# El Paso Continuum of Care 2023 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 24, 2023.** Email address is [ccastillo.epch@elp.twcbc.com](mailto:ccastillo.epch@elp.twcbc.com)

# Agency & Project Information

Agency/Organization Name Employer Identification Number (EIN) DUNS Number

Address Zip

Phone Fax Web-site

Executive Director Name Phone Email

**Contact Informatio**n

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

**Proposal Information**

Project Name Site Address

Project Type – the below information will be compared to original application

Permanent Supportive Housing  Rapid Re-Housing  Coordinated Entry

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 - Please include the following for date range July 1, 2022 thru July 1, 2023

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

**Project Information**

# Housing First - 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 project due to:** | **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 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:

* + How your funded program uses Progressive Engagement
  + What services are provided directly by your agency
  + How will you track and report on service delivery
  + Describe how many households in your CoC funded program has been awarded SSI/SSDI via the SOAR process? In addition to description, please attach your OAT Report.

# Community Planning and Collaboration (within the last 12 months, January 2022 – June 2023)

Describe 1 to 2 examples of how your agency has collaborated with other community partners to provide services to the clients in your program. In your description, please provide if those collaborations include Memorandum of Understanding, Memorandum of Agreements, etc.

# 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 2022 to December 2022
   1. 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 [lcanada.epch@elp.twcbc.com](mailto:lcanada.epch@elp.twcbc.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.

Is your Agency fully compliant as per the above CoC Governing Board Policy above?

* If not, please explain why?

Please explain the following about your staff’s HMIS participation:

* + Has your agency consistently attended the HMIS Steering Committee Meetings?

# 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 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).

# 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 2020/2021) provide copy of HUD findings letter and describe how findings were addressed)
  + Any improvement or loss of agency capacity since last application

# Additional Questions

**Program Policies and Procedures**

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. 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?
2. 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 privacy, respect, safety, and access regardless of gender identity or sexual orientation.
   1. Describe if CoC funded Staff have received training in LBGTQ+ Sensitivity Training?
      * If not, what are the plans to implement such training
3. Improving Housing Stabilization Plans – Describe in detail how your case managers develop a Housing Stabilization Plan with Program Participants? Describe in detail how your case managers monitor throughout the duration of the program to include the frequency?
4. Please attach your CoC funded program policies and procedures.

# Coordinated Entry Projects

Please attach the following:

1. Coordinated Entry Policies and Procedures
2. Assessment Tool

# Appendix A - Definition:

* 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