



FY23 CoC Program NOFO Local Application Narratives

New 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_New Project 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 – New Project

- 1. Describe barriers to your proposed program faced by persons of different races or those overrepresented in the local homeless population. Identify strategies to eliminate these barriers during program implementation.** (Scoring rubric reference: 3.p.)
- 2. Describe your agency’s organizational training, policies, and procedures as they relates to equity, anti-discrimination, inclusion, and accessibility principles.** (Scoring rubric reference: 3.q.)
- 3. Describe your agency’s implementation plans to align with local requirements, including Written Standards, TX-500 CoC Memorandum of Understanding, Homeless Management Information System, and Coordinated Entry. Include information regarding training staff, developing policies and procedures, and complying with MOU. Include in detail how you will implement Housing First, [using HUD’s resources here](#).** (Scoring rubric reference: 3.r.)



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4. Describe how the proposed project will improve at least 2 of the 6 CoC System Performance Measures. Estimate numbers and percentages, i.e., “The proposed project will reduce the number of homeless individuals in our community by housing 25 individuals in permanent supportive housing”. (Scoring rubric reference: 3.s.)
- i. Length of time an individual experiences homelessness.
 - ii. The rate that individuals return to homelessness after housing assistance ends.
 - iii. The number of homeless individuals in our community.
 - iv. The rate at which an individual increases their income, whether cash or non-cash benefits.
 - v. The number of individuals who experience homelessness for the first-time.
 - vi. The rate of successful placement and retention into permanent housing.

DV Bonus Section ONLY

If you are NOT applying for the DV Bonus, leave this section blank.

5. i. What is your agency’s percentage rate of housing placement of DV survivors you have served?
- ii. What is your agency’s percentage rate of housing retention of DV survivors you have served?
- iii. How did the project applicant calculate the rates in 4a and 4b?
- iv. Describe whether the rates account for exits to safe housing destinations.
- v. Describe the data source you used to calculate these metrics (e.g., comparable database, HMIS, etc.).
6. Describe in the field below the project applicant’s experience with the following, if applicable:
- Ensuring DV survivors experiencing homelessness were quickly moved into safe, affordable housing;

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- Prioritizing survivors – you must address how survivors were prioritized (i.e., coordinated entry, prioritization list, CoC’s emergency transfer plan, etc.);
- Determining which supportive services survivors needed;
- Connecting survivors to supportive services;
- Moving clients from assisted housing to housing they could sustain – must address housing stability after the housing subsidy ends.

7. Describe in the field below examples of the project applicant’s experience with ensuring the safety and confidentiality of DV survivors experiencing homelessness, if applicable, by:

- Taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
- Making determinations and placements into safe housing;
- Keeping information and locations confidential;
- Training staff on safety and confidentiality policies and procedures;
- Taking security measures for units that support survivors’ physical safety and location confidentiality.

8. Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

9. Describe in the field below examples of the project applicant’s experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:

- Prioritizing placement and stabilization in permanent housing consistent with the program participants’ wishes and stated needs;
- Establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
- Providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
- Emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked toward survivor-defined goals and aspirations.;
- Centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access,

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improving services to be culturally responsive, accessible, and trauma-informed;

- Providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs;
- Offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

10. Describe in the field below examples of supportive services the project provided to DV survivors while quickly moving them into permanent housing and addressing their safety needs:

11. Describe in the field below examples of how the new project will:

- Prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
- Establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
- Provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma
- Emphasize program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked toward survivor-defined goals and aspirations
- Center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed
- Provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs;
- Offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services

12. Describe in the field below how the new project will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

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