



**Texas Balance of State Continuum of Care
HUD CoC Program
2018 Renewal Project Application**

Introduction and Background

The FY 2018 Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) was released on Wednesday, June 20, 2018.

Important changes for Renewal Projects in the FY 2017 CoC Program Renewal Project Application Detailed Instructions will be added to this Application Packet Guide after HUD releases the Detailed Instructions.

This document outlines the application and evaluation process for FY 2018 Renewal Projects in the TX BoS CoC. Awards made under the CoC Program are eligible for renewal for FY 2018 funds if they are listed on the [2018 GIW](#). A list of all TX BoS CoC applicants eligible to apply as Renewal Projects can also be found in Appendix F of the 2018 Request for Proposals (RFP).

Renewal Project applications are currently available in HUD's online portal for the CoC Program competition, e-snaps. (**Do not** click the "submit button" in e-snaps until directed to do so by TX BoS CoC staff.) For assistance with applications in e-snaps, applicants may access the following HUD guidance documents:

- i. Project Applicant Profile Instructional Guide:
[HUD has not yet released this guide. This Project Application Guide will be updated with the link once HUD releases the document.]
- ii. How to Complete the HUD Form 2880 in e-snaps:
[HUD has not yet released this guide. This Project Application Guide will be updated with the link once HUD releases the document.]
- iii. Renewal Project Application Detailed Instructions and Instructional Guide:
[HUD has not yet released this guide. This Project Application Guide will be updated with the link once HUD releases the document.]
- iv. Process for Completing FY 2017 Renewal Project Application Screens:
[HUD has not yet released this guide. This Project Application Guide will be updated with the link once HUD releases the document.]

- v. Budget - Project Application Instructional Guide:
[HUD has not yet released this guide. This Project Application Guide will be updated with the link once HUD releases the document.]

DISCLAIMER: At the time this guide was released, HUD had not made available any instructional guides or detailed instructions for the FY 2018 CoC Program competition. This application guide is subject to change based on the release of these documents from HUD. Applicants will be advised of any application guide revisions via the TX BoS CoC e-mail list.

Applicants are advised to begin work on the project application as soon as possible. Application packets are due to the TX BoS CoC on **July 27, 2018, by 5:00 PM CDT**. Please contact TX BoS CoC staff at TXBoSCoC@thn.org with any questions.

At this time, the TX BoS CoC is limiting all projects to a one-year grant term.

Evaluation Process for Renewal Project

The CoC Board will review and release the FY 2018 Review, Score, Ranking Polices and Re-Allocation Process for 2018 prior to the evaluation of FY 2018 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 2018 applicant email list, which will be created after the mandatory 2018 TX BoS CoC Program Competition Webinar on 7/9/2018.

After the Renewal 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) for scoring.

The TX BoS CoC IRT will complete a Renewal Project Score Sheet for each CoC Program Renewal Project application. After receiving all the Renewal Project Score Sheets, the TX BoS CoC Board will rank all renewal projects according to their total score and the FY 2018 Review, Score, Ranking Polices and Re-Allocation Process.

Priority Scoring Areas

The scoresheet that will be used to review, score, and rank all Renewal Projects as part of the FY 2018 CoC Program competition will include the following priority scoring areas:

- Targeting hard-to-serve persons
- Access to income
- Housing stability
- Returns to Homelessness

- Housing First and Low Barrier
- Meeting community need
- Cost effectiveness
- HMIS data quality
- Project monitoring results
- CoC engagement
- Prioritization fidelity
- SOAR training

Projects failing to submit required information for a priority scoring area will receive zero points for that priority area. Projects that have not completed one full operating year will be “held harmless” in scoring and ranking, meaning their project performance data will not be evaluated in this year’s competition.

Project applicants may find it helpful to reference the FY 2017 score sheet to identify priority scoring areas. The FY 2017 Renewal Project score sheet may be found in Appendix B of the following document: <https://www.thn.org/wp-content/uploads/2017/05/2017-TX-BoS-CoC-Review-Score-and-Ranking-FINAL.pdf>.

Data Sources

While some data will be collected from narratives such as the project description and the Housing First Questionnaire, the majority of the data used in project evaluation comes from projects’ competition Annual Performance Reports (APRs), which are dated from 07/01/2017-06/30/2018. The TX BoS CoC will also consider Point-In-Time (PIT) Count data, Housing Inventory Count (HIC) data submission, and the project’s System Performance Measures (SPMs). However, information in four of the Project Capacity priority scoring areas can only be obtained directly from providers or from Sage HMIS. Data from these sources is verified by HUD whenever possible:

1. HUD audit/monitoring findings documentation;
2. Information on timely draws and unspent funds from each applicant’s Line of Credit Control System (LOCCS) accounts
3. Information on project matching funds; and
4. Information collected by HUD field offices as shown through Sage HMIS, including total LOCCS draws amounts

On June 27, 2018, applicants received a request for their LOCCS data from THN. Applicants are required to respond to THN’s LOCCS request by July 13, 2018, at 5:00 PM. All reported information is subject to verification by HUD and the eLOCCS draws displayed in Sage HMIS.

TX BoS CoC staff will run competition APRs (date range 07/01/2017-06/30/2018) during the week of July 16, 2018. Applicants that use Osnum must submit their APRs directly to THN at txboscoc@thn.org by no later than 5:00 PM on Monday, July 16, 2018. Applicants will be unable to make adjustments or corrections to their APR data used during competition after their project's APR is run by THN Staff, or after they have submitted their Osnum APR to THN staff via email.

Renewal Project Application Packet

The Renewal 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 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.
- 2018 CoC project match
 - Match letters must be dated between May 1, 2018 and September 18, 2018.
 - Program income may be counted as match. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.
 - If applications include third-party in-kind match, a Memorandum of Understanding (MOU) that confirms the in-kind match commitment

must be attached in 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
- Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity
 - The documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity must be dated between May 1, 2018 and September 18, 2018.
- Housing First Questionnaire
- CoC Expectations Form

Submission of Renewal Project Application Packets

All renewal applicants must submit **one e-mail per project** to txboscoc@thn.org with the attachments listed below by **July 27, 2018, at 5:00 PM**. Use the naming conventions for each file found in the middle column of the application packet checklist found on the following page. 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 2018 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 following page will help applicants to ensure that they have submitted all needed materials to participate in the FY2018 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?
<p>Applicant Profile (export pdf from e-snaps, please do not print and scan)</p> <p>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.</p>	Applicant Profile 2018_<Applicant Name>_<Project Name>	Applicant Profile 2018_Texas Agency_Texas House	
Project Application (export pdf from e-snaps, please do not print and scan)	Project Application 2018_<Applicant Name>_<Project Name>	Project Application 2018_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating same	HUD Monitoring Letter 2018_<Applicant Name>_<Project Name>	HUD Monitoring Letter 2018_Texas Agency_Texas House	
2018 CoC project match (include cash/in-kind commitment letters for each match source reported in the 2017 Project Application and an MOU confirming each third-party in-kind match commitment if applicable)	Match Documentation 2018_<Applicant Name>_<Project Name>	Match Documentation 2018_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	Cert of Consistency 2018_<Applicant Name>_<Project Name>	Cert of Consistency 2018_Texas Agency_Texas House	
Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity (letter on agency letterhead from	Letter of participation 2018_<Applicant Name>_<Project Name>	Letter of participation 2018_Texas Agency_Texas House	

Executive Director/CEO/Board Chair)			
Housing First Questionnaire	HF Questionnaire 2018_<Applicant Name>_<Project Name>	HF Questionnaire 2018_Texas Agency_Texas House	
CoC Expectations Form	CoC Expectations Form 2018_<Applicant Name>_<Project Name>	CoC Expectations Form 2018_Texas Agency_Texas House	

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

“Submitting without Changes” in e-snaps

Like in FY 2017, HUD is allowing renewal project applicants to submit their renewal application without changes. Only projects that have been renewed at least once can bring forward a previous year’s application and choose the “Submit without Changes” option. For those project applicants that brought forward information from a previous year’s application, this option allows project applicants to unlock and make changes to information **or** choose to submit without changes if all the imported data is accurate.

Renewal project applicants should review the imported information thoroughly to ensure that the information is still reflective of grant activities, milestones, and accomplishments; THN especially recommends renewal applicants review imported information before selecting “Submit without Changes” as this information is the most subject to change from grant cycle to grant cycle, and will be verified by HUD.

While project applicants are encouraged to select the “Submit without Changes” option when appropriate, THN staff may request that applicants unlock and alter parts of the application that the applicant had not edited previously, as part of threshold review.

Sample: Match Documentation

Uplift, Inc.
5678 Elm Street
Nirvana, IL 60600

June 1, 2018

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

RE: **Project YES**—Matching Funds
FY 2018 HUD Continuum of Care Program NOFA

Dear Ms. Knope:

Uplift, Inc. is pleased to provide matching funds for Can-Do Services' Project YES.

To help meet **HUD's Continuum of Care Program 25% match requirement for Project YES' FY 2018 Project Application**, Uplift, Inc. will be able to provide a total of **\$145,000** in match.

Uplift, Inc. will provide [**\$XX,XXX.XX**] of **cash match** to **Can-Do Services**. If HUD funds Project YES, the funds for our cash match amount will be available on [**DATE**], and will continue to be available throughout the duration of Project YES' FY2018 grant year. The cash match provided may be used for [**Insert an eligible cost explicitly stated in the CoC Interim Rule**].

In addition, **Uplift, Inc.** will provide [**\$XX,XXX.XX**] in **in-kind match** to the project by supplying [**Quantity, description, and value of each in-kind match source**] beginning on [**DATE**], and will continue to be available throughout the duration of Project YES' FY2018 grant year.

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

Sincerely,

Ron U. Swanson

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, 2018 and September 18, 2018.
- 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, 2018 and September 18, 2018.
- 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 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, 2018 and September 18, 2018
- 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 Questionnaire

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 III.c.3.l and Section II.A.4 of the [FY 2018 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.

The Housing First Questionnaire to be submitted in the Application Packet may be found on the following page.

Housing First Questionnaire

FY 2018 TX BoS CoC Program Competition

Applicant Name:
Project Name:
Project Type:

New

Renewal

Expansion

Hold Harmless

Describe the project's admissions process. Is there anything that would prevent a participant from enrolling in the project?

How long does it take the project to house a participant from identification to lease-up?

How does project staff engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any temporary stay outside of the unit? Please copy/paste the policy that addresses short-term absences from assisted units.

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

What clinical and non-clinical trainings have your CoC project staff attended over the past year (June 1, 2017 – May 30, 2018)?

Please list the staff person, all relevant trainings, dates, and who provided the training. Example:

Jim Ward, Housing Case Manager
Equal Access, 6/01/2017, National Alliance to End Homelessness (NAEH)
Coordinated Entry Assessor 6/2/2017, THN

Are services offered in community-based settings of the participant's choice rather than requiring appointments occur at a particular place? If yes, please explain.

Do case managers have access to transportation they can use to assist participants to obtain and sustain their housing? Please copy/paste relevant policies that govern transportation in Agency-owned and personal vehicles.

Does the project impose restrictions on length of stay outside that which would be mandated by HUD? (E.g. less than 24 months for RRH or any restriction on length of stay for PSH)

Attachment: CoC Expectations Form

CONTINUUM OF CARE PROGRAM APPLICANT EXPECTATIONS

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

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

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 2018 CoC Program Notification of Funding Availability \(NOFA\)](#)
- [Opening Doors](#)
- [TX BoS CoC Policies and Procedures](#)
- [TX BoS CoC Written Standards for service Delivery](#)
- [TX BoS CoC Coordinated Entry Written Standards](#)

Before applying for renewal CoC Program funding, all renewal project Applicants must complete the following trainings on HUD Exchange within the twelve (12) months prior to signing this document.

New project Applicants 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. (Ex: Osnium)

CoC Program Recipients must also:

- Adhere to the [HMIS Policies and Procedures Manual](#) and [User Agreements](#), including timeliness expectations
- Attend monthly mandatory HMIS webinars, as scheduled
- Complete quarterly Data Quality Reports (UDQ) to submit by the deadline identified by HMIS Staff,
- Make corrections to those, or other reports as requested by HMIS staff
- Commit to a process of data quality improvement by, running and reviewing Annual Performance Reports (APRs) and Data Quality Reports on a monthly basis.

Consumer Involvement

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. Questions about participation in Coordinated Entry should go to the THN Systems Change Coordinator, Tiffany Hart, at tiffany@thn.org

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, and/or 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 Annual Performance Reports (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 involuntary project participant terminations.

Jim Ward, CoC Technical Assistance & Performance Coordinator, jim@thn.org must be cc'd on all communication to the Texas Balance of State CoC.

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 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.

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