



REQUEST FOR PROPOSALS (RFP) FOR

FY 2022 ANNUAL Continuum of Care (CoC) Program Funding

ISSUE DATE:

Wednesday August 17, 2022

5:00:00 PM CST

PROPOSALS DUE:

Wednesday August 31, 2022

11:59:59 CST

SUBMIT VIA “APPLY” Application Software

RFP POINT OF CONTACT:

Jim Ward, Director of Planning

txboscoc@thn.org

(512) 861-2165

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Version History

Version	Date Posted	Changelog
Version 1	8/17/2022	Initial posting

Appendices

The Appendices listed below are for reference only and are not required to be submitted with the application.

Appendix A: FY2022 Renewal Applicant Listing

Appendix B: Application Components

Appendix C: Application Score Cards

Appendix D: Grievance Policy

I. INTRODUCTION – INVITATION & BACKGROUND

Texas Homeless Network (THN) serves as the Collaborative Applicant, CoC Lead Agency, and Homeless Management Information System (HMIS) Lead Agency for the Texas Balance of State Continuum of Care, which covers 215 counties of Texas' 254 counties. THN is referred to as CA, throughout this document. The Texas Balance of State Continuum of Care (TX BoS CoC) was formed to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR 578). The CoC is comprised of a broad group of stakeholders dedicated to ending and preventing homelessness across Texas. The over-arching CoC responsibility is to ensure community-wide implementation of efforts to end homelessness, including ensuring programmatic and systemic effectiveness of the local continuum of care program.

Applicants for CoC Program funding may not apply to the U.S. Department of Housing and Urban Development (HUD) directly without the approval of the CoC. 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 Collaborative Applicant (CA), and THN manages the CoC's Local Application Process on behalf of the TX BoS CoC. The process is described in this RFP and includes soliciting, reviewing, selecting, and ranking Project Applications, then submitting them to HUD under a Consolidated Application.

The FY2022 CoC Annual Process has changed significantly from years prior. The Competitive Application process is divided into two opportunities, (1) This Request for Proposals (RFP) which solicits applications from Renewal Project Applicants, and (2) A separate RFP for those seeking new funding. Both solicitations evaluate application on the extent to which the applicant performs, and meets local needs. The CoC Program is complex, both applications will be administered in stages. Stage one gives the CoC the ability to evaluate and score proposals, while stage two is more collaborative in nature, and applicants are provided technical assistance to complete the required statutory obligations of applicants. Although the processes are intended to be more inclusive, there are still required deadlines that the CoC cannot overlook. Please pay close attention to the deadlines in this RFP, and seek clarification if you are confused, or think you may not understand what is being asked. This is a new process for both applicants and the CoC. We can only get better, together.

This funding is not guaranteed year-to-year. Multiple factors influence an application's overall score and chances of funding, including applicants administrative and financial capacity, the applicants contribution to system performance, the relative strength of the CoC's Consolidated Application, whether the project incorporates a Housing First model, and other specific conditions of the Notice of Funding Opportunity (NOFO).

A. DEFINITIONS

See Section III.A & Section III.B of the [FY2022 Notice of Funding Opportunity](#) for applicable definitions as well as the [Competition Frequently Asked Questions \(FAQ\)](#) for responses to common questions.

B. POINT OF CONTACT

THN has designated a Lead who is responsible for this RFP:

Jim Ward
Director of Planning,
txboscoc@thn.org

C. CHANGES TO THE PROCESS THIS YEAR

In response to extraordinary conditions outside the control of the CoC, and in an effort to streamline the Local Application Process for Project Applicants the CA has made the following significant changes to the process:

- i. In the structure of this RFP; references to THN, CoC Lead Agency, and Collaborative Applicant have been replaced with CA when referring to actions or activities carried out by THN on behalf of the Texas Balance of State Continuum of Care
- ii. The Continuum of Care is soliciting applications for Renewal Projects only through this RFP. Renewal Projects are those that are listed on the Grant Inventory Worksheet, Appendix A with a “Y” in Column L.
- iii. The “Intent to Apply” step of the Application process has been incorporated into the Full Application stage and renamed as “Entity Eligibility”
- iv. The step of the process known as “Threshold Review” now occurs during the Full Application Stage
- v. The steps of the Application process known as “Completeness Review” and “Quality Review” have been condensed into a single review process titled “Completeness and Quality Review”
- vi. Scoring of project applications has always been based on the extent to which applicants are able to demonstrate a positive contribution to System Performance Measures. **This year, application scoring is based entirely on HMIS or Comparable Database data, and metrics related to System Performance are weighted more heavily compared to years prior.**
- vii. The use of data exclusively, removes the need for 3rd party review by the Independent Review Team. Instead, applicants will be notified of their scores and given the opportunity to appeal the score on any metric before a final reconciled score is used in the ranking of project applicants
- viii. Applicants will submit this application in stages. By August 31, Applicants must submit the Full Application: Questions, Disclosures and Uploads. This will allow the CoC to score project Applications in order to meet the date requirements in the NOFO
- ix. Applications will then undergo a partial Completeness and Quality Review Stage and will have until September 15th to submit the required e-snaps Project Application, and the required

Certification of Consistency with the Consolidated Plan (HUD-2991). Projects will then undergo a final Completeness and Quality Review

- x. Scoring of Renewal Projects will occur while the Application is technically still open, although all scored materials will be submitted no later than August 31. Applicants may still be working on other non-scored components of the Application. It is important for Applicants to check the timelines in this RFP and observe all deadlines, even for non-scored application components.

Please note, any request for New Funding in the Texas Balance of State must be made through a separate RFP for New Projects under the Annual or the FY2022 Supplemental NOFO. For more information about the other NOFOs [visit the HUD Exchange](#) and [see local implementation content on the Competition homepage on the THN website](#).

It is anticipated that the TX BoS CoC Annual CoC Program Bonus RFP will be released on Friday August 19, 2022. Applicants are encouraged to read the [FY2022 Annual CoC Program NOFO](#) for applicant requirements and the strategic vision of those funds.

It is anticipated that the TX BoS CoC Supplemental NOFO will be released on Friday August 26, 2022. Applicants are encouraged to read the CoC Plan that accompanies the Supplemental NOFO for applicant requirements and the strategic vision of those funds.

D. ELIGIBLE PROJECT APPLICANTS

In order to apply for CoC Program funding, Applicants must:

- i. Submit the Full Application: Questions, Disclosures and Uploads Part 1 in Response to this RFP **between August, 17 2022 at 12:00:00 AM and August 31, 2022 at 11:59:59 PM CST**. For more details on the contents of the Full Application Contents, please see Section IV and Appendix B of this RFP
- ii. Meet the entity threshold requirements below
 - a) Applicants and proposed sub-recipients must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities.
 - b) Applicants and proposed sub-recipients must have an active System for Award Management (SAM) Registration.
 - c) Applicants and proposed sub-recipients must have an active Unique Entity Identification Number (UEIN). [UEIN replaced the DUNS number earlier this year](#).
 - d) [The proposed Project may only serve counties](#) within the Texas Balance of State Continuum of Care.
 - e) The Applicant must have no outstanding delinquent federal debts listed at sam.gov.
 - f) Applicants must have a financial management system that meets Federal standards as described at 2 CFR 200.302
 - g) The Application must contain completed Certification Regarding Lobbying and Disclosure of

Lobbying Activities (SF-LLL).

- h) The Application must contain a Code of Conduct or the Applicant's Code of Conduct must be on file with the Federal Government as demonstrated by e-snaps upload.
- i) Applicant appears in the table of Appendix A of this RFP with a "Y" shown in column L.

II. PROJECT SCOPE OF WORK

The CA is seeking proposals from agencies seeking to:

A. Renew Projects Currently Funded through the CoC Program

HUD makes available to each CoC the amount of funding needed to re-fund all currently funded projects. This amount is called the Annual Renewal Demand (ARD). The TX BoS CoC's FY 2022 estimated ARD is \$10,656,928. To be eligible for renewal funding through the FY2022 competition, a current or new (FY2021) award must expire in CY2023.

For a complete list of eligible renewal projects please see Column "L" of Appendix A.

Renewal Projects with FY2021 expirations in CY2024 will be eligible for renewal in the FY2023 CoC Program Competition. Therefore, such projects are not eligible for renewal in the FY2022 Local Application Process, and applications submitted for projects that are ineligible for renewal will not be reviewed, scored or ranked. Such Projects are identified with a "No" in Column L of Appendix A.

Renewal Project Applicants will complete an abbreviated application. For more details regarding the contents of the solicitation, see Section IV and Appendix B of this RFP

B. APPLY APPLICATION SOFTWARE

Momentive, formerly known as SurveyMonkey Apply, is the Grant Management Software Texas Homeless Network uses. The TX BoS CoC Local Application Process will be hosted entirely within the Apply platform. That is, all application materials will be in, or uploaded to Apply. Applicants are encouraged to make use of the robust Frequently Asked Questions (FAQ) available from Apply. [Click here to access the Apply FAQ](#)

For questions related to your Apply Account password or user name issues, please contact Apply directly. THN **cannot** reset your password or retrieve your username. Additionally, Applicants are highly encouraged to add noreply@mail.smapply.net to their list of approved emails. THN cannot be responsible for missed communication between the CoC and the Applicant.

For questions related to the contents of the application, please contact the staff person identified in Section I.B of this RFP. The CA may offer limited technical assistance related to the navigation of the site, however, successful navigation of Apply is the responsibility of the applicant alone.

III. TIMELINE

This is not the usual TX BoS CoC Program Annual Competition timeline, it is complex and condensed. That is outside the control of the CoC. HUD imposed deadlines require that certain activities occur at specific times. The timeline below represents an intent comply with those requirements but also to collaborate with Renewal Applicants to ensure successful completion of their Application.

The items in Section III.A are intended to communicate the scope of the TX BoS CoC Local Application process. Items in **bold** font, are intended to draw attention to important dates in the process. A further explanation of key activities in the process is below. All times are Central Standard Time, unless otherwise noted. Every effort will be made to adhere to these timelines. Due to the nature of these processes, a delay in one stage does not necessarily correlate to a corresponding delay in subsequent stages. Applicants should ensure that they add donotreply@mail.smapply.net to their list of safe email addresses to ensure that there is no missed communication from the CoC. Applicants may also receive communications from txboscoc@thn.org.

A. SCHEDULE OF EVENTS

1	Issuance of RFP	8/17/2022 5:00:00 PM
2	Full Application: Entity Eligibility Verification opens in Apply	8/17/2022 11:59:59 PM
3	Full Application: Questions, Disclosures and Uploads Part 1 opens in Apply	8/19/2022 11:59:59 AM
4	Full Application Questions, Disclosures and Uploads Part 1 Due in Apply	8/31/2022 11:59:59 PM
5	Applicants Complete Threshold Review	9/6/2022 11:59:59 PM
6	Application Scores Are Available	9/8/2022 11:59:59 PM
7	Applicants Review Project Scoring	9/9/2022 11:59:59 PM
8	The CA Reconciles Application Scoring	9/12/2022 11:59:59 AM
9	The CA Completes Ranking Scenarios for Board Review and Approval	9/13/2022 11:59:59 AM
10	Full Application Questions, Disclosures and Uploads Part 2 Due in Apply	9/15/2022 11:59:59 AM
11	The TX BoS CoC Board Votes on a Ranking Scenario to become the Priority Listing	9/15/2022 2:00:00 PM

12	Applicants Notified Whether an Application Will Be Submitted with the 2022 Consolidated Application	9/15/2022 4:59:59 PM
13	Board Makes Written Response to Grievances	9/22/2022 4:59:59 PM
14	Quality Review and Minor Corrections Due	9/22/2022 11:59:59 AM
15	The TX BoS CoC Board Approves the FY2022 Consolidated Application	9/28/2022 11:59:59 AM
16	FY2022 Consolidated Application posted on THN's Website & Notice Sent Via the BoS News Listserv	9/28/2022 11:59:59 AM
17	The CA Submits Consolidated Application	9/30/2022 1:00:00 PM
18	Consolidated Applications Due to HUD	9/30/2022 8:00:00 PM EDT

IV. EXPLANATION OF EVENTS & APPLICATION COMPONENTS

A. ISSUANCE OF RFP

Texas Homeless Network issues the RFP on behalf of the Texas Balance of State Continuum of Care. This document and the Appendices, represent the entirety of the solicitation. Any question related to the content or process of this RFP or any part thereof should be directed to the contact person in Section I.B of this RFP. No CA staff person can guarantee funding through this process. Applicants are encouraged to seek clarity in writing, verbal communication from CA staff is not binding, and conflict between the CA and the HUD NOFO, the NOFO will prevail

B. FULL APPLICATION STAGES

The Full Application opens on Wednesday August 17, 2022 at 12:00:00 AM. There are three steps of the Full Application Stage, (1) "Full Application: Entity Eligibility Verification", (2) "Full Application: Questions, Disclosures and Uploads Part 1" and (3) "Full Application: Questions, Disclosures and Uploads Part 2". The Applicant must complete the steps in order of their listing on the timeline in Section III.A of this RFP. The components of the full application stage can be found in Appendix B of this RFP. Part 1 of The Full Application will close to all submissions on Wednesday August 31, 2022 at 11:59:59 PM. Part 2 of the Full Application will close to all submissions on Thursday September 15, 2022 at 11:59:59 AM

There are two major components of the Full Application Stages, "Apply" and "e-snaps". For more information on Apply, see Section II.B of this RFP. E-snaps is the Grant Management Software used by HUD. Applicants must complete an application in e-snaps and then export and upload the completed Applicant Profile and e-snaps Project Application to Apply. HUD will evaluate projects based on the Applicant's e-snaps application and the application's relative ranking in the CoC Priority Listing submitted

as part of the CoC Consolidated Application. The importance of close attention to detail as it relates to the e-snaps application cannot be overstated.

Applicants must consult materials published on the HUD Exchange, including the relevant Renewal Project Detailed Instructions for the e-snaps application, in the preparation of their application. Failure to reference the Detailed Instructions while completing the e-snaps application may result in a lower overall application score in the Local Application Process. Applicants can access the Detailed Instructions and other materials at the [HUD website](#).

2022 is unlike prior application cycles. Applicants will have additional time to complete some parts of the e-snaps portion of the project application, however the CoC must still do a thorough review and maintain appropriate levels of oversight over the process. Please make note of the deadlines throughout this document and take care not to miss a deadline. The additional time to complete the e-snaps application comes at a cost. CA Staff will be unable to perform multiple rounds of corrections with applicants.

a) Full Application: Entity Eligibility Verification: Wednesday August 31, 2022 at 11:59:59 PM

This step of the Application Process verifies basic eligibility about the Applicant, the Project requesting renewal, and provides limited information about both the Project Applicant, and the Project itself. There are no uploads required for this stage of the Full Application. Applicants must complete this step first, before gaining access to the remainder of the Full Application. This application stage will open and remain open through the close of the Full Application: Questions, Disclosures and Uploads close Wednesday August 31, 2022 at 11:59:59 PM.

b) Full Application: Questions, Disclosures & Uploads Part 1: Wednesday August 31, 2022 at 11:59:59 PM

This stage is where the bulk of the data collection occurs, and is broken into several tasks that can be completed in any order. Those tasks are;

- i. Renewal Project Questions
- ii. Monitoring History Report (optional upload)
- iii. E-snaps Applicant Profile (upload)
- iv. Letters of Support from the LHC or Partners (upload)
- v. Match Documentation (upload)

The deadline for applicants to complete these tasks and submit this Stage of the Application is Wednesday August 31, 2022 at 11:59:59 PM. Applicants that do not complete this step will become ineligible for renewal, will not be reviewed, scored or ranked, and will not be included in the Priority Listing of projects recommended to HUD for funding. For more information about any of the items i-iv above, please consult Appendix B of the RFP

c) Full Application: Questions, Disclosures and Uploads Part 2: Thursday, September 15, 2022 at 11:59:59 AM

This task may be completed at any point following the completion of Full Application: Questions, Disclosures and Uploads Part 1 but must be completed no later than Thursday, September 15, 2022 at 11:59:59 AM. This part of the full application contains two tasks and they are;

- i. E-snaps Project Application Upload
- i. Certification of Consistency with the Consolidated Plan (HUD-2991)

The intent of this application stage is to collect required application materials from Project Applicants, and is not scored by the CoC. Applicants can begin working on this step of the application as soon as Part 1 of the Full Application has been submitted, and are encouraged to prioritize this step as soon as possible. If you require assistance with this step of the Application process, please contact txboscoc@thn.org

A. CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN

All applications must include a HUD required Certification of Consistency with the Consolidated Plan (Certificate). This Certificate is completed by the Participating Jurisdiction (PJ) in the area the proposed project will operate. When a Project's coverage area spans multiple PJ, it is only necessary to collect one (1) Certificate from a PJ in the proposed coverage area. All applicants must submit a completed, signed Certificate through the appropriate screen in Apply for the proposed Project.

Applicants that plan to appeal a PJ's refusal to supply a Certification must indicate that intent through attachment of a statement on Agency Letterhead in place of the Certificate. This statement must describe the situation, including the date of the written request to the PJ, their response if any, and all written communication with the PJ. Applicants must describe how they will follow the steps to appeal the PJ's refusal to supply this required certificate as instructed in Section X.E. of the 2022 CoC Program NOFO including a proposed timeline for the appeal.

Due to the variation in customary business procedure at the PJs throughout the State, Applicants are encouraged to prioritize this request early in the application process. No application submission extensions will be granted for circumstances other than a Federal Natural Disaster Declaration immediately (less than three months) before or during the application period.

Applicants must give the PJ sufficient time to review, approve and certify the proposed activities. Applicants may not appeal non-responses or a PJs refusal to certify if the initial request was made to the PJ within one week (5 business days) of the Wednesday August 31, 2022 application submission deadline.

NOTE: The CA is unable to submit a recommendation on your behalf without this form. Under no circumstances will the CA accept a Certification of Consistency after Monday September 26, at 11:59:59 PM

B. MATCH DOCUMENTATION

In general, The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of cash or in-kind contributions from other sources. Cash match must be used for the costs of activities that are eligible under subpart D of 24 CFR 578.

Applicants must upload a letter (on Agency Letterhead) that satisfies the following criteria:

- Identify the match as Cash or In-kind
- Identify the source of the Matching Funds
- If cash, a description of the activities that the match will support
- If in-kind, a description of the goods or services that will be used as match
- A citation from the CoC Program Interim Rule Subpart D (578.37-578.63) that correlates to the eligible matching activity or activities
- Explicitly state that the match will be available for the entire FY2022 Grant term

E. APPLICATION REVIEW PROCESSES

All applications will go through two (2) standard review processes. Those review processes are explained below. Due to the extraordinary situation, CA staff will have limited capacity for technical assistance during the review process. The majority of the review centers on the e-snaps application that will be submitted after renewal project applications are scored and ranked by the CoC Board. Application errors discovered after ranking may result in a determination of ineligibility, and a renewal project be removed from the Priority Listing. Please see the information below, and be diligent about following the [Renewal Project Detailed Instructions that HUD makes available at hud.gov](#).

a) Entity Eligibility Review

This review occurs in Stages. At the submission of the first step of the full application, "Full Application: Entity Eligibility," CA staff review each application to verify the following

- i. Applicants must be nonprofit organizations, states or local governments, or instrumentalities of state and local governments, including Public Housing Authorities
- ii. Applicants must have an active SAM Registration
- iii. Applicants must have an active Unique Entity Identification (UEI) Number
- iv. The Applicant must have no outstanding delinquent federal debts
- v. That the proposed Project will serve counties within the Texas Balance of State Continuum of Care

Applicants that do not meet the above criteria will be declined in Apply and notified in writing via automated message from norepy@mail.smapply.net that the proposed project is ineligible along with the reason for the decision. Applicants may resubmit the application if it is believed that information was submitted in error, or CA staff incorrectly determined that a project is ineligible for consideration. All Applications are due by the Full Application: Questions, Disclosures and Uploads Part 1 deadline of August 31, 2022.

b) Completeness and Project Quality Review

Upon submission of the Full Application: “Questions, Disclosures and Uploads Part 1”, Staff will review the following,

- i. The Applicant Profile is complete and accurately reflects the current staffing of the Applicant (ie. Matching Primary and Secondary Contacts between e-snaps and Apply)
- ii. The Applicant Profile must contain a Code of Conduct or the Applicant’s Code of Conduct must be on file with the Federal Government as demonstrated by e-snaps upload. See Appendix B for more information

During this review process, CA Staff will perform a preliminary review of each application for completeness. Completeness means that all required documents are present, that the applicant uploaded valid attachments that are responsive to the prompts in Apply, and that there are no obvious discrepancies in the application that would limit the ability of the staff to score the application.

Applications must comply with this RFP and the Annual NOFO. Applications that do not comply with the provisions of the NOFO or this RFP will not pass the Completeness and Quality Review.

The second part of this combined review process focuses on the e-snaps project application upload, but also continuity throughout the application. Through the Quality Review process, CA staff are ensuring that the Project Applicant followed the detailed instructions provided by HUD, that there is consistency throughout the Application, budgets have sufficient detail and that the Applicant’s responses address all parts of the question asked. Applicants that submit e-snaps applications “without changes” are assumed to have met the quality review thresholds and will Staff will perform an abbreviated Review. Sections of the e-snaps application with 2022 submission dates on the Submission Summary screen will be thoroughly reviewed.

If staff identify deficiencies in the Project Application or the supporting documents uploaded to Apply during the Quality Review, the Application will be amended back to the Applicant both in Apply, and in e-snaps (if required). Staff will notify both the Authorized Representative and the Person to Contact Regarding the Application in writing to resubmit the Application for consideration. Applicants will have 72 hours to correct the identified deficiencies. **The last day for Quality Review corrections to be submitted to the CA is Thursday, September 22 2022, at 11:59:59 PM.**

F. APPLICANTS REVIEW SCORING

Consistent with Section VI.A & Appendix C of this solicitation, CA staff will run HMIS reports and score projects that pass the Project Completeness and Quality Review stage of the Evaluation process. These scores will be available to Applicants on or before Thursday September 8, 2022. Applicants are strongly

encouraged to check their application by the deadline for Step 7 of the timeline in Section III.A of this RFP, to accept or challenge individual metrics on the scorecard. Applicants that do not respond to this step in Apply, will be moved on to the next step of the review process once the deadline for the stage has passed. For more information about the scoring process and how applicants can prepare for scoring, please see Section VI.A of this RFP.

G. APPLICATION COMPONENTS AND CHECKLIST

The Application solicited for **Renewal Project Applicants** must contain:

No.	Component	Format
Full Application: Entity Eligibility Verification		
1	Entity Eligibility Verification	Apply
Full Application: Questions, Disclosures and Uploads Part 1 due August 31, 2022		
`	Renewal Project Questions	Apply
2	Monitoring History Report	Apply
3	e-snaps Applicant Profile	Submitted in e-snaps and Submission exported to Apply
4	Letters of Support	Apply Document Upload
5	Match Documentation	Apply Document Upload
Full Application: Questions, Disclosures and Uploads Part 2 due September 15, 2022		
1	e-snaps Project Application, with all required attachments	Submitted in e-snaps and Submission exported to Apply
2	Certification of Consistency with the Consolidated Plan (HUD-2991)	Apply Document Upload

NOTE: Appendix B contains a detailed description of each of the items above

H. FREQUENTLY ASKED QUESTIONS

CA Staff have published a FAQ document that is linked in Section I.A of this document and also available as a hyperlink on the [THN website](#). Please note that this is a tabbed google sheet. Please ensure that you are on the tab labeled “Annual”.

I. SUBMISSION OF PROJECT APPLICATIONS

All applicants must submit the step Full Application: Questions, disclosures and Uploads Part 1 in Apply by Wednesday August 31, 2022 at 11:59:59 PM. **The CA will not accept late or incomplete submissions.** Applicants are encouraged to screenshot the submission message in Apply as a receipt of submission. Applicants will also receive an automated message from Apply, indicating that Part 2 of the Application is open and available. For more details regarding the content of the Apply Full Application, please see Appendix B. Applicants should also review Section IV of this RFP for a summary of the application components.

There is no cost to create an account in Apply. It is the sole responsibility of the applicant to understand and plan for challenges that can arise from the use of software-based application processes.

V. APPLICATION PREPARATION AND SUBMISSION

These instructions outline the guidelines governing the format and content of the application and the approach to be used in its development and presentation.

A. NUMBER OF RESPONSES

Eligible Entities – those that are listed on Appendix A Column L with a “Y” – must submit a *separate* Renewal Project Application for each project that they intend to renew.

B. APPLICATION FORMAT

Project Applicants must submit the Application Packet through Apply. Apply is the TX BoS CoC Grant Management Software used for competitive funding applications. Organizations must have a primary and secondary authorized official in order to submit an application in Apply. These persons should mirror the authorized primary, and secondary contacts communicated to HUD. Where applicable, attachments must follow the attachment requirements, which are clearly communicated in the software and Appendix B of this RFP.

Application consistency is paramount. Please use the EXACT same naming conventions from e-snaps and in Apply on all supporting documentation. For example, if you named the project “Looking Forward” in Apply, there should be a corresponding “Looking Forward” e-snaps application upload. Inconsistency in naming conventions will slow the review process for all applicants. Please follow the naming conventions for the attachments in e-snaps, where applicable. HUD prescribes naming conventions in the Detailed Instructions, and applications that do not follow these instructions will be returned for corrections.

C. APPLICATION REQUIREMENTS

All applications must include the information requested in Section IV.G. The CA may, at its discretion, request additional documentation outside of Apply to validate the response to any question in Apply or in e-snaps at any time.

VI. EVALUATION

A. SCORING

Scoring is the primary method of evaluation for all CoC Program Applications in the TX BoS CoC. Projects are scored using the Renewal Project Application Score Cards (Appendix C) for the project type. However, not all renewal projects are scored. Those renewal projects with less than 12 months of data, are “held harmless” as provided for in the [TX BoS CoC Ranking Policy](#). Similarly, projects that are the only project of

the type that are eligible for scoring, are exempted from the scoring process and are also “held harmless”. These projects will be included in the FY2022 CoC Program Priority Listing in the FY2021 ranked order as submitted in the [FY2021 TX BoS CoC Priority Listing](#). Projects held harmless are indicated by a “Y” on Column M of Appendix A.

HUD requires CoCs to consider objective, performance-based scoring metrics when scoring Project Applications to determine the extent to which each Project addresses HUD’s policy priorities. The TX BoS CoC also evaluates multiple metrics that contribute to the TX BoS CoC System Performance Measures.

The objective, performance-based scoring metrics projects used to review Applications may include:

1. Successful housing placement and retention
2. Income growth
3. Severity of needs and vulnerability of participants at project start
 - Persons/Families with a history of victimization/abuse, domestic violence, sexual assault, childhood abuse
 - People with a history of criminal justice system involvement
 - People experiencing chronic homelessness
 - Youth experiencing homelessness
 - Unsheltered homelessness
 - Low or no income at project entry
 - Current or past substance abuse
4. Returns to homelessness
5. Bed utilization
6. Cost-effectiveness, i.e. how much each Project spends to serve and house an individual or family as compared to other projects serving similar populations
7. Fiscal management
8. HMIS data quality
9. Adherence to Housing First
10. Prioritization fidelity
11. Race Equity
12. Equal Access
13. Engaging Persons with Lived Experience of Homelessness
14. Reaching Underserved Communities

For the Specific scoring metrics used in the FY2022 scoring process, please see Appendix C. Please note that Projects are scored by intervention type, therefore there are five score cards PSH/PSH-DV, RRH/RRH-DV and Joint TH/RRH. It is important to note that there are different performance expectations for different housing interventions, and therefore different scoring thresholds on the above-indicated metrics dependent on the type of intervention applied for. Project Applications are scored differently on the same

metric for this reason. Each Score Card is three pages in length in Appendix C, except for the TH/RRH Score Card, which is 5 pages. CA staff will complete the Score Cards in Excel. Blank versions of all Score Cards are made available with the release of this RFP and can be found at the competition homepage of the CA website. Applicants are strongly encouraged to download and run a scorecard for their own project. Applicants to the CoC Bonus RFP will be required to self-score the Renewal Project and use that in the evaluation of the Expansion activities. Questions about scoring can be directed to Hope Rodgers, CoC Performance Manager, at hope@thn.org.

All scoring materials are attached to this document as Appendix C.

Renewal Projects will be evaluated on a rolling 12-month basis. For the FY2022 TX BoS CoC Local Application Process, the period considered for review is August 1, 2021 –July 31, 2022, although some cost effectiveness evaluations are based on the most recently submitted APR recorded in the APR repository SAGEhmis.info. CA Staff will begin the process of completing the Local Application Process Renewal Scorecards on Monday August 22, 2022. Agencies listed on Appendix A that use a comparable database will be contacted by CA staff to supply a zipped Excel format APR export for the above referenced date range. Applicants should ensure that HMIS data accurately reflects their project, that there are no issues with data quality, that there is no missing data, and that annual or exit assessments have been completed to receive the highest score possible.

B. RANKING

The TX BoS CoC Staff rank projects using the [TX BoS CoC Ranking Policy](#) and present the proposed ranking scenarios to the CoC Board. When the CoC Board votes on the ranking, the CA staff will promptly notify Applicants of the results and whether a specific project will be submitted with the 2022 Consolidated Application. It is anticipated that all Renewal Projects will be submitted as part of the Consolidated Application, provided that the project meets eligibility requirements and application deadlines.

NOTE: Inclusion in the TX BoS CoC Priority Listing does not guarantee funding. The CoC cannot guarantee funding to any agency, including THN as the Lead Agency. Applicants are advised that no CA staff person can guarantee funding regardless of application's position on the Priority Listing.

C. GRIEVANCES

Project Applicants must adhere to the Grievance Policy below.

Grievances must be written on Applicant's letterhead or by using the attached form in Appendix D, addressed to the TX BoS CoC Board, and received by the CA at txboscoc@thn.org no later than 24 hours after the notification that indicates that the application will not be included in the CoC's Priority Listing (which is estimated to be Thursday, September 15, 2022 at 4:59:59 PM) See Appendix D Grievance Policy for more information about the FY2022 CoC Program Grievance Process.

Note: for purposes of this competition, automated emails from Apply to the person generating the

application, will constitute notification from the CA. It is the sole responsibility of the Applicant to ensure that messages are received. Applicants are highly encouraged to add noreply@mail.smapply.net to their list of approved emails. The CA cannot be responsible for missed communication between the CoC and the Applicant, although the CA will take all steps possible to ensure that Applicants receive communication in a timely manner.

Grievances should reference a specific policy or section of this RFP that was violated, and a proposed remedy. In order to appeal based on policy application, it must be expressly referenced in this RFP. Grievances that do not satisfy these conditions will not be considered. The CoC Board will make the final decision about the Grievance on or before Thursday, September 22, 2022 at 4:59:59 PM. The board's decision regarding any grievance will be communicated to the applicant in writing by Jim Ward, Director of Planning.

What cannot be appealed;

1. Applicants rejected for expired or no SAM Registration as of August 31, 2022
2. Scoring concerns due to missing data or data quality issues
3. Emotional appeals not based in error or incorrect application of this RFP or Policy.

D. MINOR CORRECTIONS OR ADDITIONAL INFORMATION

Applicants with projects selected for inclusion in the TX BoS CoC's Priority Listing may be solicited for minor corrections or additional information about the project after applicants are notified whether an application will be submitted with the 2022 Consolidated Application. Examples of minor corrections could be;

- i. A typo in the Project's Certification of Consistency with the Consolidated Plan
- ii. Typos or errors in the e-snaps project application

Regardless of the specifics of the minor correction, number of corrections required, or information requested, all responses to these requests must be submitted to the CA for inclusion in the Priority Listing no later than Friday, September 26, 2022, at 11:59:59 PM.

VII. AWARD

HUD will select and notify applicants of the overall outcome of the FY2022 CoC Program Competition via a Notice of Conditional Award. These announcements usually occur anywhere from January-March of the year following the competition. Once applicants are notified by HUD that the project has been selected, CA Staff will contact the authorized primary and secondary contacts to collect a signature on the CoC Expectations Form, and schedule "Start-up" Technical Assistance.

NOTE: Inclusion in the TX BoS CoC Priority Listing does not guarantee funding. The CoC cannot guarantee funding to any agency, including THN as the Lead Agency. Applicants are advised that no CA staff person can guarantee funding regardless of position on the Priority Listing.

Satisfying the Terms and Conditions of the Notice of Conditional Award is the sole responsibility of the Applicant. However, CA Staff are available to provide support and guidance through this process. Often, the post-award phase of the project can take several months or longer depending on the conditions placed on the award. To learn more about the post-award process and what to expect, [please refer to the CoC Program Recipient's Post-Award User guide, available here](#). Given the potentially lengthy nature of the post-award process, applicants that are selected for inclusion in Tier 2 of the CoC's priority listing are encouraged to "Act as-if" and begin preparing for award upon conclusion of the TX BoS CoC Local Application Process. CA Staff are available to assist with this process if requested.

VIII. APPENDICES

TX BoS CoC Renewal - Appendix A

A	B	C	D	E	F	G	H	I	J	K	L	M
Applicant and Project Information				Current Budget Line Item Amounts								
Applicant Name	Project Name	Grant Number	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total ARA	Eligible for Renewal in FY2022 Y/N	Held Harmless Y/N
Mid-Coast Family Services, Inc.	Next Step Combined	TX0044L6J072114	PH	\$513,691	\$0	\$168,288	\$88,128	\$10,624	\$31,000	\$811,731	Y	N
Giving HOPE, Inc.	Permanent Supportive Housing-Turning Point	TX0149L6T072114	PH	\$317,897	\$0	\$100,761	\$3,976	\$0	\$38,346	\$460,980	Y	N
Denton County MHMR Center	Connections PSH FY21	TX0150L6T072114	PH	\$0	\$462,144	\$214,544	\$0	\$0	\$55,280	\$731,968	Y	N
The Gulf Coast Center	GCC Permanent Housing	TX0228L6E072114	PH	\$0	\$389,376	\$201,528	\$0	\$0	\$50,199	\$641,103	Y	N
Neighborhood Development Corp	Homeless to Homes Program	TX0247L6E072111	PH	\$0	\$0	\$33,528	\$161,792	\$0	\$7,076	\$202,396	Y	N
City of Texarkana	Texarkana Homeless Coalition: Doorways Home	TX0387L6T072107	PH	\$0	\$142,644	\$68,000	\$0	\$0	\$7,063	\$217,707	Y	N
Women Opting for More Affordable Housing Now, Inc.(WOMAN, Inc.	WOMAN, Inc.Rapid Re-Housing	TX0463L6E072105	PH	\$0	\$106,296	\$15,545	\$0	\$0	\$6,943	\$128,784	Y	N
The Salvation Army, a Georgia Corporation	Project Bridge	TX0464L6J072105	PH	\$0	\$191,640	\$99,631	\$0	\$15,600	\$14,763	\$321,634	Y	N
Abilene Hope Haven, Inc.	Hope Housing Services	TX0465L6T072105	PH	\$0	\$168,096	\$76,174	\$0	\$1,400	\$15,641	\$261,311	Y	N
Odessa Links, Inc.	Project HOPE FY 2021	TX0466L6T072105	PH	\$0	\$242,040	\$51,750	\$0	\$0	\$17,826	\$311,616	Y	N
Families In Crisis, Inc.	FIC_RRH_KILLEEN_FY21	TX0467L6T072105	PH	\$0	\$466,896	\$165,033	\$0	\$0	\$56,501	\$688,430	Y	N
Families In Crisis, Inc.	FIC_HUD RAPID REHOUSING 3_FY21	TX0468L6T072105	PH	\$0	\$134,712	\$33,742	\$0	\$0	\$10,687	\$179,141	Y	N
Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC HMIS Project FY2021 Renewal	TX0470L6T072105	HMIS	\$0	\$0	\$0	\$0	\$520,382	\$52,036	\$572,418	Y	N
Lubbock Open Door	Lubbock Open Door PSH Combined	TX0471L6T072104	PH	\$0	\$695,700	\$604,825	\$0	\$3,090	\$101,265	\$1,404,880	Y	N
The Salvation Army, a Georgia Corporation	Transforming Lives	TX0472L6J072105	PH	\$0	\$97,296	\$62,500	\$0	\$5,716	\$0	\$165,512	Y	N
Sabine Valley Regional MHMR Center dba Community Healthcore	Fredonia Homeless and Disabled Women and Children Rapid Rehousing program	TX0474L6T072105	PH	\$0	\$168,384	\$73,438	\$0	\$0	\$12,504	\$254,326	Y	N
The Salvation Army - Temple, TX	The Salvation Army - CoC Rapid Rehousing Program	TX0502L6T072104	PH	\$0	\$120,816	\$36,976	\$0	\$0	\$10,834	\$168,626	Y	N
Abilene Hope Haven, Inc.	Hope Housing Services- PSH	TX0529L6T072103	PH	\$0	\$128,376	\$77,100	\$0	\$350	\$19,355	\$225,181	Y	N
United Way of Denton County, Inc.	Denton County Coordinated Entry - Renewal FY2021	TX0530L6T072103	SSO	\$0	\$0	\$112,660	\$0	\$0	\$11,266	\$123,926	Y	Y
The Salvation Army - Temple, TX	The Salvation Army - CoC Permanent Supportive Housing Program	TX0531L6T072103	PH	\$0	\$98,568	\$39,480	\$0	\$0	\$12,665	\$150,713	Y	N
Mid-Coast Family Services, Inc.	Pathways	TX0556L6J072102	TH/RRH	\$65,496	\$93,696	\$73,054	\$18,500	\$10,624	\$24,800	\$286,170	Y	N
Housing Authority of the City of Laredo	Laredo Housing Authority RRH FY2021	TX0575L6J072102	PH	\$0	\$97,152	\$105,823	\$0	\$13,550	\$20,107	\$236,632	N	N
City of San Angelo	COSA Rapid Rehousing	TX0576L6T072102	PH	\$0	\$94,800	\$75,000	\$0	\$900	\$15,930	\$186,630	Y	N
The Children's Center, Inc	Pelican Island COC Program	TX0577L6E072102	TH/RRH	\$37,056	\$90,624	\$134,839	\$6,766	\$0	\$25,277	\$294,562	Y	N
Christian Community Action	Rapid Rehousing and Rescue Services	TX0578L6T072102	PH	\$0	\$314,904	\$73,420	\$0	\$0	\$30,000	\$418,324	Y	N
Tracy Andrus Foundation	TAF-COC Joint Component Project	TX0631D6T072100	TH/RRH	\$0	\$120,480	\$340,400	\$97,700	\$69,000	\$61,928	\$689,508	N	Y
Tracy Andrus Foundation	Heather's House Domestic Violence Safe Houses	TX0632D6T072100	TH/RRH	\$0	\$203,724	\$673,500	\$119,700	\$55,700	\$91,286	\$1,143,910	N	Y
Lubbock Open Door	Survivor Housing TH-RRH	TX0633D6T072100	TH/RRH	\$70,116	\$152,208	\$797,285	\$41,500	\$2,250	\$105,500	\$1,168,859	Y	Y
Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC SSO-CE	TX0634L6T072100	SSO	\$0	\$0	\$255,000	\$0	\$0	\$25,000	\$280,000	Y	Y

TX BOS COC FY2022 RENEWAL PROJECT APPLICATION COMPONENTS APPENDIX B

Submission of Project Applications

The use of Grant Management Software is a required part of the CoC Program Local Application Process in the Texas Balance of State CoC. In prior years, applicants submitted application materials to THN for review and assessment through a variety of methods, almost always involving some back and forth between the parties. This year, like 2021, the entire application process will be hosted online at <https://thncompetition.smapply.io/prog/>, This site is known as “Apply”. Apply will prompt the user for the required application materials, including all required uploads however, it is the responsibility of the Applicant to understand the selections, and how to submit the required materials. THN can assume no responsibility whatsoever for user error, or technical difficulties that may occur. Users can make a single submission per project application, and are able to modify the contents of the application package prior to submission to THN for review. Applicants must apply for each project they intend to renew. The following page details the variety of information that Applicants will be required to complete or upload in Apply. Questions about this document can be directed to txboscoc@thn.org.

APPENDIX B: FY2022 RENEWAL PROJECT APPLICATION COMPONENTS

Full Application: Entity Eligibility				
Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Full Application: Entity Eligibility Tasks: (1 of 1) Entity Eligibility Charity Verification (Non-Profits Only) Agency Details Project Details	N	N/A	N	Entity Eligibility Verification is the first step in the Full Application process, for fastest processing, please email txboscoc@thn.org on completion of this step. All submissions will be assessed within 24 hours. This step allows CoC staff to verify entity eligibility, that the project is eligible for renewal and confirms basic details about the project. The Applicant is also asked whether they plan to apply for an expansion, and some (unscored) details about the expansion activities
Full Application: Questions Disclosures and Uploads (Part 1) Wednesday August 31, 2022 11:59:59 PM				
Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Full Application: Questions, Disclosures and Uploads (Part 1) Task: (1 of 5) Renewal Project Questions	N	N/A	Y	Applicants will complete four (4) checkbox questions worth up to 5pts each, and optional narrative questions that are not scored.
Full Application: Questions, Disclosures and Uploads (Part 1) Task (2 of 5) Monitoring History Report	Y	“Applicant Name-Monitoring Report”	Y	Applicants must disclose their contracting activity over the last five (5) years. This includes <ul style="list-style-type: none"> • Receipt of Federal or State Awards • Whether the Applicant is subject to the 2CFR200 Single Financial Audit Requirements <ul style="list-style-type: none"> ◦ And where the Applicant is subject to the Single Audit requirements, whether the Applicant has had any late submissions to the Federal Audit Clearinghouse in the last five (5) years • Returns of Funds other than Pandemic Relief Funding such as ESG-CV NOTE: Monitoring Report <ul style="list-style-type: none"> • Agencies that have been monitored by a State or Federal Agency in the last three (3) years, and that monitoring resulted in a finding, are required to disclose that, and upload the monitoring report for review. Applicants that have had no findings in the last 3 years are exempted from this upload.

<p>Full Application: Questions, Disclosures and Uploads (Part 1)</p> <p>Task: (3 of 5)</p> <p>e-snaps Applicant Profile (upload)</p>	Y	<p>“Applicant Profile Applicant Name_Project Name”</p>	N	<p>Esnaps login</p> <p>Esnaps is HUD’s Grant Management Software. Applicants must upload the Agency’s <u>submitted</u> Applicant Profile from e-snaps into Apply. Incomplete or draft uploads will be returned for correction.</p> <p>All Applicants are asked to add Eric Samuels, President & CEO, Texas Homeless Network as a registrant to assist in any application troubleshooting that we might be able to offer.</p> <p>User name: THN Email: Eric@thn.org Please contact Jim Ward Director of Planning, at jim@thn.org if you require assistance or have further questions.</p> <p>HUD Applicant Resources : Project Applicant Profile Navigational Guide</p> <p>NOTE: All Agencies must have an approved Code of Conduct on file with HUD. If your Agency is not on the list linked here, you must attach a code of conduct to your applicant profile.</p>
<p>Full Application Questions, Disclosures and Uploads</p> <p>Task: (4 of 5)</p> <p>Letters of Support- LHC or Partnerships (upload)</p>	Y	<p>“LHC Letter of Support_ Applicant Name_Project Name”</p> <p>OR</p> <p>“Partnership Letter of Support_ Applicant Name_Project Name”</p>	N	<p>Applicants must upload a letter of support from the Local Homeless Coalition that correlates to the project's geographic service area. If the Project geographic service area covers multiple LHCs, the applicant need only upload one (1) letter of support.</p> <p>In rare occasions, where there is no LHC in the associated area, the applicant is the LHC, or where the LHC declines to offer support, the Applicant may instead upload two letters of support from community partners clearly stating the explicit support of the project.</p> <p>NOTE: If the Applicant requests and does not receive a letter of support, please upload documentation of the written request to the LHC and the response if any, along with alternate letters of support.</p> <p>Please see Appendix B of the RFP for more information.</p>

Full Application Questions, Disclosures and Uploads Task: (5 of 5) Match Documentation (upload)	Y	“FY2022_Match_Application Name_Project Name”	N	<p>Applicants to the CoC Program are required to match CoC Program funds at 25%. Renewal Applicants must upload a letter (on Agency Letterhead) that satisfies the following,</p> <ul style="list-style-type: none"> Identify the match as Cash or In-kind Identify the source of the Matching Funds If cash, a description of the activities that the match will support If in-kind, The activities that will be used as match A citation from the CoC Program Interim Rule Subpart D (578.37-578.63) that correlates to the eligible matching activity or activities <p>Explicitly state that the match will be available for the entire FY2022 Grant term</p>
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Full Application: Questions, Disclosures and Uploads (Part 2) Thursday September 15, 2022 11:59:59 AM

Required Application Component	Upload Required Y/N	File Naming Convention	Scored Y/N	NOTES
Full Application: Questions, Disclosures and Uploads (Part 1) Task: (1 of 2) e-snaps Project Application (upload)	Y	“Esnaps application_submitted_Application Name_Project Name”	N	<p>Esnaps login</p> <p>THN Staff must review the completed e-snaps project application to review and rank projects. Applicants must upload a submitted e-snaps application to Apply. This means that an applicant must complete the e-snaps portion of the project application before a complete application in Apply can be submitted.</p> <p>Errors in the esnaps upload can result in delays in project award, or in rare circumstances, HUD declining an award after an offer of conditional award. It is critical that the responses to the questions asked in the esnaps Project Application are responsive to the question asked. Applicants must use the esnaps Project Application Detailed Instructions, and Navigational guide to answer questions completely.</p>
Full Application: Questions, Disclosures and Uploads (Part 2) Task: (2 of 2) Certification of Consistency with the Consolidated Plan (HUD-2991) (upload)	Y	“Certificate_Consistency_Application Name_Project Name” OR “Certificate_Consistency_APPEAL_Application Name_Project Name”	N	<p><u>All</u> Applicants are required to submit Certification of Consistency with the Consolidated Plan (HUD-2991) Blank (HUD-2991) certificates are available for download in Apply, however your jurisdiction may use a different form.</p> <p>To determine whether a project is in a local Consolidated Planning jurisdiction please visit this link If no part of an application will be carried out within a local Consolidated Planning jurisdiction, please contact the Texas Department of Housing and Community Affairs at Elizabeth.yevich@tdhca.state.tx.us</p> <p>Applicants are required to collect and submit one certificate of consistency per project. However, multiple projects may be listed on the same certificate.</p> <p>.</p> <p>NOTE: It is the responsibility of the Applicant to ensure that the HUD 2991 is completed correctly. THN will not accept a certificate that is incomplete, unsigned, or contains other errors. THN is unable to submit an application on your behalf without a HUD 2991. Applicants that are unable to collect a certificate of consistency, despite their attempts, must follow the steps in the RFP Section IV.D Under no circumstances will THN accept a HUD-2991 after Monday September 26, 2022 at 11:59:59 PM</p>

2022 Texas Balance of State Continuum of Care Renewal Project Score Card- Rapid Rehousing

Agency Name:			Project Name:			RRH		
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	Where to Reference on APR	Your Answer						
Total number of Persons Served	APR: Q5a							
Total number of adults	APR: Q5a							
Total leavers	APR: Q5a							
Total number of adult leavers	APR: Q5a							
Number of Households to be served at a Point in Time from the 2021 Project Application	Reference FY21 e-snaps Screen 4B, Total Units)							

1 Targeting Hard to Serve

	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
1.1	Percent of adults with entries from homeless situations	≥95%	APR: Q15, "Total", minus "Subtotal" from "Other Locations"		0.0%	100-95%=10 points <95-90%=7.5 points <90= 0 points	0	10	
1.2	Percentage of Participants coming from unsheltered locations	≥40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		0.0%	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
1.3	Percent of adults with no income at entry	≥50%	APR Q16 "No income" Column 1 Row 1 "Income at Start"		0.0%	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	0	10	
Targeting Hard to Serve Total Score							0	30	

2 Access to Income-Stayers -RRH

		SPM 4.1-4.3							
	Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
2.1	Percent participants age 18 or older with increased earned income at Annual Assessment	17%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-17% = 10 points <17-11% = 5 points <11% = 0 points	0	10		
2.2	Percent participants age 18 or older with increased non-employment income at Annual Assessment	25%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
2.3	Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at Annual Assessment	30%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-30% = 10 points <30-20% = 5 points <20% = 0 points	0	10		
Section Subtotal							0	30	

3 Access to Income-Leavers -RRH

		SPM 4.4-4.6							
	Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
3.1	Percent participants age 18 or older with earned income at exit	20%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-20% = 10 points <20-15% = 5 points <15% = 0 points	0	10		
3.2	Percent participants age 18 or older with increased non-employment income at exit	25%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
3.3	Percent participants age 18 or older who <u>maintained or increased</u> their total income (from all sources) as of the end of the operating year or project exit	25%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
Section Subtotal							0	30	
Access to Income and Benefits Total Score							0	60	

4 Housing Stability

	Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes	
4.1	RRH: Percentage of participants who exited to Permanent Housing Destinations	≥85%	System Performance Measure 7b1"% of Successful Exits		100-85% = 20 points <84-70% = 10 points <70% = 0 points	0	20		
			N/A						0.0%
			N/A						
Housing Stability Total Score							0	20	

5	Returns to Homelessness							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
5.1	What percentage of participants returned to homelessness in the last 2 years?	≤5%	System Performance Measure 2a-2b, Last Column "Percentage of Returns in 2 Years"		0-5% = 25 points >5-10% = 15 points >10% = 0 points	0	25	
5.2	Of participants exiting in the last 12 months, what percentage returned to homelessness?	≤5%	"CUSTOM" System Performance Measure 2a-2b, 3rd Column "Percentage of Returns in less than 6 mo.		0-5% = 15 points >5-10% = 7.5 points >10% = 0 points	0	15	
			"CUSTOM" System Performance Measure 2a-2b, 5th Column "Percentage of Returns in less than 12 mo.		0-5% = 15 points >5-10% = 7.5 points >10% = 0 points	0	15	
<i>Returns to Homelessness</i>						0	55	
6	Meeting Community Need							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
6.1	Of participants enrolled during the reporting period, is the average participant housed in less than 30 days?	≤ 30 Day Average	APR: Q22c Row 10, "Average length of time to housing" Total		Avg ≤30 Days = 20 points Avg 31-60 Days = 15 points Avg >60 Days = 0 points	0	20	
6.2	What is the Project's Average Daily bed utilization	≥95%	APR: Q08b "January" Total APR: Q08b "April" Total APR: Q08b "July" Total APR: Q08b "October" Total	0.0%	100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
6.3	How is the Agency addressing Racial Disparities at the Agency-level?	5pts	Renewal Narrative, Q1		1pt for each action identified	0	5	
	How does the Agency engage those with Lived Expertise?	5pts	Renewal Narrative, Q2		1pt for each action identified	0	5	
	How does the Agency meet the needs of LGBTQIA persons experiencing homelessness?	5pts	Renewal Narrative, Q3		1pt for each action identified	0	5	
	How does the Agency implement the Equal Access Rule?	5pts	Renewal Narrative, Q4		1pt for each action identified	0	5	
<i>Meeting Community Need Total Score</i>						0	50	
7	Cost Effectiveness							
	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points
7.1	Does the total amount of unspent program funds from the most recently completed grant term total greater than 10% of total project awards?	>5% unspent funds	Verify in Sage: Total funds awarded from the most recent grant term Verify in Sage: Total amount of funds unspent during the last grant term		0.0%	0-5% = 20 points >5-10% = 5 points >10% = 0 points	0	20
7.2	Money Recaptured by HUD within the last 5 years?	No				Yes = -10 points No = 0 points	0	0
7.3	RRH: What Percentage of the Support Service Budget line is spent on negative housing outcomes?	<10%	APR 23c "Persons exiting to positive housing destinations" APR 23c "Persons whose destinations excluded from calculation" Total Support Service BLU or 25% of the Total 2020 Award, whichever is greater		0.0%	0-10% = 15 points >10-13% = 7.5 points >13% = 0	0	15
<i>Cost Effectiveness Total Score</i>						0	35	
8	HMIS Data Quality							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
8.1	Any Universal Data Elements with error rate larger than 5% (Except for SSN)	0%	APR: Q06a, and 06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
8.2	Any missing Financial Assessment at Project Entry?	0%	APR: Q06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.3	Any missing Financial Assessment at Annual Assessments?	0%	APR: Q06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.4	Any missing Financial Assessment at Project Exit?	0%	APR: Q06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
<i>HMIS Data Quality Total Score</i>						0	30	

9	Coordinated Entry Participation							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	9.1 All participants enrolled after January 23rd, 2018 have a Coordinated Entry Enrollment	75-100%	HMIS Report		100-75% = 10 Points <75-50% = 5 points <50-25% = 2.5 points <25-0% = 0 points	0	10	
	<i>Coordinated Entry Participation Total Score</i>					0	10	
10	General Administration							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	10.1 Applicant had findings in a HUD or TDHCA audit in the last 3 years	0	Monitoring Certification		0 findings = 0 Points 1-3 findings = -5 Points 4+ findings = -10 Points	0	0	
	10.2 If Applicant is subject to Single Financial Audit requirements identified in 2 CFR Part 200.501, did Applicant comply with audit requirements?(i.e. Any late submissions in previous 5 years?)	Yes	Federal Audit Clearinghouse		Yes = 0 No = -5 N/A = 0	0	0	
	<i>Supplemental Project Narrative Total Score</i>					0	0	
11	Prioritization Fidelity							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	11.1 Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes	Coordinated Entry Regional P&Ps		Yes = 10 No = 0	0	10	
	<i>Prioritization Fidelity Total Score</i>					0	10	
Total Score						0	300	
Cumulative Score out of 100%						0.00%	100%	

2022 Texas Balance of State Continuum of Care Renewal Project Score Card- Permanent Supportive Housing- DV

Agency Name:			Project Name:			PSH-DV			
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	Where to Reference on APR	Your Answer				
Total number of Persons Served	APR: Q5a					
Total number of adults	APR: Q5a					
Total leavers	APR: Q5a					
Total number of adult leavers	APR: Q5a					
Number of Households to be served at a Point in Time from the 2021 Project Application	Reference FY21 e-snaps Screen 4B, Total Units)					

1 Targeting Hard to Serve

	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
1.1	Percent of adults with entries from homeless situations	>85%	APR: Q15, "Total", minus "Subtotal" from "Other Locations"		0.0%	100-85% = 10 points <85-80% = 7.5 points <80% = 0 points	0	10	
1.2	Percentage of Participants coming from unsheltered locations	>40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		0.0%	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
1.3	Percent of adults with no income at entry	>50%	APR Q16 "No Income" Column 1 Row 1 "Income at Start"		0.0%	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	0	10	
Targeting Hard to Serve Total Score							0	30	

2 Access to Income-Stayers -PSH

	Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
2.1	Percent participants age 18 or older with increased earned income at Annual Assessment	13%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-13% = 10 points <13-08% = 5 points <08% = 0 points	0	10		
2.2	Percent participants age 18 or older with increased non-employment income at Annual Assessment	40%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-40% = 10 points <40-30% = 5 points <30% = 0 points	0	10		
2.3	Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at Annual Assessment	45%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-45% = 10 points <45-35% = 5 points <35% = 0 points	0	10		
Section Subtotal							0	30	

3 Access to Income-Leavers -PSH

	Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
3.1	Percent participants age 18 or older with increased earned income at exit	15%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-10 = 5 points <10% = 0 points	0	10		
3.2	Percent participants age 18 or older with increased non-employment income at exit	30%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-30% = 10 points <30-20% = 5 points <20% = 0 points	0	10		
3.3	Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at project exit	40%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-40% = 10 points <40-30% = 5 points <30% = 0 points	0	10		
Section Subtotal							0	30	

4 Housing Stability

	Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes	
4.1	PSH: Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥95%	N/A		100-95% = 20 points <95-92% = 10 points <92% = 0 points	0	20		
APR 23c 'Total persons whose destinations excluded them from the calculation'				0.0%					
APR 23c 'Total persons exiting to Permanent Housing Destinations'									
Housing Stability Total Score							0	20	

6	Meeting Community Need							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
6.1	Of participants enrolled during the reporting period, is the average participant housed in less than 30 days?	≤ 30 Day Average	APR: Q22c Row 10, "Average length of time to housing" Total		Avg ≤30 Days = 20 points Avg 31-60 Days = 15 points Avg >60 Days= 0 points	0	20	
6.2	What is the Project's Average Daily bed utilization	≥95%	APR: Q08b "January" Total APR: Q08b "April" Total APR: Q08b "July" Total APR: Q08b "October" Total	0.0%	100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
6.3	How is the Agency addressing Racial Disparities at the Agency-level?	5pts	Renewal Narrative, Q1		1pt for each action identified	0	5	
	How does the Agency engage those with Lived Expertise?	5pts	Renewal Narrative, Q2		1pt for each action identified	0	5	
	How does the Agency meet the needs of LGBTQIA persons experiencing homelessness?	5pts	Renewal Narrative, Q3		1pt for each action identified	0	5	
	How does the Agency implement the Equal Access Rule?	5pts	Renewal Narrative, Q4		1pt for each action identified	0	5	
	Meeting Community Need Total Score					0	50	
7	Cost Effectiveness							
	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points
7.1	Does the total amount of unspent program funds from the most recently completed grant term total greater than 10% of total project awards?	>5% unspent funds	Verify in Sage: Total funds awarded from the most recent grant term Verify in Sage: Total amount of funds unspent during the last grant term		0.0%	0-5% = 20 points >5-10% = 5 points >10% = 0 points	0	20
7.2	Money Recaptured by HUD within the last 5 years?	No				Yes = -10 points No = 0 points	0	0
7.3	PSH: What Percentage of the Support Service Budget line is spent on negative housing outcomes?	>10%	APR 23c "Persons exiting to positive housing destinations" APR 23c "Persons whose destinations excluded from calculation" Total Support Service BLI or 25% of the Total 2021 Award, whichever is greater		0.0%	0-10% = 15 points >10-13% =7.5 points >13% = 0	0	15
	Cost Effectiveness Total Score					0	35	
8	HMIS Data Quality							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
8.1	Any Universal Data Elements with error rate larger than 5% (Except for SSN)	0%	APR: Q06a, and Q06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
8.2	Any missing Financial Assessment at Project Entry?	0%	APR: Q06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.3	Any missing Financial Assessment at Annual Assessments?	0%	APR: Q06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.4	Any missing Financial Assessment at Project Exit?	0%	APR: Q06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
	HMIS Data Quality Total Score					0	30	
9	Coordinated Entry Participation							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
9.1	All participants enrolled after January 23rd, 2018 have a Coordinated Entry Enrollment	75-100%	HMIS Report		100-75% = 10 Points <75-50% = 5 points <50-25% = 2.5 points <25-0% = 0 points	0	10	
	Coordinated Entry Participation Total Score					0	10	
10	General Administration							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
10.1	Applicant had findings in a HUD or TDHCA audit in the last 3 years	0	Monitoring Certification		0 findings = 0 Points 1-3 findings = -5 Points 4+ findings = -10 Points	0	0	
10.2	If Applicant is subject to Single Financial Audit requirements identified in 2 CFR Part 200.501, did Applicant comply with audit requirements?(i.e. Any late submissions in previous 5 years?)	Yes	Federal Audit Clearinghouse		Yes = 0 No = -5 N/A = 0	0	0	
	Supplemental Project Narrative Total Score					0	0	
11	Prioritization Fidelity							

11.1	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes	Coordinated Entry Regional P&Ps		Yes = 10 No = 0	0	10	
	<i>Prioritization Fidelity Total Score</i>					0	10	
	Total Score					0	245	
	Cumulative Score out of 100%					0.00%	100%	

2022 Texas Balance of State Continuum of Care Renewal Project Score Card- Rapid Rehousing -DV

Agency Name:		Project Name:		RRH-DV				
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	Where to Reference on APR	Your Answer					
Total number of Persons Served	APR: Q5a						
Total number of adults	APR: Q5a						
Total leavers	APR: Q5a						
Total number of adult leavers	APR: Q5a						
Number of Households to be served at a Point in Time from the 2021 Project Application	Reference FY21 e-snaps Screen 4B, Total Units)						

1 Targeting Hard to Serve

Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
1.1 Percent of adults with entries from homeless situations	>85%	APR: Q15, "Total", minus "Subtotal" from "Other Locations"		0.0%	100-85% = 10 points <85-80% = 7.5 points <80% = 0 points	0	10	
1.2 Percentage of Participants coming from unsheltered locations	>40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		0.0%	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
1.3 Percent of adults with no income at entry	>50%	APR Q16 "No Income" Column 1 Row 1 "Income at Start"		0.0%	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	0	10	
Targeting Hard to Serve Total Score						0	30	

2 Access to Income-Stayers -RRH

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
2.1 Percent participants age 18 or older with increased earned income at Annual Assessment	15%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-08% = 5 points <08% = 0 points	0	10		
2.2 Percent participants age 18 or older with increased non-employment income at Annual Assessment	20%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-20% = 10 points <20-10% = 5 points <10% = 0 points	0	10		
2.3 Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at Annual Assessment	25%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
Section Subtotal						0	30	

3 Access to Income-Leavers -RRH

Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
3.1 Percent participants age 18 or older with earned income at exit	15%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-10% = 5 points <10% = 0 points	0	10		
3.2 Percent participants age 18 or older with increased non-employment income at exit	20%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-20% = 10 points <20-10% = 5 points <10% = 0 points	0	10		
3.3 Percent participants age 18 or older who <u>maintained or increased</u> their total income (from all sources) as of the end of the operating year or project exit	20%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-20% = 10 points <20-12% = 5 points <12% = 0 points	0	10		
Section Subtotal						0	30	
Access to Income and Benefits Total Score						0	60	

4 Housing Stability

Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes	
RRH: Percentage of participants who exited to Permanent Housing Destinations	>85%	N/A		100-85% = 20 points <84-70% = 10 points <70% = 0 points	0	20		
		APR 23c 'Total persons whose destinations excluded them from the calculation'						0.0%
		APR 23c 'Total persons exiting to Permanent Housing Destinations'						
Housing Stability Total Score						0	20	

6	Meeting Community Need							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
6.1	Of participants enrolled during the reporting period, is the average participant housed in less than 30 days?	≤ 30 Day Average	APR: Q22c Row 10, "Average length of time to housing" Total		Avg ≤30 Days = 20 points Avg 31-60 Days = 15 points Avg >60 Days= 0 points	0	20	
6.2	What is the Project's Average Daily bed utilization	≥95%	APR: Q08b "January" Total APR: Q08b "April" Total APR: Q08b "July" Total APR: Q08b "October" Total	0.0%	100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
6.3	How is the Agency addressing Racial Disparities at the Agency-level?	5pts	Renewal Narrative, Q1		1pt for each action identified	0	5	
	How does the Agency engage those with Lived Expertise?	5pts	Renewal Narrative, Q2		1pt for each action identified	0	5	
	How does the Agency meet the needs of LGBTQIA persons experiencing homelessness?	5pts	Renewal Narrative, Q3		1pt for each action identified	0	5	
	How does the Agency implement the Equal Access Rule?	5pts	Renewal Narrative, Q4		1pt for each action identified	0	5	
	Meeting Community Need Total Score					0	50	
7	Cost Effectiveness							
	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points
7.1	Does the total amount of unspent program funds from the most recently completed grant term total greater than 10% of total project awards?	>5% unspent funds	Verify in Sage: Total funds awarded from the most recent grant term Verify in Sage: Total amount of funds unspent during the last grant term		0.0%	0-5% = 20 points >5-10% = 5 points >10% = 0 points	0	20
7.2	Money Recaptured by HUD within the last 5 years?	No				Yes = 10 points No = 0 points	0	0
7.3	RRH: What Percentage of the Support Service Budget line is spent on negative housing outcomes?	<10%	APR 23c "Persons exiting to positive housing destinations" APR 23c "Persons whose destinations excluded from calculation" Total Support Service BLI or 25% of the Total 2020 Award, whichever is greater		0.0%	0-10% = 15 points >10-13% = 7.5 points >13% = 0	0	15
	Cost Effectiveness Total Score					0	35	
8	HMIS Data Quality							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
8.1	Any Universal Data Elements with error rate larger than 5% (Except for SSN)	0%	APR: Q06a, and Q06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
8.2	Any missing Financial Assessment at Project Entry?	0%	APR: Q06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.3	Any missing Financial Assessment at Annual Assessments?	0%	APR: Q06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.4	Any missing Financial Assessment at Project Exit?	0%	APR: Q06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
	HMIS Data Quality Total Score					0	30	
9	Coordinated Entry Participation							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
9.1	All participants enrolled after January 23rd, 2018 have a Coordinated Entry Enrollment	75-100%	HMIS Report		100-75% = 10 Points <75-50% = 5 points <50-25% = 2.5 points <25-0% = 0 points	0	10	
	Coordinated Entry Participation Total Score					0	10	
10	General Administration							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
10.1	Applicant had findings in a HUD or TDHCA audit in the last 3 years	0	Monitoring Certification		0 findings = 0 Points 1-3 findings = 5 Points 4+ findings = -10 Points	0	0	
10.2	If Applicant is subject to Single Financial Audit requirements identified in 2 CFR Part 200.501, did Applicant comply with audit requirements?(i.e. Any late submissions in previous 5 years?)	Yes	Federal Audit Clearinghouse		Yes = 0 No = -5 N/A = 0	0	0	
	Supplemental Project Narrative Total Score					0	0	
11	Prioritization Fidelity							

	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
11.1	Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes	Coordinated Entry Regional P&Ps		Yes = 10 No = 0	0	10	
	Prioritization Fidelity Total Score					0	10	
	Total Score					0	245	
	Cumulative Score out of 100%					0.00%	100%	

2022 Texas Balance of State Continuum of Care Renewal Project Score Card- JOINT TH/RRH (RRH)

Agency Name:		Project Name:		Joint - RRH				
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	Where to Reference on APR	Your Answer					
Total number of Persons Served	APR: Q5a						
Total number of adults	APR: Q5a						
Total leavers	APR: Q5a						
Total number of adult leavers	APR: Q5a						
Number of Households to be served at a Point in Time from the 2021 Project Application	Reference FY21 e-snaps Screen 4B, Total RRH Units)						

1 Targeting Hard to Serve								
Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
1.1 Percent of adults with entries from homeless situations	>95%	APR: Q15, "Total", minus "Subtotal" from "Other Locations"		0.0%	100-85% = 10 points <85-80% = 7.5 points <80% = 0 points	0	10	
1.2 Percentage of Participants coming from unsheltered locations	>40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		0.0%	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
1.3 Percent of adults with no income at entry	>50%	APR Q16 "No Income" Column 1 Row 1 "Income at Start"		0.0%	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	0	10	
<i>Targeting Hard to Serve Total Score</i>						0	30	

2 Access to Income-Stayers -RRH		SPM 4.1-4.3						
Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
2.1 Percent participants age 18 or older with increased earned income at Annual Assessment	15%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-08% = 5 points <08% = 0 points	0	10		
2.2 Percent participants age 18 or older with increased non-employment income at Annual Assessment	15%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-08% = 5 points <08% = 0 points	0	10		
2.3 Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at Annual Assessment	25%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
<i>Section Subtotal</i>						0	30	

3 Access to Income-Leavers -RRH		SPM 4.4-4.6						
Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
3.1 Percent participants age 18 or older with earned income at exit	15%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-10% = 5 points <10% = 0 points	0	10		
3.2 Percent participants age 18 or older with increased non-employment income at exit	25%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
3.3 Percent participants age 18 or older who <u>maintained</u> or <u>increased</u> their total income (from all sources) as of the end of the operating year or project exit	25%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-25% = 10 points <25-15% = 5 points <15% = 0 points	0	10		
<i>Section Subtotal</i>						0	30	
<i>Access to Income and Benefits Total Score</i>						0	60	

4 Housing Stability							
Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes
4.1 RRH: Percentage of participants who exited to Permanent Housing Destinations	≥85%	APR 23c: 'Total persons whose destinations excluded them from the calculation'		0.0%	100-85% = 20 points <85-70% = 10 points <70% = 0 points	0	20
		APR 23c: 'Total persons exiting to Permanent Housing Destinations'					

Housing Stability Total Score						0	20	
6	Meeting Community Need							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
6.1	Of participants enrolled during the reporting period, is the average participant housed in less than 30 days?	≤ 30 Day Average	APR: Q22c Row 10, "Average length of time to housing" Total		Avg ≤30 Days = 20 points Avg 31-60 Days = 15 points Avg >60 Days= 0 points	0	20	
6.2	What is the Project's Average Daily bed utilization	≥95%	APR: Q08b "January" Total		100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
			APR: Q08b "April" Total	0.0%				
			APR: Q08b "July" Total					
			APR: Q08b "October" Total					
6.3	How is the Agency addressing Racial Disparities at the Agency-level?	5pts	Renewal Narrative, Q1		1pt for each action identified	0	5	
	How does the Agency engage those with Lived Expertise?	5pts	Renewal Narrative, Q2		1pt for each action identified	0	5	
	How does the Agency meet the needs of LGBTQIA persons experiencing homelessness?	5pts	Renewal Narrative, Q3		1pt for each action identified	0	5	
	How does the Agency implement the Equal Access Rule?	5pts	Renewal Narrative, Q4		1pt for each action identified	0	5	
Meeting Community Need Total Score						0	50	
7	Cost Effectiveness							
	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points
7.1	Does the total amount of unspent program funds from the most recently completed grant term total greater than 10% of total project awards?	>5% unspent funds	Verify in Sage: Total funds awarded from the most recent grant term		0.0%	0-5% = 20 points 5-10% = 5 points <10% = 0 points	0	20
			Verify in Sage: Total amount of funds unspent during the last grant term					
7.2	Money Recaptured by HUD within the last 5 years?	No				Yes = -10 points No = 0 points	0	0
7.3	RRH: What Percentage of the Support Service Budget line is spent on negative housing outcomes?	<10%	RRH APR 23c "Persons exiting to positive housing destinations"			0-10% = 15 points >10-13% =7.5 points >13% = 0	0	15
			RRH APR 23c "Persons whose destinations excluded from calculation"					
			TH APR 23c "Persons exiting to positive housing destinations"					
			TH APR 23c "Persons whose destinations excluded from calculation"					
			Total Support Service BLI or 25% of the Total 2021 Award, whichever is greater					
Cost Effectiveness Total Score						0	35	
8	HMIS Data Quality							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
8.1	Any Universal Data Elements with error rate larger than 5% (Except for SSN)	0%	APR: Q06a, and 06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
8.2	Any missing Financial Assessment at Project Entry?	0%	APR: Q06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.3	Any missing Financial Assessment at Annual Assessments?	0%	APR: Q06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.4	Any missing Financial Assessment at Project Exit?	0%	APR: Q06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
HMIS Data Quality Total Score						0	30	
9	Coordinated Entry Participation							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
9.1	All participants enrolled after January 23rd, 2018 have a Coordinated Entry Enrollment	75-100%	HMIS Report		100-75% = 10 Points <75-50% = 5 points <50-25% = 2.5 points <25-0% = 0 points	0	10	
Coordinated Entry Participation Total Score						0	10	
10	General Administration							

	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
10.1	Applicant had findings in a HUD or TDHCA audit in the last 3 years	0	Monitoring Certification		0 findings = 0 Points 1-3 findings = -5 Points 4+ findings = -10 Points	0	0	
10.2	If Applicant is subject to Single Financial Audit requirements identified in 2 CFR Part 200.501, did Applicant comply with audit requirements?(i.e. Any late submissions in previous 5 years?)	Yes	Federal Audit Clearinghouse		Yes = 0 No = -5 N/A = 0	0	0	
	Supplemental Project Narrative Total Score					0	0	
11	Prioritization Fidelity							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
11.1	Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes	Coordinated Entry Regional P&Ps		Yes = 10 No = 0	0	10	
	Prioritization Fidelity Total Score					0	10	
	Total RRH Score					0	245	
	Total TH Score					0	190	
	Cumulative Score out of 100%					0.00%	100%	

2022 Texas Balance of State Continuum of Care Renewal Project Score Card- Permanent Supportive Housing

Agency Name:			Project Name:			PSH			
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	Where to Reference on APR	Your Answer				
Total number of Persons Served	APR: Q5a					
Total number of adults	APR: Q5a					
Total leavers	APR: Q5a					
Total number of adult leavers	APR: Q5a					
Number of Households to be served at a Point in Time from the 2021 Project Application	Reference FY21 e-snaps Screen 4B, Total Units)					

1 Targeting Hard to Serve

	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points	Notes
1.1	Percent of adults with entries from homeless situations	>95%	APR: Q15, "Total", minus "Subtotal" from "Other Locations"		0.0%	100-95%=10 points <95-90%=7.5 points <90= 0 points	0	10	
1.2	Percentage of Participants coming from unsheltered locations	>40%	APR: Q15 "Place not meant for habitation" Column 1 Row 3 "Total"		0.0%	100-40% = 10 points <40-30% = 7.5 points <30% = 0 points	0	10	
1.3	Percent of adults with no income at entry	>50%	APR Q16 "No Income" Column 1 Row 1 "Income at Start"		0.0%	100-50% = 10 points <50-40% = 7.5 points <40% = 0 points	0	10	
Targeting Hard to Serve Total Score							0	30	

2 Access to Income-Stayers -PSH

	Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
2.1	Percent participants age 18 or older with increased earned income at Annual Assessment	15%	APR: Q19a1, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-15% = 10 points <15-08% = 5 points G22 <08% = 0 points	0	10		
2.2	Percent participants age 18 or older with increased non-employment income at Annual Assessment	50%	APR: Q19a1, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-50% = 10 points <50-35% = 5 points <35% = 0 points	0	10		
2.3	Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at Annual Assessment	60%	APR: Q19a1, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-60% = 10 points <60-45% = 5 points <45% = 0 points	0	10		
Section Subtotal							0	30	

3 Access to Income-Leavers -PSH

	Scored Category	Criteria Goal	Where to Reference	Percent (%)	Point Criteria	Score	Total Possible Points	Notes	
3.1	Percent participants age 18 or older with increased earned income at exit	20%	APR: Q19a2, Row 1, Column "9" Percent of Persons who accomplished this measure"		100-20% = 10 points <20-15% = 5 points <15% = 0 points	0	10		
3.2	Percent participants age 18 or older with increased non-employment income at exit	40%	APR: Q19a2, Row 3, Column "9" Percent of Persons who accomplished this measure"		100-40% = 10 points <40-30% = 5 points <30% = 0 points	0	10		
3.3	Percent participants age 18 or older who <u>increased</u> their total income (from all sources) at project exit	50%	APR: Q19a2, Row 5, Column "9" Percent of Persons who accomplished this measure"		100-50% = 10 points <50-40% = 5 points <40% = 0 points	0	10		
Section Subtotal							0	30	

4 Housing Stability

	Scored Category	Goal	Where to Reference	Your Answer	Scoring Instructions	Score	Total Possible Points	Notes
4.1	PSH: Percent participants who remained in project as of the end of the operating year or exited to PH during the operating year	≥95%	System Performance Measure 7b2 "% of Successful Exits"		100-95% = 20 points <95-92% = 10 points <92% = 0 points	0	20	
N/A				0.0%				
N/A								

Housing Stability Total Score						0	20	
5	Returns to Homelessness							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
5.1	What percentage of participants returned to homelessness in the last 2 years?	≤5%	System Performance Measure 2a-2b, Last Column "Percentage of Returns in 2 Years"		0-5% = 25 points >5-10% = 15 points >10% = 0 points	0	25	
5.2	Of participants exiting in the last 12 months, what percentage returned to homelessness?	≤5%	"CUSTOM" System Performance Measure 2a-2b, 3rd Column "Percentage of Returns in less than 6 mo.		0-5% = 15 points >5-10% = 7.5 points >10% = 0 points	0	15	
			"CUSTOM" System Performance Measure 2a-2b, 5th Column "Percentage of Returns in less than 12 mo.		0-5% = 15 points >5-10% = 7.5 points >10% = 0 points	0	15	
Returns to Homelessness						0	55	
6	Meeting Community Need							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
6.1	Of participants enrolled during the reporting period, is the average participant housed in less than 30 days?	≤ 30 Day Average	APR: Q22c Row 10, "Average length of time to housing" Total		Avg ≤30 Days = 20 points Avg 31-60 Days = 15 points Avg >60 Days= 0 points	0	20	
6.2	What is the Project's Average Daily bed utilization	≥95%	APR: Q08b "January" Total APR: Q08b "April" Total APR: Q08b "July" Total APR: Q08b "October" Total	0.0%	100-95% = 10 points <95-90% = 7.5 points <90% = 0 points	0	10	
6.3	How is the Agency addressing Racial Disparities at the Agency-level?	5pts	Renewal Narrative, Q1		1pt for each action identified	0	5	
	How does the Agency engage those with Lived Expertise?	5pts	Renewal Narrative, Q2		1pt for each action identified	0	5	
	How does the Agency meet the needs of LGBTQIA persons experiencing homelessness?	5pts	Renewal Narrative, Q3		1pt for each action identified	0	5	
	How does the Agency implement the Equal Access Rule?	5pts	Renewal Narrative, Q4		1pt for each action identified	0	5	
Meeting Community Need Total Score						0	50	
7	Cost Effectiveness							
	Scored Category	Goal	Where to Reference	Your Answer	Percentage (%)	Point Criteria	Score	Total Possible Points
7.1	Does the total amount of unspent program funds from the most recently completed grant term total greater than 10% of total project awards?	>5% unspent funds	Verify in Sage: Total funds awarded from the most recent grant term Verify in Sage: Total amount of funds unspent during the last grant term		0.0%	0-5% = 20 points >5-10% = 5 points >10% = 0 points	0	20
7.2	Money Recaptured by HUD within the last 5 years?	No				Yes = 10 points No = 0 points	0	0
7.3	PSH: What Percentage of the Support Service Budget line is spent on negative housing outcomes?	<10%	APR 23c "Persons exiting to positive housing destinations" APR 23c "Persons whose destinations excluded from calculation" Total Support Service BLI or 25% of the Total 2021 Award, whichever is greater		0.0%	0-10% = 15 points >10-13% = 7.5 points >13% = 0	0	15
Cost Effectiveness Total Score						0	35	
8	HMIS Data Quality							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
8.1	Any Universal Data Elements with error rate larger than 5% (Except for SSN)	0%	APR: Q06a, and Q06b. The Data element with the largest error rate should be used for this metric. Ignore Social Security Number		0% = 7.5 points >0-2% = 5 points >2-5% = 2.5 points >5% = 0 points	0	7.5	
8.2	Any missing Financial Assessment at Project Entry?	0%	APR: Q06c "Income and Sources at Start" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.3	Any missing Financial Assessment at Annual Assessments?	0%	APR: Q06c "Income and Sources at Annual Assessment" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
8.4	Any missing Financial Assessment at Project Exit?	0%	APR: Q06c "Income and Sources at Exit" "Error Count"		0 = 7.5 points 1 = 5 points 2-4 = 2.5 points 5+ = 0 points	0	7.5	
HMIS Data Quality Total Score						0	30	

9	Coordinated Entry Participation							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	9.1 All participants enrolled after January 23rd, 2018 have a Coordinated Entry Enrollment	75-100%	HMIS Report		100-75% = 10 Points <75-50% = 5 points <50-25% = 2.5 points <25-0% = 0 points	0	10	
	<i>Coordinated Entry Participation Total Score</i>					0	10	
10	General Administration							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	10.1 Applicant had findings in a HUD or TDHCA audit in the last 3 years	0	Monitoring Certification		0 findings = 0 Points 1-3 findings = -5 Points 4+ findings = -10 Points	0	0	
	10.2 If Applicant is subject to Single Financial Audit requirements identified in 2 CFR Part 200.501, did Applicant comply with audit requirements?(i.e. Any late submissions in previous 5 years?)	Yes	Federal Audit Clearinghouse		Yes = 0 No = -5 N/A = 0	0	0	
	<i>Supplemental Project Narrative Total Score</i>					0	0	
11	Prioritization Fidelity							
	Scored Category	Goal	Where to Reference	Your Answer	Point Criteria	Score	Total Possible Points	Notes
	11.1 Does the Applicant have access to the Coordinated Entry workflow in HMIS or the equivalent DV workaround in HMIS?	Yes	Coordinated Entry Regional P&Ps		Yes = 10 No = 0	0	10	
	<i>Prioritization Fidelity Total Score</i>					0	10	
Total Score						0	300	
Cumulative Score out of 100%						0.00%	100%	

FY2022 CoC Program Grievance Procedure

Purpose

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

Applicability

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

1. Improper application of rules, regulations, and/or procedures concerning participation in the TX BoS CoC FY 2022 CoC Program application process, as outlined in the FY 2022 Request for Proposals (RFP) or;
 1. Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 2. Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 3. Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
2. Improper interpretation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC FY 2022 CoC Program application process, as outlined in the FY 2022 Request for Proposals (RFP) or;
 1. Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 2. Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 3. Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care.

3. Disparity in the application of rules, regulations, and/or procedures regarding participation in the TX BoS CoC FY 2022 CoC Program application process, as outlined in the FY 2022 Request for Proposals (RFP) or;
 1. Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 2. Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 3. Conditional Inclusion Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
4. Violation of rules, regulations, and/or procedures concerning participation in the TX BoS CoC FY 2022 CoC Program application process, as outlined in the FY 2022 Request for Proposals (RFP) or;
 1. Ranking Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 2. Reallocation Policy and Procedure for Continuum of Care Program Funds in the Texas Balance of State Continuum of Care
 3. 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, State 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, and a proposed resolution is sufficient to serve as a written grievance, although use of the attached form is strongly encouraged.

The Applicant Organization's grievance email should be sent to the attention of TX BoS CoC Board Chair, Daphne Adams, 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 2021 CoC Program NOFO](#)

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. To expedite the process the Applicant Organization should cite the applicable sections of the RFP, NOFO, and/or the relevant CoC policy pertaining to their grievance

**TX BoS CoC FY 2022 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 of Planning (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 you believe that this situation satisfies the Applicability section of the FY2022 CoC Program Grievance Procedure including names and dates, and cite the specific applicable sections of the RFP that you believe were violated (Use additional pages if needed.)

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

Date

Signature

TX BoS CoC FY 2021 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 2021 NOFO:

Printed Name

Date

Signature