Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC’s project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2021 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2021 CoC Program Competition on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions
Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments
Questions requiring attachments to receive points state, “You Must Upload an Attachment to the 4B. Attachments Screen.” Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.
- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD’s funding determination.
- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
1A. Continuum of Care (CoC) Identification

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1A-1. CoC Name and Number: TX-500 - San Antonio/Bexar County CoC

1A-2. Collaborative Applicant Name: South Alamo Regional Alliance for the Homeless

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Haven for Hope
## 1B. Coordination and Engagement–Inclusive Structure and Participation

To help you complete the CoC Application, HUD published resources at [https://www.hud.gov/program_offices/comm_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition), including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

### 1B-1. Inclusive Structure and Participation–Participation in Coordinated Entry.

**NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.n., and VII.B.1.p.**

In the chart below for the period from May 1, 2020 to April 30, 2021:

1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or
2. select Nonexistent if the organization does not exist in your CoC’s geographic area:

<table>
<thead>
<tr>
<th>Organization/Person</th>
<th>Participated in CoC Meetings</th>
<th>Voted, Including Electing of CoC Board Members</th>
<th>Participated in CoC's Coordinated Entry System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. Agencies serving survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3. CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4. CoC-Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>5. CoC-Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Disability Advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Disability Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9. EMS/Crisis Response Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10. Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>11. Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>12. Indian Tribes and Tribally Designated Housing Entities (TDHEs)</td>
<td>Nonexistent</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>(Tribal Organizations)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>14. Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15. LGBT Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>16. Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>17. Local Jail(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>18. Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Mental Illness Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>20.</td>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>21.</td>
<td>Non-CoC-Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>22.</td>
<td>Organizations led by and serving Black, Brown, Indigenous and other People of Color</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>23.</td>
<td>Organizations led by and serving LGBT persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>24.</td>
<td>Organizations led by and serving people with disabilities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>25.</td>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>26.</td>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>27.</td>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>28.</td>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>29.</td>
<td>Substance Abuse Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>30.</td>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>31.</td>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>32.</td>
<td>Youth Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:</td>
<td>(limit 50 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By selecting "other" you must identify what "other" is.

1B-2. Open Invitation for New Members.

NOFO Section VII.B.1.a.(2)

**Describe in the field below how your CoC:**

1. communicated the invitation process annually to solicit new members to join the CoC;
2. ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3. conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4. invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, persons with disabilities).

(limit 2,000 characters)

1. The CoC publicized its mission, vision, and values on the CoC website and offers opportunities for new members to join the CoC via workgroups, Membership Council, volunteer opportunities and events, newsletter updates, or to meet with a staff. The CoC sent a monthly e-newsletter encouraging community members to join the CoC. The application for Membership Council includes broad categories of stakeholders to promote diversity on the council and inclusion of key partners. The CoC also utilized social media, news media outlets, press conferences, and promotion of the Point-in-Time Count to solicit new members. During COVID-19, the CoC started a public weekly virtual meeting to report updates on matters related to homelessness, such as closures, safety planning, and resources.

2. All digital communication is distributed in electronic format and downloadable as an accessible PDF.
3. The CoC and the San Antonio/Bexar County Youth Action Board (YAB), composed of youth and young adults under age 25 whom have experienced or are experiencing homelessness, recruited those with lived experience to participate in the YAB, which has direct decision making authority within the CoC. These invitations were on the CoC's website and the YAB held outreach events in the community. Moreover, many people with lived experience subscribe to SARAH's e-newsletter and receive invitations to events and CoC meetings. The CoC has co-hosted several community events and invited previously homeless individuals to attend. SARAH staff is involved in non-CoC working groups in an effort to engage individuals with lived experience that are not currently associated with the CoC.

4. The CoC has invited organizations serving culturally specific communities experiencing homelessness in the geographic area including the African American Chamber of Commerce San Antonio, Black Freedom Factory, Suenos Sin Fronteras de Tejas, and AWAAZ, who serve Black, undocumented, and South Eastern Asian, respectfully.

1B. CoC’s Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.

NOFO Section VII.B.1.a.(3)

Describe in the field below how your CoC:

1. solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;

2. communicated information during public meetings or other forums your CoC uses to solicit public information; and

3. took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,000 characters)

1. The CoC Membership Council solicits opinions from agencies with an interest in preventing and ending homelessness. The Council consists of over 40 agencies making up a broad array of organizations, such as school districts, victim service providers, substance use advocates, youth advocates, veteran advocates, and disability advocates. The Membership Council meets bi-monthly to vote on best practices for the homeless community. The workgroups use community input to develop outreach services, the Coordinated Entry System, and processes of the CoC. The Council application is utilized to track the specific agency types who are engaged in the Council (e.g.. hospitals, human trafficking, etc.) to ensure a well-rounded group of decision-makers are present. The CoC actively recruits agencies and skill sets to fill gaps in representation. Moreover, seats on CoC Board Committees that recommend policy decisions on Coordinated Entry, HMIS, and the PIT Count are strategically selected to ensure a broad range of expertise and solicited input.

2. The CoC uses the Membership Council, Workgroups, formal Committees, website, newsletters, digital polls, Zoom meetings, Bi-Weekly Community Calls, and Federal Grant Recipient Monthly Calls to communicate and solicit public information and address improvements or new approaches to preventing and ending homelessness. The CoC also disseminates a monthly Leadership Corner to CoC Board members and CoC leadership to ensure information is shared. The CoC utilizes accessible PDFs to outreach to persons with
disabilities.

3. The CoC is an active participant in relevant community meetings and forums to ensure comprehensive improvements and new approaches to preventing and ending homelessness including the City of San Antonio's Homeless Strategic Plan, City Council and County Commissioner meetings, and the Mayor’s Housing Policy Task Force.

1B-4. Public Notification for Proposals from Organizations Not Previously Funded.

NOFO Section VII.B.1.a.(4)

Describe in the field below how your CoC notified the public:

1. that your CoC’s local competition was open and accepting project applications;
2. that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
3. about how project applicants must submit their project applications;
4. about how your CoC would determine which project applications it would submit to HUD for funding; and
5. how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,000 characters)

1. When the local competition was open and accepting applications, the CoC notified the public of the funding opportunity through e-newsletters, partner newsletters, social media posts, direct solicitation to new and diverse partners, community meetings, and by advertising the RFP on the CoC website.

2. Each funding announcement stated that the CoC is accepting new project application proposals and that it is open to and will consider applications from organizations that have not previously received CoC program funding. The CoC held a Bidders' Conference prior to the local competition deadline that included 18 new partner agencies.

3. The method for submitting the proposals was posted on the CoC website with detailed instructions created by the CoC.

4. An Independent Review Team with backgrounds in government, racial equity, lived experience, domestic violence, grant writing, housing, and homelessness reviewed new and renewal applications using a publicized scoring tool and ranking policy approved by the CoC Board to determine whether the project application will be included in the FY21 CoC Program competition process. This scoring and ranking policy was posted on the CoC website.

5. All materials related to the CoC Program Competition are posted to the CoC website and downloadable in an accessible PDF format.
1C. Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organizations

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1C-1. Coordination with Federal, State, Local, Private, and Other Organizations.

NOFO Section VII.B.1.b.

In the chart below:

1. select yes or no for entities listed that are included in your CoC’s coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or

2. select Nonexistent if the organization does not exist within your CoC’s geographic area.

<table>
<thead>
<tr>
<th>Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects</th>
<th>Coordinates with Planning or Operations of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Funding Collaboratives</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Housing and services programs funded through other Federal Resources (non-CoC)</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Housing and services programs funded through private entities, including Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Housing and services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Housing and services programs funded through U.S. Department of Health and Human Services (HHS)</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Housing and services programs funded through U.S. Department of Justice (DOJ)</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)</td>
<td>Nonexistent</td>
</tr>
<tr>
<td>11. Organizations led by and serving Black, Brown, Indigenous and other People of Color</td>
<td>Yes</td>
</tr>
<tr>
<td>12. Organizations led by and serving LGBT persons</td>
<td>Yes</td>
</tr>
<tr>
<td>13. Organizations led by and serving people with disabilities</td>
<td>Yes</td>
</tr>
<tr>
<td>14. Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>15. Public Housing Authorities</td>
<td>Yes</td>
</tr>
<tr>
<td>16. Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>17. Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Other:(limit 50 characters)

Applicant: San Antonio/Bexar County CoC
Project: TX-500 CoC Registration FY2021

FY2021 CoC Application Page 7 11/10/2021
1C-2. CoC Consultation with ESG Program Recipients.

NOFO Section VII.B.1.b.

Describe in the field below how your CoC:

1. consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2. participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3. provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4. provided information to Consolidated Plan Jurisdictions within your CoC’s geographic area so it could be addressed in Consolidated Plan update.

(limit 2,000 characters)

1. The CoC meets bi-weekly with the City of San Antonio (COSA) and Bexar County, who are ESG Program recipients, to discuss planning and allocation of ESG funds. SARAH is also the local coordinator for ESG funding through the Texas Department of Housing and Community Affairs (TDHCA) and monthly meetings are held to discuss planning and funding allocation. The CoC coordinated a collaborative funding competition for ESG-CV funding with COSA and Bexar County to ensure alignment and to improve and streamline the application process.

2. At the bi-weekly meetings, the CoC, COSA, and Bexar County evaluate and discuss performance of ESG and ESG-CV recipients and subrecipients. HUD TA assisted with comparing performance metrics to ensure alignment. HUD TA also assisted with updated ESG Written Standards to include HUD waivers and other updates informed by the community. The CoC, COSA, and Bexar County have seats on the CoC Board and meet regularly with SARAH to ensure alignment in evaluating and reporting performance of ESG Program recipients and subrecipients. SARAH also participated in the review panel for ESG funding for COSA and Bexar County.

3. The CoC provides PIT and HIC data to Consolidated Plan jurisdictions at the bi-weekly meetings.

4. The CoC holds regular meetings with COSA and Bexar County to communicate homeless information and priorities for the Consolidated Plan.

1C-3. Ensuring Families are not Separated.

NOFO Section VII.B.1.c.

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member’s self-reported gender:

1. Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated. Yes
2. Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated. Yes

3. Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients. Yes

4. Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC’s geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance. Yes

5. Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers. Yes

6. Other. (limit 150 characters)

1C-4. CoC Collaboration Related to Children and Youth–SEAs, LEAs, Local Liaisons & State Coordinators.

NOFO Section VII.B.1.d.

Describe in the field below:

1. how your CoC collaborates with youth education providers;
2. your CoC’s formal partnerships with youth education providers;
3. how your CoC collaborates with State Education Agency (SEA) and Local Education Agency (LEA);
4. your CoC’s formal partnerships with SEAs and LEAs;
5. how your CoC collaborates with school districts; and
6. your CoC’s formal partnerships with school districts.

(limit 2,000 characters)

1. The CoC Membership Council includes youth education providers who attend and participate in CoC meetings. In 2019, the CoC received the Youth Homelessness Demonstration Program (YHDP) grant, which included a 6 month strategic planning process that involved independent school districts (each which are a separate LEA), homeless education liaisons, Alamo Colleges, and the University of Texas San Antonio (UTSA). In 2020, UTSA received funding for a YHDP project for RRH. The CoC has a YHDP Steering Committee that is composed of youth education providers who provide expertise on implementing the Coordinated Community Plan (CCP).

2. The CoC has a Memorandum of Understanding with UTSA as a recipient of YHDP and a Coordinated Entry System (CES) partner. Other formal partnerships include integrating Alamo Colleges as an HMIS Organization, as achieved through signed agreements.

3. The CoC collaborates with the SEA and LEAs in the following ways. An LEA representative served as a Co-Chair of the Youth Homelessness Workgroup. Through YHDP, the CoC coordinated with an LEA on an intensive technical assistance project that focused on education coordination.

4. The CoC has a Memorandum of Understanding (MoU) with an LEA to participate in the YHDP Coordinated Community Plan.

5. The CoC received YHDP education technical assistance with a LEA; this partnership produced a convening of the local McKinney Vento Liaisons to provide information on our local CES and a training in early 2022 is planned. In 2021, the CoC provided a presentation on youth homelessness to school district police officers that highlighted trends in youth homelessness and share
available resources. The CoC also partners with school districts during the Point-in-Time Count and volunteers assist with youth-specific counting methodology.

6. As established by the CoC Governance Bylaws, there is a McKinney Vento voting seat on the CoC Board of Directors to ensure that education remains a critical component in addressing homelessness.

### 1C-4a. CoC Collaboration Related to Children and Youth—Educational Services—Informing Individuals and Families Experiencing Homelessness about Eligibility.

**NOFO Section VII.B.1.d.**

*Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.*

**(limit 2,000 characters)**

The CoC has a policy for Education for Children and Youth to ensure that households with children, including unaccompanied youth, are identified, informed of available educational rights and resources, and supported to access educational services available to them. This applies to all participants aged 25 and below. Each grantee must designate a staff person with responsibilities for coordinating with the Homeless Liaison at the local education authority and informing participants of their rights for educational services. The CoC conducts quarterly site visits with CoC and YHDP funded agencies to ensure grantees follow the community’s written standards. The CoC collaborates with the City of San Antonio and Bexar County (Consolidated Plan Jurisdictions) to ensure ESG grantees are also operating programs according to these standards.

### 1C-4b. CoC Collaboration Related to Children and Youth—Educational Services—Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

**NOFO Section VII.B.1.d.**

*Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:*

<table>
<thead>
<tr>
<th></th>
<th>MOU/ MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Birth to 3 years</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Child Care and Development Fund</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Early Childhood Providers</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. Early Head Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Head Start</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Healthy Start</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Public Pre-K</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Tribal Home Visiting Program</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other (limit 150 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOFO Section VII.B.1.e.

Describe in the field below how your CoC coordinates to provide training for:

1. Project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and

2. Coordinated Entry staff that addresses safety and best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,000 characters)

1. Project Staff: The CoC has issued a comprehensive manual detailing written standards for service delivery in collaboration with local CoC and ESG providers. Those standards include trauma-informed care, victim-centered care, and safety and planning protocols. Also included in these standards is the requirement of an Emergency Transfer Plan, which CoC and ESG-funded agencies must adhere to if a client in housing is victimized. The CoC also offers a sample Emergency Transfer Plan in the manual that agencies are encouraged to adopt. The CoC trains project staff on the Written Standards on a monthly basis at a Federal Grant Recipient Monthly Call that is held with all CoC, YHDP, and ESG funded agencies.

2. Coordinated Entry System (CES) Staff: Part of the 24-hour CES training process for new staff includes trauma-informed care (TIC), victim-centered best practices for survivors of Domestic Violence, sexual assault, and stalking that includes emphasis on confidentiality, victim safety, and client choice. TIC and confidentiality refresher trainings are required annually for all CES users and monthly CES user support groups are held that include ongoing trainings. The CoC conducts annual training with CoC area project staff who provide CES assessments, as well as program intake staff that includes best practices in serving survivors. The Coordinated Entry System is trauma-informed, and staff who facilitate the assessments are trained to maintain the trauma-informed, victim-centered integrity of the assessment throughout the Coordinated Entry process.

NOFO Section VII.B.1.e.

Describe in the field below how your CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking survivors.

(limit 2,000 characters)

Victim service providers are voting members of the CoC and collaborate to provide data from comparable databases so the CoC can assess the scope of community needs related to domestic violence, dating violence, sexual assault,
and stalking. VSPs include Family Violence Prevention Services, the Bexar County Family Justice Center, the Rape Crisis Center, homeless service providers, local government representatives, reports on domestic violence census counts, and the Texas Council on Family Violence. Qualitative data is provided through Membership Council meeting feedback and through feedback collected during various community planning meetings and workgroups that SARAH has joined. Deidentified, aggregate data is used to determine such thing as need, recidivism rates, bed utilization, and rapid housing placement rates and provides the CoC with information to make policy and funding recommendations and problem solve with CoC-funded VSPs to improve performance metrics. VSPs are also consulted in the creation of annual trainings that address best practices in serving survivors of domestic violence.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.1.e.</td>
<td></td>
</tr>
</tbody>
</table>

Describe in the field below how your CoC's coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:

1. prioritize safety;
2. use emergency transfer plan; and
3. ensure confidentiality.

(limit 2,000 characters)

1. CoC partners using the Coordinated Entry System (CES) are trained in victim safety awareness, confidentiality, Motivational Interviewing, and Trauma-Informed care (TIC) during the 24-hour CES orientation. Confidentiality and TIC refresher trainings are required annually for all CES users. Survivors needing to access the CES can choose any community access points or utilize the DV-Specific access point created in 2020 to obtain a housing needs assessment in person or via telephone. In addition to CES orientation, the DV-specific access point assessors receive Trauma-Informed Care Practitioner Certification upon completing a two-day, 20-hour training. The CES requires clients to give consent to their information being added into the Homeless Management Information System (HMIS). During COVID-19, the CoC updated the confidentiality policy to include verbal consent to prioritize safety and ease of access to the CES. CES staff create a safety plan with survivors of domestic violence and have knowledge on how to refer to VSPs in the community.

2. Each CoC and ESG-funded project is required to have an Emergency Transfer Plan that aligns with the community's written standards. A project is required to e-mail the CES staff with an emergency transfer, which is then prioritized for rehousing to ensure safety.

3. Each CoC and ESG-funded project is required to have a policy on confidentiality that aligns with the community's written standards. CES staff only communicate client information via HMIS IDs and not by client name or other identifying information. If CES staff must communicate with a DV provider that uses a comparable database, they submit confidential, encrypted e-mails with client information so that a rapid referral may be made.

NOFO Section VII.B.1.f.

1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination?  Yes

2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)? Yes

3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)? Yes


NOFO Section VII.B.1.g.

Enter information in the chart below for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at https://files.hudexchange.info/resources/documents/FY-2020-CoC-PHA-Crosswalk-Report.pdf or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC’s geographic area, provide information on the one:

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2020 who were experiencing homelessness at entry</th>
<th>Does the PHA have a General or Limited Homeless Preference?</th>
<th>Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Antonio Housing Authority (SAHA)</td>
<td>17%</td>
<td>Yes-Both</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing Authority of Bexar County (HABC)</td>
<td>34%</td>
<td>Yes-HCV</td>
<td>No</td>
</tr>
</tbody>
</table>

1C-7a. Written Policies on Homeless Admission Preferences with PHAs.

NOFO Section VII.B.1.g.

Describe in the field below:

1. steps your CoC has taken, with the two largest PHAs within your CoC’s geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—If your CoC only has one PHA within its geographic area, you may respond for the one; or

2. state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,000 characters)

The CoC has had extensive engagement with the Public Housing Authority (PHA) San Antonio Housing Authority (SAHA) to establish several HUD-funded voucher programs that include a homeless admission preference. The CoC and SAHA established the Move On Strategy in the SAHA administrative plan for FY19. The CoC and SAHA were awarded 40 Move-On Preference vouchers and 20 Family Homeless Preference vouchers in July 2019. In May 2020, the CoC and SAHA coordinated 100 vouchers with homeless preference for those impacted by COVID-19. These three voucher programs were not utilized through the Coordinated Entry System (CES). Guidelines for these vouchers...
were established through community meetings with homeless service providers and by analyzing data to discern the populations with the greatest need. SAHA has also established Set Aside voucher programs for CoC homeless services providers, specifically SAMMinistries, Center for Health Care Services, and Haven for Hope. They provide direct referrals for persons experiencing homelessness to be issued a voucher. Since July 2019, the CoC has engaged with HABC regarding their implementation of veteran homeless preference.

In June 2021, the American Rescue Plan Emergency Housing Voucher (EHV) program was launched by two PHAs: SAHA and Housing Authority of Bexar County (HABC). The CoC worked with both housing authorities to identify targeted and prioritized populations and how the referrals would be processed via the CES for the first time, as required. The CoC processes all EHV applications, which are completed by homeless service providers on behalf of clients accessing the CES. This ensures applications are accurate prior to being submitted to PHAs to ensure a quick process. The CoC continues to work closely with SAHA and HABC to administer these programs through establishing, implementing, and executing program procedures and providing coordinated CoC partner support during the referral and housing process programs.

1C-7b. Moving On Strategy with Affordable Housing Providers.

Not Scored–For Information Only

| 1. Multifamily assisted housing owners | Yes |
| 2. PHA | Yes |
| 3. Low Income Tax Credit (LIHTC) developments | Yes |
| 4. Local low-income housing programs | Yes |
| Other (limit 150 characters) | |
| 5. |

1C-7c. Including PHA-Funded Units in Your CoC’s Coordinated Entry System.

NOFO Section VII.B.1.g.

Does your CoC include PHA-funded units in the CoC’s coordinated entry process? Yes

1C-7c.1. Method for Including PHA-Funded Units in Your CoC’s Coordinated Entry System.

NOFO Section VII.B.1.g.

If you selected yes in question 1C-7c., describe in the field below:

1. how your CoC includes the units in its Coordinated Entry process; and
2. whether your CoC’s practices are formalized in written agreements with the PHA, e.g., MOUs.

(limit 2,000 characters)

1. The CoC utilizes the Coordinated Entry System (CES) for referrals to the Emergency Housing Voucher (EHV) program with the two Public Housing Authorities (PHA) in our community: San Antonio Housing Authority (SAHA) and the Housing Authority of Bexar County (HABC). To be referred to an EHV, a client must have a CES enrollment. The CoC accepts referrals on behalf of homeless service providers and processes the application prior to submission to the PHAs to ensure accuracy and to reduce the wait time. EHV through HABC have a domestic violence survivor preference.

2. The CoC has written Memorandums of Understanding (MOU) with SAHA and HABC outlining the number of vouchers available, preference, the coordinated referral process, stabilization support, data collection, and reporting processes.

1C-7d. Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.

NOFO Section VII.B.1.g.

Did your CoC coordinate with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other non-federal programs)?

Yes

1C-7d.1. CoC and PHA Joint Application–Experience–Benefits.

NOFO Section VII.B.1.g.

If you selected yes to question 1C-7d, describe in the field below:

1. the type of joint project applied for;

2. whether the application was approved; and

3. how your CoC and families experiencing homelessness benefited from the coordination.

(limit 2,000 characters)

1. The CoC applied for a joint application with the Public Housing Authority the San Antonio Housing Authority (SAHA) for the Family Unification Program (FUP). This application also included a partnership with the Public Child Welfare Agency in San Antonio/Bexar County Child Protective Services (CPS).

2. The application was submitted but the grant was not awarded.

3. The CoC and families experiencing homelessness benefited from the coordination first by a Memorandum of Understanding (MoU) that was signed by the CoC, SAHA, and CPS detailing aspects of this program, had funding been awarded. When the American Rescue Plan (ARP) allocated Emergency Housing Vouchers (EHVs) to PHAs in San Antonio/Bexar County, the CoC and PHAs already had a benchmark of how to integrate vouchers into the Coordinated Entry System (CES). The EHV process was the first in our community to utilize CES to make referrals. Having this MoU in place gave the CoC and PHAs a blueprint for this process and streamlined processes and procedures so EHV could be distributed as soon as possible for families.
experiencing homelessness. A second benefit from this coordination was strengthening relationships across sectors, which is always integral to the CoC’s work and deeply benefited the Youth Homelessness Demonstration Program (YHDP) Coordinated Community Plan work that was being done at this time by ensuring input and expertise from PHAs and CPS and continued participation in the CoC's work to end homelessness.

1C-7e. Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including American Rescue Plan Vouchers.

NOFO Section VII.B.1.g.

Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan? Yes

1C-7e.1. Coordinating with PHA(s) to Administer Emergency Housing Voucher (EHV) Program–List of PHAs with MOUs.

Not Scored–For Information Only

Did your CoC enter into a Memorandum of Understanding (MOU) with any PHA to administer the EHV Program? Yes

If you select yes, you must use the list feature below to enter the name of every PHA your CoC has entered into a MOU with to administer the Emergency Housing Voucher Program.

PHA

San Antonio Housing Authority...
1C-7e.1. List of PHAs with MOUs

Name of PHA: San Antonio Housing Authority (SAHA)

1C-7e.1. List of PHAs with MOUs

Name of PHA: Housing Authority of Bexar County (HABC)
1C. Coordination and Engagement—Coordination with Federal, State, Local, Private, and Other Organiza

1C-8. Discharge Planning Coordination.
NOFO Section VII.B.1.h.

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

| 1. Foster Care       | Yes |
| 2. Health Care      | Yes |
| 3. Mental Health Care| Yes |
| 4. Correctional Facilities | Yes |

1C-9. Housing First—Lowering Barriers to Entry.
NOFO Section VII.B.1.i.

1. Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.

   

2. Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach.

   

3. This number is a calculation of the percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.

   100%

1C-9a. Housing First—Project Evaluation.
NOFO Section VII.B.1.i.

Describe in the field below how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.

(limit 2,000 characters)

One hundred percent of project applications submitted in this NOFO that include housing activities are using a Housing First approach and provide low barriers and do not have service participation requirements or preconditions to entry and prioritize rapid placement and stabilization in housing. Projects allow
entry to program participants regardless of their income, current or past substance use, history of victimization (e.g. domestic violence, sexual assault, childhood abuse), and a criminal record (except restrictions imposed by federal, state, or local law or ordinance such as restrictions on serving people who are listed on sex offender registries). The CoC uses a variety of approaches to evaluate projects to ensure their commitment to Housing First and prioritizing rapid placement and stabilization. One approach is holding bi-weekly meetings with individual partner agencies to review housing referral outcomes and problem solve poor performance in areas such as average length of time to house and negative or neutral referral outcomes. The CoC analyzes monthly trends on negative and neutral referral outcomes and shares these results with the community for accountability and transparency. Furthermore, the CoC meets with projects on a quarterly basis to review policies and procedures and more in-depth performance metrics related to Housing First. On an annual basis, an Independent Review Team reviews Housing First outcomes and projects' policies and procedures on Housing First.

1C-9b. Housing First–Veterans.
Not Scored–For Information Only

Does your CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?
Yes

1C-10. Street Outreach–Scope.
NOFO Section VII.B.1.j.

Describe in the field below:

1. your CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. whether your CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
3. how often your CoC conducts street outreach; and
4. how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,000 characters)

1. The CoC improved coordination and increased capacity for street outreach over the last 2 years. The CoC and key community stakeholders developed CoC Board-approved street outreach protocols outlining street outreach roles, responsibilities, and structure to ensure persons experiencing unsheltered homelessness are identified and engaged. There is a dedicated street outreach team for each city council district to ensure coverage of the geographic region. Case conferencing meetings are held bi-weekly to discuss challenging cases and to locate individuals who have fallen into “inactive” status. Additionally, the city’s 24-hour phone line can now assist in deploying street outreach when needed. The CoC follows fair housing by advertising housing and supportive services available to eligible persons regardless of age, race, ethnicity, and sexual orientation through Coordinated Entry System (CES) access points and marketing materials, CES training materials, the CoC website, public events and presentations, and social media.
2. The CoC’s street outreach covers 100 percent of San Antonio/Bexar County.

3. The CoC conducts street outreach on a daily basis and has team members available after traditional work hours.

4. The CoC’s CES prioritizes people experiencing unsheltered homelessness who are least likely to seek assistance. Street outreach staff focus on building relationships and acting quickly if someone accepts services including detox, medical treatment, shelter, or housing. Additionally, our CoC now has two hotels available for people to seek immediately shelter from the street for people who do not want to enter a congregate shelter setting. There is also an option to work on permanent housing directly from the street. Street Outreach staff are required to complete training in harm reduction, housing first, and cultural competency. CES marketing materials are available in English and Spanish and PDFs are accessible.

1C-11. Criminalization of Homelessness.

NOFO Section VII.B.1.k.

Select yes or no in the chart below to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC’s geographic area:

- 1. Engaged/educated local policymakers: Yes
- 2. Engaged/educated law enforcement: Yes
- 3. Engaged/educated local business leaders: Yes
- 4. Implemented communitywide plans: Yes
- 5. Other:(limit 500 characters)

1C-12. Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).

NOFO Section VII.B.1.l.

Enter the total number of RRH beds available to serve all populations as reported in the HIC–only enter bed data for projects that have an inventory type of “Current.”

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds</td>
<td>753</td>
<td>824</td>
</tr>
</tbody>
</table>


NOFO Section VII.B.1.m.

Indicate in the chart below whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits.
<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment?</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Private Insurers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Nonprofit, Philanthropic</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Other (limit 150 characters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1C-13a. Mainstream Benefits and Other Assistance—Information and Training.

NOFO Section VII.B.1.m

Describe in the field below how your CoC provides information and training to CoC Program-funded projects by:

1. systemically providing up to date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC’s geographic area;

2. communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;

3. working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and

4. providing assistance with the effective use of Medicaid and other benefits.

(limit 2,000 characters)

1. The CoC systematically updates program staff on mainstream resources such as food stamps, SSI, TANF, and substance abuse programs by working with the nonprofit SACRD (San Antonio Community Resource Directory) to maintain an online Resource Guide that is shared on the CoC website and at Coordinated Entry intake locations. Updates are made to this website weekly and online or in person training is available as needed.

2. The CoC disseminates availability of mainstream resources daily through the CoC website, monthly through workgroups and a federal funder monthly call, and bi-monthly through the CoC Membership Council. At these meetings, the CoC provides verbal updates to participants on how to access mainstream resources and changes in contact or organizational information.

3. As the local CoC and SOAR (SSI/SSDI Outreach, Access, and Recovery) lead agency, SARAH collaborates with homeless service providers to provide information about local Managed Care Organizations through Medicaid and Medicare and provides annual training on how to enroll SOAR applicants into healthcare organizations. Haven for Hope, the site of the largest Coordinated Entry access point and Emergency Shelter, has co-located partners offering mainstream benefits connections that are available to anyone experiencing homelessness. The CoC has also met twice with United Healthcare and Community First (a local MCO) on ways to increase health insurance enrollment and to identify opportunities to partner in providing supportive services in housing.

4. The CoC provides technical assistance on the effective utilization of Medicaid and other benefits to CoC and ESG providers as needed and at monthly calls with federally funded providers. When needed, the CoC seeks guidance from local community experts on utilizing these resources and provides that
1C-14. Centralized or Coordinated Entry System–Assessment Tool. You Must Upload an Attachment to the 4B Attachments Screen.

NOFO Section VII.B.1.n.

Describe in the field below how your CoC’s coordinated entry system:

1. covers 100 percent of your CoC’s geographic area;
2. reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
3. prioritizes people most in need of assistance; and
4. ensures people most in need of assistance receive assistance in a timely manner.

(limit 2,000 characters)

1. The Coordinated Entry System (CES) covers the entire CoC geographic region and is available to all persons experiencing homelessness.

2. As a part of a new local Homeless Strategic Plan, new Street Outreach (SO) standards were developed so that special outreach efforts could be made to those least likely to apply and SO staffing capacity became a substantial focus. Regular outreach is conducted in remote sites by local providers and assessments are conducted in the field to people who are least likely to apply for homelessness assistance in the absence of special outreach. The CES is advertised on the CoC website and other social media, by outreach staff, and at SACRD.org, a local community resource directory. Persons who do not wish to seek shelter services can access the CES through local food pantries or by contacting the Homeless Connections Hotline (established in 2020 at the onset of the COVID-19 crisis) in the absence of special outreach.

3. The CoC’s assessment process prioritizes people most in need of assistance. The CoC uses a vulnerability/prioritization assessment tool that includes the VI-SPDAT Version 2.0, HUD UDEs, and domestic violence screening to determine clients’ most appropriate intervention(s). This tool was updated to include CDC-aligned COVID vulnerability factors in May 2020. The CoC is currently working with Notre Dame's Lab of Economic Opportunity (LEO) to create a research-based prioritization tool for housing.

4. The CoC provides housing referrals within 48 hours to partners upon their request. The CoC sends monthly reports to reflect referrals requested, provided, referral outcomes, project enrollment timeframes, and housing rates. During bi-weekly meetings, the CoC and Housing Partners discuss challenges, successes, and compliance.


NOFO Section VII.B.1.o.

Did your CoC conduct an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years? Yes
### 1C-15a. Racial Disparities Assessment Results.

Select yes or no in the chart below to indicate the findings from your CoC’s most recent racial disparities assessment.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. People of different races or ethnicities are more likely to receive homeless assistance.</td>
<td>No</td>
</tr>
<tr>
<td>2. People of different races or ethnicities are less likely to receive homeless assistance.</td>
<td>No</td>
</tr>
<tr>
<td>3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.</td>
<td>No</td>
</tr>
<tr>
<td>4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.</td>
<td>No</td>
</tr>
<tr>
<td>5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.</td>
<td>No</td>
</tr>
</tbody>
</table>

### 1C-15b. Strategies to Address Racial Disparities.

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. The CoC’s board and decisionmaking bodies are representative of the population served in the CoC.</td>
<td>No</td>
</tr>
<tr>
<td>2. The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.</td>
<td>Yes</td>
</tr>
<tr>
<td>3. The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.</td>
<td>Yes</td>
</tr>
<tr>
<td>4. The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.</td>
<td>Yes</td>
</tr>
<tr>
<td>5. The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.</td>
<td>No</td>
</tr>
<tr>
<td>7. The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.</td>
<td>Yes</td>
</tr>
<tr>
<td>8. The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.</td>
<td>Yes</td>
</tr>
<tr>
<td>9. The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.</td>
<td>Yes</td>
</tr>
<tr>
<td>10. The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.</td>
<td>Yes</td>
</tr>
<tr>
<td>11. The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.</td>
<td>Yes</td>
</tr>
<tr>
<td>Other: (limit 500 characters)</td>
<td></td>
</tr>
<tr>
<td>12. The CoC is in the process of creating a new equity-based Coordinated Entry prioritization tool</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1C-15c. Promoting Racial Equity in Homelessness Beyond Areas Identified in Racial Disparity Assessment.

Describe in the field below the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity assessment. (limit 2,000 characters)

The CoC conducted a racial equity disparity assessment in 2019, which did not identify any inequities. A deeper analysis of racial inequities is required and planned for 2022. Much of the CoC’s current work in advancing racial equity concerns the Coordinated Entry System (CES). For instance, the CoC formally partnered with the University of Notre Dame’s Lab for Economic Opportunity (LEO) in February 2021 to develop a racially equitable prioritization tool for the local CES based on an analysis of HMIS data. The need for such a tool emerged from the understanding that the VI-SPDAT perpetuates racial disparities. The updated prioritization tool will launch early 2022 and will advance the CoC’s ability to prioritize the most vulnerable individuals in the community for housing. The CoC is currently planning focus groups in anticipation of the LEO tool launch to receive input from partner staff and individuals experiencing homelessness on their experiences with CES and additional barriers. In addition, the CoC’s Director of Research and Evaluation developed and launched a racially equitable homeless prevention tool in early 2021 to ensure that individuals most impacted by COVID-19, particularly Black and African Americans, could be prioritized for services. Furthermore, the CoC cemented tracking and advancing equitable outcomes as part of its 5-year Homeless Strategic Plan (2020 - 2025) in partnership with the City of San Antonio. Metrics will look at HUD performance measures, such as the length of time homeless and the number of people experiencing first time homelessness, by race. Planning from those data points will center on identifying and mitigating racial disparities across the CoC and set rigorous equity metrics.

1C-16. Persons with Lived Experience–Active CoC Participation.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

<table>
<thead>
<tr>
<th>Level of Active Participation</th>
<th>Number of People with Lived Experience Within the Last 7 Years or Current Program Participant</th>
<th>Number of People with Lived Experience Coming from Unsheltered Situations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Included and provide input that is incorporated in the local planning process.</td>
<td>30</td>
<td>5</td>
</tr>
<tr>
<td>2. Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.</td>
<td>30</td>
<td>5</td>
</tr>
<tr>
<td>3. Participate on CoC committees, subcommittees, or workgroups.</td>
<td>30</td>
<td>5</td>
</tr>
<tr>
<td>4. Included in the decisionmaking processes related to addressing homelessness.</td>
<td>30</td>
<td>5</td>
</tr>
<tr>
<td>5. Included in the development or revision of your CoC’s local competition rating factors.</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Promoting Volunteerism and Community Service.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOFO Section VII.B.1.r.</td>
<td></td>
</tr>
</tbody>
</table>

Select yes or no in the chart below to indicate steps your CoC has taken to promote and support community engagement among people experiencing homelessness in the CoC’s geographic area:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.</td>
</tr>
<tr>
<td>2.</td>
<td>The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery, data entry).</td>
</tr>
<tr>
<td>3.</td>
<td>The CoC works with organizations to create volunteer opportunities for program participants.</td>
</tr>
<tr>
<td>4.</td>
<td>The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).</td>
</tr>
<tr>
<td>5.</td>
<td>Provider organizations within the CoC have incentives for employment and/or volunteerism.</td>
</tr>
<tr>
<td>6.</td>
<td>Other:(limit 500 characters)</td>
</tr>
</tbody>
</table>
1D. Addressing COVID-19 in the CoC’s Geographic Area

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1D-1. Safety Protocols Implemented to Address Immediate Needs of People Experiencing Unsheltered, Congregate Emergency Shelter, Transitional Housing Homelessness.

NOFO Section VII.B.1.q.

Describe in the field below protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:

1. unsheltered situations;
2. congregate emergency shelters; and
3. transitional housing.

(limit 2,000 characters)

When the COVID-19 pandemic began, the CoC immediately began to meet daily with Consolidated Plan Jurisdictions and Haven for Hope, the largest emergency shelter and Coordinated Entry System (CES) access point in San Antonio/Bexar County to address immediate safety needs for individuals and families living in unsheltered situations, congregate emergency shelters, and transitional housing. The CoC coordinated closely with the City of San Antonio's Metro Health Department and closely followed CDC guidance to inform outreach, emergency shelter, and transitional housing staff on safety protocols to prevent the spread of COVID-19. Such information was sent regularly via email to partners and shared during weekly COVID-19 Coordination calls, which were created to facilitate partner communication, education, and resource updates regarding COVID-19. Metro Health assisted with agenda planning and presenting at these calls. Protocols for emergency shelters and transitional housing projects included: temperature checks and standardized symptom screening for participants entering the building; creation of isolation areas for those suspected of having COVID-19; mandatory isolation for participants exhibiting COVID-19 symptoms; Personal Protective Equipment (PPE) for staff and participants; and reporting to the CoC of any COVID-19 outbreaks. Protocols for outreach staff included: use of PPE on the job and for those unsheltered; standardized symptom screening and procedures in place if a client exhibited COVID-19 symptoms; and reporting to the CoC of any COVID-19 outbreaks. The CoC also voted to update the CES Prioritization Tool to prioritize those most at risk of mortality from COVID-19 following FEMA criteria for housing placement.
### 1D-2. Improving Readiness for Future Public Health Emergencies.

**NOFO Section VII.B.1.q.**

Describe in the field below how your CoC improved readiness for future public health emergencies.

*Limit 2,000 characters*

The CoC improved readiness for future public health emergencies by developing a partnership with City of San Antonio’s (COSA) Metro Health department, which will help the CoC act quickly to respond to an emergency, ongoing and future, and ensure the most accurate information is available. In the event of a future public health emergency, the CoC will again leverage its concentrated coordination with Haven for Hope (the largest emergency shelter and Coordinated Entry System access point) and COSA to assess need, develop community-wide protocols, and curate unified messaging. Furthermore, given the success of the COVID-19 Weekly Coordination Call, the CoC is prepared to stand up a similar convening to respond to challenges and needs in future health emergencies. In addition to sharing COVID-19 related updates, this platform served as an important body to convey messaging around the importance of masks, social distancing, and inoculation. The CoC also determined the most effective way to disseminate information on resources and closures by pinning a Facebook post that can be updated daily. The CoC learned that in a crisis situation, most partners needed help interpreting complex federal, state, and local guidance and needed basic information on how people at-risk of and experiencing homelessness can access resources. The CoC was successful in identifying the most helpful HUD resources related to COVID-19 response and walking through those resources during the COVID-19 Community Coordination Calls. In a future public health emergency, the CoC is prepared to follow a similar suit in identifying best practices and sharing them with the community of providers. Lastly, during the COVID-19 pandemic, the CoC benefitted from dedicated individuals in the community who reached out to provide PPE donations to social service providers. The CoC is prepared to solicit such materials as needed in the future.

### 1D-3. CoC Coordination to Distribute ESG Cares Act (ESG-CV) Funds.

**NOFO Section VII.B.1.q**

Describe in the field below how your CoC coordinated with ESG-CV recipients to distribute funds to address:

1. safety measures;
2. housing assistance;
3. eviction prevention;
4. healthcare supplies; and
5. sanitary supplies.

*Limit 2,000 characters*

ESG-CV recipients in the CoC's geographical area include the City of San Antonio (COSA), Bexar County, and the Texas Department of Housing and Community Affairs (TDHCA). The CoC acted as the local coordinator for ESG-CV funding on behalf of TDHCA. The CoC coordinated a collaborative funding
competition process with COSA and Bexar County to align funding priorities and distribute both rounds of ESG-CV funding. These funds addressed safety measures, housing assistance, eviction prevention, healthcare supplies, and sanitary supplies. By using a collaborative application process, the CoC was able to work closely with COSA and the County to ensure service gaps were effectively filled and to ensure all Consolidated Plan Jurisdictions were well aware of funded projects in the community. Moreover, this process improved and simplified the application process for homeless service providers.

<table>
<thead>
<tr>
<th>1D-4. CoC Coordination with Mainstream Health.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.1.q.</td>
</tr>
</tbody>
</table>

Describe in the field below how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:

1. decrease the spread of COVID-19; and
2. ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks).

(limit 2,000 characters)

1. To decrease the spread of COVID-19, SARAH coordinated with mainstream health entities, namely the City of San Antonio's Metro Health Department, to stay informed on the most accurate information regarding the virus, to share CDC guidance as it specifically related to people at-risk of and experiencing homelessness, and to implement local protocols at shelters, transitional housing units, and street outreach. A representative from the City's Metro Health regularly attended SARAH's COVID-19 Weekly Coordination Call and provided important updates related to COVID-19.

2. To ensure safety measures were implemented, SARAH coordinated with mainstream health to stay abreast of the most effective safety measures needed to reduce the spread of COVID-19 and helped relay this information to homeless service providers and the community at-large. HUD resources with sanitation and cleaning guidance were shared with partners in the COVID-19 Weekly Coordination Call. In addition, partners engaged in peer-sharing regarding the implementation of safety measures at their respective organizations. The CoC helped distribute Personal Protective Equipment to agencies who were in need.

<table>
<thead>
<tr>
<th>1D-5. Communicating Information to Homeless Service Providers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.1.q.</td>
</tr>
</tbody>
</table>

Describe in the field below how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:

1. safety measures;
2. changing local restrictions; and
3. vaccine implementation.

(limit 2,000 characters)

1. SARAH communicated information regarding safety measures to homeless service providers through SARAH's website, social media, emails, and weekly virtual COVID-19 coordination calls that were open to all homeless service providers.
providers.

2. SARAH communicated information regarding changing local restrictions through SARAH's website, social media, emails to service providers, and weekly virtual COVID-19 coordination calls. SARAH had a resource document on the website that was updated daily with changing local restrictions.

3. SARAH communicated information regarding vaccine implementation through SARAH's website, social media, emails to service providers, and weekly COVID-19 coordination calls. SARAH also attended the City of San Antonio's vaccine implementation committee to advocate on behalf of those experiencing homelessness and stay up-to-date on the most recent information regarding vaccines.


NOFO Section VII.B.1.q.

Describe in the field below how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.

(limit 2,000 characters)

The CoC identified eligible individuals and families experiencing homelessness for the COVID-19 vaccine based on local protocol by implementing a process with specific agencies, such as CentroMed, that were able and willing to vaccinate clients. This protocol included following CDC guidelines for eligibility, including prioritizing individuals living and/or working in congregate shelters. People experiencing homelessness who entered into an emergency shelter or came into contact with an outreach staff were offered to be added to the list to receive a vaccination and given supports to make their appointment(s). Health Access San Antonio, the CEO of which is a member of the CoC Board of Directors, created a COVID-19 vaccine waitlist open to the public and a waitlist specific to homeless service agencies. Vaccine events open to and/or geared towards people experiencing homelessness were compiled and shared via email and during the COVID-19 Weekly Coordination Call as they became available. An example includes a collaboration between the City of San Antonio’s Metro Health Department and Corazon Ministries to provide vaccines for people experiencing homelessness. In addition, staff from Metro Health worked with homeless shelters to provide vaccine education to clients; offers to provide such information to homeless-serving agencies was shared during the COVID-19 Weekly Coordination Call as well. If service agencies had identified any staff or clients in need of the COVID-19 vaccine, they also had the option to reach out directly to SARAH staff to be connected with any available vaccine resource at the time; several partners took advantage of this opportunity.

1D-7. Addressing Possible Increases in Domestic Violence.

NOFO Section VII.B.1.e.
Describe in the field below how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

(limit 2,000 characters)

The CoC received an increase in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic. Survivors of domestic violence were identified using the HUD Category 4 definition. The CoC coordinated with victim service providers in the community to determine the best response. To address this specific concern in addition to the general increase in calls during COVID-19, the City of San Antonio created a Homeless Connections Hotline shortly after the crisis spiked in March 2020. Furthermore, the CoC created a domestic violence specific Coordinated Entry hub (or site) where survivors or those fleeing domestic violence were able to be added to the waitlist for housing and given specific resources to assist them until housing was available. The CoC received 100 COVID-19 specific Public Housing Authority (PHA) vouchers that were available to those fleeing domestic violence. The San Antonio Community Resource Directory (SACRD) is updated on a weekly basis and includes domestic violence resources. The CoC also added domestic violence specific resources to the CoC website and created a safe exit button for the website.

Describe in the field below how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.

(limit 2,000 characters)

The San Antonio/Bexar County region uses a vulnerability/prioritization assessment tool that includes the VI-SPDAT Version 2.0, HUD UDEs, and domestic violence screening to determine clients' most appropriate intervention(s). The assessment tool was updated, approved by the community and the CoC Board to include CDC-aligned COVID vulnerability factors in May 2020. The largest local congregate emergency shelter had to close its location and reestablish individual hotel rooms to avoid large gatherings during the onset of the pandemic. The CoC collaborated with community partners to provide CES access assessments on-site at the hotels to ensure that clients who wanted to do so could still access CES resources. Additionally, the CoC collaborated with the City of San Antonio on the development and implementation of the Homeless Connections Hotline. This resource enabled access to the CES when physical locations were limited due to the mandatory lockdown and clients fleeing DV who could not go to a physical site. Following the height of the COVID-19 pandemic, the Hotline continues to provide access to assessments for individuals experiencing homelessness, a structural and sustainable adjustment made to the CES as a result of the pandemic.
1E. Project Capacity, Review, and Ranking–Local Competition

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578


NOFO Section VII.B.2.a and 2.g.

1. Enter the date your CoC published the 30-day submission deadline for project applications for your CoC’s local competition.
   08/30/2021

2. Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process.
   08/30/2021

1E-2. Project Review and Ranking Process Your CoC Used in Its Local Competition. You Must Upload an Attachment to the 4B. Attachments Screen. We use the response to this question as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria listed below.

NOFO Section VII.B.2.a, 2.b, 2.c, and 2.d.

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Established total points available for each project application type.</td>
<td>Yes</td>
</tr>
<tr>
<td>2. At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).</td>
<td>Yes</td>
</tr>
<tr>
<td>3. At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Used data from a comparable database to score projects submitted by victim service providers.</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Used a specific method for evaluating projects based on the CoC’s analysis of rapid returns to permanent housing.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

NOFO Section VII.B.2.d.

Describe in the field below how your CoC reviewed, scored, and selected projects based on:

1. the specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and
2. considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,000 characters)

1. The CoC considered the severity of needs and vulnerabilities of participants in the scoring and ranking of CoC-funded project applications and determined Permanent Supportive Housing (PSH) and long-term Rapid Rehousing (RRH) as the CoC’s funding priorities. This decision was based on a variety of data sources: (1) The 5-Year San Antonio Homeless Strategic Plan specifically outlines a need for site-based PSH; (2) Local Initiatives Support Coalition (LISC) and the Corporation for Supportive Housing (CSH) published Financial Analysis of the Supportive Housing Need in San Antonio that recommends 900 units of PSH; (3) the Housing Playbook for Recovery and Resiliency outlines priority populations for supportive housing including chronically homeless; (4) The 2021 Point-in-Time County analysis showed that 71% of people counted over the last year had a mental health issue. Furthermore, priority points were awarded to applicants who indicated experience with serving hard-to-serve populations.

2. Renewal Applications were ranked based on performance metrics aligned with System Performance Measures (including returns to homelessness, first-time homeless, and job and income growth), cost effectiveness, and serving a priority population. New Applications were ranked based on serving a priority population, strategy for rapidly moving people into permanent housing, and cost effectiveness. Applications submitted by victim service providers were evaluated on a scorecard capturing data from an HMIS comparable database and domestic violence specific metrics used to evaluate how the population increased personal safety through being served by the project. In addition, a RRH project was lower performing, but due to their unmatched expertise and experience in serving youth and particularly LGBTQIA+ youth, the CoC ranked this project in Tier 1. The CoC also ranked a new project based on its proposal to serve South East Asian individuals with domestic violence history, which is an underserved subpopulation in the community.


NOFO Section VII.B.2.e.

Describe in the field below how your CoC:

1. obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications;
2. included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process;
3. rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented).

(limit 2,000 characters)
1. The CoC Board of Directors were consulted to determine rating factors. The CoC created a voluntary demographic survey as part of the CoC Board of Directors application in mid-2020 as part of an intentional effort to evaluate the governing bodies of the CoC to determine racial diversity and to compare with the demographics of those in the community, including those experiencing homelessness. This effort is to ensure the CoC Board is representative of the community and those served. The CoC Board includes the following demographics: 11.1% African American/Black; 50% Caucasian/White; 5.6% Hispanic/Latinx; 33.3% undisclosed. The CoC will continue to promote racial equity on its Board of Directors.

2. The CoC Program Independent Review Team included persons of different races in the review, selection, and ranking process and included persons involved in racial equity work in the community. A demographic survey was not completed with members of the review team; however, the CoC intentionally recruited members with expertise in the HUD priority areas, including racial equity, lived experience, and domestic violence.

3. The CoC Program competition included a scored question in the local application process that asked applicants to describe barriers to service for those overrepresented in the homeless population and identify strategies to lower those barriers.

1E-4. **Reallocation—Reviewing Performance of Existing Projects.** We use the response to this question as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criterion below.

<table>
<thead>
<tr>
<th>NOFO Section VII.B.2.f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe in the field below:</td>
</tr>
</tbody>
</table>

1. your CoC’s reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;

2. whether your CoC identified any projects through this process during your local competition this year;

3. whether your CoC reallocated any low performing or less needed projects during its local competition this year;

4. why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable; and

5. how your CoC communicated the reallocation process to project applicants.

**(limit 2,000 characters)**

1. The CoC has two methods for reallocation outlined in the CoC Policies and Procedures. Voluntary Reallocation consists of a grantee notifying the CoC that they wish to reallocate their grant to a project type listed as a funding priority for the community (which will receive additional points) or to reallocate their entire grant to the pool of new project dollars in the NOFO Competition. Grants may also be involuntarily reallocated based on project performance during the NOFO competition. Involuntary reallocation also occurs if a grantee incurs a significant de-obligated fund in a HUD contract year. Before grants are involuntarily reallocated, they undergo a Quality Improvement Plan with the CoC for up to 24 months, and through this plan, create an effective spending plan and strategize methods for improving project performance. No projects were involuntary reallocated. However, 3 projects were placed on a Quality Improvement Plan.

2. A renewal project ran by The Salvation Army was identified as having slow
spending and an inability to serve enough participants to spend down the grant. The Salvation Army decided to reallocate this project from a Rapid Rehousing project to a Permanent Supportive Housing project, which was submitted in e-snaps as a new project.

3. A renewal project ran by the Salvation Army attempted to reallocate to a funding priority during the local competition this year (due to reasons stated in #2) and was ranked low in Tier 2 by the review committee. Thus, a new project that is a funding priority will be recommended for funding in Tier 1 in its place.

4. N/A

5. The CoC communicated to all applicants the reallocation process in the NOFO Competition Announcement, sent via email and further explained during a Bidders Conference.

<table>
<thead>
<tr>
<th>1E-4a.</th>
<th>Reallocation Between FY 2016 and FY 2021. We use the response to this question as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criterion below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.2.f.</td>
<td></td>
</tr>
<tr>
<td>Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2016 and FY 2021?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1E-5.</th>
<th>Projects Rejected/Reduced–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen if You Select Yes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.2.g.</td>
<td></td>
</tr>
<tr>
<td>1. Did your CoC reject or reduce any project application(s)?</td>
<td>No</td>
</tr>
<tr>
<td>2. If you selected yes, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1E-5a.</th>
<th>Projects Accepted–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.2.g.</td>
<td></td>
</tr>
<tr>
<td>Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.</td>
<td>11/01/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1E-6.</th>
<th>Web Posting of CoC-Approved Consolidated Application. You Must Upload an Attachment to the 4B. Attachments Screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.2.g.</td>
<td></td>
</tr>
<tr>
<td>Enter the date your CoC’s Consolidated Application was posted on the CoC’s website or affiliate’s website–which included:</td>
<td>11/08/2021</td>
</tr>
<tr>
<td>FY2021 CoC Application</td>
<td>Page 34</td>
</tr>
</tbody>
</table>
1. the CoC Application;  
2. Priority Listings; and  
3. all projects accepted, ranked where required, or rejected.
2A. Homeless Management Information System (HMIS) Implementation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

<table>
<thead>
<tr>
<th>2A-1. HMIS Vendor.</th>
<th>Not Scored–For Information Only</th>
</tr>
</thead>
</table>

Enter the name of the HMIS Vendor your CoC is currently using.  CaseWorthy, Inc.

<table>
<thead>
<tr>
<th>2A-2. HMIS Implementation Coverage Area.</th>
<th>Not Scored–For Information Only</th>
</tr>
</thead>
</table>

Select from dropdown menu your CoC’s HMIS coverage area.  Single CoC

<table>
<thead>
<tr>
<th>2A-3. HIC Data Submission in HDX.</th>
<th>NOFO Section VII.B.3.a.</th>
</tr>
</thead>
</table>

Enter the date your CoC submitted its 2021 HIC data into HDX.  05/13/2021

<table>
<thead>
<tr>
<th>2A-4. HMIS Implementation–Comparable Database for DV.</th>
<th>NOFO Section VII.B.3.b.</th>
</tr>
</thead>
</table>

Describe in the field below actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:

1. have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and
2. submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead.

(limit 2,000 characters)
1. To ensure DV housing and service providers in the CoC have a comparable database that collects the same data elements required in the HUD 2020 HMIS Data Standards, the CoC and the HMIS Lead meet regularly with local DV providers to review updated data standards, share de-identified performance data, and test the database. The CoC shares database options with new DV providers and the HMIS Lead trains new providers on the 2020 HMIS Data Standards.

2. The CoC and HMIS Lead meet regularly with local DV providers to ensure de-identified aggregated system performance measure data is submitted accurately. DV providers submit regular de-identified data exports to the CoC and HMIS Lead, as requested.


NOFO Section VII.B.3.c. and VII.B.7.

Enter 2021 HIC and HMIS data in the chart below by project type:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds 2021 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency Shelter (ES) beds</td>
<td>1,984</td>
<td>111</td>
<td>1,867</td>
<td>99.68%</td>
</tr>
<tr>
<td>2. Safe Haven (SH) beds</td>
<td>19</td>
<td>0</td>
<td>19</td>
<td>100.00%</td>
</tr>
<tr>
<td>3. Transitional Housing (TH) beds</td>
<td>349</td>
<td>38</td>
<td>311</td>
<td>100.00%</td>
</tr>
<tr>
<td>4. Rapid Re-Housing (RRH) beds</td>
<td>824</td>
<td>61</td>
<td>742</td>
<td>97.25%</td>
</tr>
<tr>
<td>5. Permanent Supportive Housing</td>
<td>2,034</td>
<td>0</td>
<td>2,034</td>
<td>100.00%</td>
</tr>
<tr>
<td>6. Other Permanent Housing (OPH)</td>
<td>1,357</td>
<td>0</td>
<td>1,357</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.

NOFO Section VII.B.3.c.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and

2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

N/A

2A-5b. Bed Coverage Rate in Comparable Databases.

NOFO Section VII.B.3.c.

Enter the percentage of beds covered in comparable databases in your CoC’s geographic area. 100.00%

2A-5b.1. Partial Credit for Bed Coverage Rates at or Below 84.99 for Question 2A-5b.
If the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe in the field below:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and
2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

N/A

<table>
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<tbody>
<tr>
<td>NOFO Section VII.B.3.d.</td>
<td></td>
</tr>
</tbody>
</table>

Did your CoC submit LSA data to HUD in HDX 2.0 by January 15, 2021, 8 p.m. EST? Yes
2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

<p>| 2B-1. Sheltered and Unsheltered PIT Count–Commitment for Calendar Year 2022 |</p>
<table>
<thead>
<tr>
<th>NOFO Section VII.B.4.b.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your CoC commit to conducting a sheltered and unsheltered PIT count in Calendar Year 2022?</td>
</tr>
</tbody>
</table>

<p>| 2B-2. Unsheltered Youth PIT Count–Commitment for Calendar Year 2022. |</p>
<table>
<thead>
<tr>
<th>NOFO Section VII.B.4.b.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your CoC commit to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth serving organizations and youth with lived experience?</td>
</tr>
</tbody>
</table>
2C. System Performance

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

<table>
<thead>
<tr>
<th>2C-1. Reduction in the Number of First Time Homeless–Risk Factors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section VII.B.5.b.</td>
</tr>
</tbody>
</table>

Describe in the field below:

1. how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;
2. how your CoC addresses individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.

(limit 2,000 characters)

1. The number of persons who became homeless for the first time between 2019 - 2020 was reduced from 3052 to 2718. The CoC utilizes the VI-SPDAT assessment in the Coordinated Entry workflow to determine which risk factors led to persons becoming homeless for the first time.

2. In 2020 with the influx of homeless prevention funding sources, the CoC embarked upon a coordinated prevention strategy. This strategy is to ensure those at-risk of homelessness are able to access the prevention assistance they need quickly at any entry point and that rapid referrals can be made depending on the client’s unique needs. A Prevention Subcommittee was formed with all prevention providers and continues to meet weekly. Another strategy to address individuals and families at risk of becoming homeless is by practicing diversion/housing problem solving at Coordinated Entry System (CES) access points. The CoC received a private $250,000 grant in 2020 that was recently renewed to provide diversion funding at the onset of homelessness to prevent persons going into a shelter or on the streets. Finally, the CoC has expanded the Coordinated Entry department to create a team of navigators, a prevention/diversion specialist, and a data analyst to improve coordination across multiple systems and improve housing focused outreach efforts to households who are at risk of experiencing homelessness and who are literally homeless.

3. SARAH is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time and the staff position of Prevention/Diversion Specialist is dedicated to this responsibility.
2C-2. Length of Time Homeless–Strategy to Reduce.

Describe in the field below:

1. your CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;
2. how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3. provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the length of time individuals and families remain homeless.

(limit 2,000 characters)

1. The CoC did not reduce length of time homeless from 2019 - 2020. The CoC’s strategy to reduce the length of time (LOT) individual persons in families remain homeless is to identify people with the longest LOT homeless by tracking homeless history in the Homeless Management Information System (HMIS), training intake staff regularly on how to assess those who present for assistance to achieve accurate responses on the Coordinated Entry assessment, and coordinating outreach and building rapport with clients on the street and in high-volume locations (e.g. downtown library). The CoC has publicized the System Performance Measures report and provided trainings to educate the community on interpreting this report, understanding how the data is captured, and understanding the importance of reducing the LOT homeless for those experiencing homelessness impacts the community as a system. CoC-funded projects are also scored on the length of time it takes from referral to housing to ensure people experiencing homelessness are housed quickly.

2. The CoC identifies and houses individuals and persons in families with the longest LOT homeless through the weekly case conferencing process that includes outreach staff, housing providers, and intake workers. The CoC’s outreach workers are trained on coordinated assessment and connect people living on the street or in emergency shelters directly to permanent housing resources through the Coordinated Entry Case Conferencing process.

3. SARAH is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.

2C-3. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:

1. emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and
2. permanent housing projects retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1. From 2019 - 2020, the CoC increased successful exits to permanent housing from street outreach (+5%), ES, SH, TH, and RRH (+1%), and all PH projects except RRH (+2%). The CoC has a strong relationship with the San Antonio Housing Authority and the Apartment Association through the Housing...
Strategies workgroup, which meets on a monthly basis to create strategy for exiting people from Emergency Shelter, Transitional Housing, and Rapid Rehousing into Permanent Housing. The CoC monitors the success of these strategies with CoC-funded projects through quarterly monitoring with CoC grantees and the CoC Performance Scorecard Report. The CoC works closely with those grantees who are low performing in this area to increase the rate at which households exit to Permanent Housing.

2. The CoC conducts quarterly monitoring with CoC grantees to ensure that individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations by ensuring that the program is operating with minimal barriers under Housing First and utilizing clinical, evidence based practices in the client service delivery methods to ensure maximum retention. The CoC has worked with the San Antonio Housing Authority to create a Move-On Preference program for PSH participants to exit into a permanent housing destination with a voucher, and thereby open PSH units to those currently experiencing chronic homelessness, which provides a permanent housing destination for those in emergency shelter or living in a place not meant for human habitation.

2C-4. Returns to Homelessness–CoC’s Strategy to Reduce Rate.

NOFO Section VII.B.5.e.

Describe in the field below:

1. how your CoC identifies individuals and families who return to homelessness;
2. your CoC’s strategy to reduce the rate of additional returns to homelessness; and
3. provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,000 characters)

1. From 2019 - 2020, the CoC’s returns to homelessness decreased from 12% to 10% (6 months), increased 6% to 7% (6 to 12 months); remained the same at 7% (13 to 24 months) and decreased from 25% to 24% (2 years). The CoC’s strategy to identify returns to homelessness is to utilize the VI-SPDAT assessment in the Coordinated Entry workflow to record the number of times an individual is assessed for housing services, and by monitoring the System Performance Measures (SPM) report. Coordinated Entry statistics are shared with partners on a monthly basis through an e-newsletter and this SPM is included in CoC grantees performance scorecard, which is reviewed with grantees at least quarterly.

2. The CoC’s strategy to reduce the rate of additional returns to homelessness is to practice diversion and connect individuals and families to mainstream resources. The CoC received a private $250,000 grant in July 2020 specifically for homeless diversion funding through the Coordinated Entry System. Additionally, the CoC has prioritized the creation of new projects designed to provide long-term assistance with supportive services to ensure that individuals and persons in families have ample time to stabilize in a housing intervention before being exited. The supportive services offered with these long-term projects include connection to mainstream benefits like disability income or TANF, as well as connection to earned income employment resources. The CoC facilitates regular trainings on Housing First in order to improve service...
delivery to the client and increase the rate at which clients retain housing.

3. SARAH oversees the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness. Staff on the Coordinated Entry team and the Policy and Planning team oversee returns to homelessness.


NOFO Section VII.B.5.f.

Describe in the field below:

1. your CoC’s strategy to increase employment income;

2. how your CoC works with mainstream employment organizations to help individuals and families increase their cash income; and

3. provide the organization name or position title that is responsible for overseeing your CoC’s strategy to increase income from employment.

(limit 2,000 characters)

1. From 2019 - 2020, earned income for adult system leavers increased by 17%. The CoC’s strategy to increase access to employment resources has centered around ensuring client access to the Local Workforce, Texas Workforce Commission (TWC) and helping nonprofit agencies implement referral procedures. Moreover, the San Antonio Community Resource Directory (SACRD) is a non-profit community resource guide that can assist individuals and families in finding resources for job training, resume building, etc. The CoC hosts a Housing Strategies Workgroup, where providers problem solve solutions such as how to increase earned income for participants. To evaluate cash income outcomes, the CoC monitors CoC grantees in a performance scorecard that includes how many participants increased their cash income. This scorecard is reviewed with grantees at least quarterly.

2. Haven for Hope, a critical organization in the CoC, has created an employment program to allow people experiencing literal homelessness to transition seamlessly into employment by direct referral and employment case management services. Haven has recruited several local resources, to include private employers and local nonprofits, to partner with their agency to provide employment resources to the community to help individuals and families increase their cash income. Haven for Hope is included in many CoC governing bodies and workgroups to ensure CoC members have access to these resources and partnerships.

3. SARAH is responsible for monitoring income growth at the agency and system level and developing strategies for the community.


NOFO Section VII.B.5.f.

Describe in the field below how your CoC:

1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2. is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants.

(limit 2,000 characters)

1. The CoC promotes partnerships and access to employment opportunities with private employers/organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies through the Family Homelessness Workgroup established by the CoC. The CoC also partners closely with Haven for Hope, the largest homeless service provider in the CoC geographical region. Haven for Hope spearheads an employment program for people experiencing homelessness through a grant funded by the Texas Workforce Commission, which funds Haven and other community organizations for employment. This program serves to connect persons experiencing homelessness directly to job opportunities by reducing barriers through providing additional supportive services, such as transportation, childcare, clothing, and training. This program is accessible to anyone in the community who has experienced homelessness and who is 16 years old or older. Client needs are met through cultivating and retaining a diverse pool of employers who can be paired to a client based on the client's strengths. Currently, about 200 employers are a part of this collaborative effort.

2. The CoC is working with several organizations to provide meaningful education and training opportunities to residents of Permanent Supportive Housing (PSH). The San Antonio Clubhouse is a member-run organization comprised of members each having a permanent disabling condition that provides work opportunities for the members both on-site and with public or private employers. The CoC encourages all PSH programs to establish formal partnerships with the Clubhouse in order to increase employment opportunities for the residents of PSH.

2C-5b. Increasing Non-employment Cash Income.

NOFO Section VII.B.5.f.

Describe in the field below:

1. your CoC's strategy to increase non-employment cash income;

2. your CoC's strategy to increase access to non-employment cash sources; and

3. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,000 characters)

1. From 2019 - 2020, the CoC increased non-employment cash income for adult system stayers by 2%. The CoC’s strategy to increase access to non-employment income resources is to increase the number of trained SSI/SSDI Outreach, Access, and Recovery (SOAR) workers through the implementation of the SOAR program. To evaluate non-employment cash income outcomes, the CoC monitors CoC grantees in a performance scorecard that includes how many participants increased their non-employment cash income. This scorecard is reviewed with grantees at least quarterly.

2. The CoC's strategy to increase access to non-employment case sources is by being established as the local SOAR lead and advocating for the use of SOAR training for all agencies to streamline the benefits application process.
The CoC has spearheaded efforts to increase the number of SOAR trained workers by hosting training cohorts with the Substance Abuse and Mental Health Services Administration (SAMHSA). Two CoC staff are SOAR-certified. The CoC tracks the number of SOAR-certified staff in the community. The CoC also partners closely with Haven for Hope, the largest Emergency Shelter provider, and the Center for Health Care Services, the local mental health authority, who both have dedicated departments with benefits enrollment specialists who prioritize applications for individuals and persons in families experiencing homelessness.

3. SARAH is responsible for overseeing the CoC’s strategy to increase nonemployment cash benefits.
3A. Coordination with Housing and Healthcare Bonus Points

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578


<table>
<thead>
<tr>
<th>NOFO Section VII.B.6.a.</th>
</tr>
</thead>
</table>

Is your CoC applying for a new PSH or RRH project(s) that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness? Yes


<table>
<thead>
<tr>
<th>NOFO Section VII.B.6.a.</th>
</tr>
</thead>
</table>

Select yes or no in the chart below to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s).

| 1. Private organizations | Yes |
| 2. State or local government | Yes |
| 3. Public Housing Agencies, including use of a set aside or limited preference | No |
| 4. Faith-based organizations | No |
| 5. Federal programs other than the CoC or ESG Programs | No |


<table>
<thead>
<tr>
<th>NOFO Section VII.B.6.b.</th>
</tr>
</thead>
</table>

Is your CoC applying for a new PSH or RRH project that uses healthcare resources to help individuals and families experiencing homelessness? Yes

NOFO Section VII.B.6.b.

1. Did your CoC obtain a formal written agreement that includes:
   (a) the project name;
   (b) value of the commitment; and
   (c) specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.)?  Yes

2. Is project eligibility for program participants in the new PH-PSH or PH-RRH project based on CoC Program fair housing requirements and not restricted by the health care service provider?  Yes


NOFO Sections VII.B.6.a. and VII.B.6.b.

If you selected yes to question 3A-1. or 3A-2., use the list feature icon to enter information on each project you intend for HUD to evaluate to determine if they meet the bonus points criteria.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Type</th>
<th>Rank Number</th>
<th>Leverage Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM Ministries Hou...</td>
<td>PSH</td>
<td>20</td>
<td>Both</td>
</tr>
<tr>
<td>FY2021 Fairweather...</td>
<td>PSH</td>
<td>21</td>
<td>Both</td>
</tr>
<tr>
<td>PH-RRH Applicatio...</td>
<td>RRH</td>
<td>23</td>
<td>Both</td>
</tr>
<tr>
<td>CoC Rapid Rehousing</td>
<td>RRH</td>
<td>24</td>
<td>Healthcare</td>
</tr>
<tr>
<td>Casa De Care PSH 2</td>
<td>PSH</td>
<td>25</td>
<td>Healthcare</td>
</tr>
<tr>
<td>The Salvation Arm...</td>
<td>PSH</td>
<td>28</td>
<td>Healthcare</td>
</tr>
</tbody>
</table>

1. What is the name of the new project? SAMMinistries Housing First CH Singles II

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC’s Priority Listing: 20

4. Select the type of leverage: Both


1. What is the name of the new project? FY2021 Fairweather Lodges (FWL)

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC’s Priority Listing: 21

4. Select the type of leverage: Both


1. What is the name of the new project? PH-RRH Application RY2021

2. Select the new project type: RRH

3. Enter the rank number of the project on your CoC’s Priority Listing: 23

4. Select the type of leverage: Both

1. What is the name of the new project? CoC Rapid Rehousing

2. Select the new project type: RRH

3. Enter the rank number of the project on your CoC’s Priority Listing: 24

4. Select the type of leverage: Healthcare


1. What is the name of the new project? Casa De Care PSH 2

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC’s Priority Listing: 25

4. Select the type of leverage: Healthcare


1. What is the name of the new project? The Salvation Army PH-PSH FY2021

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC’s Priority Listing: 28
4. Select the type of leverage:  Healthcare
3B. New Projects With Rehabilitation/New Construction Costs

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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- 24 CFR part 578

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<tbody>
<tr>
<td>NOFO Section VII.B.1.r.</td>
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</table>

| Is your CoC requesting funding for any new project application requesting $200,000 or more in funding for housing rehabilitation or new construction? | No |

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<tbody>
<tr>
<td>NOFO Section VII.B.1.s.</td>
<td></td>
</tr>
</tbody>
</table>

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2. HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,000 characters)

N/A
3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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- 24 CFR part 578

3C-1. Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.

NOFO Section VII.C.

Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?  No

3C-2. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. You Must Upload an Attachment to the 4B. Attachments Screen.

NOFO Section VII.C.

If you answered yes to question 3C-1, describe in the field below:

1. how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and

2. how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,000 characters)

N/A
4A. DV Bonus Application

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

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<tbody>
<tr>
<td>NOFO Section II.B.11.e.</td>
</tr>
</tbody>
</table>

Did your CoC submit one or more new project applications for DV Bonus Funding? **Yes**

<table>
<thead>
<tr>
<th>4A-1a. DV Bonus Project Types.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section II.B.11.</td>
</tr>
</tbody>
</table>

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2021 Priority Listing.

<table>
<thead>
<tr>
<th>Project Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SSO Coordinated Entry</td>
<td>Yes</td>
</tr>
<tr>
<td>2. PH-RRH or Joint TH/RRH Component</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section II.B.11.</td>
</tr>
</tbody>
</table>

1. Enter the number of survivors that need housing or services: **829**
2. Enter the number of survivors your CoC is currently serving: **369**
3. Unmet Need: **460**

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<tbody>
<tr>
<td>NOFO Section II.B.11.</td>
</tr>
</tbody>
</table>

Describe in the field below:

1. how your CoC calculated the number of DV survivors needing housing or services in question 4A-2 element 1 and element 2; and
2. The data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects); or

3. If your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,000 characters)

1. The CoC calculated the number of DV survivors needing housing or service in question 4A-2 by extracting data from the Homeless Management Information System (HMIS) for those who have indicated that they have experienced DV and are being served by non-victim service providers, as well as data provided by Family Violence Prevention Services (FVPS), the largest victim service provider in San Antonio/Bexar County and who uses an HMIS comparable database called Osnium. Based on the data sources, the number of survivors that need housing or services was entered and then the number of survivors receiving services through the CoC was entered and the difference was calculated. Based on the results, 460 is the unmet need.

2. The data sources are HMIS and the HMIS Comparable database, Osnium.

3. The most significant barrier the CoC is facing to meet the needs of all survivors is the increased influx of domestic violence survivors during the COVID-19 crisis and the lack of adequate services and housing to meet that need. The CoC currently has one domestic violence shelter (Family Violence Prevention Services), which had to utilize a portion of one of their transitional housing projects for quarantine purposes during the pandemic in 2020 and early 2021. This plus other CDC recommended practices, such as social distancing, greatly reduced the number of survivors that could be served at any given time. The pandemic continues to affect domestic violence survivors who are at-risk of homelessness by eviction and the CoC anticipates the need will continue to grow.

4A-3. New Support Services Only Coordinated Entry (SSO-CE) DV Bonus Project–Applicant Information.

NOFO Section II.B.11.(c)

Enter in the chart below information about the project applicant applying for the new SSO-CE DV Bonus project:

<table>
<thead>
<tr>
<th>1. Applicant Name</th>
<th>SARAH</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Project Name</td>
<td>SARAH CE DV Bonus Expansion</td>
</tr>
</tbody>
</table>

4A-3a. New SSO-CE Project–Addressing Coordinated Entry Inadequacy.

NOFO Section II.B.11.(c)

Describe in the field below:

1. how the current Coordinated Entry is inadequate to address the needs of survivors of domestic violence, dating violence, sexual assault, or stalking; and

2. how the proposed project addresses inadequacies identified in element 1. above.

(limit 2,000 characters)
1. The CoC currently has a DV CE grant for $54,165 and is requesting an expansion grant of $75,000 to meet the needs in our region. Current funding is used for a DV & Outreach Coordinator position dedicated to providing training on safety and emergency transfers, setting up new DV access points, conducting assessments onsite for two DV shelters, monitoring referral outcomes for DV clients, and ensuring connections to providers by facilitating meetings between service providers. The current grant does not fully cover the staff position including benefit load and mileage (both shelters are in remote locations over 10 miles from the CoC office). Additionally, San Antonio has a high incidence of domestic violence worsened by the pandemic (according to the National Commission on COVID-19 and Criminal Justice, cases of DV increased by 8.1 percent from March 2020 to March 2021) and one position cannot meet the obligations for every individual and family in our CES. The expansion grant would cover our need for interpreters and disability services as well as new innovations and marketing to improve the connection of people fleeing DV to our systems.

2. The expansion grant would allow the CoC to hire an additional staff person dedicated to the DV CES and ensure safe transfers and assessments for all individuals and families in our region. Additionally, the grant would cover a portion of the time spent on DV planning for our Director of Systems position that manages the CE department. This grant would include mileage expenses (assessments must be conducted onsite at the shelters) and interpreting or disability services. Finally, the grant would allow funding for marketing materials for CE focused on DV accessibility. Based on local data and strategic planning, including San Antonio’s Status of Women Report, DV continues to be a deadly issue in our CoC that we are committed to addressing. In fact, trends from the report indicate that women in Bexar County are more likely to be killed than in Dallas or Harris Counties.


NOFO Section II.B.11.

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

<table>
<thead>
<tr>
<th>Applicant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaaz.org</td>
</tr>
<tr>
<td>San Antonio Metro...</td>
</tr>
</tbody>
</table>
## Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects


NOFO Section II.B.11.

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC’s FY 2021 Priority Listing:

<table>
<thead>
<tr>
<th>1. Applicant Name</th>
<th>Awaaz.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Rate of Housing Placement of DV Survivors–Percentage</td>
<td>0.00%</td>
</tr>
<tr>
<td>3. Rate of Housing Retention of DV Survivors–Percentage</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

4A-4a. Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.

NOFO Section II.B.11.

Describe in the field below:

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2. the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

N/A - Awaaz.org does not have experience housing domestic violence survivors.

4A-4b. Providing Housing to DV Survivor–Project Applicant Experience.

NOFO Section II.B.11.

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2. prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3. connected survivors to supportive services; and
4. moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

(limit 2,000 characters)

1. Awaaz.org has served and advocated for survivors of domestic violence. Awaaz.org has a strong partnership with the city’s largest domestic violence shelter, Family Violence Prevention Services (FVPS). Awaaz.org advocates for and assists survivors of DV with finding housing options, such as FVPS.
2. Awaaz.org primary target population is South Asians who are survivors of DV. Awaaz.org does not currently house participants.

3. Awaaz.org provides a confidential peer support helpline in 10 different languages. Awaaz.org provides clients with referrals to appropriate agencies and professionals for assistance with supportive services such as legal matters, medical services, emergency shelter, and counseling.

4. Awaaz.org does not have experience housing domestic violence survivors.

<table>
<thead>
<tr>
<th>4A-4c.</th>
<th>Ensuring DV Survivor Safety–Project Applicant Experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOFO Section II.B.11.</td>
</tr>
<tr>
<td></td>
<td>Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:</td>
</tr>
<tr>
<td>1.</td>
<td>training staff on safety planning;</td>
</tr>
<tr>
<td>2.</td>
<td>adjusting intake space to better ensure a private conversation;</td>
</tr>
<tr>
<td>3.</td>
<td>conducting separate interviews/intake with each member of a couple;</td>
</tr>
<tr>
<td>4.</td>
<td>working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;</td>
</tr>
<tr>
<td>5.</td>
<td>maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and</td>
</tr>
<tr>
<td>6.</td>
<td>keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.</td>
</tr>
</tbody>
</table>

(limit 5,000 characters)

N/A - Awaaz.org does not have experience housing domestic violence survivors.

<table>
<thead>
<tr>
<th>4A-4c.1.</th>
<th>Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOFO Section II.B.11.</td>
</tr>
<tr>
<td></td>
<td>Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.</td>
</tr>
</tbody>
</table>

(limit 2,000 characters)

N/A - Awaaz.org does not have experience housing domestic violence survivors.

<table>
<thead>
<tr>
<th>4A-4d.</th>
<th>Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOFO Section II.B.11.</td>
</tr>
<tr>
<td></td>
<td>Describe in the field below examples of the project applicant’s experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:</td>
</tr>
<tr>
<td>1.</td>
<td>prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;</td>
</tr>
</tbody>
</table>
2. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

3. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;

4. emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

5. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

6. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7. offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

N/A - Awaaz.org does not have experience housing domestic violence survivors.

4A-4e. 
Meeting Service Needs of DV Survivors—Project Applicant Experience.

NOFO Section II.B.11.

Describe in the field below:

1. supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and

2. provide examples of how the project applicant provided the supportive services to domestic violence survivors.

(limit 5,000 characters)

1. Awaaz.org provides a confidential peer support helpline in 10 different languages. Awaaz.org provides clients with referrals to appropriate agencies and professionals for assistance with supportive services such as legal matters, medical services, emergency shelter, and counseling.

2. Awaaz.org’s target population is South Asian DV survivors from 10 different countries in South Asia. This population has significant cultural and language barriers in San Antonio, Texas. By providing a peer-support hotline in 10 languages, Awaaz.org is providing supportive services to DV survivors in an accessible, safe way. Moreover, Awaaz.org has a Memorandum of Understanding with Texas RioGrande Legal Aid, which assists with providing legal aid to participants.

4A-4f. 
Trauma-Informed, Victim-Centered Approaches—New Project Implementation.

NOFO Section II.B.11.

Provide examples in the field below of how the new project will:

1. prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;

2. establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

3. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4. place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

5. center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

6. provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7. offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

1. Awaaz.org plans to prioritize program participant choice and rapid placement and stabilization in permanent housing by housing clients in transitional housing and rapidly placing into rapid rehousing.

2. Awaaz.org plans to abide by Housing First policies and not use punitive interventions and ensuring program participant staff interactions are based on equality and minimize power differentials.

3. Awaaz.org plans to provide program participants access to information on trauma by training staff on Trauma-Informed Care.

4. Awaaz.org plans to operate their program on a strengths-based philosophy as indicated in policies and procedures and staff training.

5. Awaaz.org plans to follow local CoC and ESG Written standards and provide training to staff on equal access, cultural competence, and nondiscrimination.

6. Awaaz.org plans to provide opportunities for connection for program participants, especially as their target population has specific cultural and language needs.

7. Awaaz.org plans to provide child care as a supportive service.

---

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

| NOFO Section II.B.11. |

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC’s FY 2021 Priority Listing:

<table>
<thead>
<tr>
<th>1. Applicant Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Rate of Housing Placement of DV Survivors–Percentage</td>
<td>94.00%</td>
</tr>
<tr>
<td>3. Rate of Housing Retention of DV Survivors–Percentage</td>
<td>84.00%</td>
</tr>
</tbody>
</table>

4A-4a. Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.

Describe in the field below:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and

2. the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

1. SAMMinistries calculated the rate of housing placement and rate of housing retention from the Homeless Management Information System based on domestic violence survivors in their transitional housing (TLLC) program.

2. The data source was the local HMIS.

4A-4b. Providing Housing to DV Survivor–Project Applicant Experience.

<table>
<thead>
<tr>
<th>NOFO Section II.B.11.</th>
</tr>
</thead>
</table>

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;

2. prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;

3. connected survivors to supportive services; and

4. moved clients from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

(limit 2,000 characters)

1. SAMMinistries identifies survivors of domestic violence served in their transitional housing project (TLLC) and assists them to quickly move into safe, affordable housing by ensuring they receive a Coordinated Entry System (CES) assessment or are referred to a non-federal funding project. A residential transitional housing model is well-suited to assist families recovering from domestic violence because it allows them to move quickly into permanent housing at the point where they feel safe and want to move.

2. At any point in time, between 60 - 70% of families served by SAMMinistries have been survivors of family violence, with a majority indicating that their most recent experience of homelessness was a result of fleeing family violence. SAMMinistries prioritized survivors by accepting referrals through the CES.

3. SAMMinistries has 38 years of experience working with community partners to support individuals and families with the support they need to maintain stable housing. Supportive services are offered on-site at TLLC, including case management, licensed child care, individual counseling for adults and children, workforce and benefits, legal advocacy, primary medical and dental care, etc. On-site services increased victim safety and decreased opportunities for perpetrators to access adult and child victims.

4. SAMMinistries moves clients from assisted housing to housing they can sustain by having case managers identify housing options that best meet their needs, developing individualized service plans guided by participant goals, and empowering participants to stabilize housing once safety is established. SAMMinistries partners with Alamo Community Group and Prospera, in addition to dozens of other property managers and landlords. SAMMinistries’ advocacy on behalf of participants with such relationships will assist participants as they
are attempting to secure leases in the community and may also choose to lease with SAMMinistries-owned properties.

4A-4c. Ensuring DV Survivor Safety–Project Applicant Experience.

NOFO Section II.B.11.

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:

1. training staff on safety planning;
2. adjusting intake space to better ensure a private conversation;
3. conducting separate interviews/intake with each member of a couple;
4. working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5. maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6. keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

(limit 5,000 characters)

1. SAMMinistries has case managers at their transitional housing project (TLLC) who work specifically with individuals and families who are survivors of DV. These staff are trained in safety planning and also utilize evidence-based practices such as Harm Reduction, Trauma Informed Care, and Housing First. SAMMinistries works closely with the Texas Council on Family Violence and their staff have partnered to offer several trainings on-site for the TLLC staff.

2. SAMMinistries TLLC has been supported by a VOCA grant since 2015 and policies and procedures align with best practices for domestic violence survivors. Intake procedures include private rooms for intake assessment.

3. SAMMinistries TLLC has been supported by a VOCA grant since 2015 and policies and procedures align with best practices for domestic violence survivors. Intake procedures include separate conversations with couples for intake assessment.

4. Case managers at TLLC work with participants to identify housing options that best meet their needs, prioritize safety, and develop individualized service plans guided by participant goals. Because SAMMinistries owns rental units near TLLC, clients are offered options on if they would prefer to live closer to TLLC or at another site.

5. The SAMMinistries TLLC project is secure and has stringent entrance requirements and procedures that ensure safety of all residents.

6. SAMMinistries VOCA funded units and congregated living spaces are kept confidential from the community and other participants in the program.

4A-4c.1. Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.

NOFO Section II.B.11.
SAMMinistries transitional housing project (TLLC) has been supported by a VOCA grant since 2015 and thus has significant experience ensuring the safety of DV survivors. SAMMinistries' programs each have a Director or Program Manager who work together to ensure programs operate with all grantor and agency standards and offer high quality, effective services to clients, including safety of survivors. Program staff are appropriately trained and supported as the organization provides core competencies and specialized trainings internally in a consistent and intentional manner. All SAMMinistries departments operate within established written policies and procedures at a programmatic and organizational level. SAMMinistries also evaluated its ability to ensure the safety of DV survivors by gathering formal and informal surveys from those served. SAMMinistries also utilized information from their Board Programs Committee, which includes persons with lived experience, to evaluate their programs.

1. SAMMinistries' transitional housing project (TLLC) prioritizes participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences; TLLC ensures families are able to move quickly into permanent housing at the point where they feel safe and want to move. Furthermore, TLLC works with participants to determine a client-driven individualized case management plan that prioritizes safety. At any point in time, a participant may choose to alter their plan or to not participate in services. TLLC offers options to participants to rent one of SAMMinistries' owned properties near TLLC if they prefer to stay close to utilize supportive services or to live off-site.

2. SAMMinistries' TLLC project operates by the Housing First policy and all staff...
are trained in Housing First. Thus, participants choose the type of case plan
they want and can change it at will without any repercussions.

3. SAMMinistries’ TLLC project staff are trained in trauma informed care as well
as harm reduction, cultural competency, equity, motivational interviewing, and
Housing First. Staff prioritize safety when working with DV survivors.

4. SAMMinistries’ TLLC project provides strengths-based, client-driven case
management and service coordination designed to assist clients in maintaining
stable housing.

5. SAMMinistries’ programs operate under the local CoC and ESG Written
Standards, which include equal access and nondiscrimination. Staff are also
trained on cultural competency and equity.

6. SAMMinistries’ TLLC project provides monthly resident meetings where
participants can exchange information, address community issues, and conduct
community business. Moreover, it will also provide life skills classes.
SAMMinistries also has partnerships with local churches to positively integrate
participants in the neighborhood and community if participants choose to
participate.

7. SAMMinistries’ TLLC project has licensed child care services on site and has
parenting education support. Furthermore, SAMMinistries has a formal
partnership with Texas RioGrande Legal Aid and legal advocates, which can
help families with divorce and child custody.

<table>
<thead>
<tr>
<th>4A-4e. Meeting Service Needs of DV Survivors—Project Applicant Experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOFO Section II.B.11.</td>
</tr>
</tbody>
</table>

Describe in the field below:

1. supportive services the project applicant provided to domestic violence survivors experiencing
homelessness while quickly moving them into permanent housing and addressing their safety needs; and

2. provide examples of how the project applicant provided the supportive services to domestic violence
survivors.

(limit 5,000 characters)

1. SAMMinistries’ transitional housing program (TLLC) provides the following
supportive services to domestic violence survivors experiencing homelessness
while quickly moving them into permanent housing and addressing their safety
needs: education, financial literacy, child care, employment assistance, job
training, legal advocacy/legal services, physical, mental health, life skills
classes, parenting education support, transportation, counseling, and food.
TLLC has operated since 2015 and has significant experience moving survivors
quickly into permanent housing.

2. An example is the partnership between SAMMinistries and Texas RioGrande
Legal aid which assists participants with resolving legal issues resulting from
domestic violence, such as divorce and child custody, while also providing legal
advocacy so participants can gain Crime Victims’ Compensation, if applicable.
A third example is providing financial literacy skills and employment/benefits
assistance as survivors of domestic violence have often experienced emotional
and financial exploitation and frequently have been allowed no opportunity to earn or manage income or to make decisions related to household management or finances. The Texas Workforce Commission provides supportive services for employment. SAMMinistries also has SSI/SSDI Outreach, Access, and Recovery (SOAR) certified staff and in the past two years, 93% of clients served were connected to non-cash benefits.


NOFO Section II.B.11.

Provide examples in the field below of how the new project will:

1. prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;

2. establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

3. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;

4. place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

5. center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

6. provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

7. offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

1. SAMMinistries’ proposed TH-RRH program will prioritize participant choice and rapid placement and stabilization in permanent housing by training staff on trauma informed care and a victim centered case management approach. The project will ensure families are able to move quickly into permanent housing at the point where they feel safe and want to move. Furthermore, case managers will work with participants to determine a client-driven individualized case management plan that prioritizes safety. At any point in time, a participant may choose to alter their plan or to not participate in services. The project will offer options to participants to rent one of SAMMinistries’ owned properties near the TH project if they prefer to stay close to utilize supportive services or to live off-site.

2. SAMMinistries’ proposed TH-RRH program will operate by the Housing First policy and all staff are trained in Housing First. Thus, participants choose the type of case plan they want and can change it at will without any repercussions.

3. SAMMinistries’ staff are trained in trauma informed care as well as harm reduction, cultural competency, equity, motivational interviewing, and Housing First. Staff prioritize safety when working with DV survivors.

4. SAMMinistries’ staff provide strengths-based, client-driven case management and service coordination designed to assist clients in maintaining stable housing.

5. SAMMinistries’ programs operate under the local CoC and ESG Written
Standards, which include equal access and nondiscrimination. Staff are also trained on cultural competency and equity.

6. SAMMinistries' proposed TH-RRH program will provide monthly resident meetings where participants can exchange information, address community issues, and conduct community business. Moreover, it will also provide life skills classes. SAMMinistries also has partnerships with local churches to positively integrate participants in the neighborhood and community if participants choose to participate.

7. SAMMinistries' proposed TH-RRH program has licensed child care services on site and has parenting education support. Furthermore, SAMMinistries has a formal partnership with Texas RioGrande Legal Aid and legal advocates, which can help families with divorce and child custody.
4B. Attachments Screen For All Application Questions

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

Attachments must match the questions they are associated with.

Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C-14. CE Assessment Tool</td>
<td>Yes</td>
<td>CE Assessment Tool</td>
<td>11/04/2021</td>
</tr>
<tr>
<td>1C-7. PHA Homeless Preference</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>1E-1. Local Competition Announcement</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>11/04/2021</td>
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<td>1E-5. Public Posting–Projects Rejected-Reduced</td>
<td>Yes</td>
<td>Public Posting–Projects Rejected-Reduced</td>
<td>11/10/2021</td>
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<td>1E-5a. Public Posting–Projects Accepted</td>
<td>Yes</td>
<td>Public Posting–Projects Accepted</td>
<td>11/08/2021</td>
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<td>1E-6. Web Posting–CoC-Approved Consolidated Application</td>
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<tr>
<td>3A-1a. Housing Leveraging Commitments</td>
<td>No</td>
<td>Housing Leveraging Commitments</td>
<td>11/10/2021</td>
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<tr>
<td>3A-2a. Healthcare Formal Agreements</td>
<td>No</td>
<td>Healthcare Formal Agreements</td>
<td>11/10/2021</td>
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<tr>
<td>3C-2. Project List for Other Federal Statutes</td>
<td>No</td>
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<td><strong>Document Description:</strong> CE Assessment Tool</td>
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<td>Attachment Details</td>
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<tr>
<td><strong>Document Description:</strong> PHA Moving On Preference</td>
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<tr>
<td><strong>Document Description:</strong> Local Competition Announcement</td>
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<tr>
<td>Attachment Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Description:</strong> Project Review and Selection Process</td>
<td></td>
<td></td>
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<tr>
<td>Attachment Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Description:</strong> Public Posting-Projects Rejected-Reduced</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description:  Public Posting-Projects Accepted

Attachment Details

Document Description:

Attachment Details

Document Description:  Housing Leverage Commitments

Attachment Details

Document Description:  Healthcare Formal Agreements

Attachment Details

Document Description:
Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

<table>
<thead>
<tr>
<th>Page Description</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. CoC Identification</td>
<td>11/06/2021</td>
</tr>
<tr>
<td>1B. Inclusive Structure</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>1C. Coordination continued</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>1D. Addressing COVID-19</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>1E. Project Review/Ranking</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>11/09/2021</td>
</tr>
<tr>
<td>2B. Point-in-Time (PIT) Count</td>
<td>10/21/2021</td>
</tr>
<tr>
<td>2C. System Performance</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>3A. Housing/Healthcare Bonus Points</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>3B. Rehabilitation/New Construction Costs</td>
<td>10/21/2021</td>
</tr>
<tr>
<td><strong>3C. Serving Homeless Under Other Federal Statutes</strong></td>
<td>10/21/2021</td>
</tr>
<tr>
<td><strong>4A. DV Bonus Application</strong></td>
<td>11/10/2021</td>
</tr>
<tr>
<td><strong>4B. Attachments Screen</strong></td>
<td>Please Complete</td>
</tr>
<tr>
<td><strong>Submission Summary</strong></td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
Homelink Overview, Assessments, and Prioritization Tools
October 2021

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Coordinated Entry

What is Coordinated Entry (CE)?

HUD defines Coordinated Entry as "an approach to coordination and management of a crisis response system’s resources that allows users to make consistent decisions from available information to efficiently and effectively connect people to interventions that will rapidly end their homelessness."¹ HUD requires that all CoC, ESG, and YHDP housing projects must utilize Coordinated Entry.²

Locally, the Coordinated Entry system is called Homelink. HUD does not provide communities with procedures for CE. However, all local CE systems must include the four core CE components: Access, Assessment, Prioritization, and Referral. The Coordinated Entry and Outreach Advisory Committee oversees and makes recommendations to the CoC Board for all Homelink policies and procedures.

## Coordinated Entry Core Components

<table>
<thead>
<tr>
<th>ACCESS</th>
<th>ASSESSMENT</th>
<th>PRIORITIZATION</th>
<th>REFERRALS</th>
<th>OUTCOMES (Outputs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHs connect with the Homelink.</td>
<td>Determine the need and resource eligibility.</td>
<td>Because there is more need than resources, using community-defined vulnerability ensures that the most vulnerable HHs in the community are assisted first.</td>
<td>Based on assessment determined need and project recommendation connecting HH to Homelink Resource.</td>
<td>Successfully Housed? Barriers, challenges, and system evaluation</td>
</tr>
</tbody>
</table>

### Access Points
- Access Points (physical/mobile public-facing Hubs)
- Emergency Shelters
- Homeless Connections Hotline
- Network Partners (partners who assist their existing clients with connecting to Homelink)
- Street Outreach

### Assessments
- **Prevention Screening**
- **Diversion Problem Solving Assessment**
- **Homelink Enrollment**
  - **HUD Assessments**
  - **Custom Needs Assessment**
  - **SPDATs**

### Prioritization Tools
- **Homelink Prevention Screening Tool**
- **Referral Solutions Scoring**
- **Composite Scoring**

### Referral Resources
- **Prevention**
- **Diversion**
- **Housing Project Referrals**
- **Vouchers and Other Initiatives**
## Homelink Assessments

### Step 1. Demographics

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>PS</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Last Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Middle Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Suffix:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Birth Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SSN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Race</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Primary Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step 2. Add HMIS Enrollment

### Step 3. Living Situation (Intervention Determination)

#### 3.1 Where did you sleep last night?

<table>
<thead>
<tr>
<th>Location</th>
<th>RSS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter/Unsheltered/Place not meant for habitation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Homelink Assessment and Prioritization Tools

## October 2021

<table>
<thead>
<tr>
<th><strong>Staying with Friends</strong></th>
<th><strong>Staying with Family</strong></th>
<th><strong>Hotel and being paid for by client w/o emergency voucher.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PS</strong></td>
<td><strong>PS</strong></td>
<td><strong>PS</strong></td>
</tr>
<tr>
<td>Overcrowded Housing</td>
<td>Overcrowded Housing</td>
<td>Hotel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3.2</strong> Are you experiencing DV?</th>
<th><strong>3.2a.</strong> If yes, are you currently fleeing?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pathway B:</strong> Homelink</td>
<td><strong>Pathway A:</strong> Prevention</td>
</tr>
<tr>
<td>Continue to Pathway B4: Categories 1, 2 (YYA) and 4</td>
<td>Continue to Pathway A4: Categories 2 and 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 4</strong> Pathway A (A4)</th>
<th><strong>Homelink Prevention Enrollment</strong></th>
</tr>
</thead>
</table>

| **4.1** Are you at risk of Losing primary nighttime residence within 21 days (including households who double-up or couch surfing)? Y/N | **Pathway A:** No Ineligible  
**Messaging as prompt to an externally direct client.**  
**Enrollment closes**  
**Pathway B:** Yes  
Continue to 4.1a |
|-------------------------------------------------|--------------------------------------------------|
| **4.1a** Are you at risk of eviction from a leased/rented property? | **Pathway A:** No  
Continue to 4.2  
**Pathway B:** Yes  
Continue to 4.1b |
| **4.1b** Is the lease in your or your partner’s name? | **Pathway A:** No  
Continue to 4.2  
**Pathway B:** Yes  
Continue to 4.1c |

| **4.1c** Eviction Status? **Selectable response for leaseholders only** | **PS** Informal Notice 1  
**PS** Court Order 5  
**PS** Notice to Vacate (NTV), 3  
**PS** Writ of Possession) 10 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.2</strong> Have you ever been evicted from a rental where you were the leaseholder?</td>
<td></td>
</tr>
</tbody>
</table>
### Homelink Assessment and Prioritization Tools
#### October 2021

<table>
<thead>
<tr>
<th>4.3</th>
<th>Have you exited a system of care or institution within the past 90 days?</th>
<th>PS</th>
<th>System of Care (High Risk)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>Have you experienced homelessness for one night or longer in the past year?</td>
<td>PS</td>
<td>Previous Experience (High Risk)</td>
<td>1</td>
</tr>
<tr>
<td>4.5</td>
<td>Including yourself, how many people are in your household - information will be collected for each household member momentarily. Enter Number of Household Members</td>
<td>PS</td>
<td>Household &gt;2 (Equity)</td>
<td>1</td>
</tr>
<tr>
<td>4.6</td>
<td>Highest level of education?</td>
<td>PS</td>
<td>High School or less</td>
<td>2</td>
</tr>
<tr>
<td>4.7</td>
<td>What is your average monthly income for your family? <em>System Decision based on annual income and HH size</em></td>
<td>PS</td>
<td>Some College/Associate’s Degree</td>
<td>1</td>
</tr>
<tr>
<td>4.7a</td>
<td>Does your reported income include any income from an adult, dependent, full-time student (i.e., an adult child who attends college/high school full time, whose income was included in the average annual income (question 7)? Calculation Note: <em>If yes, the $300 weekly UE benefit should not be calculated into income.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.7b</td>
<td>How much of your family’s average annual income is based on the income of an adult, dependent full-time student? Calculation Note: <em>Only $480 of the adult FT student’s income can be calculated into the family’s annual income.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.7c</td>
<td>Does your income include advanced child tax credit payments? Calculation Note: <em>Child tax credit payments should not be calculated into income. ($300 per child &lt;6 and $250 for child 6-17)</em></td>
<td>Pathway A: Yes, Continue to 4.7c.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pathway B: No Continue to 4.7d</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Homelink Assessment and Prioritizations Tools
October 2021

| **4.7c.1** | How many children are under six years old? | Pathway A: Ineligible  
Continue to 4.10  
1. Income >80% OR  
2. Income between 50% - 80% AMI and Client (spouse) is not leaseholder |  |
| **4.7c.2** | How many are 6-17? | Pathway B: Continue to 4.8  
Income <80% AMI and Client (spouse) is leaseholder | PS  
No Income & income below 30% AMI | 3 |
|  | Income between 30% - <50% AMI | PS  
Income between 30% - <50% AMI | 2 |
|  | Income between 50% - 80% AMI | PS  
Income between 50% - 80% AMI | 1 |
| **4.7d** | Income calculation | Pathway C: Continue to 4.10  
Client is not leaseholder AND 1. Income between 30% - <50% AMI OR 2. No Income & income below 30% AMI | PS  
Income between 30% - <50% AMI | 2 |
|  |  | PS  
No Income & income below 30% AMI | 3 |
| **4.8** | Have you been convicted of any felonies that may impact housing (i.e., drugs, RSO, arson, etc.)? | Pathway B: No  
Continue to 4.9 |  |
|  | Pathway A: Yes  
Continue to 4.10 |  |
| **4.9** | Have you received any assistance from Neighborhood Housing Services Department (NHSD) in the past year? | Pathway B: No  
Continue to 4.10 |  |
|  | Pathway A: Yes  
Continue to 4.9a |  |
| **4.9a** | If yes, did you receive more than six months’ rental and/or utility assistance in the past year? | Pathway A: No  
Continue to 4.9b |  |
|  | Pathway B: Yes  
Continue to 4.10 |  |
<table>
<thead>
<tr>
<th>4.9b</th>
<th><strong>Screen Prompt</strong> - NHSD has a user-friendly, easy, and efficient application. Here is the website information. Clients receive responses in 5 days. Your application does not get processed faster if someone helps you. <a href="https://dhs.mendixcloud.com/p/Kinetech/GovTech/HousingAssistance">https://dhs.mendixcloud.com/p/Kinetech/GovTech/HousingAssistance</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.9c</td>
<td>Do you think you would be able to complete the application by yourself, or can I refer you to someone to assist you?</td>
</tr>
<tr>
<td>Pathway A: No Screen Prompt with NHSD phone number. Continue to 4.10</td>
<td></td>
</tr>
<tr>
<td>Pathway B: Yes Continue to 4.10</td>
<td></td>
</tr>
<tr>
<td>4.10</td>
<td><strong>Prevention Decision</strong></td>
</tr>
<tr>
<td>Pathway A: Either of the following 1. Client is not eligible for NHSD assistance and makes more than 50% AMI, or 2. Client did not score at least 12 on the Prevention Screening tool. Ineligible. Enrollment closes. <em>Messaging as prompt to externally direct client</em></td>
<td></td>
</tr>
<tr>
<td>Pathway B: Client is eligible for NHSD assistance and makes between 50-80% AMI Messaging directing to NHSD. Enrollment closes</td>
<td></td>
</tr>
<tr>
<td>Pathway C: Client makes less than 50% AMI - Continue to 4.11</td>
<td></td>
</tr>
<tr>
<td>4.11</td>
<td><strong>Add Family</strong></td>
</tr>
<tr>
<td>4.1</td>
<td><strong>Homelink or Diversion?</strong></td>
</tr>
<tr>
<td>Continue to 4.2</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td><strong>Add Family</strong></td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>4.3</td>
<td><strong>Diversion Problem Solving</strong></td>
</tr>
<tr>
<td>4.3.1</td>
<td>Where did you sleep last night?</td>
</tr>
<tr>
<td>4.3.2</td>
<td>Was it a safe location?</td>
</tr>
<tr>
<td>4.3.2a</td>
<td>Could you stay in the place that you stayed at last night?</td>
</tr>
<tr>
<td>4.3.2b</td>
<td>What would you need to help you stay where you stayed last night?</td>
</tr>
<tr>
<td>4.3.2c</td>
<td>If applicable, Amount?</td>
</tr>
<tr>
<td>4.3.3</td>
<td>What living arrangements have you had in the past year?</td>
</tr>
<tr>
<td>4.3.3a</td>
<td>Could brief temporary assistance help you secure this type of housing situation again?</td>
</tr>
<tr>
<td>4.3.3b</td>
<td>If applicable, Amount?</td>
</tr>
<tr>
<td>4.3.4</td>
<td>Is there anyone else you and your family could stay with for at least the next three (3) to seven (7) days if you were able to receive limited services such as (list services available in community such as case management services/transportation assistance/food pantry/limited financial support/ other referrals)?</td>
</tr>
<tr>
<td>4.3.4a</td>
<td>What would you need to help you stay with this resource?</td>
</tr>
<tr>
<td>4.3.4b</td>
<td>If applicable, Amount?</td>
</tr>
<tr>
<td>4.3.5</td>
<td>What will you do if we are unable to assist you?</td>
</tr>
<tr>
<td>4.3.6</td>
<td>Was Diversion Problem Solving Successful?</td>
</tr>
<tr>
<td>4.4</td>
<td><strong>Homelink Assessments</strong></td>
</tr>
<tr>
<td>4.4.1</td>
<td><strong>HUD Universal</strong></td>
</tr>
</tbody>
</table>
### Homelink Assessment and Prioritizations Tools

**October 2021**

<table>
<thead>
<tr>
<th><strong>Fleeing DV</strong></th>
<th><strong>Composite</strong></th>
<th><strong>DV</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Residence</td>
<td>RSS</td>
<td>Sleep Situation</td>
</tr>
<tr>
<td>Length of Stay in the Prior Living Situation</td>
<td>RSS</td>
<td>Prior Residence</td>
</tr>
<tr>
<td>Approximate Date Homelessness Started</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Regardless of where they stayed last night) Number of times the client has been on the streets, in ES, or SH in the past three years, including today</td>
<td>RSS/Composite</td>
<td>Homelessness Episodes/Chronicity</td>
</tr>
</tbody>
</table>

#### 4.4.2 HUD Financial
- Income from any source | RSS | Income |

#### 4.4.3 HUD Program
- Veteran Status | RSS | Veteran |
- Health | Composite | Chronic Health |

#### 4.4.4 HUD Healthcare

#### 4.4.5 Custom Needs Assessment
- Assessment Location
- Assessment Type
- Assessment Level
- Prioritization Status

#### 4.4.5.1 Have you experienced domestic violence? *Field will auto-populate based on the previous response.*
- Pathway A: Yes, Proceed to question 4.4.5.1a.
- Pathway B: No Proceed to question 2

#### 4.4.5.1a Was the last incident less than six months ago, and you feel like you are in danger?
- Pathway A: Yes Proceed to question 4.4.5.1b
- Pathway B: No Proceed to question 2

#### 4.4.5.1b Has there been any physical violence against you or your children by an intimate partner or family member in the last 24 hours?
- Pathway A: Yes *Emergency screen prompt to encourage client to seek emergency services, police, and shelter with VSP*
- Pathway B: No Proceed to question 2

#### 4.4.5.2 Did someone refer you to get this assessment?
- If yes, select referring entity
<table>
<thead>
<tr>
<th>4.4.5.3</th>
<th>Were you a fostered youth?</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.5.4</td>
<td>Have you been a resident of Bexar County for the previous nine months?</td>
</tr>
<tr>
<td>4.4.5.5</td>
<td>Have you previously been enrolled at Haven for Hope (campus and/or courtyard)?</td>
</tr>
<tr>
<td>4.4.5.6</td>
<td>How would you describe your sexual orientation?</td>
</tr>
<tr>
<td>4.4.5.7</td>
<td>Are you experiencing any COVID Symptoms?</td>
</tr>
<tr>
<td>4.4.5.8</td>
<td>Do you have photo identification?</td>
</tr>
<tr>
<td>4.4.5.9</td>
<td>Do you have your social security card?</td>
</tr>
<tr>
<td>4.4.5.10</td>
<td>Do you have birth certificates for your children, if applicable?</td>
</tr>
<tr>
<td>4.4.5.11</td>
<td>Do you have any pets with you</td>
</tr>
<tr>
<td>4.4.5.12</td>
<td>Recent Hospitalizations?</td>
</tr>
<tr>
<td>4.4.5.12a</td>
<td>What were you hospitalized for?</td>
</tr>
<tr>
<td>4.4.5.12b</td>
<td>When?</td>
</tr>
</tbody>
</table>

### 4.4.6 SPDATS

| Pathway A: <24 | Proceed to 4.4.6a |
| Pathway B: Individual >24 | Proceed to 4.4.6b |
| Pathway C: Family & >24 | Proceed to 4.4.6c |

<table>
<thead>
<tr>
<th>4.4.6a</th>
<th>TAYS-PDAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathway A: Family</td>
<td>continue to 4.4.6c</td>
</tr>
<tr>
<td>Pathway B: Continue to 4.4.7</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.4.6b</th>
<th>VI-SPDAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to 4.4.7</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.4.6c</th>
<th>F-VI-SPDAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to 4.4.7</td>
<td></td>
</tr>
</tbody>
</table>

### 4.4.7 Composite Score (Automated)

### 4.4.8 Project Recommendation/Justification - project selections based on SPDAT scoring (YHDP project recommendations factor in age for YYA <24)
### 4.4.9 Entity Contact
- Collect additional contact information, persons of contact

### 4.4.10 Coordinated Entry Event
- Homelink Waitlist - Literally Homeless
**HUD Definitions of Homelessness⁴**

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 1        | Literally Homeless | 1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:  
  (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;  
  (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or  
  (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution |
| 2        | Imminent Risk of Homelessness | 2) Individual or family who will imminently lose their primary nighttime residence provided that:  
  (i) Residence will be lost within 14 (21 for ESG CV) days of the date of application for homeless assistance;  
  (ii) No subsequent residence has been identified; and  
  (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing |
| 3        | Homeless under other Federal statutes | 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:  
  (i) Are defined as homeless under the other listed federal statutes;  
  (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;  
  (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and  
  (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers |
| 4        | Fleeing/Attempting to Flee DV | 4) Any individual or family who:  
  (i) Is fleeing, or is attempting to flee, domestic violence;  
  (ii) Has no other residence; and  
  (iii) Lacks the resources or support networks to obtain other permanent housing |

---

³ [https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf](https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)
## Homelink Assessment and Prioritization Tools

### Homelink Resources and Basic Eligibility

<table>
<thead>
<tr>
<th>Homelink Resources</th>
<th>Eligibility</th>
<th>HUD Homelessness Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transitional Housing (TH)</td>
<td>Literally Homeless Family with minor children, Fleeing DV with minor children</td>
<td>Categories 1 &amp; 4</td>
</tr>
<tr>
<td>Rapid Rehousing (RRH)</td>
<td>Literally Homeless and/or fleeing DV</td>
<td>Categories 1 &amp; 4</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>Chronically Homeless, Documented Disability</td>
<td>Category 1 + chronicity</td>
</tr>
<tr>
<td>YHDP (RRH)</td>
<td>Literally Homeless YYA, Couch-surfing YYA</td>
<td>Categories 1 &amp; 2</td>
</tr>
<tr>
<td>YHDP (TH)</td>
<td>Literally Homeless YYA, Couch-surfing YYA, Female identifying, Up to one child &lt;3</td>
<td>Categories 1 &amp; 2</td>
</tr>
<tr>
<td>Diversion</td>
<td>Literally Homeless and/or fleeing DV - Light touch/Problem Solving (can be resolved within 14 days)</td>
<td>Categories 1 &amp; 4</td>
</tr>
<tr>
<td>Prevention</td>
<td>At Imminent Risk of Homelessness and/or fleeing DV AND &lt;50% AMI</td>
<td>Categories 2 &amp; 4</td>
</tr>
<tr>
<td>Emergency Housing Vouchers (EHV)</td>
<td>Any of the following: Recently Housed, Low Income, At risk of Homelessness, Literally Homeless, Fleeing DV (HABC targeted Fleeing DV)</td>
<td>All</td>
</tr>
<tr>
<td>Move-On Voucher</td>
<td>Stability in PSH project for 1+ year</td>
<td>-</td>
</tr>
<tr>
<td>Family Referral Project Vouchers</td>
<td>Site-based project for Families</td>
<td>-</td>
</tr>
<tr>
<td>Provider Liability Assurance for Community Empowerment (PLACE)</td>
<td>Housing agencies and rental housing providers with potential clients/residents that have broken leases, evictions, criminal history, little or not enough credit or income to qualify for housing without the assistance of agencies</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Homelink Prioritization Tools

1. **Prevention Screening (PS) Tool**
2. **Referral Solution Score (RSS)**
3. **Composite Score (Prioritization)**
Homelink Assessment and Prioritization Tools
October 2021

Homelink Process Map: Detailed View

HH Presents with a need to any Access Point

- Street Outreach
- Homeless Connections Hotline
- Emergency Shelter
- Network Partners/Access Points (Hubs)

Street Outreach

HH Presents with a need

- Determine Need

Connected Step(s)
HH Presents with a need to any Access Point
Determine Need

Homeless Connections Hotline
Homelink Assessment and Prioritization Tools
October 2021

Connected Step(s) | HH Presents with a need to any Access Point
Determine Need

Emergency Shelter

Connected Step(s) | HH Presents with a need to any Access Point
Determine Need

Network Partners/Access Points (Hubs)
Homelink Assessment and Prioritization Tools
October 2021

Connected Step(s): HH Presents with a need to any Access Point
Determine Need

Determine Need

Street Outreach
Homeless Connections Hotline
Emergency Shelter
Network Partners/Access Points (Hubs)
Diversion Problem Solving Literally Homeless, Category 1, 2 (YYA) and/or 4

HP Screening: At imminent risk, Category 2 and/or 4
Fleeing DV?
Connected Step(s) | Determine Need
----------------|-------------------
                   | HP Screening Scoring

HP Screening Scoring
Homelink Assessment and Prioritizations Tools
October 2021

HP Screening: At imminent risk. Category 2 and/or 4

Connected Step(s) | Eligibility
--- | ---
HP Screening: At imminent risk. Category 2 and/or 4

HP Screening Scoring Disabled July 2021

Disabled July 2021

Eligibility
Homelink Assessment and Prioritization Tools
October 2021

Connected Step(s)

<table>
<thead>
<tr>
<th>Prevention Waitlist - client eligible for HP services</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP Screening Scoring</td>
</tr>
<tr>
<td>Prevention Waitlist</td>
</tr>
<tr>
<td>Not Eligible for Homelink HP, but eligible for NHSD Referral</td>
</tr>
<tr>
<td>Not Eligible for HP assistance. External Referral/ Close Enrollment</td>
</tr>
</tbody>
</table>

Refer to Homelink Partners (ESG)
Homelink Assessment and Prioritization Tools
October 2021

Connected Step(s) | Prevention Waitlist - client eligible for HP services

AMI > 50%, not eligible for NHSD

AMI > 50%, not eligible for NHSD

Not Eligible for HP assistance. External Referral/Close Enrollment

Connected Step(s) | Eligibility

AMI > 50%, leaseholder

AMI > 50%, leaseholder

Not Eligible for Homelink HP, but eligible for NHSD Referral
Diversion Problem Solving Literally Homeless. Category 1,2 (YYA) and/or 4

Connected Step(s) | Eligibility

Diversion Successful?
Homelink Assessment and Prioritization Tools
October 2021

If needed, Supporting Documentation must be submitted within five days for Diversion to be processed.

Yes: Process Diversion
### Homelink Assessment and Prioritization Tools

**October 2021**

#### Diversion Successful?

**Yes**

- Process Diversion

**Fleeing DV?**

### Connected Step(s) | Diversion Successful?

<table>
<thead>
<tr>
<th>Fleeing DV?</th>
<th>Determine Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Homelink Assessments Literally Homeless (Category 1, 2 (YYA) and/or 4, Diversion unsuccessful)</td>
</tr>
<tr>
<td>No</td>
<td>External Referral to law enforcement or VSP, if desired</td>
</tr>
</tbody>
</table>

**External Referral to law enforcement or VSP, if desired**
Homelink Assessment and Prioritization Tools
October 2021

Connected Step(s) | Fleeing DV?
--- | ---

Fleeing DV

<table>
<thead>
<tr>
<th>Connected Step(s)</th>
<th>Diversion Successful?</th>
</tr>
</thead>
</table>
| RSS | Fleeing DV?

RSS
Homelink Assessment and Prioritization Tools
October 2021

Connected Step(s)
Homelink Assessments Literally Homeless (Category 1,2 (YYA) and/or 4, Diversion unsuccessful, Composite Score & Project Recommendation

Disabled July 2021

Disabled July 2021

Composite Score & Project Recommendation

Connected Step(s) | Homelink Master Waitlist
Homelink Assessment and Prioritizations Tools
October 2021

Homelink Master Waitlist

Connected Step(s) Priority Pool
Composite Score & Project Recommendation

Priority Pool

Connected Step(s) Homelink Master Waitlist
Veteran?
Homelink Assessment and Prioritizations Tools
October 2021

Connected Step(s) | Priority Pool
--- | ---
Not a Veteran. CoC, ESG & YHDP TH, RRH, PSH Project Referrals
Yes, Veteran - Veteran Case Conferencing for referrals to Veteran Specific projects

Not a Veteran. CoC, ESG & YHDP TH, RRH, PSH Project Referrals

Connected Step(s) | Veteran?
--- | ---

Yes, Veteran - Veteran Case Conferencing for referrals to Veteran Specific projects
Memorandum of Agreement Between
The San Antonio Housing Authority (SAHA) and South Alamo Regional Alliance for the Homeless (SARAH)

This Memorandum of Agreement is entered into by and between the San Antonio Housing Authority (SAHA) and the South Alamo Regional Alliance for the Homeless (SARAH), acting by and through its duly authorized representatives.

WHEREAS, SAHA operates a Housing Choice Voucher Program (HCV) that provides tenant-based vouchers through the Housing Choice Voucher Program to qualified individuals/families currently living in PSH who no longer require supportive services but do require rental assistance; and

WHEREAS, SARAH oversees PSH program grantees who provide service delivery of supportive services to qualified individuals/families in the PSH program, who no longer require supportive services but who require rental assistance. Additionally, SARAH oversees a Family Homeless program for families experiencing literal homelessness. SARAH will review assessments of program participants and refer program participants to SAHA.

NOW THEREFORE, the parties wish to partner their resources in order to provide vouchers to eligible individuals/families in the PSH program and to eligible families experiencing literal homelessness.

I.
TERM

This Memorandum of Agreement shall commence September 1, 2019 and shall terminate August 31, 2024, unless earlier terminated or extended pursuant to any provision hereof.

II.
SAHA SERVICES

SAHA agrees as follows:

1. SAHA will allocate up to 40 HCV vouchers to qualified individual/families in the PSH Program as referred by SARAH in accordance with this Agreement.

2. SAHA will allocate up to 20 PBV HCV vouchers to eligible families experiencing literal homelessness as referred by SARAH in accordance with this Agreement.

3. SAHA will process all referrals and applications in accordance with HUD guidelines and the SAHA Housing Choice Voucher Program Administrative Plan and the MTW Plan as permitted.
4. SAHA will notify SARAH of any changes in the applicable regulations, policies, rules or key personnel for the Program that may affect SAHA’s ability to perform its responsibilities under this Agreement.

5. SAHA will provide the Applicant with a system-generated property listing by bedroom size to assist in their housing search.

6. SAHA will provide all forms and documents necessary for processing SARAH referred voucher applicants.

7. SAHA will conduct inspections for of all potential rental properties in accordance with its Housing Choice Voucher Program Administrative Plan.

III. SARAH SERVICES

SARAH agrees as follows:

1. SARAH shall provide detailed processes and tools to effectively assess, prioritize and refer program participants;

2. Once an individual/family is deemed to be eligible, SARAH shall refer them to SAHA for placement on the Waiting List, with all completed necessary paperwork and documentation.

IV. AUDIT AND INSPECTION OF RECORDS

After receipt of reasonable notice and during the regular business hours of SAHA, SARAH shall provide to SAHA or agents of SAHA, such access to SARAH records and facilities as SAHA deems necessary to examine, audit, inspect, excerpt, photocopy or transcribe SARAH records relative to the services performed under this Agreement. All records shall be maintained and access shall be provided to SAHA during the entire term of this Agreement and for 1 year after end of Agreement, unless SAHA gives written permission to SARAH to dispose of said records prior to this time.

V. ASSIGNMENT OR TRANSFER

Neither SAHA nor SARAH shall in any manner, directly or indirectly, by operation of law or otherwise, hypothecate, assign, transfer or encumber this Agreement or any portion hereof of any interest herein, in whole or in part, without the prior written consent of the other party.
VI.

EQUAL EMPLOYMENT OPPORTUNITY

In the performance of work under this Agreement, SARAH and its subcontractors, if any, shall not discriminate in their employment practices against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual preference or physical handicap.

In accordance with regulations issued by HUD pursuant to Section 504 of the Rehabilitation Act of 1973, as amended (24 CFR Part 8), SARAH must not discriminate against any otherwise qualified individual with disabilities.

VII.

TERMINATION

For purposes of this Agreement, "termination" shall mean termination by expiration of the Agreement term or earlier termination pursuant to any of the provisions hereof. Either party may terminate this Agreement in whole or in part for its convenience upon fourteen days prior notice to the other party.

VIII.

CONFIDENTIAL INFORMATION

The parties agree to maintain the confidentiality of any record directly related to or generated as a result of this Agreement in accordance with all Local, State and Federal Laws.

IX.

CONFLICT OF INTEREST

SARAH acknowledges that State and Federal Law prohibits a SAHA officer or employee from having an interest in any contract with SARAH. SARAH warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of SAHA.

X.

AMENDMENT

Except where the terms of this Agreement expressly provides otherwise, any amendment to this Agreement shall not be binding on the Parties unless such amendment be in writing and executed by both Parties and dated subsequent to the date hereof.
XII.
NOTICES

Any notice required, permitted or appropriate under this Agreement shall be deemed sufficient if in writing sent certified mail, return receipt requested, postage prepaid to SAHA or SARAH at the respective address set forth below or to any other address of which written notice of change is given.

SAHA
San Antonio Housing Authority
ATTN: David Nisivoccia, President/CEO
818 S. Flores
San Antonio, TX 78204

SARAH
ATTN: Brenda Mascorro, Executive Director
4100 E. Piedras, Suite 105
San Antonio, Tx 78228

XIII.
TEXAS LAW TO APPLY

THIS MEMORANDUM SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN BEXAR COUNTY, TEXAS.

XIV.
COMPLIANCE WITH LAWS AND REGULATIONS

It is understood and agreed by Parties hereto, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this Agreement and that any such changes shall be automatically incorporated into this Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law. The Parties agree that they will provide services under this Agreement as independent parties. The Parties further agree that they have no authority to bind the other or to hold out to third parties that it has authority to bind the other and nothing herein contained shall be deemed or construed by the parties hereto or any third party as creating the relationship of employee-employee, principal-agent, partners or joint venturers. Furthermore, there is no intention on the part of the Parties hereto to create or otherwise form a joint enterprise under or pursuant to this Agreement. The purpose of this Agreement is to further the public good not to gain a profit. Each of the Parties of this Agreement has separate and independent duties and obligations over which they have control.
XV.

CAPTIONS

The captions contained in this Agreement are for convenience of reference only and shall in no way limit or enlarge the terms and conditions of this Agreement.

XVI.

ENTIRE AGREEMENT

This Agreement, together with its authorizing ordinance and exhibits, if any, shall constitute the full and final agreement between the Parties hereto.

9/3/2019 9/7/2019

Agreed to this the ______ day of ____________________, 2019.

DAVID NISIVOCCIA  BRENDA MASCORRO
President and CEO Executive Director
San Antonio Housing Authority SARAH
San Antonio, TX San Antonio TX
TX-500 San Antonio and Bexar County Continuum of Care Policies and Procedures

CONTINUUM OF CARE PROGRAM GRANT
SOUTH ALAMO REGIONAL ALLIANCE FOR THE HOMELESS
CoC Policies and Procedures: Continuum of Care Program Grant

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Continuum of Care (CoC) Program Grant Overview

The South Alamo Regional Alliance for the Homeless (SARAH) is designated by the Continuum of Care (CoC) Board of Directors as the Collaborative Applicant for the TX-500 San Antonio and Bexar County community. Provisions at 24 CFR 578.9 require CoCs to design, operate and follow a collaborative process for the development of an application in response to a Notice of Funding Opportunity (NOFO) for the CoC Program Grant issued by HUD. CoCs must implement internal competition deadlines to ensure transparency and fairness at the local level. As the Collaborative Applicant, SARAH applies to the U.S. Department of Housing and Urban Development (HUD) for CoC Program Grant funding on behalf of the community. Except for the amount of the HUD CoC allocation available to SARAH and cost eligibility, the CoC Board of Directors is the ultimate decision-maker in the review process.

For federal policies and procedures related to the CoC Program, refer to the HUD NOFO.

CoC Program Grant Priority Policy

Each year, the Continuum of Care Board of Directors approves priority projects for the CoC Program funding competition. Applicants that qualify as priority given their proposed project type will receive additional points on their application.

The following project types will be considered as highest priority for new, bonus, expansion, and reallocation funding in the 2021 CoC Program NOFO Competition:

- **Permanent Supportive Housing (PSH)** – Permanent housing of indefinite duration of rental assistance with intensive, supportive services offered to individuals who have a permanent disabling condition and who have experienced literal homelessness for 12 months continuously or experienced literal homelessness 4 times in the last 3 years for a total of 12 months. Site-based PSH will be further prioritized.

- **Long-term (18-24 months) Rapid Rehousing (RRH)** – Permanent housing of 18-24 months duration of rental assistance with a moderate level of supportive services offered to all populations with no specific eligibility requirements.

- **Rapid Rehousing (RRH) or Joint Transitional Housing-Rapid Rehousing (TH-RRH) projects for individuals and/or families fleeing Domestic Violence (includes reallocation from TH)** – Permanent housing of flexible duration of rental assistance with a moderate level of supportive services offered specifically to survivors of Domestic Violence or a joint component project type which allows survivors of domestic violence to be served in Transitional Housing and moved swiftly into a Permanent Housing destination through Rapid Rehousing rental assistance of indefinite duration with a moderate level of supportive services.
- **Coordinated Entry and/or HMIS (expansion only)** – Expansion funds used to increase the capacity of Coordinated Entry and HMIS as core functions of the CoC.
- **Expansion of Renewal Projects** – Expansion funds used to increase the capacity of renewal projects, particularly those in need of increased case management to ensure manageable caseloads and an effective ratio of case manager to clients.

## CoC Program Independent Review Team (IRT)

To ensure a fair and partial project ranking process, an Independent Review Team (IRT) is selected to systematically review and score applications and to recommend a final ranking to the CoC Board of Directors. SARAH will coordinate IRT meetings and act as the facilitator of the review process.

### IRT MEMBER SELECTION AND CRITERIA

There will be a maximum of seven (7) and a minimum of three (3) IRT members selected annually by the CoC Board Executive Committee for the CoC Program Grant. SARAH staff, with recommendations from the CoC Board of Directors, will recruit participants, with a priority for those employed at Consolidated Plan Jurisdiction agencies and those with lived expertise of homelessness.

An agency can only have one (1) representative on the IRT. IRT members, including members of their immediate families, may not be employees, contractors, or serve in any representative capacity of an applicant, subrecipient agency, or other partner agency as established in a Memorandum of Understanding (MoU) party to a funding application.

The CoC Board Executive Committee will appoint an IRT Chair. The IRT Chair will be responsible for speaking on behalf of the IRT regarding the recommended final project ranking.

SARAH will provide a required training for IRT members that is open to the public. The IRT will conduct private meetings as needed, which will include SARAH staff, as part of the project review and selection process. IRT members are required to attend meetings and must coordinate with SARAH if an emergency arises. Signatures of IRT members are required to confirm project rankings and will be archived.

### IRT VOTING PROCESS

The IRT will be expected to follow a majority vote process to determine final scores if there is not a consensus. In the event of a tie vote, the CoC Board Executive Committee will determine the outcome. The IRT is allowed to request more information from the applicant before making a final determination in accordance with the annual timeline.
CoC Program Application Review and Deficiency Process

In accordance with the CoC Program Request for Proposals (RFP) and Application Instructions, SARAH will accept applications until the given deadline. Applications submitted after the deadline will receive a two-point (2) deduction from the Application Submission category of the scoring rubric and two (2) points at the start of every hour until the application is submitted or the final score is zero (0) in that category. Applications submitted more than 48 hours after the deadline will not be reviewed.

Prior to the first IRT meeting, SARAH staff will perform a deficiency check on submitted applications. Any applicants with a deficiency (defined as anything that would render the application ineligible from receiving funding) will be notified and given three (3) business days to correct the deficiency. An application will lose two (2) points for each deficiency found. If deficiencies are not resolved, the application will be considered ineligible and will not be reviewed by the IRT. Any rejected applications will be notified in writing. SARAH will inform the IRT of deficiencies and any misrepresentations or falsified information discovered in each application.

CoC Project Ranking Policy

SARAH will prepare the project priority ranking list and funding decisions as recommended by the IRT to the CoC Board of Directors for final approval. The Board of Directors may direct SARAH to make minor budgetary corrections, as needed, consistent with HUD application rules and funds allocated to the CoC. SARAH will be charged with communicating budget adjustments to individual applicants and instructing them to make changes before submitting the final CoC application to HUD.

SCORING PROCESS

IRT scores will determine where a project is ranked. The priority project ranking will be included in the Consolidated Application to HUD. Projects with equal scores are ranked by project component type. Projects with equal scores of the same component type will be ranked based on cost per client. Consolidated grant performance will be averaged from previous grants and consolidated into one (1) score for ranking.

Coordinated Entry (CE) and Homeless Management Information System (HMIS) projects will automatically be ranked in Tier 1 as they are essential functions of the CoC.

Domestic Violence (DV) projects are ranked separately as the CoC Program Collaboration requirements for DV projects differ in the following ways: must include specific method for evaluating projects submitted by victim services providers that utilizes data generated from a comparable database; and evaluated these projects on the degree they improve safety for the population served.

In accordance with the FY21 HUD NOFO, Youth Homelessness Demonstration Program (YHDP) renewals will be scored non-competitively.
There are twelve (12) types of applicant scoring rubrics:

- New Project (includes bonus, transition, reallocation, expansion)
- New Project – Domestic Violence (DV)
- New Project – Coordinated Entry (CE)
- New Project – Homeless Management Information System (HMIS)*
- First-Time Renewal Project
- First-Time Renewal Project – DV
- First-Time Renewal Project – CE
- First-Time Renewal Project – HMIS*
- Renewal Project (includes expansion)
- Renewal Project – DV
- Renewal Project – CE
- Renewal Project – HMIS*

*Only the HMIS Lead may apply for HMIS projects.

See Attachment I for scoring rubrics associated with each applicant type. Scoring rubrics focus on fiscal management, expenditure rates, policies and procedures, performance metrics, adherence to Written Standards, participation in CE and HMIS, and CoC participation. Bonus points are allocated for certain activities that are desirable for increasing system coordination and/or CoC performance.

**Grievance and Appeals Process**

The Appeals Process outlined below applies to eligible organizations. SARAH is committed to fairness and openness in the HUD CoC funding process.

- The IRT will review all applications and make project ranking recommendations to the CoC Board of Directors, who will approve the final ranking recommendations.
- SARAH will notify all project applicants no later than fifteen (15) calendar days before the CoC Consolidated Application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission and the approved community ranking list.
- If the application was rejected, or if the applicant objects to their ranking position, applicants have three (3) calendar days from the ranking announcement to make a formal appeal. To do so, the applicant must notify the SARAH Executive Director in writing of the appeal with specific reasons why the applicant believes the project was unfairly rejected or ranked.
- The SARAH Executive Director will notify the CoC Board Executive Committee of the appeal and a conference call will be held to discuss if the appeal has merit based on the criteria in 24 CFR 578.35. At least two (2) CoC Board Executive Committee members must participate in the call, none of which have vested
interest, financial or otherwise, in the rejected applicant or project. If it is determined that the appeal lacks merit, SARAH staff will notify the applicant in writing on behalf of the CoC Board of Directors.

- If the appeal has merit, the CoC Board President and an additional Board Director selected by the President will hear the appeal within three business (3) days and make a final determination. The applicant will be notified in writing within three business (3) days of the appeal decision.
- Project applicants whose project was rejected may appeal the local decision to HUD, if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner, by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline.

**Grant Reallocation Policy**

**VOLUNTARY REALLOCATION**

Existing CoC project grantees of any project type may, in part or in whole, voluntarily reallocate a grant(s). Grants may be reallocated to a project type which meets the Funding Priorities established for the competition. SARAH staff offer technical support and approval letters for grantees reallocating to meet HUD and community priorities.

Existing CoC grantees of any project type may also voluntarily reallocate funds to the pool of new project dollars for which community members apply.

Additional points will be awarded to projects voluntarily reallocating to a project type listed in the Funding Priorities established for the competition.

**IN VOLUNTARY REALLOCATION**

If significant deficiencies are found with a renewal project during the review process, the IRT may recommend a project be placed on a Project Quality Improvement Plan (QIP), monitored by SARAH. The agency may choose to participate in the QIP or agree not to renew the grant and reallocate their funding.

The QIP will be customized based on the specific issues of the project with deficiencies. The plan will be drafted by SARAH staff with recommendations from the IRT and approved by the CoC Board of Directors. The renewal applicant will have seven (7) calendar days to appeal participation in the QIP by writing an appeal letter to the CoC Board of Directors, who will make the final determination.

The CoC Board of Directors will review the project’s progress either at a regular Board meeting or a separate meeting six (6) months after the close of the CoC Program funding competition. If the project has not shown progress toward the targets outlined in their QIP at a level satisfactory to the CoC Board of Directors, the project will be involuntarily reallocated for the next funding cycle.
SIGNIFICANT DE-OBLIGATED FUNDS

All projects are expected to expend 100% of their project funds. Any project that de-
obligates more than 10% of its funds or $25,000, whichever is greater, in any HUD
contract year is considered to have incurred a de-obligation deficiency. Grantees
with an unexpended balance that meets or exceeds the threshold specified above
will be subject to a reduction in renewal grant amount with the unspent funds being
added to the pool of funds available for reallocation.

Projects with a de-obligation deficiency will be required to submit a spending plan to
SARAH. The CoC Board of Directors will require a quarterly update on the progress of
meeting the spending plan. If, at the end of the grant, a project incurs a second de-
obligation deficiency, the project will be reduced to the amount expended at the end of
the 12 or 24-month review. An exception to this policy may be made for new projects
that could not expend funds due to implementation barriers, as determined by the CoC
Board Executive Committee. The CoC Board of Directors reserves the right to place a
project on a spending plan at any time if funds are not being drawn down during routine
financial monitoring.

CoC Program Project Performance Evaluation, Monitoring, Reporting, and Requirements

CoCs are charged with designing a local system to assist sheltered and unsheltered
people experiencing homelessness and providing the services necessary to help them
access housing and obtain long-term stability. For the CoC’s purposes, the system is
defined as the City of San Antonio/Bexar County and all the homelessness
assistance projects therein.

SARAH uses HUD’s annual System Performance Measures (SPM) Report to
understand how the community’s current system is functioning, and if the right
combination of strategies and resources have been deployed to meet the community’s
needs. HUD uses the data in the System Performance Measures Report as selection
criteria for awarding grants for the CoC program under future Notices of Funding
Available (NOFA).

SARAH’s CoC Performance Scorecards outline project specific goals for the CoC. Key
measures include:

- Reducing the length of time people experience homelessness;
- Increasing exits to permanent housing;
- Reducing recidivism;
- Increasing participant noncash benefits and earned income

The CoC Performance Scorecards and the HMIS Data Quality Plan should provide the
CoC and other key stakeholders with monitoring and improving system
performance the necessary framework for monitoring the system’s performance and
data quality year-round. SARAH staff will review and update project performance measures annually.

PROJECT-LEVEL PERFORMANCE MANAGEMENT PLAN

SARAH has created a CoC Performance Scorecard report for CoC-funded projects that will be monitored throughout the year and serve as part of the selection criteria for awarding funding during the annual NOFO competition. The purpose of the scorecards is to serve as a tool that project staff can use to actively monitor the performance of their projects against the specific performance and data quality requirements established by the CoC and HUD.

There are six (6) different project-level scorecards:

Permanent Supportive Housing (PSH)
Rapid Re-Housing (RRH)
Rapid Rehousing – DV Specific
Transitional Housing (TH)
Transitional Housing – DV Specific
Joint TH-RRH – DV Specific

The metrics identified within the scorecards are specific to the different project component types, but all the projects are monitored on:

- HMIS Data Quality (or HMIS Comparable Database);
- Coordinated Entry Participation (Increase in DV survivor safety for DV-specific projects); and
- Ending Homelessness (System Performance Metrics)

The scorecards have a total combined value of 100 points and the data captured within the report aligns with the System Performance Measures report.

ELOCCS MONITORING

CoC-funded agencies are required to submit quarterly eLOCCs drawdown summary reports to SARAH. Grantees are responsible for informing SARAH of any changes made to the contract start or end dates and/or if the primary point of contact responsible for documenting the drawdowns for a project changes.

REQUIREMENTS

There are certain requirements CoC-funded agencies must adhere to, which are outlined in the CoC Memorandum of Understanding (MoU) located in Appendix B. Applicants will be expected to enter into an MoU with SARAH.
### CoC Program Application Scoring Rubrics

#### New Project

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Project Type:</th>
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<table>
<thead>
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<th>Project Name:</th>
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<tr>
<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Submission &amp; Funding Priority</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Applicant followed instructions to submit the application on time and with all required attachments</td>
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<tr>
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</tr>
<tr>
<td>- Funding Priority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Applicant project is a funding priority. (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Applicant project is site based PSH. (8 points)</td>
<td></td>
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</tr>
<tr>
<td>o Applicant project demonstrates coordination with housing providers and healthcare organizations as described in the NOFO. (5 points)</td>
<td></td>
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</tr>
<tr>
<td>- Applicant attended Bidders’ Conference or completed online course. (2 point)</td>
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<td>20</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Applicant Experience</strong> (e-SNAPS Part 2, Narrative 16a., Narrative 16b)</th>
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</thead>
<tbody>
<tr>
<td>- Applicant has experience effectively utilizing federal funds:</td>
<td></td>
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<tr>
<td>o No experience (0 points)</td>
<td></td>
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<td></td>
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<tr>
<td>o 5+ years (3 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Applicant has not had grant funding returned or reallocated in the last two years. (2 points)</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
- Applicant has at least 1 year of experience delivering homeless services. (2 points)

**Fiscal Management** (e-SNAPS Part 6, Fiscal P&P Attachment, Audit Attachment, Narrative 16c., Staffing Attachment, Narrative 16d., Narrative 16e.)

- Applicant provides accurate budget. Budget’s ratio of supportive services to operations and cost-per-client analysis is manageable. (2 points)
- Applicant provides match documentation. (5 points)
- Applicant provides comprehensive fiscal policies and procedures. (4 points)
- Audit shows no findings or significant deficiencies. (5 points)
  - If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- Applicant uploads relevant job descriptions which meet requirements for managing project. (2 points)
- Direct services staffing ratio is within 8-15 for PSH and 15-30 for RRH and direct services staff salaries are, at minimum, consistent with a living wage as outlined by the U.S. Bureau of Labor. (2 points)

**Project Description** (e-SNAPS Part 2, 3, 4, and 5, Narrative 16f., Narrative 16g.)

- Applicant provides thorough description of project to include need for program, how it aligns with the CoC’s strategy to end homelessness, and specific outcomes. (10 points)
- Applicant provides a realistic and comprehensive start-up plan with adequate milestones. (5 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (5 points)
- Applicant’s landlord engagement strategy articulates how the project will identify new landlords, retain landlords, and engage landlords to house higher-barrier clients. (5 points)
- Applicant confirms participation or commitment to participate in Coordinated Entry, HMIS, CoC monitoring and governance (Membership Council, workgroups, committees), and adherence to HUD Reporting requirements. (4 points)

| Policies and Procedures (P&P Attachment) | 24 |
• Applicant’s Policies and Procedures include the following: intake, confidentiality, termination, and VAWA. (4 points)
• Intake policies demonstrate low-barrier, housing first, and trauma-informed service orientation. (4 points)
• Confidentiality policies and procedures are robust to ensure client confidentiality is a high priority. (4 points)
• Termination policies clearly delineate types of termination and provide clear grounds for termination. These policies outline the process by which participants are notified and informed when termination is the only recourse. (4 points)
• VAWA policy aligns with HUD standards outlined in 24 CFR 578.99(j). (4 points)
• Policies and Procedures align with local CoC Written Standards and Coordinated Entry Policies and Procedures. (4 points)

<table>
<thead>
<tr>
<th><strong>BONUS</strong> (Narrative 16i., Narrative 16j, Narrative 16k. Narrative 16l.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Applicant is a current Homelink Network Partner and/or Homelink Hub. (1 points)</td>
</tr>
<tr>
<td>• Applicant incorporates lived experience in agency’s policy and/or decision-making structure beyond the HUD requirements. Applicant must describe how lived experience is operationalized to receive points. (2 point)</td>
</tr>
<tr>
<td>• Applicant actively engages in Point-in-Time Count, CoC Membership Council, workgroups, and/or committees. (1 point)</td>
</tr>
<tr>
<td>• Applicant strategically engages with other homeless providers in a collaborative, effective way and prioritizes a community-wide focus on ending homelessness rather than agency-specific. (1 point)</td>
</tr>
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</table>

| **TOTAL** | 100 |

<table>
<thead>
<tr>
<th><strong>IRT Member Notes</strong></th>
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<tbody>
<tr>
<td>IRT Member Name</td>
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<tr>
<td>IRT Member Signature</td>
<td></td>
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<tr>
<td>Date</td>
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</tbody>
</table>

*Note – To reduce length of document, the IRT note and signature section will be left out from the remaining scorecards.*
NEW PROJECT – DOMESTIC VIOLENCE

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric  
New Project – Domestic Violence

<table>
<thead>
<tr>
<th>Agency Name:</th>
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<tbody>
<tr>
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<td>Funding Amount Requested:</td>
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<td>20</td>
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</tr>
<tr>
<td>• Applicant attended Bidders’ Conference or completed online course. (2 point)</td>
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<td></td>
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<tr>
<td><strong>Applicant Experience</strong> (e-SNAPS Part 2, Narrative 16a., Narrative 16b.)</td>
<td></td>
<td>7</td>
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<tr>
<td>• Applicant has experience effectively utilizing federal funds:</td>
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<td>• Applicant has not had grant funding returned or reallocated in the last two years. (2 points)</td>
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<tr>
<td>• Applicant has at least 1 year of experience delivering homeless services. (2 points)</td>
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</table>
### Fiscal Management (e-SNAPS Part 6, Fiscal P&P Attachment, Narrative 16c., Audit Attachment, Staffing Attachment, Narrative 16d., Narrative 16e., Narrative 16f)

- Applicant provides accurate budget. Budget’s ratio of supportive services to operations and cost-per-client analysis is manageable. (2 points)
- Applicant provides match documentation. (5 points)
- Applicant provides comprehensive fiscal policies and procedures. (4 points)
- Audit shows no findings or significant deficiencies. (5 points)
  - If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- Applicant uploads relevant job descriptions which meet requirements for managing project. (2 points)
- Direct services staffing ratio is within 8-15 for PSH and 15-30 for RRH and direct services staff salaries are, at minimum, consistent with a living wage as outlined by the U.S. Bureau of Labor. (2 points)

### Project Description (e-SNAPS Part 2, 3, 4, and 5, Narrative 16g, Narrative 16h., Narrative 16i.)

- Applicant provides thorough description of project to include need for program, how it aligns with the CoC’s strategy to end homelessness, and specific outcomes. (7 points)
- Applicant provides a realistic and comprehensive start-up plan with adequate milestones. (5 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (5 points)
- Applicant’s landlord engagement strategy articulates how the project will identify new landlords, retain landlords, and engage landlords to house higher-barrier clients. (4 points)
- Applicant adequately explains how the project will improve safety for the population served. (5 points)
- Applicant confirms participation or commitment to participate in a comparable database, CoC governance (Membership Council, workgroups, committees), and adherence to HUD Reporting requirements. (3 points)

### Policies and Procedures (P&P Attachment)

- Applicant’s Policies and Procedures include the following: intake, confidentiality, termination, and VAWA. (4 points)
- Intake policies demonstrate low-barrier, housing first, and trauma-informed service orientation. (4 points)
- Confidentiality policies and procedures are robust to ensure client confidentiality is a high priority. (4 points)
- Termination policies clearly delineate types of termination and provide clear grounds for termination. These policies outline the process by which participants are notified and informed when termination is the only recourse. (4 points)
- VAWA policy aligns with HUD standards outlined in 24 CFR 578.99(j). (4 points)
- Policies and Procedures align with local CoC Written Standards. (4 points)

**BONUS** (Narrative 16j., Narrative 16k, Narrative 16l. Narrative 16m.)

- Applicant is a current Homelink Network Partner and/or Homelink Hub. (1 points)
- Applicant incorporates lived experience in in agency’s policy and/or decision-making structure beyond the HUD requirements. Applicant must describe how lived experience is operationalized to receive points. (2 point)
- Applicant actively engages in Point-in-Time Count, CoC Membership Council, workgroups, and/or committees. (1 point)
- Applicant strategically engages with other homeless providers in a collaborative, effective way and prioritizes a community-wide focus on ending homelessness rather than agency-specific. (1 point)

| TOTAL | 100 |
NEW PROJECT – COORDINATED ENTRY

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric

**New Project – Coordinated Entry**

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<tr>
<th><strong>Agency Name:</strong></th>
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**Applicant Experience** (e-SNAPS Part 2, Narrative 12a., Narrative 12b.)

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<tbody>
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<td>• Applicant has experience effectively utilizing federal funds:</td>
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<tr>
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**Fiscal Management** (e-SNAPS Part 6, Narrative 12c., Fiscal P&P Attachment, Audit Attachment, Narrative 12d., Staffing Attachment)

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<tr>
<td>• Applicant provides accurate budget. (5 points)</td>
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</table>
- Applicant provides match documentation. (5 points)
- Applicant provides comprehensive fiscal policies and procedures. (5 points)
- Audit shows no findings or significant deficiencies. (5 points)
  o If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- Applicant uploads relevant job descriptions which meet requirements for managing project. (5 points)

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<thead>
<tr>
<th>Project Description (e-SNAPS Part 2, 3, 4, and 5, Narrative 12e.)</th>
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<thead>
<tr>
<th>Policies and Procedures (P&amp;P Attachment)</th>
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<tbody>
<tr>
<td>- Applicant uploads Coordinated Entry Policies and Procedures. (10 points)</td>
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<th>TOTAL</th>
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NEW PROJECT – HOMELESS MANAGEMENT INFORMATION SYSTEM

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric
New Project – HMIS

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</tbody>
</table>

| **Applicant Experience** (e-SNAPS Part 2, Narrative 12a., Narrative 12b.) | | 10 |
| • Applicant has experience effectively utilizing federal funds: | | |
| o No experience (0 points) | | |
| o 1 – 3 years (1 point) | | |
| o 3 – 5 years (2 points) | | |
| o 5+ years (3 points) | | |
| • Applicant has not had grant funding returned or reallocated in the last two years. (4 points) | | |
| • Applicant has at least 1 year of experience delivering homeless services at the system level. (3 points) | | |

| **Fiscal Management** (e-SNAPS Part 6, Narrative 12c., Fiscal P&P Attachment, Audit Attachment, Narrative 12d., Staffing Attachment) | | 25 |
| • Applicant provides accurate budget. (5 points) | | |
- Applicant provides match documentation. (5 points)
- Applicant provides comprehensive fiscal policies and procedures. (5 points)
- Audit shows no findings or significant deficiencies. (5 points)
  - If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- Applicant uploads relevant job descriptions which meet requirements for managing project. (5 points)

**Project Description (e-SNAPS Part 2, 3, 4, and 5)**

- Applicant provides thorough description of project to include need for program, how it aligns with the CoC’s strategy to end homelessness, and specific outcomes. (15 points)
- Applicant provides a realistic and comprehensive start-up plan with adequate milestones. (15 points)

**Policies and Procedures (P&P Attachment)**

- Applicant uploads HMIS Policies and Procedures. (10 points)

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<table>
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<tbody>
<tr>
<td><strong>TOTAL</strong></td>
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FIRST-TIME RENEWAL PROJECT

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric
First-Time Renewal Project

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<th>Agency Name:</th>
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<tr>
<td>Fiscal Management (e-SNAPS Part 6, Narrative 18a., Fiscal P&amp;P Attachment, eLOCCS Draws Attachment, Audit Attachment, Narrative 18b., Narrative 18c., Narrative 18d.)</td>
<td>65</td>
<td></td>
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<tr>
<td>• Applicant provides accurate budget. Budget’s ratio of supportive services to operations and cost-per-client analysis is manageable. (10 points)</td>
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<td>• Applicant provides comprehensive fiscal policies and procedures. (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• eLOCCS draws show appropriate grant spending. If no eLOCCS draws, applicant made adequate effort to draw down and re-authorize access, if applicable. (15 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Audit show no significant deficiencies or findings. (10 points)</td>
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<td>o If no audit is available – applicant explanation is sufficient in addressing the lack of audit.</td>
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- Direct services staffing ratio is within 8-15 for PSH and 15-30 for RRH and direct services staff salaries are, at minimum, consistent with a living wage as outlined by the U.S. Bureau of Labor. (10 points)

### Project Description (e-SNAPS Part 2, 3, 4, and 5; Narrative 18e., Narrative 18f.)

- Applicant provided thorough description of project to include need of the project and specific outcomes. (8 points)
- Applicant provided realistic and comprehensive milestones. (8 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (8 points)
- Applicant’s landlord engagement strategy articulates how the project will identify new landlords, retain landlords, and engage landlords to house higher-barrier clients. (5 points)

### Policies and Procedures (P&P Attachment)

- Applicant’s Policies and Procedures include the following: intake, confidentiality, termination, and VAWA. (4 points)
- Intake policies demonstrate low-barrier, housing first, and trauma-informed service orientation. (5 points)
- Confidentiality policies and procedures are robust to ensure client confidentiality is a high priority. (5 points)
- Termination policies clearly delineate types of termination and provide clear grounds for termination. These policies outline the process by which participants are notified and informed when termination is the only recourse. (5 points)
- VAWA policy aligns with HUD standards outlined in 24 CFR 578.99(j). (5 points)
- Policies and Procedures align with local CoC Written Standards and Coordinated Entry Policies and Procedures. (6 points)

### CoC Participation (Narrative 18h., Narrative 18hi., Narrative 18j., Narrative 18k.)

- Applicant adhered to local Coordinated Entry Policies and Procedures from last grant year or has a detailed plan to adhere. (10 points)
- Applicant adhered to local HUD reporting deadlines from last grant year or has a detailed plan to adhere. (5 points)
- Applicant adhered to local HMIS reporting from last grant year or has a detailed plan to adhere. (5 points)
- Applicant participated in the CoC Membership Council, workgroups, or committees from last grant year or has a detailed plan to participate. (5 points)

**BONUS** (Narratives 18l., Narrative 18m., Narrative 18n., Narrative 18o.)

- Project is voluntarily reallocating to a project type listed as a funding priority. (1 point)
- Applicant incorporates lived experience in agency’s policy and/or decision-making structure beyond the HUD requirements. (1 point)
- Applicant is a Homelink Network Partner and/or Homelink Hub. (2 point)
- Applicant strategically engages with other homeless providers in a collaborative, effective way and prioritizes a community-wide focus on ending homelessness as opposed to agency-specific. (1 point)

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<tr>
<td>TOTAL</td>
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FIRST-TIME RENEWAL PROJECT – DOMESTIC VIOLENCE

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric
First-Time Renewal Project – Domestic Violence

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<thead>
<tr>
<th>Agency Name:</th>
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<table>
<thead>
<tr>
<th>Project Name:</th>
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<table>
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<th>Notes from SARAH Staff on Application Review</th>
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<thead>
<tr>
<th>Category</th>
<th>Max Points</th>
<th>Final Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Submission</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Applicant followed instructions to submit the application on time and with all required attachments.</td>
<td></td>
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</tr>
<tr>
<td>• Applications submitted late will receive a deduction in accordance with the CoC Program Policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>• Applicant attended Bidders’ Conference or completed online course. (1 point)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fiscal Management</strong> (e-SNAPS Part 6, Narrative 18a., Fiscal P&amp;P Attachment, eLOCCS Draws Attachment, Audit Attachment, Narrative 18b., Narrative 18c., Narrative 18d.)</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>• Applicant provides accurate budget. Budget’s ratio of supportive services to operations and cost-per-client analysis is manageable. (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Applicant provides match documentation. (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
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<tr>
<td>• eLOCCS draws show appropriate grant spending. If no eLOCCS draws, applicant made adequate effort to draw down and re-authorize access, if applicable. (15 points)</td>
<td></td>
<td></td>
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<tr>
<td>• HUD Monitoring and/or Audit show no significant deficiencies or findings. (10 points)</td>
<td></td>
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<td>• If no audit is available – applicant explanation is sufficient in addressing the lack of audit.</td>
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</tbody>
</table>
- Direct services staffing ratio is within 8-15 for PSH and 15-30 for RRH and direct services staff salaries are, at minimum, consistent with a living wage as outlined by the U.S. Bureau of Labor. (10 points)

### Project Description (e-SNAPS Part 2, 3, 4, and 5; Narrative 18e., Narrative 18f. Narrative 18g.)

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<td>29</td>
</tr>
</tbody>
</table>

- Applicant provided thorough description of project to include need of the project and specific outcomes. (6 points)
- Applicant provided realistic and comprehensive milestones. (6 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (6 points)
- Applicant’s landlord engagement strategy articulates how the project will identify new landlords, retain landlords, and engage landlords to house higher-barrier clients. (5 points)
- Applicant adequately explains how the project will improve safety for the population served. (6 points)

### Policies and Procedures (P&P Attachment)

<p>| | |</p>
<table>
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<tbody>
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<td>30</td>
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</table>

- Applicant’s Policies and Procedures include the following: intake, confidentiality, termination, and VAWA. (4 points)
- Intake policies demonstrate low-barrier, housing first, and trauma-informed service orientation. (5 points)
- Confidentiality policies and procedures are robust to ensure client confidentiality is a high priority. (5 points)
- Termination policies clearly delineate types of termination and provide clear grounds for termination. These policies outline the process by which participants are notified and informed when termination is the only recourse. (5 points)
- VAWA policy aligns with HUD standards outlined in 24 CFR 578.99(j). (5 points)
- Policies and Procedures align with local CoC Written Standards. (6 points)

### CoC Participation (Narrative 18i., Narrative 18j., Narrative 18k.)

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<td>25</td>
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</tbody>
</table>

- Applicant adhered to local HUD reporting deadlines from last grant year or has a detailed plan to adhere. (8.5 points)
- Applicant describes adequate comparable database to HMIS. (8.5 points)
- Applicant participated in the CoC Membership Council, workgroups, or committees from last grant year or has a detailed plan to participate. (8 points)

**BONUS** (Narratives 18l., Narrative 18m., Narrative 18n., Narrative 18o.)

- Project is voluntarily reallocating to a project type listed as a funding priority. (1 point)
- Applicant incorporates lived experience in agency’s policy and/or decision-making structure beyond the HUD requirements. (1 point)
- Applicant is a Homelink Network Partner and/or Homelink Hub. (2 point)
- Applicant strategically engages with other homeless providers in a collaborative, effective way and prioritizes a community-wide focus on ending homelessness as opposed to agency-specific. (1 point)

<table>
<thead>
<tr>
<th>BONUS (Narratives 18l., Narrative 18m., Narrative 18n., Narrative 18o.)</th>
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</table>

**TOTAL** | 150 |
FIRST-TIME RENEWAL PROJECT – COORDINATED ENTRY

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric
First-Time Renewal Project – Coordinated Entry

<table>
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<tr>
<th>Category</th>
<th>Max Points</th>
<th>Final Score</th>
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</thead>
<tbody>
<tr>
<td><strong>Application Submission</strong></td>
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<tr>
<td>• Applicant followed instructions to submit the application on time and with all required attachments</td>
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<td></td>
</tr>
<tr>
<td>o Applications submitted late will receive a deduction in accordance with the CoC Program Policy.</td>
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<tr>
<td>o Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.</td>
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<td></td>
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<tr>
<td>• Applicant attended Bidders’ Conference or completed online course. (5 point)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Fiscal Management</strong> (e-SNAPS Part 6, Fiscal P&amp;P Attachment, Narrative 14a., eLOCCS Draws Attachment, Audit Attachment, Narrative 14b.)</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>• Applicant provides accurate budget. (12 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Applicant provides match documentation. (12 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Applicant provides comprehensive fiscal policies and procedures. (12 points)</td>
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<td></td>
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<tr>
<td>• eLOCCS draws show appropriate grant spending. If no eLOCCS draws, applicant made adequate effort to draw down and re-authorize access, if applicable. (17 points)</td>
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<tr>
<td>• HUD Monitoring and/or Audit show no significant deficiencies or findings. (12 points)</td>
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<tr>
<td>o If no audit is available – applicant explanation is sufficient in addressing the lack of audit.</td>
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<tr>
<td><strong>Project Description</strong> (e-SNAPS Part 2, 3, 4, and 5, Narrative 14c.)</td>
<td>40</td>
<td></td>
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</tbody>
</table>
- Applicant provided thorough description of project to include need of the project and specific outcomes. (15 points)
- Applicant provided realistic and comprehensive milestones. (15 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (10 points)

### Policies and Procedures (P&P Attachment)

- Applicant uploads Coordinated Entry Policies and Procedures. (40 points)  

<table>
<thead>
<tr>
<th>Policies and Procedures (P&amp;P Attachment)</th>
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</thead>
<tbody>
<tr>
<td>Applicant uploads Coordinated Entry Policies and Procedures. (40 points)</td>
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</table>

| TOTAL | 150 |
**FIRST-TIME RENEWAL PROJECT – HOMELESS MANAGEMENT INFORMATION SYSTEM**

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric  
First-Time Renewal Project – HMIS

<table>
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<tbody>
<tr>
<td>Project Name:</td>
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<tr>
<td>Notes from SARAH Staff on Application Review</td>
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<td><strong>Application Submission</strong></td>
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</table>
| • Applicant followed instructions to submit the application on time and with all required attachments  
  o Applications submitted late will receive a deduction in accordance with the CoC Program Policy.  
  o Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy. | 5 | |
| • Applicant attended Bidders’ Conference or completed online course. (5 point) | | |
| **Fiscal Management** (e-SNAPS Part 6, Narrative 14a., Fiscal P&P Attachment, Audit Attachment, Narrative 14b.) | | |
| • Applicant provides accurate budget. (12 points) | 65 | |
| • Applicant provides match documentation. (12 points) | | |
| • Applicant provides comprehensive fiscal policies and procedures. (12 points) | | |
| • eLOCCS draws show appropriate grant spending. If no eLOCCS draws, applicant made adequate effort to draw down and re-authorize access, if applicable. (17 points) | | |
| • HUD Monitoring and/or Audit show no significant deficiencies or findings. (12 points)  
  o If no audit is available – applicant explanation is sufficient in addressing the lack of audit. | | |
| **Project Description** (e-SNAPS Part 2, 3, 4, and 5) | 40 | |
- Applicant provided thorough description of project to include need of the project and specific outcomes. (20 points)
- Applicant provided realistic and comprehensive milestones. (20 points)

<table>
<thead>
<tr>
<th>Policies and Procedures (P&amp;P Attachment)</th>
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<tbody>
<tr>
<td>Applicant uploads HMIS Policies and Procedures. (40 points)</td>
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| TOTAL | 150 |
# RENEWAL PROJECT

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric

Renewal Project

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Notes from SARAH Staff on Application Review

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### Application Submission

- Applicant followed instructions to submit the application on time and with all required attachments.
  - Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  - Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
- Applicant attended Bidders’ Conference or completed online course. (1 point)

### Fiscal Management (e-SNAPS Part 6, Narrative 23a., Fiscal P&P Attachment, Audit, Narrative 23b., eLOCCS Draws Attachment, Narrative 23c., Narrative 23d.)

- Applicant provides accurate budget. Budget’s ratio of supportive services to operations and cost-per-client is manageable. (2 points)
- Applicant provides match documentation. (1 points)
- Applicant provides comprehensive fiscal policies and procedures. (2 points)
- HUD Monitoring and/or Audit show no significant deficiencies or findings. (2 points)
  - If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- eLOCCS draws and Final Grant Close-Out show appropriate grant spending. (2 points)
- Direct services staffing ratio is within 8-15 for PSH and 15-30 for RRH and direct services staff salaries are, at
minimum, consistent with a living wage as outlined by the U.S. Bureau of Labor. (1 point)

### Project Description (e-SNAPS Part 2, 3, 4, and 5; Narrative 23e., Narrative 23f.)

- Applicant provided thorough description of project to include need of the project and specific outcomes. (2 points)
- Applicant provided realistic and comprehensive milestones. (2 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (2 points)
- Applicant’s landlord engagement strategy articulates how the project will identify new landlords, retain landlords, and engage landlords to house higher-barrier clients. (2 points.)

### Policies and Procedures (P&P Attachment)

- Applicant’s Policies and Procedures include the following: intake, confidentiality, termination, and VAWA. (4 points)
- Intake policies demonstrate low-barrier, housing first, and trauma-informed service orientation. (2 points)
- Confidentiality policies and procedures are robust to ensure client confidentiality is a high priority. (2 points)
- Termination policies clearly delineate types of termination and provide clear grounds for termination. These policies outline the process by which participants are notified and informed when termination is the only recourse. (2 points)
- VAWA policy aligns with HUD standards outlined in 24 CFR 578.99(j). (1 points)
- Policies and Procedures align with local CoC Written Standards and Coordinated Entry Policies and Procedures. (2 points)

### Project Performance (CoC Scorecard Attachment, Annual Performance Review Attachment, Narrative 23h., Narrative 23i.)

- CoC Scorecard Metrics (100 points)
- Applicant can adequately describe project performance on scorecard and APR with plan to improve, if applicable. (5 points)

### CoC Participation (Narrative 23j., Narrative 23k, Narrative 23l, Narrative 23m, Narrative 23n)
- Applicant adhered to local Coordinated Entry Policies and Procedures from last grant year. (7 points)
- Applicant adhered to local HUD reporting deadlines from last grant year. (2 points)
- Applicant adhered to local HMIS reporting from last grant year. (2 points)
- Applicant participated in the CoC Membership Council, workgroups, or committees from last grant year. (1 point)
- Applicant participated in the 2019 Point-in-Time Count. (1 point)

**BONUS** (Narrative 23o., Narrative 23p, Narrative 23q, Narrative 23r)

- Project is voluntarily reallocating to a project type listed as a funding priority. (1 point)
- Applicant is a Homelink Network Partner and/or Homelink Hub. (2 points)
- Applicant incorporates lived experience in agency’s policy and/or decision-making structure beyond the HUD requirements. (1 point)
- Applicant strategically engages with other homeless providers in a collaborative, effective way and prioritizes a community-wide focus on ending homelessness. (1 point)

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**TOTAL** 150
RENEWAL PROJECT – DOMESTIC VIOLENCE

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric
Renewal Project – Domestic Violence

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<tr>
<th>Agency Name:</th>
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**Application Submission**

- Applicant followed instructions to submit the application on time and with all required attachments.
  - Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  - Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
- Applicant attended Bidders’ Conference or completed online course. (1 point)

**Fiscal Management** (e-SNAPS Part 6, Narrative 23a., Fiscal P&P Attachment, Audit, Narrative 23b., eLOCCS Draws Attachment, Narrative 23c., Narrative 23d.)

- Applicant provides accurate budget. Budget’s ratio of supportive services to operations and cost-per-client is manageable. (2 points)
- Applicant provides match documentation. (1 points)
- Applicant provides comprehensive fiscal policies and procedures. (2 points)
- HUD Monitoring and/or Audit show no significant deficiencies or findings. (2 points)
  - If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- eLOCCS draws and Final Grant Close-Out show appropriate grant spending. (2 points)
- Direct services staffing ratio is within 8-15 for PSH and 15-30 for RRH and direct services staff salaries are, at
minimum, consistent with a living wage as outlined by the U.S. Bureau of Labor. (1 point)

### Project Description (e-SNAPS Part 2, 3, 4, and 5; Narrative 23e., Narrative 23f., Narrative 23g.)

- Applicant provided thorough description of project to include need of the project and specific outcomes. (2 points)
- Applicant provided realistic and comprehensive milestones. (2 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (2 points)
- Applicant’s landlord engagement strategy articulates how the project will identify new landlords, retain landlords, and engage landlords to house higher-barrier clients. (2 points)
- Applicant adequately explains how the project will improve safety for the population served. (2 points)

### Policies and Procedures (P&P Attachment)

- Applicant’s Policies and Procedures include the following: intake, confidentiality, termination, and VAWA. (4 points)
- Intake policies demonstrate low-barrier, housing first, and trauma-informed service orientation. (2 points)
- Confidentiality policies and procedures are robust to ensure client confidentiality is a high priority. (2 points)
- Termination policies clearly delineate types of termination and provide clear grounds for termination. These policies outline the process by which participants are notified and informed when termination is the only recourse. (2 points)
- VAWA policy aligns with HUD standards outlined in 24 CFR 578.99(j). (2 points)
- Policies and Procedures align with local CoC Written Standards (2 points)

### Project Performance (CoC Scorecard Attachment, Annual Performance Review Attachment, Narrative 23h., Narrative 23i.)

- CoC Scorecard Metrics (100 points)
- Applicant can adequately describe project performance on scorecard and APR with plan to improve, if applicable. (5 points)
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<tr>
<th><strong>CoC Participation</strong> (Narrative 23j., Narrative 23k, Narrative 23l, Narrative 23m, Narrative 23n)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Applicant adhered to local HUD reporting deadlines from last grant year. (3 points)</td>
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<th><strong>BONUS</strong> (Narrative 23o., Narrative 23p, Narrative 23q, Narrative 23r)</th>
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<tbody>
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| **TOTAL** | **150** |
**RENEWAL PROJECT – COORDINATED ENTRY**

San Antonio/Bexar County 2021 CoC Program IRT Scoring Rubric  
**Renewal Project – Coordinated Entry**

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<td></td>
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<tr>
<td>Applicant provides accurate budget. (10 points)</td>
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<td>Applicant provides comprehensive fiscal policies and procedures. (10 points)</td>
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<tr>
<td>HUD Monitoring and/or Audit show no significant deficiencies or findings. (10 points)</td>
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</tr>
<tr>
<td>Project Description (e-SNAPS Part 2, 3, 4, and 5; Narrative 18c.)</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>
- Applicant provided thorough description of project to include need of the project and specific outcomes. (15 points)
- Applicant provided realistic and comprehensive milestones. (15 points)
- Applicant describes barriers to participation faced by persons of different races or those who are over-represented in the local homeless population and identifies strategies to eliminate these barriers. (10 points)

<table>
<thead>
<tr>
<th>Policies and Procedures (P&amp;P Attachment)</th>
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</thead>
<tbody>
<tr>
<td>Applicant uploads Coordinated Entry Policies &amp; Procedures. (30 points)</td>
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<thead>
<tr>
<th>Project Performance (Annual Performance Review Attachment, Narrative 18d.)</th>
<th>25</th>
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<tr>
<td>Applicant uploads APR and can adequately describe project performance with plan to improve, if applicable. (25 points)</td>
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<tr>
<th>TOTAL</th>
<th>150</th>
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### Application Submission

- Applicant followed instructions to submit the application on time and with all required attachments.
  - Applications submitted late will receive a deduction in accordance with the CoC Program Policy.
  - Applications with deficiencies will receive a deduction in accordance with the CoC Program Policy.
- Applicant attended Bidders’ Conference or completed online course. (5 points)

### Fiscal Management (e-SNAPS Part 6, Narrative 18a., Fiscal P&P Attachment, Audit, Narrative 18b., eLOCCS Draws Attachment, Final Grant Close-Out Attachment)

- Applicant provides accurate budget. (10 points)
- Applicant provides match documentation. (10 points)
- Applicant provides comprehensive fiscal policies and procedures. (10 points)
- HUD Monitoring and/or Audit show no significant deficiencies or findings. (10 points)
  - If no audit is available – applicant explanation is sufficient in addressing the lack of audit.
- eLOCCS draws and Final Grant Close-Out show appropriate grant spending. (10 points)

### Project Description (e-SNAPS Part 2, 3, 4, and 5)

<table>
<thead>
<tr>
<th>Category</th>
<th>Max Points</th>
<th>Final Score</th>
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<tbody>
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<td>Application Submission</td>
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</tr>
<tr>
<td>Fiscal Management</td>
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<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>40</td>
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</tbody>
</table>
- Applicant provided thorough description of project to include need of the project and specific outcomes. (20 points)
- Applicant provided realistic and comprehensive milestones. (20 points)

<table>
<thead>
<tr>
<th>Policies and Procedures (P&amp;P Attachment)</th>
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</thead>
<tbody>
<tr>
<td>• Applicant uploads HMIS Policies &amp; Procedures. (30 points)</td>
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<thead>
<tr>
<th>Project Performance (Annual Performance Review Attachment, Narrative 18d.)</th>
<th>25</th>
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<tbody>
<tr>
<td>• Applicant uploads APR and can adequately describe project performance with plan to improve, if applicable. (25 points)</td>
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| TOTAL | 150 |
Appendix B – CoC Program MOU

TX-500 Continuum of Care Project Agreement

Memorandum of Understanding (MOU)

Between

The South Alamo Regional Alliance for the Homeless (TX-500 Continuum of Care [CoC])

and

(Agency Name: _____________________________________________)

Grant ID: _____________________________________________)

PURPOSE AND BACKGROUND

The purpose of this Memorandum of Understanding ("MOU") is to confirm agreements between the Continuum of Care ("CoC") agencies funded by the Department of Housing and Urban Development ("HUD") and the Lead Agency and Collaborative Applicant for the CoC, the South Alamo Regional Alliance for the Homeless ("SARAH"). This MOU defines the roles and specific responsibilities of each party relating to key aspects of the operation of the Continuum of Care.

This MOU is an effort to ensure a mutual understanding and strengthening of our partnership to end homelessness in San Antonio/Bexar County by making it a rare, brief, and nonrecurring event.

DURATION AND RENEWAL

Except for termination, the duration of this MOU will be from_______through_______.

This start date should reflect the grant agreement execution date coordinated with the HUD Field Office for the CoC-funded project. This agreement will renew automatically unless either party gives notification, but should be updated, reviewed, and signed annually prior to contract execution.

GENERAL UNDERSTANDINGS

SARAH, as CoC Lead Agency and Collaborative Applicant will:

1. Complete the Consolidated Application for HUD CoC funds on behalf of the
2. Submit required federal reports on behalf of the CoC, including the Annual Homeless Assessment Report, Point-in-Time Count, Housing Inventory Count, System Performance Measures, and the Grant Inventory Worksheet;
3. Coordinate the system of homeless and homelessness prevention services in the TX-500 continuum area;
4. Implement a Coordinated Entry System that meets HUD’s requirements;
5. Be the voice and advocate for ending and preventing homelessness;
6. Provide direction and oversight through the development and periodic review and refinement of strategies, goals and objectives to end homelessness;
7. Support fundraising efforts of CoC-funded agencies;
8. Provide overall governance processes for the CoC;
9. Provide HUD policy guidance and technical assistance to service providers;
10. Serve on committees or workgroups as requested by the CoC Board;
11. Ensure uniform application of bylaws and adopted guidelines to all members of the CoC;
12. Monitor Performance of CoC-funded Agencies and act against poor performers through a documented process;
13. Consider and approve actions regarding Continuum of Care strategies, funding allocations, funding awards, grant management, and grant performance

CoC-Funded Agency will:

1. Submit a Final Grant Agreement and Spending Plan to SARAH upon Grant Contract Execution;
2. Notify SARAH of any Significant Grant Amendments or Project Changes submitted to or approved by HUD;
3. Submit a Quarterly LOCCS Report to SARAH to demonstrate timely drawdown of funds;
4. Attend at least 75% of SARAH Membership Council Meetings;
5. Maintain Membership in at least One CoC Committee or workgroup;
6. Ensure quality project data on federal reports including the Annual Homeless Assessment Report, Point-in-Time Count, Housing Inventory Count, and System Performance Measures;
7. Monitor project performance on an ongoing basis and follow performance Quality Improvement Plans when issued by the CoC Lead Agency and Board of Directors;
8. Ensure 75% of CoC-Funded Program FTE's Participate in the Annual Point-in-Time Count Event;
9. Pay annual CoC dues to SARAH at a rate of 1.75% of each CoC project grant within 90 days of Final Grant Agreement Execution (reminder, HUD CoC funds cannot be used to pay these costs);
10. Utilize Coordinated Entry for all project referrals and follow Coordinated Entry Policies and Procedures;
11. Utilize HMIS for all project referrals and follow HMIS Policies & Procedures, including standards for privacy, security, and data quality;
12. Follow Housing First Practices;
13. Maintain compliance with interim and final rules issued by HUD;
14. Follow Continuum of Care Approved Policies & Procedures;
15. Submit a Final Annual Performance Report and HUD Closeout Report to the HUD San Antonio Field Office within the required HUD timelines. Additionally, you will provide SARAH with a copy of these reports;
16. Ensure ELOCCS approving officials maintain oversight of all organization ELOCCS accounts to help prevent security violations and delays in making draws.

SPECIFIC RESPONSIBILITIES OF THE PARTIES

1. **CoC Authority**

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 program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

A CoC is a geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as set out by regulation. The CoC is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The geographic jurisdiction of the South Alamo Regional Alliance is San Antonio/Bexar County.

2. **Lead Agency Designation**

The CoC designates SARAH as the lead Agency to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the jurisdiction and that the CoC is following all applicable HUD rules and regulations. SARAH performs these tasks at the direction of the CoC Board of Directors.

3. **HMIS Lead Agency Designation**

The CoC designates Haven for Hope as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance requirements of all HUD CoC Program projects in the CoC.

CONFIDENTIALITY
All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties’ contract responsibilities, except with the written consent of such recipient, recipient’s attorney, or recipient’s parent of guardian.

EQUAL OPPORTUNITY

All parties agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

TERMS OF AGREEMENT

1. This MOU shall be effective upon adoption by each signatory agency and entity.
2. This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.
3. This MOU can be expanded, modified, or amended, as needed, at any time by the consent of all agencies.
4. This MOU shall be in effect until the end of this project unless terminated by agreement in writing prior to the project end date.

TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 120 days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination will be effective on the date specified in the notice of termination.
## Appendix C – CoC Program Performance Scorecards

### PERMANENT SUPPORTIVE HOUSING SCORECARD

<table>
<thead>
<tr>
<th>#</th>
<th>Metric</th>
<th>Benchmark</th>
<th>Max. Possible Points</th>
<th>Actual Project Score</th>
<th>Metric Value</th>
<th>Metric Population</th>
<th>How is this calculated?</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>HMIS Data Quality</td>
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<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Data Completeness</td>
<td>&lt;= 2% = 10 points; &lt;= 4% = 5 points</td>
<td>10</td>
<td>10</td>
<td>%</td>
<td></td>
<td>The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common UDEs (16).</td>
</tr>
<tr>
<td>1.2</td>
<td>Timeliness of Data Entry</td>
<td>&lt;= 3 days = 5 points; &gt; 3 days and &lt;= 5 days = 2 points</td>
<td>5</td>
<td>5</td>
<td>Days</td>
<td></td>
<td>The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit</td>
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<tr>
<td>Metric 1 Total Project Performance:</td>
<td>20</td>
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<tr>
<th>2. Coordinated Entry</th>
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<tbody>
<tr>
<td>2.1 CE Participation</td>
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</table>
the family members also has an open Homelink enrollment at time of the relevant project start date. Clients enrolled prior to January 1, 2019, or clients added to households enrolled prior to this date, are included but no points will be deducted as Homelink was not operational.

| 2.2 | Referral Acceptance Rate | >= 85% = 5 points | 5 | 5 | % | # out of # clients accepted into project | This percentage is calculated by looking at the number of claims that ended with the outcome of either 'Client refused program' or 'Cannot locate client using 2 different means' WHERE the associated client received a |
Service FROM an Outreach, CY, or Emergency Shelter project within 7 days of the claim end date divided by the total number of claims that end during the time frame. The number 7 day window looks no further than the end of the time frame and no earlier than when the claim was opened.

<table>
<thead>
<tr>
<th>Metric 2 Total Project Performance:</th>
<th>20</th>
<th>20</th>
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</thead>
</table>

### 3. Ending Homelessness Measures

<table>
<thead>
<tr>
<th>3.2 Exits to or Retention of Permanent Housing</th>
<th>&gt;= 90% = 15 points; &gt;= 85% = 10 points; &gt;= 80% = 5 points</th>
<th>15</th>
<th>15</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

The number of clients that are either stayers or have a PH exit (based off of the HUD list of destinations) during the reporting time frame divided by the total number of
<table>
<thead>
<tr>
<th></th>
<th>Returns to Homelessness after Permanent Housing Outcome: (6 months)</th>
<th>&lt;= 10%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3</td>
<td>This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included. WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 180 days FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date</td>
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<tr>
<td>3.4</td>
<td>Returns to Homelessness after Permanent Housing Outcome: (1 year)</td>
<td>&lt;= 15%</td>
<td>5</td>
<td>5</td>
<td>%</td>
<td># clients</td>
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<td><strong>3.5</strong></td>
<td>Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness: (2 years)</td>
<td>&lt;= 20%</td>
<td>5</td>
<td>5</td>
<td>%</td>
<td># clients</td>
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<tr>
<td><strong>3.6</strong></td>
<td>Receipt of Non-Cash Benefits</td>
<td>&gt;= 75%</td>
<td>10</td>
<td>10</td>
<td>%</td>
<td># clients</td>
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This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients returning within the two years FROM the reporting start date are included divided by all PH exit clients within the two years FROM the reporting start date. Reporting Start Date = Project Start Date.

The number of adult clients, both leavers and stayers, which have
The number of adult clients, both leavers and stayers, which either gained or increased total income as indicated by their most recent HUD Financial assessment.

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<tr>
<th>Metric 3 Total Project Performance:</th>
<th>55</th>
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<tbody>
<tr>
<td>Total Project Performance</td>
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<td>100</td>
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RAPID REHOUSING SCORECARD

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<tr>
<th>#</th>
<th>Metric</th>
<th>Benchmark</th>
<th>Max. Possible Points</th>
<th>Actual Project Score</th>
<th>Metric Value</th>
<th>Metric Population</th>
<th>How is this calculated?</th>
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<tbody>
<tr>
<td>1.</td>
<td>HMIS Data Quality</td>
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<tr>
<td>1.1</td>
<td>Data Completeness</td>
<td>&lt;= 2% = 10 points; &lt;= 4% = 5 points</td>
<td>10</td>
<td>10</td>
<td>%</td>
<td># missing data elements for # clients</td>
<td>The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common UDEs (16).</td>
</tr>
<tr>
<td>1.2</td>
<td>Timeliness of Data Entry</td>
<td>&lt;= 3 days = 5 points; &gt; 3 days and &lt;= 5 days = 2 points</td>
<td>5</td>
<td>5</td>
<td>Days</td>
<td># entry records</td>
<td>The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).</td>
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<tr>
<td>Metric 1 Total Project Performance:</td>
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<td>Total Reported CE Clients</td>
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<td>Total Clients with open Homelink</td>
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<tr>
<td>Overall Percentage of Clients</td>
<td>100% = 10 points; &gt;= 90% and &lt; 100% = 5 points</td>
<td>10</td>
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<td>date falls during the</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>reporting time frame.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only clients that are</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoH, were over 17 at time of</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>entry, or were over 17 at the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>enrollment anniversary date with</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>an enrollment length of over a</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>year are included.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
open Homelink enrollment at time of the relevant project start date. Clients enrolled prior to January 1, 2019, or clients added to households enrolled prior to this date, are included but no points will be deducted as Homelink was not operational.

<table>
<thead>
<tr>
<th>2.2</th>
<th>Referral Acceptance Rate</th>
<th>&gt;= 85% = 5 points</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># out of # clients accepted into project</th>
</tr>
</thead>
</table>

This percentage is calculated by looking at the number of claims that ended with the outcome of either 'Client refused program' or 'Cannot locate client using 2 different means' WHERE the associated client received a service
FROM an Outreach, CY, or Emergency Shelter project within 7 days of the claim end date divided by the total number of claims that end during the time frame. The number 7 day window looks no further than the end of the time frame and no earlier than when the claim was opened.

<table>
<thead>
<tr>
<th>Metric 2 Total Project Performance:</th>
<th>15</th>
<th>15</th>
</tr>
</thead>
</table>

3. Ending Homelessness Measures

<p>| 3.1 Rapid Placement into Permanent Housing | &lt; 30 days = 15 points; &gt;= 30 days and &lt; 60 days = 5 points | 15 | 15 days | # clients | The average number of days between project start date and the housing move-in date based off of HoH data for all enrollments active during the reporting time frame. If there is no |</p>
<table>
<thead>
<tr>
<th>3.2</th>
<th>Exits to Permanent Housing</th>
<th>&gt;= 90% = 15 points; &gt;= 85% = 10 points; &gt;= 80% = 5 points</th>
<th>15</th>
<th>15</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

The number of clients with a PH exit (based off the HUD list of destinations) during the reporting time frame divided by the total number of clients with an exit during the reporting time frame.

<table>
<thead>
<tr>
<th>3.3</th>
<th>Returns to Homelessness after Permanent Housing Outcome: (6 months)</th>
<th>&lt;= 10%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included.
<table>
<thead>
<tr>
<th>3.4</th>
<th>Returns to Homelessness after Permanent Housing</th>
<th>&lt;= 15%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to 180 days FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date

This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment.
Clients that returned up to one year FROM their PH exit date are included divided by all clients with a PH exit within the two years FROM the reporting start date. Reporting Start Date = Project Start Date

<table>
<thead>
<tr>
<th>3.5</th>
<th>Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness: (2 years)</th>
<th>&lt;= 20%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

This calculation is based off of System Performance Measures’ Measure 2 calculations. The most recent PH exit per client for the past 2 years is included WHERE recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients returning within the two years FROM the reporting start date
The number of adult client leavers, which have either non-cash benefits (HUD Financial assessment) indicated on their exit assessment.

The number of adult clients, both leavers and stayers, which either gained or increased total income as indicated by their most recent HUD Financial assessment.

<table>
<thead>
<tr>
<th>Metric 3 Total Project Performance:</th>
<th>65</th>
<th>65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Performance</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>
# TRANSITIONAL HOUSING SCORECARD

<table>
<thead>
<tr>
<th>#</th>
<th>Metric</th>
<th>Benchmark</th>
<th>Max. Possible Points</th>
<th>Actual Project Score</th>
<th>Metric Value</th>
<th>Metric Population</th>
<th>How is this calculated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Data Completeness</td>
<td>&lt;= 2% = 10 points; &lt;= 4% = 5 points</td>
<td>10</td>
<td>10</td>
<td>%</td>
<td># missing data elements for # clients</td>
<td>The number of data elements that apply to all clients that are missing, as indicated by a NULL or data not collected, divided by the number of clients times the common UDEs (16).</td>
</tr>
<tr>
<td>1.2</td>
<td>Timeliness of Data Entry</td>
<td>&lt;= 3 days = 5 points; &gt; 3 days and &lt;= 5 days = 2 points</td>
<td>5</td>
<td>5</td>
<td>Days</td>
<td># entry records</td>
<td>The average number of days between enrollment member begin date and created date (for new enrollees) as well as the number of days between enrollment member end date and exit time stamp (for leavers).</td>
</tr>
</tbody>
</table>
### Metric 1 Total Project Performance:

| Metric | Total Project Performance: | 20 | 20 |

#### 2. Coordinated Entry

| CE Participation | 100% = 10 points; >= 90% and < 100% = 5 points | 10 | 10 | % | # out of # clients with open Homelink enrollment | The percentage of clients enrolled during the reporting time frame where at least one of the family members also has an annual financial assessment WHERE the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of over a year are included. |
open
Homelink
enrollment
at time of
the relevant
project start
date. Clients
enrolled
prior to
January 1,
2019, or
clients
added to
households
enrolled
prior to this
date, are
included but
no points
will be
deducted as
Homelink
was not
operational.

<table>
<thead>
<tr>
<th>Metric 2 Total Project Performance:</th>
<th>10</th>
<th>10</th>
</tr>
</thead>
</table>

3. Ending Homelessness Measures

| 3.1 Rapid Placement into Permanent Housing | <= 185 days = 10 points; <= 365 days = 5 points | 10 | 10 | days | # clients | The average number of days between project start date and end date based off of HoH data for all PH exits (based off of the HUD list of destinations) during the reporting time frame. Only those enrollments |
3.2 Exits to Permanent Housing

| >= 90% = 15 points; >= 85% = 10 points; >= 80% = 5 points | 15 | 15 | % | # clients |

The number of clients with a PH exit (based off the HUD list of destinations) during the reporting time frame divided by the total number of clients with an exit during the reporting time frame.

3.3 Returns to Homelessness after Permanent Housing Outcome: (6 months)

| <= 10% | 5 | 5 | % | # clients |

This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included.

WHERE recidivism is marked by an ES, TH, Outreach, or
<table>
<thead>
<tr>
<th>3.4</th>
<th>Returns to Homelessness after Permanent Housing Outcome: (1 year)</th>
<th>&lt;= 15%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included. Recidivism is marked by an ES, TH, Outreach, or CY project enrollment. Clients that returned up to one year from their PH exit date.
<table>
<thead>
<tr>
<th>3.5</th>
<th>Returns to Homelessness after Permanent Housing / TOTAL Returns to Homelessness: (2 years)</th>
<th>&lt;= 20%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
</table>

This calculation is based off of System Performance Measures' Measure 2 calculations. The most recent PH exit per client for the past 2 years is included. Where recidivism is marked by an ES, TH, Outreach, or CY project enrollment. All clients returning within the two years FROM the reporting start date are included divided by all PH exit clients within the two.
<table>
<thead>
<tr>
<th>3.6</th>
<th>Receipt of Non-Cash Benefits</th>
<th>&gt;= 75%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The number of adult client leavers, which have either non-cash benefits (HUD Financial assessment) indicated on their exit assessment.

<table>
<thead>
<tr>
<th>3.7</th>
<th>Overall Increase Income (Employment + Non-Employment)</th>
<th>&gt;= 65% = 15 points; &gt;= 50% and &lt; 65% = 10 points</th>
<th>15</th>
<th>15</th>
<th>%</th>
<th># clients</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The number of adult clients, both leavers and stayers, which either gained or increased total income as indicated by their most recent HUD Financial assessment.

<table>
<thead>
<tr>
<th>3.8</th>
<th>Average Length of Time in Program</th>
<th>&lt;= 365 days</th>
<th>5</th>
<th>5</th>
<th>days</th>
<th># clients</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The average number of days between enrollment member begin and the lesser of end date or reporting end date for
**SARAH** | Continuum of Care Program Grant

---

**DOMESTIC VIOLENCE – RAPID REHOUSING SCORERCARD**

<table>
<thead>
<tr>
<th>#</th>
<th>Metric</th>
<th>Benchmark</th>
<th>Max Pts</th>
<th>Actual Pts</th>
<th>Metric Value</th>
<th>Metric Population</th>
<th>Metric Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>HMIS Comparable Database Data Quality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Data Completeness</td>
<td>&lt;= 2% = 10 points; &lt;= 4% = 5 points</td>
<td>5</td>
<td>5</td>
<td>%</td>
<td># Missing Data Elements for # Clients</td>
<td>The number of data elements that apply to all clients that are missing, as indicated by a null or data not collected, divided by the number of clients times the common Universal Data Elements (16).</td>
</tr>
<tr>
<td>1.2a</td>
<td>Timeliness of Data Entry (Program Entry)</td>
<td>&lt;= 2 days = 5 points</td>
<td>5</td>
<td>5</td>
<td>days</td>
<td># Entry Records</td>
<td>The average number of days between enrollment member begin date and enrollment created date (for new enrollees).</td>
</tr>
<tr>
<td>1.2b</td>
<td>Timeliness of Data Entry (Program Exit)</td>
<td>&lt;= 2 days = 5 points</td>
<td>5</td>
<td>5</td>
<td>days</td>
<td># Exit Records</td>
<td>The average number of dates between enrollment member end date and exit time</td>
</tr>
</tbody>
</table>

---

**Metric 3 Total Project Performance:** 65 65

**Total Project Performance** 100 100

---

all HoH clients with an open enrollment during anytime of the reporting time frame.
<table>
<thead>
<tr>
<th>Metric 1 Total Project Performance:</th>
<th>20</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Domestic Violence Safety Assessment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 DV knowledge base</td>
<td>&gt;90% = 15 points; &lt; 89% and &gt; 80% and = 10 points</td>
<td>15</td>
</tr>
<tr>
<td><strong>Metric 2 Total Project Performance:</strong></td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td><strong>3. Ending Homelessness</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Rapid Placement into Permanent Housing</td>
<td>&lt;30 days = 15 points; &gt;31 to 60 days = 10 points</td>
<td>15</td>
</tr>
</tbody>
</table>
### 3.2 Exits to Permanent Housing

Move-in date based off of HoH data for all RRH enrollments during the reporting time frame. Includes leavers and stayers.

<table>
<thead>
<tr>
<th>%</th>
<th># Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;= 90% = 15 points; &gt;= 85% = 10 points; &gt;= 80% = 5 points</td>
<td>15 15</td>
</tr>
</tbody>
</table>

The number of clients with a PH exit destination (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with a project exit date during the reporting time frame. Leavers only.

### 3.3 Returns to DV Project after Permanent Housing

Outcome: (6 months)

This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by project enrollment to this DV project. Clients that returned up to 180 days from their PH exit date are included divided by all clients with a PH exit within the two years.
| 3.4 | Returns to DV Project after Permanent Housing Outcome: (1 year) | <= 15% | 5 | % | # Clients | This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV project. Clients that returned up to one year from their PH exit date are included divided by all clients with a PH exit within the two years from the reporting start date. |
| 3.5 | Returns to DV Project after Permanent Housing / TOTAL Returns to Homelessness: (2 years) | <= 20% | 5 | 5 | % | # Clients | This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment |
### Metric 3: Total Project Performance

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Metric 3 Total Project Performance</td>
<td>60</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Total Project Performance</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

The Continuum of Care Program Grant to the DV project. All clients returning within the two years from the reporting start date are included divided by all PH exit clients within the two years from the reporting start date.

#### 3.6 Receipt of Non-Cash Benefits or Health Insurance

<table>
<thead>
<tr>
<th>&gt;= 75%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># Clients</th>
</tr>
</thead>
</table>

The number of adult client leavers, which have either non-cash benefits (HUD Financial assessment) or health insurance (HUD Program assessment) indicated on their exit assessment.

#### 3.7 Overall Income Assessment (Earned Income + Cash Entitlements)

<table>
<thead>
<tr>
<th>&gt;= 50% = 15 points; &gt;= 35% and &lt; 50% = 10 points</th>
<th>10</th>
<th>10</th>
<th>%</th>
<th># Clients</th>
</tr>
</thead>
</table>

The number of adult clients, both leavers and stayers, which either maintained or increased total income as indicated by their most recent HUD Financial assessment. Note: 0 = 0 does not count as "maintained income"
## DOMESTIC VIOLENCE – TRANSITIONAL HOUSING SCORCARD

<table>
<thead>
<tr>
<th>#</th>
<th>Metric</th>
<th>Benchmark</th>
<th>Max. Pts.</th>
<th>Actua l Pts.</th>
<th>Metric Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Data Completeness</td>
<td>&lt;= 2% = 10 points; &lt;= 4% = 5 points</td>
<td>5</td>
<td>5</td>
<td>The number of data elements that apply to all clients that are missing, as indicated by a null or data not collected, divided by the number of clients times the common UDEs (16).</td>
</tr>
<tr>
<td>1.2</td>
<td>Bed Utilization Rate</td>
<td>&gt;= 95% = 5 points; &gt;= 90% and &lt; 95% = 3 points</td>
<td>5</td>
<td>5</td>
<td>The average of the number of enrollments with an open enrollment member record divided by the total beds reported on the most recent HIC for each day in the reporting time frame.</td>
</tr>
<tr>
<td>1.3a</td>
<td>Timeliness of Data Entry</td>
<td>&lt;= 2 days = 5 points</td>
<td>5</td>
<td>5</td>
<td>The average number of days between</td>
</tr>
<tr>
<td>Metric 1 Total Project Performance:</td>
<td>25</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----</td>
<td>----</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3b  Timeliness of Data Entry (Program Exit)  <= 2 days = 5 points  5  5 days  # Exit Records  The average number of dates between enrollment member end date and exit time stamp (for leavers).

1.4  Exit Assessment Completeness  0% = 5 points; < 10% = 2 points  5  5 %  # out of # Clients Due for Exit  The percentage of clients that do not have an exit assessment where the enrollment anniversary date falls during the reporting time frame. Only clients that are HoH, were over 17 at time of entry, or were over 17 at the enrollment anniversary date with an enrollment length of a year are included.
## 2. Domestic Violence Safety Assessment

<table>
<thead>
<tr>
<th>2.1</th>
<th>DV knowledge base</th>
<th>&gt;90% = 15 points; &lt; 89% and &gt; 80% and = 10 points</th>
<th>15</th>
<th>15</th>
<th>%</th>
<th># out of # Clients</th>
<th>The percentage of clients demonstrating their understanding of domestic violence based on the assessment tool administered by the DV case manager at the time of exit. Leavers only.</th>
</tr>
</thead>
</table>

### Metric 2 Total Project Performance:

| 15 | 15 |

## 3. Ending Homelessness

<table>
<thead>
<tr>
<th>3.1</th>
<th>Average Length of Time in Program</th>
<th>&lt;= 365 days = 15 points;</th>
<th>15</th>
<th>15</th>
<th>days</th>
<th># Clients (HoH Only)</th>
<th>The average number of days between enrollment member begin date and the reporting end date for all HoH clients with an open enrollment during anytime of the reporting time frame. Stayers and leavers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Exits to Permanent Housing</td>
<td>&gt;= 90% = 15 points; &gt;= 85% = 10 points; &gt;= 80% = 5 points</td>
<td>15</td>
<td>15</td>
<td>%</td>
<td># Clients</td>
<td>The number of clients with a PH exit destination (based off of the HUD list of destinations) during the reporting time frame divided by the total number of clients with a project exit date during the time reporting time frame. Leavers only.</td>
</tr>
<tr>
<td>3.3</td>
<td>Returns to DV Project after Permanent Housing Outcome: (6 months)</td>
<td>&lt;= 10%</td>
<td>5</td>
<td>5</td>
<td>%</td>
<td># Clients</td>
<td>This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV Project. Clients that returned up</td>
</tr>
</tbody>
</table>
### 3.4 Returns to DV Project after Permanent Housing Outcome: (1 year)

<table>
<thead>
<tr>
<th>&lt;= 15%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># Clients</th>
</tr>
</thead>
</table>

This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV Project. Clients that returned up to one year from their PH exit date are included divided by all clients with a PH exit within the two years from the reporting start date.
<table>
<thead>
<tr>
<th>3.5</th>
<th>Returns to DV Project after Permanent Housing / TOTAL Returns to Homelessness: (2 years)</th>
<th>&lt;= 20%</th>
<th>5</th>
<th>5</th>
<th>%</th>
<th># Clients</th>
</tr>
</thead>
</table>

This calculation is based off of System Performance Measures: Measure #2 calculations. The most recent PH exit per client for the past 2 years is included where recidivism is marked by a project enrollment to this DV Project. All clients returning within the two years from the reporting start date are included divided by all PH exit clients within the two years from the reporting start date.
### Metric 3: Total Project Performance

<table>
<thead>
<tr>
<th>Metric 3 Total Project Performance:</th>
<th>60</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Performance:</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

**3.6 Receipt of Non-Cash Benefits or Health Insurance**

- **Operation**: >= 75%
- **Points**: 5
- **# Clients**: 5

- **Description**: The number of adult client stayers, which have either non-cash benefits (HUD Financial assessment) or health insurance (HUD Program assessment) indicated on their entry assessment.

**3.7 Overall Income Assessment (Earned Income + Cash Entitlements)**

- **Operation**: >= 25% = 10 points; >= 15% and < 25% = 5 points
- **Points**: 10
- **# Clients**: 10

- **Description**: The number of adult clients, both leavers and stayers, which either maintained or increased total income as indicated by their most recent HUD Financial assessment. Note: 0 = 0 does not count as "maintained income"
Hello,

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Chelsey Viger, MPA
Director of Policy & Planning
South Alamo Regional Alliance for the Homeless
4100 E. Piedras, Suite 105 | San Antonio, TX 78228
210.876.0720, Extension 105

www.sarahomeless.org

Join the #WESAY #HouseAllYouth Movement!
### San Antonio / Bexar County 2021 CoC Project Ranking

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agency</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Funding Type</th>
<th>Amount</th>
<th>Amount Ranked</th>
</tr>
</thead>
</table>

#### Tier 1

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agency</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Funding Type</th>
<th>Amount</th>
<th>Amount Ranked</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>SAMH</td>
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<td>HH</td>
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#### Tier 2

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<th>Amount Ranked</th>
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<tr>
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#### Tier 3

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<th>Amount Ranked</th>
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<tr>
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#### YHDP Projects (Not Ranked)

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<tr>
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#### CoC Planning Grant (Not Ranked)

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<th>Agency</th>
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#### Total Funds Ranked

<table>
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<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,085,602</td>
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</tbody>
</table>
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210.876.0720, Extension 105
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Section 501, Division N of the Consolidated Appropriations Act, 2021(Pub. L. No. 116-260; Dec. 27, 2020)
Emergency Rental Assistance Round 1 (ERA-1) Program
Housing Stability Services and Other Financial Assistance

CONTRACT NO. 20210000014
WITH
Family Endeavors, Inc,
a Texas nonprofit corporation

CFDA: 21.023
Awarding Federal Agency: U.S. Department of the Treasury (Treasury)
Federal Award Year: 2021
Pass Through Entity: Texas Department of Housing and Community Affairs
Entity Type: Subrecipient
Unique Entity Identifier Number: 118914498

SECTION 1. PARTIES TO THE CONTRACT

This Emergency Rental Assistance Round 1 ("ERA-1") Program Housing Stability Services and Other Financial Assistance Contract Number 20210000014 ("Contract") is made and entered into by and between the TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS, a public and official agency of the State of Texas, ("Department" or "TDHCA") and the FAMILY ENDEAVORS, INC, a Texas nonprofit corporation ("Subrecipient") hereinafter, collectively, the "Parties".

SECTION 2. CONTRACT TERM FOR PERFORMANCE AND CLOSE-OUT

This Contract shall commence on September 1, 2021, and terminate as follows, unless extended by written agreement or terminated earlier: (1) the Subrecipient is permitted to incur eligible expenses under this Contract until August 31, 2022 ("Contract Term"); and (2) the Department’s obligations under the Contract shall end twenty-nine (29) calendar days after the Contract Term, and is conditioned on the Subrecipient’s successful completion of the terms herein ("Close-Out Process"), unless earlier terminated as provided herein.

SECTION 3. DEFINITIONS, SCHEDULE, SERVICE AREA, PROGRAM REQUIREMENTS, INCOME AND HOUSEHOLD QUALIFICATION

A. Purpose.

Subrecipient shall utilize U.S. Department of the Treasury ("Treasury") funds under Section 501(a), Subtitle A, Title V, Division N of the Consolidated Appropriations Act, 2021, (Pub. L. No. 116-260; Dec. 27, 2020) ("Federal Act"), specifically funds allocated under Section 501(c) of the Federal Act, to provide Housing Stability Services and Other Financial Assistance in accordance with the Program Requirements as defined herein, and the terms of this Contract and the exhibits and addendums attached hereto and incorporated herein for all relevant purposes.

B. Definitions.

Capitalized terms used in this Contract shall have the meanings specified in this Section 3 of the Contract, unless the context clearly requires otherwise. Certain additional terms
may be defined elsewhere in this Contract. If the definition and terms of this Contract conflict with the definition and terms of the Program Requirements defined in this Section 3, then this Contract shall control unless it would make the Contract void by law. Any capitalized terms not specifically mentioned in this Contract (including any and all addendums or exhibits to this Contract) shall have the meaning as defined in the Program Requirements, as applicable:

1. “Area Median Incomes” or “AMI” area median income for a Household is the same as the income limits for families published in accordance with 42 U.S.C. 1437a(b)(2), available under the heading for “Access Individual Median Family Income Areas” at https://www.huduser.gov/portal/datasets/il.html.

2. “Duplication of Benefits” or “DOB” occurs when a beneficiary receives assistance from multiple sources for the same purpose, and the total eligible assistance received for that purpose is more than the total need for assistance.

3. “Eligible Costs” include the actual cost of providing Housing Stability Services and Other Financial Assistance to Eligible Households. All assistance funds must be for Housing Stability Services or Other Financial Assistance and must be tied to specific Eligible Households, as further outlined in Section 5(B).

4. “Eligible Household” is a Household that meets the following criteria:
   a. Household’s permanent rental residence is located in Texas or they have no permanent rental residence and they are residing in a shelter or other place of public accommodation or unhoused;
   b. Household income is at or below eighty percent (80%) of Area Median Income;
   c. One or more of the Household members qualified for unemployment benefits on or after March 13, 2020; or Attests in writing that indirectly or directly due to or during the pandemic they have: Experienced a reduction in Household income; experienced an increase in significant costs; or experienced other financial hardship; and
   d. The Household is unhoused, at risk of homelessness or housing instability by providing an eviction notice or past-due utility or rent notice; OR Attests that unless they receive Household Stability Services or Other Financial Assistance, they would have to move to an unsafe/unhealthy environment like a shared living situation, emergency shelter, or overcrowded living situation.

5. “Household” or “Households” is defined as all persons occupying the same dwelling unit regardless of their relationship to each other. The occupant(s) could consist of a single person, single family, two (2) or more families living together, or any other group of related or unrelated persons who share living arrangements. If the entire Household is in a shelter or other place of public accommodation or unhoused, the Household consists of persons that would live together if the person or persons were in a rental housing unit. Live-in aides are not part of the Household.

6. “Household Stability Services” is a type of assistance that includes a broad range of services that target Households at risk of homelessness and instability that are intended to enable Eligible Households to maintain or obtain housing. Such services may include, among other things, eviction prevention and eviction diversion programs;
mediation between landlords and tenants; housing counseling; fair housing counseling; housing entities and organizations (such as housing navigators or promotoras) that help Households access Emergency Rental Assistance ("ERA") programs or help Households find housing; case management related to housing stability; housing-related services for survivors of domestic abuse or human trafficking; legal services or attorney’s fees related to eviction proceedings and maintaining housing stability; and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing.

7. **“Ineligible Costs”** means the Department shall not be liable to Subrecipient for certain costs, including but not limited to costs which:

   a. Have been reimbursed to Subrecipient or are subject to reimbursement to Subrecipient by any source other than this Contract, including other Department funds;
   
   b. Are not allowable costs, as set forth in the ERA-1 Bill and Treasury published guidance related to ERA, and 2 CFR Part 200;
   
   c. Are not strictly in accordance with the terms of this Contract, including the attached addendums and attachments;
   
   d. Have not been reported to Department within twenty-nine (29) calendar days following termination of this Contract;
   
   e. Are not incurred during the Contract Term; and
   
   f. Are used for clients that are not part of an Eligible Household.

8. **“Other Financial Assistance”** means activities that are other expenses as identified by the U.S. Secretary of the Treasury.

C. **Expenditure Schedule.**

All funds must be expended in accordance with the Contract Benchmarks, Performance Statement and Benchmarks, the Budget, and the Income Determination and Verification attached hereto as Exhibits A, B, C, and D respectively, and must be expended before the expiration of the Contract Term. All expenses must be reported within the Close-Out Processing date. Performance related to established targets will be reported in the monthly performance report. The Department reserves the right to request an additional expenditure reports or expenditure schedules if it appears funds will not be expended within the Contract Term or in accordance with this Contract, including exhibits. Failing to meet targets may result in deobligation of funds in whole or in part from this Contract. The Subrecipient is liable for any associated disallowed costs if a person who is eligible to receive the benefit or services does not actually receive them, and the Subrecipient reported the costs or received reimbursement for the costs.

D. **Service Area.**

The Subrecipient shall outline the service area in its contracts with subawardees or subcontracts. Subrecipient must provide written documentation of the subawardee’s or subcontractor’s service area by October 15, 2021.

E. **Program Requirements.**

Subrecipient must comply with all applicable statutes, regulations, and other laws governing administration or audit of this Contract, including but not limited to Section
501(c) of the Federal Act, 86 FR 1585, ERA Reporting Guidance, 2 CFR Part 200, [UGMS], Chapter 2306 of the Texas Government Code, Chapters 1 and 2 (as applicable), Title 10, Part 1 of the Texas Administrative Code. Subrecipient further agrees to comply with the Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements attached hereto as Addendum A, Certification Regarding Drug-Free Workplace Requirements attached hereto as Addendum B, Certification Regarding Debarment, Suspension and Other Responsibility Matter attached hereto as Addendum C, the Contract Benchmarks attached hereto as Exhibit A; the Performance Statement and Benchmarks attached hereto as Exhibit B; the Budget attached hereto as Exhibit C; Income Determination and Verification attached hereto as Exhibit D, all such addendums and exhibits incorporated herein for all relevant purposes; the assurances, certifications, and all other statements made by Subrecipient herein and with all other terms, provisions, and requirements of this herein set forth. All such addendums and exhibits are incorporated herein for all relevant purposes.

F. **Household Qualification.**

Subrecipient shall outline in its contracts with subawardees or subcontracts that Household qualification shall be determined through the methods described below and in further detail in Income Determination and Verification attached as Exhibit D to the Contract.

Any Household receiving Housing Stability Services or Other Financial Assistance must be determined to be an Eligible Household through all the following verification methods:

1. **Household COVID-19 Impact Certification.** The Household must complete a Household COVID-19 Impact Certification form through which they attest that anyone in the Household has experienced financial hardship due directly or indirectly to the COVID-19 pandemic, included but not limited to unemployment, reduction in income, increased Household costs, or other financial hardship.

2. **Household Housing Instability Certification.** The Household must demonstrate they are unhoused, at risk of homelessness or housing instability by providing an eviction notice or past-due utility or rent notice, or by completing a Household Housing Instability Certification Form through which they attest that if they do not receive Household Stability Services or Other Financial Assistance, they would need to move into or continue living in an unsafe or unhealthy living environment, like a shared living situation, emergency shelter, or an overcrowded space.

3. **Household Income Certification.** The Household must attest to their Household annual income, which must be at or below eighty percent (80%) of AMI. Except as otherwise noted, Subrecipient or subawardee must complete a household income certification form (“HIC”) or a similar tool. Household income is determined based on the definition of income, as modified and described in the Income Determination and Verification attached as Exhibit D to this Contract, and the level of documentation needed will vary based off Household circumstances. Income Determination and Verification attached as Exhibit D also outlines which Households will automatically qualify based of eligibility for other programs.

**SECTION 4. DEPARTMENT FINANCIAL OBLIGATIONS**
A. **Financial Obligations.**

In consideration of Subrecipient's ongoing and satisfactory performance of this Contract, Department shall reimburse the actual allowable costs incurred by Subrecipient beginning not earlier than September 1, 2021, and through the Contract Term in an amount up to the total Budget amount in Exhibit C, and in accordance with the terms of this Contract.

B. **Availability of Funds.**

Department's obligations under this Contract are contingent upon the actual receipt and availability by the Department of adequate ERA-1 funds from the U.S. Department of the Treasury. If sufficient funds are not available to make payments under this Contract, Department shall notify Subrecipient in writing within a reasonable time after such fact is determined. Department shall then terminate this Contract, and will not be liable for the failure to make any payment to Subrecipient under this Contract. Department acknowledges that it has received obligations from those sources which, if paid, will be sufficient to pay the allowable costs incurred by Subrecipient under this Contract.

C. **Ineligible Costs.**

Department shall not be liable to Subrecipient for Ineligible Costs.

D. **Deobligation of Funds.**

Failure to meet an expenditure benchmark as reported in the Monthly Expenditure and Performance Report as identified in the Contract Benchmarks attached hereto as Exhibit A, may result in the Department (in its sole discretion) deobligating the unreported amount of expended funds for the benchmark and deobligating an equivalent proportion of administrative funds.

**SECTION 5. PAYMENT, ALLOWABLE EXPENSES, CASH BALANCES, DUPLICATION OF BENEFITS**

A. **One-Time Request for Advance of Funds.**

1. Per 2 CFR §200.305, the Subrecipient may request a one-time working capital advance of funds (no more than thirty (30) days cash need) by submitting to TDHCA a properly completed planned expenditure report that includes a request for advance funds, in a format specified by TDHCA. TDHCA shall determine the reasonableness of each amount requested and shall not make disbursement of any such payment until TDHCA has reviewed and approved such request. TDHCA may request Subrecipient to make modifications to the disbursement request and is authorized to modify the disbursement procedures set forth herein as may be necessary or advisable for compliance with the laws and regulations and Program Requirements. Thereafter, the Subrecipient may be reimbursed for the amount of actual cash disbursements, on a reimbursement basis. Subrecipient must place any advance funding in excess of $250,000.00 into an insured, interest bearing account.

2. Subrecipient's requests for the advance of funds shall be limited to the minimum amounts needed for effective operation of programs, and shall be timed as closely as possible to be in accord with actual cash requirements. Subrecipient shall
establish procedures to minimize the time elapsing between the transfer of funds from TDHCA to the Subrecipient and the spending of such funds and shall ensure that such funds are disbursed as soon as administratively possible. If Subrecipient subcontracts or subawards any part of its award, it must have financial management systems in place to pay the subcontractor or subawardee for expenses under the agreement, generally within thirty (30) days. Subrecipient must require that its subawardees place any advance funding it provides to subawardees in excess of $250,000.00 in an insured, interest bearing account.

B. **Allowable Expenses.**

All funds paid to Subrecipient pursuant to this Contract are for the payment of allowable expenditures to be used for the exclusive benefit of Eligible Households. Staff time to attend or participate in contract training are eligible administrative costs. Subrecipient may incur administrative costs for activities associated with the closeout of the Contract for a period not to exceed twenty-nine (29) calendar days from the end of the Contract Term. Subrecipient may incur administrative costs for proportional amount of leased space, transportation, mileage and supplies based upon time spent on Eligible Costs.

All activities and expenses must be an activity or must be part of an activity to obtain or maintain housing. Activities listed in subparagraphs 1-5 are Household Stability Services, while subparagraph 6 is Other Financial Assistance. These activities may include:

1. **Outreach Services.**
   a. Funding of housing navigators or promotora.
   b. Hosting of in-person and web-based clinics, that help Households access the Texas Rent Relief Program or other rental assistance programs.
   c. Other resources or efforts to assist Households in finding housing.

2. **Shelter Services.**
   a. If the Household is unhoused (i.e. living on the street, car, or shelter), the Subrecipient may provide food, basic clothing needed for protection from the elements, or to obtain employment or basic hygiene products.
   b. Portable handwashing stations or bathroom facilities.
   c. Provision of stipends or short-term payment assistance to public or private campgrounds willing to make or provide access to cabins or other dwellings available for persons needing temporary housing solutions.

3. **Housing Services.**
   a. Housing counseling and fair housing counseling.
   b. Case management related to housing stability.
   c. Housing-related services for survivors of domestic abuse or human trafficking.

4. **Eviction Diversion Services.**
   a. If assisting a Household not receiving this type of assistance from Texas Access to Justice Foundation subrecipients (already receiving ERA1 Stabilization funds), eviction prevention and eviction diversion activities, which can include paying for eviction appeal bonds (if the eviction case is handled by an attorney and the attorney makes a professional decision that the expense is reasonable). This excludes rental or utility bill assistance.
b. If assisting a Household not receiving this type of assistance from Texas Access to Justice Foundation subrecipients (already receiving ERA-1 Stabilization funds), legal services or attorney’s fees related to eviction proceedings and maintaining housing stability.

c. If assisting a Household not receiving this type of assistance from Texas Access to Justice Foundation subrecipients (already receiving ERA-1 Stabilization funds), mediation or alternative dispute resolution between landlords and tenants.

5. **Social Services for Housing Stability.**
   a. Specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing.
   b. Assistance in qualifying for unemployment, rental assistance, or other benefits that help stabilize the Household.
   c. Transportation directly associated with stabilizing the Household (i.e. bus/cab fare or IRS mileage for a service provider to take a Household to view an available unit or access other social services).
   d. Employment services and job training if job loss or loss of income was due to COVID-19 and if needed to obtain or maintain access to housing.
   e. Financial literacy assistance as needed to understand documents needed to obtain or maintain access to housing.
   f. Supporting embedded caseworkers on-site at shelters, permanent supportive housing properties or properties willing to commit to serve persons exiting homelessness (activities performed by caseworkers must be otherwise eligible).
   g. Mental health counseling and associated medical services and substance use treatment, including but not limited access to a mental health practitioner for medication management for persons with disabilities, as required to obtain or maintain housing.
   h. ID recovery to help obtain identification documentation.
   i. Help with job placement (including associated childcare while searching for a job).
   j. Technology costs, but only if the technology is a needed supply for the program participant to attend a Housing Stability Services training program, search for employment, or communicate with a remote medical provider and the expense is directly necessary to obtain or maintain housing, then broadband assistance or purchase of a computer is allowed. Otherwise, technology costs are not allowed. Within this allowable activity noted, no individual purchase of equipment of $5,000.00 or more is allowed. Supplies remain the property of the Subrecipient or subawardee/subcontractor and must be reported to the Department at the end of the Contract Term.
   k. Case management services related to housing stability, including but not limited to help accessing other benefits (e.g., SNAP, SSI, SSDI, Veteran’s assistance, and Medicaid). A caseworker’s salary is an eligible service if the casework provided is for eligible activities and their time is maintained via timesheets pursuant to 2 CFR Part 200.
   l. Assistance with correcting eviction, debt, or other inaccurate data from a Household’s credit report.

6. **Other Financial Assistance.**
   a. Provision of rental deposits or utility deposits, including pet deposits (excluding monthly rent charges for pets).
b. Payment of rental of moving vans or hiring of movers (must have three quotes).

c. Provision of landlord incentive payments to improve likelihood of finding housing through negotiating with landlords, and expanding the housing pool for Households facing barriers to housing (e.g., Households with criminal backgrounds, poor credit, debt or poor rental history.)

d. Short term payments for hotels/motels.

C. **Refund.**

Subrecipient shall refund to Department any sum of money which has been paid to Subrecipient by Department, which Department determines has resulted in an overpayment. Subrecipient shall make such refund within ten (10) calendar days after the Department’s request.

D. **Repayment.**

Subrecipient shall repay funds that the Department determines has not been spent strictly in accordance with the terms of this Contract and by which the period of obligation has expired. Subrecipient shall make such repayment within ten (10) calendar days after the Department’s request.

E. **Duplication of Benefits.**

Under no circumstances shall a Household receive a duplication of benefits (“DOB”). Any excess from a DOB must be returned to the Department within ten (10) days. This subsection E of Section 5 of the Contract must be incorporated into any and all subaward and subcontract agreements.

**SECTION 6. ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS**

A. **Administrative Requirements and Cost Principles.**

Except as expressly modified by law or the terms of this Contract, Subrecipient shall comply with the cost principles and uniform administrative requirements set forth in 2 CFR Part 200.

B. **Indirect Cost Rate.**

Subrecipient has an approved indirect cost rate of 19.67%. Indirect costs are only allowable if Subrecipient has an approved federal indirect cost rate or is using the de minimis rate on all its federal contracts per 2 CFR §200.414(f).
C. **Financial Management and Audit Requirements.**

Subrecipient must demonstrate to the satisfaction of the Department that they are in compliance with the financial management requirements at 2 CFR Part 200, including the single audit requirements of 2 CFR §200.501. Audit requirements are set forth in the Texas Single Audit Act and 2 CFR Part 200, Subpart F. The expenditure threshold requiring an audit is $750,000.00 of Federal funds. Subawardees of the Subrecipient must comply with financial management systems in accordance with 10 TAC §1.402. Subrecipient shall ensure compliance by subawardee, if applicable.

D. **Audit Review.**

Department reserves the right to conduct additional audits of funds received and performances rendered under this Contract. Subrecipient agrees to permit Department, or its authorized representative, to audit Subrecipient’s records and to obtain any documents, materials, or information necessary to facilitate such audit.

E. **Subcontracts and Subawards.**

The Subrecipient shall include language in any subcontract or subaward that provides the Department the ability to directly review, monitor, and/or audit the operational and financial performance and/or records of work performed under this Contract.

F. **Certification Form.**

For any fiscal year ending within or one (1) year after the Contract Term, Subrecipient must submit an "Audit Certification Form" (available from the Department) within sixty (60) calendar days after the Subrecipient's fiscal year end. If the Subrecipient's Single Audit is required by 2 CFR Part 200, Subpart F, the report must be submitted to the Federal Audit Clearinghouse ("FAC") the earlier of thirty (30) calendar days after receipt of the auditor's report or nine (9) months after the end of its respective fiscal year. As noted in 10 TAC §1.403(f), Subrecipient is required to submit a notification to Department within five (5) business days of submission to the FAC. Along with the notice, indicate if the auditor issued a management letter. If there is a management letter, a copy of the letter must be sent to the Department. Both the notice and the copy of the management letter, if applicable, must be submitted by electronic mail to: SAandACF@tdhca.state.tx.us

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**SECTION 7. TERMINATION AND SUSPENSION**

A. **Termination.**

Upon adequate notice, and as per 10 TAC §2.202, Department may terminate this Contract, in whole or in part, at any time Department determines that there is cause for termination. Cause for termination includes, but is not limited to, Subrecipient’s failure to comply with any term of this Contract or reasonable belief that Subrecipient cannot or will not comply with the requirements of this Contract. If the Department determines that a Subrecipient has failed to comply with the terms of the Contract, or to provide services that meet appropriate standards, goals, or other requirements established by the Department, the Department will notify Subrecipient of the deficiencies to be corrected and may require the deficiencies be corrected. Repeated instances of not meeting the
Contract Benchmarks as reflected in Exhibit A will be good cause to terminate the Contract, in the Department’s sole discretion.

B. **Suspension.**

As per 10 TAC §2.202, Department may suspend this Contract, in whole or in part, at any time Department determines that there is cause for suspension. Nothing in this Section 7 shall be construed to limit Department’s authority to withhold payment and immediately suspend this Contract if Department identifies possible instances of fraud, abuse, waste, fiscal mismanagement, or other deficiencies in Subrecipient’s performance.

C. **Liability.**

Department shall not be liable for any costs incurred by Subrecipient after termination or during suspension of this Contract.

D. **Withholding of Payment.**

Notwithstanding any exercise by Department of its right of termination or suspension, Subrecipient shall not be relieved of any liability to Department for damages by virtue of any breach of this Contract by Subrecipient. Department may withhold any payment due to Subrecipient until such time as the exact amount of damages due to Department or other liability is agreed upon or is otherwise determined in writing between the Parties.

SECTION 8. PROHIBITED USE OF FUNDS

Subrecipient may not use funds under this Contract for any activity or in any manner not reflected in this Contract or in the Budget attached hereto as Exhibit C.

SECTION 9. RECORDKEEPING REQUIREMENTS

A. **General.**

For purposes of compliance, all associated documentation must be readily available, whether stored electronically or hard copy to justify compliance with program rules and regulations. Subrecipient shall maintain fiscal and programmatic records and supporting documentation for all expenditures made under this Contract.

B. **Open Records.**

Subrecipient acknowledges that all information collected, assembled, or maintained by Subrecipient pertaining to this Contract, except records made confidential by law, is subject to the Texas Public Information Act (Chapter 552 of Texas Government Code) and must provide citizens, public agencies, and other interested parties with reasonable access to all records pertaining to this Contract subject to and in accordance with the Texas Public Information Act.

C. **Access to Records.**

Subrecipient shall give U.S Department of the Treasury, the U.S. General Accounting Office, the Texas Comptroller, the State Auditor’s Office, and Department, or any of their
duly authorized representatives, access to and the right to examine and copy, on or off the premises of Subrecipient, all records pertaining to this Contract. Such right to access shall continue as long as the records are retained by Subrecipient. Subrecipient agrees to cooperate with any examination conducted pursuant to this Subsection C.

D. **Record Retention.**

Subrecipient agrees to maintain such records in an accessible location for the greater of: (i) six (6) years; (ii) if notified by the Department in writing, the date that the final audit is accepted with all audit issues resolved to the Department's satisfaction; (iii) if any litigation claim, negotiation, inspection, or other action has started before the expiration of the required retention period records must be retained until completion of the action and resolution of all issues which arise under it; or (iv) a date consistent with any other period required by the performed activity reflected in federal or state law or regulation. Upon termination of this Contract, all records are property of the Department.

E. **Treasury Funds.**

Subrecipient shall track, account for, and report on this Treasury funding separate from other funds. Upon request, Subrecipient shall report to the Department to extent these funds were used as match for other programs.

F. **Subcontracts and Subawards.**

Subrecipient shall include the substance of this Section 9 in all subawards and subcontracts.

**SECTION 10. REPORTING REQUIREMENTS**

A. **General.**

Subrecipient shall submit to Department such reports on the performance of this Contract as may be required by Department including, but not limited to, the reports specified in this Section.

B. **Subawardee Report**

By October 15, 2021, Subrecipient shall submit to Department a Subawardee Report, which will outline the following: subawardee application process, subawardee selection process, and all subawardee information (name, award amount, service area, and information requested under Section 17(C) and 17 (D) of this Contract.

C. **Expenditure and Performance Reports.**

By the sixth (6th) day of each month, Subrecipient shall electronically submit an Expenditure and Performance Report to the Department of all expenditures of funds and clients served under this Contract during the previous month (including a partial month), regardless of whether Subrecipient makes a fund request. Subrecipient must file a monthly Expenditure and Performance Report in a timely manner, prior to accessing funds. The failure of Subrecipient to provide a full accounting of all funds expended under this Contract shall result in the automatic suspension of the ability of Subrecipient to request reimbursements and shall be identified as a finding in any monitoring review.
D. **Final Reports.**

Subrecipient shall submit a final Expenditure and Performance Report to the Department after the end of the Contract Term. Subrecipient must file a final Expenditure and Performance Report within twenty-nine (29) calendar days after the end of the Contract.

E. **Inventory.**

Subrecipient shall submit to Department no later than forty-five (45) calendar days after the end of the Contract Term an inventory of all vehicles, and equipment (as defined federally) with a unit acquisition cost of $5,000.00 or more and a useful life of more than one year, if purchased in whole or in part with funds received under this Contract. The inventory shall reflect the equipment on hand as of the last day of the Contract Term. Upon the termination of this Contract, Department may transfer title to any equipment to the Department or to any other entity receiving federal funds from the Department.

If required by the U.S. Department of the Treasury, aggregate Supplies of over $5,000.00 must be reported to the Department no later than forty-five (45) calendar days after the end of the Contract Term using federal form SF-428, which is a standard form to collect information related to tangible personal property or other form required by the U.S. Department of the Treasury.

F. **Default.**

If Subrecipient fails to submit within forty-five (45) calendar days of its due date, any report or response required by this Contract, including responses to monitoring reports, Department may, in its sole discretion, suspend payments, place Subrecipient on cost reimbursement method of payment, and initiate proceedings to terminate the Contract.

G. **Entity Identifier Number.**

Subrecipient shall provide the Department with a Data Universal Numbering System (“DUNS”) number to be used as the Unique Entity Identifier Number on all contracts and agreements. The DUNS number must be provided in a document from Dun and Bradstreet and must be submitted from a document retrieved from the https://www.sam.gov website. These documents must be provided to the Department prior to the processing first payment to Subrecipient. Subrecipient shall maintain a current DUNS number for the entire Contract Term.

**SECTION 11. CHANGES AND AMENDMENTS**

A. **Amendments and Changes Required by Law.**

If a change in federal law or regulation or state law or regulation occurs that requires a change, addition, or deletion to the terms of this Contract, the change is automatically incorporated in this Contract and is effective on the date designated by such law or regulation without the requirement of a written amendment hereto. Said changes, additions, or deletions referenced under this Section 11 of this Contract may be further evidenced by a written amendment.
B. **General.**

Except as specifically provided otherwise in this Contract, any changes, additions, or deletions to the terms of this Contract not required by a change in state or federal law or regulation shall be amended in writing and executed by both Parties to this Contract.

C. **Electronic Signatures.**

If any Party returns an executed copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission, to be its original signature.

D. **Amendment Requests.**

The Department must receive any Contract amendment requests in writing. Amendment requests may be considered at the discretion of the Department.

**SECTION 12. PROGRAM INCOME**

A. **General.**

Subrecipient shall account for and expend program income derived from activities financed in whole or in part with funds provided under this Contract in accordance with 2 CFR Part 200. If Subrecipient earns more than $500.00 in annual interest amounts such interest must be returned to the Department.

B. **Reimbursement.**

During and after the Contract Term, Subrecipient will return proportionally any refunds or reimbursements from rental deposit, utility deposits, childcare costs or any other program income to the Department within ten (10) calendar days of receipt. Program income any subcontractor, or subawardee receives, must also be returned to the Department within ten (10) calendar days. This requirement must be listed in the Subrecipient's agreement with subcontractor or subawardee.

**SECTION 13. TECHNICAL ASSISTANCE AND MONITORING**

Department may issue technical guidance to explain the rules and provide directions on terms of this Contract. Department or its designee may conduct periodic on-site monitoring and evaluation of the efficiency, economy, and efficacy of Subrecipient’s performance of this Contract. Department will advise Subrecipient in writing of any deficiencies noted during such monitoring. Department will provide technical assistance to Subrecipient and will require or suggest changes in Subrecipient’s program implementation or in Subrecipient’s accounting, personnel, procurement, and management procedures in order to correct any deficiencies noted. Department may conduct follow-up visits to review and assess the efforts Subrecipient has made to correct previously noted deficiencies. Department may place Subrecipient on a cost reimbursement method of payment, suspend or terminate this Contract, or invoke other remedies in the event monitoring or other reliable sources reveal material deficiencies in Subrecipient’s performance or if Subrecipient fails to correct any deficiency within the time allowed by federal or state law or regulation or by the terms of this Contract.

**SECTION 14. INDEPENDENT SUBRECIPIENT**
Subrecipient is an independent contractor. Subrecipient agrees to hold Department harmless and, to the extent allowed by law, indemnify it against any disallowed costs or other claims which may be asserted by any third party in connection with Subrecipient’s performance of this Contract.

SECTION 15. PROCUREMENT STANDARDS

A. Subrecipient shall comply with 10 TAC §1.404, this Contract, and all applicable federal, state, and local laws, regulations, and ordinances for making procurement transactions and purchases under this Contract.

B. Subrecipient may not use funds provided under this Contract to purchase equipment (as defined federally) with a unit acquisition cost (the net invoice unit price of an item of equipment) of more than $5,000.00, or on any vehicle purchase unless Subrecipient has received the prior written approval from the Department for such purchase.

SECTION 16. SUBCONTRACTS

A. Subrecipient, in subcontracting for any performances described in this Contract, expressly understands that in entering into such subcontracts, TDHCA is in no way liable to the Subrecipient’s subcontractor(s). All subcontracts must be for goods or services and paid out of administrative funds. Subcontractors must be procured in accordance with 2 CFR Part 200, and 10 TAC §1.404.

B. Subrecipient has the responsibility for ensuring that the performances rendered under all subcontracts are rendered so as to comply with all Contract terms and as if such performances rendered were rendered by Subrecipient. Department maintains the right to monitor and require Subrecipient’s full compliance with the terms of this Contract.

SECTION 17. SUBAWARDS

A. Subrecipient may request to the Department to enter into a subaward to a unit of local government, council of government, public housing authority, or private nonprofit organization for some or all of its program and administrative funds through a direct (non-competitive) award. The Subrecipient must fulfill all of the requirements of a pass-through entity listed in 2 CFR §200.332, and must monitor its subawardee at least once during the Contract Term.

B. Any subaward must contain all the applicable terms and conditions required by federal and state requirements and as further reflected in this Contract including but not limited to items specifically identified in this Contract, 2 CFR §200.332, and 2 CFR Part 200 Appendix II (as applicable).

C. Subrecipient must provide the Department with the applicable contact information for all subawards to ensure that accurate contact information is available relating to Housing Stability Services and Other Financial Assistance to include in a list of resources for eligible Households and members of the public. Subawardees may not further subaward funds except as approved by the Department in writing. Any further sub-subawardees service area and contact information must also be reported to the Department.
D. Before entering into a contract or other agreement with a subawardee, Subrecipient must:

1. check the Federal and TDHCA’s debarment list for the entity and for governing board members of subawardees;
2. ensure that the entity (if applicable) is current on its Single Audit submission to the Federal Audit Clearinghouse;
3. request a disclosure for matters under 2 CFR §200.113, 2 CFR Part 200 Appendix XII, or the Fair Housing Act; and
4. provide the Department this information by October 15, 2021.

E. The Subrecipient, in subawarding for any performances described in this Contract, expressly understands that in entering into such subawards, the Department is in no way liable to the Subrecipient's subawardee(s). Department’s approval under this Section 17 does not constitute adoption, ratification, or acceptance of Subrecipient’s or subawardee’s performance hereunder. Department maintains the right to monitor and require Subrecipient’s full compliance with the terms of this Contract. Department’s approval under this Section 17 does not waive any right of action which may exist or which may subsequently accrue to Department under this Contract.

SECTION 18. TRAVEL

Subrecipient shall adhere to 2 CFR Part 200 and either its board-approved travel policy (not to exceed the amounts established in subchapter I of Chapter 57 of Title 5, United States Code “Travel and Subsistence Expenses; Mileage Allowances”), or the State of Texas travel policies. Subrecipient’s written travel policy shall delineate the rates which Subrecipient shall use in computing the travel and per diem expenses of its board members and employees. Such information shall be in its agreements with its subgrantees.

SECTION 19. LITIGATION AND CLAIMS

Subrecipient shall immediately provide Department with written notice of any claim or action filed with a court or administrative agency against Subrecipient arising out of the performance of this Contract or any subcontract hereunder. Subrecipient shall provide Department with copies of any and all relevant papers Subrecipient receives with respect to such action or claim.

SECTION 20. LEGAL AUTHORITY

A. Legal Authority.

Subrecipient assures and guarantees that it possesses the legal authority to enter into this Contract, to receive and manage the funds authorized by this Contract, and to perform the services Subrecipient has obligated itself to perform hereunder. The execution, delivery, and performance of this Contract will not violate Subrecipient’s constitutive documents or any requirement to which Subrecipient is subject and represents the legal, valid, and binding agreement of Subrecipient, enforceable in accordance with its terms.

B. Signature Authority.

The person signing this Contract on behalf of Subrecipient hereby warrants that he/she has been duly authorized by Subrecipient's governing board to execute this Contract on
behalf of Subrecipient and to validly and legally bind Subrecipient to the terms, provisions and performances herein.

C. **Termination; Liability.**

Department shall have the right to terminate this Contract if there is a dispute as to the legal authority of either Subrecipient or the person signing this Contract on behalf of Subrecipient to enter into this Contract or to render performances hereunder. Subrecipient is liable to Department for any money it has received from Department for performance of the provisions of this Contract, if the Department has terminated this Contract for reasons enumerated in this Section 20.

D. **Merger; Default.**

Subrecipient understands that it is an event of default under this Contract if the Subrecipient liquidates, terminates, dissolves, merges, consolidates or fails to maintain good standing in the State of Texas, and such is not cured prior to causing material harm to Subrecipient’s ability to perform under the terms of this Contract.

E. **Nonprofit Organization.**

Subrecipient is a private nonprofit charitable organization organized and operated exclusively for exempt purposes set forth in section 501(c)(3) of the Internal Revenue Code. Subrecipient is and will continue to remain duly organized, validly existing and in good standing under the laws governing its creation and existence, and will continue to be duly authorized and qualified to transact any and all applicable business contemplated hereunder and in the State of Texas, and possesses and will continue to possess all requisite authority, power, licenses, permits and franchises to conduct its business and to execute, deliver and comply with its obligations under the terms of this Contract, the execution, delivery and performance of which have been or will be duly authorized by all necessary action.]

**SECTION 21. COMPLIANCE WITH LAWS**

A. **Federal, State, and Local law.**

Subrecipient shall comply with the Program Requirements under Subsection E, Section 3 of this Contract, and all federal, state, and local laws and regulations applicable to the performance of this Contract. Upon request by Department, Subrecipient shall furnish satisfactory proof of its compliance therewith. Subrecipient shall not violate any federal, state, or local laws, stated herein or otherwise, nor commit any illegal activity in the performance of or associated with the performance of this Contract. No funds under this Contract shall be used for any illegal activity or activity that violates any federal, state, or local laws.

B. **Drug-Free Workplace Act of 1988.**

The Subrecipient affirms by signing this Contract and the certification attached hereto as Addendum B that it is implementing the Drug-Free Workplace Act of 1988 (41 USC §701, et seq.).

C. **Limited English Proficiency (“LEP”).**
Subrecipient must ensure equal access to services by non-English speaking residents. Subrecipient must provide program applications, forms, and educational materials in English, Spanish, and any appropriate language, based on the needs of the service area and in compliance with the requirements in Executive Order 13166 of August 11, 2000 reprinted at 65 F.R 50121, August 16, 2000 Improving Access to Services with LEP at 67 F.R. 41455. To ensure compliance, the Subrecipient must take reasonable steps to insure that persons with LEP have meaningful access to the program. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

D. Information Security and Privacy Requirements.

1. General. Subrecipient shall comply with the information security and privacy requirements under 10 TAC §1.24 to ensure the security and privacy of Protected Information (as said term is defined under 10 TAC §1.24).

2. Information Security and Privacy Agreement (“ISPA”). Prior to beginning any work under this Contract, Subrecipient shall either (i) have an effective, fully executed ISPA, as required by 10 TAC §1.24, on file with the Department, or (ii) will execute and submit to the Department an ISPA in accordance with instructions found on the Department’s website at the “Information Security and Privacy Agreement” link. The requirements of the ISPA must be incorporated into an agreement with any subcontractor or subawardee, as applicable.

E. Prevention of Trafficking.

Subrecipient and its contractors must comply with Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. §7104 et seq.). If Subrecipient or its contractor or subcontractor engages in, or uses labor recruiters, brokers or other agents who engage in any of the prohibited activities under Section 106(g) of the Trafficking Victims Protection Act of 2000, Department may terminate this Contract and Subrecipient hereby agrees and acknowledges that upon termination, Subrecipient’s rights to any funds shall be terminated.

F. Prohibited Expenditures on Certain Telecommunications and Video Surveillance Services and Equipment.

1. General. Pursuant to 2 CFR §200.216, Subrecipient and its contractors are prohibited from using funds under this Contract for equipment, services, or systems that use the following covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in accordance with Section 889 of Public Law 115-232 (National Defense Authorization Act 2019):

   a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

   b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology
Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

c. Telecommunications or video surveillance services provided by such entities or using such equipment.

d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

2. Subcontracts. Subrecipient must incorporate this prohibition in any contract and require its contractors to incorporate this requirement into any contract.

SECTION 22. PROTECTIONS FOR WHISTLEBLOWERS

A. In accordance with 41 U.S.C. § 4712, Subrecipient may not discharge, demote, or otherwise discriminate against an employee as a reprisal for disclosing information to any of the list of persons or entities provided below that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

B. The list of persons and entities referenced in Subsection A above includes the following:

1. a member of Congress or a representative of a committee of Congress;
2. an Inspector General;
3. the Government Accountability Office;
4. a Treasury employee responsible for contract or grant oversight or management;
5. an authorized official of the Department of Justice or other law enforcement agency;
6. a court or grand jury; and/or
7. a management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

C. Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce and incorporate this requirement into its agreements with subawardees and subcontractors.

D. Section 22 of this Contract must be incorporated into any and all subaward and subcontract agreements.

SECTION 23. DUPLICATION OF BENEFITS

A. Subrecipient shall establish and maintain adequate procedures to prevent any duplication of benefits.

B. Any excess from a duplication of benefits must be returned to the Department within ten (10) days.
C. Section 23 of this Contract must be incorporated into any and all subaward and subcontract agreements.

SECTION 24. PREVENTION OF WASTE, FRAUD, ABUSE

A. Subrecipient shall establish, maintain, and utilize systems and procedures to prevent, detect, and correct waste, fraud, and abuse in activities funded under this Contract. The systems and procedures shall address possible waste, fraud, and abuse by Subrecipient, its employees, clients, vendors, subcontractors and administering agencies. Subrecipient's internal controls systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for monitoring by Department.

B. Subrecipient shall give Department complete access to all of its records, employees, and agents for the purpose of monitoring or investigating the Emergency Rental Assistance Housing Stability Services and Other Financial Assistance program. Subrecipient shall immediately notify Department of any discovery of waste, fraud, or abuse. Subrecipient shall fully cooperate with Department’s efforts to detect, investigate, and prevent waste, fraud, and abuse.

C. Subrecipient shall not discriminate against any employee or other person who reports a violation of the terms of this Contract, or of any law or regulation, to Department or to any appropriate law enforcement authority, if the report is made in good faith.

D. Subrecipient must incorporate the provisions of this Section 24 in any and all agreements with any subcontractor or subawardee.

SECTION 25. TREASURY REQUIREMENTS

A. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (April 8, 1997), Subrecipient should adopt and encourage its subawardees and subcontractors (as applicable) to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

B. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, Subrecipient should encourage its employees, and subawardees and subcontractors to adopt and enforce policies that ban text messaging while driving, and Subrecipients should establish workplace safety policies to decrease accidents caused by distracted drivers.

C. Subrecipient must incorporate the provisions of this Section 25 in any and all agreements with any subcontractor or subawardee.

SECTION 26. CONFLICT OF INTEREST/NEPOTISM

A. Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. Failure to maintain written standards of conduct and to follow and enforce the written standards is a condition of default under this Contract. In addition, the written standards must meet the requirements in 2 CFR §200.318.
B. No employee, officer, or agent of Subrecipient shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the Parties indicated herein, has a financial or other interest in the firm selected for an award. This also applies to the procurement of goods and services under 24 CFR §§200.317 and 200.3186.

C. The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub- agreements. Subrecipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.

D. Failure to maintain written standards of conduct and to follow and enforce the written standards is a condition of default under this Contract and may result in termination of the Contract or deobligation of funds.

E. Subrecipient must incorporate the provisions of this Section 26 with any subcontractor or subawardee.

SECTION 27. POLITICAL ACTIVITY AND LEGISLATIVE INFLUENCE PROHIBITED

A. None of the funds provided under this Contract shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any state official or employee from furnishing to any member of its governing body upon request, or to any other local or state official or employee or to any citizen, information in the hands of the employee or official not considered under law to be confidential information.

B. No funds provided under this Contract may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government, the State of Texas, or the government of the United States.

C. None of the funds provided under this Contract shall be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award governed by the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352) as the Subrecipient and each of its tiers have certified by their execution of the “Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements” attached hereto as Addendum A and incorporated herein for all relevant purposes. See also 31 CFR Part 21.

D. Subrecipient must incorporate the provisions of this Section 27 into any and all agreements with any subcontractor or subawardee.

SECTION 28. NON-DISCRIMINATION, EQUAL ACCESS AND EQUAL OPPORTUNITY

A. Non-Discrimination.
A person shall not be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Contract, on the grounds of race, color, religion, sex, national origin, age, familial status, disability, or political affiliation or belief.

B. **Equal Opportunity.**

Subrecipient agrees to carry out an Equal Employment Opportunity Program in keeping with the principles as provided in President’s Executive Order 11246 of September 24, 1965, as amended, and its implementing regulations at 41 CFR Part 60. Subrecipient must comply with the Equal Opportunity in Housing (Executive Order 11063 as amended by Executive Order 12259) and its implementing regulations at 24 CFR Part 107.

C. **Accessibility.**

Subrecipient must comply with the accessibility standards under (i) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), and (ii) Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§12101) as implemented by U. S. Department of Justice at 28 CFR Parts 35 and 36. Subrecipient shall follow the Department’s accessibility rules in 10 TAC Chapter 1, Subchapter B. Subrecipient shall operate each program or activity receiving financial assistance so that the program or activity, when viewed in its entirety, is readily accessible and usable by individuals with disabilities. Subrecipient is also required to provide reasonable accommodations for persons with disabilities.

D. **Age Discrimination Act of 1975.**

The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.) and Treasury’s implementing regulations at 31 CFR Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance. Subrecipient represents and warrants its compliance with the requirements of the Age Discrimination Act of 1975, and its implementing regulations, as each may be amended.

E. **Civil Rights Act of 1964.**

Subrecipient must follow Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000d et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance.

F. **Fair Housing Act.**

Subrecipient must follow the Fair Housing Act (42 U.S.C. §3601 et seq.) which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability, as implemented by the U.S. Department of Housing or Urban Development (“HUD”) at 24 CFR Parts 100-115.

G. Subrecipient must incorporate the provisions of this Section 28 into an agreement with any subcontractor or subawardee.

**SECTION 29. FIDELITY BOND AND INSURANCE REQUIREMENTS**
A. **Fidelity Bond.**

Subrecipient and any nonprofit subgrantee shall maintain adequate fidelity bond coverage as set forth in 10 TAC §1.406.

B. **Insurance.**

Subrecipient and subgrantee must modify its standard insurance policies, if applicable, to cover the work under this Contract.

C. **Subawards.**

Subrecipient must incorporate the provisions in the Section 29, as applicable, into its contracts with any subcontractor or subawardee.

**SECTION 30. PREVIOUS PARTICIPATION REVIEW; DEBARRED AND SUSPENDED PARTIES**

A. **Previous Participation Review.**

All entities will be subject to a Previous Participation Review by the Department, as outlined in 10 TAC §1.302.

B. **Debarred and Suspended Parties.**

By signing this Contract, Subrecipient certifies that neither it nor its current principal employees, board members, agents, or contractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency as provided in the Certification Regarding Debarment, Suspension and Other Responsibility Matters attached hereto as Addendum C and incorporated herein for all relevant purposes. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in the certification attached as Addendum C, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. Subrecipient also certifies that it will not award any funds provided by this Contract to any person who is proposed for debarment under 48 CFR Part 9, subpart 9.4 or that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. Subrecipient agrees that, prior to entering into any agreement with a potential subcontractors procured by Subrecipient or prior to awarding funds under this Contract to a potential subgrantee, that the verification process to comply with this requirement will be accomplished by checking the System for Award Management ("**SAM**") at www.sam.gov and including a copy of the results in its project files. After said verification, Subrecipient may decide the frequency by which it determines the eligibility of its subcontractors during the term of subcontractor’s agreement. Subrecipient may subsequently rely upon a certification of a subcontractor that is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless Subrecipient knows that the certification is erroneous. Failure of Subrecipient to furnish the certification attached hereto as Addendum C or an explanation of why it cannot provide said certification shall disqualify Subrecipient from...
participation under this Contract. The certification or explanation will be considered in connection with the Department’s determination whether to continue with this Contract. Subrecipient shall provide immediate written notice to Department if at any time Subrecipient learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Subrecipient further agrees by executing this Contract that it will include the certification provision titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Subcontracts,” as set out in Addendum C, without modification, and this language under this Section 30, in all its subawards and subcontracts.

SECTION 31. FAITH BASED AND SECTARIAN ACTIVITY

Funds provided under this Contract may not be used for explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance.

SECTION 32. COPYRIGHT

Subrecipient may copyright materials developed in the performance of this Contract or with funds expended under this Contract. If copyrighted materials are developed in the under this Contract, the Department and Treasury shall each have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work for government purposes.

SECTION 33. NO WAIVER

Any right or remedy given to Department by this Contract shall not preclude the existence of any other right or remedy, nor shall any action taken in the exercise of any right or remedy be deemed a waiver of any other right or remedy. The failure of Department to exercise any right or remedy on any occasion shall not constitute a waiver of Department’s right to exercise that or any other right or remedy at a later time.

SECTION 34. SEVERABILITY

If any section or provision of this Contract is held to be invalid or unenforceable by a court or an administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding.

SECTION 35. SPECIAL CONDITIONS

A. Direct Deposit Authorization.

Department shall not release any funds under this Contract until Department has received a properly completed Direct Deposit Authorization form from Subrecipient and all Contract start-up documentation required by the Department.

B. Referrals.
Subrecipient shall evaluate referrals from the Texas Eviction Diversion Program or other Department Programs.

SECTION 36. ORAL AND WRITTEN AGREEMENTS

A. All oral and written agreements between the Parties to this Contract relating to the subject matter of this Contract have been reduced to writing and are contained in this Contract.

B. The attachments enumerated and denominated below are a part of this Contract and constitute promised performances under this Contract:

2. Addendum B - Certification Regarding Drug-Free Workplace Requirements.
3. Addendum C - Certification Regarding Debarment, Suspension and Other Responsibility Matters.
5. Exhibit B - Performance Statement and Benchmarks.
6. Exhibit C – Budget.
7. Exhibit D - Income Determination and Verification.

SECTION 37. USE OF ALCOHOLIC BEVERAGES

Funds provided under this Contract may not be used for the payment of salaries to any Subrecipient’s employees who use alcoholic beverages while on active duty, for travel expenses expended for alcoholic beverages, or for the purchase of alcoholic beverages.

SECTION 38. FORCE MAJURE

If the obligations are delayed by the following, an equitable adjustment will be made for delay or failure to perform hereunder:

A. Any of the following events: (i) catastrophic weather conditions or other extraordinary elements of nature or acts of God; (ii) acts of war (declared or undeclared), (iii) acts of terrorism, insurrection, riots, civil disorders, rebellion or sabotage; and (iv) quarantines, disease pandemics, embargoes and other similar unusual actions of federal, provincial, local or foreign governmental authorities; and

B. The non-performing party is without fault in causing or failing to prevent the occurrence of such event, and such occurrence could not have been circumvented by reasonable precautions and could not have been prevented or circumvented through the use of commercially reasonable alternative sources, workaround plans or other means.

SECTION 39. ALTERNATIVE DISPUTE RESOLUTION

In accordance with Section 2306.082 of the Texas Government Code, it is the Department’s policy to encourage the use of appropriate alternative dispute resolution procedures (“ADR”) under the Governmental Dispute Resolution Act and the Negotiated Rulemaking Act (Chapters 2009 and 2006 respectively, Texas Government Code), to assist in the fair and expeditious resolution of internal and external disputes involving the Department and the use of negotiated
rulemaking procedures for the adoption of Department rules. As described in Chapter 154, Civil Practices and Remedies Code, ADR procedures include mediation. Except as prohibited by Department’s ex parte communications policy, Department encourages informal communications between Department staff and the Subrecipient, to exchange information and informally resolve disputes. Department also has administrative appeals processes to fairly and expeditiously resolve disputes. If at any time the Subrecipient would like to engage Department in an ADR procedure, the Subrecipient may send a proposal to Department’s Dispute Resolution Coordinator. For additional information on Department’s ADR policy, see Department’s Alternative Dispute Resolution and Negotiated Rulemaking at 10 TAC §1.17.

SECTION 40. TIME IS OF THE ESSENCE

Time is of the essence with respect to Subrecipient’s compliance with all covenants, agreements, terms and conditions of this Contract.

SECTION 41. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Contract may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or other electronic transmission, and any such signature shall have the same legal effect as an original.

SECTION 42. NUMBER, GENDER

Unless the context requires otherwise, the words of the masculine gender shall include the feminine, and singular words shall include the plural.

SECTION 43. NOTICE

A. If a notice is provided concerning this Contract, notice may be given at the following (“Notice Address”):

As to Department:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
P. O. Box 13941
Austin, Texas 78711-3941
Attention: Brooke Boston, Deputy Executive Director of Programs
Telephone: (512) 512-475-1762
Email: brooke.boston@tdhca.state.tx.us

As to Subrecipient:

Family Endeavors, Inc
6363 De Zavala Rd Ste 200
San Antonio, Texas 78249
Attention: Jon Allman, President and Chief Executive Officer
Telephone: 210-431-6466
Email: jallman.dev@endeavors.org

B. All notices or other communications hereunder shall be deemed given when delivered, mailed by overnight service, emailed, or five (5) days after mailing by certified or
registered mail, postage prepaid, return receipt requested, addressed to the appropriate Notice Address as defined in the above Subsection A of this Section 43.

C. Subrecipient shall provide contact information to the Department in accordance with 10 TAC §1.22.

SECTION 44. VENUE AND JURISDICTION

This Contract is delivered and intended to be performed in the State of Texas. For purposes of litigation pursuant to this Contract, venue shall lie in Travis County, Texas.

SECTION 45. DENIAL OF SERVICE APPEALS PROCESS FOR DETERMINATION OF ELIGIBLE HOUSEHOLD

A. Subrecipient must establish a written denial of service complaint procedure to address written complaints (or an oral complaint if a person with a disability requests a reasonable accommodation based on their disability) from an applicant whom the Subrecipient determines is not an Eligible Household.

B. If the applicant is not satisfied with the Subrecipient's decision under the service complaint procedure, the applicant may appeal the Subrecipient's decision in writing (or telephonically if a person with a disability requests a reasonable accommodation based on their disability) to the Department within ten (10) calendar days of notification of an adverse decision.

C. Subrecipient must put the information in this Section 45 in its contract with its subawardees or subcontractors, if the entity is taking or evaluating the application

SECTION 46. ASSIGNMENT

This Contract is made by and between the Department and Subrecipient only. Accordingly, it is not assignable without the written consent and agreement of the Department, which consent may be withheld in Department's sole reasonable discretion.

SECTION 47. LIMITATION ON ABORTION FUNDING

A. Pursuant to Chapter 2272 of the Texas Government Code, to the extent allowed by federal and state law, the Department may not enter into this Contract with an “abortion provider” or an “affiliate” of an abortion provider, as said terms are defined thereunder, if funds under this Contract are appropriated from state or local tax revenue.

B. By execution of this Contract, the Subrecipient hereby certifies that, as a condition of receipt of any funds under this Contract from state or local tax revenue, it is eligible to receive said funds, and that it will not utilize said funds in any way contrary to this Section 47 during the Contract Term.
EXECUTED to be effective on September 1, 2021.

SUBRECIPIENT:

Family Endeavors, Inc,
a Texas nonprofit corporation

By: Jon Allman
Name: Jon Allman
Title: President and Chief Executive Officer
Date: October 7, 2021

DEPARTMENT:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS,
a public and official agency of the State of Texas

By: Brooke Boston
Name: Brooke Boston
Title: Its duly authorized officer or representative
Date: ___________________________
CERTIFICATION REGARDING LOBBYING FOR
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the
undersigned, to any person for influencing or attempting to influence an officer or
employee of an agency, a Member of Congress, an officer or employee of Congress,
or an employee of a Member of Congress in connection with the awarding of any
Federal contract, the making of any Federal grant, the making of any Federal loan, the
entering into of any cooperative agreement, and the extension, continuation, renewal,
amendment, or modification of any Federal contract, grant, loan, or cooperative
agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any
person for influencing or attempting to influence an officer or employee of any agency,
a Member of Congress, an officer or employee of Congress, or an employee of a
Member of Congress in connection with this Federal contract, grant, loan, or
cooperative agreement, the undersigned shall complete and submit Standard Form -
LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the
award documents for all subawards at all tiers (including subcontracts, subgrants, and
contracts under grants, loans, and cooperative agreements) and that all subrecipients
shall certify and disclose accordingly. This certification is material representation of fact
on which reliance was placed when this transaction was made or entered into.
Submission of this certification is a prerequisite for making or entering into this
transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file
the required certification shall be subject to a civil penalty of not less than $10,000.00
and not more than $100,000.00 for each such failure.

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

The undersigned states, to the best of its knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to
influence an officer or employee of any agency, a Member of Congress, an officer or employee
of Congress, or an employee of a Member of Congress in connection with this commitment
providing for the United States to insure or guarantee a loan, the undersigned shall complete
and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its
instructions. Submission of this statement is a prerequisite for making or entering into this
transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the
required statement shall be subject to a civil penalty of not less than $10,000.00 and not more than $100,000.00 for each such failure.

SUBRECIPIENT:

Family Endeavors, Inc, a Texas nonprofit corporation

By: Jon Allman
Name: Jon Allman
Title: President and Chief Executive Officer
Date: October 7, 2021
This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988

The undersigned certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about-
   (1) The dangers of drug abuse in the workplace;
   (2) The grantee’s policy of maintaining a drug-free workplace;
   (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
   (1) Abide by the terms of the statement; and
   (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;

(e) Notifying the agency in writing, within ten (10) calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted-
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Place(s) of Performance [site(s) for the performance of work done in connection with the specific grant] (include street address, city, county, state, zip code):

1. 6363 De Zavala Rd., San Antonio, Bexar County, Texas 78249
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios). If Subrecipient does not identify the workplaces at the time of application, or upon award, if there is no application, the Subrecipient must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the Subrecipient’s drug-free workplace requirements.

This certification is a material representation of fact upon which reliance is placed when the Department awards the grant. If it is later determined that Subrecipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, Department, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

SUBRECIPIENT:

Family Endeavors, Inc,
a Texas nonprofit corporation

By: Jon Allman
Name: Jon Allman
Title: President and Chief Executive Officer
Date: October 7, 2021
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in section (b) of this certification; and
(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
(e) Will submit to the Department information about each proceeding that occurs during this Contract Term or during the recordkeeping period that:

(1) Is in connection with this award;
(2) Reached its final disposition during the most recent five year period; and
(3) Is one of the following:

i. A criminal proceeding that resulted in a conviction, as defined below;
ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000.00 or more;
iii. An administrative proceeding, as defined below, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000.00 or more or reimbursement, restitution, or damage in excess of $100,000.00; or
iv. Any other criminal, civil, or administrative proceeding if:

1. It could have led to an outcome described in this section (e) paragraph (3) items (i) – (iii) of this award term and condition;
2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
(4) For purposes of section (e) of this certification the following definitions apply:

i. An "administrative proceeding" means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

ii. A "conviction", for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Where the undersigned Subrecipient is unable to certify to any of the statements in this certification, such Subrecipient shall attach an explanation of why it cannot provide said certification to this Contract.

The undersigned Subrecipient further agrees and certifies that it will include the below clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Subcontracts/Lower Tier Covered Transaction,” without modification, in all subcontracts and in all solicitations for subcontracts:

“CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – SUBCONTRACTS/ LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier participant/subcontractor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant/subcontractor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

LOWER TIER PARTICIPANT/SUBCONTRACTOR:

[Signature]
Printed Name: ________________________________________________
Title: ________________________________________________________
Date: _________________________________________________________

This certification is a material representation of fact upon which reliance is placed when the Department awards the grant. If it is later determined that Subrecipient knowingly rendered an erroneous certification, in addition to any other remedies available to the Federal Government, the Department may terminate this Contract for cause or default.

SUBRECIPIENT:

Family Endeavors, Inc,
a Texas nonprofit corporation

By: Jon Allman
Name: Jon Allman
Title: President and Chief Executive Officer
Date: October 7, 2021
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
Section 501, Division N of the Consolidated 
Emergency Rental Assistance Round 1 (ERA-1) Program  
Housing Stability Services and Other Financial Assistance

CONTRACT NO. 20210000014  
WITH  
Family Endeavors, Inc,  
a Texas nonprofit corporation

EXHIBIT A  
CONTRACT BENCHMARKS

CONTRACT BENCHMARKS\(^1\) AS REFLECTED THROUGH THE MONTHLY EXPENDITURE AND PERFORMANCE REPORT:

**Contract Expenditure Benchmarks as provided by the budget:**
1. At least 5% expended by December 6, 2021 reporting.
2. At least 30% expended by March 6, 2022 reporting.
3. At least 70% expended by June 6, 2022 reporting.
4. 100% of program funds expended by September 6, 2022 reporting.
5. 100% of administrative funds expended by the September 15, 2022 Close-Out Report.

**Contract Performance Benchmarks by Unduplicated Households Served:**
1. At least 10 unduplicated households served by December 6, 2021 reporting.
2. At least 60 unduplicated households served by March 6, 2022 reporting.
3. At least 130 unduplicated households served by June 6, 2022 reporting.
4. At least 200 unduplicated households served by September 60, 2022 reporting.

**Contract Reporting Benchmarks**
1. First Monthly Performance Report provided to the Department by October 6, 2021 to cover performance from September 1, 2021 through September 31, 2021.
2. Monthly Performance Reports provided to the Department every 6\(^{th}\) thereafter for subsequent reports.
3. Final Monthly Performance Report provided to the Department by September 6, 2022.
5. Inventory Report provided to the Department by September 30, 2022.

\(^1\) The Department may recapture the unexpended funding up to the expenditure benchmark funding, as further detailed in Section 4 D. of this Contract.
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
Section 501, Division N of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260; Dec. 27, 2020)  
Emergency Rental Assistance Round 1 (ERA-1) Program  
Housing Stability Services and Other Financial Assistance

CONTRACT NO. 20210000014  
WITH  
Family Endeavors, Inc,  
a Texas nonprofit corporation

EXHIBIT B  
PERFORMANCE STATEMENT AND BENCHMARKS

CONTRACT TERM: 09/01/2021 – 08/31/2022

SERVICE AREA: Harris, Galveston, Pasadena, Ft. Bend, Brazoria, and Matagorda Counties (Houston Metro Area); Bexar, Comal, Guadalupe, Wilson, and Atascosa Counties (San Antonio Metro Area); Travis, Williamson, and Hays Counties (Austin Metro Area); El Paso County

ACTIVITIES DESCRIPTION:

Estimated number of Eligible Households to be assisted through
A. Mental Health Services – 200 unduplicated Households
   Endeavors will provide mental health counseling to households affected by the pandemic which affects their housing stability. This will address an area that has been identified as a barrier that affects their ability to stabilize housing. Many have underlying untreated mental health disorders and/or are dealing with anxiety, depression, and trauma in response to the pandemic and how they have been affected. They also can’t afford the cost for treatment or have long waits to care provided by the area mental health authority. This activity will provide necessary treatment and the tools that encourage better a quality of life and enable clients to stabilized housing.

B. Child Care for Housing Search and Job Interviews – 150 Unduplicated Households Served
   We will provide child care services for parents that are attending mental health sessions, job training and/or job interviews. This addresses a barrier that many parents face that prevents them from gaining employment as well as treating their mental health. Many can’t afford child care and therefore miss out on opportunities which affects their ability to stabilizing themselves for the long term. This will allow them to get the treatment needed and find employment.

C. ID Recovery- 100 Unduplicated Households Served
   Many homeless individuals have no form of identification needed to gain housing or needed services. We will assist clients in getting the documents needed thus enabling them to apply for housing and benefits.

D. Financial Wellness Classes - 100 Unduplicated Households Served
   We will provide financial wellness classes and one-on-one sessions that educate clients on their finances, budgeting, as well as how mental health plays a vital role in making financial and housing decisions. This helps clients by providing them with the tools and
education needed to manage their finances and achieve financial self-sufficiency to ensure long term housing stability.

E. Transportation Assistance - 100 Unduplicated Households Served
We will provide transportation for individuals needing to attend mental health counseling, job interviews, career training as well as to apartment searches.

F. Rent Deposits - 200 Unduplicated Households Served
Rental deposits will be provided to households that don’t have the funds to secure housing and/or may have an additional deposit due to backgrounds or risk. This will assist clients in gaining housing.

G. Pet Deposits -125 Unduplicated Households Served
Clients with pets usually have an additional expense that they cannot afford; causing them to lose housing opportunities. This will assist households that need pet deposits in order for them to move in; thus providing stable housing.

H. IPads/Tablets for Stability Services- 200 Unduplicated Households Served
This service will be provided for individuals seeking employment as well as for telehealth sessions. Many don’t have computers nor internet. This makes it difficult to find employment, increase income, and treat mental health concerns. These service enables clients to address those issues so that they are able to maintain housing.

I. Internet Services - 100 Unduplicated Households Served
This service will allow households to receive virtual counseling, seek employment, attend job training, and access remote resources needed for housing stability and financial self-sufficiency.

Total Estimated Clients Served through the Endeavors Housing Stability Program
200 Unduplicated Households

REPORTING:

Beginning October 6, 2021 and by the 6th of each following month, Subrecipient shall report:

A. Household Level Data:
Subrecipient must report the following Household-level data on a TDHCA’s Monthly Performance Report spreadsheet and any other data further required by the Treasury:

1. Zip code and county of Household
2. Household income.
3. Number of individuals in the Household.
4. Race of head of Household assisted.
5. Ethnicity of head of Household assisted.
6. Age category of head of Household assisted.
7. Gender of head of Household assisted.
8. Payment type and amount and if the Household received assistance for rental deposits, utility deposits, landlord incentive fees, and/or short term payments for hotels/motels.
9. Whether Household has a Veteran member, an Older Adult (sixty-two (62) and over), Children under eighteen (18), or a Person with a Disability in the Household.

B. Aggregate-Level Performance Data: Subrecipient must report the following aggregate-level performance data in TDHCA’s Housing Contract System Monthly Expenditure Report and any other data further required by the Treasury:
1. Unduplicated count of Households served by income level;
2. Summary data for Households served by race, ethnicity, gender, and any other demographic data category as required by Treasury; and
3. Total Households provided food services at shelters or other congregate living situations.

C. Aggregate-Level Expenditure Data: Subrecipient must report the following aggregate-level expenditure data in TDHCA’s Housing Contract System Monthly Expenditure Report and any other data further required by the Treasury:
   1. Total Administrative funds expended;
   2. Total Other Financial Assistance funds expended for rental deposits, utility deposits, landlord incentive fees, and/or short term payments for hotels/motels; and
   3. Total Housing Stability Services Program funds expended for all other services.
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Section 501, Division N of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260; Dec. 27, 2020)
Emergency Rental Assistance Round 1 (ERA-1) Program
Housing Stability Services and Other Financial Assistance

CONTRACT NO. 20210000014
WITH
Family Endeavors, Inc,
a Texas nonprofit corporation

EXHIBIT C
BUDGET²

(See next page)

² Subrecipient may expend amounts not to exceed a ten percent (10%) increase or decrease among activities in Housing Stability Services and Other Financial Assistance and still be within the terms of this Contract. However, budgeted amounts cannot be moved between Housing Stability Services and Other Financial Assistance without a written Contract Amendment. Administration amounts cannot be moved between Housing Stability Services and Other Financial Assistance and cannot increase beyond the amounts reflected above. The total budget expended cannot surpass the total budget listed.
### Personnel Total

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<th>Role</th>
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<th>FTE</th>
<th>Cost Per Unit</th>
<th>Annual Salary</th>
<th>Duration</th>
<th>Total</th>
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<td>Program</td>
<td>1.00</td>
<td>$45,000</td>
<td></td>
<td>12</td>
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<td>$45,000</td>
<td></td>
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<td>Client Financial Counselor</td>
<td>Program</td>
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<td>Housing Navigator</td>
<td>Program</td>
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<td><strong>Total</strong></td>
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<td>10.00</td>
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### Fringe Benefits

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<tr>
<th>Fringe Benefits - Program</th>
<th>Rate = 27.00%</th>
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<tbody>
<tr>
<td>Fringe Benefits - Administrative</td>
<td></td>
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<td>$148,500</td>
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**Sub-Total for Fringe Benefits for Provider Level** $148,500

### TFA

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<thead>
<tr>
<th>Service</th>
<th>Unit/# of Clients</th>
<th>Cost Per Unit</th>
<th>Monthly Cost</th>
<th>Duration</th>
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<tr>
<td>Psychiatrist--New Patient Appointments (90 Mins)</td>
<td>Program 185</td>
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<td>Psychiatrist-Follow up Appointments</td>
<td>Program 150</td>
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<td>Licensed Mental Health Professional - New Pt Counseling Appointments (90 Mins)</td>
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<td>Licensed Mental Health Professional - Follow up Counseling Appointments (50 to 90 min appts)</td>
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<td>Child Care for Job and Housing Search pay providers</td>
<td>Program 100</td>
<td>$90</td>
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<td>ID Recovery</td>
<td>Program 100</td>
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<td>Program 100</td>
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<td>Transportation</td>
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<td>Rent Deposits</td>
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<td>Pet Deposits</td>
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<td>Computers for Clients for telehealth services and job search</td>
<td>Program 200</td>
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<td>Internet Services for Clients</td>
<td>Program 200</td>
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<td>Restaurant Gift Card/Emergency Food 200 clients/$150 week/4 weeks</td>
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**Sub-Total for TFA** $1,151,680

### Travel

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<td>Per diem - per GSA 7/15 Standard Rate TX</td>
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**Sub-Total for Travel for Provider Level** $9,820
Housing Partners- Attachment List

The following includes the list of Housing partners. Due to attachment limits of 5MB, not all of the MOU’s are in the file. They can be made available upon request.

1. SAMMinistries
2. Thrive
3. CHCS
4. San Antonio Housing Authority
5. Prospera
November 4, 2021

To Whom It May Concern:

Prospera Housing Community Services is honored to support Haven for Hope’s application for a new Rapid Rehousing project through the Continuum of Care funding competition.

Prospera Housing Community Services provides a safe home and supportive community for each of our residents. For over 26 years, Prospera has developed, managed, and provided property-based supportive services to the over 1500 households we serve every year. Over the past five years, we have partnered with the largest Managed Care Organizations in Texas to target population health outcomes by focusing on the Social Determinants of Health for the members living on our properties. All of our Resident Service Managers have been trained on evidence-based human services practices and provide intensive supportive services to all of the residents residing in our communities.

Prospera partners with Haven for Hope on several fronts. First, we provide property management and resident services at The Terraces at Haven for Hope, an affordable housing community developed by Haven for Hope that is adjacent to Haven’s campus. Second, Prospera provides affordable housing placements with site-based supportive services for people graduating from Haven’s program at our Bexar County properties. Lastly, Prospera partners with Haven in providing employment readiness services and job fairs for the people we serve, and we share training opportunities for our respective staff members.

With over a 10-year tenure on the local continuum of care board and over 15 years of experience in homeless services working with CoC grants, I fully understand the requirements for an agency to successfully execute rapid-rehousing programs. Haven for Hope has both the capacity and expertise to meet and exceed all of the requirements for rapid rehousing programs and, because of our partnership, Haven has direct access to units at Prospera’s communities. Feel free to contact me via phone or e-mail (scotta@prosperahcs.org) if you have questions or require additional information.

Sincerely,

Scott D. Ackerson, LMSW
Scott Ackerson, LMSW
Executive Vice President
COLLABORATIVE REFERRAL SERVICES AGREEMENT

This Collaborative Services Agreement ("Agreement") is entered into effective as of 8-22-2017 (the "Effective Date") by and between HAVEN FOR HOPE OF BEXAR COUNTY, 1 Haven for Hope Way, San Antonio, TX 78207 ("H4H") and SAN ANTONIO HOUSING AUTHORITY ("SAHA"), 818 South Flores St., San Antonio, 78204. H4H and SAHA are individually referred to herein as a "party" and collectively as the "parties."

WHEREAS, H4H and SAHA desire to enter into a working relationship and agreement for the purpose of SAHA’s Homeless Services Voucher Program ("Voucher Program"), which provides rental subsidies and supportive services for families and individuals experiencing homelessness; and WHEREAS, H4H has assisted, and the parties desire for H4H to continue assisting, SAHA in administering the Voucher Program in order to provide a safety net assessment for individuals/families in need of transitional housing assistance and light-touch case management services through various non-profit agencies; and

NOW THEREFORE, the parties agree as follows:

ARTICLE 1 – DEFINITIONS

1.1 Applicant*: An individual/family that has applied for admission to the Voucher Program but is not yet a participant.

1.2 "Eligible Individual or Family": A Very Low or Extremely Low-Income individual or family who meets the federal definition of homeless as specified in Section 1.5 below.

1.3 “Extremely Low-Income”: Annual income not in excess of thirty percent (30%) of the median income for the area, as determined by the U.S. Department of Housing and Urban Development ("HUD") with adjustments for smaller and larger families.

1.4 “Very Low-Income”: Annual income not in excess of fifty percent (50%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

1.5 “Homeless”: An individual or family who:
   a) lacks a fixed, regular and adequate nighttime residence; or
   b) has a primary nighttime residence that is:
      i. a supervised publicly or privately operated shelter designed to provide temporary living arrangements (including welfare voucher hotels; charitable organizations, congregate shelters; or transitional housing designed for homeless persons);
      ii. an institution that provides a temporary residence for persons intended to be institutionalized;
      iii. a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
      iv. is homeless due to domestic violence;
v. youths who have aged-out of the foster care system without housing options;

vi. emancipated minors without housing options; or

vii. who were previously housed, but due to an illness have been hospitalized and experience the subsequent loss of their housing.

1.6 "Participant": An individual or family, referred by an agency, which has been admitted to the Voucher Program and is currently assisted in the program. The individual or family becomes a Participant on the effective date of the initial Housing Assistance Payment Contract ("HAPC").

ARTICLE 2 – OBLIGATIONS OF THE PARTIES

2.1 H4H’s Obligations: In connection with this Agreement and the Voucher Program, H4H agrees to:

i. Determine if Applicants are Eligible. At the time of initial admission into the Voucher Program, one hundred percent (100%) of the total individuals or families served shall be Eligible (Homeless).

ii. Case Management staff will refer eligible individuals and families to SAHA for participation in the Voucher Program. Once determined to be qualified, Eligible individuals and families will be referred by H4H to SAHA for eligibility determination in the Voucher Program. H4H shall submit all completed necessary paperwork and documentation as required by SAHA, the templates of which will be provided to H4H by SAHA.

iii. Provide case management services that include assisting Applicants with SAHA paperwork (i.e. pre-application, eligibility forms, recertification forms, moving packets, the forms which will be provided to H4H by SAHA). In addition, H4H will provide Participants, providing, for at least one year from admission into the Voucher Program counseling on housekeeping and money management.

iv. Assist Eligible individuals and families in housing search efforts by providing services such as conducting landlord/owner outreach, and accompanying Eligible individuals and families when they are viewing potential rental units. H4H will conduct a thorough needs assessment of Eligible individuals and families to determine supportive services needed or referrals to be provided to enable them to be successful in transition to permanent housing.

v. Maintain records through Homeless Management Information System ("HMIS") of all referrals by date and make those records available to SAHA, HUD, and/or Office of the Inspector General (OIG) for any monitoring audits that may be required to ensure Voucher Program compliance, subject to these entities entering into all required confidentiality and privacy agreements. The turnaround period may vary depending on the nature of the request, and H4H shall be given a reasonable amount of time to respond.

vi. Case Management staff will inform H4H Transformational Campus residents of the opportunity to participate in the Voucher Program, and if necessary provide a language interpreter.
vii. Continue case management services for at least one (1) year after execution of the initial HAPC, which includes, at a minimum, quarterly visits with Participants. H4H will maintain records of such visits in case management service files and make them available to SAHA upon request, and subject to privacy laws.

viii. Submit quarterly reports to SAHA on the supportive service/case management services provided to Eligible individuals and families.

ix. Permit on-site monitoring audits by SAHA to ensure program compliance on at least an annual basis. The parties understand that H4H's security protocols for campus visits must be followed. H4H will utilize the ("HMIS") in connection with providing services, including maintaining records of such services, hereunder.

2.2 SAHA’s Obligations. In connection with this Agreement and the Voucher Program, SAHA agrees to:

i. Allocate tenant-based voucher assistance, as available, to Eligible individuals and families referred by H4H with the goal of 100 tenant-based vouchers annually, up to a maximum amount not to exceed 400 vouchers. However, on reasonable written notice to H4H, SAHA, at its sole discretion, may decrease and/or modify the maximum number of Eligible individuals and families who may be referred to receive Voucher Program rental assistance if the utilization plan is not being met and the goals of the Voucher Program would be better served by such a change.

ii. Administer the Voucher Program using the current existing allocations of vouchers. As the number of vouchers is dependent upon federal funding, the number of vouchers available is not guaranteed. Accordingly, SAHA may, at any time, increase or decrease the number of available vouchers for H4H referred Eligible persons, based upon available federal funding and overall demands for the vouchers at the time. Process all referrals and applications in accordance with HUD guidelines and SAHA’s Voucher Program Administrative Plan. SAHA retains the sole authority to determine Eligibility of all referrals from H4H for the Voucher Program.

iii. Provide training on the Voucher Program requirements for H4H staff and notify H4H of any HUD-mandated changes in regulations, policies, or rules and any changes in key personnel of SAHA for the Voucher Program.

iv. Provide Applicants and Participant with a property listing by bedroom size to assist in their housing searches.

v. Provide Applicants and Participant all forms and documents necessary for their application into and participation in the Voucher Program.

vi. Monitor all supportive documentation to ensure program compliance and notify H4H of any areas of non-compliance.

vii. Conduct move-in inspections for all potential rental properties to ensure compliance with housing quality standards.

viii. Provide H4H a monthly listing of Participants issued a voucher.
ARTICLE 3 - TERM: TERMINATION

3.1 Term and Renewal. The primary term of this Agreement is for a period of one (1) year following the Effective Date hereof ("Primary Term"), and unless terminated earlier as provided below, shall automatically renew for successive one year periods (each, a "Renewal Term") until terminated by written notice of termination given at least sixty (60) days prior to the end of the Primary Term or any Renewal Term.

3.2 Termination for Default. Upon the occurrence of an Event of Default in relation to a Party ("Defaulting Party"), and in addition to its other remedies under this Agreement, at law or in equity, the non-defaulting Party may terminate this Agreement by giving written notice of termination to the Defaulting Party. "Events of Default" means: (1) failure of a Party to pay any amount when due under this Agreement, and the continuance of such failure for a period of three (3) business days after receiving notice of the payment default from the other Party; or (2) failure of a Party to perform, comply with or observe any agreement, obligation or undertaking of such Party under this Agreement (other than a payment obligation) and such failure continues for a period of ten (10) days after the defaulting Party receives written notice of the default.

ARTICLE 4 - ADDITIONAL TERMS

4.1 Independent Contractors. This Agreement does not form a partnership or joint venture, employer/employee or agency relationship between H4H and SAHA. The parties' relationship is that of independent contractors. Neither party has authority to make statements or act on behalf of the other party. Each party will be responsible for the acts and omissions of its employees, officers, directors, volunteers and other representatives and nothing herein shall create an employer/employee relationship between a party and any representative of the other party.

4.2 Compliance with Laws. In performing its obligations hereunder, each party shall comply with all applicable laws and regulations, federal, state and local.

4.3 Choice of Law. This Agreement will be governed and construed in accordance with the laws of the State of Texas, without reference to the conflicts of laws provisions.

4.4 Points of Contact and Notices. H4H's primary point of contact for purposes of this Agreement is the Manager of Housing Liaison Services (currently Joyce Walker). SAHA's primary point of contact is Pat M. Ortega. A Party may change its point of contact from time to time by giving notice to the other Party.

To be effective, except as provided elsewhere herein, notices and communications required or permitted under this Agreement must be in writing and delivered: (a) by hand, (b) by mail, or (c) by email or fax, confirmed by written receipt (generated by the sender's equipment) of successful transmission to the recipient's email address or fax number for notices. Notices sent via the means described in (b) above shall be effective on the third (3rd) business day after deposit, and notices delivered by hand, fax, or email shall be effective when received during normal business hours (or on the next business day if received outside normal business hours or on a non-business day). Notice addresses, contacts, fax numbers and email addresses may be changed upon notice at least ten (10) days in advance of the effective date of the change.

To H4H:

For day-to-day matters:
Haven for Hope of Bexar County
Attn: Manager of Housing Liaison Services (Joyce Walker)
Building 3, 1 Haven for Hope Way, San Antonio, TX 78207
Email: joyce.walker@havenforhope.org
Phone: 210-220-2146
Facsimile: 210-220-2122
For non-routine matters, such as notices of default or disputes, notice of termination:

Haven for Hope of Bexar County
Attn: President & CEO  
Building 3, 1 Haven for Hope Way, San Antonio, TX 78207  
Phone: (210) 220-2182  
Facsimile: 210-220-2121  
Email: Terresa.Smith@havenforhope.org

With a copy to: Legal@havenforhope.org

To SAHA: For day-to-day matters:

San Antonio Housing Authority  
Attn: Pat M. Ortega  
Address: 818 South Flores  
San Antonio, TX 78204  
Phone: 210-477-6207  
Email: pat_ortega@saha.org

For non-routine matters, such as notices of default or disputes, notice of termination:

San Antonio Housing Authority  
Attn: Brandee Perez  
Address: 818 South Flores  
San Antonio, TX 78204  
Phone: 210-477-6174  
Email: brandee_perez@saha.org

4.5 Miscellaneous.

. i. Waivers. Waivers shall be in writing and signed by the party to be bound thereby.

. ii. Amendments. No amendment to this Agreement will be effective unless made in writing and signed by both parties.

. iii. Assignments. Neither party is permitted to assign this Agreement, in whole or in part, or subcontract any of its obligations hereunder, without the prior written consent of the other party, nor will any purported assignment in violation of this provision be void.

. iv. Counterparts. This Agreement may be executed in one or more counterparts (including facsimile or portable document/“pdf” counterparts), each of which will be deemed an original and part of the same document.

AGREED TO and ACCEPTED AS OF THE EFFECTIVE DATE BY:

Haven for Hope of Bexar County

By: [Signature]
Kenneth L. Wilson,  
President and Chief Executive Officer

San Antonio Housing Authority

By: [Signature]
Name: David Nisivocca  
Title: President and CEO
COLLABORATION AND SPACE USE AGREEMENT

Between

Haven for Hope and San Antonio Metropolitan Ministry, Inc. d/b/a SAMMinistries

This COLLABORATION AND SPACE USE AGREEMENT ("Agreement") is entered into effective as of __3/9__ 2017 ("Effective Date"), between HAVEN FOR HOPE OF BEXAR COUNTY, a Texas nonprofit corporation located at 1 Haven for Hope Way, San Antonio, TX 78207 ("H4H") and SAN ANTONIO METROPOLITAN MINISTRY, INC. D/B/A “SAMMINISTRIES”, a Texas nonprofit with offices at 5254 Blanco Road, San Antonio, Texas 78216 ("Provider"), each a “Party” and together, the “Parties.”

RECITALS

WHEREAS:

- H4H and Service Providers provide comprehensive transformational services to address common causes of homelessness and improve the lives of people in San Antonio/Bexar County experiencing homelessness, including to foster their knowledge, resources, skills, and abilities necessary to become self-sufficient;
- The City of San Antonio ("City") purchased the property on which H4H’s main campus (the "Campus") is located (the "Property") utilizing tax exempt financing in order to establish a human services campus for the homeless;
- The City granted H4H a non-assignable lease to the Property and engaged H4H to operate the Campus;
- H4H is authorized to license portions of the Campus to other nonprofit entities in order to provide services to Participants under management and leadership of H4H;
- Provider is a nonprofit or charitable entity, exempt from federal income taxes, and has been engaged in providing, and is willing to continue providing, the services described in Exhibit 1 ("Services") to Participants at the Campus; and
- The Parties desire to continue their association by entering into this Agreement, which supersedes and replaces all prior agreements between them concerning the subject matter hereof.

NOW THEREFORE, intending to be legally bound hereby and in consideration of the mutual covenants herein, the Parties agree as follows:

ARTICLE I. DEFINITIONS. In addition to other terms defined elsewhere in this Agreement, the following terms have the meanings given below:

"Affiliate": an entity that directly or indirectly, controls, is controlled by, or is under common control with, a Party, where “control” means the power to direct management and policies of an entity, whether by ownership of at least 51% of the voting securities thereof, by contract, or otherwise.

"Agreement": the Recitals above, the following terms and conditions, and Exhibits 1, 2, 3, and 4, attached to and incorporated herein.

"Assigned Space": that portion of the Campus identified on Exhibit 2, that Provider will be permitted to occupy and use in accordance with this Agreement.

"Business day": any day on which commercial banks in San Antonio are open for business.

"City Lease Agreement": the Lease Agreement dated March, 2008, between H4H and the City, as amended, incorporated in and made a part of this Agreement. A copy has previously been given to Provider, and is available (including all amendments) at https://portal.havenforhope.org/Account/Login.aspx.

"Evacuation Plan": the plan outlined in the H4H Policies, for evacuating the Campus in the event of an emergency.

"Indemnified Parties": H4H and the City, and their respective Affiliates and Representatives.

"Participants": past, present and future residents at the Campus, including "Members" (meaning Participants who are participating in the H4H transformation program) and "Guests" (meaning Participants receiving services from H4H and/or Service Providers but who are not participating in the H4H transformation program).

"H4H Policies": the policies, procedures, programs, protocols, regulations and rules adopted by H4H from time to time (including amendments and replacements), generally applicable to Service Providers or operations on the Property, as published on the H4H website or otherwise communicated by H4H to Provider,
including concerning safety, emergency protocols, security, weapons, badging, and drug/alcohol use.

"Legal Requirements": judicial decisions, orders, injunctions, writs, decrees, rulings, directives, constitutions, statutes, laws, ordinances, codes, rules, regulations, permits, licenses, and agreements (including the City Lease Agreement) of any governmental authority or body applicable to Provider, H4H, this Agreement, the Services, the Campus or Property, including interpretations of those requirements by the entities charged with implementing and enforcing them.

"Liabilities": claims, causes of action, demands, damages, lawsuits, judgments, settlements, arbitration awards, liens, losses, costs, expenses, obligations, fines and penalties, and other liabilities, including court costs, defense costs and reasonable attorneys’ fees.

"Representative": the Affiliates of an entity, and the respective officers, directors, employees, volunteers, invitees, borrowed servants, contractors, and agents of the referenced entity and its Affiliates. In the case of the City, “Representative” also includes elected officials.

"Shared Space": common areas in the building(s) where the Assigned Space, including break rooms, meeting rooms, and restrooms.

"Service Providers": entities, including Provider, providing services to Participants on the Campus.

"Term": the Primary Term and any Renewal Term(s).

ARTICLE II. TERM; TERMINATION; SURVIVAL

A. Term of Agreement.

1. Primary Term. Unless terminated earlier in accordance with Article II (B), the initial term of this Agreement ("Primary Term") begins on the Effective Date and extends up to and including the date of the second annual anniversary of the Effective Date.

2. Renewal Term(s). The Primary Term will be automatically renewed for successive twelve (12) month periods (each a "Renewal Term") unless terminated earlier in accordance with Article II (B).

B. Termination.

1. Termination After Primary Term. Either Party may terminate this Agreement by giving thirty (30) days written notice of termination: (a) at least thirty (30) days prior to the end of the Primary Term, to be effective on the last day of the Primary Term, or (b) at any time during a Renewal Term.

2. Termination for Default. A non-defaulting Party may terminate this Agreement in accordance with Article XI (B).

3. Termination by H4H. In addition to its other rights, H4H may terminate this Agreement without liability and upon notice to Provider if: (a) for any reason and at any time, H4H’s rights to use the Property are terminated, or (b) if H4H suffers a significant reduction in its total funding or a material change in its resources and as a result, H4H determines it can no longer perform under this Agreement.

4. Termination by Provider. In addition to its other rights, Provider may terminate this Agreement without liability and upon notice to H4H: (a) in accordance with Article V (A) (2), Article IX (D) (1), or Paragraph 10 of Exhibit 4, or (b) if Provider suffers a significant reduction in its total funding or a material change in its resources and as a result, Provider determines it can no longer perform under this Agreement.

5. Consequences of Termination. Termination of this Agreement is without prejudice to any Liabilities accruing prior to the termination date, regardless of the date on which such Liabilities are asserted. The Parties shall work cooperatively to minimize adverse impacts of termination upon Participants.
C. **Surrender; Right of Re-Entry.**

On termination of this Agreement for any reason or H4H's exercise of its right to re-enter the Assigned Space without terminating this Agreement, Provider shall immediately, quietly and peaceably surrender to H4H possession of the Assigned Space in the condition required by this Agreement, and shall remove all of Provider's personnel, personal property, and signage from the Property and surrender the Assigned Space in a clean and broom-swept condition. If Provider fails to surrender possession as required, H4H may initiate any legal action necessary to dispossess Provider from the Property, and all associated costs (including attorneys' fees) shall be for Provider's account. For so long as Provider remains in possession of any portion of the Property after such termination or exercise of H4H's re-entry right, Provider's occupancy shall be deemed to be "at sufferance" and subject to all obligations of this Agreement, except that CAM Charges shall be twice the amount as that in effect immediately prior to such termination or exercise of re-entry rights by H4H. No such holding over shall extend the Term. If Provider fails to surrender the Assigned Space in the condition required, H4H may, at Provider's expense, restore the Assigned Space to such condition.

D. **Survival.**

All provisions of this Agreement that expressly survive termination shall continue for the period stated therein, and Articles II(C), X, XI, XII(C), (D), and (E), XIII (B), XIV, XV and this Article II (D) and any other provisions hereof that customarily or by their nature are intended to survive, shall survive termination of this Agreement for an indefinite period.

**ARTICLE III. ASSIGNED SPACE; PERMITTED USE; GENERAL REQUIREMENTS**

A. **License for Assigned Space.** During the Term, H4H agrees to license the Assigned Space to Provider for its exclusive use and occupancy, together with non-exclusive rights to use the Shared Space, solely for the Permitted Use. Unless otherwise specified herein or agreed by the Parties in writing, Provider will have access to the Assigned Space during H4H's normal operating hours, and shall not use or occupy any other part of the Campus or Property. Provider has inspected the Assigned Space and Shared Space, and is entering into this Agreement based on such examination. Provider accepts the Assigned Space and Shared Space in their present condition AS-IS, WITH ALL FAULTS, IF ANY, WITHOUT ANY WARRANTY WHATSOEVER, EXPRESS OR IMPLIED. In consideration of the rights granted to Provider herein, Provider agrees to make payments to H4H in accordance with Article V.

B. **Permitted Use.**

1. Provider shall use the Assigned Space and Shared Space solely for the purpose of the Services and activities reasonably related thereto ("Permitted Use") and for no other purpose. No change of use of the Assigned Space shall be permitted without H4H's prior written consent.

2. **Provider shall not under any circumstances allow any other person or entity (other than Provider's Representatives for purposes of the Permitted Use) to use or occupy the Assigned Space or Shared Space without first obtaining H4H's written consent (in H4H's sole discretion). Provider understands and acknowledges that the City Lease Agreement prohibits use of the Campus or any portion (including the Assigned Space) by any for-profit entity unless H4H has first obtained the City's prior written consent for such use/occupancy.**

3. Provider will not use or allow the Assigned Space to be used by any person, entity or organization in any manner: (a) for any illegal purpose or in violation of any Legal Requirements; (b) that is inconsistent with this Agreement; (c) that is dangerous to life, health, the environment or property, or is a public or private nuisance, (d) that disrupts or interferes with the activities of H4H or any other occupant of the Property, or (e) that would make void or voidable any insurance in force with respect to the Property or make it impossible to obtain insurance in the future, or would increase the rate of insurance or cause cancellation of any insurance policy pertaining to the Property.

C. **General Requirements.**

Provider and its Representatives shall comply with Exhibit 4 at all times.

**ARTICLE IV. SERVICES; COLLABORATION; REPORTING**

A. **Provider's Services.**

1. **General Requirements.** H4H strives to provide shelter and direct services to Participants through a coordinated and effective recovery-oriented system of care ("ROSC") aimed at breaking the cycle of homelessness, by using trauma-informed practices in a recovery-oriented manner, motivational interviewing, supportive employment and evidence-based practices. Provider agrees that Services will be performed in
accordance with ROSC principles.

2. **Specific Requirements.** Provider agrees to perform the Services in a timely, efficient, and professional manner, in accordance with this Agreement. Specific terms and conditions applicable to the Services are set out in Exhibit 1. Provider shall be solely liable and responsible for, and will handle all aspects of the Services, including providing (at its expense) all personnel, labor, supervision, training (other than H4H’s required training provided by H4H) and licensing of Provider’s Representatives and provision/procurement of all materials, labor, supplies, equipment, consumables, required therefor (other than any items that H4H has expressly agreed herein to provide).

B. **Collaboration.** Provider and H4H shall consult regularly concerning the Services, including results thereof. The Parties agree to meet at least quarterly and at other times on request of either Party.

C. **Monitoring and Reporting Outcomes.** Under the City Lease Agreement and other Legal Requirements, H4H is required to provide certain services to Participants at the Campus, and is entering into this Agreement in furtherance thereof. Provider acknowledges that H4H may be required to develop outcome measures and monitor Services of Provider against such measures and to periodically report results (at least annually and in some cases, more frequently) to the City and/or H4H’s other funding sources. Provider agrees to cooperate with H4H in connection therewith, and without limiting Exhibit 1, Provider will prepare and submit periodic reports to H4H concerning the Services, in accordance with the schedule and format reasonably requested by H4H and applicable Legal Requirements. Any such request by H4H shall be deemed reasonable if required for purposes of H4H’s reporting obligations to the City or H4H’s other funding sources from time to time.

D. **Recordkeeping and Inspection of Records.** Provider must maintain accurate books and records concerning the Services. Upon request (and at the expense of the requesting entity) and subject to applicable Legal Requirements, Provider will make such records available for inspection and copying by H4H (on behalf of itself or its funding sources) during the Term and for a period of four (4) years following termination of this Agreement, or for any longer period such records are required to be retained by applicable laws or regulations. As a condition of such access, any third party requesting access to such records may be required to enter into a confidentiality agreement, on terms acceptable to Provider and such third party. In addition, Provider agrees to provide the City with any data requested concerning the Campus, Services, or this Agreement.

**ARTICLE V. REQUIRED PAYMENTS BY PROVIDER TO H4H**

A. **Monthly CAM Charges.**

1. **Amount and Calculation.** For each month during the Term, beginning with the month in which the Effective Date occurs, Provider shall pay H4H a monthly fee in advance for use of the Assigned Space and Shared Space (“CAM Charges”), calculated in accordance with Exhibit 3. The CAM Charges constitute full payment to H4H for: (a) Provider’s license to occupy and use the Assigned Space; (b) an allocated portion (based on the square footage of Assigned Space) of H4H’s routine operating and maintenance costs, including utilities, insurance, replenishment fund, interior and grounds maintenance, and security, and (c) other items listed in Article VIII(C) or Exhibit 3. Any adjustment to CAM Charges as the result of an increase or decrease in the Assigned Space shall become effective on day on which the increase/decrease occurs. The CAM Charges for the first and last months of the Term will be pro-rated based on the number of days of actual occupancy, if Provider occupies the Assigned Space for less than a full calendar month.

2. **Increases in CAM Charges.** In order to recover increases in H4H’s operating and maintenance costs, H4H may propose increases in the CAM Charges from time to time, by notifying Provider at least sixty (60) days prior to the effective date of each such proposed increase (each a “Notice of Proposed Increase”); however, H4H may not propose such increases more often than once every twelve (12) months. If Provider disagrees with a Notice of Proposed Increase, Provider must notify H4H that it does not accept the proposed increase (“Notice of Disagreement”) within sixty (60) days after receiving the Notice of Proposed Increase. If Provider so notifies H4H, the Parties will attempt to reach a mutually agreeable written resolution within thirty (30) days after H4H receives the Notice of Disagreement, failing which either Party may terminate this Agreement at the end of such 30-day period by giving written notice to the other Party. Until the date of termination, Provider shall continue to pay the CAM Charges in effect prior to receiving the Notice of Proposed Increase. If, however, Provider does not deliver to H4H a Notice of Disagreement within the said 60-day period, Provider shall be deemed to have accepted the increase in CAM Charges as set forth in the Notice of Proposed Increase, and upon request by H4H, will initial and return to H4H a revised Exhibit 3 to reflect the agreed increase.

B. **Billing and Payment.**

1. **Payment Due Date.** H4H will invoice Provider (via email) on a monthly basis in advance for the
CAM Charges. Provider’s payment, without any offset, deduction or withholding, shall be due and payable on/before the fifteenth (15th) day of each month (the “Due Date”). Provider must pay all amounts due H4H under this Agreement in immediately available funds in U.S. Dollars, without discount or offset, by check payable to “Haven for Hope of Bexar County,” or in such other manner as H4H may reasonably designate on its invoices. Payments due on Saturdays or non-business days (other than Mondays) shall be made on the preceding business day; payments due on Sundays or Mondays that are not business days shall be made on the following business day. Payments shall be delivered to: Haven for Hope of Bexar County—Attn: Accounting, Building 3, and 1 Haven for Hope Way, San Antonio, TX 78207.

2. Interest on Late Payments. Any payment not made by the Due Date will be considered late, and subject to a late payment fee of five percent (5%) per month, pro-rated for part months, on the relevant outstanding amounts (principal and interest) or such maximum non-usurious rate permitted by applicable law, from the Due Date until payment is received into H4H’s account (exclusive). Late fees are not an extension of credit by H4H and are without prejudice to other remedies of H4H. A fee of $75 will be charged for checks returned for insufficient funds.

3. Financial Responsibility. If Provider fails to pay H4H all amounts owed when due, or if H4H reasonably determines that the credit or financial responsibility of Provider is impaired, unsatisfactory or unacceptable, H4H, at its option, may treat the same as an Event of Default and terminate this Agreement.

C. No Offsets, Withholding or Liens. Provider’s obligations to make payments and perform its other obligations hereunder are independent, unconditional obligations to be performed at the times specified, regardless of any breach or default by H4H. Provider has no right and hereby waives all rights it and its Representatives might otherwise have, to claim any nature of lien against the Property and to withhold, deduct from, or offset against any amounts to be paid by Provider to H4H.

ARTICLE VI. TAX-EXEMPT STATUS; FUNDRAISING
Each Party will continue to maintain its non-profit/tax exempt (or governmental) status during the Term. Should there be any change in such status of Provider, Provider shall immediately notify H4H. Each Party shall be responsible for its own fundraising programs and initiatives; however, the Parties agree work together to raise funds when mutually beneficial, including any opportunities that may arise to collaboratively apply for governmental funds.

ARTICLE VII. COMPLIANCE
A. Compliance. In connection with its performance of this Agreement and presence on the Property, Provider agrees to comply with, and to cause its Representatives to comply with: (1) all applicable Legal Requirements, including, but not limited to, as applicable, the U.S. Health Insurance Portability and Accountability Act, the U.S. Fair Labor Standards Act, the U.S. Equal Pay Act and the U.S. Equal Employment Opportunity Act and any other equal opportunity-employment and affirmative action laws and regulations, the City Lease Agreement and other Legal Requirements referenced therein; and (2) H4H Policies, including the H4H Campus Operational Plan (published on the H4H website under “FAQs”), drug and alcohol policies, violence and security policies, weapons policy, and information privacy and security policies. Upon request, H4H will furnish a copy of the City Lease Agreement, including amendments, to Provider.

B. Certifications. If requested by H4H, Provider will certify, execute and deliver to H4H such certifications of its compliance with this Agreement and/or Legal Requirements as reasonably requested by H4H.

ARTICLE VIII. ADDITIONAL OBLIGATIONS OF THE PARTIES
A. Provider’s Representations, Warranties and Covenants. Provider represents, warrants and covenants that Provider:
   1. Is a duly organized and existing nonprofit corporation in the State of Texas, is exempt from federal income taxes, and shall maintain such tax-exempt status throughout the Term;
   2. has full right and authority to execute, deliver and perform this Agreement, and the person executing this Agreement on behalf of Provider was authorized to do so. Provider’s entry into and performance of this Agreement is not barred by or breach, any agreement between Provider and a third party;
   3. has the requisite skills, experience, expertise and resources to provide the Services, and will provide the Services in accordance with the highest professional standards and all applicable Legal Requirements, including standards set of any regulatory agencies having jurisdiction, and any applicable accreditation, notification, licensing, permit and certification requirements;
is familiar with Legal Requirements applicable to the Services and agrees to comply with same. If the Legal Requirements require any professional license(s) to perform its obligations hereunder, Provider will maintain such license(s) in good standing during the Term.

5. and its Representatives shall not discriminate against any individual or group on account of race, color, sex, age, religion, national origin, handicap or familial status, in employment practices or in the admission to the Assigned Space or provision of Services, and shall comply with all Legal Requirements relating to non-discrimination.

B. **Provider Responsibilities.**

1. Provider will furnish, at its expense, all equipment, furniture, materials, consumables, supplies, and other items that are required for its use/occupancy of, and activities at, the Assigned Space other than those that are expressly identified as being provided by H4H hereunder, including computers and computer software (and shall obtain and maintain throughout the Term all licenses required therefor)

2. Provider will ensure that all office furniture and other tangible items provided by H4H are secured and maintained in good working order, and Provider will preserve any inventory control labels or other identification placed by H4H thereon. Title to all such tangible items shall remain with H4H and Provider is only granted a right to use same during the Term, and shall return the same to H4H upon termination of this Agreement in good working order, ordinary wear and tear accepted, or shall provide replacements of equality quality.

C. **H4H Responsibilities.** H4H has no obligation to provide, purchase or otherwise facilitate any equipment, supplies, consumables, services or use of or access to any property, nor shall H4H or the City have any liability associated therewith; provided, however, H4H will:

1. repair, maintain and replace, as it deems necessary, building components (including heating and air-conditioning units, hot water heaters, roof, exterior walls, windows, and electrical fixtures wiring and plumbing), in each case, other than any such maintenance, repairs or replacements necessitated by or in connection with the acts or omissions of Provider or Provider Representatives (which are the responsibility of Provider);

2. maintain the Property grounds;

3. provide daily janitorial services for trash pickup and basic facility cleaning for bathrooms, common areas and the Assigned Space;

4. facilitate and pay for, garbage pick-up and disposal services from designated containers on Campus;

5. maintain property insurance and pay property taxes (as applicable) for the Property;

6. employ security officers and other security measures for the Property;

7. provide utilities for the building, including water, sewer, electric, gas and VOIP telephone service;

8. provide telephones for the Assigned Space and printer/copiers in the Shared Space;

9. provide internet access and limited technical support in order to troubleshoot internet access issues;

10. provide office furniture for the Assigned Space and Shared Space, and

11. any other items specified in Exhibit 1 or Exhibit 3 as being the responsibility of H4H.

THE FOREGOING ITEMS ARE PROVIDED BY H4H AS-IS, WITH ALL FAULTS, IF ANY, WITHOUT ANY WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, AND PROVIDER HEREBY AGREES TO DEFEND, INDEMNIFY, HOLD HARMLESS, RELEASE, AND FOREVER DISCHARGE H4H AND THE OTHER INDEMNIFIED PARTIES FROM ANY AND ALL LIABILITIES ARISING OUT OF OR RESULTING FROM THE PROVISION OF SUCH ITEMS BY H4H OR ANY FAILURE TO PROVIDE SAME. PROVIDER INTENDS THE FOREGOING RELEASE, INDEMNITY, DEFENSE AND HOLD HARMLESS OBLIGATIONS TO APPLY REGARDLESS OF WHETHER THE LIABILITIES ARE CAUSED IN PART BY THE NEGLIGENCE (OTHER THAN THE SOLE OR GROSS NEGLIGENCE), STRICT LIABILITY OR OTHER FAULT OF ANY OF THE INDEMNIFIED PARTIES.

**ARTICLE IX. INSURANCE**

A. **Insurance Required of Provider.** Provider shall obtain and maintain, at its expense during the Term, insurance coverage written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and with an A.M. Best financial strength rating of no less than “A-” and financial size rating no less than “VII,” in the following types and amounts specified below, which are minimum requirements:

1. **Commercial General Liability Insurance** in amounts of at least $1,000,000 combined single limit per occurrence for bodily injury and property damage liability, and $2,000,000 general aggregate (including Broad Form Coverage, Contractual Liability and Bodily and Personal Injury) or the equivalent in umbrella or
excess liability coverage;

2. **Workers Compensation** that fully complies with Legal Requirements, in limits not less than statutory requirements;

3. **Employer’s Liability Insurance** with a minimum limit of $1,000,000 for each claim, covering injury or death to any employee, which may be outside the scope of the worker’s compensation statute, and in the aggregate as respects occupational disease;

4. **Commercial Automobile Liability Insurance** covering all owned, non-owned and hired vehicles, with minimum limits of $1,000,000 combined single limit per occurrence for bodily injury and property damage liability, or such higher limit(s) as required by Legal Requirements; and

5. **Property Insurance coverage** on Provider’s business personal property and all personal property owned, leased, held or possessed by Provider, and kept, stored or maintained on the Property against loss or damage by theft, fire, and other casualties or causes for such amount reasonably determined by Provider, it being understood that Provider is responsible for all loss and damage to the equipment and property of Provider and its Representatives; and

6. **Professional Liability** with amounts of at least $1,000,000.

B. **Policy Requirements.** Provider’s policies listed above shall:

1. name the Indemnified Parties (including in the case of the City, its elected representatives) as additional insureds by endorsements with the exception of the worker’s compensation and professional liability policies;

2. be endorsed with a Waiver of Subrogation endorsement, effectively waiving rights of recovery under subrogation or otherwise, against the Indemnified Parties;

3. contain where applicable, a severability of interest clause and a standard cross liability clause, and provide that the “other insurance” clause shall not apply to Indemnified Parties where they are additional insureds on the policy;

4. insurance required under (A)(2) and (3) above shall be endorsed to include an Alternate Employer Endorsement; and

5. state that they are primary to and not contributory with any other insurance, including any self-insured retention, maintained by H4H or the City, and when any policy issued to H4H or the City provides duplicate or similar coverage, H4H’s and the City’s policy will be excess over Provider’s policy.

C. **Certificates: Renewals.** Certificates of insurance and copies of any endorsements or other evidence reasonably satisfactory to H4H of all Provider insurance required under this Agreement shall be in the form of the “Accord” Certificate of Insurance, and reflect that they are for the benefit of the H4H and the City, and shall be delivered to H4H (without cost to H4H) within thirty (30) days after the Effective Date and all renewals thereof shall be delivered to H4H at least ten (10) days prior to the expiration of the respective policy terms. Provider shall notify H4H at least ten (10) days prior to any cancellation or other material change of any such policy, and shall provide a replacement Certificate of Insurance and applicable endorsements to H4H within five (5) business days following a suspension, cancellation or non-renewal of coverage. Such certificates and notifications shall be directed to:

Mail: Haven for Hope of Bexar County  
Att: Manager, Partner Relations  
Building 3, 1 Haven for Hope Way, San Antonio, TX 78207  
Facsimile: 210-220-2121

or other person/address designated by notice from H4H from time to time.

D. **Revision of Coverage; Breach.**

1. **Revision of Coverage.** H4H may modify the above insurance coverages and their limits when requested to do so by the City. If H4H notifies Provider of any such changes, and Provider does not agree to such changes, Provider may terminate this Agreement by written notice to H4H within thirty (30) days after receiving such notice from H4H (failing which, Provider will be deemed to have accepted such changes and shall provide appropriate certificates evidencing the revised coverage to H4H within such 30-day period).

2. **Breach.** H4H may suspend performance of this Agreement if a lapse in coverage occurs. Provider’s failure to provide and maintain insurance in accordance with this Article shall constitute an Event of Default.

3. **Not a Limit on Liability.** Insurance does not limit the liability of Provider under this Agreement.

E. **Contractors’ & Subcontractors’ Insurance.** Provider shall require its contractors and subcontractors with access to the Campus to comply with the requirements of Article IX (A) (1) – (4) above, and to provide
evidence of such compliance to H4H on request.

F. **H4H Insurance.**

During the Term, H4H will obtain and maintain all insurance required by the City Lease Agreement or any other agreement(s) between H4H and the City.

**ARTICLE X. INDEMNIFICATION; LIMITATION ON DAMAGES**

A. **Provider’s General Release and Indemnification.** To the maximum extent permitted by legal requirements, Provider will fully release, indemnify, defend and hold harmless the Indemnified Parties from and against any and all liabilities of any kind and nature, including but not limited to personal or bodily injury, death and property damage, made upon or suffered by, any Indemnified Party directly or indirectly arising out of, resulting from or related to, Provider’s activities under this Agreement or presence on the Property, including any acts or omissions of Provider or any of its Representatives in performing this Agreement to the extent such liabilities are caused by the negligence, gross negligence or intentional, willful or criminal misconduct of Provider or any of its Representatives.

The foregoing indemnity shall not apply to any liabilities resulting from the negligence, gross negligence or intentional, willful or criminal misconduct of any Indemnified Party in instances where the same causes personal injury, death or property damage. In such case, if Provider and H4H (or any other Indemnified Party) are found jointly liable by a court of competent jurisdiction, liability shall be apportioned comparatively (without waiving any governmental immunity available to the City and or any available defenses).

H4H shall promptly advise Provider of any claim or demand against H4H or any other Indemnified Party known to H4H and related to or arising out of Provider’s activities under this Agreement.

B. **Environmental Indemnification.** Provider agrees to indemnify, defend and hold harmless the Indemnified Parties from any and all Liabilities arising out of: (a) the breach or violation of any Environmental Regulations by Provider or any of its Representatives; or (b) any property damage or personal injury caused by environmental conditions attributable to the activities of Provider or its Representatives. “Environmental Regulations” means all Legal Requirements relating to public health, safety or the environment, including those specifically referenced in the City Lease Agreement.

C. **Survival; Limitation of Damages.** This Article X will survive termination of this Agreement. Neither Party shall seek or be liable under or in connection with this Agreement, for any punitive, indirect, special or consequential damages under any theory of liability, including loss of revenue or income; however, this limitation shall not apply to any amounts owing due to claims of third parties for which a Party is legally responsible.

**ARTICLE XI. EVENTS OF DEFAULT; REMEDIES; FORCE MAJEURE**

A. **Events of Default.** Each of the following is an “Event of Default”:

1. Failure of a Party to pay any amount when due under this Agreement, and the continuance of such failure for a period of three (3) business days after receiving notice of the payment default from the other Party;

2. Failure of a Party to perform, comply with or observe any agreement, obligation or undertaking of such Party under this Agreement (other than a payment obligation) or the HIPAA Agreement, and such failure continues for a period of ten (10) days after the defaulting Party receives written notice of the default;

3. A Party’s dissolution, insolvency, general assignment for the benefit of creditors, or the filing of a petition by a Party or a third party against a Party, in any bankruptcy or other insolvency proceeding that is not withdrawn within 60 days following the date of such filing;

4. Use of the Assigned Space by Provider (or by any other person with permission or knowledge of Provider) for any purpose other than a Permitted Use;

5. The occurrence of more than one Event of Default in relation to Provider during any 12-month period (whether or not cured).

B. **Remedies.** Upon the occurrence of an Event of Default in relation to a Party (“Defaulting Party”), and in addition to its other remedies under this Agreement, at law or in equity, the non-defaulting Party may terminate this Agreement by giving written notice of termination to the Defaulting Party.

C. **Force Majeure.** If, due to Force Majeure, a Party is delayed or unable to perform, wholly or in part, any of its obligations under this Agreement (other than the obligation to make payments), then, if such Party
gives notice and reasonably full particulars of such event as soon as practicable after the occurrence thereof, the obligations of both Parties (except payment obligations), will be suspended to the extent and for the duration of the Force Majeure. "Force Majeure" means any event, condition or circumstance, the occurrence of which is outside the reasonable control of the Party claiming delay or inability to perform, and which, by the exercise of reasonable diligence, could not be avoided, including, without limitation: acts of God; civil disturbances; acts of governments; compliance with Legal Requirements promulgated after the date hereof; acts of the public enemy, wars, riots, blockades, insurrections; lightning, earthquakes, fire, storms, floods, or any other cause, whether of the kind enumerated or otherwise, whether or not foreseeable.

ARTICLE XII. CAMPUS SOFTWARE; PARTICIPANT INFORMATION; EACH PARTY'S CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY

A. Campus Software. As applicable, Provider shall use H4H's Homeless Management Information System ("HMIS") for purposes of coordinating its Services to Participants, and will share appropriate information with designated H4H case managers, all as permitted by Legal Requirements and in accordance with H4H Policies and H4H's applicable license agreements. As a condition of obtaining access to HMIS, Provider will enter into any agreements from time to time that are required by H4H of HMIS users.

B. Participant Information. Each Party agrees to comply with all applicable Legal Requirements concerning the privacy and security of Participants' personal information, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and associated regulations ("HIPAA Regulations"), 42 CFR Part 2, and the Texas Medical Records Privacy Act, in order to safeguard such information. Because protection of Participants' information is of paramount importance, it is a condition of this Agreement that the Parties enter into as of the Effective Date, a separate confidentiality agreement pursuant to the HIPAA Regulations and H4H's agreements with the City and other funding sources ("HPAA Agreement"), which shall be in substantially the same form as for other Service Providers on Campus.

C. Confidential Information of H4H and Provider.

1. Definition of "Confidential Information." "Confidential Information" means confidential and proprietary information, whether in oral, written or electronic form, received or otherwise acquired by a Party (the "Recipient") or any of its Representatives from the other Party ("Disclosing Party") or any of the Disclosing Party's Representatives in connection with this Agreement or the Services, but excludes Participants' personal information (which is covered by the HIPAA Agreement).

2. Restrictions on Use and Disclosure of Confidential Information. Confidential Information shall be used solely for the purpose of this Agreement and the Services (and in the case of H4H, for managing comprehensive services on Campus (together, the "Business Relationship"). Each Recipient shall: (a) safeguard and keep all Confidential Information strictly confidential, and (b) except as expressly permitted by this Agreement or with prior written consent of the Disclosing Party, not disclose Confidential Information or permit access to Confidential Information by any person or entity, other than the Recipient's Representatives who are actively and directly involved in the Business Relationship, or who need to know Confidential Information for purposes of the Business Relationship, and in the case of H4H, as required by its funding sources, and (c) not use Confidential Information for any purpose other than in connection with the Business Relationship.

3. Responsibility for Representatives. Each Recipient represents that all of its Representatives who have or will have access to Confidential Information are legally bound by a written agreement (at least as stringent as this provision) to maintain confidentiality thereof and not make or permit any use or disclosure of Confidential Information, except as authorized by this Agreement.

Each Recipient is responsible and liable for the unauthorized use and disclosure of Confidential Information by its Representatives and for any breach of this Agreement resulting from the acts or omissions of its Representatives or any person/entity to whom it or they have disclosed Confidential Information or that accesses Confidential Information in possession of the Recipient.

4. Ownership, Reproduction and Return of Confidential Information. Confidential Information is the Disclosing Party's exclusive property, and shall not be copied or reproduced except for such limited copies the Recipient requires for the Business Relationship. At the request of the Disclosing Party, the Recipient shall immediately return all Confidential Information and copies thereof to the Disclosing Party (in any form), derivative information based thereon, or destroy all such Confidential Information, copies and derivative information and certify such destruction in writing to the Disclosing Party. Recipient is not required to return or destroy (a) copies of Confidential Information or other material prepared by it incorporating Confidential Information to the extent the same is required to be retained by Legal Requirements, and (b) Confidential
Information in electronic form or stored on automatic computer back-up archiving systems during the period such backup or archived materials are retained under such Party's customary procedures and policies; provided, that any Confidential Information so retained shall be maintained by Recipient shall continue to be subject to this Article, and archived or back-up Confidential Information shall not be accessed except as required by Legal Requirements or under terms of this Agreement

5. Limitations. Nothing herein restricts a Party from using its own Confidential Information, or prohibits use or disclosure of Confidential Information by a Recipient to the extent it: (a) is or becomes available in the public domain through no acts or omissions of the Recipient or its Representatives in violation of this Agreement; (b) prior to or after disclosure by the Disclosing Party, is lawfully known or lawfully becomes available to Recipient or its Representatives on a non-confidential basis from a source other than the Disclosing Party, and that such source is not known by them to be prohibited from transmitting the information by any legal obligation; (c) is independently developed by the Recipient without Confidential Information; or (d) is required to be disclosed as a matter of law or pursuant to Legal Requirements, but subject to the Paragraph 6 below. Confidential Information shall not be deemed within the foregoing limitations merely because it is embraced by more general information available in the public knowledge or in Recipient's or it's Representatives' possession. Any combination of features shall not be within the foregoing limitations merely because individual features are in the public knowledge or Recipient's or it's Representatives' possession unless the combination itself is in the public knowledge or in possession of Recipient or its Representatives.

6. Judicial Proceedings. If a Recipient or any of its Representatives is required by any court, legislative or administrative authority (by oral questions, interrogatories, request for information or documents, subpoena or similar process) to disclose any Confidential Information of the Disclosing Party, then unless legally prohibited from doing so, the Recipient shall promptly notify the Disclosing Party of the requirement in order to afford the Disclosing Party an opportunity to seek an appropriate protective order. The Recipient shall reasonably cooperate with the Disclosing Party in an effort to obtain the protective order, and if appropriate shall allow the Disclosing Party to intervene or appear in any proceeding in order to protect the confidentiality of the Confidential Information. However, if the Disclosing Party is unable to obtain or does not seek a protective order, and the Recipient or its Representatives are, in the opinion of counsel, compelled to disclose the Confidential Information under penalty of liability for contempt, censure or penalty, disclosure of such information may be made without liability, but only to the extent that the Recipient or its Representatives are so compelled to disclose the Confidential Information in response to such process.

7. Termination of Obligations. The obligations of confidentiality and non-use in this Article XII(C) will terminate automatically five (5) years after the later of (a) the termination or expiration of this Agreement or (b) the last date on which Confidential Information is disclosed or acquired pursuant to this Agreement. Following termination, the Recipient shall be free of any obligations restricting disclosure or use of Confidential Information (subject to any remaining intellectual property rights of the Disclosing Party).

D. Campus Research. Provider and its Representatives shall not conduct on-Campus research interviews or otherwise conduct research projects on the Campus or based on data obtained through the use of HMIS or provision of Services under this Agreement without obtaining prior written authorization from H4H.

E. Logos and Intellectual Property. Neither Party will use the other party's organizational logos, trademarks, trade names, or other intellectual property without first obtaining the prior written consent of such other Party, and each Party reserves all rights with respect thereto.

ARTICLE XIII. POINT OF CONTACT; NOTICES

A. Point of Contact. H4H's point of contact for this Agreement is the H4H Manager of Partner Relations (or other person designated in writing by H4H from time to time). Provider's primary point of contact is listed in Exhibit 1. A Party may change its point of contact from time to time by giving notice to the other Party.

B. Notices. To be effective, except as provided elsewhere herein, notices and communications required or permitted under this Agreement must be in writing and delivered: (a) by hand, (b) by overnight courier or priority, registered or certified U.S. mail, return receipt requested, or (c) by email or fax, confirmed by written receipt (generated by the sender's equipment) of successful transmission to the recipient's email address or fax number for notices. Notices sent via the means described in (b) above shall be effective on the third (3rd) business day after deposit, and notices delivered by hand, fax, or email shall be effective when received during normal business hours (or on the next business day if received outside normal business hours or on a non-business day). Notice addresses, contacts, fax numbers and email addresses may be changed upon notice at least ten (10) days
in advance of the effective date of the change.

To H4H:  
For day-to-day matters:
Haven for Hope of Bexar County  
Attn: Manager, Partner Relations  
Building 3, 1 Haven for Hope Way, San Antonio, TX 78207  
Phone: (210) 220-2111  
Facsimile: (210) 220-2121

For payments, billing questions and all other accounting matters:
Haven for Hope of Bexar County  
Attn: Controller  
Building 3, 1 Haven for Hope Way, San Antonio, TX 78207  
Phone: (210) 220-2592  
Facsimile: (210) 220-2163  
Email: jacqueline.bush@havenforhope.org

For all non-routine matters, such as notices of default or disputes, notice of termination:
Haven for Hope of Bexar County  
Attn: Joanna Pierce, Contracts Coordinator  
Building 3, 1 Haven for Hope Way, San Antonio, TX 78207  
Phone: (210) 220-2166  
Facsimile: (210) 220-2122  
Email: Joanna.Pierce@havenforhope.org

With a copy to: Legal@havenforhope.org

To Provider:
For day-to-day matters:
San Antonio Metropolitan Ministry, Inc.  
Attn: Dorothy B. Morris, CFO  
5254 Blanco Road  
San Antonio, TX 78216  
Phone: (210) 321-5623  
E-mail: dmorris@samm.org

For all non-routine matters, such as notices of default or disputes, notice of termination:
San Antonio Metropolitan Ministry, Inc.  
Attn: Navarra Williams, President & CEO  
5254 Blanco Road  
San Antonio, TX 78216  
Phone: (210) 340-0302  
Email: nwilliamms@samm.org

ARTICLE XIV. GOVERNING LAW
This Agreement will be governed, construed and enforced in accordance with the laws of the State of Texas, without reference to conflicts of laws principles.

ARTICLE XV. RESOLUTION OF DISPUTES
If a Party notifies the other of a dispute in connection with this Agreement, the Parties’ respective senior management representatives shall promptly meet in an effort to reach a mutually agreeable resolution, failing which, the Parties shall mediate the issue in San Antonio, Texas, with a mutually agreed-upon mediator, with the costs of the mediator being borne equally by the Parties. If the dispute is not resolved by mediation, upon written request of either Party, the dispute shall be submitted to binding arbitration pursuant to then-current arbitration
rules of the American Arbitration Association, in San Antonio, Texas, as the sole and exclusive means for resolving the dispute. The award shall be written, and include interest (at the rate in Article V(B)(2)) from the date of any breach of this Agreement, as determined by the arbitration award, until paid in full, and consequential and punitive damages shall not be allowed. The Party against whom an arbitration award is entered shall promptly pay the full amount awarded to the other Party, and any costs or fees incident to enforcing the award shall, to the extent permitted by law, be charged against the Party resisting enforcement. Costs of arbitration proceedings shall be borne equally by the Parties as incurred, and each Party shall be responsible for its own costs and expenses of arbitration, including attorney and expert witness fees and the fees of its Party-appointed arbitrator as applicable; however, the non-prevailing Party may be required by the award to reimburse such costs and expenses of the prevailing Party. Notwithstanding the foregoing, H4H may bring any action required to enforce its rights under Article II(C) in any court of competent jurisdiction located in the City of San Antonio.

ARTICLE XVI. MISCELLANEOUS
A. Relationship of the Parties.
   1. This Agreement does not create a partnership or joint venture, employer/employee or agency relationship between H4H and Provider. The Parties' relationship is that of licensor/licensee in connection with the Property, and independent contractors in respect of the Services. Nothing herein conveys to Provider any leasehold or other rights in the Property, other than a contractual right to use and occupy the Assigned Space and Shared Space, as permitted herein.
   2. Each Party is liable for the acts and omissions of its respective Representatives in the same capacity as such Party is for its own acts and omissions and nothing herein shall create an employer/employee relationship between a Party and any Representative of the other Party.
   3. Neither Party has authority to act on behalf of the other Party, and no Party shall act or speak publicly on behalf of the other Party at any time; however, either Party may publicly acknowledge its working relationship with the other Party and may speak generally about the Services being performed by Provider under this Agreement.

   For any media contact regarding Provider, Provider's executive director or his/her designee must be contacted before media access is approved or allowed. Provider shall obtain the written consent of the H4H President and CEO or Director of External Relations prior to allowing any media onto the Property, and Provider shall follow the H4H protocols for media contact, to include completion of the H4H media release form.
   4. Neither Party will, directly or indirectly, pay any commission, fee, or rebate, or otherwise provide any gift or entertainment of significant value to or on behalf of, an employee, officer, director or other Representative of the other Party.

B. Third Party Beneficiaries. The City is a third party beneficiary of this Agreement, but has no obligations whatsoever hereunder and nothing herein shall create any such obligations (either express or implied) on the part of the City. There are no other third party beneficiaries of this Agreement.

C. Amendments and Waivers. No amendment of this Agreement will be effective unless made in writing and signed by the duly authorized representatives of both Parties, and no course of dealing shall amend this Agreement.

D. Assignments. Provider may not assign this Agreement or any of its rights or obligations hereunder, in whole or in part (including by operation of law or otherwise), without the prior written consent of H4H (in its sole discretion), and any purported assignment in violation of this provision will be void. H4H may assign this Agreement to the City or any to successor of H4H providing services to persons experiencing homelessness at the Campus or Property, and, upon any such assignment, H4H shall be relieved of all un-accrued Liabilities and obligations hereunder to the extent of the interest so assigned. All provisions of this Agreement shall extend to, bind and inure to the benefit of, the Parties and their respective successors and permitted assigns. This Agreement does not constitute an assignment, transfer or pledge of any of H4H's obligations or rights under the City Lease Agreement.

E. Severability. If a provision of this Agreement is unenforceable under applicable law and such unenforceability does not destroy the basis of the bargain between the Parties as contained herein, that provision will be enforced to the maximum extent permitted by applicable law, and the remaining provisions of this Agreement will continue in full force and effect; however, the Parties shall use reasonable efforts to promptly agree upon a substitute provision that places them in the same relative economic positions as the unenforceable provision.

F. Interpretation; Priority. The following rules of construction will govern: (1) "days," "months," and
“years” will mean calendar days, months and years unless otherwise indicated; (2) “including” does not limit the preceding word or phrase; (3) headings do not affect interpretation; (4) “hereof,” “herein,” and “hereunder” and words of similar meaning refer to this Agreement as a whole and not to any particular provision of this Agreement, and (5) references to laws, regulations or other Legal Requirements and to any instruments or agreements, include amendments and replacements thereof, and references to any person or Party includes the successors and permitted assigns thereof. **IF THERE IS A CONFLICT OR INCONSISTENCY BETWEEN ANY EXHIBIT AND THE BODY OF THIS AGREEMENT, THE EXHIBIT SHALL CONTROL. IF THERE IS A CONFLICT OR INCONSISTENCY BETWEEN EXHIBIT 1 AND EXHIBIT 4, EXHIBIT 1 SHALL CONTROL.**

G. **Entire Agreement; Supersession of Prior Agreements.** This Agreement represents the entire agreement of the Parties concerning the subject matter, and as of the Effective Date, supersedes all prior and contemporaneous agreements and understandings regarding same other than the HIPAA Agreement.

H. **Counterparts.** This Agreement may be executed in one or more counterparts (including facsimile or portable document/“pdf” counterparts), each of which will be deemed an original and part of the same document.

**IN WITNESS HEREOF,** each Party has caused this Agreement to be executed by its duly authorized officer as of the Effective Date.

HAVEN FOR HOPE OF BEXAR COUNTY

By: [Signature]
Name: Kenneth L. Wilson
Title: President & CEO

PROVIDER: SAMMINISTRIES

By: [Signature]
Name: Navarra R. Williams
Title: President & CEO
EXHIBIT 1
To Collaboration and Space Use Agreement
Between H4H and SAMMinistries

Description of Services and Related Requirements: Provider’s Primary Point of Contact

I. Detailed Description of Services: Rapid Rehousing

Provides assistance with security deposits and rent (may include short to medium term assistance) for persons who are literally homeless and/or fleeing domestic violence using a coordinated entry approach, but direct referrals may also be utilized.

Transformational Campus-Appointment availability between 8:00 a.m.-5:00 p.m., Monday thru Friday based on the availability of the client and/or staff. Estimated number served in a 12 month period 5-10.

Courtyard- Outreach on an as needed basis. Estimated number served in a 12 month period 10-15.

Services are open to Transformational Campus members, Courtyard clients seeking housing or anyone in the community who is eligible for Rapid Rehousing.

Five (5) Full Time Employees (“FTE’s”) will be available to provide services where needed. The SAMM team is housed at Haven, but may serve clients from the general community.

II. Detailed Description of Services: Employment Development Program

Provider will assist individual’s transition from homelessness and un-employment to self-sufficiency through job training and work.

Provider will ensure that all program participants (Individuals who are active clients in a SAMMinistries’ Housing Program):

a. Complete a Job Training Application, Goal Sheet and Workforce Expectation Agreement.
b. Agree to all policies and procedures as outlined in the Employment Development Program Trainee Handbook.
c. Submit to a urinalysis prior to training, and submit to random U/As conducted throughout the program as warranted.
d. Only individuals who are active clients in SAMMinistries’ Transitional Housing, Rapid Re-Housing or Permanent Supportive Housing Programs will be placed in a clerical, custodial, or warehouse position, in which they will work 20 hours/week, and will receive a weekly stipend from Provider.
e. Adhere to all the policies and procedures that are outlined in the Trainee Handbook, as well as each respective work site’s rules.
f. Participate in all mandatory meetings, mock interviews, and other appointments set by the On-the Job Training (“OJT”) job coach.
g. Obtain unsubsidized employment at the earliest possible time while participating in the OJT program.

Provider’s Employment Development Program shall undertake the following activities with its clients placed to work in a H4H custodial, clerical, or warehouse position:

a. Recruit, select, and monitor the progress of each OJT program participant.
b. Coordinate with each work site to ensure program participants are a good fit and act as an intermediary between participants and work site.
c. The Program Coordinator will be responsible for picking up weekly time sheets on Mondays of every week from each respective job site, as well as disburse each stipend check to all program participants.

d. The Program Coordinator will serve as the primary point of contact for all issues or concerns regarding program participants and will assist with the evaluation, counseling, guidance, and discipline of each participant as needed.

**Haven for Hope shall undertake the following activities:**

a. To serve as a training job site, primarily for clerical trainees.

b. To comply when possibly with the Employment Development Program’s Trainee Handbook and adhere to and enforce all stated policies and procedures insofar as they do not conflict with Haven’s own policies and procedures.

c. Support and encourage all program participants to seek permanent full time unsubsidized employment.

d. Haven reserves the right to refuse acceptance of, or continuation with, any participant that does not comply with the Trainee Handbook policies or procedures, or the policies or procedures of Haven for Hope.

III. **Hours of Operation.**

Monday to Friday 8:00 A.M. – 5:00 P.M. (By appointment)

Provider’s employees work on some days that commercial banks are closed. Provider’s staff have eight paid holidays per year, and will need access to Haven for Hope office space on all days Provider’s staff are providing services.
EXHIBIT 2
To Collaboration and Space Use Agreement
Between H4H and SAMMinistries

Assigned Space: Parking

I. Assigned Space. The Assigned Space consists of TC 800 West Workstation 3.802 and TC 900 West Offices 3.301; 3.303; 3.305 and 3.307.

II. Parking. Provider's Representatives will park only in the Green Lot.
EXHIBIT 3
To Collaboration and Space Use Agreement
Between H4H and SAMMinistries

CAM Charges

Office CAM Charges:

$100 One time initial Charge per Office/Cubicle

$100 Monthly Charge per Office at 4 offices ($400)

$80 Monthly Charge per Workstation at 1 Workstation ($80)

Total Monthly CAM Charge: $480

Items Not Included in CAM Charge (subject to additional fees as indicated below):

Internet Data: $100/month (In addition, Provider will pay a one-time charge of $100 for each new data port connection)

$25/month. In addition, Provider will pay H4H for actual long distance usage in excess of $5/month.

Telephone Use:

H4H Printer/Copier: Provider will pay for use of H4H printer/copiers in excess of $20/month, billed at $0.06 per black & white page copied or printed, and $0.12 per color page copied or printed.

Other Charges:

$15 Charge per replacement badge/ID.
Provider will be charged for any damage done to the office or its contents.

Deaflink. If Provider will be using the Deaflink Video Relay System ("VRS"), and does not have a separate contract and fee arrangement with Deaflink, then Provider will be responsible for providing Haven’s controller with a record of such use to include the date and time of each use, and will be responsible with all associated fees. An accounting of use must be sent via email to Jackie.bush@havenforhope.org by the last day of each month detailing that month’s use. Payment will be due within 5 business days of receiving an invoice.

COST OF LICENSE FOR ASSIGNED SPACE: $1 per year

This Exhibit 3 is AGREED AND ACCEPTED EFFECTIVE AS OF THE March 9, 2017

Haven for Hope of Bexar County Provider: SAMMinistries
By: [Signature]
Name: Kenneth L. Wilson Name: Navarra R. Williams
Title: President & CEO Title: President & CEO
EXHIBIT 4
To Collaboration and Space Use Agreement

General Requirements for Use of Assigned Space & Shared Space

1. **Condition of Assigned Space/Shared Space.** Provider must maintain the Assigned Space, including floors, walls, ceilings, furniture, fixtures and equipment, in as good a condition as on the date when first made available to Provider, reasonable wear and tear excepted. Provider shall not remove any furniture, fixtures, or equipment (other than furniture and equipment owned by Provider) from the Assigned Space or Shared Space, nor commit or allow its Representatives to commit, any damage, destruction or waste of the Campus or other act that might result in cancellation of any insurance policies maintained by H4H or the City with respect to the Campus. Provider must obtain H4H’s written permission prior to adding or replacing any furniture, fixtures, and equipment within the Assigned Space or Shared Space, to ensure the same match H4H’s building standards. Provider shall not make any alterations, additions or improvements to the Campus whatsoever.

2. **Cleanliness; Waste & Hazardous Materials.** Provider shall assist H4H in maintaining the Campus (including sidewalks, entrances, curbs and parking lots) in a safe, orderly, and clean condition, and keeping it free from waste, nuisances, and obstructions. Provider will maintain cleanliness and appearance of the Assigned Space and Shared Space, and place garbage and recycling (other than Excluded Waste) in appropriate containers and according to the schedule, provided by H4H. H4H shall determine the adequacy of such cleanliness and appearance in its sole discretion. Provider is solely responsible for confidential paper handling/disposal. No Excluded Waste shall be deposited in H4H garbage or recycling containers, and Provider shall not generate, store, dispose or otherwise handle Hazardous Materials on Campus. “Excluded Waste” means hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes, or radioactive wastes, each as defined by applicable Legal Requirements. **Hazardous Materials** means flammables, explosives, radioactive materials, hazardous waste, toxic substances or related materials, as defined by Legal Requirements.

3. **Use of Shared Space.** Provider shall use the Shared Space cooperatively with other users of the space, and as necessary, will schedule any times that Provider desires exclusive use of any Shared Space in accordance with H4H Policies and with the scheduling coordinator designated by H4H. Provider and its Representatives shall be considerate of other users of the Shared Space.

4. **Liens, Claims and Encumbrances.** Provider shall pay for, when due, all labor, materials and services furnished to Provider or any contractor engaged by Provider, in connection with this Agreement, and **PROVIDER SHALL INDEMNIFY, DEFEND, AND HOLD H4H, THE CITY AND THE CAMPUS HARMLESS FROM ANY LIABILITIES ARISING FROM PROVIDER’S VIOLATION OF THIS PROVISION.** If any such liens, claims or other encumbrances are asserted against the Campus, H4H or the City, H4H may, without prejudice to its other remedies, discharge the same and Provider shall reimburse H4H for all reasonable costs and expenses (including attorneys’ fees) of doing so in accordance with H4H’s invoice.

5. **Hours of Operation.** Unless otherwise specified herein or agreed by the Parties in writing, Provider’s offices at the Campus shall be open, and Provider shall provide Services at all times during, H4H’s normal operating hours.

6. **Initial and Annual Background Checks; Access Control; Badges.**
   
a. **Background Checks for Provider’s Staff & Contractors.** All Provider staff and contractors who will be present at the Campus must be properly vetted by Provider and subjected to and satisfy, criminal background checks in accordance with H4H Policies. Prior to allowing each Provider staff and contractor access to the Campus, Provider must notify the H4H Life Safety Department of the name of the person and certify in writing to H4H that the person meets all requirements for admission to the Campus (including that the person is not a convicted sexual offender). Provider must also notify its volunteers, guests and employees of this process, by providing them the H4H Guest and Volunteer Information Letter, or ensure that its Representatives are aware of these procedures. At least every twenty-four (24) months, Provider shall conduct criminal background re-checks for each of Provider’s staff and contractors with access to the Campus, and shall notify the H4H Life Safety...
Department in writing that all such persons continue to meet all requirements for admission to the Campus. If Provider fails to comply with this provision, H4H may conduct such background checks at Provider’s expense.

b. Background Checks for Provider’s Regular Volunteers. All Provider volunteers, including all members of a volunteer group, who will be (or are expected to be) present at the Campus more than two (2) times in a 12-month period (“Regular Volunteers”) must submit an application to H4H and be properly vetted by H4H and subjected to and satisfy, criminal background checks in accordance with H4H Policies. Prior to allowing each Provider volunteer access to the Campus, Provider must notify the H4H Volunteer Services Department of the name of the person and direct such person to the H4H volunteer Services Center to complete a volunteer application. H4H will conduct criminal background checks and confirm to Provider whether or not such person is eligible for admission to the Campus. H4H will conduct periodic criminal background re-checks of Provider’s volunteers with access to the Campus at least once every 24 months, and will notify Provider in writing if any such persons do not continue to meet requirements for admission to the Campus. H4H will collect a nominal fee from each Regular Volunteer for the criminal background check and re-checks (or alternatively, Provider may pay H4H for such fees).

c. Guest Volunteers and Guest Visitors. Provider’s individual volunteers (including those who are part of a group) who visit Campus two (2) or fewer times in a 12-month period (each, a “Guest Volunteer”), and Provider’s visitors (including those who are part of a group) who visit Campus two (2) or fewer times in a 12-month period (each, a “Guest Visitor”), do not require a criminal background check or Permanent ID Badge, and may be admitted to Campus so long as they are not convicted sexual offenders. Each Guest Volunteer and Guest Visitor must check-in at the H4H Volunteer Center or H4H Security Office upon entry to the Campus; provide a state issued photo-ID which will be scanned against sex offender registries; sign the H4H-provided release form; pass through a metal detector, and wear the issued temporary nametag at all times while on Campus. For groups of Guest Volunteers, at least one person acting as leader of the group must be vetted by the Provider and assigned an ID badge in accordance with 6(a) and (f) and must remain with the group at all times while on Campus. The requirements of this 6(c) may be waived with approval of Provider’s Executive Director or other senior management and the H4H Director of Security.

d. Convicted Sexual Offenders. Provider shall notify the H4H Life Safety Department upon becoming aware that any Provider Representative has been convicted of a sexual offense in any jurisdiction, and such person’s access to the Campus (other than the Courtyard) shall be suspended immediately.

e. Groups. Provider must notify the H4H Life Safety Department at least 48 hours before a group of Guest Volunteers or Guest Visitors arrives at the Campus. A “group” means 5 or more people.

f. Access Control. Except as expressly provided elsewhere in this Agreement or agreed in writing by the Parties, access to the Campus and building(s) in which Assigned Space is located, will be managed solely by H4H; however, Provider will be given keys to the Assigned Space, which must be returned upon termination of this Agreement. If any key to the Assigned Space is lost or stolen, Provider will immediately notify the H4H Life Safety Department and be responsible for costs of replacing lost keys and/or changing locks. Provider agrees and understands that, under H4H policy, residents of the H4H Courtyard are not permitted to enter the Transformational Campus for any reason, and Provider and Provider’s Representatives will not at any time escort or facilitate entry to the Transformational Campus by any Courtyard resident. If Provider serves Courtyard residents under this Agreement, such services must be provided either in the Courtyard (in a space designated by H4H) or at Provider’s off-campus location (if applicable).

g. Badges. Provider will comply with all H4H Policies, in order to receive and/or retain identification badges (“ID Badges”) for Provider’s Representatives (except Guest Volunteers and Guest Visitors) who will be permitted access to the Campus. Provider will obtain Badges from the H4H Life Safety Department, which will be issued in accordance with H4H’s then-current procedures. Provider shall ensure that its Representatives wear and display ID Badges in open view at all times when on the Campus, and do not allow any other persons to use their ID Badges. If any of Providers Representatives, Guests or Visitors are seen on campus without a badge, H4H reserves the right to approach, stop and direct such persons to H4H Life Safety to obtain the proper credentials. If any Provider Representative’s ID Badge is lost or stolen, or a person ceases to be a Provider Representative, Provider shall immediately notify the H4H Life Safety Department of such loss or cessation (such notification to be no later than four (4) hours after Provider becomes aware of the loss/cessation), in order that H4H may deactivate the ID Badge. Provider shall pay the cost of any necessary replacement ID Badges. When a person ceases to be a Provider Representative, Provider shall return his/her ID badge to the H4H Life Safety Department.

h. Training. Provider agrees that all Provider Representatives shall complete H4H campus
orientation training and any other training reasonably required by H4H from time to time, including regarding safety, security, emergency procedures, and information privacy.

1. Failure to Comply. Provider acknowledges that security is of utmost importance on the H4H Campus, particularly on the Transformational Campus where children are present. Provider’s failure to comply with this Paragraph 6 shall be deemed to be a breach of the Agreement, for which H4H may, in its discretion, immediately terminate or suspend the Agreement. **PROVIDER AGREES TO INDEMNIFY, DEFEND, AND HOLD H4H HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES ARISING OUT OF OR RESULTING FROM PROVIDER’S OR ITS’ REPRESENTATIVES’ FAILURE TO COMPLY WITH THIS PARAGRAPH 6.**

7. Removal of Persons. H4H may remove (with or without notice to Provider) any Provider Representative from, and prevent entry or re-entry of such person onto, the Campus, if H4H determines, in its sole discretion, that such action is warranted. H4H, in its sole discretion, shall determine which persons are permitted on the Campus at all times.

8. Access by H4H and City. H4H, the City and their respective Representatives shall have the right to enter the Assigned Space with notice reasonable under the circumstances: (1) to inspect the premises; (2) to determine whether Provider is in compliance with its obligations hereunder; (3) for Campus tours, and (4) for any other purpose deemed reasonable by H4H or the City. H4H may enter the Shared Space at any time, and may enter the Assigned Space without notice for purposes of routine and non-routine maintenance and repairs and in emergencies involving imminent threat of harm to persons or property. Such entries and inspections shall be subject to applicable Legal Requirements and will not unreasonably interfere with the provision of Services.

9. Notice of Damage, Destruction, Etc. Provider shall notify H4H as soon as reasonably possible, but no later than 48 hours upon becoming aware of, any damage, loss, destruction, disrepair, or other condition on the Campus, the Assigned Space or Shared Space that constitutes a hazard or potential hazard to persons or a violation of any Legal Requirement.

10. Loss of Use. If the Assigned Space is damaged or destroyed by causes other than due to Provider or its Representatives, such that Provider cannot reasonably provide Services in accordance with this Agreement, Provider shall have the right, as its exclusive remedy, to terminate this Agreement and receive a refund of any CAM payments made for periods after the date of termination. In such event, H4H and the City have no obligation to restore or repair the Assigned Space or to compensate Provider for such loss of use.

11. Parking; Towing. If the Assigned Space includes parking, Provider shall cause its Representatives to park only in the parking spaces/areas designated on Exhibit 1. Provider shall not use more parking spaces than are designated on Exhibit 1, nor allow its Representatives to park in any areas that are not designated as permitted parking spaces/areas on Exhibit 1. If Provider’s Representatives require additional parking, Provider must arrange, at its expense, for off-Campus parking. Provider must inform its Representatives that vehicles illegally parked on the H4H Campus are subject to towing at the owner’s expense.

12. Emergency Aid Equipment. Emergency aid equipment (e.g., first aid kits, oxygen tanks, and defibrillators) is located throughout the Campus at locations specified in the Evacuation Plan. Provider shall cause its Representatives to locate and become familiar with the Evacuation Plan. Emergency aid equipment shall not be removed or located except for immediate use in response to an emergency, and shall be promptly returned to the designated location upon conclusion of the emergency. Provider shall immediately submit a report of the equipment used or consumed during an emergency (including the use of oxygen or a defibrillator) to the H4H Life Safety Department so that the equipment may be resupplied and/or evaluated to ensure its fitness for future use.

13. Naming Rights; Signage. As between the Parties, H4H has exclusive indoor and outdoor naming rights to the Campus. Provider shall not install any signs, placards or other advertising or identifying marks on the Campus or Assigned Space (interior or exterior) without the prior written consent of H4H (in its sole discretion). Upon expiration of this Agreement, Provider shall remove promptly and to H4H’s satisfaction (at Provider’s cost and expense), any and all such signs, placards or other advertising or identifying marks that H4H has allowed.