The Way Home

February 2015 Steering Committee Meeting

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AGENDA

I. Call to Order – Daphne Lemelle
   a) Roll Call

II. Approval of Minutes – Daphne Lemelle
    a) January 8, 2015 CoC Steering Committee Meeting

III. Introduction of Newly Appointed Steering Committee Members (City of Pasadena ESG and Private Funder Representative) (Resolution) – Eva Thibaudeau/Daphne Lemelle

IV. CoC Highlight – Point in Time Media Coverage

V. Lead Agency Report – Eva Thibaudeau

VI. HMIS Administrator Report – Eva Thibaudeau

VII. Old Business
    a) Elect 2015 Secretary (Resolution)
    b) Housing Model Update (Resolution) – Eva Thibaudeau
    c) CoC/ESG Written Standards Update (Resolution) – Eva Thibaudeau
    d) State ESG funding competition (Resolution) – Eva Thibaudeau

VIII. Public Comments

IX. Adjournment
Steering Committee Meeting

January 8, 2015

Minutes

Present: Thao Costis (SEARCH Homeless Services-Homeless Services Rep), Barbara Dawson (MHMRA rep), Tory Gunsolley (Houston Housing Authority), Marilynn Kindell (Fort Bend County ESG), Daphne Lemelle (Harris County Community Services Dept.), Tom McCasland (Harris County Housing Authority), Neal Rackleff (COH), Eva Thibaudeau (Lead Agency Staff), Mike Temple (H-GAC/Workforce Solutions)

Absent: Clay Kibler (Consumer Rep), Dr. Laura Marsh (VA), Celene Meyer (Episcopal Health Foundation-Private Funder Rep)

The meeting of the Continuum of Care (CoC) Steering Committee was held on January 8, 2015 at the Neighborhood Resource Center, 815 Crosby St., pursuant to proper notification of all Steering Committee members.

Welcome and Introductions
Chair Tory Gunsolley called the meeting to order at 3:38 pm. Barbara Dawson conducted roll call and Gunsolley noted that there was a quorum.

Approval of Minutes
The minutes from the November CoC Steering Committee meeting were presented. Gunsolley called for a motion to approve the November minutes as presented. Costis motioned, Kindell seconded. The minutes were approved.

Lead Agency Report – Presented by Eva Thibaudeau

- COC Highlight – HUD newsletter “Evidence Matters” focusing on homeless youth.
- In Memoriam was held at The BEACON in December, thanks to Scot Moore for taking the lead.
- Point in Time – will be held January 22, 2015, contingency date is January 29, 2015.
- Barbara Dawson spoke on her experience in San Francisco.
- Voting by CoC Membership was completed on December 9, 2014. Charly Weldon was selected as the Crisis Response System Representative for the 2015-2016 term.
- The Consumer Forum was conducted at Northline SRO, over 20 consumers participated. Discussions included Scattered Sites - vs – Single Sites, the pros and cons.
HMIS Administrator Report – Presented by Eva Thibaudeau

- HMIS – Continued data analysis and support of the U.S. Veteran Affairs Supportive Services.
- Attended the 25 Cities HMIS Affinity Group conference call regarding Coordinated Access.
- Hosted the 4th Quarter HMIS Quarterly Forum
- Submitted AHAR into HDX on December 19, 2014 ahead of deadline.

Old Business

Updates
- Coordinated Access has been up and running for over a year with multiple hubs.
- Shift our focus to Homeless youth.
- Third phase of technical assistance is transitional housing.

RRH Update CMI Update
- Moving forward, application will be presented by the end of January.

2015 Action Plan Update-Eva Thibaudeau
- Get to steady state in 2015. Expand and perfect our RRH Model.

Steering Committee-Eva Thibaudeau
- Presented awards for service to Donna Herron and Rebecca Landes.

New Business

Mandy Semple-Mayor’s Leadership Team
- Presented to CoC Homeless System Overview.
- Implementing a Strategic Plan.
- Improving system efficiency.
- Identifying outreach strategies.
- Identifying challenges.

Nominating Committee Recommendations-Daphne Lemelle
- Charly Weldon - Crisis Response Provider Representative - Lemelle motioned, Costis seconded.
- Carl Wiley – Consumer Representative - Lemelle motioned, Kindell seconded.
- Daphne Lemelle – New Committee Chair - Dawson motioned, Rackleff seconded.
- Tom McCasland – New Committee Vice-Chair - Costis motioned, Wiley seconded.
- Celene Meyer – Secretary - Gunsolley motioned, Wiley seconded.

2015 The Way Home–Eva Thibaudeau
- Thank you Sara for The Way Home Logo.
- System-wide RRH begins its roll-out phase.
- LGBTQ – Nest Prevention Initiative
- Coordinated Access is implemented. No side doors to housing!
United Healthcare-Eva Thibaudeau
  o Working to identify homeless who are not eligible for Medicaid, but can possibly be enrolled in Medicaid with UHC.
  o UHC to cross-match their Medicaid assignments with our HMIS data.

TDHCA ESG-Eva Thibaudeau
  o The CoC will be allowed to run our own completion.
  o Prevention, Emergency, RRH & Outreach.
  o Next steps include convening a grant strategy committee, competition and deadlines then the final selection.

Public Comments
  o Morris Fountain spoke about CFOF, and will be having a meeting with Harris County Jail.

Adjournment

Upon approval, the meeting was adjourned at 5:08 pm.

Respectfully Submitted,                        Approved,

________________________  __________________________
Celene Meyer, Secretary                  Daphne Lemelle, Chairman

_______________________
Date
2015 Point-In-Time Homeless Count:

Media Highlights:

“Video: Homeless Count Amps Up in 2015” , Hilary Whittier, FOX 26 News

“Video: Counting Houston’s Homeless,” Chaz Miller, PBS NewsHour

“Hundreds of Volunteers Turn Out For Homeless Count Across Greater Houston,” Interview with Coalition for the Homeless staff members, Houston Matters, January 30, 2015

“In this annual count, the search is for the homeless,” by St. John Barned-Smith, Houston Chronicle, January 30, 2015

A. Work/Affinity Group Activities
   a. Networks, Initiatives and Affinity Groups
      i. CoC Provider Forum
         1. The First Quarter Provider Input Forum will be held on Tuesday, February 24, 2015 at
            the NRC from 9am until 10:30am.
      ii. HMIS Forum
          1. The First Quarter HMIS Forum will be held on Friday March 19, 2015 from 2-4pm at the
             Harris County Department of Education.
      iii. CoC Consumer Forum
           1. Carl Wiley was installed as the Consumer Representative for the 2015-2016 term.
      iv. Housing Houston’s Heroes
          1. HHH met on January 16th from 9-10:30am at the NRC. Discussion focused on achieving
             and maintaining steady state. 2015 Point in Time information was reviewed.
          2. SSVF workgroup met weekly in January on Thursdays from 11-12:30pm. The group
             agreed to meet monthly during subsequent months until Priority One SSVF awards are
             announced. Monthly regional VA SSVF calls started on February 3rd with representation
             by the CoC lead agency staff.
      v. Youth/Young Adult Affinity Group
         1. NEST Steering Committee was conducted on February 11th from 9 to 11am at Montrose
            Center. The Initiative is in implementation phase.
         2. OVT Youth workgroup met on February 6 from 1:30 to 3:30pm at the United way. The
            next meeting is March 6th at the same time but at the offices of OVT to review the draft
            action plan.
      vi. One Voice Texas Affinity Group
          1. OVT Housing workgroup meetings resumed in January 2015.
          2. Children/Young Adults Workgroup meeting was held on February 6th from 1:30 to
             3:30pm at the United Way.
      vii. RRH Workgroup
           1. RRH Pilot workgroup sub-committee meeting met weekly on Wednesday mornings after
              initial meeting on January 7, 2015.
           2. ESG State bidder’s conference is scheduled for Friday, February 13, 2015 from 2-4pm.
           3. Catholic Charities was selected as the Case Management Intermediary as a result of the
              RFQ process for the RRH System Redesign.
      viii. Coordinated Access Workgroup
           1. 1115 team meetings conducted weekly from 2-3 on Wednesdays.
           2. 1185 team meetings conducted weekly on Wednesdays from 3-4pm.

B. Other CoC Items
   a. 2015 PIT conducted on January 29th 2015 with over 500 volunteers. All study areas were canvassed and
      reported. The pilot mobile application was tested with specialized outreach teams and is the evaluation
      stage. Preliminary data indicates consistency with a decrease in overall homelessness. Houston was
      featured in the February 3, Texas Bloc Talk Webinar reporting on the initial observations of conducting
      the 2015 Count.
b. US Department of Veterans Affairs Assistant Secretary for Policy and Planning, Dr. Linda Spoonster Schwartz, conducted a site visit to Houston on January 22, 2015 on the original date of the PIT count. Dr. Schwartz observed coordinated access process at the VA drop in center and met with VA staff and CoC lead agency staff.

c. The FY 2015 Continuum of Care Program Competition Grant Inventory Worksheet was released to the lead agency on February 3rd and will be submitted to the HUD Field Office by February 16th. The lead agency is currently receiving confirmations of GIW data from all funded agencies and programs. The HUD webinar was broadcast on February 3rd and is available on archive.

d. HUD TA Lead, Irene Peragullo, is in town for CoC visit February 10-12, 2015 regarding phase III of HUD TA.

e. 25 Cities initiative leadership visit to Houston conducted on January 29th.
A. Work Group Activities
   a. Networks, Initiatives and Affinity Groups

B. Reporting
   a. Continued data analysis and support of the U.S. Veteran Affairs Supportive Services of Veteran Families program
   b. Worked with agencies to streamline the monthly upload process

C. Other CoC Activities
   a. Participated in RRH planning and HMIS implementation
   b. Continue to develop new and update current HMIS Policies and Procedures

D. Support
   a. Site Visits
      i. HMIS staff conducted site visits with all housing programs January 5, 2015 – January 16, 2015. The objective of the site visit was to reconcile physical housing inventory with the electronic inventory in HMIS.
   b. IssueTrak
      | Opened Before January 1, 2015 | 21 |
      | Opened in Period             | 106|
      | Closed in Period             | 106|
      | Left Open On January 31, 2015| 21 |
   c. Training
      | New User                    | 21 |
      | Refresher                   | 20 |
      | Reports                     | 1  |
      | Data Explorer               | 0  |
   d. Participating Agencies
      | Active                      | 61 |
      | New                         | 0  |
   e. Users
      | Active                      | 562|
      | New                         | 27 |
   f. Clients
      | Enroll at any point         | 25,607|
      | New Enrollments             | 1,490|
This memorandum is to bring to the attention of The Way Home CoC Steering Committee the updates to Rapid Re-Housing Outcomes in the Housing Models document.

Background

The Housing Models document is the guiding document regarding housing models in our Continuum of Care. As such, it also contains expected outcomes based on housing component type (Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing, Emergency Housing). In the initial document, system outcomes were used as placeholders for housing type outcomes with the knowledge that outcomes would need to be tailored to each housing type. For example, using the federally set system outcome of a 20% increase in employment income might be too high for Permanent Supportive Housing where chronically homeless, seriously disabled individuals are being targeted. By the same token, 20% is likely far too low of a goal for households leaving Rapid Re-Housing, as the target populations are those who are likely to have or quickly obtain employment.

The ESG Funders Workgroup has set forth the following outcomes for Rapid Re-Housing:

- 80% of enrolled households exit to Permanent Housing
- 70% of households remain housed 3 months after program exit
- 70% of households increase income during program enrollment
- 70% of households connect to mainstream benefits

These outcomes will be used for monitoring the new Case Management Intermediary (CMI) in the new Rapid Re-Housing system model. The group has agreed to re-evaluate these outcomes regularly and consider changes based on real-time data.

Through HUD Technical Assistance and new HUD clarification regarding homeless status and use of Transitional Housing, Transitional Housing is now able to be utilized for households enrolled in Permanent Supportive housing but awaiting unit location and approval. Although Coordinated Access has not yet started utilizing vacant Transitional Housing units, this option should be reflected in the Housing Models.

As such, it is recommended that The Way Home CoC Steering Committee resolve to adopt the updated Housing Models document.
**Houston Housing Models Chart – Last Updated 2/12/2015**

### Permanent Supportive Housing

Permanent housing that is coupled with supportive services that are appropriate to the needs and preferences of residents. Individuals have leases, must abide by rights and responsibilities, and may remain with no program imposed time limits.

Housing may include various combinations of subsidy resources and services. Supportive housing in Houston is Housing First, and follows a harm reduction philosophy.

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Essential Program Elements</th>
<th>Time Frame</th>
<th>Population</th>
<th>Desired /Expected Outcomes</th>
</tr>
</thead>
</table>
| **Case Management** | • Provision of or linkage to: Assessment, Intervention, link to MSR, community building, peer to peer and all other services that assist a person in remaining stably housed  
  • Services are voluntary to the clients and are not a condition of the lease | No time limits | • Any high needs individual with multiple barriers to housing that is literally homeless (lease-based program)  
  • Specialized eligibility requirements for subsidies including veterans, disabled, long term homeless, or domestic violence | Outcome: Clients will remain in permanent housing.  
  **Indicators:**  
  HUD Threshold: 80% clients will remain permanently housed for 6 months.  
  HUD threshold (increasing): 20% of all participants have employment income.  
  HUD threshold (increasing): 54% of all participants have non-employment income.  
  HUD threshold (increasing): 56% of participants obtain mainstream benefits.  

**Prioritizing:** Disabling condition and long-term, multiple episodes of homelessness (Vulnerability Index score of 1 or higher) and veterans who are not eligible for VA housing subsidies  

**Unique Populations:**  
• Families with Children (not typically chronic; complete Family VI-Family preservation) |
| **Rental Subsidy** | • Provides a rental subsidy to make the unit affordable  
  • Provides assistance in accessing housing relocation resources/supports (security deposits, utilities, furnishings, etc.)  
  • Ensure coordination between property manager or landlord | | |
| **Health Care Access** | • Wellness services  
  • Physical and mental health services | | |
| **Harm Reduction and Housing First** | • All supportive housing embraces and practices Harm Reduction and Housing First  
  • Incorporate proven best practices and evidence-based practices  
  • Programs do not require sobriety or medication/treatment compliance as a condition of housing attainment or retention | | |
### Houston Housing Models Chart – Last Updated 2/12/2015

**Rapid Re-Housing**
Program of stabilization and assessment, focusing on re-housing all persons, regardless of disability or background, as quickly as possible in appropriate permanent housing.

<table>
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</tr>
</thead>
</table>
| Short-term rental assistance and supportive services program that rapidly re-houses and stabilizes persons who are homeless into appropriate permanent housing. | Case Management  
- Housing stabilization planning using common tools  
- Employment assistance  
- Linkage to mainstream resources  
- Linkage to mental health services as appropriate  
- Linkage to medical services as needed  
- Linkage to substance use treatment services as appropriate  
- Transportation assistance  
- Financial management  
Domestic Violence Specific Considerations:  
- Access to crisis intervention services  
- Safety planning  
- Legal advocacy | Up to 24 months of rent subsidy and supportive services, during which households are stabilized | Literally homeless households or those residing in shelters. Households that show the ability to become self-sufficient in a short period of time as evidenced by: having income potential, and do not need intense services to remain housed; recently became homeless; no serious known disabilities | Outcome: Households will secure and maintain appropriate, affordable permanent housing. |
| Temporary Financial Assistance  
- Rental assistance based on lease and housing stabilization plan  
  - Need based rental assistance  
- Utility assistance  
- Childcare  
- Job Training | | | May be used as a bridge to PSH  
Priority populations: Households with children residing on streets or in emergency shelters. Veteran households with children residing on streets or in emergency shelters who are not eligible for VA-funded RRH. | |
| Housing Relocation  
- Provision of or formalized partnership to housing referrals and placement services  
- Linkage to community supports and/or wraparound system of services in relation to housing placement  
- Temporary financial assistance (security deposits, utility deposits, furniture, household supplies) | | | The Way Home CoC Threshold: 80% of households will exit to permanent housing.  
The Way Home CoC Threshold: 70% of households remain housed 3 months after exit.  
The Way Home CoC Threshold: 70% of households increase income during program enrollment.  
The Way Home CoC Threshold: 70% of participants obtain mainstream benefits. | |
| Harm Reduction and Housing First  
- All supportive housing embraces and practices Harm Reduction and Housing First  
- Incorporate proven best practices and evidence-based practices  
- Programs do not require sobriety or medication/treatment compliance as a condition of housing attainment or retention | | | |
# Houston Housing Models Chart – Last Updated 2/12/2015

## Transitional Housing

Time-limited housing where individuals that are homeless may stay and receive supportive services, that are designed to enable individuals to move into permanent housing.

<table>
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<th>Time Frame</th>
<th>Population</th>
<th>Desired / Expected Outcomes</th>
</tr>
</thead>
</table>
| **Case Management** | • Employment assistance  
• Linkage to mainstream resources  
• Linkage to mental health services as appropriate  
• Linkage to medical services as needed  
• Linkage to substance use treatment services as appropriate  
• Transportation assistance  
• Financial management  
• Linkage to job training programs and education  
Domestic Violence Specific Considerations:  
• Access to crisis intervention services  
• Safety planning  
• Legal advocacy | Up to 2 years of housing subsidy and intensive case management  
6 months of follow-up services provided after exit | • Singles, families, youth (18-24), domestic violence, pregnant Head of Household, households with a recent change in composition, households with repeat episodes of homelessness, those interested in substance use treatment, and recently released  
• May be used as bridge to PSH for enrolled clients awaiting housing location or approval | **Outcome:** Exiting households will secure and maintain permanent housing.  
**Indicators:**  
Community threshold: 85% of households exit to permanent housing (HUD threshold 80% or higher).  
HUD threshold (increasing): 20% of all participants have employment income.  
HUD threshold (increasing): 54% of all participants have non-employment income.  
HUD threshold (increasing): 56% of participants obtain mainstream benefits. |
| **Housing Relocation** | • Provision of or formalized partnership to housing referrals and placement services  
• Linkage to community supports and/or wraparound system of services in relation to housing placement |  |  |  |
| **Harm Reduction and Housing First** | • Incorporate proven best practices and evidence-based practices.  
• Program agreement does not include “zero tolerance” policies (with the exception of physical violence or threats) for attainment or retention of housing. |  |  |  |
This Memorandum is to inform The Way Home CoC Steering Committee about updates to The Way Home CoC Written Standards pertaining to ESG and CoC funding.

Background

The Way Home CoC Written Standards for Rapid Re-Housing, Emergency Shelter and Homeless Prevention were adopted by this body to be in alignment with local ESG funders (City of Pasadena, City of Houston, Harris County and Fort Bend County). In order to run the local competition for State of Texas ESG funds, minor updates had to be made in the standards to create alignment between funding priorities and standards. These changes were primarily made in the areas outside of Rapid Re-Housing and reflect larger system alignment. Prior to state contracts, these standards will reflect Street Outreach as well. Those standards will be presented to this body upon completion.

These standards will require ongoing re-alignment between all the area funders and will be revisited on at least an annual basis as our system priorities evolve due to reductions in homelessness.
CONTINUUM OF CARE
EMERGENCY SOLUTIONS GRANTS PROGRAM
WRITTEN STANDARDS

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INTRODUCTION

The Way Home Continuum of Care has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These standards were created in coordination with the City of Houston Housing and Community Development Department, City of Pasadena Community Development, Harris County Community Services Department, Houston/Harris County Continuum of Care which includes Harris County, the City of Houston, Fort Bend County and the City of Pasadena, and Texas Department of Housing and Community Affairs funding within the CoC geographic area. They are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 4, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 4, 2011.

The Way Home Continuum of Care expects that the standards will adjust as The Way Home Continuum of Care gains more experience with and collects more data from services provided with the Emergency Solutions Grants program. The Standards serve as the guiding principles for funding programs. The Business Rules outline the operations and process for carrying out each program component.

STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS

ELIGIBLE ESG PROGRAM COMPONENTS

There are four (4) ESG Program Components:

1. Rapid Re-Housing
2. Emergency Shelter
3. Homelessness Prevention and
4. Street Outreach.

Funds for ESG can be used to support any of the eligible components. The Way Home Continuum of Care gives priority to funding that supports securing housing options for homeless households and to support the expansion of rapid re-housing.

COORDINATING ASSESSMENT & SERVICES AMONG PROVIDERS
• The Way Home Continuum of Care expects that all providers participate in the coordinated assessment system. The system consists of an electronic assessment system housed in the HMIS and a dedicated Project Manager through the CoC Lead Agency. Coordinated assessment uses a common housing assessment and triage tool to ensure that all homeless individuals are referred to the appropriate housing intervention. Coordinated assessment will be used as each housing intervention supported by ESG is fully integrated into the system referral process. Prior to full implementation of coordinated assessment, agencies may continue to accept direct referrals from individuals and other agencies.

**Designate staff members for CoC Provider Input forum:** Each agency will assign two representatives to the input forum, in addition to one member (CEO/ED) who has decision making capacity for the program. CoC Provider Input Forums will meet quarterly, or more often as required by current CoC policies. The Provider Input Forum is the venue where providers give and receive information regarding CoC strategies and policies.

**Participate in any standardized training as designated by ESG funders and offered through CoC.** The CoC will provide a vetted and standardized training curriculum for all housing stability case managers. Training will be available for all agencies providing case management for housing based services. The curriculum and standards will be developed as part of and in partnership with the Continuum of Care Technical Assistance plan from the Department of Housing and Urban Development. This will focus on the requirements of maintaining stable housing and ensure access to mainstream resources that will provide ongoing, necessary supportive services for households.

**COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS**

The Way Home Continuum of Care expects that every agency that is funded through ESG will coordinate with and access mainstream and other targeted homeless resources. The Way Home Continuum of Care will evaluate performance of each provider based on outcomes achieved. Outcomes are outlined and updated in the housing models adopted by the CoC Steering committee. These outcome measures will be used to evaluate program success annually. The Way Home Continuum of Care will use this and other performance metrics to guide funding decisions for ESG funded programs. Required outcomes for each intervention will match the outcomes approved by the CoC Steering Committee annually.

**STANDARDS SPECIFIC TO EMERGENCY SHELTER**
ELIGIBILITY: HOMELESS STATUS

Homeless clients entering into the shelter system must meet the HUD criteria for homelessness as either literally homeless (Homeless Category 1), at imminent risk of homelessness (Homeless Category 2), homeless under another federal statute (Homeless Category 3), or fleeing/attempting to flee domestic violence (Homeless Category 4).

For additional details related to the HUD definition of Homeless and applicability to each program component, see Appendix A and Appendix C.

ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinating Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility, and begin the process of determining length of assistance. The tool will include an assessment form for diversion that providers are currently testing. Once testing has been finalized, the diversion assessment will be required for all providers, including DV providers.

ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES

Emergency shelters will prioritize individuals/families that:

- Cannot be diverted; and
- Are literally homeless; and
- Can be safely accommodated in the shelter; and
- Are not in need of emergency medical or psychiatric services or are a danger to self or others.

Also note the following:

- Emergency Shelters cannot discriminate per HUD regulations.
- There are no requirements related to ID, income or employment;
- Transgender placement is based on self-identification of gender.

STANDARDS SPECIFIC TO HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

ELIGIBILITY: STATUS AS HOMELESS OR AT-RISK OF HOMELESSNESS
HOMELESSNESS PREVENTION

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Homelessness Prevention assistance:

- At Risk of Homelessness
- Homeless Category 2: Imminently at-risk of homelessness
- Homeless Category 3: Homeless under other federal statute and
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are not also literally homeless. If the individuals/families are also literally homeless they would actually qualify for Rapid Re-Housing instead. See below.)

Additional eligibility requirements related to Homelessness Prevention include:

- **Proof of residence** within The Way Home Continuum of Care service area.
- **Total household income below 30 percent of Area Family Income** (AFI) for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and zero income affidavit for clients without income.

RAPID RE-HOUSING

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Rapid Re-Housing assistance:

- Homeless Category 1: Literally homeless
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are also literally homeless).

For additional details related to the HUD definition of Homeless and At Risk of Homelessness and applicability of these definitions to each program component, see Appendix A, B and C.

ELIGIBILITY: INTAKE AND ASSESSMENT

Once coordinated access is available for all housing interventions, all clients must have an initial eligibility assessment and triage for appropriate housing by a specially trained housing assessor. All clients come through coordinated access and are assessed using the housing triage in HMIS. Housing triage will identify, based on the standard assessment, individuals who are best suited for rapid re-housing. The standard assessment accounts for length and frequency of
homelessness, physical and mental health status, criminal history, veteran status, domestic violence experience, substance abuse conditions and employment history.

TARGETED POPULATIONS: CLIENT PRIORITIZATION

HOMELESSNESS PREVENTION

Note that all targeted individuals and families described below have to meet the minimum HUD requirements for eligibility to HP.

The Way Home Continuum of Care will use a shared assessment form that will target those clients with the most barriers to housing. Each barrier will have an allotment of points, and the higher score (and more barriers) the more likely the client will receive services. The assessment of barriers is based on an objective review of each client’s current situation using the tool rather than the subjective opinion of a case manager assessing each client’s needs. All clients must have a minimum score of 20 to receive assistance. See Appendix D for a copy of the assessment form.

Additionally, The Way Home Continuum of Care prioritizes and assists households who have previously received Rapid Re-Housing assistance and are at risk of becoming homeless again regardless of barrier assessment score. These households will be identified and triaged through the Coordinated Access system.

RAPID RE-HOUSING

Coordinated access will prioritize individuals who are currently homeless but not in need of permanent supportive housing as eligible for rapid re-housing. This can include, but is not limited to individuals and households who,

- are first time homeless;
- have few recent episodes of homelessness; or
- are part of a family that is homeless.

It should be noted, rapid re-housing funds are directed to individuals with income or work history and skills that indicate employability.
FINANCIAL ASSISTANCE

DURATION AND AMOUNT OF ASSISTANCE

The Way Home Continuum of Care has adopted the CoC approved Housing Models and Business Rules to measure community outcomes for all housing interventions. The CoC requires that all subrecipients for ESG Rapid Re-Housing funds use the CoC-wide assessment tools to assist in determining the duration and amount of assistance. The tools do not dictate the amount of assistance that each household receives, but guides the case manager and client to determine the appropriate amount of assistance for each household.

- All clients are assessed to determine initial need and create a budget to outline planned need for assistance.
- Agencies cannot set organizational maximums or minimums but must rely on the CoC standardized tools to evaluate household need.
- Through case management, client files are reviewed monthly to ensure that planned expenditures for the month validate the financial assistance request.
- The Way Home Continuum of Care expects that households will receive the minimum amount of assistance necessary to stabilize in housing.

Clients cannot exceed 24 months of assistance in a 36 month period. The Rapid Re-Housing Business Rules outline processes that may require supervisory approval.

PARTICIPANT SHARE

Participant share will be determined by use of common assessment and budgeting tools approved through The Way Home Continuum of Care. These tools will assist in determining the monthly assistance and client contribution amounts. Clients will participate in the development of their individual housing plan with a case manager. The housing plan will be based on client goals and shared goals for achieving housing stability. Case managers will use the housing plan to assist in determining the client contribution toward rent. Clients are expected to contribute a portion of their income based on budgeting to ensure housing stability. Financial assistance is available for households with zero income. Details of when clients are terminated or redirected to a more appropriate intervention are outlined in the business rules.

HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES
REQUIRED SERVICES: CASE MANAGEMENT & CASE LOADS

The Way Home Continuum of Care requires that all clients are referred to a case manager through the coordinated access system. Coordinated access will triage homeless clients for rapid re-housing that are in need of short to medium term assistance based on individual circumstances and vulnerability. Coordinated Access Assessors will refer to a rapid re-housing case manager who is contracted through a case management intermediary contracted by local funders. The case manager will perform an individual assessment and create a housing plan using the common assessment tools. This begins the process to rapidly re-house the homeless household as quickly and efficiently as possible.

Homelessness prevention clients must have an initial home visit when first approved for assistance and subsequent house visits with each recertification every three months. It is expected that case managers will conduct office visits with homelessness prevention clients between home visits, at least once per month. Case managers and program managers are encouraged to provide more than the minimum required services through case management.

Rapid re-housing case managers will maintain an average case load of 35 clients. This will allow case managers to provide quality case management and ensure that services are targeted to individuals most likely to be successful with rapid re-housing assistance. As the rapid re-housing program for the continuum expands, this number may increase.

Case management includes housing assistance and home and office visits determined by client need and supported by the housing plan.

As required by the Continuum of Care Housing Models, case managers are expected to follow up with clients that have successfully exited rapid re-housing case management at a minimum of 30 days after exiting the program. Clients who remain in housing for 90 days after exiting rapid re-housing, identified through HMIS, are categorized as stably housed.

Case management staff must communicate with the landlord and ensure that they have an updated copy of the Rental Assistance Agreement and are aware of anticipated changes to the participant rent share.

REQUIRED SERVICES: HOUSING LOCATION SERVICES

Any subrecipient of ESG assistance must also agree to utilize and may contribute to the function of housing specialist for households receiving rapid re-housing. This specialized position will be dedicated to finding appropriate housing and developing relationships with affordable housing
providers so that ESG clients have greater access to housing choice, rather than expecting that clients must navigate the system on their own.

**REQUIRED SERVICES: INSPECTION AND LANDLORD AGREEMENT**

Any unit that receives financial assistance through rapid re-housing must pass a Housing Quality Standards Inspection as outlined in the ESG regulations. The inspections will be conducted by a qualified agency with expertise in inspection and the process for identifying units and conducting an inspection is outlined in the rapid re-housing business rules.

Any unit that receives rental assistance payments through rapid re-housing must have an agreement in place between the financial assistance intermediary and the property. The rental assistance agreement details the terms under which rental assistance will be provided. The rental assistance agreement outlines the requirements for rental payment as well as terms regarding any notice to vacate or eviction by the owner.

**INELIGIBLE SERVICES: CREDIT REPAIR AND LEGAL SERVICES**

The Way Home Continuum of Care will not allow ESG funds to be used for credit repair or legal services. These services are deemed ineligible activities. The Way Home Continuum of Care has found limited access to this resource by clients and providers and will instead encourage the use mainstream service providers and establish them as part of the system of providers with formal relationship.

**OPTIONAL SERVICES: SECURITY/UTILITY DEPOSITS**

Rental and utility deposits can be included in housing stabilization services as dictated by the housing stabilization plan. Rental and utility deposits can be included in lieu of or in combination with rental assistance for a unit. Requirements for inspections and rental assistance agreements for units with only security deposits are outlined in the rapid re-housing business rules.

- Security deposits can cover up to two months of rent.
- Deposits may remain with the client if they are stably housed as outlined in the case management and caseloads section.
- Security and utility deposit transactions will be managed through the case management fiscal agent and are outlined in the business rules.
OPTIONAL SERVICES: RENTAL APPLICATION FEES

The Way Home Continuum of Care expects that rapid re-housing location specialists will work closely with housing providers and establish trusting relationships among landlords in a way that will encourage property owners and managers to waive application fees for rental properties. To that end, application fees can only be provided for one application at a time; but note that this only limits the number of applications that require application fees. Case managers and housing specialists can and should work with clients and landlords to process as many free applications as possible.

ELIGIBILITY: PERIODIC RE-CERTIFICATION

All case managers are required to re-certify clients based on the following schedule. At that time, a case manager may decide to extend, decrease or discontinue providing assistance.

<table>
<thead>
<tr>
<th>Program Component</th>
<th>Schedule</th>
<th>Re-certification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homelessness Prevention</td>
<td>Every 3 months</td>
<td>For both HP and RRH, to continue to receive assistance, clients must\bullet be at or below 30% AFI AND\bullet lack sufficient resources and support networks necessary to retain housing without ESG assistance.</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Literally Homeless</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Has a primary nighttime residence that is a public or private place not meant for human habitation;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Imminent Risk of Homelessness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual or family who will imminently lose their primary nighttime residence, provided that:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Residence will be lost within 14 days of the date of application for homeless assistance;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- No subsequent residence has been identified; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The individual or family lacks the resources or support networks needed to obtain other permanent housing</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Homeless under other Federal statutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Are defined as homeless under the other listed federal statutes;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Can be expected to continue in such status for an extended period of time due to special needs or barriers</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fleeing/Attempting to Flee DV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any individual or family who:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Is fleeing, or is attempting to flee, domestic violence;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Has no other residence; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Lacks the resources or support networks to obtain other permanent housing</td>
<td></td>
</tr>
</tbody>
</table>
### HUD Criteria for Defining at Risk of Homelessness

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| **Category 1** | Individuals and Families | An individual or family who:  
(i) Has an annual income below **30%** of median family income for the area; **AND**  
(ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; **AND**  
(iii) Meets one of the following conditions:  
A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; **OR**  
B. Is living in the home of another because of economic hardship; **OR**  
C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; **OR**  
D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; **OR**  
E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; **OR**  
F. Is exiting a publicly funded institution or system of care; **OR**  
G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan |
| **Category 2** | Unaccompanied Children and Youth | A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute |
| **Category 3** | Families with Children and Youth | An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her. |
### Eligibility by Component

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Shelter</strong></td>
<td>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</td>
</tr>
<tr>
<td></td>
<td>- Category 1: Literally Homeless</td>
</tr>
<tr>
<td></td>
<td>- Category 2: Imminent Risk of Homeless</td>
</tr>
<tr>
<td></td>
<td>- Category 3: Homeless Under Other Federal Statutes</td>
</tr>
<tr>
<td></td>
<td>- Category 4: Fleeing/Attempting to Flee DV</td>
</tr>
<tr>
<td><strong>Rapid Re-Housing</strong></td>
<td>Individuals and families defined as Homeless under the following categories are eligible for assistance in RRH projects:</td>
</tr>
<tr>
<td></td>
<td>- Category 1: Literally Homeless</td>
</tr>
<tr>
<td></td>
<td>- Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)</td>
</tr>
<tr>
<td><strong>Homelessness Prevention</strong></td>
<td>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</td>
</tr>
<tr>
<td></td>
<td>- Category 2: Imminent Risk of Homeless</td>
</tr>
<tr>
<td></td>
<td>- Category 3: Homeless Under Other Federal Statutes</td>
</tr>
<tr>
<td></td>
<td>- Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless)</td>
</tr>
</tbody>
</table>

Individuals and families who are defined as At Risk of Homelessness

Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI
APPENDIX D: ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PREVENTION SYSTEM

Eligibility Requirements

All potential clients will be screened for the following:

**Income** – Only households with income below 30% of the Area Median Income are eligible for Homelessness Prevention services (see Attachment A for income limits)

PLUS

**Trigger Crisis** – An event has occurred which is expected to result in housing loss within 30 days due to one of the listed reasons (see Attachment B for qualifying trigger crises)

PLUS

**No resources or support network to prevent homelessness** – No other options are possible for resolving this crisis. “But for this assistance” this household would become literally homeless—staying in a shelter, a car, or another place not meant for human habitation

OR

**Unaccompanied children and youth who qualify as homeless under another Federal statute** – See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

OR

**Families with children or youth who qualify as homeless under another Federal statute** – See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

PLUS

**Score of at least 20 points**—or 15 – 19 points with override sign-off (see Attachment D for score sheet)
### 30% Area Median Income (2012)

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual Income</th>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>$14,500</td>
<td>($1,170)</td>
</tr>
<tr>
<td>2 Person</td>
<td>$16,050</td>
<td>($1,338)</td>
</tr>
<tr>
<td>3 Person</td>
<td>$18,050</td>
<td>($1,504)</td>
</tr>
<tr>
<td>4 Person</td>
<td>$20,050</td>
<td>($1,671)</td>
</tr>
<tr>
<td>5 Person</td>
<td>$21,700</td>
<td>($1,808)</td>
</tr>
<tr>
<td>6 Person</td>
<td>$23,300</td>
<td>($1,942)</td>
</tr>
<tr>
<td>7 Person</td>
<td>$24,900</td>
<td>($2,075)</td>
</tr>
<tr>
<td>8 Person</td>
<td>$26,500</td>
<td>($2,208)</td>
</tr>
</tbody>
</table>
Attachment B

Trigger Crisis

Will lose housing within 30 days due to one of the following:

___ Moved twice or more in the past 60 days
___ Living in the home of another person because of economic hardship
___ Notified that right to occupy their current housing or living situation will be terminated within 21 days after date of application
___ Living in hotel or motel and cost is not paid for by charitable organization or government program for low-income people
___ Living in SRO or efficiency where more than 2 people live; or in a larger housing unit with more than 2 people per room
___ Exiting a publicly funded institution or system of care
___ Exiting a publicly or privately funded inpatient substance abuse treatment program or transitional housing program
___ Living in rental housing that is being condemned by a government agency and tenants are being forced to move out
Other Definitions of Homelessness

- **Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.)**
  *Runaway and Homeless Youth* funding is administered by the Family and Youth Services Bureau within the Administration for Children & Families (ACF) of the U.S. Department of Health and Human Services (HHS). Information about Runaway and Homeless Youth program grantees is available online at [http://www2.ncfy.com/locate/index.htm](http://www2.ncfy.com/locate/index.htm).

- **Head Start Act (42 U.S.C. 9831 et seq.)**
  *Head Start* funding is administered by the Office of Head Start (OHS) within ACF/HHS. A listing of Head Start programs, centers, and grantees is available online at [http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices](http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices).

- **Violence Against Women Act of 1994; subtitle N (42 U.S.C. 14043e et seq.)**
  *Violence Against Women Act* established the Office on Violence Against Women (OVW) within the U.S. Department of Justice (DOJ). OVW administers financial and technical assistance to communities across the country that are developing programs, policies, and practices aimed at ending domestic violence, dating violence, sexual assault, and stalking. Currently, OVW administers one formula grant program and eleven discretionary grant programs, all of which were established under VAWA and subsequent legislation. More information about OVW is available online at [http://www.ovw.usdoj.gov/](http://www.ovw.usdoj.gov/).

- **Public Health Service Act; section 330 (42 U.S.C. 254b)**
  *The Public Health Service Act* authorized the Health Center Program, which is administered by the Bureau of Primary Health Care within the Health Resources and Services Administration (HRSA) of HHS. Information about local Health Centers can be found online at [http://bphc.hrsa.gov/index.html](http://bphc.hrsa.gov/index.html).

- **Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)**
  *Food and Nutrition Act of 2008* relates to the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps. SNAP is administered by the U.S. Department of Agriculture (USDA). More information about SNAP can be found online at [http://www.fns.usda.gov/snap/](http://www.fns.usda.gov/snap/).

- **Child Nutrition Act of 1966; section 17 (42 U.S.C. 1786)**
  *Child Nutrition Act of 1966* authorized numerous programs related to school lunches and breakfasts and funds for meals for needy students. For more information about these programs, contact the local School Department.

- **McKinney-Vento Act; subtitle B of title VII (42 U.S.C. 11431 et seq.)**
  McKinney-Vento Act authorized the McKinney-Vento Education for Homeless Children and Youths Program, which is administered via the Office of Elementary and Secondary Education within the U.S. Department of Education. More information about this program is available online at [http://www2.ed.gov/programs/homeless/index.html](http://www2.ed.gov/programs/homeless/index.html). Also, contact the local School Department.
Attachment D

Prioritization Scoring

Income Scoring

___ Rent burden at 66 – 80% of income....  5 points

___ Income at or below 15% AMI....  20 points  OR

___ Income 16 – 29% AMI....  10 points

15% Area Median Income (2012)

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Income</th>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person Household</td>
<td>$7,250</td>
<td>($604/month)</td>
</tr>
<tr>
<td>2 Person Household</td>
<td>$8,025</td>
<td>($669/month)</td>
</tr>
<tr>
<td>3 Person Household</td>
<td>$9,025</td>
<td>($752/month)</td>
</tr>
<tr>
<td>4 Person Household</td>
<td>$10,025</td>
<td>($835/month)</td>
</tr>
<tr>
<td>5 Person Household</td>
<td>$10,850</td>
<td>($904/month)</td>
</tr>
<tr>
<td>6 Person Household</td>
<td>$11,650</td>
<td>($970/month)</td>
</tr>
<tr>
<td>7 Person Household</td>
<td>$12,450</td>
<td>($1,038/month)</td>
</tr>
<tr>
<td>8 Person Household</td>
<td>$13,250</td>
<td>($1,104/month)</td>
</tr>
</tbody>
</table>
Tenant Barriers/Risk Factors Scoring

<table>
<thead>
<tr>
<th>Tally</th>
<th>Screening Barrier</th>
<th>Points for Barrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eviction history</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>No credit references: has no credit history</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Lack of rental history: has not rented in the past</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Unpaid rent or broken lease in the past (separate from current unpaid rent)</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Poor credit history: late or unpaid bills, excessive debt, etc</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Past Misdemeanors</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Past Felony other than critical Felonies listed below</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Exiting criminal justice system where incarcerated for less than 90 days</td>
<td>1 point</td>
</tr>
<tr>
<td></td>
<td>Critical Felony (drugs, sex crime, arson, crimes against other people)</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Pregnant or has at least one child 0 – 6</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Head of household under 30 years old</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Family experienced literal homelessness in the past 3 years</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Only 1 adult in household</td>
<td>5 points</td>
</tr>
</tbody>
</table>

TOTAL (Tally of Income & Tenant Barriers Scoring)

Override

If a household has 15 to 19 points but the agency believes there is a compelling reason to provide homelessness prevention services, the program can document reasons for overriding the score. The override must be signed off by an agency representative at a higher level of authority than direct service staff.
This memorandum is to notify The Way Home CoC Steering Committee of the TDHCA ESG RFP guidebook for use in the grant competition process.

Background

The Way Home CoC was notified via email that it would be allowed to conduct a separate funding competition for Texas State ESG funds as a pilot for the next funding cycle (starting October 1, 2015).

In preparation for the deadline of our CoC recommendations to the state by March 26, 2015, the following preparations have been made for the competition process:

- State ESG Guidebook completed pending approval from this body
- Mandatory bidder’s conference scheduled for Friday, February 13, 2015 from 2pm – 4 pm at the Neighborhood Resource Center
- Grievance procedure and application completed for mandatory conference
- Updated Written Standards for ESG activities per the HEARTH Act

The State ESG Guidebook contains The Way Home Priorities and Objectives (taken from community planning, workgroups, strategic planning, action plan and ESG workgroup):

<table>
<thead>
<tr>
<th>The Way Home CoC Priority</th>
<th>ESG Component Type</th>
<th>The Way Home CoC Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide connections to The Way Home Coordinated Access system</td>
<td>Emergency Shelter</td>
<td>• Ensure that homeless households receiving emergency services have access to Coordinated Access for housing options and housing location services.</td>
</tr>
<tr>
<td>Provide a safety net for households who have experienced homelessness</td>
<td>Prevention</td>
<td>• Provide prevention services for households who have experienced homelessness and previously utilized Rapid Re-Housing services. These households will be prioritized and identified by Coordinated Access.</td>
</tr>
<tr>
<td>Reduce episodes of homelessness to 30 days or fewer</td>
<td>Rapid Re-Housing</td>
<td>• Expand Rapid Re-Housing financial assistance for non-chronic households • Maintain alignment with system Rapid Re-Housing Model</td>
</tr>
</tbody>
</table>
Provide connection to Coordinated Access for those living on the street

- Street Outreach

  - Street Outreach is integrated with Coordinated Access to assess and connect homeless households with system housing inventory

Encourage best practices for Rapid Re-Housing and domestic violence survivors

- Rapid Re-Housing for households fleeing Domestic Violence

  - Cultivate best practices for The Way Home Continuum of Care
  - Utilize evaluation and third-party experts to inform practices

Coordinate access to housing resources for households experiencing homelessness due to domestic violence

- HMIS

  - Allow for domestic violence providers to build and operate a cooperative, parallel and confidential Coordinated Access system

Ensure the quality and accuracy of data

- HMIS

  - Fund the system administration of HMIS on the behalf of the CoC

**The State ESG Guidebook contains The Way Home Proposed Funding:**

The table below provides an estimate of how funds will be distributed based on the PY2014 funding distributions. The estimates for funding are based on Texas Department of Housing and Community Affairs (TDHCA) PY2014 award (ESG $1,635,162) and are subject to change.

The following provides a breakdown of *proposed* available funds during PY2015:

<table>
<thead>
<tr>
<th>ESG Activity</th>
<th>Proposed Available Funds</th>
<th>Priorities</th>
</tr>
</thead>
</table>
| Emergency Shelter                                 | $407,712                 | - Projects dedicated to accessing and utilizing Coordinated Access for The Way Home System
|                                                  |                          | - Projects dedicated to providing housing location services to The Way Home System (RRH) |
| Prevention                                        | $150,550                 | - Programs that prioritize and assist households identified through Coordinated Access who were former Rapid Re-Housing clients |
| Street Outreach                                   | $188,791                 | - Outreach staff aligned with and dedicated to Coordinated Access         |
| Domestic Violence Provider Rapid Re-Housing Pilot Project | $260,701               | - Pilot project for emergency and transitional shelter bypass utilizing evidence based practice |
| Rapid Re-Housing                                  | $627,408                 | - Financial assistance for rapid re-housing households in alignment with the system model |
| HMIS                                             | $125,000                 | - Funding for HMIS system support. Funds to build and operate a parallel and comparable domestic violence Coordinated Access system |
This Memorandum is to inform The Way Home CoC Steering Committee about allocation recommendations for State ESG funds.

Background

TDHCA State ESG funds for Rapid Re-Housing are available in the proposed amount of $627,408. This decision-making body has previously approved aligning all non-domestic violence Rapid Re-Housing funds with the new Rapid Re-Housing system model. Rapid Re-Housing funds for domestic violence providers through CoC funds were set aside for domestic violence providers.

The recommendation to this body is to align all state ESG Rapid Re-Housing with The Way Home Rapid Re-Housing model.

Regarding Rapid Re-Housing for households fleeing domestic violence, it is recommended that this body approve funds for a collaborative pilot project. This pilot project proposes to utilize a best practice in shelter-diversion for persons fleeing domestic violence. The Harris County Domestic Violence Coordinating Council has identified this as a need in our system and is able to provide direction and fidelity oversight for any funded projects.
PROGRAM YEAR 2015
REQUEST FOR PROPOSALS
APPLICATION GUIDEBOOK

FOR:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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Application Fact Sheet

The Texas Department of Housing and Community Affairs has made changes to the Emergency Solutions Grant application process this year primarily by allowing the local Continuum of Care (The Way Home CoC) to conduct a local competition and selection process in accordance with local priorities.

The Way Home Continuum of Care invites qualified organizations with eligible projects to apply for Emergency Solutions Grants Program funds. The Way Home CoC seeks organizations that can demonstrate the capacity to assist the Continuum in meeting the The Way Home needs of the community Action Plan.

Prior to responding to the application, each qualified organization is urged to review the Guidebook and read the instructions carefully. Before submitting the application, check all calculations and review the package to ensure that all sections are complete and required forms are included. Inaccuracies, omissions and use of application forms from previous competitions will be grounds for rejection. All proposals will become part of The Way Home CoC official files, and if awarded, will be incorporated by reference into the Agreement with The Way Home CoC.

Application Submittal

- All applicants are encouraged to attend the Pre-bidders Conference to be held February 13, 2015 (please review timeline below). Please visit our website at http://www.homelesshouston.org/continuum-of-care/funding-public/ or email info@thewayhomehouston.org.

The Way Home CoC will offer Technical Assistance on February 18th and 19th, 2015 by appointment, for applicants who have at minimum mostly completed applications. Please sign up during the Pre-bidders Conference. There will be no technical assistance given after February 19th, 2015.

- Submit no more than three (3) proposals in response to the PY2015 RFP. If submitting more than one proposal, prioritize each application (Priority 1, Priority 2 or Priority 3). Indicate the Priority on the first page of each application.

- Bind only with binder clips. Insert labeled tabs for the sections as outlined in the Application Checklist. Do not use sticky notes as a substitute for tabbed dividers.

- Submit five (5) hard copies (one original and four copies) and one electronic PDF bookmarked copy of the application and budget forms on disk in their original format. Include scanned copies of all attachments in the electronic submission. Indicate whether the proposal is an original or copy on the first page of each application. All proposals must:
  - Include all attachments in their entirety as outlined on the Application Checklist.
  - Copies should NOT have any form of binding or be submitted in a folder or binder, but held together with binder clips only.
  - All originals must be signed in blue ink.

Proposal Due Date: Friday, February 27 by 3:00 P.M. CDT

Neighborhood Resource Center Front Desk
815 Crosby, Houston, TX 77019

Late proposals will NOT be accepted
## The Way Home CoC Priorities and Objectives

<table>
<thead>
<tr>
<th>The Way Home CoC Priority</th>
<th>ESG Component Type</th>
<th>The Way Home CoC Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide connections to The Way Home Coordinated Access system</td>
<td>Emergency Shelter</td>
<td>• Ensure that homeless households receiving emergency services have access to Coordinated Access for housing options and housing location services.</td>
</tr>
<tr>
<td>Provide a safety net for households who have experienced homelessness</td>
<td>Prevention</td>
<td>• Provide prevention services for households who have experienced homelessness and previously utilized Rapid Re-Housing services. These households will be prioritized and identified by Coordinated Access.</td>
</tr>
</tbody>
</table>
| Reduce episodes of homelessness to 30 days or fewer                                                                                             | Rapid Re-Housing                | • Expand Rapid Re-Housing financial assistance for non-chronic households  
• Maintain alignment with system Rapid Re-Housing Model                                                                                           |
| Provide connection to Coordinated Access for those living on the street                                                                        | Street Outreach                 | • Street Outreach is integrated with Coordinated Access to assess and connect homeless households with system housing inventory                                                                                     |
| Encourage best practices for Rapid Re-Housing and domestic violence survivors                                                                | Rapid Re-Housing for households fleeing Domestic Violence | • Cultivate best practices for The Way Home Continuum of Care  
• Utilize evaluation and third-party experts to inform practices                                                                                   |
| Coordinate access to housing resources for households experiencing homelessness due to domestic violence                                          | HMIS                            | • Allow for domestic violence providers to build and operate a cooperative, parallel and confidential Coordinated Access system                                                                                     |
| Ensure the quality and accuracy of data                                                                                                         | HMIS                            | • Fund the system administration of HMIS on the behalf of the CoC                                                                                                                                                    |
Application Process

Limitations of the RFP
The Way Home CoC reserves the right to accept or reject any and all proposals received. In addition, The Way Home CoC reserves the right to negotiate with all qualifying organizations or to cancel in whole or in part an application if deemed in the best interest of The Way Home CoC as it relates to the Action Plan. Organizations may participate in negotiations and resubmit any proposed expenses, technicality, or other revisions of their proposal as requested by The Way Home CoC.

Available Funds
The table below provides an estimate of how funds will be distributed based on the PY2014. The estimates for funding are based on Texas Department of Housing and Community Affairs (TDHCA) PY2014 award (ESG $1,635,162) and are subject to change. While TDHCA anticipates receiving similar levels of funding annually, this estimate may vary based on allocations from the U.S. Department of Housing and Urban Development (HUD). ESG activities’ budgets will be proportionally increased or decreased from estimated funding levels to match actual HUD allocation amounts. The above noted amounts do not include administration amounts for TDHCA.

The following provides a breakdown of *proposed* available funds during PY2015:

<table>
<thead>
<tr>
<th>ESG Activity</th>
<th>Proposed Available Funds</th>
<th>Priorities</th>
</tr>
</thead>
</table>
| Emergency Shelter                                 | $407,712                 | • Projects dedicated to accessing and utilizing Coordinated Access for The Way Home System  
|                                                  |                          | • Projects dedicated to providing housing location services to The Way Home System (RRH) |
| Prevention                                        | $150,550                 | • Programs that prioritize and assist households identified through Coordinated Access who were former Rapid Re-Housing clients |
| Street Outreach                                   | $188,791                 | • Outreach staff aligned with and dedicated to Coordinated Access          |
| Domestic Violence Provider Rapid Re-Housing Pilot Project | $260,701                 | • Pilot project for emergency and transitional shelter bypass utilizing evidence based practice |
| Rapid Re-Housing                                  | $627,408                 | • Financial assistance for rapid re-housing households in alignment with the system model |
| HMIS                                             | $125,000                 | • Funding for HMIS system                                                 |
The Way Home CoC reserves the right to reallocate funding between categories to ensure funding of the most qualified projects that best address community needs as reflected in The Way Home CoC Action Plan.

Eligible Applicants
Non-profit organizations (including faith-based organizations providing services in a secular manner), municipalities and local governments who deliver services to low-income clients within The Way Home CoC service area may apply for funding. All non-profit organizations must have non-profit status with supporting documentation from the IRS at the time of application to be considered for funding. Applicants must be in good standing with all CoC programs. The Way Home CoC will verify debarment status through through the System for Award Management (SAM) and the Office of Foreign Assets Control’s Specially Designated National and Blocked Persons List. Applicants listed as debarred in either system may not be considered for funding through The Way Home CoC.

Tax Policy for all Applicants
Pursuant to TX Local Government Code 262.0276, The Way Home CoC requires that all applicants’ taxes be current to be eligible for assistance. Whether or not an applicant’s taxes are delinquent will be determined by an independent review of the Tax Office records. Applicants who believe a delinquency is reflected in error must contact the Tax Office to correct any errors or discrepancies prior to submitting their proposal in order to ensure that their proposal will be considered. Prior to submitting a proposal, applicants are encouraged to visit the Tax Office website, set up a portfolio of their accounts and make their own initial determination of the status of their tax accounts. Furthermore, if during the performance of this contract, an applicant’s taxes become delinquent, TDHCA reserves the right to provide notice to the Auditor or Treasurer pursuant to Texas Local Government Code §154.045.

Disbursement of Funds
TDHCA funds are provided to awarded organizations on a reimbursement basis only. This means that funds will be available to the organization after it has paid for eligible project costs; however, no costs incurred prior to contract approval may be reimbursed. Organizations must provide documentation that they will have at least three months of working capital or have an open line of credit through a financial institution to cover project costs. Working capital must be in the form of liquid assets. Future funding through donations, capital campaigns or other grant sources are not considered working capital.

Conflict of Interest
The standards in OMB Circular A-110, Subpart C, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the
firm selected for an award. All organizations must complete and submit the Conflict of Interest Disclosure section of the application to document any perceived or actual conflict of interest.

**Minimum Criteria**
The proposed project must:

- Provide services that benefit residents of the The Way Home CoC service area
- Align with The Way Home Action Plan objectives

Organizations must demonstrate financial viability and capacity to operate a federally-funded program strictly on a reimbursement basis. A financially viable organization is one that is able to:

- Operate for three to six months pending reimbursement without financial hardship
- Demonstrate an existing and consistent cash flow
- Have a separation of duties for personnel, time allocations, etc.

Organizations that are current subrecipients **must be in good standing** with TDHCA and The Way Home CoC (i.e. have no outstanding reporting delinquencies, monitoring findings, or program capacity issues) to be considered for funding.

**Fair Housing and Equal Access to Housing**
Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transaction, and provides equal access to housing. As required by the U.S. Department of Housing and Urban Development (HUD), TDHCA must produce and implement a Fair Housing Plan that includes an analysis of Impediments to Housing Choice. TDHCA’s Fair Housing Plan can be found on the TDHCA website at [http://www.tdhca.state.tx.us/fair-housing/](http://www.tdhca.state.tx.us/fair-housing/). The Fair Housing Plan sets several strategies to improve housing choice in addition to elimination of housing overt discrimination, these include strategies to improve the quality of community amenities and services.

On February 3, 2012, HUD published a final rule in the Federal Register entitled Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity. The rule creates a new regulatory provision that generally prohibits considering a person’s marital status, sexual orientation, or gender identity (a person’s internal sense of being male or female) in making housing assistance available. Now lesbian, gay, bisexual, and transgender people are guaranteed equal access to all housing for all types of housing (affordable, permanent, transitional and emergency) funded through HUD.

**Involuntary Family Separation**
As required by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, all agencies providing emergency or transitional housing and serving families with children must serve all children, regardless of age or gender.

**Review Criteria**
At the time of submission, all applications are reviewed by The Way Home CoC ESG Funders Workgroup for eligibility based on a number of threshold factors. While evaluating applications for initial eligibility, reviewers use the following established criteria:

- Does project meet at least one National Objective or applicable program objective?
- Does project address a Measurable Objective outlined in this guidebook?
- Is project located within the CoC service area and/or serve CoC service area residents?
- Does project include the required eligible match?
- Is the application complete, and is all of the requested information included in the application?
- Has the organization been debarred?
- Is the organization listed with the Office of Foreign Assets (OFAC) as engaging in terrorist activities?

The second phase of the review process addresses the specific projects being proposed. The following criteria are used in making project recommendations:

- Priorities of The Way Home CoC Action Plan
- Completeness of proposal
- Diversity of funding base
- Prior history with federal funds
- Availability of working capital
- Need and community impact
- Alignment with system goals and objectives
- Program administration and operational expenses
- Organizational capacity
- Financial capacity
- Duplication of services
- Geographic distribution of projects
- Past and current performance/Risk Assessment
- Projected outcomes align with system
- Reasonable projected costs
- Matching funds
- New or renewal project
- If a collaborative application, does the collaborative relationship benefit system goals

<table>
<thead>
<tr>
<th>ESG</th>
<th>Section</th>
<th>Points Available</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Exhibit A – Application Information</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td>Exhibit B – Project Information</td>
<td>40 points</td>
</tr>
<tr>
<td></td>
<td>Exhibit C – Organizational Information</td>
<td>30 points</td>
</tr>
<tr>
<td></td>
<td>Exhibit D – Project Budget Information</td>
<td>25 points</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
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Program Specific Requirements

Emergency Solutions Grants (ESG)

HMIS Participation – Agencies interested in applying to The Way Home CoC for federal funds to serve the homeless must participate in the Homeless Management Information System (HMIS), a data collection system managed by the Coalition for the Homeless of Houston/Harris County, and be in good standing with their HMIS data entry. Domestic violence agencies are exempt from this requirement but must provide explanation of use of a comparable data system.

Match Requirement – The ESG program requires 100 percent dollar for dollar match. This may include cash, volunteer services, the value of donated material, staff salary related to the program, the appraised value of a building or the value of a lease on a building.

Standards of Service - All applicants are expected to adhere to The Way Home CoC standards of service for Emergency Solutions Grants as approved by The Way Home CoC Steering Committee. Applicants are expected to review and align programs with the standards, available at http://www.homlesshouston.org/continuum-of-care/funding-public/. These standards are subject to change and agencies should be aware of any modifications made to the standards during the RFP process.

Systems Coordination - ESG regulations require that all ESG recipients coordinate with other federally funded targeted homeless services and mainstream resources, per 24 CFR 576.400 (b-c). This systems coordination will include required participation in coordinated access.

Involuntary Family Separation - As required by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, all agencies providing emergency or transitional housing and serving families with children must serve all children, regardless of age or gender.

Budget and Eligible Costs - HUD lists the eligible costs for all activities and removed caps for staff costs. Please review 24 CFR 576. 101 - 102 for details regarding eligible activities and related expenses.
## 2015 TDHCA ESG Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Bidders Conference</strong></td>
<td>February 13, 2015</td>
<td>2pm – 4pm</td>
<td>Optional Neighborhood Resource Center</td>
<td>815 Crosby, Houston, TX 77019</td>
</tr>
<tr>
<td><strong>Technical Assistance</strong></td>
<td>February 18th and 19th, 2015</td>
<td>By Appointment</td>
<td>Optional Coalition for the Homeless Office</td>
<td>600 Jefferson, Suite 2050 (20th Floor) Houston, TX 77002</td>
</tr>
<tr>
<td><strong>Applications Due</strong></td>
<td>February 27, 2015</td>
<td>DEADLINE 3PM</td>
<td>Drop off applications from 8AM – 3PM at</td>
<td>Neighborhood Resource Center 815 Crosby, Houston, TX 77019</td>
</tr>
<tr>
<td><strong>The Way Home CoC Steering Committee</strong></td>
<td>March 12, 2015</td>
<td>3:30pm – 5pm</td>
<td>Optional Neighborhood Resource Center</td>
<td>815 Crosby, Houston, TX 77019</td>
</tr>
<tr>
<td><strong>Post TDHCA ESG Project Recommendations</strong></td>
<td>March 13, 2015</td>
<td></td>
<td>Notification via email</td>
<td></td>
</tr>
<tr>
<td><strong>Deadline to Submit Grievances</strong></td>
<td>March 17, 2015</td>
<td>DEADLINE 3PM</td>
<td>Submit electronically to <a href="mailto:grievance@homelesshouston.org">grievance@homelesshouston.org</a> in accordance with Grievance Procedure (click here to view the procedure).</td>
<td></td>
</tr>
<tr>
<td><strong>Grievances Addressed</strong></td>
<td>March 19, 2015</td>
<td></td>
<td>Scheduling determined by need.</td>
<td></td>
</tr>
<tr>
<td><strong>Submit Local Competition Projects to TDHCA</strong></td>
<td>March 25, 2015</td>
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</table>
What’s New?

The Texas Department of Housing and Community Affairs has made changes to the Emergency Solutions Grant application process this year primarily by allowing the local Continuum of Care (The Way Home CoC) to conduct a local competition and selection process in accordance with local priorities.

Other changes of note are as follows:

• In an effort to avoid involuntary family separation, organizations applying for funding of emergency housing serving families may not limit age or gender of children receiving services.

• Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity. The rule creates a new regulatory provision that generally prohibits considering a person’s marital status, sexual orientation, or gender identity (a person’s internal sense of being male or female) in making housing assistance available. Now lesbian, gay, bisexual, and transgender people are guaranteed equal access to all housing for all types of housing (affordable, permanent, transitional and emergency) funded through HUD.

• Please review the interim regulations for Emergency Solutions Grants published on the Federal Register by HUD on December 11, 2011. Additional information can be found at http://www.hudhre.info/index.cfm?do=viewESG_SolutionsPrgm.
Frequently Asked Questions (FAQs)

What is a cap?
A cap is the maximum percentage of funds from each grant program that may be expended to a given activity type. Caps apply to ESG funds. ESG also has mandatory minimums/maximums.

What are the mandatory minimums and caps under the ESG program?
HUD requires that no more than 60 percent of the total ESG allocation be directed to Street Outreach or Emergency Shelter activities.

What components are eligible for funding in this RFP?
Eligible components for funding in this RFP include: street outreach, prevention, HMIS, Domestic Violence Rapid Re-Housing and emergency shelter. Non-Domestic Violence Rapid Re-housing RFP will be released concurrently but separately.

What is match?
Match is the value of funds and/or resources an organization commits to provide for a proposed project.

What is the difference between match funds and leveraged funds?
- Match funds must be applied specifically for the proposed project. They can be in the form of cash, donated time, goods, services, etc. Leveraging is the use of credit or awarded funds to improve an organization’s budget capacity. They are attained after initial funding, serve as a supplement to the project budget, and are in addition to requested funds and matching fund amounts.

What is the required match for ESG?
HUD requires that participating jurisdictions provide 100 percent match for ESG funds. The Way Home CoC passes these match requirements on to its subrecipients.

What other sources can matching funds come from?
Match funds can come from a variety of sources, such as other service providers, in-kind contributions, special events, fundraisers, and non-federal grants, and even federal grants in the case of ESG.
Can I submit more than one application?
Yes. Organizations may submit an application for up to three projects; however, each application must be given a priority (Priority 1, Priority 2 or Priority 3).

What is required in the project description?
Project Description should include a basic scope of services for the request for proposal only. Applicants should not include detailed historic or programmatic information in this section.

If my organization received funds last year, will we automatically receive funds this year?
No, each RFP is a competitive process. HUD grants are not designed to be used as permanent funding. Applicants and subrecipients are encouraged to pursue other sources of funding.
General Information

Where can I find additional information about ESG regulations?
ESG regulations can be found at: www.hud.gov/offices/cpd/homeless/programs/esg/index.cfm

How do I create a PDF with bookmarks?
Use information found here for PDF bookmark guidance:

Can I create my own RFP forms?
No, only The Way Home Continuum of Care application forms will be accepted.

When will the contract period begin?
Contract periods will be determined during contract negotiations and after the conditional award of funds but will likely begin October 1, 2015 through September 30, 2016. Conditional awards are issued upon approval of the Texas Department of Housing and Community Affairs.

Does a new organization need a financial audit?
A new organization does not need a financial audit unless currently managing more than $750,000 in federal funds, but must submit a certified financial statement completed by an independent certified public accountant (CPA).

What type of documents may be used as working capital documentation?
Any of the following may be used as proof of your organization’s working capital:
- A letter from your financial institution on letterhead, stating your line of credit amount within the text
- At least 3 months of account statements from your financial institution
- If the non-profit has a thrift shop, they may submit a copy of the IRS 990 or 990-T form as proof of the thrift shops profits.
Capital documentation must be a demonstration of liquid assets covering at least 90 days of expenses for the organization. Grants from other organizations or private donations are not eligible as working capital.

Does a private, non-profit applying for funds need a 501(c) (3)?
Yes, all private non-profits must have their 501(c) (3) or 501(c) (4) status from the Internal Revenue Service to be eligible for funding. Documentation of 501(c) (3) or 501(c) (4) status must be included in each proposal.

Can a for-profit collaborate with an existing 501(c) (3)?
Yes, organizations may collaborate with an existing 501(c) (3) or 501(c) (4), but the lead applicant must be a 501(c) (3) or 501(c) (4) organization.

What is a DUNS number?
A DUNS number is a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE and can be obtained at http://fedgov.dnb.com/webform

Can the Board of Directors receive pay from the entitlement funds?
No, the Board of Directors cannot be paid with federal entitlement funds. Only personnel involved in the daily operations and program-related work may be compensated.

**Where can I get a copy of The Way Home Continuum of Care Action Plan?**

**Where can I get a copy of the OMB circulars?**
The OMB circulars may be downloaded from the U.S. Office of Management and Budget’s web site at [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

**If I have questions or need help, who do I contact?**
You may contact The Way Home CoC Lead Agency at info@thewayhomehouston.or