2021 HUD Continuum of Care NOFO

Request for Proposals

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 2021 Continuum of Care 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 funding priorities, are high performing, utilize best practices in the field, and best meet the needs of people experiencing homelessness. This guide will provide instructions and resources for completing the FY 2021 new and renewal project applications.

Eligible Projects

The following funding requests will be considered for project funding in the FY 2021 Continuum of Care Funding Competition:

- **Permanent Housing - Rapid Re-housing (RRH)** projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations
- **Permanent Housing - Permanent supportive housing (PSH)** projects that serve chronically homeless individuals and families, including unaccompanied youth (not eligible for domestic violence bonus funds)
- **Transitional Housing and Permanent Housing – Rapid re-housing (TH-RRH)** projects serving persons fleeing domestic violence situations (this project can additionally serve homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter)
- **Support Services Only – Coordinated Entry (SSO-CE)** projects to develop or operate a centralize or coordinated assessment system for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations (not eligible for domestic violence bonus funds)

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.

September 29TH	**RENEWAL Project Application Submission for Rating & Ranking** • Project Applications must be emailed to ccastillo.epch@elp.twcbc.com no later than **12 Noon**. • Faxes and hard copies will **not** be accepted. • LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
September 20th	New Applicant Informational – Mandatory - 3:00 PM via Zoom – See Appendix for meeting link
September 20th	Renewal Q & A Session – 1:00 PM via Zoom – See Appendix for meeting link
October 5th	**NEW Project Application Submission for Rating & Ranking** • Project Applications must be emailed to ccastillo.epch@elp.twcbc.com no later than **12 Noon**. • Faxes and hard copies will **not** be accepted. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
October 6th – 12th	Review and Scoring of New Projects
October 14th	CoC Board Funding Decision
October 18th	CoC Funding Notifications to Project Applicants
October 19th & 20th	Esnaps work sessions with NEW Applicant(s)
October 26th	Esnaps Draft Application Due
November 2nd	Esnaps Final Application Due
November 8th, 9th & 10th	Comment period
November 15th	CoC Consolidated Application Submission by EPCH

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.twcbc.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.twcbc.om.

ALL RENEWAL project applications must include the following components:
1. Completed Application
2. Match and Leveraging Letters/MOUs
3. List of Board of Directors
4. Project Organizational Chart
5. Housing First Certification
6. Fair Housing Policy Certification
7. Proof of Ownership or Lease (if housing will be provided at site-based location)
8. Single or Independent Audits (most recent 2 years)
9. Copy of Projects Program Policies/Rules
10. Copy of Non-Discrimination Policy

ALL NEW project applications must include the following components:
1. Completed Application
2. Match and Leveraging Letters/MOUs
3. Articles of Incorporation and Bylaws
4. Federal Tax Exemption Determination Letters
5. List of Board of Directors
6. Project Organizational Chart
7. Housing First Certification

8.   Fair Housing Policy Certification
9.   Proof of Ownership or Lease (if housing will be provided at site-based location)
10. Single or Independent Audits (most recent 2 years)
11. Proof of updated SAM registration

All submissions will undergo a threshold reviewed for completion and accuracy prior to being scored by the CoC's Committee. 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 2021 CoC NOFO Local Competition Guidelines for additional information about submission and threshold requirements please go to www.hud.gov.

Policies & Regulations

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 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 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.

HMIS Participation

Use of an HMIS system is required by the Department of Housing and Urban Development (HUD). El Paso CoC will utilizes 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.

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

When completing the budget template, renewal projects must ensure that the configuration of units and total in each cost category (leasing, rental assistance, etc.) are the same as the pre-approved amounts from the FY 2020 CoC Grant Contract. The Grant Inventory Worksheet is posted on the website.

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**
Total amount requested from HUD (without leasing):	Total amount requested from HUD (with leasing):
- Rental Assistance funding = $90,000 - Supportive Services funding = $10,000 - Project Administration funding (7%) = $7,000 - Total amount requested = $107,000	- Leasing funding = $80,000 - Supportive Services funding = $20,000 - Project Administration funding (7%) = $7,000 - Total amount requested = $107,000
Total amount requested from HUD x .25 = Minimum Match Requirement	Total amount requested from HUD, excluding amount requested for leasing
$107,000 x .25 = $26,750	$107,000 - $80,000 = $27,000
	Total amount minus leasing x .25 = Minimum Match Requirement
	$27,000 x .25 = $6,750

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. The eligible categories of match are as follows:

Supportive Services:
1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs (SSO Projects ONLY)

Operating
1. Maintenance/Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment (lease, buy)

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 <u>not required</u> 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.

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 <u>chronic homelessness</u>. 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](#)

Supportive Services Only – Coordinated Entry (SSO-CE)

Supportive services only – coordinated entry project is to develop or operate a centralized or coordinated entry system. SSO-CE projects are to implement policies, procedures, and practices that equip the CoC's coordinated access to better meet the needs of homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations.

Supportive Services Only – Coordinated Entry projects at minimum should incorporate the following core components:
- Navigation and support services to matched participants to ensure move to permanent housing.
- Coordination and outreach services to participants and housing providers
- HMIS utilization for coordinated access

Supportive Services Only – Coordinated Access (SSO-CA) Best Practices
- U.S. Interagency Council on Homelessness – [Enhancing Coordinated Entry through Partnerships with Mainstream Resources](#)
- HUD – [Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#)

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 _____(Project), 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, 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: _____

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 <u>minimum</u> expectations:
1. **The program must focus on quickly moving residents to permanent housing**
2. **The program <u>may not</u> screen out clients for:**
   o Having too little or no income
   o Active or history of substance abuse
   o Having a criminal record
   o History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
3. **The program <u>may not</u> terminate clients for:**
   o Failure to participate in supportive services
   o Failure to make progress on a service plan
   o Loss of income or failure to improve income
   o 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 2021 CoC Program

I am writing to you regarding (Agency Name)'s renewal/new application for (Project Name/Grant # if applicable) under the FY 2021 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)

FY 2021 CoC Renewal Project Q & A Session
Monday, September 20th 1:00 PM
Join Zoom Meeting
https://us06web.zoom.us/j/87288733768?pwd=c0RVTGQ3VWd1UFlVVEhOTDc3L1hOQT09

Meeting ID: 872 8873 3768
Passcode: 225788
One tap mobile
+13462487799,,87288733768#,,,,*225788# US (Houston)
+12532158782,,87288733768#,,,,*225788# US (Tacoma)

Dial by your location
        +1 346 248 7799 US (Houston)
        +1 253 215 8782 US (Tacoma)
        +1 720 707 2699 US (Denver)
        +1 646 558 8656 US (New York)
        +1 301 715 8592 US (Washington DC)
        +1 312 626 6799 US (Chicago)
Meeting ID: 872 8873 3768
Passcode: 225788
Find your local number: https://us06web.zoom.us/u/kC3nF8kV9

FY 2021 CoC New Applicant Informational - Mandatory
Monday, September 20th 1:00 PM
Join Zoom Meeting
https://us06web.zoom.us/j/87281695041?pwd=aHdiaGJjUWNaV0JkU0MzT3lwc1lPQT09

Meeting ID: 872 8169 5041
Passcode: 516921
One tap mobile
+13462487799,,87281695041#,,,,*516921# US (Houston)
+17207072699,,87281695041#,,,,*516921# US (Denver)

Dial by your location
        +1 346 248 7799 US (Houston)
        +1 720 707 2699 US (Denver)
        +1 253 215 8782 US (Tacoma)
        +1 301 715 8592 US (Washington DC)
        +1 312 626 6799 US (Chicago)
        +1 646 558 8656 US (New York)
Meeting ID: 872 8169 5041
Passcode: 516921
Find your local number: https://us06web.zoom.us/u/kcliRX9kVG