



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

Funding for new projects is limited. The amount budgeted for this project will be a combination of reallocated CoC dollars, COC PPRN funding, and bonus funds awarded from HUD in the upcoming NOFA competition. The only new projects that can be funded are permanent housing projects, HMIS, and Supportive Services Only (SSO). However, only the CoC designated HMIS lead and the CoC designated Coordinated Assessment lead will be eligible for those categories and are not part of this RFP. Estimated amount of funding available and eligible categories:

Type of Funding	Eligible Categories	Amount available
Reallocation	<ul style="list-style-type: none"> <li>• <b>NEW Permanent Supportive Housing (PSH)</b> with all beds dedicated to chronically homeless individuals and families, including unaccompanied youth</li> <li>• <b>NEW Rapid Re-housing</b> for homeless individuals and families, including unaccompanied youth, who enter directly from the streets or emergency shelters, and persons who meet the criteria of domestic violence, paragraph (4) of the definition of homelessness</li> </ul>	Only open to organizations who have voluntarily agreed to reallocate a transitional housing program to a permanent housing category
<b>**COC PPRN Funding</b>	<ul style="list-style-type: none"> <li>• <b>NEW Permanent Supportive Housing (PSH)</b> with all beds dedicated to chronically homeless individuals and families, including unaccompanied youth</li> <li>• <b>NEW Rapid Re-housing</b> for homeless individuals and families, including unaccompanied youth, who enter directly from the streets or emergency shelters, and persons who meet the criteria of domestic violence, paragraph (4) of the definition of homelessness</li> <li>• <b>New dedicated HMIS*</b></li> <li>• <b>New Supportive Services Only (SSO) for Coordinated Entry*</b></li> </ul>	\$1,903,114
<b>**Bonus Funding</b>	<ul style="list-style-type: none"> <li>• <b>NEW Permanent Supportive Housing (PSH)</b> with all beds dedicated to chronically homeless individuals and families, including unaccompanied youth</li> <li>• <b>NEW Rapid Re-housing</b> for homeless individuals and families, including unaccompanied youth, who enter directly from the streets or emergency shelters, and persons who meet the criteria of domestic violence, paragraph (4) of the definition of homelessness</li> </ul>	\$497,898

\* Only the CoC and HMIS designated lead agency will be eligible for these categories which are not part of this application.

\*\* The exact funding amount available not yet finalized by HUD.

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*Must be completed annually, one per project applying for CoC funding.*



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### Overview:

South Alamo Regional Alliance for the Homeless (SARAH), as the Collaborative Applicant for Continuum of Care Program funds, seeks to engage an agency with a proven track record of successfully housing and stabilizing homeless/chronically homeless individuals and families in Permanent Housing. **Renewal projects do not complete this New Permanent Housing project application unless reallocating funds.**

### New Permanent Housing

New Permanent Housing, which includes both New Permanent Supportive Housing and New Rapid Rehousing will require that **all aspects of the Permanent Housing Project include:**

- Permanent Supportive Housing must assist homeless/chronically homeless individuals or families in unsheltered locations or emergency shelter that meet HUD eligibility requirements for chronic homelessness, maintain long-term stability and improve the quality of their lives through the provision of Permanent Supportive Housing. Recipient should prioritize highest need in accordance with the order of priority established in HUD Notice CPD-14-012: *Prioritizing of Persons experiencing Chronic Homelessness and other Vulnerable Populations (see appendix);*

**OR**

- New Rapid Rehousing Projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.

All New Permanent Housing Projects must:

- Participate in SARAH's Coordinated Entry process and assist participants in maintaining their housing by providing individualized services based on each participant's needs and desires. Initial assessment and prioritization will be based on Vulnerability Index Service Prioritization Decision Assistance Tool assessment scores (VI-SPDAT). The VI-SPDAT is the evaluation tool employed by SARAH's Coordinated Entry process to guide each homeless individual's placement and referral into appropriate housing. Providers must assess participant's needs on an on-going basis, and provide services as needed to support housing stability.
- Operate under a "Housing First" philosophy and utilize models that are grounded in evidence based practice(s) for service provision.
- Provide on-going supportive services that are available to participants as indicated on respective case management/housing stability plan, and document the dollar value of service provided from any funding source. Agencies shall offer additional services

2016 NEW PERMANENT HOUSING NOFA

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## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

to avoid and/or prevent program termination. Tenancy should be supported by eviction prevention strategies.

- Leverage available mainstream resources necessary for maintenance of stable housing, including but not limited to: Medicaid/Medicare, Supplemental Nutrition Assistance Program (SNAP), mental or physical health services, SSI/SSD outreach and recovery, or other income generating programs to increase employment income, non-employment income, and non-cash mainstream benefits.
- Participate in the Homeless Management Information System (HMIS) and meet all HUD data requirements, as well as document services provided to participants.

### Project Requirements and Priorities:

- Eligible activities/projects:
  - All projects must be Permanent Supportive Housing for chronically homeless residing in unsheltered location/emergency shelter or Rapid Re-housing for homeless individuals and families, including unaccompanied youth, who enter directly from the streets or emergency shelters. No other project type will be considered except for dedicated HMIS and Coordinated Entry.
  - Projects must be for 1 year terms and can request funds for:
    - **Rental assistance, operating or leasing**
      - Rental assistance projects must apply for the full amount of the fair market rent for the unit types assisted;
      - Leasing projects may not exceed the applicable fair market rents
    - **Supportive services**
      - Allowable supportive services include: assistance in moving costs, case management, child care, educational services, employment assistance and job training, food, housing search and placement, life skills, outreach, mental health services, outpatient health services, transportation, utility deposits, and substance abuse treatment services.
  - Rental assistance may be administered by a PHA, nonprofit, or unit of state or local government which can contract with a nonprofit for services.
  - Projects cannot request rental assistance, leasing, and operating funding in the same project.
  - Projects **may not** use funds to build, acquire, or rehabilitate residential properties.
- Priorities:
  - Projects that request funding only for housing activities, e.g., rental assistance, or operating funds.
  - Projects that effectively leverage mainstream housing resources (such as NSP, HOME, VASH, state funds, etc.).
  - Applicants that consistently attend SARAH Membership meetings.

2016 NEW PERMANENT HOUSING NOFA  
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## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

- Applicants that demonstrate experience with HUD programs, with no open monitoring findings from prior grants, and at least 90% of funds were drawn down in previous HUD grants.
  - Applicants that are actively participating or agreeing to participate in the San Antonio/Bexar County coordinated entry system.
  - Projects that demonstrate a plan for rapid program implementation; narrative must document how the project will be prepared to begin housing the first participant within 6 months of award.
  - Applicants that have previous, front line participation in San Antonio Bexar County PIT Homeless Count.
- HMIS and PIT Homeless Count participation: Projects must agree to enter client data into HMIS and participate in the annual homeless counts using HMIS for shelter projects.
  - Match and Leveraging: Applications must meet HUD's match and leverage requirements.
  - Leasing Rules:
    - Under the HEARTH regulations, leasing requires that the sponsor or grantee must be the tenant of the landowner (signs the lease) and the program participant (tenant/client) must be the sub lessee of the sponsoring agency.
    - All leased units must pass environmental review prior to being used to house any program participants.
    - The agency receiving leasing funds must pay rent directly to the landlord based on actual costs. Rents cannot exceed the HUD Fair Market Rents.
    - Occupancy charges imposed on the program participant are capped at 30% of adjusted monthly income. Program fees cannot be charged to participants.
    - The recipient (your agency) is responsible for 100% of the rent or sublease rent to the landlord, even if the program participant does not pay the occupancy charge to you in a given month.

### **All information is required. The San Antonio/Bexar County CoC reserves the right to:**

- Not review incomplete applications or projects that don't meet eligibility requirements.
- Accept or reject any or all proposals received, or to cancel and/or reissue this RFP in part or its entirety.
- Select a proposal for any items/services or group of items/services solicited in this application in any quantity the CoC determines is in its best interest.
- Select a proposal on the basis of the overall value of the proposed project and what is deemed to be in the best interest of the CoC.



## **San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects**

- Waive any defect in this procurement or to correct any error(s) and/or make changes to this solicitation as it deems necessary. It will provide notifications of any changes to all bidders recorded in the official record (Distribution Log/Receipts Record) as having requested or received a copy of this application.



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

Applicants have the opportunity to an informal resolution of grievances. Conditions that can be grieved are: improper application, interpretation, disparity of application or violation of rules, regulations, and procedures.

### SARAH's Grievance/Appeal Process:

1. The Independent Review Team will review all applications and make project ranking recommendations to the SARAH Board.
2. The SARAH Board will make the final rankings and notify all project applicants no later than 15 days before the application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission and the approved community ranking.
3. If their application was rejected, or if the applicant is unhappy with their ranking position, applicants have 3 calendar days from the ranking announcement to make a formal appeal. If they wish to do so, they must notify the SARAH Executive Director, in writing, of the appeal with specific reasons why the applicant believes the project was unfairly rejected.
4. The SARAH Executive Director will notify the SARAH Board of the appeal and a conference call will be held to discuss if the appeal has merit. At least two Board members must participate in the call.
5. If it is determined that the appeal does not have merit, the applicant will be notified in writing. If it is determined that the appeal does have merit, a task force of at least two SARAH Board members will hear the appeal within 3 days and make a final determination. The applicant will be notified in writing within 3 days of the appeal decision.
6. Project applicants whose project was rejected may appeal the local CoC competition 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.

**Applications are due by Thursday June 30th, 2016 by 5:00pm**

To Katie Vela, [katievela@sarahomeless.org](mailto:katievela@sarahomeless.org) and Kate Moore [kate@kate-moore.net](mailto:kate@kate-moore.net)



# San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

## NEW PROJECT: PERMANENT HOUSING 2016 APPLICATION [PROJECT COMPONENT]

**1. Project Applicant Information:**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Units of Local Government     Non-profit 501(c)(3)     PHA
  - Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**2. Sub-Recipient/Sponsor Organization (if applicable):**

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type
  - Units of Local Government     Non-profit 501(c)(3)     PHA
  - Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

**3. Contact person for this application:**

- a. Name: \_\_\_\_\_
- b. Title: \_\_\_\_\_
- c. Phone: \_\_\_\_\_
- d. Email: \_\_\_\_\_

**4. Project Name:** \_\_\_\_\_

**5. Project Location:** \_\_\_\_\_

<p><b>6. Project Type:</b></p> <p><input type="checkbox"/> Permanent Supportive Housing (PSH) or</p> <p><input type="checkbox"/> Rapid Rehousing</p>	<p><b>7: Project Goals:</b></p> <p>Total # of clients proposing to serve: _____</p> <p>Total # of Chronically Homeless proposing to serve: _____</p> <p>Total # of Units _____</p> <p>Total # of Beds _____</p> <p>Total dedicated chronically homeless beds _____</p> <p>Total Prioritized chronically homeless beds _____</p>
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## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

<p><b>8. Identify the specific population focus for the project;</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chronic homelessness</li> <li><input type="checkbox"/> Veterans</li> <li><input type="checkbox"/> Unaccompanied Youth (under 25)</li> <li><input type="checkbox"/> Families with children</li> <li><input type="checkbox"/> Domestic Violence</li> <li><input type="checkbox"/> Substance Abuse</li> <li><input type="checkbox"/> Mental Illness</li> <li><input type="checkbox"/> HIV/AIDS</li> <li><input type="checkbox"/> Other, explain</li> </ul>	<p><b>9. Funds Applying for:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reallocation</li> <li><input type="checkbox"/> COC PPRN</li> <li><input type="checkbox"/> Permanent Housing Bonus</li> </ul>
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**10. Experience of Applicant/Sponsor:**

**A. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. *(Max 1500 characters)***

**B. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds. *(Max 1500 characters)***

**c. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system. *(Max 1500 characters)***

**11. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients?**

- Yes
- No





## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

**12. Provide a description that addresses the entire scope of the proposed project. The project description should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application. (Limit 2,000 characters)**

**13. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. (Max 1000 characters)**

**14. Will the Project follow a Housing First approach?**

- Yes
- No

**15. How quickly from the time of first contact will the project move participants into housing?**

**16. Will the project ensure that participants are not screened out based on the following items? Select all that apply.** By checking all of the first four boxes, this project will be considered low barrier.

- Having too little or little income
- Active or history of substance abuse
- Having a criminal record with exceptions for state-mandated restrictions
- History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
- None of the above



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

**17. Will the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.**

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found in the project's geographic area.

None of the Above

**18. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property. (Max 1000 characters)**

**19. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?**

- Yes
- No

**20. Will more than 16 persons live in one structure?**

- Yes, if yes, respond to 21a
- No

**21a. Describe the local market conditions that necessitate a project of this size. (Max 1000 characters)**



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

22. Describe how the project will be integrated into the neighborhood. *(Max 1000 characters)*

23. Will the project use an existing homeless facility or incorporate activities provided by an existing project?

- Yes
- No

### Supportive Services

24. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?

- Yes
- No
- N/A

25. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?

- Yes
- No
- N/A

26. Describe how participants will be assisted to obtain and remain in permanent housing *(1500 characters max)*

27. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. Including identifying what curriculum or service plan you use to increase client's access to job readiness and the outreach plan to employers, and the process for accessing mainstream benefits.

*(1500 characters max)*

28. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided.



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

Supportive Service	Accessible to Clients (check all that apply)	Who Provides the service	Frequency provided (As needed, weekly, biweekly, monthly, Other)	Is a formal MOU in place?
Assessment of Service Needs				
Assistance with Moving Cost				
Case Management				
Child Care				
Education Services				
Employment Assistance & Job Training				
Food				
Housing Search and Counseling Services				
Legal Services				
Life Skills Training				
Mental Health Services				
Outpatient Health Services				
Outreach Services				
Substance Abuse Treatment Services				
Transportation				
Utility Deposits				



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

29. Will you provide transportation assistance to clients to attend mainstream benefit appointments, employment training or job?

- Yes
- No

30. Will you use a single application form for four or more mainstream programs?

- Yes
- No

31. Will you conduct at least annual follow ups with clients to ensure mainstream benefits are received?

- Yes
- No

32. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?

- Yes
- No

33. Has the staff person that will provide the technical assistance completed SOAR training in the past 24 months.

- Yes
- No



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

### Project Participants

#### 34. Population to be Served in the Project

Households	HH's with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

Population Characteristics (Enter number of persons in each category)	HH's with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Disabled Adults over age 24				
Non-disabled Adults over age 24				
Disabled Adults ages 18-24				
Non-disabled Adults ages 18-24				
Accompanied Disabled Children under age 18				
Accompanied Non-Disabled Children under age 18				
Unaccompanied Disabled Children under age 18				
Unaccompanied Non-Disabled Children under 18				



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

**Totals from Above:**

Total Number of Adults over age 24				
Total Number of Adults ages 18-24				
Total Number of Children under 18				
Total Persons				

### 35. Subpopulations

**Households with at Least One Adult and One Child**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24							
Non-disabled Adults over age 24							
Disabled Adults ages 18-24							
Non-disabled Adults ages 18-24							
Disabled Children under age 18							
Non-disabled Children under age 18							
Total Persons							



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

### Adult Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24							
Non-disabled Adults over age 24							
Disabled Adults ages 18-24							
Non-disabled Adults ages 18-24							
Total Persons							

### Households with Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Accompanied Disabled Children under age 18							
Accompanied Non-Disabled Children under age 18							
Unaccompanied Disabled Children under age 18							
Unaccompanied Non-Disabled Children under							

2016 NEW PERMANENT HOUSING NOFA

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## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

age 18							
Total Persons							

### Participant Outreach

**36. Enter the percentage of project participants that will be coming from each of the following locations.**

- Directly from the street or other locations not meant for human habitation.
- Directly from emergency shelters.
- Total of above percentages**

**37. If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.**

**38. Describe the outreach plan to bring these homeless participants into the project. (limit 1000 characters)**



# San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

## Standard Performance Measures

### 39. PSH:

Specify the universe and target for the housing measure.  
Click 'Save' to calculate the target percent (%).

Housing Measure	Target (#)	Universe (#)	Target (%)
a. PSH: Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations (per data element 3.12 of the 2014 HMIS Data Standards) during the operating year.	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* 2. PSH Choose one income-related performance measure from below, and specify the universe and target numbers for the goal.  
Click 'Save' to calculate the target percent (%).

Income Measure	Target (#)	Universe (#)	Target (%)
a. Adults who maintained or increased their total income (from all sources) as of the end of the operating year or project exit.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OR</b>			
b. Adults who maintained or increased their earned income as of the end of the operating year or project exit.	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 40. Rapid Rehousing:

Housing Measure	Target (#)	Universe (#)	Target (%)
a. RRH: Persons exiting to permanent housing destinations (per data element 3.12 of the 2014 HMIS Data Standards) during the operating year.	<input type="text"/>	<input type="text"/>	<input type="text"/>



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

b. RRH: RRH: Persons who were placed in permanent housing within 30 days of entry into project.

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### Choose one income related measure

Income Measure	Target (#)	Universe (#)	Target (%)
a. Adults who maintained or increased their total income (from all sources) as of the end of the operating year or project exit.			

**OR**

b. Adults who maintained or increased their earned income as of the end of the operating year or project exit.			
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### 41. Will it be feasible for the project to be under grant agreement by September 30, 2018?

- Yes
- No

### 42. What is the Total cost per client for HUD Funding? (Divide Total HUD funding by the number of clients expected to be served)

### 43. Attachment Requirements

All applications must include a copy of your latest audit. In addition, if you have not participated in CoC in the past, you must include a copy of the non-profit's 501(c)3 designation.



# San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

## HUD COC SUMMARY BUDGET

Note: eligible costs can be found beginning on page 73

[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf) or by viewing <https://www.hudexchange.info/coc/coc-2-0-training-materials/coc-program-components-and-eligible-costs/>

**CoC Rapid Re-housing can only be used for Tenant-based rental assistance, not project based rental assistance**

Housing Activities	Total Assistance requested for grant
1a. Leased Units	
1b. Leased structures	
2. Short-term/Medium term Rental Assistance	
3. Long-Term Rental Assistance	
4. Supportive Services <i>(please list line items in Chart A)</i>	
5. Operating Costs <i>(please list line items in Chart B)</i>	
6. HMIS <i>(please list line items in Chart C)</i>	
<b>Sub-total Costs requested</b>	
Administrative Costs (up to 10%)	
<b>Total HUD Request</b>	
Total Match Required (25% required for all costs except leasing).	
Cash Match Pledged	
In-Kind Match Pledged	
<b>Total Match Pledged</b>	
Total Leverage (200%) Required*	
<b>Total Leverage Pledged</b>	

**\*Anticipate that New Projects will have a 200% leverage requirement in 2016 NOFA**

### A. SUPPORTIVE SERVICES BUDGET LINE ITEMS

Eligible Costs	Description (max 400 characters)	Total
1. Assessment of Service Needs (PSH only)		
2. Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance & job training		
7. Food		

2016 NEW PERMANENT HOUSING NOFA

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## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

8. Housing search & Counseling Services including mediation, credit repair, & payment of rental application		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment		
15. Transportation		
16. Utility Deposits		
<b>Total Supportive Services Request</b>		



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

### B. OPERATING BUDGET LINE ITEMS

Eligible Costs	Description (limit 400 characters)	Total
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water.		
6. Furniture		
7. Equipment (lease/buy)		
<b>Total Operating Request</b>		

### C. HMIS BUDGET LINE ITEMS

HMIS Services Costs	Description (max 400 characters)	Total
1. Equipment		
2. Software		
3. Services		
3. Personnel (position and budget by position)		
5. HMIS Space and Operations		
<b>Total HMIS Request</b>		

#### Summary for Match

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

#### Summary for Leverage

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

### Certification

By entering the Authorized Representative's name in the space below, I certify that the information throughout the application is true, complete, and accurate to the best of my knowledge.

### Authorized Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

### APPENDIX

#### Excerpted From Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons

#### **Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

**(a) First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I.D.3. of this Notice for definition of severe service needs).

**(b) Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness.** A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
- ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

**(c) Third Priority—Chronically Homeless Individuals and Families with the Most Severe Service Needs.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency





## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and

ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

**(d) Fourth Priority—All Other Chronically Homeless Individuals and Families.** A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is **less than** 12 months; and

ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

### **DEFINITIONS OF KEY TERMS:**

**Chronically Homeless.** The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

**(a)** An individual who:

i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and

iii. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

**(b)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer

2016 NEW PERMANENT HOUSING NOFA

*Must be completed annually, one per project applying for CoC funding.*



## San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects

than 90 days and met all of the criteria in paragraph (1) of this definition [as described in Section I.D.2. (a) of this Notice], before entering that facility; or

(c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2. (a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

**3. Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.

(a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

(b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoC's and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.

### **Housing First Principles**

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

#### **Low barrier approach to entry:**

- Housing First offers individuals and families experiencing homelessness immediate access to permanent housing without unnecessary prerequisites. For example:



## **San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects**

- a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
- b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
- c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
- d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

### Community integration and recovery:

- Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
  - a. Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
  - b. Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
  - c. Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
  - d. Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

2016 NEW PERMANENT HOUSING NOFA

*Must be completed annually, one per project applying for CoC funding.*



## **San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects**

### Lease compliance and housing retention

- Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction.
  - a. Leases do not include stipulations beyond those that are customary, legal, and enforceable under Texas law.
  - b. No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community).
  - c. Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
- Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:
  - a. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
  - b. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
  - c. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out obligations under the lease or the Texas Property Code.
  - d. In order to terminate housing, PH providers are required to use the legal court eviction process.

### Separation of housing and services

- Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
  - a. Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
  - b. There are defined processes for communication and coordination across the two functions to support stable tenancy.

2016 NEW PERMANENT HOUSING NOFA  
*Must be completed annually, one per project applying for CoC funding.*



## **San Antonio/Bexar County Continuum of Care (CoC) 2016 Application for New Permanent Housing Projects**

- c. Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

### Tenant Choice

- Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
- Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
- Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
  - Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
  - Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.
  - Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.



## San Antonio/Bexar County Continuum of Care FY 2016 CoC Renewal Application

The South Alamo Regional Alliance for the Homeless (SARAH) is accepting 2016 Continuum of Care (CoC) Renewal Applications from agencies requesting U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Program Funding.

Information from this application, performance data from an approved ranking tool, and the required documents listed on this application will be used to determine ranking in the Consolidated Application to HUD for the Continuum of Care Homeless Assistance funds.

**The Renewal Application and Required Documents must be received by  
Wednesday, June 29<sup>th</sup>, 2016.**

Please send a Renewal Application for each project and required documents to Katie Vela, [katievela@sarahhomeless.org](mailto:katievela@sarahhomeless.org) and Kate Moore, [kate@kate-moore.net](mailto:kate@kate-moore.net) by the deadline.

### Project Information:

Name of Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Project Component Type: \_\_\_\_\_

Number of Clients to be served in 2016-2017: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address (Include City, State and Zip): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address (Include City, State and Zip): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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## San Antonio/Bexar County Continuum of Care FY 2016 CoC Renewal Application

### Ranking Questions:

- 1. Did your project participate in the 2016 Point-In-Time Count?**

# of Agency Volunteers \_\_\_\_\_

# of Total Agency Staff as of PIT Date \_\_\_\_\_

- 2. Did your agency spend all of the 2014 HUD CoC grant for this project?**

If not, what dollar amount was returned to HUD: \$ \_\_\_\_\_

- 3. Have you had any HUD Monitoring Findings in your 2013, 2014, or 2015 Contract Periods?**

Y/N

If so, please describe in detail the nature of the findings and the agency response (1,000 words or less):

- 4. Have you completed a LOCCS Drawdown every 90 days for your 2014 CoC Contract? Y/N**

If not, please describe in detail (1,000 words or less):

- 5. What Target Population will you serve in 2016-2017 (Check all that apply)?**

- Chronically Homeless
- Veterans
- Youth (under 25)
- Families with children
- Domestic Violence
- Substance Abuse
- Mental Illness
- HIV/AIDS
- Other, explain

- 6. The Approved 2016 CoC Renewal Performance Tool will also be used for scoring in the ranking process. All Renewal Projects will have an opportunity to view their HMIS data results and make corrections prior to the final ranking of projects.**

## San Antonio/Bexar County Continuum of Care FY 2016 CoC Renewal Application

### Ranking Documentation Checklist

1. \_\_\_\_\_ **FY 2016 CoC Renewal Application (this document)**
2. \_\_\_\_\_ **2014 Close-Out APR, PDF Format**
3. \_\_\_\_\_ **2015 Project Overview Narrative in E-Snaps, Word or PDF Format** The Project Overview should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcomes, and coordination with other source(s)/partner(s). *Note: if there are updates or clarifications to how the project will operate in FY2016, then please note them.*
4. \_\_\_\_\_ **2016 Match Documentation Letter in E-Snaps, Word or PDF Format** (*See Match & Leverage Guidance*)
5. \_\_\_\_\_ **Leverage Worksheet, Word or PDF Format** (*See Match & Leverage Guidance*)
6. \_\_\_\_\_ **Most Recent Independent Audit, Word or PDF Format**

***Please submit questions about this application to Katie Vela or Kate Moore by COB Friday, June 24<sup>th</sup>, 2016. The final application and required documents must be submitted by **Wednesday, June 29<sup>th</sup>, 2016.*****