



FY23 CoC Program NOFO Local Application Narratives

First-Time Renewal Project

In addition to submitting your HUD application through *e-snaps*, applicants must submit a local application that reflects priorities for our community. To find the application instructions and to review the scoring rubrics, [click here](#).

Application Directions

- Download a Word version of the application and save as: “[Insert Applicant Name]_[Insert Project Name]_[Insert Application Type] Local Application”.
 - For example: “SARAH_PSH_First Time Renewal Local Application”.
- Answer the questions below. If not applicable, write “N/A”. There is no character limit, but we ask that you respond concisely.
- Save the completed application as a PDF.
- Upload the PDF and other attachments (if applicable) into the local application portal through Survey Monkey.

Technical Assistance

Questions can be directed to chelseyviger@sarahomeless.org, or you may call Chelsey Viger at 210-876-0720 ext. 105.

TX-500 Local Application Narratives – First-Time Renewal

- 1. Describe barriers to your program faced by persons of different races or those overrepresented in the local homeless population. Identify strategies to eliminate these barriers.** (Scoring rubric reference: 3.d.)
- 2. Describe your agency’s organizational training, policies, and procedures as it relates to equity, anti-discrimination, inclusion, and accessibility principles.** (Scoring rubric reference: 3.e.)
- 3. What is the status of creating and training staff on policies and procedures for this program? How are you ensuring they are aligned with the local written standards?** (Scoring rubric reference: 3.f.)
- 4. What is the status of training staff on Coordinated Entry and ensuring the program meets the requirements of Coordinated Entry?** (Scoring rubric reference 3.g.)



Alliance to House Everyone

5. **How have program staff prepared to submit annual HUD reporting, such as the Point-in-Time Count and Housing Inventory Count to SARA and the HMIS team?** (Scoring rubric reference: 3.h)

6. **What is the status of complying with HMIS requirements? Include the status of project set-up, signing the Contributory HMIS Organization agreement with HMIS, and training staff on data entry.** (Scoring rubric reference 3.i.)

7. **What is the status of signing the CoC Program Memorandum of Understanding with the Collaborative Applicant, SARA?** (Scoring rubric reference: 3.j.)

8. **Confirm the agency is a member of the CoC Membership Council and list the voting representative name and title.** (Scoring rubric reference: 3.k.)

9. **If applicable, which staff participated during the 2023 Point-in-Time Count event via volunteers or Team Leads? Which staff from the agency will participate in 2024?** (Scoring rubric reference: 3.l.)

10. **BONUS – Who from your agency will regularly attend the monthly Homeless Response System Advisory Committee and communicate updates to the staff? Please include name, title, and email address.** (Scoring rubric reference: 3.m.)

11. **BONUS – Who from your agency will regularly attend the monthly Skilled Assessors Meeting and communicate updates to the staff? Please include name, title, and email address.** (Scoring rubric reference 3.n.)

South Alamo Regional Alliance for the Homeless

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