

## Before Starting Technical Submission

HUD strongly encourages ALL grant recipients to review the following information BEFORE beginning Technical Submission.

### Technical Submission

Congratulations on your FY 2018 Continuum of Care (CoC) Program conditional New, CoC Planning or UFA Costs Project award. All conditionally selected New, CoC Planning, and UFA Costs grant recipients must go through a "Technical Submission" process before HUD can execute a grant agreement. This process includes the acknowledgment and resolution of Issues and Conditions, the submission of additional project detail concerning administration costs and project milestones, and in some cases, minor adjustments to project information.

Completing the Technical Submission process in e-snaps ensures that accurate and current project information is available to HUD and the recipient at all times and that it will be correct for the next competition in which the grant is eligible for renewal. The screens in e-snaps that follow are very similar to the screens from the Project Application, and so should be easy to navigate.

Communication between HUD and recipients is essential to proper and timely completion of the Technical Submission process. If you have questions about the specific information that you need to provide, contact your local HUD CPD field office for guidance. If you have technical questions about completing this form in e-snaps, please submit a question to the HUD Exchange via Ask A Question, which is accessible online at <https://hudexchange.info/ask-a-question/>.

#### Grant Agreements

HUD will enter into a grant agreement with the recipient who applied for and was conditionally awarded funding once the information provided at this step is received and approved by the local HUD CPD field office.

#### Things to Remember

- Only adjustments to project information submitted with the project application that resolve issues and conditions or reconcile budget changes made by HUD are allowed before grant agreement. Open conversation with the local HUD CPD field office is key to quickly addressing required adjustments and completing the technical submission. Adjustment requests must be addressed with HUD before submitting this form to make sure that the requests are eligible.
  - Throughout the Technical Submission you will see frequent reference to the following terms:
    - Form: The word "form" is used to describe the entire submission - e.g. The Technical Submission Form
    - Screen: The word "screen" is used to describe each screen within a Form - e.g. The Attachments Screen
    - Additional training resources can be found on the HUD Resource Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.
    - Program policy questions and problems related to completing the Technical Submission in e-snaps may be directed to HUD through the HUD Exchange via Ask A Question, which is accessible online at <https://hudexchange.info/ask-a-question/>.
    - To ensure that this form is completed correctly, refer to 24 CFR 578, the FY 2018 CoC Program NOFA and the FY 2018 General Section NOFA.
    - All grant recipients should verify the accuracy of their applicant profile in e-snaps before submitting this form.

- HUD reserves the right to reject any New, CoC Planning, or UFA Costs Project that fails to acknowledge and then satisfy Issues and Conditions as listed on this form, or that fails to satisfy the requirements detailed in this technical submission request.

## **Recipient Acknowledgement**

### **Instructions:**

This text box presents comments and alerts, recorded by HUD, that do not qualify as issues or conditions: This text box includes comments and alerts written by HUD for the grant recipient. These comments cannot be edited, and are meant to clarify issues, conditions, and other nuances of the post award process that HUD wishes to communicate.

A red message will display below the text box if Issues or Conditions were placed on this project by HUD and the recipient has not acknowledged them. As long as the message is visible, the recipient will not be able to submit the Issues and Conditions form. Additional red messaged may appear to alert the recipient to actions that must be taken using screens that appear later in this form or to expectations that HUD has set for the operation of the project (e.g. adhering to Housing First principles, if applicable).

For the itemized issues and conditions, three columns appear. The first column, "HUD Award," includes a check box for each row and each relevant issue or condition. Boxes in this column have been selected by HUD during the HUD application review. The second column, "Recipient Acknowledgement," includes a check box for each row. Recipients must click the check box for each relevant issue or condition selected by HUD to acknowledge the issue or condition. If #5 has been selected additional issues and conditions have been placed on the award using the 6 "Other" check boxes and text boxes at the bottom of the screen. Recipients must check the box(es) under #5 to acknowledge the "Other" conditions recorded at the bottom of the screen. The third column contains the actual issues and conditions.

#### Issues, Conditions, and Alerts

Issue - a concern or a point of clarification that may require HUD field office monitoring and may require the recipient to submit additional information to ensure compliance with program requirements. An issue may or may not be resolved before grant agreement execution.

Condition - a deficiency in the project application that is related to a regulation, statute, or program requirement and must be satisfied before a grant agreement can be executed.

Alert - a general comment or warning related to one or more potential problems with the recipient, subrecipient(s), or project application.

#### Additional Resources:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

### **This text box presents comments and alerts, recorded by the Field Office, that do not qualify as issues or conditions.**

Before this project can go to grant agreement, the budget must be outlined in more detail. These details should include the amount of each line item that will go to staff time, supplies, travel, etc.

### **Additional alert(s) for recipients:**

**Recipients must submit match documentation to HUD before grant agreement. Upload match commitments using the Attachments Screen.**

HUD Award	Recipient Acknowledgement	Conditions Applicable to ALL Projects
<input type="checkbox"/>	<input type="checkbox"/>	1. SAM - No active record in the System of Award Management.
<input type="checkbox"/>	<input type="checkbox"/>	2. Code of Conduct not on file with HUD or does not comply with 2 CFR part 200.
<input type="checkbox"/>	<input type="checkbox"/>	3. HUD SF 2880 - Incomplete Recipient Disclosure/Update Report
<input type="checkbox"/>	<input type="checkbox"/>	4. Match amount update needed in e-snaps and/or match documentation required.
<input type="checkbox"/>	<input type="checkbox"/>	a. Additional match commitment amount is required to be added to the esnaps Match Screen due to a budget adjustment.
<input type="checkbox"/>	<input type="checkbox"/>	b. All new and renewal projects that indicated match commitments from in-kind contributions provided by a third party must attach MOU documentation in esnaps.
<input type="checkbox"/>	<input type="checkbox"/>	c. Match commitment documentation for this new conditionally awarded project must be attached in e-snaps.
<input type="checkbox"/>	<input type="checkbox"/>	5. Performance or capacity concern(s). The applicant must provide a written management plan addressing the capacity concern(s) identified below.
<input type="checkbox"/>	<input type="checkbox"/>	a. APRs have been consistently submitted late.
<input type="checkbox"/>	<input type="checkbox"/>	b. Applicant has a history of poor financial management /drawdown issues.
<input type="checkbox"/>	<input type="checkbox"/>	c. Applicant has unresolved HUD monitoring or audit findings.
<input type="checkbox"/>	<input type="checkbox"/>	d. Applicant has outstanding obligation to HUD that is in arrears or no repayment schedule established.
<input type="checkbox"/>	<input type="checkbox"/>	e. Other capacity concerns (details specified below in #22).
<input type="checkbox"/>	<input type="checkbox"/>	15. Eligible Costs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. One or multiple budget line item (BLI) cost requests lacks sufficient detail necessary for HUD to determine the cost's eligibility; clarification required.
<input type="checkbox"/>	<input type="checkbox"/>	b. One or multiple budget line item (BLI) cost requests has been determined to be ineligible. The requested cost has been removed from the project application and the amount requested has been reduced from the conditional award. Applicant must confirm agreement with the revised budget.
<input type="checkbox"/>	<input type="checkbox"/>	a. One or multiple budget line item (BLI) cost requests lacks sufficient detail necessary for HUD to determine the cost's eligibility. Cost must be clarified or moved to an eligible cost. The applicant must either add sufficient cost quantity and description detail or adjust the BLIs to be in compliance with 24 CFR 578.53, 578.55, and 578.57.
<input type="checkbox"/>	<input type="checkbox"/>	b. One or multiple budget line item (BLI) cost requests has been determined by HUD to be ineligible for CoC Program funding. The amount of this requested cost has been removed from the project application and amount requested has been reduced from the conditional award. 24 CFR 578.53, 578.55, and 578.57. The applicant must confirm agreement with the revised budget before the grant agreement will be executed.
<input type="checkbox"/>	<input type="checkbox"/>	17. CoC Planning project application must confirm compliance with the requirements identified below.
<input type="checkbox"/>	<input type="checkbox"/>	a. Persons experiencing or formerly experiencing homelessness must be included on the CoC's Board.
<input type="checkbox"/>	<input type="checkbox"/>	b. CoC's must conduct meetings of the entire CoC membership that are inclusive and open to members.
<input type="checkbox"/>	<input type="checkbox"/>	c. CoC must have a written governance charter in place that includes CoC policies.

<input type="checkbox"/>	<input type="checkbox"/>	d. CoC must describe sufficient CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC's geographic area that recommends and sets policy priorities for the CoC.
<input type="checkbox"/>	<input type="checkbox"/>	e. Proposed budgets must only contain CoC planning activities that are compliant with the provisions of 24 CFR 578.7.
<input type="checkbox"/>	<input type="checkbox"/>	f. Clarity that the funds requested will improve the CoC's ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.
<b>22. Other policy and program related conditions:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Other 1
<input type="checkbox"/>	<input type="checkbox"/>	Other 2
<input type="checkbox"/>	<input type="checkbox"/>	Other 3
<input type="checkbox"/>	<input type="checkbox"/>	Other 4
<input type="checkbox"/>	<input type="checkbox"/>	Other 5
<input type="checkbox"/>	<input type="checkbox"/>	Other 6

## Attachments

### Instructions:

Under the "Document Type" heading, select the most appropriate slot related to the document you are uploading.

01) Match Documentation: (Required) Upload the match documentation for this grant

Match Documentation confirms the match commitments entered into for the project application. Before grant execution, cash and in-kind services to be provided by a third party must be documented between the recipient or subrecipient and the third party that will provide the services. For more information, please review 24 CFR 578.73.

02) – 05) Attachments: Upload any other documents that specifically address issues and conditions being reconciled by the recipient. If there are not enough links for all of your attachments, use a zip file to attach multiple documents.

Additional Resources:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

Document Type	Required?	Document Description	Date Attached
* Match Documentation	Yes	Match Documentation	11/11/2019
Attachment 2	No		
Attachment 3	No		
Attachment 4	No		
Attachment 5	No		

## **Attachment Details**

**Document Description:** Match Documentation

## **Attachment Details**

**Document Description:**

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**Document Description:**

## **Attachment Details**

**Document Description:**

## Adjustments

### Instructions:

HUD will only accept adjustments that specifically address and resolve an issue or condition or reconcile a budget change made by HUD to the conditional award. Select "Yes" or "No" to the question, "Has HUD required that you adjust information submitted with your application to resolve Issues and Conditions and/or reconcile budget changes made by HUD?"

If "No" then select "Next".

If "Yes" then a text box will appear that asks, "Briefly describe the adjustments being requested and how they resolve an issue or condition or reconcile a budget change made by HUD before award." List the adjustments (bullets are appropriate) and then select "Save & Next".

Additional Resources:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**Has HUD required that you adjust information submitted with your application to resolve Issues and Conditions and/or reconcile budget changes made by HUD?** Yes

**Adjustments can only be made to resolve issues and conditions and to reconcile budget changes made by HUD before award. No new requests for changes to your project may be initiated using this form. All adjustments will be reviewed by HUD before grant agreement and may be rejected.**

**Briefly describe the adjustments being requested and how they resolve an issue or condition or reconcile a budget change made by HUD before award.**

More detailed budget information being provided as requested on Acknowledgment Screen.



## 1A. Application Type

**This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.**

**1. Type of Submission:**

**2. Type of Application:** CoC Planning Project Application

**If "Revision", select appropriate letter(s):**

**If "Other", specify:**

**3. Date Received:** 11/12/2019

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**6. Date Received by State:**

**7. State Application Identifier:**

## 1B. Legal Applicant

**This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.**

### 8. Applicant

**a. Legal Name:** Heart of Texas Region Mental Health And Mental Retardation

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 74-1622958

	<b>c. Organizational DUNS:</b>	010470870	<b>PLUS 4</b>	
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### d. Address

**Street 1:** 110 South 12th Street

**Street 2:**

**City:** Waco

**County:** McLennan

**State:** Texas

**Country:** United States

**Zip / Postal Code:** 76703-0890

### e. Organizational Unit (optional)

**Department Name:** Housing

**Division Name:**

### f. Name and contact information of person to be contacted on matters involving this application

**Prefix:** Mr.

**First Name:** Shaun

**Middle Name:** Paul

**Last Name:** Lee

**Suffix:**

**Title:** Housing Director  
**Organizational Affiliation:** Heart of Texas Region Mental Health And Mental Retardation  
**Telephone Number:** (254) 297-7067  
**Extension:**  
**Fax Number:** (254) 752-7421  
**Email:** shaun.lee@hotrmhmr.org

## 1C. Application Details

**This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.**

**9. Type of Applicant:** M. Nonprofit with 501C3 IRS Status  
**If "Other" please specify:**

**10. Name of Federal Agency:** Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance** CoC Program  
**Title:**  
**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-5600-N-41  
**Title:** Continuum of Care Homeless Assistance Competition

**13. Competition Identification Number:**  
**Title:**

## 1D. Congressional District(s)

### Instructions:

All fields on this screen will populate with information from the project application. These fields can be adjusted.

**Areas Affected By Project:** This field is required. Select the State(s) in which the proposed project will operate and serve the homeless.

**Descriptive Title of Applicant's Project:** This field is populated with the name entered on the Project screen when the project application was created. To change the project name, click "Back" to the Submission List and click on "Projects" on the left hand menu. Click on the magnifying glass next to the project name to edit.

**Congressional District(s):**

a. **Applicant:** This field populates from the Project Applicant Profile. Project applicants cannot modify the data in this field. However, project applicants may modify the Project Applicant Profile in e-snaps to correct an error.

b. **Project:** This field is required. Select the congressional district(s) in which the project operates. For new projects, select the district(s) in which the project is expected to operate.

**Proposed Project Start and End Dates:** In this required field, indicate the estimated operating start and end date of the project.

**Estimated Funding:** Fields intentionally left blank, cannot adjust.

**Additional Resources:**

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

### 14. Area(s) affected by the project (State(s) only): (for multiple selections hold CTRL key)

15. **Descriptive Title of Applicant's Project:** TX-604 YHDP Planning Application FY2018

### 16. Congressional District(s):

a. **Applicant:** TX-017, TX-025

b. **Project:** TX-017, TX-025

(for multiple selections hold CTRL key)

### 17. Proposed Project

a. **Start Date:** 12/01/2019

b. **End Date:** 11/30/2020

### 18. Estimated Funding (\$)

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- a. Federal:**
- b. Applicant:**
- c. State:**
- d. Local:**
- e. Other:**
- f. Program Income:**
- g. Total:**

## 1E. Compliance

**This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.**

- 19. Is the Application Subject to Review By State Executive Order 12372 Process?** b. Program is subject to E.O. 12372 but has not been selected by the State for review.

**If "YES", enter the date this application was made available to the State for review:**

- 20. Is the Applicant delinquent on any Federal debt?** No

**If "YES," provide an explanation:**

## 1F. Declaration

**This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.**

**By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**I AGREE:**

### 21. Authorized Representative

**Prefix:** Mr.

**First Name:** Daniel

**Middle Name:**

**Last Name:** Thompson

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (254) 752-3451  
**(Format: 123-456-7890)**

**Fax Number:** (254) 752-7421  
**(Format: 123-456-7890)**

**Email:** daniel.thompson@hotrmhmr.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 11/12/2019



## 2A. Project Detail

**Instructions:**

All fields on this screen will populate from the project application and cannot be adjusted.

**1a. CoC Number and Name:** TX-604 - Waco/McLennan County CoC

**2. Project Name:** TX-604 YHDP Planning Application FY2018

**3. Component Type:** CoC Planning Project Application

## 2B. Project Description

### Instructions:

All fields on this screen will populate with information from the project application. These fields can be adjusted.

1. Provide a description that addresses the entire scope of the proposed project: A project description should be complete and concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). In cases where the proposed project is expanding an existing facility or non-HMIS service, document, when applicable, how the requested funds will supplement existing services and resources or increase participants served. The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: (required) The description must clearly demonstrate the estimated schedule of implementing the proposed activities, the management plan in place to ensure timely start of the project if awarded, and a description of how the Collaborative Applicant will complete the proposed activities.

3. How will the requested funds improve the CoC's ability to evaluate the outcome of the CoC and ESG projects? (required) The narrative should include the Collaborative Applicant's increased capacity for evaluation, and how that capacity will allow for the evaluation of both CoC and ESG projects.

4. How will the planning activities continue beyond the expiration of HUD financial assistance? (required) Provide a brief description of how the planning activities paid for by the grant funds would continue beyond the grant term listed in this application and without HUD funds.

Additional Resources:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

### **1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.**

The Heart of Texas Homeless Coalition (HOTHC), a volunteer-run organization recognized as the TX-604 Waco/McLennan Continuum of Care (CoC), serves an area that includes McLennan, Bosque, Falls, Freestone, Hill, and Limestone Counties, with Waco being the largest city and home to the majority of homeless services. We propose using planning grant funds to further our efforts of achieving HOTHC's goals and activities surrounding the planning and implementation of the Youth Homelessness Demonstration Program (YHDP) Grant to prevent and end youth homelessness.

A majority of planning funds will be utilized to develop the Youth Advisory Board (YAB) and facilitate the creation of space for authentic youth voice in all YHDP and CoC activities. Youth voice is vital to the successful planning, implementation, and evaluation of YHDP. Funds will be used to provide compensation to all youth who participate in the planning and creation of the Coordinated Community Plan (CCP) and development and implementation of YHDP projects. Planning funds will allow for the creation of two part-time

positions for youth peer support specialists to help lead the development of the YAB, assist in the recruitment of youth with lived experience, participate on the HOTH Board of Directors, and participate in all planning, implementation, evaluation, and monitoring efforts surrounding YHDP.

Due to the rural nature of the community, funding will be utilized to assist with the transportation costs for youth to remove this barrier to participation. Planning funds will cover the costs associated with a member of the YAB and the YHDP Project Manager traveling to attend meetings and conferences outside of the community with the purpose of obtaining knowledge of best practices and collaboration with other YHDP communities. A portion of funds will be allocated to planning and conducting the Youth PIT Count and Needs Assessment that is conducted every January. This grant will provide funding to cover administrative, marketing, and advertising costs associated with conducting YHDP and YAB meetings, and costs related to the development and implementation of data collection and analysis needed for the development of the CCP and YHDP projects.

HOTRMHMR has been selected by HOTH to serve as the YHDP Lead due to their ability to serve the entire region, having offices in all six counties of the CoC region, and their demonstrated exceptional performance operating CoC funding. HOTH has submitted a letter to HUD designating HOTRMHMR the recipient for the YHDP Planning Grant funds and this letter has been attached to this application. Below is the information requested about HOTRMHMR:

- a.Name: Heart of Texas Region Mental Health and Mental Retardation
- b.DUNS number: 010470870
- c.Employment Identification Number (EIN) or Tax ID: 74-1622958
- d.Address: 110 South 12th Street, Waco, Texas, 76703-0890
- e.Phone number: 254-752-3451
- f.Email address: daniel.thompson@hotrmhmr.org

**2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.**

The proposed project begins in the end of fall of 2019, with HOTRMHMR, as YHDP Lead Agency, leading the planning and development of the CCP in weekly collaboration meetings with the YHDP Lead Team, the core planning team which consists of HOTRMHMR, the YHDP Project Manager (who also serves as the CoC Administrator for the City of Waco, the CoC Lead Agency), the HMIS Administrator, the YAB, and community partners from organizations that make up the Our Children Our Families (OCOF) and HOTH coalitions. Once funds are awarded, HOTRMHMR will be able to hire two part-time youth peer support specialists who will assist in the recruitment of youth for the YAB to further develop authentic youth voice to the process. The YHDP Data Committee will conduct data gathering and analysis to support the development of the CCP and develop a Continuous Quality Improvement draft plan for the CCP.

During the winter of 2020, the YHDP Lead Team will submit the first draft of the CCP to HUD at the end of December and begin the process of developing a Request for Proposals for YHDP projects. The YHDP Lead Team will work on

revisions to the CCP through the course of weekly planning meetings within the community and a statement of need will be determined utilizing data obtained. Youth will be compensated for their time and transportation to participate in planning sessions throughout the process. The YHDP Lead Team will hold monthly stakeholder meetings to educate the community on the work taking place and to receive feedback on the CCP development.

In the early spring of 2020, a Request for Proposals for using the YHDP funds will be released to the community and potential applicants will be narrowed down by the YHDP Lead Team, based on how well the project proposal meets the priority of needs outlined in the CCP. The final draft of the CCP will be developed and submitted to HUD for approval by the YHDP Lead Team. The CCP will be approved by the YAB, the Youth Homelessness Committee (community stakeholders), and the HOTHC Board of Directors prior to submission.

In June and July, the YHDP Project Manager and a YAB member will attend the Point Source Youth National Symposium and the National Conference on Ending Homelessness to learn best practices to bring back to the community related to preventing and ending youth homelessness and participate in collaborative meetings with other YHDP communities. At the beginning of the summer of 2020, the YHDP Lead Team will assist project applicants with navigating the application process in e-SNAPS to input the projects for scoring and submission. The CoC Scoring and Ranking Committee, in collaboration with the YAB, will evaluate the projects. Those projects who pass threshold scoring and demonstrate they meet the priority of need will be submitted to HUD. As the fall of 2020 begins, YHDP projects will begin implementation, and the YHDP Lead Team will set evaluation and monitoring expectations with the new projects.

**3. How will the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects?**

The YHDP Planning Grant will help to build the YAB and compensate youth whose voice is essential in the development of the CCP, which will include the Continuous Quality Improvement plan. The YHDP Lead Team is able to improve the CoC's ability to evaluate the outcome of funded projects that combat youth homelessness by elevating and incorporating the voice of youth with lived experience through qualitative data collection and by incorporating youth-identified goals in outcome measurements. Youth involvement in the YHDP Lead Team will be crucial to assisting in the identification of barriers of youth face and ways to address these barriers in a manner that supports youth-centered, equity-based, systemic innovation. Additionally, participation in national conferences and YHDP cohort meetings will provide additional training to the YHDP Project Manager and YAB that will be brought back to the community to improve areas such as data analysis, system planning, evaluation, and performance improvement strategies that will assist the CoC and funded projects more effectively prevent and end youth homelessness.

**4. How will the planning activities continue beyond the expiration of HUD financial assistance?**

The actions taken as a result of receiving planning grant funds will help to place the CoC on a path for continued success and allow for the continuation of planning activities beyond the time when the funds from this assistance have been spent. These funds serve to increase the level of authentic youth involvement in the planning processes used by the YHDP Lead Team in developing and implementing the YHDP Grant. The Coordinated Community Plan, developed with the assistance of these funds, will serve to guide the community into the future and create a continuous improvement and evaluation process that will continue on after the funds are expended.

During the course of seeking match funding for the YHDP Planning Grant, HOTH and HOTRMHMR have spoken with multiple local foundations, including one who has recently awarded funds to The Cove, an after-school nurturing center for youth experiencing homelessness, and another who has participated in CoC project evaluation and scoring. Local foundations have expressed interest in supporting and contributing toward the work to prevent and end youth homelessness in our community. Additionally, the City of Waco has approved the use of staff time and resources to contribute towards this work. The collective work achieved over the next few years will be vital to increasing knowledge, skills, and capacity to build a sustaining framework and lasting partnerships that will help our community close the door on youth homelessness. These partnerships will be vital for continuing the work forward when there are no longer planning grant funds available.

## 3A. Governance and Operations

### Instructions

Screen 3A requires project applicants to detail important aspects of their CoC's governance structure and operations. All fields on this screen will populate with information from the project application. Many of these fields can be adjusted.

How often does the CoC conduct meetings of the full CoC membership? In this required field, select the appropriate dropdown option from the menu to indicate how often the CoC conducts meetings with the full CoC membership invited and largely accounted for.

Does the CoC include membership of a homeless or formerly homeless person? This is a required field. Select "Yes" or "No" to indicate whether or not the CoC membership includes at least one homeless or formerly homeless individual.

For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply): Check the box(es) to indicate the roles that homeless or formerly homeless members play in the CoC.

Does the CoC's governance charter incorporate written policies and procedures for each of the following: Select "Yes" for each of the following if it is included in the CoC's governance charter. Select "No" for each of the following if is NOT included in the CoC's governance charter.

- a. Written agendas of CoC meetings?
- b. Coordinated Entry? (Also known as centralized or coordinated assessment)

\*Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if no is selected for question "b" above.

- c. Process for monitoring outcomes of ESG recipients?
- d. CoC policies and procedures?
- e. Written process for board selection?
- f. Code of Conduct for board members that includes a recusal process?
- g. Written standards for administering assistance?

Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? Select "Yes" if there were any written complaints, from any source, received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months.

If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. This question will appear if "Yes" is selected for question 4 above. Remember to include how the complaint(s) was resolved and the date of resolution.

**1. How often does the CoC conduct meetings of the full CoC membership?** Monthly

**2. Does the CoC include membership of a** Yes

**homeless or formerly homeless person?**

**2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)**

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**3. Does the CoC's governance charter incorporate written policies and procedures for each of the following**

- a. Written agendas of CoC meetings? Yes
  - b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes
  - c. Process for monitoring outcomes of ESG recipients? Yes
  - d. CoC policies and procedures? Yes
  - e. Written process for board selection? Yes
  - f. Code of Conduct for board members that includes a recusal process? Yes
  - g. Written standards for administering assistance? Yes
4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No

### 3B. Committees

#### Instructions

All fields on this screen will populate with information from the project application. Many of these fields can be adjusted.

Screen 3B provides an opportunity for project applicants to list the CoC committees that meet regularly regarding CoC-wide planning and policy. Please list no more than five committees and choose those that have the broadest impact and/or that meet most frequently.

Committees: In the following table, provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees, and/or workgroups that are directly involved in CoC-wide planning and not the regular delivery of services.

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Youth Homelessness Committee	Committee of stakeholders that work collaboratively to end youth homelessness in the CoC region. Makes recommendations to the HOTH Board and conducts planning work for the CoC around youth homelessness.	Monthly	YAB, City of Waco, HOTRMHMR, Mission Waco, Cenikor, Prosper Waco, Juvenile Justice, PHA, DFPS, Cove, Waco ISD, CTYS, HOTH, OCOF, Baylor, CIS, Unbound, Common Thread, Methodist Children's Home, Salvation Army, Family Abuse Center,
YHDP Lead Team	Plan and implement YHDP, including the creation of the Coordinated Community Plan and development/implementations of YHDP projects.	Weekly	YAB, City of Waco, HOTRMHMR, HOTH, OCOF, Cove, DFPS, Waco ISD, Baylor, PHA, ICF, True Colors United, NCHE
YHDP Data Committee	Committee that oversees the collection, analysis, and application of data for YHDP and the CCP.	Monthly	YAB, City of Waco, HOTRMHMR, Baylor, Prosper Waco, Waco ISD
YHDP Education Committee	Committee that oversees the education component of YHDP. Develops collaborations between 50+ homeless liaisons in the CoC region, works with NCHE TA, contributes information to the YHDP Lead Team for the development of the CCP.	Monthly	YAB, Baylor Waco ISD, CIS, HOTRMHMR, Education Service Center Region 12
CoC Committee	This committee is made up of Scoring/Ranking, Grievance, and Steering sub-committees and the CoC and future YHDP grantees. This group oversees the scoring and ranking of projects and the evaluation and monitoring of projects.	Quarterly	YAB, City of Waco, HOTRMHMR Salvation Army, Family Abuse Center, Baylor Scott and White Hospital, Cooper Foundation, Prosper Waco, Mission Waco, Baylor, WPA, Caritas, EOAC, Cove, Waco ISD



## 4A. Sources of Match

**The following list summarizes the funds that will be used as leverage for the project. To add a leveraging source to the list, select the icon. To view or update a leveraging source already listed, select the icon.**

### Summary for Match

<b>Total Value of Cash Commitments:</b>	\$16,695
<b>Total Value of In-Kind Commitments:</b>	\$0
<b>Total Value of All Commitments:</b>	\$16,695

**1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?**      No

Match/Leverage	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Private	Cooper Foundation	10/25/2019	\$14,195
Yes	Cash	Government	City of Waco	10/25/2019	\$2,500

## Sources of Match Detail

### Instructions:

All fields on this screen will populate with the most current grant information. These fields can be adjusted.

Match and Leverage are two distinct categories of funds from other sources that will be used in conjunction with this project, if awarded. Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Leverage funds can be used for any program related costs and there is no minimum requirement; however, the determination of the CoC's leveraging score will be calculated using data from this screen. Please review 24 CFR Part 578 , the FY 2014 Funding Notice, and the FY 2013 –and the FY 20142015 CoC Program NOFA for more detailed information concerning Match and Leverage.

Will this commitment be used towards Match or Leverage? Select Match or Leverage to categorize each commitment being entered.

Type of Commitment: Select Cash (\$) or In-kind (non-cash) to denote the type of contribution that describes this match or leveraging commitment.

Type of source: Select Private or Government to denote the source of the contribution. The Neighborhood Stabilization Program (NSP) and HUD-VASH (VA Supportive Housing program) funds may be considered Government sources. Project applicants/recipients are encouraged to include funds from these sources, whenever possible.

Name the Source of the Commitment: Be as specific as possible (e.g. HHS PATH Grant, Community Service Block Grant, Hilton Foundation Grant to End Chronic Homelessness) and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD office can quickly identify and approve of the commitment source.

Date of written commitment: Enter the date of the written contribution.

Value of written commitment: Enter the total dollar value of the contribution.

The values entered on each detailed Match/Leverage screen will populate the Summary Budget screen. The Cash, In-Kind, and Total Match will also automatically populate the Summary budget where the 25% match minimum will be calculated and applied.

Additional Resources:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of Commitment:** Cash
- 3. Type of Source:** Private
- 4. Name the Source of the Commitment: (Be as specific as possible and include the office or grant program as applicable)** Cooper Foundation
- 5. Date of Written Commitment:** 10/25/2019
- 6. Value of Written Commitment:** \$14,195

## Sources of Match Detail

### Instructions:

All fields on this screen will populate with the most current grant information. These fields can be adjusted.

Match and Leverage are two distinct categories of funds from other sources that will be used in conjunction with this project, if awarded. Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Leverage funds can be used for any program related costs and there is no minimum requirement; however, the determination of the CoC's leveraging score will be calculated using data from this screen. Please review 24 CFR Part 578, the FY 2014 Funding Notice, and the FY 2013 –and the FY 2014/2015 CoC Program NOFA for more detailed information concerning Match and Leverage.

Will this commitment be used towards Match or Leverage? Select Match or Leverage to categorize each commitment being entered.

Type of Commitment: Select Cash (\$) or In-kind (non-cash) to denote the type of contribution that describes this match or leveraging commitment.

Type of source: Select Private or Government to denote the source of the contribution. The Neighborhood Stabilization Program (NSP) and HUD-VASH (VA Supportive Housing program) funds may be considered Government sources. Project applicants/recipients are encouraged to include funds from these sources, whenever possible.

Name the Source of the Commitment: Be as specific as possible (e.g. HHS PATH Grant, Community Service Block Grant, Hilton Foundation Grant to End Chronic Homelessness) and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD office can quickly identify and approve of the commitment source.

Date of written commitment: Enter the date of the written contribution.

Value of written commitment: Enter the total dollar value of the contribution.

The values entered on each detailed Match/Leverage screen will populate the Summary Budget screen. The Cash, In-Kind, and Total Match will also automatically populate the Summary budget where the 25% match minimum will be calculated and applied.

Additional Resources:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**1. Will this commitment be used towards Match?** Yes

**2. Type of Commitment:** Cash

**3. Type of Source:** Government

**4. Name the Source of the Commitment: (Be as specific as possible and include the office or grant program as applicable)** City of Waco

**5. Date of Written Commitment:** 10/25/2019

**6. Value of Written Commitment: \$2,500**

## 4B. Funding Request

**Instructions:**

All fields on this screen will populate with information from the project application. Many of these fields can be adjusted.

Is it feasible for the project to be under grant agreement by September 30, 2018: This field cannot be adjusted.

Select a grant term: This field is populated with the value "1 Year" and cannot be adjusted.

Eligible Costs: For items 1 through 8, under the "Adjustment" columns only, enter a "Quantity AND Description" and amount of assistance for each activity for which funds are being requested. "Quantity AND Description" details should be thorough, and failure to enter adequate "Quantity AND Detail" may result in conditions being placed on an award and a delay of grant funding. Once a "Quantity AND Detail" and an amount have been entered into one or more of the items, click "Save" and e-snaps will total the assistance requested and determine the total Match amount required.

Total Costs Requested: This field is automatically calculated based total amount requested for each eligible cost. The amount must match the amount awarded by HUD.

Cash Match: This field is automatically populated. If it needs to be changed, return to screen "4A. Sources of Match/Leverage" to make changes to this field.

In-Kind Match: This field is automatically populated. If it needs to be changed, return to form "4A. Sources of Match/Leverage" to make changes to this field.

Total Match: This field will automatically calculate the total combined value of the Cash and In-Kind Match. The total match must equal 25% of the request listed in the field "Total Eligible Costs Request" minus the amount requested for Leased Units and Leased Structures. There is no upper limit for Match. If an ineligible amount is entered, the system will report an error and prevent application submission. To correct an inadequate level of match, return to screen "4A. Sources of Match/Leverage" to make changes.

Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC program regulations. Compliance with eligibility requirements will be verified at grant agreement.

The Total Budget automatically calculates when you click the "Save" button.

Additional Resources:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**1. Will it be feasible for the project to be under grant agreement by September 30, 2018?** Yes

**2. Does this project propose to allocate funds according to an indirect cost rate?** No

New Submission	HUD Award	Adjustment
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Applicant Technical Submission	Page 29	11/12/2019
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<b>3. Grant Term:</b>	1 Year	1 Year	1 Year
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Eligible Costs:	Quantity Description (max 400 characters) (Applicant)	Annual Assistance Requested (Applicant)	Annual Assistance Requested (HUD Award)	Quantity Description (max 400 characters) (Adjustment)	Annual Assistance Requested (Adjustment)	Budget Change (Adjustment)
<b>1. Coordination Activities</b>	25% of budget to assist with the coordination of YHDP and CCP activities.	\$16,694	\$16,694	25% of budget to assist with the coordination of YHDP and CCP activities. This budget item is for covering compensation costs for youth to be involved in the coordination of YHDP and CCP activities.	\$16,694	
<b>2. Project Evaluation</b>	10% of budget to assist in the development of project evaluation methods and outcome measures.	\$6,677	\$6,677	10% of budget to assist in the development of project evaluation methods and outcome measures. This budget item is for covering youth compensation to allow for youth involvement in the development of outcome measures, evaluation of projects, and the development of a continuous quality improvement process.	\$6,677	
<b>3. Project Monitoring Activities</b>			\$0		\$0	
<b>4. Participation in the Consolidated Plan</b>			\$0		\$0	
<b>5. CoC Application Activities</b>			\$0		\$0	
<b>6. Determining Geographical Area to Be Served by the CoC</b>			\$0		\$0	
<b>7. Developing a CoC System</b>	65% of budget to assist in the development of a Youth System.	\$43,405	\$43,405	65% of budget to assist in the development of a Youth System. This budget line item includes: \$16,000 for travel and training to be used for youth transportation costs for attending YHDP and YAB meetings and for travel/training expenses for YHDP Project Manager and a YAB member to participate in conferences such as NAEH and Point Source Youth National Symposium; \$2000 for computer equipment to engage youth in YHDP webinars and meetings; \$6000 for misc planning costs for developing a youth system such as costs associated with advertising YAB and YHDP planning meetings and admin costs; and \$19405 for compensation for youth involved in the process of developing a youth system.	\$43,405	
<b>8. HUD Compliance Activities</b>			\$0		\$0	
<b>9. Total Costs Requested</b>		\$66,776	\$66,776		\$66,776	
<b>10. Cash Match</b>		\$16,695	\$16,695		\$16,695	

<b>11. In-Kind Match</b>		\$0	\$0		\$0	
<b>12. Total Match</b>		\$16,695	\$16,695		\$16,695	
<b>13. Total Budget</b>		\$83,471	\$83,471		\$83,471	

## Submission Summary

Page	Last Updated
<b>Acknowledgement</b>	11/06/2019
<b>Attachments</b>	11/11/2019
<b>Adjustments</b>	11/12/2019
<b>1A. Application Type</b>	No Input Required
<b>1B. Legal Applicant</b>	No Input Required
<b>1C. Application Details</b>	No Input Required
<b>1D. Congressional District(s)</b>	11/12/2019
<b>1E. Compliance</b>	No Input Required
<b>1F. Declaration</b>	No Input Required
<b>2A. Project Detail</b>	No Input Required
<b>2B. Description</b>	11/06/2019
<b>3A. Governance and Operations</b>	11/06/2019
<b>3B. Committees</b>	11/06/2019



<b>4A. Match</b>	11/06/2019
<b>4B. Funding Request</b>	11/12/2019

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**CITY OF WACO**

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**City Manager's Office**  
Post Office Box 2570  
Waco, Texas 76702-2570  
Phone: 254 / 750-5640  
Fax: 254 / 750-5880

November 11, 2019

Caroline Crouse  
Office of Special Needs Assistance Programs  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> St, SW, Washington, DC 20410

Re: FY 2018 YHDP Planning Grant

Dear Ms. Crouse

The City of Waco agrees, subject to HUD approval of the FY 2018 Youth Homelessness Demonstration Program (YHDP) Planning Grant Application submitted by the YHDP Lead Agency, the Heart of Texas Region MHMR, to provide \$2,500 in cash match. This match funding will be used to cover travel and training expenses for the YHDP Project Manager to attend conferences and meetings with YHDP cohort communities that will bring best practices back to the community for planning and implementing YHDP.

Sincerely,

Wiley Stem III  
City Manager (28)

November 11, 2019

Shaun Lee  
Heart of Texas Region MHMR  
110 South 12<sup>th</sup> Street  
Waco, TX  
76703



Dear Shaun,

We are pleased to notify you that Cooper Foundation Trustees voted to approve your request to fund the Heart of Texas Region MHMR Center's match for the YHDP planning grant in the amount of \$14,195.00.

Thank you for helping Cooper Foundation meet our mission of making Waco a better place to live. We look forward to hearing about the progress of this work. Please don't hesitate to get in touch with Kelly or me if we may be of assistance in any way.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Felicia'.

Felicia Goodman  
Executive Director