

# Texas Balance of State Continuum of Care 2016 Application for New/Re-Allocated Projects

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New projects must immediately sign up for CoC and Environmental Review updates from the HUD Exchange: <https://www.hudexchange.info/maillinglist/>

FY 2016 CoC Program Competition Notice of Funding Availability (NOFA)

<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>

For assistance with applications in e-snaps, applicants may access HUD guidance documents at these links<sup>1</sup>:

- i. New Project Application Detailed Instructions:  
<https://www.hudexchange.info/resource/4042/new-project-application-detailed-instructions/>
- ii. New Project Application Instructional Guide:  
<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>
- iii. Performance Measures - Project Application Instructional Guide (needed to complete Part 6 of the application): <https://www.hudexchange.info/resource/2911/coc-project-application-performance-measures/>
- iv. Budget - Project Application Instructional Guide (needed to complete Part 7 of the application): <https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/>

**Funding for new projects in the 2016 competition is limited. CoCs may submit requests for new projects through the process of reallocation or the permanent housing bonus.**

## **Reallocation**

CoCs may reallocate funds in whole or in part from existing eligible renewal projects to create one or more new projects. CoCs may use reallocation to create:

1. New Permanent Supportive Housing (PSH) projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined by 24 CFR 578.3;
2. New Rapid Re-housing (RRH) projects that will serve homeless individuals and families, coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness;

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<sup>1</sup> The links have not yet been updated for 2016, as the e-snaps application was not released with the NOFA. The NOFA states “this will occur sometime after July 6<sup>th</sup>.”

3. New Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment systems; and
4. A new dedicated Homeless Management Information System (HMIS) projects for the costs at 24 CFR578.37(a)(2) that can only be carried out by the HMIS Lead

### **Permanent Housing Bonus Projects**

The Permanent Housing Bonus is based on two overarching criteria: CoC need and project quality.

New projects created through the Bonus may be:

1. New Permanent Supportive Housing projects that will serve 100% chronically homeless families and individuals; or
2. New Rapid Re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.

### **CoCs may submit more than one application for new projects.**

At this time, all projects (except new PH bonus projects requesting new construction, acquisition, or rehabilitation) will be limited to a one-year grant term.

Reallocated and new projects may find it helpful to reference the FY 2015 scoresheet to identify priority scoring areas. The FY 2015 scoresheet may be found here:

<http://tinyurl.com/TXBoSCoCApplication> (then click on “Texas Balance of State CoC Grant Materials”).

## APPLICATION

- All information is required. The Texas Balance of State CoC (TX BoS CoC) reserves the right not to review incomplete applications or projects that do not meet timeliness standards or eligibility requirements.
- Applications are due by August 8th, 2016 and should be sent electronically to THN at [TXBoSCoC@thn.org](mailto:TXBoSCoC@thn.org).
- DO NOT hit “submit” on your application in e-snaps until directed to do so by THN staff
- All attachments must be dated May 1, 2016 to August 8, 2016.
- Please contact Mary Rychlik at [mary@thn.org](mailto:mary@thn.org) for questions about the form or process.

### **Re-Allocations ONLY**

All Re-Allocation Projects will need to provide the following items:

- Annual Performance Report (APR) for each project application for date range 7/1/15-06/30/16
  - Preliminary APRs were pulled and sent to projects in HMIS on 7/1/16, all providers including DV providers were encouraged to run and review APRs for this date range on 6/21/16 in the pre-competition checklists, which were emailed to current grantees and were posted to THN’s website.
  - Final competition APRs for the date range listed above will be due 7/15/16 in an e-mail to Caitlin Bayer at [Caitlin@thn.org](mailto:Caitlin@thn.org).
- Most recent HUD audit/monitoring results
  - If there were findings that have since been resolved, please provide documentation from HUD
  - If there were findings that are currently being resolved due to a recent monitoring, please provide an explanation of what efforts are currently underway
- LOCCS data
  - Monthly drawdown records for project years 2013-14, 2014-15, and 2015-16, as of June 2016, have already been collected by the TX BoS CoC. LOCCS data that THN currently has on file will be sent out for one final review by applicants on 07/11/16 with a due date of 07/15/16. All reported information is subject to verification by HUD. LOCCS data that has discrepancies must be rectified by 7/15/16.

Please refer to the following required document checklist to ensure that your re-allocation application packet is complete. Do not include the application tool beginning on page 6 in the packet, as only the PDF export of your application from e-snaps will be accepted.

<b>Document Required</b>	<b>File Naming Convention</b> (include number at the beginning of the file name)	<b>Example</b> (Applicant: Texas Agency Project: Texas House)	<b>Completed?</b>
APR <b>Due 7/15/16</b>	APR_2016 HMIS_<Applicant Name>_<Project Name>	APR_2016 HMIS_Texas Agency_Texas House	
Verified LOCCS data <b>Due 7/15/16</b>	LOCCS 2013- 2016_<Applicant Name>_<Project Name>	LOCCS 2013-2016_Texas Agency_Texas House	
Completed Applicant Profile <sup>2</sup> (export pdf from e-snaps, please do not print and scan)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House	
Completed Project Application (export pdf from e-snaps, please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating same	3. HUD Monitoring Letter 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House	
2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource reported on the 2016 Project Application)	4. Match-Leverage Documentation 2016 _<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016_<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_Texas Agency_Texas House	

<sup>2</sup> Codes of Conduct on file with HUD as of June 13, 2016 are located here:  
[http://www.thn.org/images/CodesofConduct\\_on\\_file\\_with\\_HUD\\_June13\\_2016\\_highlighted.pdf](http://www.thn.org/images/CodesofConduct_on_file_with_HUD_June13_2016_highlighted.pdf) . If your agency is not on this list, you are required to attach it to your applicant profile.

Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity (letter on agency letterhead from Executive Director/CEO/Board Chair)	6. Letter of participation 2016_<Applicant Name>_<Project Name>	6. Letter of participation 2016_Texas Agency_Texas House	
Housing First narrative (see Appendix D of RFP)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House	

All materials are to be sent in one e-mail to [TXBoSCoC@thn.org](mailto:TXBoSCoC@thn.org). Application packets sent after August 8, 2016 at 5:00 PM will not be considered.

\*DO NOT hit "submit" on your application in e-snaps until directed to do so by THN staff\*

HUD guidance for completing the applicant profile may be found below:

<https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Instructional-Guide.pdf>

**New projects ONLY**

Please refer to the following required document checklist to ensure that your new application packet is complete. Do not include the application tool (beginning on page 6) in your packet, as only the pdf export of your application from e-snaps will be accepted.

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)	1. Applicant Profile 2016_<Applicant Name>_<Project Name>	1. Applicant Profile 2016_Texas Agency_Texas House	
Completed Project Application (download pdf from e-snaps, please do not print and scan)	2. Project Application 2016_<Applicant Name>_<Project Name>	2. Project Application 2016_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating same	3. HUD Monitoring Letter 2016_<Applicant Name>_<Project Name>	3. HUD Monitoring Letter 2016_Texas Agency_Texas House	
2016 CoC project match and leverage documentation (include cash/in-kind commitment letters for each leveraged resource reported on the 2016 Project Application)	4. Match-Leverage Documentation 2016_<Applicant Name>_<Project Name>	4. Match-Leverage Documentation 2016_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	5. Cert of Consistency 2016_<Applicant Name>_<Project Name>	5. Cert of Consistency 2016_Texas Agency_Texas House	
Housing First narrative (see Appendix D of RFP for guidance)	7. HF Narrative_<Applicant Name>_<Project Name>	7. HF Narrative_Texas Agency_Texas House	

All materials are to be sent in one e-mail to [TXBoSCoC@thn.org](mailto:TXBoSCoC@thn.org). Application packets sent after August 8, 2016 at 5:00 PM will not be considered.

\*DO NOT hit “submit” on your application in e-snaps until directed to do so by THN staff\*

The following section is to serve as a tool for new projects to prepare for the E-SNAPS application. It does not need to be submitted to THN, however new projects are encouraged to complete it as soon as possible, with the option of sending to THN for review. Reminder: The e-snaps application was not released with the NOFA. The information below will not match the numbers in the e-snaps application. If additional information is required this application will be updated and applicants will be notified. The 2016 NOFA states e-snaps release “will occur sometime after July 6<sup>th</sup>.”

## APPLICATION TOOL

**1. Project Applicant Information:**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Unit of Local Government       Non-profit 501(c)(3)       PHA
  - Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**2. Sub-Recipient/Sponsor Organization (if applicable):**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Unit of Local Government       Non-profit 501(c)(3)       PHA
  - Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**3. Contact person for this application:**

- a. Name: \_\_\_\_\_
- b. Title: \_\_\_\_\_
- c. Phone: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**4. Project Name:** \_\_\_\_\_

**5. Project Location:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Experience of Applicant/Sponsor**

A. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
B. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
C. Describe the basic organization and management structure of the applicant and potential sub-recipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
D. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)? <div style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</div> If Yes, describe the unresolved monitoring or audit findings.

**7. Project Description**

A. Provide a description that addresses the entire scope of the proposed project. The project description should be complete and concise. It must address 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 CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). The description must identify:

- The target population, including the number of single adults and the number of families with children to be served when the project is at full capacity
- Address and location of units
- Type and number of units – scattered site or single site, single or multi-family homes, etc.
- The specific services that will be provided to serve the long-term homeless population
- Projected outcomes
- **Coordination** with partners
- Timeline – when units will be developed or leased-up
- P

Project Description:

B. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

C. Will your project participate in a CoC Coordinated Entry Process? (This is a THN and HUD mandate, for projects applying from communities where CE has not been implemented projects will be required to conduct CE assessments and priorities clients in accordance with the TX BoS CoC process and written CE standards (once completed).

- Yes                       No

D. Please identify the specific population focus. (Select ALL that apply)

Chronic Homeless		Domestic Violence	
Veterans		Substance Abuse	
Youth (under 25)		Mental Illness	
Families		HIV/AIDS	
Other			



E. Housing First (This is a TX BoS CoC requirement. Projects must select “yes” and indicate its target is to move clients into permanent housing within 30 days of program intake)

F.

1. Will the project quickly move participants into permanent housing?

Yes       No

2. Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier. (Low barrier projects are a TX BoS CoC requirement)

Having too little or little income	
Active or history of substance abuse	
Having a criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	
None of the above	

3. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply. (Tx BoS CoC requirement in alignment with Housing First)

Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area.	
None of the above	

4. Will the project follow a "Housing First" approach? Housing First is a TX BoS CoC requirement. All program documentation and program practices must reflect this (e.g. Policies and Procedures, Termination Policy, etc.)

Yes       No

G. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

- H. Will the PH project provide PSH or RRH?  PSH  RRH
- I. Will the project request costs under the rental assistance budget line item?  
 Yes  No
- J. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?  
 Yes  No
- K. Will more than 16 persons live in one structure?  
 Yes  No

**8. Supportive Services for Participants**

A. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?

- Yes  No

B. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?

- Yes  No

C. Describe how participants will be assisted to obtain and remain in permanent housing.
D. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

E. Supportive Services Type and Frequency

1. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided. For “frequency,” indicate if the service will be provided daily, weekly, semi-weekly, monthly, or does not apply.

Supportive Service	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		

Employment Assistance & Job Training		
Food		
Housing Search & Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

2. Please identify whether the project will include the following activities:

a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?

Yes                       No

b. Use of a single application form for four or more mainstream programs?

Yes                       No

c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?

Yes                       No

3. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency?

Yes                       No

4. Will project participants have access to staff that has been SOAR trained? If not, does the project plan to have staff trained in SOAR?

Yes                       No

**9. Housing Type**

a. Type:     Single Site                       Scattered Site

b. Maximum Number of Units: \_\_\_\_\_

c. Maximum Number of Beds: \_\_\_\_\_

**10. Population to be Served in the Project**

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

Population Characteristics (Enter number of persons in each category)	Persons in HH's with At Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Adults over age 24				
Adults ages 18-24				
Accompanied Children under age 18				
Unaccompanied Children under age 18				
Total Persons				

**11. Subpopulations**

**A. Persons in Households with At Least One Adult and One Child**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Adults over age 24							
Adults ages 18-24							
Children under age 18							
Total Persons							

**Persons in Households without Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally III	Victims of Domestic Violence
Adults over age 24							
Adults ages 18-24							
Total Persons							

**B. Persons in Households with Only Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally III	Victims of Domestic Violence
Accompanied Non-disabled Children under age 18							
Unaccompanied Children under age 18							
Total Persons							

**12. Outreach for Participants**

A. Enter the percentage of homeless persons who will be served by the proposed project who came from each of the following locations:

- Directly from the street or other locations not meant for human habitation
- Directly from Emergency Shelters
- Directly from safe havens
- Persons fleeing domestic violence
- Total of above percentages

B. If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.
C. Describe the outreach plan to bring long-term homeless participants into the project.

**13. Standard Performance Measures**

a. For **PSH projects**, specify the universe and target numbers for the following measures.

<b>Housing Measure for PSH</b>	Universe	Target	Target % (Divide target by universe)
Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year.			
<b>Income Measure for PSH</b>	Universe	Target	Target % (Divide target by universe)
a. Adults who maintained or increased their total income (from all sources) at the end of the operating year or project exit			
<b>OR</b>			
b. Adults who maintained or increased their earned income at the end of the operating year or project exit.			

- b. For **RRH projects**, specify the universe and target numbers for the following performance measure for **EITHER A or B** below (choose one to complete)

<b>Housing Measure for RRH</b>	Universe	Target	Target %
a. Persons exiting to permanent housing destinations during the operating year.			
b. Persons who were placed into permanent housing within 30 days of entry into project.			
<b>Income Measure for PSH</b>			
a. Adults who increased their total income (from all sources) as of the end of the operating year or project exit			
<b>OR</b>			
Adults who increased their earned income as of the end of the operating year or project exit.			

#### 14. Proposed Project Budget

Activities	Total Assistance Requested for 1 Year
1. Acquisition	
2. Rehabilitation	
3. New Construction	
4. Leased Units	
5. Leased Structures	
6. Short-term/Medium-term Rental Assistance (Rapid-Re-housing [RRH] Only)	
7. Long-term Rental Assistance (not applicable to RRH)	
8. Supportive Services	
9. Operations	
10. HMIS	
11. Sub-total Costs Requested	
12. Administrative costs (Up to 7%) <sup>3</sup>	
13. Cash Match	
14. In-kind Match	
15. Total Match	
16. Total Budget	

\*Match: 25% for total of all lines (including Administrative costs) except leasing

#### Budget detail

**Leasing** (enter number of units by unit type; the applicable rent, multiply units times rent times 12 (1 year grant) and enter totals. If utilities are not provided by the landlord, these are operating costs and should be budgeted there.

Unit Size	No. of Units	Rent*	Term (months)	Total
Efficiency		\$	12	
1 Bedroom		\$	12	
2 Bedroom		\$	12	
3 Bedroom		\$	12	
4 Bedroom		\$	12	
<b>Total</b>				

\* Cannot exceed FY2016 Fair Market Rent

**Rental Assistance** (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals.

<sup>3</sup> HUD allows project applicants to apply for up to 10% of administrative funding, but the TX BoS CoC has capped the administrative funding request at 7%.



Indicate the Type of Rental Assistance:

Project Based       Tenant Based       Sponsor Based

Unit Size	No. of Units	FMR	Term (months)	Total
Efficiency		\$	12	
1 Bedroom		\$	12	
2 Bedroom		\$	12	
3 Bedroom		\$	12	
4 Bedroom		\$	12	
<b>Total</b>				

**Operating Costs**

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary and FTE.

Operating Costs	Quantity Description	Annual Assistance Requested
Maintenance and repair		
Property Tax and Insurance		
Replacement Reserve		
Building Security		
Electricity, Gas and Water		
Furniture		
Equipment (lease, buy)		
<b>Total</b>		

**Supportive Services:** Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

Eligible Costs	Quantity Description	Annual Assistance Requested
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Operating Costs		
Total Annual Assistance Requested		

**Match:**

**Summary for Match**

<b>Total Value of Cash Commitments:</b>	
<b>Total Value of In-Kind Commitments:</b>	
<b>Total Value of All Commitments:</b>	

**Leveraging:** Please identify all possible leveraged resources: construction/rehabilitation, other services received by project participants, cash grants, donated and in-kind services. **Written commitments are required by HUD at time of project application; do not include leveraged resources if commitment will not be in place by time of application submission.**

HUD has previously awarded maximum points to projects with leveraging ratios of 150% or higher of the total HUD request. **The TX BoS CoC will award additional points in the proposal scoring process for new project applications with leverage percentages of 150% or higher.**

<b>Identify Type of Contribution: Cash or In kind</b>	<b>Name the Source of Contribution</b>	<b>Identify Source as: (G) Government or (P) Private</b>	<b>Date of Written Commitment</b>	<b>Value of Written Commitment</b>
<i>Example: Cash</i>	CDBG	G	9/1/14	\$10,000
			<b>TOTAL:</b>	\$

**Note on Match/Leveraging:**

Provide information **only** for contributions for which you have a **written commitment in hand at the time of application submission**. A written agreement could include signed letters, memoranda of agreement, and other documented evidence of a commitment. Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are **one-time only** and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2015 and prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions). The written commitments must be documented on letterhead stationery, signed by an authorized representative, dated **and** in your possession prior to the deadline for submitting your application, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case

management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and, the date the contribution will be available. If you **do not** have a written agreement in hand at the time of application submission, **do not** enter the contribution. For more information on leveraging see Match and Leveraging section of the RFP.