.

◯ Domestic Violence Bonus Funding

◯ Continuum of Care Bonus Funding

◯ I don't know

57. **For which project component type does your Project intend to apply?** *

Permanent Housing - Permanent Supportive Housing is an ineligible project component type under the Domestic Violence Bonus.
Mark only one oval.

◯ Permanent Housing - Permanent Supportive Housing

◯ Permanent Housing - Rapid Re Housing

◯ Joint Transitional Housing - Rapid Re Housing Component Type

◯ Supportive Services Only - Coordinated Entry

58. **Will your Project prioritize a subpopulation for services?** *

Mark only one oval.

◯ Youth Experiencing Homelessness (under 24)

◯ Domestic Violence Victims or Survivors

◯ Chronically Homeless Individuals and Families

◯ HIV/AIDs

◯ Mental Illness

◯ Families

◯ Veterans

◯ Other:

59. **How many units does your Project propose to operate at full capacity?**

_____

60. **How many beds does your Project propose to operate at full capacity?**

_____

61. **What is the total requested budget amount for your Project?**

_____

62. **Please provide the amount of match necessary for your proposed Project.**

All CoC applicants must match 25% of the total requested amount of the proposed budget in either cash match, in-kind match, or a mixture of both. Match source agreements will need to be submitted with the final application.

_____

63. **Does your Agency currently operate a CoC Project?** *

Mark only one oval.

◯ Yes   _Skip to question 63._

◯ No   _Stop filling out this form._

Stop filling out this form.

Renewals and New Funding

64. **Does your Agency currently operate a CoC funded Project?** *

Does your organization currently operate a CoC Project that was renewed or awarded during the FY18 CoC Competition? If you answer "Yes" the form will take you to the section which allows you to declare your intentions concerning your Renewal Project(s). If you do not currently operate a CoC funded Project, answering "No" will enable you to submit the form.
Mark only one oval.

◯ Yes   _Skip to question 64._

◯ No   _Stop filling out this form._

Stop filling out this form.

Renewal Project

Please complete this section if your Agency intends to renew its existing Continuum of Care Project with no changes, or if your Agency is not renewing any projects and wishes to relinquish a prior CoC Program Award.

65. **What is the name of your Renewal Project as listed on the FY19 GIW?** *

the FY 2019 GIW can be found here:
https://www.hudexchange.info/programs/coc-giw-reports/?filter_Year=&filter_State=TX&filter_CoC=TX-607&program=CoC&group=GIW

_____

66. **What is the total Budget of this Renewal Project, as listed on the FY2019 GIW?** *

_____

67. **Does your Agency intend to submit a renewal application for this Project?** *
Mark only one oval.

◯ Yes

◯ No

68. **Does your Agency operate another CoC funded project?** *
Mark only one oval.

◯ Yes

◯ No   *Stop filling out this form.*

Skip to question 68.

Renewal Project #2
Please complete this section if your Agency intends to renew its existing Continuum of Care Project with no changes, or if your Agency is not renewing any projects and wishes to relinquish a prior CoC Program Award.

69. **What is the name of your Renewal Project as listed on the FY19 GIW?** *

the FY 2019 GIW can be found here:
https://www.hudexchange.info/programs/coc-giw-reports/?filter_Year=&filter_State=TX&filter_CoC=TX-607&program=CoC&group=GIW

_____

70. **What is the total Budget of this Renewal Project, as listed on the FY2019 GIW?** *

_____

71. **Does your Agency intend to submit a renewal application for this Project?** *
Mark only one oval.

◯ Yes

◯ No

72. **Does your Agency operate another CoC funded project?**

Mark only one oval.

◯ Yes

◯ No   *Stop filling out this form.*

Skip to question 68.

Renewal Project #3

Please complete this section if your Agency intends to renew its existing Continuum of Care Project with no changes, or if your Agency is not renewing any projects and wishes to relinquish a prior CoC Program Award.

73. **What is the name of your Renewal Project as listed on the FY19 GIW?** *

the FY 2019 GIW can be found here:
https://www.hudexchange.info/programs/coc/coc-giw-reports/?filter_Year=&filter_State=TX&filter_CoC=TX-607&program=CoC&group=GIW

_____

74. **What is the total Budget of this Renewal Project, as listed on the FY2019 GIW?** *

_____

75. **Does your Agency intend to submit a renewal application for this Project?** *

Mark only one oval.

◯ Yes

◯ No

Stop filling out this form.

It seems like you may have some questions concerning the Continuum of Care application process, or some of your selection are inconsistent with the FY 2019 CoC NOFA.

Please contact Andrew Willard, CoC Performance Coordinator, at (512) 596-3320 or andrew@thn.org for support.

A copy of your responses will be emailed to the address you provided

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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

TX BoS CoC Supplemental Project Narrative

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: _____   New Project Funded with the DV Bonus? _____

Project Component Type: _____   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 you 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: (numerator/denominator)x100)= 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: (numerator/denominator)x100)= 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: (numerator/denominator)x100)= 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: (numerator/denominator)x100)= 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 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.

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 rational 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?

Appendix E

Certificate of Consistency HUD Form 2991

Certification of Consistencm
with the Consolidated Plan

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: _____

Project Name: _____

Location of the Project: _____

_____

_____

Name of the Federal
Program to which the
applicant is applying: _____

Name of
Certifying Jurisdiction: _____

Certifying Official
of the Jurisdiction
Name: _____

Title: _____

Signature: _____

Date: _____

form **HUD-2991** (3/98)

Appendix F

CoC Expectations Form

CONTINUUM OF CARE PROGRAM APPLICANT EXPECTATIONS

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

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

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

EXPECTATIONS

Before applying for renewal or new CoC Program funding, all Project Applicants should read the following items:
- CoC Program Interim Rule (24 CFR Part 578), as it provides the requirements for implementation and administration of the CoC Program.
- FY 2019 CoC Program Notification of Funding Availability (NOFA)
- Opening Doors
- Home, Together
- TX BoS CoC Policies and Procedures
- TX BoS CoC Written Standards for Service Delivery
- TX BoS CoC Coordinated Entry Written Standards

New Project Applicants are strongly encouraged to complete the following training upon award notification from HUD. These training will provide understanding of HUD expectations and project compliance:
- CoC Program Components/Eligible Costs

https://www.hudexchange.info/resource/3146/coc-program-components-and-eligible-costs/
- CoC Program Administration
https://www.hudexchange.info/training-events/courses/coc-program-grant-administration/
- Financial Management Curriculum
https://www.hudexchange.info/trainings/financial-management-curriculum/

HMIS Participation and Coverage

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

Victim Service Providers (VSPs) are prohibited from participating in HMIS. VSPs must demonstrate that they have a database comparable to an HMIS and are able to provide aggregate data and HUD-mandated reports from that database upon request. (Ex: Osnium) For more information about mandated exclusions from HMIS and whether your Agency is affected, please follow this link to the HUD Exchange.

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

Consumer Involvement

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

Project Recipient & Subrecipients are encouraged to involve individuals experiencing homelessness and project participants when designing the project and in ongoing project execution.

Project Parameters

All projects must follow the TX BoS CoC Policies and Procedures and the TX BoS CoC Written Standards for the project type. Recipients are expected to maintain Policies and Procedure manuals which detail project eligibility determination, service delivery, federal

Updated 7/22/2019

compliance, and project policies in line with the TX BoS CoC Policies and Procedures and the TX BoS CoC Written Standards.

Coordinated Entry

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

In Communities where a local Coordinated Entry System does not exist, CoC Funded Agencies are looked to as leaders in the implementation. If a project is awarded in a region without a CE Process, it is expected that the awarded agency will work towards implementation prior to contract execution and/or the negotiated Operational Start Date. . Questions about participation in Coordinated Entry should be directed to the TX BoS CoC Systems Change Coordinator, Tiffany Hart, at [tiffany@thn.org.](#)

General Recipient Performance & Expectation
- Recipients must receive approval from the TX BoS CoC prior to requesting a grant extension from HUD.
- Recipients must receive approval from the TX BoS CoC prior to requesting a significant change from HUD, including proposals for: grant transfer, change in sub-recipients, change of project site, addition or elimination of eligible costs for a project, change in subpopulation, reduction in the number of units funded, and/or any budget changes greater than 10% of the budget line being reduced.
- Recipients are strongly encouraged to participate in a Quality Review Plans (QRP), Corrective Action Plan (CAP), or HUD Technical Assistance (TA)-led assistance if mandated by the TX BoS CoC and/or HUD. Recipients who are conditionally included for involuntary reallocation consideration may increase the likelihood of being fully reallocated if they chose not to participate in available TA opportunities. Please review the Conditional Inclusion Policy and Reallocation Policy for more information.
- Recipients are encouraged to provide Annual Performance Reports (APRs) to TX BoS CoC staff for review at least two (2) weeks prior to HUD submission in order to submit an accurate report of project performance.
- Recipients are expected to participate in the Quarterly Performance Score Card Process.
- Per the TX BoS CoC Policies and Procedures, Recipients must carbon copy ("cc") TX BoS CoC staff on all communications with HUD regarding monitoring.
- Recipients must notify THN of receipt of a HUD monitoring notification or monitoring report within 48 hours.
- Project staff is encouraged to a case conference with THN prior to any involuntary project participant terminations.
- If funded for SSO-CE through the DV Bonus, the CoC expects the Project Recipient to work with THN, the CoC Lead Agency, on a training, to be provided at least annually, for CoC Projects and Coordinated Entry Staff regarding safety and best

practices, e.g., trauma-informed survivor-centered, on safety and planning protocols in serving survivors of domestic violence.

Project Oversight
- Recipients of CoC Program Funding must have an accounting system compliant with 2 CFR 200,
- It is required that all recipients of CoC Program Funding in the Texas Balance of State develop and maintain an Internal Control environment that is in compliance with 2 CFR 200.303,
- It is expected that where a recipient and sub-recipient relationship exists, there is a sub-recipient agreement in place which includes provisions for monitoring and oversight.
- Recipients of CoC Program Funding are required by the TX BoS CoC to develop, implement, and maintain an Internal Monitoring Policy covering awarded CoC Projects. Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

CoC Engagement
- Recipients must participate in all trainings designated as mandatory that are conducted or sponsored by TX BoS CoC by having at least one representative staff member with direct involvement in operations and/or oversight of the project participate either via webinar or in-person, as required.
- Recipients must participate in the local Point-in-Time Count (PIT) and Housing Inventory Counts (HIC) and submit data collected by the deadlines established by TX BoS CoC.
- Recipients are expected to attend a majority of CoC General Meetings.
- Recipients are expected to participate in CoC Committees and Workgroups,
- Recipients are expected to participate in their Local Homeless Coalition.
- Recipients are expected to work collaboratively with their community partners to end homelessness
- Recipients are expected to create and maintain an effective homelessness response system, that achieves measurable progress toward making homelessness rare, brief and where possible, one-time.

THN Expectation
- As the Lead applicant for the TX BoS CoC, THN must facilitate and manage the annual Continuum of Care Completion.
- THN must complete the annual CoC Application to be submitted with the Consolidated Application.
- THN must solicit input, create, and maintain CoC Governance Documents, Written Standards, and Policies & Procedures.

Updated 7/22/2019

- THN must facilitate CoC General Meetings, Committees, the CoC Board, and trainings.
- THN must provide technical assistance and best practice recommendations to agencies operating within the CoC Geographic Area.
- THN must provide guidance, recommendation, and training to the CoC Board, and THN must act in good faith to carry out decisions of the CoC Board.
- As the HMIS Lead Agency, THN must maintain and facilitate the Homeless Management Information System (HMIS).
- THN provides training to new HMIS users and assists to maintain high data quality standards of the HMIS data.
- THN reports HMIS data to HUD annually.
- THN manages and facilitates the annual Point in Time Count and Housing Inventory Count, and THN analyses this data and provides it to HUD.

The expectations in this form are not intended to be interpreted as an exhaustive list of responsibilities for Recipients of CoC Program Funds, or for the Texas Homeless Network. It is understood that should any expectation in this document conflict with Federal, or State statute, the remaining expectations remain valid. My signature below acknowledges these expectations and to the greatest extent possible, the commitment to comply with them.

AUTHORIZED AGENCY REPRESENTATIVE INFORMATION

Agency:	
Contact Person:	
Email Address:	
Contact Number:	

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

_____   _____
Signature   Date

_____   _____
Printed Name   Title

Appendix G

Monitoring Certification Form

FY 2019 Texas Balance of State Continuum of Care
CoC Applicant Monitoring Certification

The Monitoring Certification must be submitted to THN as part of a larger Continuum of Care application package by 08/23/2019 at 5:00 PM for consideration. Applicant answers and attached documents will be assessed by the Independent Review Team and contributes to a Project Application score and ranking. Applicants may explain any required attachment to this certification by attaching a statement on Agency letterhead

Agency Name: Primary Contact:

Project Name:

Project Funding Type:
  Project Component Type:

A. Agency Contract History

Has your Agency been the recipient or sub-recipient of any federal or state awards in the last 3 years?

If yes, please list the contracting Agency, Start and End Date, and the contract budget below

Agency	Start Date	End Date	Total Budget

Is your Agency subject to the Single Financial Audit requirements of 2 CFR 200, Subpart F?

A. Agency Monitoring History

Has your Agency been monitored by any Federal or State Agency in the last three years?

If yes, please list the monitoring Agency, start and end date of the visit, and Findings y/n

Agency	Start Date	End Date	Findings (Y/N)

Please attach a copy of any monitoring report from the last 3 years, if that monitoring resulted in a "Finding" or a disallowed cost, regardless of source

By placing my initials in the box to the right, I am affirming that I have attached all monioring reports that resulted in a "finding" or disallowed cost, regardless of source

By placing my initials in the box to the right, I am affirming that there are no monitoring reports in the last 3 years that resulted in a finding or in a disallowed cost

Signature   Date

Appendix H

Eligible 2019 Renewal Projects

CoC Number:	TX-607
CoC Name:	Texas Balance of State CoC

Applicant and Project Information

Applicant Name	Project Name	Grant Number	Expiration Year	Total ARA	Hold Harmless?
Abilene Hope Haven, Inc.	Hope Housing Services	TX0465L6T071802	2020	$243,599	No
Abilene Hope Haven, Inc.	Hope Housing Services-PSH	TX0529L6T071800	2020	$212,905	Yes
City of Longview	City of Longview CoC 2018 Renewal	TX0157L6T071811	2020	$394,714	No
City of Texarkana	Texarkana Homeless Coalition: Doorways Home	TX0387L6T071804	2020	$203,223	No
Denton County MHMR Center	Connections PSH FY2018	TX0150L6T071811	2020	$304,045	No
Families In Crisis, Inc.	FIC RRH KILLEEN FY18	TX0467L6T071802	2020	$429,652	No
Giving HOPE, Inc.	Turning Point	TX0149L6T071811	2020	$232,017	No
Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC HMIS Project FY 2018	TX0470L6T071802	2020	$363,018	No
Lubbock Open Door	Lubbock Open Door PSH	TX0471L6T071801	2020	$567,365	No
Mid-Coast Family Services, Inc.	Next Step-Consolidated	TX0044L6J071811	2020	$509,549	No
Neighborhood Development Corp	Homeless to Homes Program	TX0247L6E071808	2020	$183,013	No
Odessa Links, Inc.	Project Hope FY 2018	TX0466L6T071802	2020	$304,944	No
Sabine Valley Regional MHMR Center dba Community Healthcore	Fredonia Homeless and Disabled Women and Children Rapid Rehousing	TX0474L6T071802	2020	$135,790	No
Shelter Agencies For Families in East Texas, Inc	HUD RAPID REHOUSING 3	TX0468L6T071802	2020	$172,601	No
The Gulf Coast Center	FY18 GCC Permanent Housing	TX0228L6E071811	2020	$586,191	No
The Salvation Army - Temple, TX	The Salvation Army - CoC Rapid Rehousing Program	TX0502L6T071801	2020	$160,550	Yes
The Salvation Army - Temple, TX	The Salvation Army – CoC Permanent Supportive Housing Program	TX0531L6T071800	2020	$142,541	Yes
The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing	TX0464L6J071802	2020	$299,962	No
The Salvation Army, a Georgia Corporation	Transforming Lives	TX0472L6J071802	2020	$153,944	No
United Way of Denton County, Inc.	Denton County Coordinated Entry	TX0530L6T071800	2020	$123,926	Yes
Women Opting for More Affordable Housing Now,Inc.(WOMAN,Inc.	WOMAN, Inc. Rapid Re-Housing	TX0463L6E071802	2020	$116,712	No

Appendix I

Grievance Procedure

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 2019 CoC Program application process, as outlined in the FY 2019 Request for Proposals (RFP) or;
    1. 2019 Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    2. 2019 Review and Scoring Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    3. 2019 Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    4. 2019 Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care

- Improper interpretation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2019 CoC Program application process, as outlined in the FY 2019 Request for Proposals (RFP) or;
    1. 2019 Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    2. 2019 Review and Scoring Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    3. 2019 Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    4. 2019 Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care

- Disparity in the application of rules, regulations, and/or procedures regarding participation in the TX BoS CoC's FY 2019 CoC Program application process, as outlined in the FY 2019 Request for Proposals (RFP) or;
    1. 2019 Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    2. 2019 Review and Scoring Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    3. 2019 Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    4. 2019 Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
- Violation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC's FY 2019 CoC Program application process, as outlined in the FY 2019 Request for Proposals (RFP) or;
    1. 2019 Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    2. 2019 Review and Scoring Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    3. 2019 Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
    4. 2019 Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care

Procedure for Filing Grievances and Grievance Appeals

The following steps must be taken, in the order given. Time limits shall begin on the end of 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 TX BoS CoC Board Chair, Danielle Shaw, at txboscoc@thn.org

Step 2

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 2019 NOFA](#)

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 the relevant CoC policy pertaining to their grievance.

TX BoS CoC's FY 2019 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 policy. (Use additional pages if needed.)

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

_____   _____

Date   Signature

TX BoS CoC's FY 2019 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 2019 NOFA:

_____

Printed Name

_____   _____

Date   Signature

Appendix J

Application Components & File Naming Conventions

Submission of Project Application Packets

Applicants must submit **all applications to THN at once** with the acknowledgements, attachments and supplemental materials listed in the appropriate application section of the RFP, via the submission portal. The submission portal will prompt the user for the required application materials. However, it is the responsibility of the Applicant to understand the submission portal, and how to submit the required materials. THN assumes no responsibility whatsoever due to user error, or technical difficulties.. Use the naming conventions and file format requirements for each file found in this document. **Applicants are able to make one (1) submission, regardless of the number of applications being submitted** Therefore, Applicants are strongly encouraged to assemble all application materials prior to opening the submission portal. All application materials must be submitted by 5:00 P.M. CDT, August 23rd, 2019.

NEW/RENEWAL PROJECT APPLICATION PACKET

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
Applicant Profile Applicants must acknowledge the information contained in the Applicant Profile during the submission process. Applicants **will not** submit their completed Applicant Profile to THN. NOTE: All Agencies must have an approved Code of Conduct. If your Agency is not on this list, you must attach a code of conduct to your applicant profile. https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct.	N/A	N/A	
Project Application Applicants must acknowledge the information contained in the Applicant Profile during the submission process. . Applicants will acknowledge submission in e-snaps and validate completion during submission Applicants **will not** submit their completed Project Applications to THN NOTE: It is critical for all applicants, (regardless of familiarity with the CoC Program) to utilize the detailed Instructions when completing the Project Application in e-snaps	N/A	N/A	
Supplemental Project Narrative All Applicants, regardless of application type are required to submit a Supplemental Project Narrative (SPN).	SPN_ 2019_<Applicant Name>_<Project Name>	SPN_2019_Texas Agency_Texas House	

NOTE: It is the responsibility of the Project Applicant to correctly identify the project component type on the SPN. Failure to correctly match the Component Type on the SPN to the Component type on the Project Application, may result in undesirable scoring			
Match Documentation 2019 CoC project match documentation (include cash/in-kind commitment letters dated between May 1, 2019 and August 23rd 2019, for each match source reported in the 2019 Project Application. NOTE Applicants will be required to submit finalized Match documentation to HUD during the technical submission process. For more information contact jim@thn.org	Match Documentation 2019 _<Applicant Name>_<Project Name>	Match Documentation 2019_Texas Agency_Texas House	
Monitoring Certification Applicants must complete Appendix G, which can also be found at thn.org NOTE: Any finding from any source requires attachment of the relevant Monitoring report. Applicants are encouraged to address unresolved monitoring findings, for more information see the RFP	2019 Monitoring Certification_<Applicant Name>_<Project Name>	2019 Monitoring Certification_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan All Applicants are required to submit Certification of Consistency with the Consolidated Plan, HUD-2991 (Appendix E)	Cert of Consistency 2019_<Applicant Name>_<Project Name>	Cert of Consistency 2019_Texas Agency_Texas House	
CoC Expectations Form Applicants **will not** submit their completed Applicant Profile to THN. Applicants will acknowledge the CoC Expectation Form and validate comprehension during submission	N/A	N/A	

Appendix K

HUD Continuum of Care Application Resources

HUD Application Resources:

FY 2019 CoC Program Notice of Funding Availability (NOFA)

e-snaps Functionality

e-snaps functionality resources

How to Access the e-snaps Project Application

New Project Specific Resources

CoC New Project Application Detailed Instructions:

FY 2019 New Project Application e-snaps Navigational Guide

Renewal Project Specific Resources

CoC Renewal Project Application Detailed Instructions

FY 2019 Renewal Project Application e-snaps Navigational Guide

Post Award Instructional Guide

Recipient's Post-Award Users Guide

THN Resources:

THN Local Application Process Resources

Reallocation

FY2019 Reallocation Policies and Procedures for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care

Review and Scoring

FY2019 Review and Scoring Policies and Procedures for Continuum of Care Program Funds in the Texas Balance State Continuum of Care

Ranking

FY 2019 Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care

Conditional Inclusion

FY2019 Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance State Continuum of Care

Appendix L

Eligible Persons to be Served

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/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/.

Appendix M

Threshold & Project Quality Review

Threshold requirements are certain requirements that Project Applicants and Project Applications must meet in order to be considered for funding in the FY2019 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 meets THN threshold requirements, and is later found not to meet threshold requirements on the federal level, HUD may choose to reject the application rather than award funds with conditions.

Minimum Standards
1. The only acceptable project types are:
    a. Renewal Projects(PH-PSH. PH-RRH,SSO=CE)
    b. New PSH, RRH, Joint TH & PH-RRH, and SSO-CE Projects created through reallocation
    c. New PSH, RRH, Joint TH & PH-RRH, and SSO-CE Projects created under the CoC Bonus
    d. New RRH, Joint TH & RRH, Projects created under the DV Bonus
    e. One (1) SSO-CE created under the DV Bonus
    f. Expansion Projects for eligible Renewal funded by the CoC Program
2. All Projects must meet HUD eligibility, threshold, and project quality threshold requirements, per the 2019 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 2019 Grant Inventory Worksheet (GIW). Renewal Projects may be required to apply for a lesser amount if they are reallocated following the FY2019 TXBoSCoC Reallocation Policy
5. 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 must be 100% dedicated to serving chronically homeless persons and must 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 FY2019 NOFA

11. All New and Renewal Projects providing housing must enhance HUD's Policy Priorities. For more information on the FY 2019 CoC Program Policy Priorities, see II.A. of the FY 2019 CoC Program NOFA.

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 significant program changes without prior HUD approval, or makes false or misleading statements. or omissions, during the application process, the Project Application may be rejected from the TX BoS CoC local application process.

Appendix N

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, 2019 and August 23, 2019.
- 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 2019 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 directly to program participants (e.g., SSI/SSDI disability benefits) cannot be used as match.

- o 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, 2019 and August 23, 2019.
    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 <u>dated between</u> May 1, 2019 and September 18, 2019
        - o Please note that letters 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. Contain the amount of the cash contribution OR the dollar value of the in-kind contribution (and must specify if such amounts are to be used for match or leverage)
4. Contain the specific date the contribution will be made available AND the time period during which the contribution will be available
5. Contain the name of the applicant Agency to which the contribution is being given
6. Contain the specific grant name/number and the fiscal year of the grant to which the contribution is being given
7. Contain a description of the goods/services that will be provided (for in-kind contributions) OR a description of what the funds will be spent on (for cash contributions)

- **MOUs** must contain the following information:
    1. Agency Information:
        - Applicant Agency's identifying information with point(s) of contact
        - Service provider's identifying information with point(s) of contact
    2. Be signed and dated by an authorized official of the organization dated between May 1, 2019 and September 18, 2019.
        - Please note that MOUs from prior years may not be used. If a document appears to be re-used from a previous year (ex: date changes with white-out) it will not be accepted by TX BoS CoC
    3. Unconditional commitment (except for selection to receive a grant) of third-party provider to provide the services
    4. Description of specific services to be provided
    5. Scope of services to be provided and by whom
        - Specific contract to be matched
        - Length of time services provided/term of contract
        - Point-in-time number of clients receiving service
        - Total clients receiving service over grant term
        - Qualification/profession of persons providing services
        - Estimated value of services provided (such as hourly rate)
    6. Documentation of services match
        - Documentation requirements and responsibilities of service provider and applicant Agency
        - Timeliness standards of service provider and applicant Agency for providing services to individuals

Documentation of match must be provided to HUD prior to grant agreement execution.