



Texas Balance of State Continuum of Care 2017 New/Expansion Projects Application

Introduction and Background

The FY 2017 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) was released on Friday, July 14, 2017. New Projects and Expansion Projects may be funded through the Permanent Housing Bonus or the Texas Balance of State CoC's (TX BoS CoC) Reallocation Process. The NOFA has made \$2,146,554 in CoC Program Permanent Housing Bonus funds available to projects in the TX BoS CoC. The amount of funding available through reallocation has yet to be determined.

This document outlines the application and evaluation process for FY 2017 New or Expansion Projects under the Permanent Housing Bonus. CoCs may submit more than one application for New or Expansion projects through the Permanent Housing Bonus, which is detailed in HUD's [FY 2017 NOFA](#).

Eligible project applicants for New Projects funded by the CoC Program include nonprofit organizations, states, local governments, and instrumentalities of state and local governments, and Public Housing Agencies (NOFA, p 27). Eligible project applicants for Expansion Projects are existing eligible renewal projects, i.e., current CoC Program-funded projects that are currently in operation and have an executed grant agreement that is dated no later than December 31, 2017 and expires in calendar year 2018. However, Renewal applicants that have projects that have been placed on a Performance Improvement Plan (PIP), Corrective Action Plan (CAP), or have been identified as an "at-risk" project by HUD and the TX BoS CoC and are receiving technical assistance from HUD through CSH, may not apply for a New or Expansion Project through the Permanent Housing Bonus or Reallocation funds.

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

For assistance with applications in e-snaps, applicants may access the following HUD guidance documents:

- i. HUD guidance for completing the applicant profile may be found below:
<https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Instructional-Guide.pdf>
- ii. How to Complete the HUD Form 2880 in e-snaps:
<https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>
- iii. New Project Application Detailed Instructions and Instructional Guide
<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>
- iv. Budget - Project Application Instructional Guide (needed to complete Part 6 of the application): <https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/>

Applicants are advised to begin working on the project application as soon as possible. The TX BoS CoC encourages Renewal applicants considering a New Project to focus on the Renewal application first. Application packets are due to the TX BoS CoC by **August 25, 2017, at 5:00 PM CDT**. Please contact TX BoS CoC staff at TXBoSCoC@thn.org with any questions.

Permanent Housing Bonus

Whether a CoC receives funds for the Permanent Housing Bonus is based on three overarching criteria: CoC need, CoC overall performance, and project quality. Therefore, the Permanent Housing Bonus is not guaranteed to CoCs. The Permanent Housing Bonus allows all CoCs to apply for funding to create:

1. New Permanent Supportive Housing (PH-PSH) projects that meet the requirements of DedicatedPLUS, as defined in Section III.A.3.d. of the FY2017 NOFA, or will dedicate 100% of beds to chronically homeless families and individuals; or
2. New Rapid Re-housing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - a. Residing in a place not meant for human habitation;
 - b. Residing in an emergency shelter;
 - c. Persons meeting criteria (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - d. Residing in a Transitional Housing project that was eliminated in the FY2017 CoC Program Competition;
 - e. Residing in Transitional Housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the FY2017 NOFA); or
 - f. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system; and
3. New Joint Transitional Housing and Permanent Housing-Rapid Re-Housing (Joint TH and PH-RRH) component projects, as defined in Section III.A.3.h. of the FY2017 NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.

All new PH-PSH, PH-RRH, and Joint TH and PH-RRH projects must select "Permanent Housing Bonus" for Question 2 on Screen 6A of Part 6: Budgets of the New Project Application in *e-snaps*. Should CoC Program funding be made available through Reallocation, the TX BoS CoC may ask the project applicant to change this response to "Reallocation".

Reallocation

The term "reallocation" refers to two different processes.

- The first refers to the process whereby an existing project chooses to change project component types, for instance from Transitional Housing to Rapid Re-Housing. The process involves the project voluntarily surrendering its renewal funds for the component type it no longer wishes to operate, and then re-applying for the same amount of funds as a new project with the desired new component type. During the FY 2017, no renewal projects may reallocate their project type.
- The second refers to the process whereby a CoC or CoC Board reviews the performance and expenditures of all projects and determines if a project or projects must involuntarily reduce the amount of funds they are permitted to apply for or if a project must involuntarily give up all funds.

Through the reallocation process, the TX BoS CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC Program funding priorities and contribute to a competitive application that secures HUD CoC Program funding to address and end homelessness in the TX BoS CoC. The CoC will make decisions based in alignment with HUD guidelines, performance measures, and unspent project funds.

CoCs may create new projects by making funds available through reallocation. The following types of projects may be created using funds that the CoC makes available through reallocation:

1. New Permanent Supportive Housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d of the FY 2017 NOFA or new Permanent Supportive Housing projects where 100 percent of the beds are dedicated to the chronically homeless; or
2. New Rapid Re-Housing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - a. Residing in a place not meant for human habitation;

- b. Residing in an emergency shelter;
 - c. Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - d. Residing in a Transitional Housing project that was eliminated in the FY 2017 CoC Program Competition;
 - e. Residing in a Transitional Housing project funded by a Joint TH and PH-RRH component project; or
 - f. Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
3. New Joint TH and PH-RRH component projects as defined in Section III.A.3.h of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.
 4. New dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.
 5. New Supportive Services Only (SSO) project to develop or operate a new centralized or coordinated assessment system, called Coordinated Entry in the TX BoS CoC (SSO-CE).

As mentioned in the Introduction and Background, the amount of funding available through Reallocation has yet to be determined. Therefore, SSO-CE projects will only be included in the Consolidated Application if CoC Program funds are available through Reallocation. (This distinction is being made since SSO-CE is the only project type that can solely be funded through the Reallocation process, not also through the Permanent Housing Bonus) Project applicants interested in applying for a new SSO-CE project must submit a New Project Application. Since new SSO-CE projects may only receive CoC Program funding through Reallocation, SSO-CE projects must select "Reallocation" for Question 2 on Screen 6A of Part 6: Budgets of the New Project Application in *e-snaps*.

All new PH-PSH, PH-RRH, and Joint TH and PH-RRH projects must select “Permanent Housing Bonus” for Question 2 on Screen 6A of Part 6: Budgets. The CoC may ask the project applicant to change this response to “Reallocation”.

Expansion

This year, for the first time, the U.S. Department of Housing of Urban Development (HUD) is allowing eligible renewal project applicants to apply for a project expansion through the Permanent Housing Bonus or Reallocation in order to serve additional persons.

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

Project applicants cannot use an expansion project to provide existing program participants with the **same** housing and services currently funded by the CoC Program; rather, the project must serve new project participants **or** provide existing program participants with an expanded variety of services **or** the same activities that are CoC Program-eligible but were previously paid for by a different non-renewable source.

Eligible expansion reasons include:

- Increasing the number of homeless persons served;
- Providing additional supportive services for homeless persons;
- Bringing existing facilities up to state/local government health and safety standards; or
- Replacing the loss of nonrenewable funding (private, federal, or other, excluding state/local government).

¹ CoC Program funds **cannot** be used to replace state or local funds previously used, or designated for use, to assist homeless persons (see 24 CFR 578.87(a) for more information).

On the Expansion Project Application, project applicants must indicate how the new project will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC's geographic area. Project applicants should carefully consider the design of the Expansion project to ensure it meets all the conditions set forth in the McKinney-Vento Act, as amended, 24 CFR part 578, and the FY 2017 CoC Program Competition NOFA.

All Expansion projects must select "Permanent Housing Bonus" for Question 2 on Screen 6A of Part 6: Budgets. The CoC may ask the project applicant to change this response to "Reallocation".

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

Evaluation Process for New/Expansion Project

The CoC Board will review and release the Review, Score, Ranking Polices and Re-Allocation Process for 2017 prior to the evaluation of FY 2017 project applications. The purpose of the evaluation process is to help the TX BoS CoC fully maximize CoC Program funds and make decisions related to scoring, ranking, and funding cuts, if needed. The process will be distributed to applicants via the TX BoS CoC FY 2017 applicant listserv, which will be created after the 2017 TX BoS CoC Program Competition Webinar on 8/4/2017.

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

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

New project applicants may find it helpful to reference the FY 2016 scoresheet to identify priority scoring areas. The FY 2016 scoresheet may be found here:

<http://thn.org/wp-content/uploads/2017/05/2016HUDCoCNEW-REALLOCATEDProjectAppScoresheets.pdf>

New Project Application Packet

The New Project Application Packet consists of the following items:

- Applicant Profile
- Project Application
 - The Project Description will be closely reviewed. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness. The description must identify:
 - Demonstrated community needs
 - The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
 - The project's plan for addressing identified housing and supportive service needs
 - Proposed project outcomes
 - Coordination with other sources or partners
 - The reason CoC Program funding support is required
- Most recent HUD audit/monitoring results
 - If the applicant agency has received a HUD monitoring visit for any HUD CPD grant program within the 12 months prior to project application, please provide the final monitoring report from HUD.
 - If findings are currently being resolved, please provide an explanation of what efforts are currently underway.
- 2017 CoC project match
 - Match letters must be dated between 05/01/2017 and 09/28/2017.

- Program income can be counted as match this year. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match. For more information, see the [FY 2017 Renewal Project Detailed Instructions](#).
- If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment must be attached on Screen 7A of the application in e-snaps and submitted as part of the Renewal Project Application Packet to the TX BoS CoC.
- A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. However, **a formal MOU with the partner agency will be required before grant execution, if awarded. The best practice is to secure the MOU before submitting an application.**
 - Certification of Consistency with the Consolidated Plan
 - Housing First Narrative and Fidelity Assessment
 - CoC Expectations Form
 - Proposed Performance Measures
 - Joint TH and PH-RRH Narrative, *only* if applying for a Joint project

Submission of New Project Application Packet

New Project Applicants must submit **one e-mail** to txboscoc@thn.org with the 8 (or 9, if applying for a Joint TH and PH-RRH Project) attachments listed below by **August 25, 2017, at 5:00 PM CDT**. Use the naming conventions for each file found in the middle column. Submissions out of compliance with this format will not be accepted.

Any required documents that are incomplete or received after the due date and time will not be reviewed or included in the FY 2017 TX BoS CoC's Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP. The TX BoS CoC reserves the right not to review projects that do not meet

eligibility requirements. The checklist on the next page will help projects to ensure that they have submitted all needed materials to participate in the FY 2017 TX BoS CoC Competition.

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

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
Completed Applicant Profile (download pdf from e-snaps, please do not print and scan) NOTE: If your agency's Code of Conduct is not on the following list, you are required to attach it to your Applicant Profile: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct .	1. Applicant Profile 2017_<Applicant Name>_<Project Name>	1. Applicant Profile 2017_Texas Agency_Texas House	
Completed Project Application (download pdf from e-snaps, please do not print and scan)	2. Project Application 2017_<Applicant Name>_<Project Name>	2. Project Application 2017_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a	3. HUD Monitoring Letter 2017_<Applicant Name>_<Project	3. HUD Monitoring Letter 2017_Texas Agency_Texas	

letter on agency letterhead stating so	Name>	House	
2017 CoC project match documentation (include cash/in-kind commitment letters dated between May 1, 2017 to September 28, 2017 for each match source reported in the 2017 Project Application and an MOU confirming each third-party in-kind match commitment)	4. Match Documentation 2017 _<Applicant Name>_<Project Name>	4. Match Documentation 2017_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2017_<Applicant Name>_<Project Name>	5. Cert of Consistency 2017_Texas Agency_Texas House	
Housing First Narrative	6. HF Narrative_<Applicant Name>_<Project Name>	6. HF Narrative_Texas Agency_Texas House	
CoC Expectations Form	7. CoC Expectations Form_<Applicant Name>_<Project Name>	7. CoC Expectations Form_Texas Agency_Texas House	
Proposed Performance Measures	8. Perf Measures_<Applicant Name>_<Project Name>	9. Perf Measures_Texas Agency_Texas House	
Joint TH and PH-RRH Narrative, <i>only</i> if applying for a Joint project	9. Joint TH and PH-RRH Narrative_<Applicant Name>_<Project Name>	8. Joint TH and PH-RRH Narrative_Texas Agency_Texas	

	Name>	House	
--	-------	-------	--

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

Expansion Project Application Packet

The Expansion Project Application Packet consists of the following items:

- Applicant Profile
- Project Application
 - The Project Description will be closely reviewed. The project description should be a complete and concise narrative that addresses the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). Please use the guidance below to ensure response completeness. The description must identify:
 - Demonstrated community needs
 - The target population(s) to be served, including the number of single adults and the number of households with children to be served when the project is at full capacity
 - The project’s plan for addressing identified housing and supportive service needs
 - Proposed project outcomes
 - Coordination with other sources or partners
 - The reason CoC Program funding support is required

Submission of Expansion Project Application Packet

Eligible renewal projects requesting expansion must submit **one e-mail, separate from the Renewal Project application e-mail**, to txboscoc@thn.org with the 2 attachments listed below by **August 25, 2017, at 5:00 PM CDT**. Use the naming conventions for each file found in the middle column. Submissions out of compliance with this format will not be accepted.

Any required documents that are incomplete or received after the due date and time will not be reviewed or included in the FY2017 TX BoS CoC's Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP. The checklist below will help applicants to ensure that they have submitted all needed materials to participate in the FY2017 TX BoS CoC Competition.

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

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
Completed Applicant Profile ² (export pdf from e-snaps, please do not print and scan) NOTE: If your agency's Code of Conduct is not on the following list, you are required to attach it to your Applicant Profile: https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct	1. Applicant Profile 2017_<Applicant Name>_<Project Name>	1. Applicant Profile 2017_Texas Agency_Texas House	
Completed New Project Application (export pdf	2. Project Application 2017_<Applicant	2. Project Application	

from e-snaps, please do not print and scan)	Name>_<Project Name>	2017_Texas Agency_Texas House	
---	----------------------	-------------------------------	--

Sample: Match Documentation

UPLIFT, INC.

5678 Elm Street
Nirvana, IL 60600

(708) 777-9999 • www.uplift.biz

May 1, 2017

Ms. Leslie Knope, Director
Can-Do Services
1234 Main Street
Pawnee, Indiana

RE: **Project YES**—Matching Funds
FY 2017 HUD Continuum of Care Program NOFA

Dear Ms. Knope:

Uplift, Inc. is pleased to participate in Project YES as a partner.

To help meet **HUD's Continuum of Care Program 25% match requirement for Project YES' FY 2017 Project Application**, Uplift, Inc. will be able to provide a total of **\$145,000** in match.

Uplift, Inc. will provide **\$125,000 of cash match** to **Can-Do Services**. If HUD funds Project YES, the funds for our cash match amount will be available on **March 1, 2018**, and will continue to be available throughout the duration of Project YES' FY2017 grant year. The cash match provided may be used for **any eligible cost explicitly stated in the CoC Interim Rule**.

In addition, **Uplift, Inc.** will provide **\$20,000 in in-kind equipment match** to the project by supplying **20 computers at \$1,000 per computer** to project staff to use **HMIS and case management software** beginning on **March 1, 2018**, and will continue to be available throughout the duration of **Project YES' FY2017 grant year**.

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

Sincerely,

James H. Warbucks

Chief Executive Officer

Key Elements: Documenting Cash Match

- Provided on the source agency's letterhead
- Signed and dated by an authorized representative
 - Match letter must be dated between May 1, 2017 and September 28, 2017
- Amount of cash to be provided to the recipient for the project
- Specific date the cash will be made available
- The actual grant and fiscal year to which the cash match will be contributed
- Time period during which funding will be available
- Allowable activities to be funded by the cash match
- HUD FAQ: <https://www.hudexchange.info/faqs/1559/what-are-the-documentation-requirements-for-cash-match/>

Key Elements: Documenting In-Kind Service Match

- Provided on the source agency's letterhead
- Signed and dated by an authorized representative
 - Match letter must be dated between May 1, 2017 and September 28, 2017
- Value of services to be provided to the recipient for the project
 - Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's/subrecipient's organization.
- Specific date the services will be made available
- The actual grant and fiscal year to which the in-kind match will be contributed
- Time period during which services will be available
- Allowable activities to be executed by in-kind service match
- A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. **However, a formal MOU with the partner agency will be required before grant execution, if awarded. The best practice is to secure the MOU before submitting an application.**
- HUD FAQ: <https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>

Key Elements: Documenting In-Kind Goods and Equipment Match

- Provided on the source agency's letterhead
- Signed and dated by an authorized representative
 - Match letter must be dated between May 1, 2017 and September 28, 2017
- Value of donated goods to be provided to the recipient for the project

- Specific date the goods will be made available
- The actual grant and fiscal year to which the match will be contributed
- Time period during which the donation will be available
- Allowable activities to be provided by the donation
- Value of commitments of land, buildings, and equipment—the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year
- HUD FAQ: <https://www.hudexchange.info/faqs/1560/what-are-the-documentation-requirements-for-in-kind-goods-and-equipment/>

Attachment: Housing First Narrative

UPDATED 8/14/2017

Overview

Housing First is an approach that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Review Section II.A.4., II.B.17.c., III.A.3.g. and VII.A.1.g. of the [FY 2017 Continuum of Care \(CoC\) Program Notification of Funding Availability \(NOFA\)](#) and the Housing First PSH brief at <https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/> for more information.

Housing First projects share essential elements:

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

Additional information about Housing First practices can be found here:

http://thn.org/wp-content/uploads/2017/05/THN_HousingFirstResourceList-1.pdf.

Housing First Narrative

Renewal and New Project Applicants must adhere to the Housing First model to be eligible to compete in the 2017 CoC Program Competition. Applicants must include a narrative detailing how the project is adhering to or will adhere to the model. Narratives should be no longer than 3 pages, doubled spaced, 1 inch margins, and 12 point font. Narratives must provide a description of each of the following items:

1. How the project applicant is incorporating or will incorporate the essential elements of Housing First (listed in the Overview) in the project design and project written standards, or policies and procedures;
2. The experience of the applicant and sub-recipients, if any, in working with the proposed population;
3. The experience of the applicant and sub-recipients, if any, in providing housing similar to that proposed in the application;
4. How the project incorporates or will incorporate evidence-based practices for client engagement such as assertive engagement, motivational interviewing, client-centered counseling, trauma informed care, and harm reduction; and
5. The training provided or that will be provided to CoC Program-funded project staff regarding evidence-based practices.

Attachment: CoC Expectations Form

UPDATED 8/14/2017

CONTINUUM OF CARE PROGRAM APPLICANT EXPECTATIONS

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

To further CoC goals and to clarify expectations, the TX BoS CoC is establishing CoC Program recipient responsibilities in this document to be signed annually by an authorized representative of the CoC Program recipient agency. New project applicants are also required to complete this document, which commits the applicant to uphold recipient responsibilities should funds be awarded.

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

EXPECTATIONS

Before applying for renewal or new CoC Program funding, all project applicants must read the following items:

- CoC Program Interim Rule ([24 CFR Part 578](#)), as it provides the requirements for implementation and administration of the CoC Program.
- [FY 2017 CoC Program Notification of Funding Availability \(NOFA\)](#)
- [Opening Doors](#)
- [TX BoS CoC Policies and Procedures](#)
- [TX BoS CoC Written Standards](#)
- [TX BoS CoC Coordinated Entry Written Standards](#)

Before applying for renewal CoC Program funding, all renewal project applicants must have completed the following trainings on HUD Exchange within the twelve (12) months prior to signing this document. Applicants applying for a new project must complete the following trainings upon award notification from HUD:

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

HMIS Participation and Coverage

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

Victim Service Providers (VSPs) are prohibited from participating in HMIS. VSPs must demonstrate that they have a database comparable to an HMIS and are able to provide aggregate data and HUD-mandated reports from that database upon request.

CoC Program recipients must also:

- Adhere to the [HMIS Policies and Procedures Manual](#) and [User Agreements](#)
- Attend monthly mandatory HMIS webinars, as scheduled
- Complete, respond to, and make corrections to quarterly data quality reports sent by HMIS staff
- Run and review Annual Performance Reports (APRs) and Data Quality Reports on a monthly basis

Consumer Involvement

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

Project Parameters

All projects must follow the [TX BoS CoC Policies and Procedures](#) and the [TX BoS CoC Written Standards](#) for the project type.

Coordinated Entry

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

Performance & Reports

- Recipients must receive approval from the TX BoS CoC prior to requesting a grant extension from HUD.
- Recipients must receive approval from the TX BoS CoC prior to requesting a significant change from HUD, including proposals for: grant transfer, change in sub-recipients, change of project site, addition or elimination of eligible costs for a project, change in subpopulation, reduction in the number of units funded, voluntary relinquishment of grant funding, and any budget changes.
- Recipients must report grant spending to TX BoS CoC staff on a quarterly basis by submitting their project spending report screen shot from the electronic Line of Credit Control System (eLOCCS).
- Recipients must participate in a Performance Improvement Plan (PIP), Corrective Action Plan (CAP), or HUD Technical Assistance (TA)-led assistance, if mandated by the TX BoS CoC and/or HUD.
- Recipients must submit Point-in-Time Count (PIT) and Housing Inventory Count (HIC) data by the deadlines established by TX BoS CoC.

- Recipients must submit APRs to TX BoS CoC staff for review at least two (2) weeks prior to HUD submission. If requested, staff must participate in APR review process with the TX BoS CoC.
- Recipients must submit APRs to HUD on or before report deadlines.
- Recipients must submit Quarterly Performance data to THN as requested.
- Per the TX BoS CoC Policies and Procedures, recipients must carbon copy (“cc”) TX BoS CoC staff on all communications with HUD regarding monitoring.
- Recipients must notify THN of receipt of a HUD monitoring notification or monitoring report within 48 hours.
- Project staff must request a case conference with THN prior to any project participant terminations.

Any information required to be sent to the TX BoS CoC must be sent to Jim Ward, Performance Coordinator, at jim@thn.org.

CoC Engagement

- Recipients must participate in all trainings designated as mandatory that are conducted or sponsored by TX BoS CoC by having at least one representative staff member with direct involvement in operations and/or oversight of the project participate either via webinar or in-person, as required.
- Recipients must attend at least 75% of CoC General Meetings in a 12-month period.

AUTHORIZED REPRESENTATIVE INFORMATION

Agency:	
Contact Person:	
Email Address:	
Contact Number:	

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

Signature

Date

Printed Name

Title

Attachment: Joint TH and PH-RRH Narrative- FOR JOINT TH and PH-RRH ONLY

Joint Transitional Housing and Permanent Housing-Rapid Re-Housing Narrative

Joint Transitional (TH) and Permanent Housing-Rapid Re-Housing (PH-RRH) component projects are not intended to replace transitional housing projects that have been reallocated or lost funding in recent years. Instead, they provide a new way to meet some of the pressing challenges that communities are facing. They provide a safe place for people to stay – crisis housing – with financial assistance and wrap around supportive services determined by program participants to help them move to permanent housing as quickly as possible. Stays in the crisis housing portion of these projects should be brief and without preconditions, and participants should quickly move to permanent housing.

Before applying, communities need to assess whether a joint component project is the best use of resources and will best meet the needs of people experiencing homelessness in their community. Therefore, project applicants must provide the TX BoS CoC a narrative describing how the community has been assessed to determine whether a joint component project is the best use of resources and will best meet the needs of people experiencing homelessness in their community.

The narrative must be at most 3 pages, double spaced, 1 inch margins, and 12 size font. Data must be included in the narrative. When providing evidence, include the source. For example, “According to the 2017 Point in Time Count, community X has 560 people experiencing unsheltered homelessness.” Narratives that do not include data or include data with no source will be considered incomplete.

Narrative Prompts

- 1) Everyone must describe the following:
 - a. The needs assessment and analysis of how participants currently move through the homeless services system in the community the Project Applicant completed which determined the Joint TH and PH-RRH component is needed in a community.
- 2) Only complete the prompt that applies to your community:
 - a. In communities with high rates of unsheltered homelessness and stays in shelter and other forms of crisis housing are less than 40 days, describe how the Joint TH and PH-RRH component would best meet the needs of people experiencing homelessness in their community.
 - b. In communities where shelter, crisis housing, and transitional housing stays are long, describe the efforts to implement rapid re-housing and permanent supportive

housing resources and how the Joint TH and PH-RRH component would best meet the needs of people experiencing homelessness in their community.

- c. In communities with no emergency shelter or crisis housing options available for people fleeing domestic violence, describe how the Joint TH and PH-RRH component would best meet the needs of people experiencing homelessness in their community.
- d. In communities where there are already shelters or crisis housing projects serving survivors, describe how the community has lowered the barriers in those existing projects and added rapid re-housing and how the Joint TH and PH-RRH component would best meet the needs of people experiencing homelessness in their community.
- e. Community does not meet any of the characteristics above but still wants to apply for the Joint TH and PH-RRH component project. Describe how the Joint TH and PH-RRH component would best meet the needs of people experiencing homelessness in their community

Attachment: Proposed Performance Measures

This attachment form may be found on the THN website, thn.org, under the Continuum of Care Program page.