HABC EHV Process Guide

**Emergency Housing Vouchers (EHV)** - The Emergency Housing Voucher (EHV) Program is a collaboration between the Housing Authority of Bexar County (HABC) and SARAH to distribute this assistance provided by the American Rescue Plan Act (ARPA) to help agencies transition literally homeless individuals/families into Project-Based Vouchers (PBV). Service providers or caseworkers can apply on behalf of their client(s) that are currently experiencing homelessness and displaying a level of self-sufficiency that would not require case management to maintain their housing.

**Eligibility:** Targeted for individuals / families fleeing, or attempting to flee, domestic violence

- EHV eligibility is limited to individuals / families who meet at least one of four criteria (defined on page 3 of HABC FAQ):
  - Homeless
  - At risk of homelessness
  - Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or
  - Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or high risk of housing instability

**How to Apply**

- Application packets are accepted by agency staff only.

- All necessary documents are included in this document, but if you need to request a Referral Packet, please do so by emailing patriciapalomo@sarahomeless.org and complete all required information.

- Complete the [SARAH Project-Based Vouchers (PBV) Application Submission Form](#).

- Attach the completed referral packet to the Application Submission form. Please know that all application must be filled out electronically, then it must be printed for client/staff’s signature; signatures must be handwritten, otherwise SAHA will not accept the application.
  - You may also submit the referral packet via email vouchers@sarahomeless.org (Referral packets received without the Submission Form being completed will not be reviewed).

- SARAH will review and forward all completed application packets to HABC withing 3-5 business days for pre-eligibility screening.
Other important information:

Reopening Homelink Enrollment:

- Clients must have an open HomeLink enrollment.
- Please make a note on the google form if the client needs to have their homelink reopened. *We will submit a ticket to HMIS to reopen it if the enrollment was done 90 days ago.*
- If the enrollment was done over 90 days ago, then client will need a new assessment done.
- Application will not be accepted for client without HomeLink enrollment.

Application updates:

Please know that all application must be *filled out electronically, then it must be printed for client/staff’s signature; signatures must be handwritten, otherwise SAHA will not accept the application.*

<table>
<thead>
<tr>
<th>HABC EHV Referral Application 10.5.2021</th>
<th>Attached in the email</th>
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<tbody>
<tr>
<td>HABC EHV CHR 10.5.2021 (Criminal History Request)</td>
<td>Attached in the email</td>
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- Handwritten application will not be accepted except the handwritten signature.
- SARAH will review, then submit the EHV application to HABC within 3-5 business days of submission date.
- Applications with corrections will take additional time to review and to be submitted to HABC.
- **Corrections** must be done and submitted back to SARAH with 5 business days.

EHV POCs:

- Stella Garza [stella.garza@habctx.org](mailto:stella.garza@habctx.org) is the POC for questions about the EHV application once it has been submitted to HABC.
- [patriciapalomo@sarahomeless.org](mailto:patriciapalomo@sarahomeless.org) is the POC from SARAH.

Email Subject Template:

- Please only use this template for the email subject *when submitting EHV applications/corrections*
- **Example of the sub**
  - EHV Application Corrections-HMIS ID#336645- Staff Name/Agency
  - EHV Application -HMIS ID#336645- Staff Name/Agency
**Automatic Email Response:** Once the EHV application is submitted via email, you will receive a confirmation email that application has been received.

**Automatic Response from Google Form:** Once the EHV application is submitted via google form, you will receive an email with copy of your submission as a confirmation that application has been submitted.

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**HABC EHV Application Process**

Please read below for step-by-step guide for what to expect once the EHV application has been submitted to HABC.

1. **When HABC receives the referral from SARAH,** it is reviewed to ensure all information is documented correctly. If it is, applicant information is placed on the EHV waitlist, and the pre-eligibility process begins.

2. **Pre-eligibility consists of running a background check (which at times can take several days).**

3. **Eligibility appointments are scheduled,** which HABC will contact the case manager listed on application.