**Fort Worth/Arlington/Tarrant County Continuum of Care TX-601**

**FY2017 CoC Program**

**Request for Proposals (RFP)**

**RFP ISSUE DATE:** July 28, 2017

**PROPOSAL DEADLINE: 5:00 pm, Monday, August 28, 2017**

**FUNDING OPP #:** HUD FR-6100-N-25

 NOFA for the FY 2017 Continuum of Care

**CFDA:** 14.267

**ESTIMATED FUNDS AVAILABLE:** Tier 1 = $10,525,175.00

 Tier 2 = $1,343,640.00

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# Introduction

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless persons; and to optimize self-sufficiency among those experiencing homelessness.

The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program regulations are found in 24 CFR part 578 (the CoC Program interim rule). The FY 2017 funds for the CoC Program were authorized by the Consolidated Appropriations Act, 2017 (Public Law 115-31, approved May 5, 2017) (the “FY 2017 HUD Appropriations Act”).

The TX-601 Ft Worth/Arlington/Tarrant County CoC has chosen the Tarrant County Homeless Coalition (TCHC) to serve as its Collaborative Applicant for FY2017.

# Program Overview

The contents of this RFP are subject to change pending any updates from the FY17 HUD NOFA.

**FY17 HUD NOFA:** <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

**HEARTH Act:** <https://www.hudexchange.info/homelessness-assistance/hearth-act/>

**CoC Program Interim Rule:** <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

**eSNAPS Resources:** <https://www.hudexchange.info/programs/e-snaps/>

**eSNAPS Detailed Instructions for Renewal Projects:** https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/

**eSNAPS Detailed Instructions for New Projects:** https://www.hudexchange.info/resources/documents/FY-2017-New-Project-Application-Detailed-Instructions.pdf

**Federal Strategy to Prevent & End Homelessness:** [Opening Doors: Federal Strategic Plan to Prevent and End Homelessness](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)

**TX-601 Policies and Procedures:** <http://www.ahomewithhope.org/tchc-services/continuum-of-care-program/coc-policies-procedures/>

**TCHC Funding Opportunities Webpage:** <http://www.ahomewithhope.org/funding-opportunities/>

# Priorities and Objectives

## HUD’s Homeless Policy and Program Priorities

*(NOFA pages 9-16)*

The FY17 NOFA focuses on the Administration goals articulated in Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. The goals of Opening Doors are consistent with the Department’s homeless goals as stated in HUD’s Strategic Plan.

1. ***Ending homelessness for all persons.***
2. ***Creating a systemic response to homelessness.***
3. ***Strategically allocating and using resources.***
4. ***Use a Housing First approach.***

## TX-601 Continuum of Care Objectives

In addition to the HUD Priorities, the TX-601 Board of Directors adopted the following ***Continuum of Care Objectives*** for 2017 – 2018:

1. ***Prevent and end homelessness among Veterans in 2017***
2. ***Finish the job of ending chronic homelessness***
3. ***Prevent and end homelessness for families and children and youth in 2020***
4. ***Set a path to ending all types of homelessness***
5. ***Maximize the efficiency of local resources***
6. ***Create a system-wide plan for housing and service***s

# FY17 CoC NOFA Highlights

* HUD will continue the 2 Tier funding process as defined below. For more information, please reference the FY17 CoC NOFA Briefing.
	+ Tier 1 Projects will be conditionally selected, provided the project applications pass the eligibility and threshold review *(NOFA page 15)*
	+ Tier 2 Projects will be assessed for eligibility and threshold requirements and funding will be determined using a HUD formulated score *(NOFA page 15-16)*
		- Up to 50 points for CoC Application Score
		- Up to 40 points for Project Ranking
		- Up to 10 points for Commitment to Housing First
* Two-tiered funding approach formula
	+ **TX-601 Annual Renewal Demand (ARD):** $11,196,995
	+ **Tier 1 TX-601: $10,525,175.00**
		- Tier 1 = 94% of CoCs ARD
	+ **Tier 2 TX-601: $1,343,640.00**
		- Tier 2 = 6% of CoCs Total ARD + the amount available for the Permanent Housing Bonus
	+ **PH Bonus TX-601 = $671,820.00**
		- Permanent Housing Bonus = 6% of the CoCs Final Pro-Rata Need (FPRN)
* The CoC Planning Project is non-competitive and is therefore not ranked with the remaining projects. The amount available for CoC Planning is up to 3% of the ARD, which includes funds up to $335,910.00
	+ CoC Planning must pass eligibility and threshold requirements *(NOFA Page 16).*
* All projects in Tier 1 & Tier 2 will be subject to a HUD Threshold eligibility review. Threshold requirements include the following *(NOFA pages 30-37)*
	+ Ineligible applicants
	+ Project Eligibility: Monitoring findings, OIG Investigation, routinely does not make quarterly drawdowns, late APR submission, etc.
	+ Project Quality Thresholds: New Projects
	+ Project Renewal Threshold: Renewal Projects
	+ Consistency with Consolidated Plan
	+ Environmental Requirements
* The Collaborative Applicant (TCHC) has the responsibility to assure that all individual project applications and attachments are accurate and complete. Therefore, application completeness will be a scored item in the local competition.

New Project Opportunities

In the FY 2017 CoC Program Competition, in addition to requests for renewal projects and CoC planning project requests, CoCs may submit requests for new projects funded through the process of reallocation or from the permanent housing bonus.

New projects are subject to the rules and regulations included in the HUD NOFA and the CoC Policies and Procedures; therefore, applicants should review these documents with care before submitting a proposal.

## Reallocation (NOFA page 10)

Through the reallocation process, CoCs may create the following types of new projects:

1. New permanent supportive housing projects where all beds will be 100% dedicated for chronically homeless individuals and families or designated as DedicatedPLUS *(NOFA page 18)*, as defined in 24CFR 578.3.
2. New rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth.
3. New Joint TH and PH-RRH projects that will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness.
4. New Supportive Services Only (SSO) project specifically for a coordinated assessment system.
5. New dedicated Homeless Management Information System (HMIS) project that must be carried out by the HMIS Lead.

## Permanent Housing Bonus (NOFA page 11)

CoCs may create new projects through the permanent housing bonus for the following types of new projects:

1. New permanent supportive housing projects where all beds will be 100% dedicated for chronically homeless individuals and families or designated as DedicatedPLUS (NOFA page 18), as defined in 24CFR 578.3.
2. New rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth.
3. New Joint TH and PH-RRH projects that will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness.

# Eligible Project Applicants

Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds. *(NOFA page 27)*

## Renewal Projects

Awards made under the CoC Program, SHP, and S+C programs are eligible for renewal for FY 2017 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2017 and expires in Calendar Year (CY) 2018 (the period from January 1, 2018 through December 31, 2018) and is included in the current [Grant Inventory Worksheet.](https://view.officeapps.live.com/op/view.aspx?src=https://www.hudexchange.info/resource/reportmanagement/published/CoC_GIW_CoC_TX-601-2017_TX_2017_20170606.xlsx) *(NOFA page 27).*

New in the FY 2017 CoC Program Competition, HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus allowing existing eligible renewal projects to serve additional persons or increase the number of units in the project *(NOFA page 12)*.

Eligible renewal projects requesting rental assistance are permitted to request a per-unit amount less than the Fair Market Rent (FMR), based on the actual rent costs per unit. This will help reduce the number of projects receiving rental assistance that have large balances of unspent funds remaining at the end of the operating year. Renewal project applicants must ensure that the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond what is awarded through this Competition. Project applications for rental assistance cannot request more than 100 percent of the published FMR. New project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit. *(NOFA page 13)*

## First Time Applicants

TX-601 encourages eligible new applicants to apply for funding in the FY17 CoC Program Competition.

Thoroughly read the entire NOFA and this RFP. Pay careful attention to the Eligible Applicants section *(NOFA page 27)* and the New Projects Requirements *(NOFA page 10 – 12, 28)*. If you do not have an eSNAPS account (The electronic grants management system managed by HUD’s Office of Special Needs Assistance Programs (SNAPS)); please create an account immediately.

<https://www.hudexchange.info/resources/documents/esnaps-Features-Functions-Instructional-Guide.pdf>

# Financial Management Requirements

It is important for applicants to review the financial management requirements that went into effect in December 2014 and will apply to the FY2017 CoC Program Grant; “Transition to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance”, a.k.a “The Transition Notice.” Applicants should have their financial managers review the notice at: <https://portal.hud.gov/hudportal/documents/huddoc?id=15-01sdn.pdf>

## Project Budgets

CoC Program eligible costs are detailed at 24 CFR 578.37 through 578. The eSNAPS instructional guide for budgets gives step by step instructions and a snapshot of eligibility information. It is located at: <https://www.hudexchange.info/resource/2912/coc-project-application-budget-information/> .

## Match

24 CFR 578.73 provides the information regarding match requirements.  As authorized by the FY 2017 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application. A 25% match is required on all budget categories except leasing.  *(NOFA page 28)*

Indirect Costs

Indirect costs, (defined at 2 CFR 200.56) are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools should be distributed to benefited cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. Refer to 200.413 and 200.414 for additional information on determining if costs charged or the award are direct or indirect.

Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award. Applicants with an approved federally negotiated indirect cost rate must submit with their application a copy of their approved Indirect Cost Rate Proposal to substantiate their request*. (NOFA page 28-29)*

# Local Scoring & Ranking

Renewal CoC Projects are subject to performance review via the Renewal Project Scorecard which was adopted by the TX-601 Board of Directors. The scorecard reflects the HUD System Performance Measure, HUD Policy Priorities and local priorities and comprises 60% of the total project score. The remaining 40% of the total project score will be derived from scored elements in the RFP.

New project scores will be entirely derived from the scored elements in the RFP.

The TX-601 Board of Directors adopted the [FY2017 Project Ranking Policy](file:///C%3A%5CUsers%5CCarolyn%20Curry%5CDropbox%20%28TCHC%29%5CTCHC%20Team%20Folder%5CCoC%20Planning%5CFY17%20NOFA%5CReallocation%20%26%20Ranking%20Policies%5CFY17%20Project%20Ranking%20Policy.pdf) and the [FY2017 Reallocation Policy](file:///C%3A%5CUsers%5CCarolyn%20Curry%5CDropbox%20%28TCHC%29%5CTCHC%20Team%20Folder%5CCoC%20Planning%5CFY17%20NOFA%5CReallocation%20%26%20Ranking%20Policies%5CFY17%20Reallocation%20Policy.pdf), which provides guidance to the Community Project Review Committee (CPRC) when determining project rank order.

# How to Apply

1. Complete all required components as listed on the proposal checklist. Email all completed elements to carolyn@ahomewithhope.org no later than 5:00 p.m., Friday, August 28, 2017.
2. Ensure that all projects applications are submitted in eSNAPS no later than 5:00 p.m., Friday, August 28, 2017. Please export and include a PDF version of your entire eSNAPS application with your submission.
	1. The following documents are required by HUD in the eSNAPS Project Application. For the first time, (with the exception of the Code of Conduct) these documents are embedded within the eSNAPS application and do not need to uploaded.

Proposal Checklist

|  |  |  |
| --- | --- | --- |
| **Applicant** **Check** | **Application Contents** | **TCHC****Review** |
|[ ]  Application Coversheet (RFP Page 9; PDF) |  |
|[ ]  Complete CoC Proposal Narrative (RFP Pages 11-15; PDF) |  |
|[ ]  Housing First Assessment (RFP Page 16; PDF) |  |
|[ ]  Applicant Attestation (RFP Page 17; PDF) |  |
|[ ]  Violence Against Women Act (VAWA) – Emergency Transfer Plan (Q8) |  |
|[ ]  Anti-Discrimination Policy (Q10) |  |
|[ ]  Complete eSNAPS application, including any required attachments. Due in e-SNAPS August 28, 2017 at 5:00 PM (Please click “Submit” in eSNAPS & include a PDF copy in submission) |  |

**For agencies submitting more than one project proposal, each proposal must be complete in its entirety.**

**Submit all required documents as listed above to**

**carolyn@ahomewithhope.org** **no later than**

**5:00 PM, Monday, August 28, 2017.**

**Questions about the RFP should be submitted by email to** **tchc@ahomewithhope.org****. Please include “NOFA-17” in the subject line.**

**Questions may be submitted until August 26, 2017 at 12:00 PM (noon).**

**TCHC will post clarifications, corrections and announcements at** [**http://www.ahomewithhope.org/funding-opportunities/**](http://www.ahomewithhope.org/funding-opportunities/) **through August 26, 2017 at 5:00 PM.**

# Coversheet

**Required for each FY17 CoC Project Proposal**

|  |
| --- |
| **Project Information**  |
| Project Name |  |
| Recipient |  |
| Subrecipient(s) (*if applicable)* |  |
| Total Funds Requested\* | $ |

\**Renewal projects may not exceed the amount approved in the* [Grant Inventory Worksheet](https://view.officeapps.live.com/op/view.aspx?src=https://www.hudexchange.info/resource/reportmanagement/published/CoC_GIW_CoC_TX-601-2017_TX_2017_20170606.xlsx)*.*

|  |
| --- |
| **Application Type** |
| ***NEW*** Project | [ ]  Permanent Supportive Housing | [ ]  Rapid Rehousing | [ ]  TH-PH/RRH |
| ***RENEWAL*** Project | [ ]  PH-PSH | [ ]  PH-RRH | [ ]  Safe Haven | [ ]  Expansion |
| **Grant Term** *(NOFA Page 25-26)* | [ ]  1 year(all renewals) | [ ] 2 years | [ ] 3 years | [ ] 4 years | [ ] 5 years | [ ] 15 years |

| **Contact Details** |
| --- |
| Legal Name of Applicant |       |
| Mailing Address *(Include City & Zip Code)* |       |
| County of Headquarters’ Office |       |
| **Authorized Representative Information** |
| Chief Executive - First and Last name |       |
| Title |       |
| Email |       |
| Phone number |       |
| **Information of person to contact with CoC Application questions**  |
| First, Middle and Last names |       |
| Email |       |
| Cell Phone |       |
| **Agency eSNAPS Contact** (Authorized user submitting your CoC Project Application in eSNAPS) |
| Name |       |
| Email |       |
| Cell Phone |       |

# Scoring Matrix

|  |  |  |
| --- | --- | --- |
| **Scoring Category** | **Measurement** | **Points Available** |
| General Description | Maximum points will be awarded to applicants who clearly articulate how their project meets community needs, the target population(s) to be served, the project’s plan for addressing the identified housing and supportive service needs, projected project outcome(s), and coordination with other source(s)or partner(s). | **10** |
| HMIS | Maximum points will be awarded to applicants who clearly articulate how they will ensure staff will attend annual HMIS training, as well as timely and accurate data entry. | **5** |
| Coordinated Entry Participation | Maximum points will be awarded to applicants who clearly demonstrate how their project has or will meet the established CES objectives. | **15** |
| Housing First | Maximum points will be awarded to applicants who clearly describe how their project quickly and successfully connects those experiencing homelessness to permanent housing; has low barriers to entry; and does not contain any preconditions that might lead to termination from the project. | **15** |
| Educational Access/Services | Maximum points will be awarded to applicants who clearly describe policies and procedures for educational services and identify any formal agreements regarding early childhood services and supports.  | **5** |
| Mainstream Benefits | Maximum points will be awarded to applicants who clearly articulate how they systematically update program staff on mainstream resources, collaborate with health care organizations to help households enroll in health insurance, and provide assistance with accessing benefits. | **5** |
| Geography | Maximum points will be given to applicants who specify geographic areas they serve. | **5** |
| Violence Against Women Act (VAWA) Policy | Maximum points will be awarded to applicants who have adopted or clearly articulate their plan to adopt an Emergency Transfer Plan. | **5** |
| System Performance Measures | Maximum points will be awarded to applicants that demonstrate how their project will contribute to the CoC’s overall success for the stated system performance measures. | **15** |
| Anti-Discrimination Policy | Maximum points will be awarded to applicants who are able to demonstrate actions their agency is taking to ensure programs within the CoC adhere to anti-discrimination policies. | **5** |
| All New Projects: Timeline Description | Maximum points will be awarded to applicants who clearly describe their project timeline including, but not limited to, development of the program, hiring staff, enrolling clients, and participating in coordinated entry. | **5** |
| New TH/PH-RRH: Description | Maximum points will be awarded to applicants who clearly articulate why their program is vital to the Continuum of Care. | **5** |
| Project Application Completeness | Maximum points will be awarded to applicants who submit all required components of this RFP and the eSNAPS project application. | **5** |
| **Project Score** | **Project Score Percentage will be points earned / applicable points** | **--** |

# Proposal Narratives for ALL Projects

1. **General Description *(insert FROM eSNAPS Application Question 3b1*):** Provide a description that addresses the entire scope of the proposed project. The project description should be complete and concise. The description must be consistent with other parts of this application and should identify the following:
	1. 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
	2. Indicate if this is an expansion of a current project
	3. Type and number of units (scatter-site or single site; single or multi-family homes, etc.)
	4. Specific services that will be provided
	5. Projected outcomes
	6. Coordination with partners including but not limited to trainings, resources, and collaborations
	7. How the project meets community needs in its service area
2. **HMIS:** How will you ensure new and current employees attend HMIS user training on an annual basis? How will your project maintain timely data entry and excellent data quality?
3. **COORDINATED ENTRY PARTICIPATION:** In July 2016, more than 20 CoC partners developed the following performance targets for a redesigned Coordinated Entry System.

**NEW Projects:** Please describe how your program will meet each objective below.

**RENEWAL Projects:** Please describe your performance to-date on how you have met each objective below since the implementation of Coordinated Entry and how you will continue to contribute to the targets below in the coming year.

**TX-601 Coordinated Entry System Performance Targets:**

1. 100% of CoC & ESG funded housing providers will participate in the new Coordinated Entry System
2. 100% of PSH & RRH new client enrollments will come from the new Coordinated Entry System
3. 90% of Coordinated Entry program referrals must be accepted by housing providers
4. The average length of time between Coordinated Entry referral and housing lease up is 60 days
5. **HOUSING FIRST:** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or minimum income threshold). It is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent housing; 2) without barriers to entry, such as sobriety, treatment or service participation requirements; or 3) related preconditions that might lead to the participant’s termination from the project.
	1. Describe your agency’s experience in operating a successful housing first program, and clearly describe a program design that meets the definition of Housing First as described above.

|  |  |
| --- | --- |
| **Check all of the following that apply to your program:** |  |
|  The project moves participants quickly into permanent housing. |[ ]
| *The project does not screen out participants for:* |
|  Having little to no income |[ ]
|  Active or history of substance abuse |[ ]
|  Having a criminal record (with the exception of state mandated restrictions) |[ ]
|  History of domestic violence  |[ ]
| *The project must ensure that participants are not terminated from the program for the following reasons:* |
|  Failure to participate in supportive services |[ ]
|  Failure to make progress on a service plan |[ ]
|  Loss of income or failure to improve income |[ ]
|  Domestic violence |[ ]
|  Any other activity not covered in a lease agreement typically found in TX-601 |[ ]

1. **Educational Access/services:**
	1. Indicate the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services.
	2. Does the agency have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Indicate “Yes” or “No”.

|  |  |  |
| --- | --- | --- |
|  | **MOU/MOA** | **Other Formal Agreement** |
| Early Childhood Providers |  |  |
| Head Start |  |  |
| Early Head Start |  |  |
| Child Care and Development Fund |  |  |
| Federal Home Visiting Program |  |  |
| Healthy Start |  |  |
| Public Pre-K |  |  |
| Birth to 3 |  |  |
| Tribal Home Visiting Program |  |  |
| Other: (limit 50 characters) |  |  |

1. **MAINSTREAM BENEFITS:**
	1. How does your agency systematically provide information to staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?
	2. What are the primary ways your agency ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?
	3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., State or Federal benefits, Private Insurers, Non-Profit Philanthropic) for program participants. How does/will the program assist with the effective utilization of benefits?
2. **GEOGRAPHY:** Please indicate the geographical area your project will serve. Check all that apply.

|  |  |
| --- | --- |
| **Geographic Area** | **Area Served** |
| Fort Worth |[ ]
| Arlington / Mansfield |[ ]
| North East Tarrant County |[ ]
| Parker County |[ ]

1. **Violence Against Women Act (VAWA) Policy**: In July 2017, the Continuum of Care Board of Directors adopted a VAWA policy which requires all CoC-funded projects to adopt an Emergency Transfer Plan (see Appendix A). Please attach your agency’s Emergency Transfer Plan, or describe your agency’s strategy to develop and implement the policy.
2. **SYSTEM PERFORMANCE MEASURES:** HUD is increasingly relying on data-driven performance to evaluate community success. Specifically, CoC’s are required to submit [system performance measures](https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf) each year to demonstrate community-wide performance. Describe your project’s strategies to contribute to the CoC’s overall success for each of the following:
	1. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness
	2. Jobs and income growth for homeless persons in CoC-program funded projects
	3. Successful Housing Placement
3. **ANTI-DISCRIMINATION POLICY:** Describe the actions your agency is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. If applicable, attach your agency’s anti-discrimination policy.

**Note: Additional required narrative questions follow on page 14 and are broken out by housing program type. Please use caution to answer the questions pertinent to your program (ex: PSH, RRH, TH/PH-RRH; new & renewal).**

# Proposal Narratives for ALL NEW PROJECTS

1. **ALL NEW PROJECTS (INSERT FROM eSNAPS APPLICATION QUESTION 3B2):** Describe your estimated new project implementation timeline. Be sure to include the estimated schedule for the proposed activities, management plan, and the method for ensuring effective and timely completion of all work.
2. **NEW RAPID AND TH/PH-RRH ONLY RRH RENTAL ASSISTANCE SUBSIDY MODEL (not scored):** Indicate and describe which of the CoC Rental Subsidy Models your agency will utilize in its program and how it will continually evaluate household income, utilize progressive engagement strategies, and work with participants and landlords in identifying affordable housing and preventing eviction.

**(For new Joint TH/PH-RRH projects, select the model for the rapid rehousing portion of your project.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RENTAL ASSISTANCE SUBSIDY MODEL** | **Rent to be Paid by Program Participant** | **Maximum Amount of Rental Assistance Received** | **Maximum Number of Months of Rental Assistance** | **Frequency of Income and Self‐Sufficiency Assessments** | **Maximum Number of Months in Case Management** |
| **Income Based Subsidy** | 30% of Adjusted Gross household Income.$0 minimum | Monthly Rent | 12 months(Short Term or Medium Term Programs) | First 90 days. Every 30 days from month 4 to program completion | 24 months |
| **Gradual** | 0% months 1‐3 | 100% months 1‐ | 9 months | First 90 days. | 24 months |
| **Declining** | 50% months 4‐6 | 3 |  | Every 30 days |
| **Subsidy** | 75% months 7‐9 | 50% months 4‐6 | (Medium Term | from month 4 to |
| 100% months 10‐ | 25% months 7‐9 | Programs Only) | program |
| 24 | Completion |

1. **NEW JOINT TH/PH-RRH PROJECTS ONLY DESCRIPTION AND JUSTIFICATION:** HUD is encouraging CoCs and project applicants to carefully consider and assess whether a joint component project is the best use of resources and will best meet the needs of people experiencing homelessness in the community. Factors to consider:
	1. Communities with high rates of unsheltered homelessness and where stays in shelter and other forms of crisis housing are usually brief would likely benefit from adding a joint component project to their system. In communities where shelter, crisis housing, and transitional housing stays are long, increasing rapid re-housing and permanent supportive housing resources may be more effective ways to increase capacity.
	2. Communities with no emergency shelter or crisis housing options available for people fleeing domestic violence should consider a joint component project. However, where there are already shelters or crisis housing projects serving survivors, communities should assess whether lowering the barriers in those existing projects and adding rapid re-housing would better meet survivors’ needs and be a better use of resources.
	3. Communities with transitional housing projects, particularly those that are not able to provide their participants with financial resources to obtain permanent housing, should consider whether reallocating funds from those projects to a joint component project would better meet the needs of the people the project is intended to serve.

With this HUD guidance in mind, please define the specific subpopulation this project is proposing to serve and provide justification that this type of resource is necessary for the Continuum.

# Housing First Assessment

In addition to the Housing First related questions in e-snaps, the CPRC may review the following Housing First Assessment in the process of reviewing and scoring applications.

*Please check all boxes that apply.*

*OVERALL*

[ ]  The term “Housing First” is used to describe the program.

[ ]  Policies clearly delineate that the program is operating under “Housing First” principles as defined by the [U.S. Interagency Council on Homelessness.](https://www.usich.gov/solutions/housing/housing-first)

*ADMISSION*

[ ]  Applicants are accepted regardless of their use of substances or compliance with treatment.

[ ]  Participation in services is not a condition of program entry.

[ ]  Poor credit history, rental history, criminal background, or other “housing readiness” factors will not be barriers to housing assistance.

[ ]  Applicants are not required to have income or employment prior to admission.

[ ]  Fleeing domestic violence is not a barrier to program access.

[ ]  Programs must exhaust all housing options for applicants, and every effort should be made to avoid continuing an applicant’s homelessness.

*SERVICE DELIVERY*

[ ]  Engagement and problem-solving are emphasized over therapeutic goals.

[ ]  Service plans are tenant-driven without predetermined goals.

[ ]  Participation in services is not a condition of permanent supportive housing tenancy.

*DISCHARGE*

[ ]  Use of alcohol and drugs in and of itself is not a reason to evict a tenant.

[ ]  Tenants’ eviction cannot be for failure to follow through with supportive services, participation agreement or a treatment plan.

[ ]  Tenants may be evicted from the housing program only for serious program violations defined in written policies that are aligned with HUD prescribed Housing First guidance and/or rental property lease violations.

[ ]  Loss of income or failure to improve income is not a reason to terminate services.

[ ]  Fleeing domestic violence is not a reason to terminate services.

[ ]  Tenant must be informed of actions that could possibly cause termination from housing during intake, at recertification, and at any point of substantive change to the termination policy during program participation as verified by tenant signing an acknowledgment document to verify receipt of the termination policy.

[ ]  Every effort is made to offer a transfer to a tenant from one housing situation to another, if tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

[ ]  To the greatest extent practicable, upon the tenant’s exit the service provider will develop and communicate a comprehensive discharge plan for securing or maintaining permanent housing.

# Applicant Attestation

I understand and agree:

|  |  |
| --- | --- |
| *­­­\_\_\_\_\_**Initial* | Time is of the essence in all aspects of the Continuum of Care Program, including the application, the RFP and ongoing reporting requirements: our organization will meet all deadlines and work quickly to correct deficiencies, provide requested information, and support the community-wide application process and implementation of the program. |
| *­­­\_\_\_\_\_**Initial* | Corrections, clarification, updates, and supplemental information will be posted to the TCHC website throughout the application process; therefore, our organization will regularly review the content on the webpage, <http://www.ahomewithhope.org/funding-opportunities/>. If you experience technical difficulties, please contact TCHC at tchc@ahomewithhope.org . |
| *­­­\_\_\_\_\_**Initial* | It is our responsibility to ensure that all relevant staff have subscribed to the TCHC emails. To sign up, visit [www.ahomewithhope.org](http://www.ahomewithhope.org); click on “Join our free email list” at the bottom of the page, select “Nuts & Bolts” list when prompted. |
| *\_\_\_\_\_**Initial* | It is our responsibility to contact TCHC if changes in the contact information for the point of contact for this application are needed. |
| *\_\_\_\_**Initial* | It is our responsibility to ensure that all proposed program participants will be eligible for the program component type selected; that all proposed activities are eligible under 24 CFR part 578; each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question as required by this NOFA and included in the detailed instructions provided in eSNAPS; the data provided in various parts of the project application are consistent; and, all required attachments correspond to the attachments list in eSNAPS and contain accurate and complete information and are dated between May 1, 2017 and September 14, 2017  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Printed Name & Title** | **Signature** | **Date** |

# Appendix A

**TX-601 Policy on Housing Protections**

As required by the Housing and Urban Development’s (HUD[) final rule](https://www.federalregister.gov/documents/2016/11/16/2016-25888/violence-against-women-reauthorization-act-of-2013-implementation-in-hud-housing-programs), the TX-601 Continuum of Care requires all Continuum of Care (CoC) & Emergency Solutions Grant (ESG) funded programs to adopt and implement certain protections and develop emergency transfer plan protocols that are available to all victims of domestic violence, dating violence, sexual assault and stalking, regardless of sex, gender identity or sexual orientation. This requirement is in response to the Reauthorization of the Violence Against Women Act (VAWA) of 2013 which extends the enhanced housing protections and options to all HUD housing programs.

Core components of the rule which should be included in agency policy include:

* **Extension of the core VAWA protections:** Survivors are *not denied assistance* as an applicant, or be *evicted or have assistance terminated* as a tenant, because the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, and stalking.
* **Emergency transfers:** The *implementation of an emergency transfer plan* which allows for survivors to move to another safe and available unit if they fear for their life and safety.
* **Protections against denials, terminations, and evictions that directly result from being a victim of domestic violence, dating violence, sexual assault, or stalking:** The *prohibition of any denial, termination, or eviction* that is “a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.”
* **Low-barrier certification process:** The final rule makes it clear that under most circumstances, a survivor *need only to self-certify* in order to document the domestic violence, dating violence, sexual assault, or stalking, ensuring third party documentation does not cause a barrier in a survivor expressing their rights and receiving the protections needed to keep themselves safe.

HUD has provided model templates and sample forms that may be customized and adopted for specific agency use. Sample forms attached. Providers will be required to notify and explain housing rights and provide a list of local domestic violence service providers to clients at program intake.

The CoC will verify the adoption and implementation of this policy on an annual basis.

**Links to sample forms**

|  |  |  |
| --- | --- | --- |
|  | HUD-5380 | [**NOTICE OF OCCUPANCY RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT**](https://portal.hud.gov/hudportal/documents/huddoc?id=5380.docx) |
| FRMS | HUD-5381 | [**MODEL EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLECE, SEXUAL ASSAULT, OR STALKING**](https://portal.hud.gov/hudportal/documents/huddoc?id=5381.docx) |
| FRMS | HUD-5382 | [**CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION**](https://portal.hud.gov/hudportal/documents/huddoc?id=5382.docx) |
| FRMS | HUD-5383 | [**EMERGENCY TRANSFER REQUEST FOR CERTAIN VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**](https://portal.hud.gov/hudportal/documents/huddoc?id=5383.docx) |