

## HABC EHV Process Guide

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

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

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

### How to Apply

- Application packets are accepted by agency staff only.
- All necessary documents are included in this document, but if you need to request a Referral Packet, please do so by emailing [patriciapalomo@sarahomeless.org](mailto:patriciapalomo@sarahomeless.org) and complete all required information.
- Complete the [SARAH Project-Based Vouchers \(PBV\) Application Submission Form](#).
- Attach the completed referral packet to the Application Submission form. Please know that all application must be *filled out electronically, then it must be printed for client/staff's signature; signatures must be handwritten, otherwise SAHA will not accept the application.*
  - You may also submit the referral packet via email [vouchers@sarahomeless.org](mailto:vouchers@sarahomeless.org) **(Referral packets received without the Submission Form being completed will not be reviewed).**
- SARA will review and forward all completed application packets to HABC withing 3-5 business days for pre-eligibility screening.



Alliance to House Everyone

**Other important information:**

**Reopening Homelink Enrollment:**

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

**Application updates:**

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

<b>HABC EHV Referral Application 10.5.2021</b>	Attached in the email
<b>HABC EHV CHR 10.5.2021 (Criminal History Request)</b>	Attached in the email

- Handwritten application will not be accepted except the handwritten signature.
  - SARAH will review, then submit the EHV application to HABC within **3-5 business days** of submission date.
  - Applications with corrections will take additional time to review and to be submitted to HABC.
- **Corrections** must be done and submitted back to SARAH with 5 business days.

**EHV POCs:**

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

**Email Subject Template:**

- Please only use this template for the email subject *when submitting EHV applications/corrections*
- **Example of the sub**
  - EHV Application Corrections-HMIS ID#336645- Staff Name/Agency
  - EHV Application -HMIS ID#336645- Staff Name/Agency

**South Alamo Regional Alliance for the Homeless**

4100 E. Piedras, Suite 105 | San Antonio, TX 78228 | 210.876.0720 | [www.sarahomeless.org](http://www.sarahomeless.org)



**Automatic Email Response:** Once the EHV application is submitted via email, you will receive a confirmation email that application has been received.

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

## **HABC EHV Application Process**

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

1. When HABC receives the referral from SARA, it is reviewed to ensure all information is documented correctly. If it is, applicant information is placed on the EHV waitlist, and the pre-eligibility process begins.
2. Pre-eligibility consists of running a background check (which at times can take several days).
3. Eligibility appointments are scheduled, which HABC will contact the case manager listed on application.