



NEIGHBORHOOD SERVICES DEPARTMENT HOMELESS HOUSING AND SERVICES PROGRAM (HHSP) GENERAL AND YOUTH SET-ASIDE FY2022-2023 APPLICATION

All interested applicants must email the application to Rich Penksa at richp@cctexas.com no later than: **Friday, June 9, 2023**. For further information, you may contact Rich Penksa at (361) 826-3970.

Proposal Information:

1. Available HHSP funding is \$197,798.00 for those in the City of Corpus Christi who are literally or at-risk of homelessness. There is an additional \$62,268 set-aside for homeless youth available. Total available funding for the two populations is \$260,066 with a contract term expiration of February 28, 2024. Contract may include an option to extend for up to three months. Extensions are not guaranteed. Any extension will not include additional funding. Proposal requests cannot exceed available funding.
2. For an application to be considered for funding, the following qualifications must be met:
 - Applicant must be a non-profit, unit of government or quasigovernmental agency.
 - The proposed activity must be listed as an eligible activity/expense in the HHSP rules and regulations. Eligible activities include a wide variety of essential services allowed by Texas Department of Housing & Community Affairs (TDHCA) and State statutes. **Respondents to the subgrantee award solicitation will be required to outline the services to be provided.** Some examples of HHSP eligible activities are:
 - *Case management costs include staff salaries related to assessing, arranging, coordinating, and monitoring the delivery of services related to finding or maintaining housing. Costs include, but are not limited to, Household eligibility determination, counseling, coordinating services and obtaining mainstream benefits for Program Participants, monitoring Program Participant progress, providing safety planning for persons under VAWA, developing a housing and service plan, and entry into HMIS or an HMIS-comparable database.*
 - *Essential services costs are associated with finding and maintaining stable housing, and include, but are not limited to, costs for: out-patient medical services, childcare, education services, legal services, mental health services, local transportation assistance, drug and alcohol rehabilitation; job training.*
 - *Homelessness prevention and homelessness assistance costs are associated with housing relocation, stabilization, and assistance costs. Staff time entering information into HMIS or HMIS-comparable database related to homelessness prevention and homeless assistance is also an eligible cost. Homeless prevention and homelessness assistance costs include, but are not limited to, hotel or motel costs; transitional housing; rental and utility assistance; rental arrears; utility reconnection fees; reasonable and customary security and utility deposits; and moving costs.*

More information about eligible activities can be found here: [Eligible HHSP Activities](#). Programs must comply with all HHSP regulations outlined here: [HHSP Regulations](#). **Respondents to the subgrantee award solicitation will be required to outline the services to be provided.**

3. All youth assisted under the youth set-aside must be homeless. A youth-headed household includes unaccompanied children and youth (aged 24 and under), parenting children and youth (aged 24 and under), and children of parenting children/youth.
4. Applications that are deemed eligible for HHSP/Youth Set Aside funding will be evaluated based on the following:
 - Ability to provide eligible HHSP services to City of Corpus Christi adults who are at risk of homelessness or literally homeless **(50% scoring)**
 - Ability of homeless service provider to expand the capacity of the organization to service those that are at risk of homelessness or literally homeless or unaccompanied homeless youth **(10% scoring)**
 - Activity needs and justification **(10% scoring)**
 - Activity implementation **(5% scoring)**
 - Efforts to secure other sources of funding **(5% scoring)**
 - Other criteria – cost reasonableness, effectiveness, greatest need, positive impact on the community and project timeline. **(20% scoring)**
 - It will be necessary for any organization selected to provide all required Homeless Housing and Services Program (HHSP) documentation before a contract is awarded.

SCOPE OF WORK

1.1. General Requirements

In accordance with Tex. Gov't Code §2306.2585, HHSP provides funding to municipalities with populations of 285,500 or greater (which the Department will determine with the most recent available 1 Year American Community Survey (ACS) data) to develop programs to prevent and eliminate Homelessness. Subgrantee(s) shall be responsible for providing HHSP eligible activities to those within the City of Corpus Christi limits, who are literally homeless or at risk of homelessness as defined by HUD. Each client served through these funds must have a client HHSP and or Youth Set Aside file that includes Certification of Homelessness as issued by HUD. Each client served through these funds must have a client HHSP and or Youth Set Aside file that includes Income Eligibility Calculation to ensure clients meet extremely low-income qualifications. Persons served through these funds must be at or below 30% AMI at the time of entry. The City of Corpus Christi will provide grantees with the Income Eligibility Template that will be required in each client file. The services provided will be included in the reimbursement cost per month. Administrative costs are capped at 15%. HMIS data entry and HMIS reporting or HMIS-comparable database for domestic violence or legal service providers is required for this funding opportunity. **Fees incurred for HMIS licensing; training can be budgeted into a separate cost center and does not need to be included in the (up to) 15% Admin allowance.**

1.2 Scope of Work

Selected Subgrantee(s) shall:

1. Engage with homeless service providers and shelters & key stakeholders (such as Neighborhood Services Homeless Outreach Coordinator, other City, County and State services, Corpus Christi Housing Authority, Corpus Christi Police Department Crisis Intervention Team, Nueces Center for Mental Health and Intellectual Disabilities, Adult Protective Services, Cenikor, etc.) connecting individuals with case managers or other service providers as relevant to each case.
2. Deploy services that reflect the organization's policies and procedures are compliant with HHSP regulations and agree to scheduled compliance audits conducted by City staff. Establish partnerships with area agencies who will accept referrals for emergency shelter, transitional housing and permanent housing, and other services and report on these outcomes.
3. Provide City staff with detailed monthly performance and expenditure reports documenting all homeless contacts, shelter transports, referrals provided, etc., for payment processing and the HHSP Housing Contract System and be available to expedite requests for clarification or corrections to aid in payment delivery.
4. Collect relevant homeless data for weekly and monthly reports for the State's Housing Contract System. Data includes but is not limited to number of contacts with unsheltered homeless individuals, identifying information, demographics, services referred, services received, service outcomes, follow up information from subsequent contacts, number and details for calls for services. Data collected will be qualitative and quantitative. Data reporting for both the State's Housing Contract System and Homeless Management Information System (HMIS) or HMIS-comparable database for domestic violence or legal service providers. will be required. Provider(s) selected will be required to complete the HMIS reporting. The provider will report agreed upon metric to City staff for reporting into the State system following the schedule for reporting to the City.
5. Purchase license for HMIS access, demonstrate HMIS proficiency and participate in HMIS trainings. HMIS training may be contracted with any qualified organization providing training on our locally approved HMIS Software.
6. Maintain connections with shelter providers to monitor availability of daily bed vacancies.
7. Participate in the annual Point-in-Time (PIT) count by assigning staff to perform street outreach during the event if the PIT is conducted during the contract period.
8. Provide all trained staff, facilities and related equipment, all necessary supplies, and maintain accurate records. In addition, Subgrantee(s) shall provide supporting documentation verifying all services performed, as determined by the City verifying the services performed.

The City shall provide payment for the services upon completion each month on a reimbursement basis. Subgrantee(s) shall invoice monthly for the previous month's services. Selected Subgrantee(s) should allow up to thirty (30) days for payment from the date the invoice is received.

1.3 Special Instructions

- A. Subgrantee(s) must provide a current W9.
- B. Must provide other source(s) of funding to be leveraged.
- C. Once Subgrantee(s) is selected, must provide a Standard Operating Procedure (SOP) manual to be approved by the City of Corpus Christi staff.
- D. The City has established the following preferred qualifications for selected Subgrantee(s):
 - 1. Experience conducting case management and engaging with individuals experiencing homelessness.
 - 2. Experience in providing essential services for literally homeless or at-risk homeless populations to find and maintain housing stability.
 - 3. Transitional living activities for Youth Headed Households are designed to provide safe short-term housing (typically less than 24 months) in conjunction with appropriate supportive services designed to foster self-sufficiency.
 - 4. Knowledge of applicable federal, State, and local ordinances, laws, and regulations including local camping laws and right-of-way obstruction ordinances.
 - 5. Willingness to partner and support City of Corpus Christi Homeless & Housing Services in their mission to provide the best quality of care to improve homeless persons quality of life by strengthening those efforts within the systemic approaches to ending homelessness.
 - 6. Utilize funding from this program for Corpus Christi residents only.
 - 7. The City of Corpus Christi reserves the right to negotiate program scope and or proposed budget prior to award.

**HOMELESS HOUSING AND SERVICES PROGRAM (HHSP) GENERAL AND
YOUTH SET-ASIDE
FY2022-2023 APPLICATION**

AGENCY: _____

CONTACT PERSON: _____

TITLE: _____

MAILING ADDRESS: _____ State: _____ Zip: _____

TELEPHONE NUMBERS: _____ or _____ FAX#: _____

E-MAIL: _____

PROPOSED PROJECT NAME: _____

PROPOSED PROJECT ADDRESS: _____ State: _____ Zip: _____

PROPOSED PROJECT DESCRIPTION

Please check those categories that apply:

- Administrative costs (up to 15%, not including HMIS fees)
- HMIS Licensing, Training costs
- Essential services to find/maintain housing
- Homeless assistance

***All activities proposed must be used to aid literally homeless, at-risk of homeless individuals, families, and homeless youth in order to be eligible for this funding.**

Amount of request: \$ _____

1. On a separate sheet of paper, describe your project including details of how your agency will meet the requirements in the Scope of Work. **Include details which directly relate to activities allowed through HHSP funding.** Please refer to the HHSP Guidelines and Activities link provided on Page 1 of this funding opportunity. Please include the number of unduplicated clients you will serve through this/these funding opportunity(s).
2. On a separate sheet of paper, provide the project's other funding sources and uses. Provide information on how the agency may leverage these other funding sources to serve HHSP/Youth Set Aside funds. Other sources may include partner contributions to housing assistance and sheltering.
3. Complete the following tables for HHSP General and HHSP Youth set-aside funds. Administration expenses should not include HMIS license and HMIS training expenses. HMIS licensing and training costs should be built into their own cost center within the proposed budget. The project approach may include financial assistance for individuals experiencing homelessness in accordance with the rules and regulations of the HHSP program if the assistance results in housing. **Include details which directly relate to activities allowed through HHSP funding.**

FY22-23 HHSP General (Not to exceed \$197,798)	
Categories	Budget
Administration	
Case Management Salary	
Essential Services	
Homeless Assistance – Financial Assistance	
Homeless Prevention– Financial Assistance	
Operations (does not include Administrative Offices)	
Total Budget	

Anticipated Persons Served – HHSP General	
Categories	Persons Served
Persons Served	
1. Persons entering HHSP/EHF projects	
2. Persons experiencing Homelessness served with essential services	
3. Persons At-risk of Homelessness served with essential services	
4. Persons served with Homeless Assistance	
5. Persons served with Homelessness Prevention	
6. Persons who used a day or night shelter	
7. Persons served with case management	
Maintaining Housing	
1. Persons experiencing Homelessness who maintained housing for three months after HHSP/EHF exit	
2. Persons At-risk of Homelessness who maintained housing for three months after HHSP/EHF exit	

FY22-23 HHSP Youth Set-Aside (not to exceed \$62,268)	
Categories	Budget
Administration (only if related to case management, street outreach, emergency shelter or transitional living)	
Case Management	
Construction/Rehabilitation/Conversion (only if related to emergency shelter or	

transitional living)	
Essential Services (only if related to street outreach, case management, emergency shelter or transitional living)	
Homeless Assistance (only if related to street outreach, emergency shelter or transitional living)	
Operations (does not include Administrative Offices)	
Total Budget	

Anticipated Persons Served – HHSP Youth Set-aside	
Categories	Persons Served
Persons Served	
1. Essential Services for Persons experiencing Homelessness in Youth-Headed Households (can only be provided if youth are also receiving case management, emergency shelter, street outreach or transitional living)	
2. Street Outreach for Persons experiencing Homelessness in Youth-Headed Households	
3. Transitional living for Persons experiencing Homelessness in Youth-Headed Households	
4. Persons experiencing Homelessness in Youth-Headed Households using day/night shelter	
5. Case management for Persons experiencing Homelessness in Youth-Headed Households	
Maintaining Housing	
1. Children/Youth in Youth-headed Households who were homeless and have maintained housing for three months after HHSP exit	

Submitted by: _____

Date: _____

Title: _____

Signature: _____