



2024 HUD Continuum of Care NOFO

Local Competition Guide

Project Eligibility

The El Paso CoC is requesting applications from eligible organizations conducted as part of the U.S. Department of Housing and Urban Development's (HUD) FY 2024 Continuum of Care (CoC) Program Funding Competition. HUD requires that each community applying for homeless services funds under the CoC Program conduct a local competition to select new and renewal projects that: align with HUD's homeless policy priorities; ending homelessness for all persons, using a Housing First approach, reducing unsheltered homelessness, improving system performance; partnering with Housing, Health and Service agencies, Racial Equity, Improving assistance to LGBTQ+ Individuals, Involving Persons with Lived Experience, and Increasing Affordable Housing Supply.

This guide will provide instructions and resources for completing the FY 2024 New and Renewal project applications.

For applications that were awarded during the FY 2023 CoC cycle, agencies will need to complete the Renewal Application, but will not be scored or ranked.

Local Competition Timeline

All applicants should review the applicable documents for project Submission Guidelines, timeliness and more information about how projects are scored and selected for inclusion in the Continuum of Care's application to HUD for funding.

August 21, 2024 @ 10:30AM	Renewal Project Informational (Mandatory) – Zoom link and time, see below
August 23, 2024 @ 10:00AM	New Project Informational (Mandatory) – Zoom link and time, see below
August 30, 2024	RENEWAL Project Application DUE Project Applications must be in PDF format and emailed to ccastillo.epch@elp.twcbc.com no later than 3:00 PM <ul style="list-style-type: none">- Faxes and hard copies will not be accepted- Late and/or incomplete applications will not be accepted
September 9, 2024	NEW Project Applications DUE Project Applications must be in PDF format and emailed to ccastillo.epch@elp.twcbc.com no later than 3:00 PM <ul style="list-style-type: none">- Faxes and hard copies will not be accepted- Late and/or incomplete applications will not be accepted
September 12-18, 2024	Independent Review Team
September 19-25, 2024	CoC Board to meet to finalize FY 2024 CoC Program Slate
No later than September 26, 2024	CoC funding Notifications to Project Applicants
October 30, 2024 6:00 PM	CoC Consolidated Application Submission Deadline

***Once CoC Board finalizes FY 2024 CoC Slate for new and renewal projects, we will provide you a timeline for ESNAPs Applications*

FY 2024 CoC Renewal Project Q & A Session - Mandatory Wednesday, August 21, 2024 at 10:30 AM

Join Zoom Meeting

<https://us06web.zoom.us/j/88152960946?pwd=jtC99X4MI8KXgBQNCaT7CchDMQkwOw.1>

Meeting ID: 881 5296 0946

Passcode: 508090

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FY 2024 CoC New Applicant Informational - Mandatory

Friday, August 23, 2024 10:00 AM

Join Zoom Meeting

<https://us06web.zoom.us/j/83709505826?pwd=aJhjaM3t2LzF8fAHFlNkF1fL2hB0F7.1>

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Passcode: 677403

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New Eligible Applicants

To be considered a qualified organization, the applicant must meet the following mandatory criteria:

- A Non-Profit 501(c)(3) tax-exempt organization or local government
- Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD
- DUNS Number Requirement. Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/SAM>, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.
- Must submit the last 2 years' single audit or independent financial audit that demonstrates the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and subrecipient's experience with similar projects and with successful administration of CoC Program funds or other federal funds
- A commitment to operating the program under the Housing First model.
- Able to document at least a 25% cash or in-kind match for the amount of funding requested

- Organizations applying for the domestic violence bonus funding **MUST** have a history of serving individuals, families, and/or youth fleeing domestic violence, dating violence, or human trafficking.

Submission Requirements

Applicants must submit (1) electronic copy of the application and all required supporting documents to ccastillo.epch@elp.twcbe.com. No paper or faxed applications will be accepted.

Applicants are **highly encouraged** to review and understand the accompanying local competition process and timeline, which includes further instructions, requirements, and resources that ensure your project will meet the eligibility criteria.

Questions regarding the NOFA process, application templates, and instructions can be directed to ccastillo.epch@elp.twcbe.com.

ALL **RENEWAL** project applications must include the following components:

1. Cover Page on agency Letterhead signed by Executive Director/CEO
2. Completed Application
3. Match and Leveraging Letters/MOUs
4. List of Board of Directors
5. Project Organizational Chart
6. Housing First Certification
7. Fair Housing Policy Certification
8. Proof of Ownership or Lease (if housing will be provided at site-based location)
9. Copy of Projects Program Policies/Rules
10. Copy of Non-Discrimination Policy

ALL **NEW** project applications must include the following components:

1. Cover Page on agency Letterhead signed by Executive Director/CEO
2. Completed Application
3. Match and Leveraging Letters/MOUs
4. Articles of Incorporation and Bylaws
5. Federal Tax Exemption Determination Letters
6. List of Board of Directors
7. Project Organizational Chart
8. Housing First Certification
9. Fair Housing Policy Certification
10. Proof of Ownership or Lease (if housing will be provided at site-based location)
11. Single or Independent Audits (most recent 2 years)
12. Proof of updated SAM registration that includes your unique ID

All submissions will undergo a threshold reviewed for completion and accuracy prior to being scored by an Independent Review Team. Both Renewal and New Project Score Cards are included in this document. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. Please review the FY 2024 CoC NOFO Local Competition Guidelines for additional information about submission and threshold requirements please go to www.hud.gov.

Policies & Regulations

New Projects

CoCs may submit new projects created through reallocation, CoC Bonus, or a combination of reallocation and CoC Bonus and new DV Bonus projects.

To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants that are unable to begin rental assistance within the 12-month period should consult with the local HUD CPD field office.

HUD will review project subrecipient eligibility as part of the project quality threshold review process. Project applicants are required to submit documentation of the subrecipient's eligibility with the project application.

Any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

Per the Consolidated Appropriations Act, 2024, to receive funding for a new project, except those created through reallocation, the CoC must demonstrate that projects are evaluated and ranked based on the degree to which they improve the CoC's system performance.

New Eligible Projects

The following funding requests will be considered for new project funding in the FY 2024 Continuum of Care Funding Competition:

- (1) New PH-PSH projects awarded CoC funds must serve one of the following:
 - a. Persons eligible to be served by DedicatedPLUS projects
 - b. Persons who are experiencing Chronic Homelessness at the time they initially enroll in the project.
- (2) New PH-RRH
 - a. Project must serve persons who qualify for homelessness under paragraphs (1), (2), or (4) of 24 CFR 578.3.
- (3) New Joint TH/PH-RRH
 - a. Project must serve persons who qualify for homelessness under paragraphs (1), (2), or (4) of 24 CFR 578.3.
- (4) New DV Bonus (RRH, Joint TH/PH-RRH)
 - a. Project must serve individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraphs (1) or (4) of the definition of homeless at 24 CFR 578.3 or Section 103(b) of the McKinney-Vento Homeless Assistance Act.

Bonus Availability

New project applications are requested from qualified nonprofit and local government organizations for the FY 2024 Continuum of Care Program Competition. Applications are sought for projects that can make maximum efficient, economical, and effective use of the prospective allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds.

- \$512,637 Permanent Housing Bonus
- \$732,338 Domestic Violence Bonus

Reallocation

Reallocation is a process CoCs use to shift funds in whole or in part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. CoCs may only reallocate eligible renewal projects so long as the renewal project being reduced or eliminated has a current grant agreement and has renewed under the CoC Program at least once. First time renewals are not eligible for reallocation.

When reallocating DV Renewal project(s), the new project(s), including new expansion projects created with reallocation DV Renewal funding, in their entirety must meet all the same requirements of a DV Bonus project and the sum of all DV Reallocation applications must be for the same amount of funding made available from the DV Renewal funding being reallocated. If a CoC reallocates funding from a DV Renewal grant and does not earmark those funds for new project(s) that are 100 percent dedicated to that subpopulation, HUD may condition the project applications to ensure the projects are serving the required subpopulation. If an applicant does not resolve the condition placed on the project, HUD will reject the project application. To avoid any potential delays in funding or a loss in ARD, CoC should review the GIWs published on the CoC Program Competitions page on the HUD.gov to determine which renewal projects were previously awarded DV Bonus funds, including CoC projects that were previously expanded and partially includes DV Bonus funding. The following restrictions also apply:

- (i.) DV Renewal projects that have an SSO-CE component cannot be reallocated.
- (ii.) Reallocated DV Renewal funding cannot be used to expand a CoC Renewal grant.

El Paso CoC understands and acknowledges that through the reallocation process, very valuable projects may be defunded. El Paso CoC is striving to develop a reallocation process that will ensure that projects submitted in the CoC Consolidated Application best align with the HUD CoC funding mechanism's priorities and contribute to a competitive application that collaboratively secures these dollars to improve our community. As described in the *Performance Measures* section of this policy, the El Paso CoC seeks to make data-driven decisions based on information gathered from the common assessment tool and other HUD-recommended data tools. This does not mean that El Paso CoC does not value reallocated projects or the diversity of programs in our community. Rather, the El Paso CoC anticipates that most reallocated projects will seek funders with priorities better suited to cultivate the unique contributions these projects make to our community that HUD's CoC funding mechanism is not designed to recognize.

Voluntary Reallocation

Currently-funded NOFA project applicants interested in voluntarily reallocating should notify the El Paso CoC in writing of their intent by the due date of HUD's Grant Inventory Worksheet (GIW).

The GIW will serve as a tool to identify Project Applicants' intent to reapply for CoC funding. For purpose of reallocated project funding (to create a new permanent housing project), strong preference will be given to those projects that voluntarily apply to reallocate, and especially for those within a compliance period.

This Reallocation Policy and Procedure incorporates the following general objectives:

- To ensure the CoC's responsibility in submitting to HUD an application that is consistent with HUD guidelines and the HEARTH ACT;
- To ensure the amount to be reallocated is sufficient to fund effective PH program(s); and,
- To best position the bulk of the existing transitional housing (TH) programs for continued HUD funding in an environment of changing strategies.

Independent Review Team

Members of the Community volunteer to review New CoC project applications. These members of the community review, rate and rank New Project Applications. All New Projects are subject to the scoring outlined in this document and in the application itself.

Coordinated Access

In the *2012 CoC Program Interim Rule*, HUD mandated that every Continuum of Care develop a Coordinated Entry system, with a primary purpose of making rapid, effective, and consistent client-to-housing and service matches. The Interim Rule mandated that as part of Coordinated Entry, CoCs must implement:

- Entry points into the CoC system of care that are clearly defined, easily accessible, and well-advertised
- A standardized and comprehensive assessment protocol and tool that is used to identify and document the needs of all individuals and families seeking emergency shelter and housing

- A standardized referral process for all programs receiving funding through the CoC that consistently refers individuals and families to the most appropriate emergency shelter and housing interventions and ensures that limited resources are used most effectively.

Housing First

Housing first is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The Housing First approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion

All projects are required to utilize a Housing First approach in their program design by incorporating the above principles, reducing barriers to client eligibility and program admission (especially as it relates to mental health, substance use, and "housing readiness" requirements), and to the extent possible, providing and documenting assertive service engagement with clients instead of implementing a program discharge. Projects may not require participants to be sober or seek mental health treatment as a condition of housing and/or services. Programs receiving funding through the NOFO will be monitored for compliance with Housing First requirements and may be asked to modify their program policies and procedures as a condition of funding.

Each funding applicant (new and renewal) must sign the Housing First Agreement in the application packet to be considered for funding.

Fair Housing Compliance

All housing programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, El Paso CoC may give corrective action up to and including termination of funds. El Paso CoC reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

Each funding applicant (new and renewal) must sign the Fair Housing Agreement in the application packet to be considered for funding.

Performance Standards

Every year the Performance Committee reviews and revises performance metrics to measure towards making homelessness rare and brief at both the system level and project level. The metrics align with the performance metrics released by HUD and other common performance indicators used by El Paso CoC. The project level metrics allow the Continuum of Care to ensure the highest performing projects are funded to provide housing and services, identify areas of strength, and areas for improvement. All CoC-funded projects will be required to report on the metrics and are subject to the performance standards adopted by the CoC.

To provide both project-specific outcome information and CoC-wide contributions, each CoC-funded program will be evaluated based on data entered into the Homeless Management Information System (HMIS), the HUD Annual Performance Report (APR) outcomes, the Project Application submitted for the CoC proposal, and other HUD recommended data tools such as the System Performance Measures. The APR scoring criteria

assesses outcomes which directly relate to goals set by HEARTH including reducing the length of homelessness, reducing returns to homelessness and increasing income.

HMIS Participation

Use of an HMIS system is required by the Department of Housing and Urban Development (HUD). El Paso CoC will utilize data entered into HMIS to measure system and project-level performance, coordinate service delivery, verify client eligibility for services, and fulfill reporting requirements for a variety of funders, including the federal government, state government, and philanthropic partners. The HMIS is used by more than 20 organizations which provide homeless services at more than 98 programs.

When an agency is selected for funding, the agency must agree to participate in the HMIS system, have staff complete all required HMIS trainings, and ensure that data entry into HMIS meets quality standards set by El Paso CoC.

Agency wide data entry is mandatory and includes, but is not limited to, conducting an intake assessment with each client, completing bed check-ins, and conducting an exit assessment with each client when they stop accessing services.

It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to **fully** participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.

If a project that serves the homeless or who are precariously housed, regardless of funder, and is not entering data into HMIS, your CoC funded project will automatically be disqualified.

Expenditure of CoC Grant Funds

HUD expects that homeless assistance resources be fully utilized. A detailed report from HUD will include criteria to determine whether any HUD funds recaptured at the completion of the most recent grant, how much money was recaptured, and whether actions have been taken to assure that grant funds will not be recaptured in the current program year.

Cost of Living Adjustment

For the first time, HUD will adjust amounts for the supportive services and HMIS Costs budget lines for renewing projects by the following factor: Most recent three-year average of changes in State Quarterly Census of Employment and Wages (QCEW) for the category Social Assistance (NAICS 624). Data can be found at: <https://www.bls.gov/cew/data.htm>.

Required Insurance Coverage

For new projects, the selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

- Professional Liability Errors, and Omissions Insurance (minimum \$1 million policy)
- Worker's Compensation Coverage
- General Commercial Liability Insurance (minimum \$1 million policy)
- Business Automobile Liability Insurance (minimum \$1 million policy) *if applicable*
- Fidelity Coverage (\$10,000)

New Project Budget

Under the CoC, new projects can request funding in up to 6 categories, dependent on the project type;

	Leasing	Rental Assistance	Supportive Services	Operations	HMIS	Admin
	*Facility or units *Lease between service provider and unit owner *Client is sublessee of service provider *Responsible for 100% of rent costs and damages, even if client doesn't pay rent *Service provider must pay for vacancies	* Apartments, houses, facilities *Lease between client and housing owner (sole tenancy) *Written rental assistance agreement between housing owner and service provider *Client pays portion of rent according to 24 CFR 578.77. Service provider pays remaining portion of rent (not responsible for client portion of rent) *Service provider cannot make rental assistance payments on a vacant unit except as provided in 24 CFR 578.51(i)	*Includes wide range of services such as case management, assistance with moving costs, client assistance, treatment, food, and counseling.	Costs for housing units: *Property Taxes/Insurance *Maintenance and repair *Security *Utilities *Furniture and equipment *Cannot be requested if project is using rental assistance funds in same structure	*Staffing and equipment costs to meet the regulatory requirements for participation in HMIS	*Each new CoC grant includes 10% admin. *Admin includes management, monitoring, environmental review, etc. Does not include staff or overhead directly related to activities—that is under the other categories
PSH (site-based)	✓	✓	✓	✓	✓	✓
PSH (scattered site)		✓	✓	✓	✓	✓
RRH		✓	✓		✓	✓
Joint TH-RRH		✓	✓	✓	✓	✓
SSO-CE			✓		✓	✓

Renewal Project Budget

All Renewal Budgets will be based on the Grant Inventory Worksheet that is provided by HUD.

Match and Leveraging

Match refers to actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

To determine the amount of match required for your project, develop a proposed budget for the funds you will be requesting through the CoC Program. Subtract the amount requested for leasing and multiply the new total by 25%. This is the amount of match required.

Match Calculation Examples	
Without Leasing	With Leasing
<p>Total amount requested from HUD (without leasing):</p> <ul style="list-style-type: none"> Rental Assistance funding = \$90,000 Supportive Services funding = \$10,000 Project Administration funding (7%) = \$7,000 Total amount requested = \$107,000 	<p>Total amount requested from HUD (with leasing):</p> <ul style="list-style-type: none"> Leasing funding = \$80,000 Supportive Services funding = \$20,000 Project Administration funding (7%) = \$7,000 Total amount requested = \$107,000
<p>Total amount requested from HUD x .25 = Minimum Match Requirement</p> <p style="text-align: center;">$\\$107,000 \times .25 = \\$26,750$</p>	<p>Total amount requested from HUD, excluding amount requested for leasing</p> <p style="text-align: center;">$\\$107,000 - \\$80,000 = \\$27,000$</p> <p>Total amount minus leasing x .25 = Minimum Match Requirement</p> <p style="text-align: center;">$\\$27,000 \times .25 = \\$6,750$</p>

Eligible Costs for Match

All match contributions (cash or in-kind) in the CoC Program must be for eligible activities/costs per Subpart D of the CoC Program Interim rule, regardless of whether the activities/costs are included in the HUD-approved project budget.

To summarize, sources of cash that may be used as match include:

- Grants from private, local, state, and federal resources (if not statutorily prohibited by source)
- Cash resources
- Revenues from fundraising efforts organized by the recipient or subrecipient
- Recipient or subrecipient staff working on grant eligible activities who aren't paid from the CoC Program grant but are paid from other agency resources

In-Kind Match. The value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been an eligible CoC Program activity if the recipient or subrecipient paid for them directly with CoC Program funds. (See 24 CFR 578.73(c) of the CoC Interim Rule for more information). To count in-kind sources as match, the recipient or subrecipient must document that the in-kind donation was

provided, record the value of the donation, and ensure that it was used to match CoC Program eligible activities. If in-kind services are included as a match, a Memorandum of Understanding is required (MOU).

An MOU is a written document that must establish unconditional commitment, upon selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided. At a minimum, a MOU must be executed between a recipient and/or subrecipient and a third-party service provider and include the following information:

1. Agency information:
 - o Recipient's/subrecipient's identifying information with point(s) of contact
 - o Service provider's identifying information with point(s) of contact
2. Unconditional commitment of third-party provider to provide the service
3. Description of services to be provided
4. Scope of services to be provided and by whom
 - o Specific contract to be matched
 - o Length of time services provided/term of contract
 - o Point-in-time number of clients receiving service
 - o Total clients receiving service over grant term
 - o Qualification of persons providing service
 - o Estimated value of services provided (such as hourly rate)
5. Documentation of services match
 - o Documentation requirements and responsibilities of service provider and recipient
 - o Timeliness standards of service provider and recipient for providing services to individuals

A copy of the MOU must be provided to HUD prior to grant agreement execution to document the required match for the grant.

Some examples of ineligible cash match include:

- Mainstream benefits paid directly to program participants
- CoC Program funds
- Match funds already designated for another project
- Program participant savings (belong to participant, not program)
- Funds from other sources that are spent on ineligible CoC activities

In-kind match must directly contribute to the project. Examples of ineligible in-kind match include:

- Routine volunteer contributions that would occur whether or not your project existed (e.g., ongoing volunteer gardeners that visit agency weekly)
- Routine operations and activities of program partners (e.g., volunteer contributions for a food pantry that does not provide food for the CoC funded project)
- "Potential" or "estimated" services and donations. The in-kind donation must have been made.
- Services that would otherwise not be eligible costs with CoC program funds such as bed linens or furniture that would become the property of the program participant.
- Services funded by funds that are disallowed from being used as match.

Documentation of In-Kind Match

Documentation of in-kind service match requires a different approach than documentation of in-kind goods and equipment. The sub-recipient must enter into a formal memorandum of understanding (MOU) with the agency providing the in-kind service(s) and must establish a system to document the actual value of services provided during the term of the grant.

New projects may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the sub-recipient opts to wait to execute an

MOU upon receipt of notification of award from HUD. However, it is preferred that new project applicants also submit completed MOUs with their project application if possible.

A memorandum of understanding is not required for the documentation of cash match or in-kind goods and equipment commitments from CoC Program recipients/sub-recipients. Instead, the agency should obtain match letters, following the included example template.

Leveraging

Project Applicants (New and Renewal) will receive additional points by demonstrating that they have applied for at least one PSH or RRH project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs.

Applicants must demonstrate that these housing units will:

- PSH – provide at least 24% of the units included in the project; or
- RRH – serve at least 25% of the program participants anticipated by the project.

Applicants must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

HOUSING PROGRAM MODELS & RESOURCES

Renewal and New project applicants should review a variety of best practices and tools to assist them in preparing their applications for funding and improving their outcomes. The following information gives a brief overview of housing models and best practices.

Permanent Supportive Housing (PSH)

Supportive housing is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities.

Research has proven that supportive housing is a cost-effective solution to homelessness, particularly for people experiencing chronic homelessness. Study after study has shown that supportive housing not only resolves homelessness and increases housing stability, but also improves health and lowers public costs by reducing the use of publicly-funded crisis services, including shelters, hospitals, psychiatric centers, jails, and prisons.

Supportive housing links decent, safe, affordable, community-based housing with flexible, voluntary support services designed to help the individual or family stay housed and live a more productive life in the community. It looks and functions much like any other brand of housing. People living in supportive housing have a private and secure place to make their home, just like other members of the community, with the same rights and responsibilities. The difference is that they can access, at their option, services designed to build independent living and tenancy skills, assistance with integrating into the community, and connections to community-based health care, treatment, and employment services.

There is no time limitation, and tenants may live in their homes as long as they meet the basic obligations of tenancy. While participation in services is encouraged, it is not a condition of living in the housing. Housing affordability is ensured either through a rent subsidy or by setting rents at affordable levels.

There is no single model for supportive housing's design. Supportive housing may involve the renovation or construction of new housing, set-asides of apartments within privately-owned buildings, or leasing of individual apartments dispersed throughout an area. There are three approaches to operating and providing supportive housing:

- *Purpose-built or single-site housing*: Apartment buildings designed to primarily serve tenants who are formerly homeless or who have service needs, with the support services typically available on site.
- *Scattered-site housing*: People who are no longer experiencing homelessness lease apartments in private market or general affordable housing apartment buildings using rental subsidies. They can receive services from staff that can visit them in their homes as well as provide services in other settings.
- *Unit set-asides*: Affordable housing owners agree to lease a designated number or set of apartments to tenants who have exited homelessness or who have service needs, and partner with supportive services providers to offer assistance to tenants.

PSH Best Practices

- Corporation for Supportive Housing – [Supportive Housing Quality Toolkit](#)
- U.S. Interagency Council on Homelessness - [Implementing Housing First in Permanent Supportive Housing](#)
- HUD - [Recovery Housing Policy Brief](#)
- SAMSHA - [Permanent Supportive Housing Evidence-Based Practices](#)
- Corporation for Supportive Housing – [Best Practices for Serving Unaccompanied Youth in Non-Time-Limited Supportive Housing](#)

Rapid Re-Housing (RRH)

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household. Rapid re-housing has the following core components:

Housing Identification

- Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.
- Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.
- Assist households to find and secure appropriate rental housing.

Rent and Move-In Assistance

- Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.

Rapid Re-Housing Case Management and Services

- Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.
- Help individuals and families experiencing homelessness address issues that may impede access to housing (such as credit history, arrears, and legal issues).
- Help individuals and families negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
- Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing assistance is provided.
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain rent payments independently when rental assistance ends.
- Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic program-related case management is required by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.

RRH Best Practices

- U.S. Interagency Council on Homelessness - [Webinar: Core Principles of Housing First and Rapid Re-Housing](#)

- HUD – [Rapid Re-Housing Models for Unaccompanied Youth](#)
- National Alliance to End Homelessness – [Rapid Re-Housing Performance Standards and Benchmarks](#)

Joint Transitional Housing and Rapid-ReHousing (Joint TH-RRH)

Joint transitional housing and rapid re-housing combines two existing program components –transitional housing and permanent housing –rapid rehousing in a single project to serve individuals and families experiencing homelessness. Joint projects are intended to provide a safe place for people to stay with financial assistance and wrap around supportive services that assist participants to move to permanent housing as quickly as possible. Stays in the transitional housing or crisis housing should be brief and without preconditions, and participants should quickly move to permanent housing without preconditions. Joint projects can help address several needs within communities that have that the following challenges:

- Large numbers of people living in unsheltered locations, including encampments
- Lack of safe crisis housing for people fleeing domestic violence
- High rates of unsheltered youth

Joint projects must be able to provide both units supported by the transitional housing component and the tenant-based rental assistance and services provided through the rapid re-housing component to all participants. Projects are required to provide both components to participants; however, participants may choose to receive only the transitional housing unit, or the assistance provided through the rapid re-housing component

Joint projects at minimum should incorporate the following core components:

- Target and prioritize individuals and families experiencing homelessness with higher needs and who are the most vulnerable.
- Housing first approach with client-driven service models to assist participants to move to permanent housing as quickly as possible. Participants cannot be required to participate in treatment or services to receive assistance.
- Low-barriers to entry to accommodate people with possessions, partners, pets, and or other needs.
- Incorporate client-choice by assisting participants move to permanent housing based on unique strengths, needs, preferences, and financial resources. To include allowing participants to choose when they are ready to exit crisis housing portion of the project and move to permanent housing.
- Provide participants to resources that help them improve their safety and well-being to achieve their goals.

Joint TH-RRH Best Practices

- HUD – [The New Joint Transitional Housing and Rapid Re-Housing Component](#)
- Safe Housing Partnership – [Joint Transitional Housing and Permanent Housing – Rapid Re-housing component Project for Domestic Violence Survivors](#)
- National Alliance to End Homelessness – [The Joint Component is for Homeless Youth, Too](#)

Appendices
Required Application
Forms

Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their program to comply with all federal, state and local laws dealing with Fair Housing. All programs funded by the El Paso CoC must comply with these regulations:

The Fair Housing Act of 1968 ensures equal access to housing and guarantees equal opportunity without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

The Age Discrimination Act of 1975 ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

The Equal Access Rule requires equal access to HUD programs without regard to a person's actual or perceived sexual orientation, gender identity, or marital status.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

El Paso CoC reserves the right to impose additional requirements and conditions on projects to ensure that all programs and services are easily accessible to clients, reduce barriers to housing whenever possible, and do not unnecessarily screen out potential participants.

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

Statement of Agreement

By signing this policy, I _____ (Authorized Representative), as the authorized representative for _____ (Agency), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, the El Paso CoC will take corrective action up to and including termination of funding.

Name of Agency: _____

Name of Applicant's Authorized Representative: _____

Authorized Representative's Title: _____

Signature of Authorized Representative: _____

Housing First Agreement

Housing First is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The Housing First approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such
- Housing is a right to which all are entitled
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion

To be considered "Housing First," the program must meet the following minimum expectations:

- 1. The program must focus on quickly moving residents to permanent housing**
- 2. The program may not screen out clients for:**
 - Having too little or no income
 - Active or history of substance abuse
 - Having a criminal record
 - History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
- 3. The program may not terminate clients for:**
 - Failure to participate in supportive services
 - Failure to make progress on a service plan
 - Loss of income or failure to improve income
 - Being a victim of domestic violence

By completing and signing this agreement, I _____ (full name), as the authorized representative for _____ (project), agree that our project will utilize a housing first approach for this grant. I understand that if the project is found to be in non-compliance with housing first, that the El Paso CoC will take corrective action up to and including termination of funding.

Name of Agency: _____

Name of Applicant's Authorized Representative: _____

Authorized Representative's Title: _____

Signature of Authorized Representative: _____

Must be on Agency Letterhead – Cash Match Sample

DATE

El Paso Coalition for the Homeless
6044 Gateway East, Suite 211
El Paso, TX 79905

RE: Agency Name – Cash Match Letter
Project Name – (Include Grant Number if project renewal)
FY 2024 CoC Program

I am writing to you regarding (Agency Name)'s renewal/new application for (Project Name/Grant # if applicable) under the FY 2024 CoC Program Competition.

Please let this letter serve as our commitment to provide cash match in the amount of \$_____ from (Funding Source) for (Eligible Match Activities). This cash match will be available starting (Date) for the grant period, (Date) through (Date).

This cash match will be used to provide (Description of Services).

Type of Commitment	Cash
Type of Source (Private, Government)	
Name the Source of the Commitment (Be as specific as possible and include the office or grant program as applicable)	
Date of Written Commitment	
Value of Written Commitment	\$

(Closing Statement & Signature of Agency Head)

El Paso Continuum of Care 2024 Application – Renewal Project Application

Your application must be received by Camille Castillo, El Paso Coalition for the Homeless, electronically by **3:00 PM on August 30, 2023**. Email address is ccastillo.epch@elp.twcbc.com

Agency & Project Information

Agency/Organization Name	Employer Identification Number (EIN)	DUNS Number
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Address	Zip
---------	-----

Phone	Fax	Web-site
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Executive Director Name	Phone	Email
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Contact Information

Please list below the names and contact information for those staff who should receive correspondence regarding this proposal in addition to the Executive Director.

Primary Contact

Name	Title	Phone	Email
------	-------	-------	-------

Secondary Contact

Name	Title	Phone	Email
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Proposal Information

Project Name _____ Site Address _____

Project Type

- Permanent Supportive Housing Rapid Re-Housing Coordinated Entry HMIS
 Joint Combo TH-RRH

Project

- Single Site Scattered Site Not applicable

Total Number of Units: # _____ Total Number of Beds: # _____

Total Number of CH/DedicatedPlus Dedicated Beds: # _____

Target Population (Select all that apply)

- People experiencing chronic homelessness Seniors Veterans Families with children
 Youth (18-24) Persons living with disabilities Persons living with mental illness
 Persons living with substance use disorder Fleeing domestic violence
 Persons living with HIV/AIDS
 N/A – Project serves all subpopulations
 Other _____

Coordinated Entry Projects Only - Please include the following for date range July 1, 2023 thru July 1, 2024

- Number of In-person assessments _____
- Number of Phone assessments _____
- Number of Virtual assessments _____
- Number of referrals _____

HMIS Project Only – Please include the following for date range July 1, 2023 thru July 1, 2024

- # of Total Households in HMIS _____
- # of Total Persons _____
- # of Total Persons Served in Emergency Shelter _____
- # of Total Persons Served in Transitional Shelter _____
- # of Total Persons Served in RRH _____
- # of Total Persons Served in PSH _____

Project Information

Housing First – PSH, RRH and Joint Combo Projects

- Please describe project admission and termination criteria.
- Specifically, address how the items listed below will impact admission and termination within the project as applicable.

Persons may be denied admission to the project due	Always	Sometimes	Never
Having too little or no income			
Active use or history of substance abuse			
Having a criminal record			
History of domestic violence			
Sexual Orientation, gender identity, marital status			
Persons may be terminated from the project due to:			
Failure to make progress on a service plan or participate in services			
Loss of income or failure to improve income			
Being a victim of domestic violence			
Substance use			
Any other activity not covered in a standard lease agreement			

Please describe in no more than one paragraph:

- The services that will be made available to program participants
 - What services are provided directly by your agency
- How will you track and report on service delivery
- How your funded program uses Progressive Engagement
- Describe how many households in your CoC-funded program have been awarded SSI/SSDI via the SOAR process.
 - In addition to the description, please attach your OAT Report (the number of SOAR applications completed should match the number of applications reported in OAT).

Community Planning and Collaboration (within the last 12 months, August 2023 – June 2024)

This is for all PSH, RRH and Joint Combo Projects

- Describe two new partnerships developed in the last 365 days. How have these new partnerships affected your agency and client's medical and mental health outcomes?
- Describe the current/existing partnerships, what percentage of your clients are receiving services from these partners?
- For all partnerships mentioned above, please provide a copy of each MOU in place

HMIS

Data review reports will be provided by Leslie Canada, Programs Analyst. All data reports were generated from HMIS.

1. APR for your project for the date range January 2023 to December 2023
 - a. The review will look at the items relating to Performance Indicators and utilization rates

*You will be provided a copy of the data. If you have any questions on the data being utilized, please contact Leslie Canada at lcanda.epch@elp.twcabc.com.

It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to **fully** participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.

- Please list all of the funding (SAMHSA, United Way, TX HHS, Private foundations, City/County) that your agency receives (funder, program type and if entered into HMIS)
- Using the funding list created above, are you fully compliant to the CoC Governing Board Policy above?
 - If not all funding awarded is not being entered into HMIS please explain why not?

Drawdown Documentation

Continuums of Care (CoCs) have a responsibility to analyze what resources they need to address homelessness in their communities and to ensure existing resources are being maximized. In an effort to assist CoCs to better understand financial information about projects in their geography, the SNAPS Office sends the CoC Spending Report to CoCs with expenditure information from eLOCCS. The report contains basic information about the grant (e.g., the applicant and grant number) and expenditures as reported in eLOCCS (e.g., contract amount and current balance).

Administrative Capacity

Please describe the agency's financial capacity to operate the project for the proposed grant term. Please address:

- HUD audit/monitoring results (if monitored in 2022/2023) provide copy of HUD findings letter and describe how findings were addressed)
- Any improvement or loss of agency capacity since the last application

Additional Questions

Program Policies and Procedures

This is for all PSH, RRH and Joint Combo Projects

1. Racial Inequities – In the elimination of racial disparities, is achieved when race can no longer predict opportunities, distribution of resources, or outcomes, - particularly for Black and Brown persons, which include Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color.
 - a. What efforts is your agency/program implementing to address racial inequities?
 - b. Describe how it affected the composition of your board and staff.
2. Individuals with lived experience- How has your agency utilized people with lived experience? Are there any individuals with lived experience as part of your staff, volunteers, or board? Why or why not?
3. Improving Assistance to LGBTQ+ Individuals - Discrimination based on gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. Please describe efforts that your program ensures (1) privacy, (2) respect, (3) safety, and (4) access regardless of gender identity or sexual orientation. Include any policies and procedures beyond the discrimination policy that has been implemented.
 - a. In addition to improving assistance to LGBTQIA+ experience, provide the details on the

agency, date, and training that the agency has received in the last 365 (Include any certificates of completion).

4. Housing Stabilization Plans: Provide the process of how an HSP is created, how often it is updated, and how many of your clients have reached stability. Please attach your CoC-funded program policies and procedures.
5. Attach your CoC-funded program policies and procedures.

Coordinated Entry Projects

Please attach the following:

1. Coordinated Entry Policies and Procedures
2. Assessment Tool

HMIS

Provide a list of all FY 2023-2024 programs and funding sources.

- Proactive security measures are essential in today's digital landscape.
 - Share what robust security software is currently in place, and provide a schedule for regularly updating systems?
 - Explain any firewalls and antivirus programs used to help block malicious attacks, while encryption safeguards sensitive data.
 - Keeping operating systems, browsers, and applications current with the latest patches and updates closes vulnerabilities that hackers exploit. Provide the most current patches and updates that have been made to the OS, application, and browsers. Are these updates made across the CoC or only for the lead agency?
 - If not CoC-wide, explain why not?
 - How often do you conduct security audits and penetration testing to identify weaknesses before they can be exploited?
 - On the hardware side, secure devices like TPM-enabled computers and biometric-authentication devices provide an additional layer of protection. Describe the layers of protection in place to secure devices.
 - Physical security measures, such as locks and surveillance, prevent unauthorized access to devices and data storage systems are currently in place?
- Accessibility and Training
 - What are the hours of operation?
 - How are issues addressed outside of hours of operation?
 - Other than the HMIS Steering Committee, how else do you make yourself accessible to the CoC?

Appendix A - Definitions:

- TRA – Tenant Based Rental Assistance – lease is in tenant's name
- SRA – Sponsor Based Rental Assistance – lease is in agency's name or in tenant's name if used in property owned by the sponsor agency
- PRA – Project Based Rental Assistance – voucher tied to specific unit and lease is in tenant's name
- Short Term Rental Assistance – For Rapid Re-Housing Project only - rental assistance provided to participants for up to 3 months
- Medium Term Rental Assistance – For Rapid Re-Housing Projects only – rental assistance provided to participants for 4 – 24 months

Appendix B:

- **PSH projects**
 - 85% of participants stably housed for 12+ months
 - less than 2% of those exiting to permanent housing return to homelessness
 - 10% increase in earned income
 - 50% increase in other income
 - 60% increase total income
 - 95% occupancy rate during evaluating year
 - 100% of data is entered for entry and exit within a 4-day window
 - 100% length of time from start date to move-in date 30 days or less
 - Less than 5% of Universal Data Elements are missing
 - Program Uses funds for eligible population – Homeless (Emergency Shelter and Street Only) & Disabled by HUD Definition
- **RRH projects**
 - less than 2% of those exiting to permanent housing return to homelessness
 - 30% increase in earned income
 - 30% increase in other income
 - 60% increase total income
 - 98% occupancy rate during evaluating year
 - 98% of data is entered for entry and exit within a 4-day window
 - Less than 5% of Universal Data Elements are missing
 - 100% length of time from start date to move-in date 30 days or less
 - Program Uses funds for eligible population – Homeless (Emergency Shelter and Street Only) & Disabled by HUD Definition

2024 TX 603 CoC Renewal Project Score Sheet

Gantee:		Project Type:		CE	
Sponsor:		Data:		Application	
Project Type Priorities					
Goal		The end homelessness using a Housing First approach.			
Project Type		Coordinated Entry		Max Points	Points Awarded
				20	
The points above are automatically awarded according to the program type.					
20 possible base points can be awarded	Project Information		Max Points	Findings	Point Awarded
	Describe the project's admission and termination criteria (provide a detailed account to terminate services).		5		
	Describe how your project applies Housing First when engaging clients.		2.5		
	How does your funded program uses Progressive Engagement?		2.5		
	What services are provided directly by your agency?		2.5		
	As of August 1, 2024 all agencies must have completed the SOAR online training. Please attach the certificate of completion for at least one case manager who is directly involved with your program type. <i>If there are no SOAR certified CMs for project type there will be a 2.5-point deduction.</i>		2.5		
	Include how many SOAR-assisted applications have been filed, regardless of status. For this application, there should be at least one application completed by August 1, 2024. If no applications have been completed there is a 2.5 point deduction.		2.5		
	According to the number of SOAR-assisted applications, attach the OAT report that provides the status of each submitted application. At least one application should be reported, worth 2.5 points. <i>For every additional application and status entered, your application will receive 2 additional points. For every application that is not entered in OAT, you will be deducted 2.5 points. If no applications have been recorded you will be deducted 2.5 points.</i>		2.5		
One application is required, after the one required application, how many additional applications were reported in OAT?		10			
Community Planning and Collaboration					
10 possible base points can be	Describe two new partnerships that have been developed in the last 365 days. Hou have these new partnerships affected your agency, clients, and outcomes?		3.33		
	Describe the current/existing partnerships, what percentage of your clients are receiving services from these partners?		3.33		
	Include all Memorandums of Understanding for the new and existing partnerships you have described above (each partnership must have an MOU attached).		3.33		
HMIS					
25 possible base points can be awarded	<i>It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to fully participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.</i>				
	Please list all of the funding (CoC or other) that your agency receives (funder, program type, how many individuals served, and if entered into HMS		5		
	Using the funding list created, are you fully compliant to the CoC Governing Board Policy above?		5		
	If any of your programs are not being entered into HMIS, please explain why		5		
	Has your agency/staff consistently attended the HMIS Steering Committee Meetings?		10		
Eyes on the Fris has been developed to assist agencies with any question they may have. How many times has your agency/staff attended? Provide staff name and dates of attendance. This can earn you 2 additional points		2			
Effective Use of Federal Funds					
30 possible base points can be	<i>Continuum of Care (CoCs) have a responsibility to analyze what resources they need to address homelessness in their communities and to ensure existing resources are being maximized. In an effort to assist CoCs to better understand financial information about projects in their geography, the SNAPS Office sends the current, CoC Spending Report to CoCs with expenditure information from eLOCCS. The report contains basic information about the grant (e.g., the applicant and grant number) and expenditures as reported in eLOCCS (e.g., contract amount and current balance).</i>				
	Program draws down at least 4 drawdowns in a 12 month period (Minimum)		10		
	Less than 5% of program fund returns on an annual basis (Funds returned divided by the funds awarded from HUD closeout certification).		20		
Additional Questions					
40 possible base points can be awarded	Racial Inequities - In the elimination of racial disparities, is achieved when race can no longer predict opportunities, distribution of resources, or outcomes, - particularly for Black and Brown persons, which include Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color. What efforts is your agency/program implementing to address racial inequities. If not, what are the agency's future plans to work towards an equitable system?		10		
	Improving Assistance to LGBTQ+ Individuals - Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. Please describe efforts that your program ensures (1) privacy, (2) respect, (3) safety, and (4) access regardless of gender identity or sexual orientation. Include any policies and procedures beyond the discrimination policy that has been implemented.		5		
	In addition to improving assistance to LGBTQIA+ experience, provide the details on the agency, date, and training that the agency has received in the last 365 (Include any certificates of completion).		5		
	If you have not received any LGBTQIA+ experience training in the last 365 days, provide a plan on how your agency will provide regular training in the future (if your agency has provided training in the past year, you will receive 3 additional points).		3		
	Housing Stabilization Plans: Provide the process of how an HSP is created, how often it is updated, and how many of your clients have reached stability. Attach your recidivism report and destination upon exit.		10		
	January 1, 2024 a Memorandum on HMIS Documentation request for upload into HMIS. If you scored above an 85% you will receive 5 additional points, if you scored lower than an 85% you will be deducted 5 points.		5		



	Attach CoC funded policies and procedures	10		
Coordinated Entry Attachments				
Performance Standard	Performance Standard	Evaluation Method	20	
	<2% of exiting RRH households return to homelessness	# of leavers to PH and of stayers + total # served	20	
Summary Performance				
		Max Points	Max Extra Points	Total Points Awarded
	Total Possible Points for CE	185	20	

2024 TX 603 CoC Renewal Project Score Sheet

Gantee:		Project Type:		HMIS
Sponsor:		Data		Application

Project Type Priorities

Goal	The end homelessness using a Housing First approach.		
Project Type	Homeless Management Information System (HMIS)	Max Points	Points Awarded
		20	

The points above are automatically awarded according to the program type.

Project Information	Max Points	Findings	Point Awarded
----------------------------	-------------------	-----------------	----------------------

Community Planning and Collaboration

10 possible base points can be	Describe two new partnerships that have been developed in the last 365 days. How have these new partnerships affected your agency, clients, and outcomes?	3.33		
	Describe the current/existing partnerships, what percentage of your clients are receiving services from these partners?	3.33		
	Include all Memorandums of Understanding for the new and existing partnerships you have described above (each partnership must have an MOU attached).	3.33		

HMIS

25 possible base points can be awarded	<i>It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to fully participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.</i>			
	Please list all of the funding (other than CoC) that your CoC has reported and are updating?	2.5		
	Security Measures: Share what robust security is currently in place, provide a schedule for regularly updating systems?	5		
	Security Measures: Explain any firewalls and antivirus programs used to help block malicious attacks, while encryption safeguards sensitive data.	5		
	Security Measures: Keep Operating systems, browsers, and applications current with the latest patches and updates that closes vulnerabilities that hackers exploit. Provide the most current patches and updates made the OS, application, and browsers. Are these updates made across the COC or only for the lead agency? If not CoC-wide, explain why not?	5		
	Security Measures: How often do you conduct security audits and penetration testing to identify weaknesses before they can be exploited?	5		
	On the hardware side, secure devices like TPM-enabled computers and biometric-authentication devices provide an additional layer of protection. Describe the layers of protection in place to secure devices.	5		
	Physical security measures, such as locks and surveillance, prevent unauthorized access to devices, and data storage systems are currently in place.	5		
	Accessibility and Training: What are the HMIS Lead hours of operations?	2.5		
	Accessibility and Training: How are issues addressed outside of hours of operations?	2.5		
Accessibility and Training: Other than the HMIS Steering Committee, how else do you make yourself accessible to the CoC?	2.5			

Effective Use of Federal Funds

30 possible base points can be	<i>Continuum of Care (CoCs) have a responsibility to analyze what resources they need to address homelessness in their communities and to ensure existing resources are being maximized. In an effort to assist CoCs to better understand financial information about projects in their geography, the SNAPS Office sends the current, CoC Spending Report to CoCs with expenditure information from eLOCCS. The report contains basic information about the grant (e.g., the applicant and grant number) and expenditures as reported in eLOCCS (e.g., contract amount and current balance).</i>			
	Program draws down at least 4 drawdowns in a 12 month period (Minimum)	10		
	Less than 5% of program fund returns on an annual basis (Funds returned divided by the funds awarded from HUD closeout certification).	20		

Additional Questions

5 possible base points can be	Racial Inequities – In the elimination of racial disparities, is achieved when race can no longer predict opportunities, distribution of resources, or outcomes, - particularly for Black and Brown persons, which include Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color. What efforts is your agency/program implementing to address racial inequities. If not, what are the agency's future plans to work towards an equitable system?	10		
	Improving Assistance to LGBTQ+ Individuals - Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. Please describe efforts that your program ensures (1) privacy, (2) respect, (3) safety, and (4) access regardless of gender identity or sexual orientation. Include any policies and procedures beyond the discrimination policy that has been	5		

30 possible base points can be awarded	implemented.			
	In addition to improving assistance to LGBTQIA+ experience, provide the details on the agency, date, and training that the agency has received in the last 365 (Include any certificates of completion).	5		
	Attach CoC funded policies and procedures	10		

Homeless Management Information System (HMIS) Attachments

20 possible base points can be awarded	Performance Standard	Evaluation Method		
	APR	Metrics	20	

Summary Performance

	Max Points	Max Extra Points	Total Points Awarded
	139	2.5	

Total Possible Points for HMIS

2024 TX 603 CoC Renewal Project Score Sheet

Gantee:		Project Type:	
Sponsor:		Data:	TH-RRH Application

Project Type Priorities

Goal	The end homelessness using a Housing First approach.		
Project Type	Joint Combo	Max Points	Points Awarded
		10	

35 possible base points can be awarded	The points above are automatically awarded according to the program type.			
	Project Information	Max Points	Findings	Point Awarded
	Describe the project's admission and termination criteria (provide a detailed account to terminate services).	5		
	Please describe in no more than one paragraph: The services that will be made available to program participants: •The frequency of services provided •Where the services are provided •How you will track and report on service delivery •How services will assist clients to achieve housing stability	10		
	In the last operating year, did your project meet the community performance standards? If not, please explain why not, and explain the measures your project is taking to meet the prescribed goals shown in Appendix B.	10		
	FOR RAPID RE-HOUSING PROJECTS: •How long has it taken from the time of referral/intake to lease-up of each participant? If 2+ months, what steps will be taken to improve? •Upon receipt of referral, what assistance does the project provide to help clients attain housing? •If your program more than 25% of CE Referrals, please explain why?	10		

Community Planning and Collaboration

10 possible base points can be	Describe two new partnerships that have been developed in the last 365 days. Hou have these new partnerships affected your agency, clients, and outcomes?	3.33		
	Describe the current/existing partnerships, what percentage of your clients are receiving services from these partners?	3.33		
	Include all Memorandums of Understanding for the new and existing partnerships you have described above (each partnership must have an MOU attached).	3.33		

HMIS

10 possible base points can be awarded	<i>It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to fully participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.</i>			
	Please list all of the funding (CoC or other) that your agency receives (funder, program type, how many individuals served, and if entered into HMS	2		
	Using the funding list created, are you fully compliant to the CoC Governing Board Policy above?	4		
	If any of your programs are not being entered into HMIS, please explain why	2		
	Has your agency/staff consistently attended the HMIS Steering Committee Meetings? Please explain if no.	2		
Eyes on the Fries has been developed to assist agencies with any question they may have. How many times has your agency/staff attended? Provide staff name and dates of attendance. This can earn you 2 additional points	2			

Effective Use of Federal Funds

50 possible base points can be awarded	Program draws down at least 4 drawdowns in a 12 month period (Minimum)	Month						10		
	Less than 5% of program fund returns on an annual basis (Funds returned divided by the funds awarded from HUD closeout certification).	Amount						20		
	APR submitted in a timely fashion, within 3 months of operating end date (APR Submission date in relationship to program operating year end date)							20		

Project Budget				
15 possible base points can be awarded	Match and Leveraging Table	3		
	Budget Summary	3		
	Rental Assistance Table	3		
	Supportive Services Table	3		
	Operating Costs Table	3		
Administrative Capacity				
30 possible base points can be awarded	Describe any reasons for late submittals of your Annual Performance Report (APR – more than 90 days after your operating year).	15		
	Please describe the agency's financial capacity to operate the project for the proposed grant term. Please address: •HUD audit/monitoring results (if monitored in 2022 or 2023 provide copy of HUD findings letter and describe how findings were addressed) •Any improvement or loss of agency capacity since last application	15		
Additional Questions				
25 possible base points can be awarded	Racial Inequities – In the elimination of racial disparities, is achieved when race can no longer predict opportunities, distribution of resources, or outcomes, - particularly for Black and Brown persons, which include Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color. What efforts is your agency/program implementing to address racial inequities. If not, what are the agency's future plans to work towards an equitable system?	5		
	Improving Assistance to LGBTQ+ Individuals - Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. Please describe efforts that your program ensures (1) privacy, (2) respect, (3) safety, and (4) access regardless of gender identity or sexual orientation. Include any policies and procedures beyond the discrimination policy that has been implemented.	5		
	In addition to improving assistance to LGBTQIA+ experience, provide the details on the agency, date, and training that the agency has received in the last 365 (Include any certificates of completion).	5		
	If you have not received any LGBTQIA+ experience training in the last 365 days, provide a plan on how your agency will provide regular training in the future (if your agency has provided training in the past year, you will receive 3 additional points).	3		
	Housing Stabilization Plans: Provide the process of how an HSP is created, how often it is updated, and how many of your clients have reached stability.	5		
	January 1, 2024 a Memorandum on HMIS Documentation request for upload into HMIS. If you scored above an 85% you will receive 5 additional points, if you scored lower than an 85% you will be deducted 5 points.	5		
	Attach CoC funded policies and procedures	5		
RRH Performance Review				
80 possible base points can be awarded	Performance Standard	Evaluation Method	Points	
	<2% of exiting RRH households return to homelessness	# of leavers to PH and of stayers ÷ total # served	10	
	30% RRH households have earned income	# with earned income ÷ total # served	10	
	30% RRH households increase other income	# with other income ÷ total # served	10	
	60% of RRH households	# who maintain/increase income ÷ total # served	10	
	Program utilization rates at 98% or higher	# of persons served ÷ proposed number of persons from most recent application & HMIS/other bed utilization rate	10	
	100% of - Length of Days from Start Date to Move-In Date <30 days	# of persons ÷ # of total persons	10	
	Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants	10	
		# of households with disabling condition divided by total number of households	10	

Summary Performance

	Max Points	Max Extra Points	Total Points Awarded
Total Possible Points for TH-RRH	265	10	70

2024 TX 603 CoC Renewal Project Score Sheet								
Gantee:		Project Type:		PSH				
Sponsor:		Data:		Application				
Project Type Priorities								
Goal		The end homelessness using a Housing First approach.						
Project Type		Permanent Housing	Max Points 20	Points Awarded				
The points above are automatically awarded according to the program type.								
20 possible base points can be awarded	Project Information		Max Points	Findings	Point Awarded			
	Describe the project's admission and termination criteria (provide a detailed account to terminate services).		5					
	Describe how your project applies Housing First when engaging clients.		2.5					
	How does your funded program uses Progressive Engagement?		2.5					
	What services that are provided directly by your agency?		2.5					
	As of August 1, 2024 all agencies must have completed the SOAR online training. Please attach the certificate of completion for at least one case manager who is directly involved with your program type. <i>If there are no SOAR certified CMs for project type there will be a 2.5-point deduction.</i>		2.5					
	Include how many SOAR-assisted applications have been filed, regardless of status. For this application, there should be at least one application completed by August 1, 2024. If no applications have been completed there is a 2.5 point deduction.		2.5					
	According to the number of SOAR-assisted applications, attach the OAT report that provides the status of each submitted application. At least one application should be reported, worth 2.5 points. <i>For every additional application and status entered, your application will receive 2 additional points. For every application that is not entered in OAT, you will be deducted 2.5 points. If no applications have been recorded you will be deducted 2.5 points.</i>		2.5					
	One application is required, after the one required application, how many additional applications were reported in OAT?		10					
Community Planning and Collaboration								
10 possible base points can be	Describe two new partnerships that have been developed in the last 365 days. How have these new partnerships affected your agency, clients, and outcomes?		3.33					
	Describe the current/existing partnerships, what percentage of your clients are receiving services from these partners?		3.33					
	Include all Memorandums of Understanding for the new and existing partnerships you have described above (each partnership must have an MOU attached).		3.33					
HMIS								
25 possible base points can be awarded	<i>It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to fully participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.</i>							
	Please list all of the funding (other than CoC) that your agency receives (funder, program type, how many individuals served).		2.5					
	Using the funding list created, are you fully compliant to the CoC Governing Board Policy above (meaning all services regardless of funding source is being entered into HMIS)? <i>If not all services are being entered into HMIS there will be a 5-point deduction.</i>		5					
	If any of your programs are not being entered into HMIS, please explain why.		2.5					
	Explain the following about your staff participation: Has your agency/staff consistently attended the HMIS Steering Committee Meetings?		10					
	Eyes on the Fries has been developed to assist agencies with any questions they may have. How many times has your agency/staff attended? Provide staff name and dates of attendance. This can earn you 2 extra points		2					
Effective Use of Federal Funds								
30 possible base points can be	<i>Continuum of Care (CoCs) have a responsibility to analyze what resources they need to address homelessness in their communities and to ensure existing resources are being maximized. In an effort to assist CoCs to better understand financial information about projects in their geography, the SNAPS Office sends the current, CoC Spending Report to CoCs with expenditure information from eLOCCS. The report contains basic information about the grant (e.g., the applicant and grant number) and expenditures as reported in eLOCCS (e.g., contract amount and current balance).</i>							
	Program draws down at least 4 drawdowns in a 12 month period (Minimum)	Month				10		
	Less than 5% of program fund returns on an annual basis (Funds returned divided by the funds awarded from HUD closeout certification).	Amount				20		
Additional Questions								
40 possible base points can be awarded	Racial Inequities – In the elimination of racial disparities, is achieved when race can no longer predict opportunities, distribution of resources, or outcomes, - particularly for Black and Brown persons, which include Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color. What efforts is your agency/program implementing to address racial inequities. If not, what are the agency's future plans to work towards an equitable system?		10					
	Improving Assistance to LGBTQ+ Individuals - Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. Please describe efforts that your program ensures (1) privacy, (2) respect, (3) safety, and (4) access regardless of gender identity or sexual orientation. Include any policies and procedures beyond the discrimination policy that has been implemented.		5					
	In addition to improving assistance to LGBTQIA+ experience, provide the details on the agency, date, and training that the agency has received in the last 365 (include any certificates of completion).		5					
	If you have not received any LGBTQIA+ experience training in the last 365 days, provide a plan on how your agency will provide regular training in the future (if your agency has provided training in the past year, you will receive 3 additional points).		3					
	Housing Stabilization Plans: Provide the process of how an HSP is created, how often it is updated, and how many of your clients have reached stability. Attach your recidivism report and destination upon exit.		10					
	January 1, 2024 a Memorandum on HMIS Documentation request for upload into HMIS. If you scored above an 85% you will receive 5 additional points, if you scored lower than an 85% you will be deducted 5 points.		5					
	Attach CoC funded policies and procedures		10					



Performance Review				
100 possible base points can be awarded	Performance Standard	Evaluation Method	10	
	85% of households in PH remain housed (≥6 mos. PSH) or exit to PH	# Stayers (>180days) + # Leavers to PH / Total # Served	10	
	≤2% of exiting PSH households return to homelessness	# that return to homelessness ÷ # exiting	10	
	10% PSH households have earned income	Universe: Adult Leavers with Income Information at Start and Exit	10	
	50% PSH households increase other income	Universe: Adult Leavers with Income Information at Start and Exit	10	
	60% of PSH households increase total overall income	Universe: Adult Leavers with Income Information at Start and Exit	10	
	Program utilization rates at 98% or higher	# of persons served ÷ # of units awarded (HHs) from your most recent application & HMS/other bed utilization rate	10	
	100% of - Length of Days from Start Date to Move-In Date <30 days	# of persons that moved in 30 days or less ÷ # of total persons moved into housing	10	
	Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants who entered during the year	10	
		# of households with disabling conditions divided by total number of households	10	
Summary Performance				
			Max Points	Max Extra Points
Total Possible Points for PSH			230	20
			Total Points Awarded	

2024 TX 603 CoC Renewal Project Score Sheet					
Grantee:		Project Type:		RRH	
Sponsor:		Data:		Application	
Project Type Priorities					
Goal		The end homelessness using a Housing First approach.			
Project Type		Rapid ReHousing		Max Points	Points Awarded
				20	
The points above are automatically awarded according to the program type.					
10 possible base points can be awarded	Project Information		Max Points	Findings	Point Awarded
	Describe the project's admission and termination criteria (provide a detailed account to terminate services).		5		
	Describe how your project applies Housing First when engaging clients.		2.5		
	How does your funded program uses Progressive Engagement?		2.5		
	What services that are provided directly by your agency?		2.5		
	As of August 1, 2024 all agencies must have completed the SOAR online training. Please attach the certificate of completion for at least one case manager who is directly involved with your program type. <i>If there are no SOAR certified CMs for project type there will be a 2.5-point deduction.</i>		2.5		
	Include how many SOAR-assisted applications have been filed, regardless of status. For this application, there should be at least one application completed by August 1, 2024. If no applications have been completed there is a 2.5 point deduction.		2.5		
	According to the number of SOAR-assisted applications, attach the OAT report that provides the status of each submitted application. At least one application should be reported, worth 2.5 points. <i>For every additional application and status entered, your application will receive 2 additional points. For every application that is not entered in OAT, you will be deducted 2.5 points. If no applications have been recorded you will be deducted 2.5 points.</i>		2.5		
One application is required, after the one required application, how many additional applications were reported in OAT?		10			
Community Planning and Collaboration					
10 possible base points can be	Describe two new partnerships that have been developed in the last 365 days. How have these new partnerships affected your agency, clients, and outcomes?		3.33		
	Describe the current/existing partnerships, what percentage of your clients are receiving services from these partners?		3.33		
	Include all Memorandums of Understanding for the new and existing partnerships you have described above (each partnership must have an MOU attached).		3.33		
HMIS					
10 possible base points can be awarded	<i>It is the CoCs Governing Board Policy that complete HMIS information is a requirement for full compliance with HUD funding, and whereas it benefits the entire Continuum of Care to be in full compliance. The CoC Board makes its recommendations for funding contingent on the commitment of all funded agencies to fully participate in HMIS with the HMIS Lead Entity, excluding those who are prohibited by federal regulation and must use a comparable database. Further, should agencies with initially recommended programs not be responsive, other programs will be recommended in their place.</i>				
	Please list all of the funding (CoC or other) that your agency receives (funder, program type, how many individuals served, and if entered into HMIS		5		
	Using the funding list created, are you fully compliant to the CoC Governing Board Policy above?		5		
	If any of your programs are not being entered into HMIS, please explain why		5		
	Has your agency/staff consistently attended the HMIS Steering Committee Meetings?		10		
Eyes on the Fries has been developed to assist agencies with any question they may have. How many times has your agency/staff attended? Provide staff name and dates of attendance. This can earn you 2 additional points		2			
Effective Use of Federal Funds					
30 possible base points can be awarded	<i>Continuum of Care (CoCs) have a responsibility to analyze what resources they need to address homelessness in their communities and to ensure existing resources are being maximized. In an effort to assist CoCs to better understand financial information about projects in their geography, the SNAPS Office sends the current, CoC Spending Report to CoCs with expenditure information from eLOCCS. The report contains basic information about the grant (e.g., the applicant and grant number) and expenditures as reported in eLOCCS (e.g., contract amount and current balance).</i>				
	Program draws down at least 4 drawdowns in a 12 month period (Minimum)		10		
	Less than 5% of program fund returns on an annual basis (Funds returned divided by the funds awarded from HUD closeout certification).		20		
Additional Questions					
10 possible base points can be awarded	Racial Inequities - In the elimination of racial disparities, is achieved when race can no longer predict opportunities, distribution of resources, or outcomes - particularly for Black and Brown persons, which include Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color. What efforts is your agency/program implementing to address racial inequities. If not, what are the agency's future plans to work towards an equitable system?		10		
	Improving Assistance to LGBTQIA+ Individuals - Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. Please describe efforts that your program ensures (1) privacy, (2) respect, (3) safety, and (4) access regardless of gender identity or sexual orientation. Include any policies and procedures beyond the discrimination policy that has been implemented.		5		
	In addition to improving assistance to LGBTQIA+ experience, provide the details on the agency, date, and training that the agency has received in the last 365 (Include any certificates of completion).		5		
	If you have not received any LGBTQIA+ experience training in the last 365 days, provide a plan on how your agency will provide regular training in the future (if your agency has provided training in the past year, you will receive 3 additional points).		3		
	Housing Stabilization Plans: Provide the process of how an HSP is created, how often it is updated, and how many of your clients have reached stability.		10		
	January 1, 2024 a Memorandum on HMIS Documentation request for upload into HMIS. If you scored above an 85% you will receive 5 additional points, if you scored lower than an 85% you will be deducted 5 points.		5		
Attach CoC funded policies and procedures		10			

RRH Performance Review

90 possible base points can be awarded

Performance Standard	Evaluation Method			
<2% of exiting RRH households return to homelessness	# of leavers to PH and of stayers ÷ total # served	10		
30% RRH households have earned income	# with earned income ÷ total # served	10		
30% RRH households increase other income	# with other income ÷ total # served	10		
60% of RRH households	# who maintain/increase income ÷ total # served	10		
Program utilization rates at 98% or higher	# of persons served ÷ proposed number of persons from most recent application & HMS/other bed utilization rate	10		
100% of - Length of Days from Start Date to Move-In Date <30 days	# of persons ÷ # of total persons	10		
Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants	10		
	# of households with disabling condition divided by total number of households	10		

Summary Performance

	Max Points	Max Extra Points	Total Points Awarded
Total Possible Points for RRH	240	20	