



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 Nora Vargas at norav@cctexas.com no later than: **Monday, January 30, 2023 by 5:00 p.m.** Applications submitted after 5:00 p.m. on Monday, January 30, 2023 will not be considered. For further information, you may contact Nora Vargas at (361) 826-3124.

Proposal Information:

1. Available HHSP funding is \$197,798.00 for general homeless populations and a \$62,268 set-aside for homeless youth to combat homelessness totaling \$260,066 with a contract term of September 21, 2022, to August 31, 2023. Contract may include an option to extend for six months. 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 Homeless Street Outreach as an essential service allowed by TDHCA and State statutes will be allowed. Respondents to the subgrantee award solicitation will be required to outline the services to be provided. The City of Corpus Christi will verify eligibility of expenses before award and through programmatic monitoring during the performance period. More information about eligible activities can be found here: [Eligible HHSP Activities](#).
 - Programs must comply with the regulations outlined here: [HHSP Regulations](#).
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 funding will be evaluated based on the following:
 - Ability to implement a successful Homeless Street Outreach Program.
 - Ability of homeless service provider to expand the capacity of the organization to service unsheltered homeless persons and youth who are homeless
 - Activity need and justification
 - Activity implementation
 - Efforts to secure other sources of funding
 - Application completeness
 - Other criteria – cost reasonableness, effectiveness, greatest need, positive impact on the community and project timeline.

- It will be necessary for any organizations selected to provide all required Homeless Housing and Services Program (HHSP) documentation before a contract is awarded.

SCOPE OF WORK

1.1. General Requirements

Subgrantee(s) shall be responsible for providing Homeless Street Outreach to unsheltered homeless persons which includes but is not limited, coordinated street outreach that identifies and engages people living in unsheltered locations, such as in cars, parks, abandoned buildings, encampments, and on the streets. Effective street outreach builds relationships that lead to individuals experiencing homelessness gaining access to services, shelter and ultimately housing. These services will all be included in the reimbursement cost per month.

1.2 Scope of Work

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 Police Department Crisis Intervention Team, Nueces Center for Mental Health and Intellectual Disabilities, Adult Protective Services, Cenikor) 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. Provider will create heat maps of outreach contacts. Data reporting for both the State's Housing Contract System and Homeless Management Information System (HMIS) will be required. Outreach provider will be required to complete the HMIS reporting. The outreach 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 provided by U.S. Department of Housing and Urban Development.
6. Attend quarterly Homeless Network meetings.
7. Assist the City of Corpus Christi in Inclement Weather efforts, to include providing increased outreach during warm or cold weather events.
8. Provide staff and the necessary supplies to operate a successful Homeless Street Outreach program. Supplies may include cold weather items like blankets, hats, gloves. Other items include hygiene kits. The agency will be responsible for providing transportation for conducting outreach. Vehicle purchase is not an eligible expense.
9. Maintain connections with shelter providers to monitor availability of daily bed vacancies.

10. 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.

Selected Subgrantee(s) shall 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 of invoice is received.

1.3 Special Instructions

- A. Subgrantee(s) must provide a current W9
- B. Must provide other source(s) of funding
- 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 street outreach and engaging with individuals experiencing homelessness.
 2. Knowledgeable of applicable federal, State, and local ordinances, laws, and regulations including local camping laws and right-of-way obstruction ordinances.
 3. 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.
 4. Utilize funding from this program for Corpus Christi residents only.

**HOMELESS HOUSING AND SERVICES PROGRAM (HHSP) GENERAL,
YOUTH SET-ASIDE AND ENDING HOMELESSNESS FUNDS (EHF)
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
- Essential services to find/maintain housing
- Homeless assistance

***All activities proposed must be used to aid 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 about how your agency proposes to schedule and approach outreach. Describe how outreach efforts will result in positive outcomes for individuals experiencing homelessness.
2. On a separate sheet of paper, provide the project's other funding sources and uses. Provide information on how the agency will provide transportation for outreach team. 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 may include mileage reimbursement. For the purposes of HHSP, street outreach is considered essential services. 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.

FY22-23 HHSP General (not to exceed \$197,798)	
Categories	Budget
Administration	
Essential Services	
Homeless Assistance – Financial Assistance	
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	
Essential Services	
Homeless Assistance – Financial Assistance	
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: _____