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

**FY2018 CoC Program**

**Request for Proposals (RFP)**

**RFP ISSUE DATE:** July 13, 2018

**PROPOSAL DEADLINE: 5:00 pm, Wednesday, August 8, 2018**

**FUNDING OPP #:** HUD FR-6200-N-25

NOFA for the FY 2018 Continuum of Care

**CFDA:** 14.267

**ESTIMATED FUNDS AVAILABLE:** Tier 1 = $11,208,067.00

Tier 2 = $1,430,818.00

Contents

[Introduction 2](#_Toc519251561)

[How to Apply 3](#_Toc519251562)

[Proposal Checklist 3](#_Toc519251563)

[Coversheet 4](#_Toc519251564)

[Scoring Matrix 5](#_Toc519251565)

[Proposal Narratives for ALL Projects 7](#_Toc519251566)

[Proposal Narratives for ALL NEW PROJECTS 11](#_Toc519251567)

[Proposal Narratives for VICTIM SERVICE PROVIDER Projects 13](#_Toc519251568)

[Proposal Narratives for DV BONUS Project Requests 13](#_Toc519251569)

[Housing First Assessment 14](#_Toc519251570)

[Agency Threshold Requirements for HUD CoC Funding 15](#_Toc519251571)

[Public Housing Authority Partner Agency Agreement 16](#_Toc519251572)

[Applicant Attestation 17](#_Toc519251573)

[Appendix A 18](#_Toc519251574)

[Appendix B 19](#_Toc519251575)

# Introduction

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

The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program regulations are found in 24 CFR part 578 (the CoC Program interim rule). The FY 2018 funds for the CoC Program were authorized by the Consolidated Appropriations Act, 2018 (Public Law 115-141, approved March 23, 2018) (the “FY 2018 HUD Appropriations Act”).

The TX-601 Ft Worth/Arlington/Tarrant County CoC has chosen the Tarrant County Homeless Coalition (TCHC) to serve as its Collaborative Applicant for FY2018.

The contents of this RFP are subject to change pending any updates from the FY18 HUD NOFA.

# How to Apply

1. **Before continuing with this RFP, review the** [FY18 Competition Document](file:///C:\Users\Lauren%20King\TCHC%20Competition%20Documents\FY18%20Competition%20Document.docx) **in its entirety.**
2. Complete all required components as listed on the proposal checklist. Email all completed elements to [carolyn@ahomewithhope.org](mailto:carolyn@ahomewithhope.org) no later than **5:00 p.m., Wednesday, August 8, 2018.**
3. Ensure that all projects applications are submitted in eSNAPS no later than 5:00 p.m., Wednesday, August 8, 2018. Please export and include a PDF version or screenshot of your eSNAPS submission confirmation page with your RFP submission. ( <https://www.hudexchange.info/programs/e-snaps/>)

Proposal Checklist

|  |  |  |
| --- | --- | --- |
| **Applicant**  **Check** | **Application Contents** | **TCHC**  **Review** |
|  | Application Coversheet (RFP Page 4; PDF) |  |
|  | Complete CoC Proposal Narrative (RFP Pages 7-13; PDF) |  |
|  | Housing First Assessment (RFP Page 14; PDF) |  |
|  | Agency policies and procedures, termination policy, and other relevant documents demonstrating compliance with Housing First or low-barrier to entry (RFP Page 9; Q4b) |  |
|  | Agency Threshold Requirements (RFP Page 15; PDF) |  |
|  | Public Housing Authority Partner Agency Agreement (RFP Page 17) |  |
|  | Applicant Attestation (RFP Page 18; PDF) |  |
|  | Violence Against Women Act (VAWA) – Emergency Transfer Plan (Q9) |  |
|  | Anti-Discrimination Policy (Q10) |  |
|  | Complete eSNAPS application, including any required attachments. Due in e-SNAPS August 8, 2018 at 5:00 PM (Please click “Submit” in eSNAPS & include a PDF version or screenshot of your eSNAPS submission confirmation page) |  |

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

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

[**carolyn@ahomewithhope.org**](mailto:carolyn@ahomewithhope.org) **no later than**

**5:00 PM, Wednesday, August 8, 2018.**

**Questions about the RFP should be submitted by email to** [**tchc@ahomewithhope.org**](mailto:tchc@ahomewithhope.org)**. Please include “NOFA-18” in the subject line. Questions may be submitted until August 6, 2018 at 12:00 PM (noon).**

**TCHC will post clarifications, corrections and announcements at** [**http://ahomewithhope.org/coc/funding-opportunities/**](http://ahomewithhope.org/coc/funding-opportunities/) **through August 6, 2018 at 5:00 PM.**

# Coversheet

**Required for each FY18 CoC Project Proposal**

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

\**Renewal projects may not exceed the amount approved in the*[Grant Inventory Worksheet](https://www.hudexchange.info/programs/coc/coc-giw-reports/?filter_Year=2018&filter_State=TX&filter_CoC=TX-601&program=CoC&group=GIW)*.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application Type** | | | | | | | | | |
| ***NEW*** Project | Permanent Supportive Housing | | | Rapid Rehousing | | TH-PH/RRH | | DV Bonus | |
| ***RENEWAL*** Project | | PH-PSH | PH-RRH | | Safe Haven | | | Expansion | |
| **Grant Term** *(NOFA Page 23-24)* | | 1 year  (all renewals) | 2 years | | 3 years | | 4 years | 5 years | 15 years |

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

# Scoring Matrix

|  |  |  |
| --- | --- | --- |
| **Scoring Category** | **Measurement** | **Points Available** |
| General Description | Maximum points will be awarded to applicants who clearly articulate how their project meets community needs, the target population(s) to be served, the project’s plan for addressing the identified housing and supportive service needs, projected project outcome(s), and coordination with other source(s)or partner(s). | **10** |
| HMIS | Maximum points will be awarded to applicants who clearly articulate how they will ensure staff will attend annual HMIS training, as well as timely and accurate data entry. | **5** |
| Coordinated Entry Participation | Maximum points will be awarded to applicants who clearly demonstrate how their project has or will meet each established CES objective and, if possible, include quantifiable and measurable data for each target. | **15** |
| Housing First | Maximum points will be awarded to applicants who clearly describe how their project quickly and successfully connects those experiencing homelessness to permanent housing; has low barriers to entry; and does not contain any preconditions that might lead to termination from the project. Applicant’s should demonstrate their agency’s experience in successfully operating Housing First programs. **Required Attachment(s):** Policies and Procedures, Termination Policy, and Other Documents (as needed) demonstrating Housing First and low-barriers to entry | **15** |
| System Performance Measures | Maximum points will be awarded to applicants that demonstrate how their project will contribute to the CoC’s overall success for the stated system performance measures. Applicants should use quantifiable and measurable data to demonstrate their contributions to the system, as well as how they will continue to improve their performance and strategies to improve the system. | **15** |
| Income | Maximum points will be awarded to applicants who clearly articulate how they systematically update program staff on mainstream resources, collaborate with health care organizations to help households enroll in health insurance, and help clients access benefits. | **5** |
| Educational Access/Services | Maximum points will be awarded to applicants who clearly describe policies and procedures for educational services and identify any formal agreements regarding early childhood services and supports. | **5** |
| Geography | Maximum points will be given to applicants who specify geographic areas served by the proposed project. | **5** |
| Violence Against Women Act (VAWA) Policy | Maximum points will be awarded to applicants who have adopted or clearly articulate their plan to adopt an Emergency Transfer Plan by the project start date. **Attachment (if applicable):** Emergency Transfer Plan | **5** |
| Anti-Discrimination Policy | Maximum points will be awarded to applicants who are able to demonstrate actions their agency is taking to ensure programs within the CoC adhere to anti-discrimination policies.  **Attachment (if applicable):** Anti-Discrimination Policy | **5** |
| All New Projects: Timeline Description | Maximum points will be awarded to applicants who clearly describe their project timeline including, but not limited to, development of the program, hiring staff, enrolling clients, and participating in HMIS and coordinated entry. | **5** |
| New TH/PH-RRH: Description | Maximum points will be awarded to applicants who clearly articulate why their program is vital to the Continuum of Care. | **5** |
| All Victim Service Provider Projects: Improving Safety | Maximum points will be awarded to applicants who are able to clearly describe their method for ensuring client safety; and, describe any tools such as best practices, models, and/or assessments used to ensure ongoing and improved safety for enrolled clients. | **5** |
| Project Application Completeness | Maximum points will be awarded to applicants who submit all required components of this RFP and the eSNAPS project application by the deadline. | **5** |
| **DV Bonus Projects Only** | | |
| DV Population to be Served | Maximum points will be awarded to applicants who clearly identify the area of DV survivors and describe the need in the community for this population. | **5** |
| Unmet Need for DV Survivors | Maximum points will be awarded to applicants who are able to utilize the data in the previous question and describe and analyze how the data correlates with an unmet need for housing and services for DV survivors. | **5** |
| Need for DV Bonus Project | Maximum points will be awarded to applicants who are able to clearly demonstrate the need for the DV Bonus project and how it will address and meet the needs of DV survivors in the continuum. | **5** |
| Capacity of DV Bonus Project | Maximum points will be awarded to applicants who clearly describe their capacity to implement the proposed DV Bonus project, including quantifying and describing their plan for housing placement, housing retention, safety improvement, and addressing barriers for DV survivors. | **5** |
| **Project Score** | **Project Score Percentage = Points Earned / Applicable Points** | **--** |

# Proposal Narratives for ALL Projects

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

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

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

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

1. 100% of CoC & ESG funded housing providers will participate in the new Coordinated Entry System
2. 100% of PSH & RRH new client enrollments will come from the new Coordinated Entry System
3. 90% of Coordinated Entry program referrals must be accepted by housing providers
4. The average length of time between Coordinated Entry referral and housing lease up is 60 days with a goal of moving toward 30 days
5. **HOUSING FIRST:** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or minimum income threshold). It is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent housing; 2) without barriers to entry, such as sobriety, treatment or service participation requirements; or 3) related preconditions that might lead to the participant’s termination from the project.
   1. Describe your agency’s experience in operating a successful housing first program, and clearly describe a program design that meets the definition of Housing First, including low-barriers to entry, as described above.
   2. Attach your agency’s policies and procedures, termination policy, and any other relevant documents demonstrating compliance with Housing First or low-barriers to entry.
   3. Complete the chart below:

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

1. **SYSTEM PERFORMANCE MEASURES:** HUD is increasingly relying on data-driven performance to evaluate community success. Specifically, CoC’s are required to submit [system performance measures](https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf) each year to demonstrate community-wide performance. Describe your project’s strategies to contribute to the CoC’s overall success for each of the following:
   1. Ensure program participants are successfully exiting to and maintaining permanent housing
   2. Ensure program participants do not return to homelessness
   3. Ensure jobs and income growth for homeless persons in CoC-program funded projects
2. **INCOME:**
   1. How does your agency systematically provide information to staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?
   2. How will your program work with mainstream employment organizations to help individuals and families increase their cash income?
   3. Indicate, for each type of healthcare listed below, whether your program:
3. Assists persons experiencing homelessness with enrolling in health insurance; and,
4. Assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

|  |  |  |
| --- | --- | --- |
| **Type of Health Care** | **Assist with Enrollment** | **Assist with Utilization of Benefits** |
| Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services) |  |  |
| Private Insurers: |  |  |
| Non-Profit, Philanthropic: |  |  |
| Other: (limit 50 characters) |  |  |
|  |  |  |

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

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

1. **GEOGRAPHY:** Please indicate the geographical area your project will serve. Check all that apply.

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

1. **Violence Against Women Act (VAWA) Policy**: In July 2017, the Continuum of Care Board of Directors adopted a VAWA policy which requires all CoC-funded projects to adopt an Emergency Transfer Plan (see Appendix A). Please attach your agency’s Emergency Transfer Plan.

**NEW PROJECTS:** If you do not currently have an Emergency Transfer Plan, please see the attachment below for policy templates. Describe your agency’s strategy to develop and implement the policy.

1. **ANTI-DISCRIMINATION POLICY:** On September 13, 2017, the CoC Board of Directors approved the TX-601 Non-Discrimination and Fair Housing Policy requiring all programs to adopt and implement an anti-discrimination policy. Describe the actions your agency is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. Attach your agency’s anti-discrimination policy.

**NEW PROJECTS:** If you do not have an anti-discrimination policy, describe how you will develop and implement an anti-discrimination policy by program start date if funded. Please contact TCHC if you need any assistance.

**Note: Additional required narrative questions follow on page 11 and are broken out by housing program type. Please use caution to answer the questions pertinent to your program (ex: PSH, RRH, TH/PH-RRH, DV Bonus; new & renewal).**

# Proposal Narratives for ALL NEW PROJECTS

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

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

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

**3. NEW JOINT TH/PH-RRH PROJECTS ONLY DESCRIPTION AND JUSTIFICATION:** HUD is encouraging CoCs and project applicants to carefully consider and assess whether a joint component project is the best use of resources and will best meet the needs of people experiencing homelessness in the community. Factors to consider:

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

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

# Proposal Narratives for VICTIM SERVICE PROVIDER Projects

**Including NEW, RENEWAL, & EXPANSION projects and those requesting DV Bonus funding**

1. Describe the method, including any tools used, to ensure ongoing and improved safety for clients enrolled in your program.

# Proposal Narratives for DV BONUS Project Requests

**NEW DV Bonus Projects**

1. How many domestic violence survivors is the CoC currently serving in the CoC’s geographic area and describe the need for housing or services in the CoC’s geographic area for this population; data source used for the calculations; and how the data was collected.
2. Based on question 1:
   1. Describe the unmet need for housing and services for DV survivors,
   2. Quantify the unmet need for housing and services for DV survivors;
   3. Describe the data source used to quantify the unmet need for housing and services for DV survivors; and
   4. Describe how the unmet need for housing and services for DV survivors was determined
3. Describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.
4. Address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
   1. Rate of housing placement of DV survivors;
   2. Rate of housing retention of DV survivors;
   3. Improvements in safety of DV survivors; and
   4. How the project applicant addresses multiple barriers faced by DV survivors.

# Housing First Assessment

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

*Please check all boxes that apply.*

*OVERALL*

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

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

*ADMISSION*

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

Participation in services is not a condition of program entry.

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

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

Fleeing domestic violence is not a barrier to program access.

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

*SERVICE DELIVERY*

Engagement and problem-solving are emphasized over therapeutic goals.

Service plans are tenant-driven without predetermined goals.

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

*DISCHARGE*

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

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

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

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

Fleeing domestic violence is not a reason to terminate services.

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

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

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

# Agency Threshold Requirements for HUD CoC Funding

Organizations and agencies applying for HUD CoC funding must meet the following threshold requirements to be eligible for HUD funding. Please verify that your agency meets these requirements.

If funded, your agency will be required to provide necessary documentation.

Eligible Entity **24 CFR 578.15**

Match Requirements **24 CFR 578.73**

HMIS Participation or comparable database that meets the needs of the local HMIS. **24 CFR 91, 24 CFR 576.400, 24 CFR 580.1, 24 CFR 580.3, 24 CFR 583**

Written Financial Policies **2 CFR 200.302, 24 CFR 578.23(c)(5), 24 CFR 578.103(a)**

Written Procurement Procedures **2 CFR 200.318 and 2 CFR 200.319**

Written Conflicts of Interest Policy **2 CFR 200.317 and 2 CFR 200.318, 24 CFR 578.95(a)**

**I have read and certify that our agency meets the basic HUD threshold items listed above needed for funding eligibility.**

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

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

# Public Housing Authority Partner Agency Agreement

*This form is only applicable to PHA projects receiving supportive services from partner agencies.*

**Public Housing Authority (name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Partner Agency (name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agencies who collaborate with Public Housing Authorities (PHAs) to provide Supportive Services and Case Management to clients enrolled in PHA CoC programs must adhere to the following terms to remain in compliance and good standing with the CoC grant program.

* Agree to comply with all CoC Standards as established by HUD and TX-601
* Adhere to the principles of the Housing First model
* Complete any required documentation in the allotted timeframe
* Attend trainings and technical assistance opportunities as appropriate
* Contribute to and support the same CoC performance standards and requirements as the Primary Grantee

Although the PHA is the formal grant holder, supportive services and case management are critical contributors to the overall performance of the grant, including measures such as: exits to permanent housing, increase in employment and non-employment income, returns to homelessness and overall grant spenddown. By providing these services, the partner agency agrees to ongoing monitoring and project evaluation by the CoC. The PHA, in collaboration with the CoC, will provide ongoing support and training to support the partner agency throughout the grant cycle.

Poor performance leading to lowered grant outcomes could result in a loss of future funding or ongoing partnership opportunities.

**We have read and agree to the Partner Agency Agreement**

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

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

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

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

# Applicant Attestation

I understand and agree:

|  |  |
| --- | --- |
| *­­­\_\_\_\_\_*  *Initial* | Time is of the essence in all aspects of the Continuum of Care Program, including the application, the RFP and ongoing reporting requirements: our organization will meet all deadlines and work quickly to correct deficiencies, provide requested information, and support the community-wide application process and implementation of the program. |
| *­­­\_\_\_\_\_*  *Initial* | Corrections, clarification, updates, and supplemental information will be posted to the TCHC website throughout the application process; therefore, our organization will regularly review the content on the webpage, <http://ahomewithhope.org/coc/funding-opportunities/>. If you experience technical difficulties, please contact TCHC at [tchc@ahomewithhope.org](mailto:tchc@ahomewithhope.org) . |
| *­­­\_\_\_\_\_*  *Initial* | It is our responsibility to ensure that all relevant staff have subscribed to the TCHC emails. To sign up, visit <http://ahomewithhope.org/>; click on “Join our free email list” at the bottom of the page, select “Nuts & Bolts” list when prompted. |
| *\_\_\_\_\_*  *Initial* | It is our responsibility to contact TCHC if changes in the contact information for the point of contact for this application are needed. |
| *\_\_\_\_*  *Initial* | It is our responsibility to ensure that all proposed program participants will be eligible for the program component type selected; that all proposed activities are eligible under 24 CFR part 578; each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question as required by this NOFA and included in the detailed instructions provided in eSNAPS; the data provided in various parts of the project application are consistent; and, all required attachments correspond to the attachments list in eSNAPS and contain accurate and complete information and are dated between May 1, 2018 and September 14, 2018 |

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

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

# Appendix A

**TX-601 Policy on Housing Protections**

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

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

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

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

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

**Links to sample forms**

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

# Appendix B

**Anti-Discrimination Policy**

**TX-601 Policy on Nondiscrimination and Fair Housing**

As required by the Housing and Urban Development’s (HUD) final rule, the TX-601 Continuum of Care as well as its members and subrecipients, are required to comply with applicable civil rights laws through the adoption and implementation of the fair housing and equal opportunity policy. The final rule ([24 CFR 578.93](https://www.gpo.gov/fdsys/granule/CFR-2013-title24-vol3/CFR-2013-title24-vol3-sec578-93)), addressing nondiscrimination and equal opportunity requirements, is provided to offer greater direction to recipients and subrecipients on the use of grant funds. It states that the nondiscrimination and equal opportunity requirements set forth in [24 CFR 5.105(a)](https://www.gpo.gov/fdsys/granule/CFR-2013-title24-vol3/CFR-2013-title24-vol3-sec578-93) apply. This includes, but is not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (Section 504), and title II of the Americans with Disabilities Act.

The CoC will verify that applicable programs have adopted and implemented this policy on an annual basis.

**CORE COMPONENTS**

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

**Nondiscrimination**

24 CFR 578.93(a) requires CoC Programs to operate in compliance with federal nondiscrimination and equal opportunity requirements. Through this final rule, HUD implements policy to ensure that its core programs are open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status; see 24 CFR 5.105(a) for a full list of applicable laws, regulations, and Executive Orders.

**Housing for Specific Subpopulations**

Recipients and subrecipients may exclusively serve a particular homeless subpopulation in transitional or permanent housing if the housing addresses a need identified by the Continuum of Care for the geographic area. It must meet HUD criteria in 24 CFR 578.93.

**Fair Housing**

A recipient must implement its programs in a manner that affirmatively furthers fair housing, which means the recipient must:

(1) Affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities;

(2) Where a recipient encounters a condition or action that impedes fair housing choice for current or prospective program participants, provide such information to the jurisdiction that provided the certification of consistency with the Consolidated Plan; and

(3) Provide program participants with information on rights and remedies available under applicable federal, State and local fair housing and civil rights laws.

**Accessibility and integrative housing and services for persons with disabilities**

For persons with disabilities, fair housing law makes it illegal to: fail to make reasonable accommodation in rules, policies, and services to give a person with a disability equal opportunity to occupy and enjoy the full use of a housing unit; and fail to allow reasonable modification to the premises if the modification is necessary to allow full use of the premises.

**Prohibition against involuntary family separation**

The age and gender of a child under age 18 must not be used as a basis for denying any family‘s admission to a project that receives funds under this part.

**Guidance for Creation of Nondiscrimination and Fair Housing Policies**

* Policy should state that agency does not discriminate and complies with all nondiscrimination, fair housing, and equal opportunity laws.
* Policy should indicate the availability of aids and services, upon request, to ensure effective communication, such as the availability of qualified sign language interpreters, documents in Braille, or other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
* Policy should state that the agency will make reasonable accommodations in rules, policies, and services to give a person with a disability equal opportunity to occupy and enjoy the full use of a housing unit.
* If the agency acts as a landlord, the policy should state that the agency will permit reasonable modification to the premises if the modification is necessary to allow full use of the premises.
* Policy should provide contact information for submitting a complaint or reporting discrimination.

**Resources to Assist in Creation of Agency Policies**

Corporation for Supportive Housing – Toolkit for Developing and Operating Supportive Housing: <http://www.aarp.org/content/dam/aarp/livable-communities/act/housing/toolkit-for-developing-and-operating-supportive-housing-aarp.pdf> (pages 15-16; includes links to sample policies and forms)

Fair Housing and Equal Opportunity: <https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp>

Fair Housing Library: <https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/library#Guidance>