



Subrecipient Agreement

Between

The City of Texarkana, Texas

And

The Texarkana Friendship Center, Inc.

And

Randy Sams' Outreach Shelter

For Application to

The Texas Balance of State Continuum of Care Program

This Subrecipient Agreement establishes a partnership between the City of Texarkana, Texas, Randy Sams' Outreach Shelter, and The Texarkana Friendship Center, Inc.

I. MISSION

The **City of Texarkana, Texas** has actively advocated for support of improving the at-risk and homeless population (**§§ 91.5 and 576.2**) in Texarkana and other rural areas. The City has worked with the Homeless Coalition since 2002 and recently partnered with Randy Sams' Outreach Shelter and Texarkana Friendship Center to assist with its development as well as, to help to End Homelessness.

Randy Sams' Homeless Outreach Shelter (RSOS) is a nonprofit agency that serves homeless individuals, families, victims escaping domestic violence, and serves as an emergency outreach shelter. The RSOS is a low-barrier homeless shelter working to eradicate the cycle of homelessness. It has served the community over 20 years by providing 90-day emergency shelter that provides essential activities of daily living, case management, referral for services, and rental/utility assistance to individuals at-risk of becoming homeless.

Texarkana Friendship Center, Inc. (TFCI) is a non-profit faith-based care provider rendering life sustaining assistance to the impoverished and job training placement for able bodied clients. TFCI continues to recognize that, according to existing applicable federal and state laws, the administration of government funding by the TFCI, as it relates to its corporate objectives, must be religiously neutral. TFCI has also been an active member of the Texarkana Homeless Coalition for several years and contributed to the development of the Texarkana Homeless' Coalition's '5-Year Plan to End Homelessness'.



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II. Purpose:

It is the purpose of this Subrecipient Agreement to establish a cooperative and mutually beneficial relationship between the Recipient, City of Texarkana, TX and the subrecipients, Randy Sams Outreach Shelter, and Texarkana Friendship Center Inc., and set forth the relative responsibilities of the parties. This grant program is designed to provide Street Outreach, Rapid Re-housing, and Homelessness Prevention.

Hence, this Subrecipient agreement is evidence of the current participation and continuing commitment in working jointly in the design and implementation of the FY2016 Continuum of Care (CoC) Program grant and/or FY2016 Emergency Solution Grant (ESG). In the event the grant is awarded to the City of Texarkana, TX, all sub-recipient partnerships operating under this agreement agree as follows:

III. RESPONSIBILITIES

25% cash or in-kind match is expected from all parties. Match can be in the form of:

Eligible Costs for Match/Leverage:

- | | |
|--|---|
| <input type="checkbox"/> Paying for eligible activities with funds from your agency. | <input type="checkbox"/> Transportation and/or Food |
| <input type="checkbox"/> Outreach and Assess Service Needs | <input type="checkbox"/> Housing Search & Counseling Services |
| <input type="checkbox"/> Furniture; Maintenance | <input type="checkbox"/> Life Skills Training |
| <input type="checkbox"/> Moving Costs and/or Utility Deposits | <input type="checkbox"/> Mental Health Services |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Outpatient Health Services |
| <input type="checkbox"/> Child Care and/or Legal Services | <input type="checkbox"/> Substance Abuse Treatment Services |
| <input type="checkbox"/> Utilities including water, electricity, gas, heating/cooling cost, communication Services | |

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this agreement. The initial appointees of each organization are:

David Orr, City of Texarkana, Texas
Jennifer Laurent, Randy Sams' Outreach Shelter
Cody Howard, Texarkana Friendship Center, Inc.

City of Texarkana, Texas will be responsible for:

- \$36,369 is expected for match, either cash or in-kind
- Grants management oversight including all fiscal management and grant reporting as required by the Texas Balance of State Continuum of Care and Housing and Urban Development as the funding source.
- Ensure renovation dollars are appropriated to make needed repairs and securing location for the Coordinated Entry process as well as the One Stop Shop.
- Receives HMIS data, programmatic, and administrative commitments.

Randy Sams' Outreach Shelter will be responsible for:

- \$25,000 is expected for match, either cash or in-kind
- Marketing for the project
- Implementing a Rapid Rehousing project in accordance with HUD and Texas Balance of State requirements and written standards(see page7)
- Life/Financial Skills training
- Transportation for the participants, as described in grant application
- Deliverables and performance metrics outlined in the grant application
- Landlord outreach and effective communication with property managers.
- Serve at least **20 project participants** per operating year.

The Texarkana Friendship Center, Inc. will be responsible for:

- \$17,901 is expected for match, either in cash or in-kind
- Implementing a Rapid Rehousing project in accordance with HUD and Texas Balance of State requirements and written standards(see page7)
- Rapid Re-housing and Stabilization
- Life/Financial Skills training
- Overall project management for participants and their families
- Case Management for project participants
- Transportation for the participants, as described in grant application
- Deliverables and performance metrics outlined in the grant application
- Landlord outreach and effective communication with property managers.
- Serve up to **20 project participants** per program year.

This Subrecipient agreement will execute a new grant year for the **FY2017 CoC Program Contract Number TX0387L6T071602** on the terms and conditions

identified herein, which subsequent agreement will be subject to the approval of the appropriate City of Texarkana, Texas Governing Body.

Texas Homeless Network (THN) Written Standards Alignment

- Each subrecipient is required to follow the TX BoS CoC Written Standards. The documents can be found on the THN website and specific expectations of RRH projects are outlined on pages 34-39.
- Each subrecipient will adhere to all updates, trainings, and webinars required by THN for each grant year.
- Subrecipients are expected to utilize the coordinated entry process to effectively serve participants and prioritize by using standards outlined by THN (see page 36).
- Subrecipients can serve more participants (than the contracted for 20) but must do so at a level of service and financial commitment that meets the needs of all participants.

Financial and Programmatic Reporting

All sub-recipients are expected to follow the scheduled reporting dates to ensure timeliness and appropriate use of funding. Financial/Programmatic Reporting: occurs on the Friday before the last Monday prior to the 1st of the month in order to accommodate rental payments due on the 1st of each month.

Match documentation is expected to be provided with every request for reimbursement. Match is expected to be well documented and only include HUD approved eligible expenses. Cash Match should include the following in its documentation:

- Agency's Letterhead dated, signed, and all authorized representative signatures.
- Amount of cash to be provided to the recipient for the project
- Specific date the cash will be made available
- The actual grant and fiscal year to which the cash match will be contributed
- Time period during which funding will be available
- Allowable activities to be funded by the cash match

In-Kind Match is expected to follow the guidelines to 24 CFR parts 84 & 85.

*In-kind *services* are often voluntary hours and are valued up to \$25.50 an hour per Texas State requirement. That total equals the amount of match provided (See example below).

$$\begin{aligned} & \text{Volunteer} \times \text{Amount of hours a week} = \text{Match} \\ & \qquad \qquad \qquad \text{Or} \\ & \qquad \qquad \qquad \$25.50\text{hr} \times 20\text{hr} = \$510.00 \end{aligned}$$

All in-kind *goods* should include the following in its documentation:

- Written documentation of donation of in-kind goods
- Agency's Letterhead dated, signed, and all authorized representative signatures.
- If applicable, expiration date of good(s)
- Value of donated goods to be provided to the recipient for the project
- Specific date the goods will be made available
- The actual grant and fiscal year to which the match will be contributed
- Time period during which the donation will be available
- Allowable activities to be provided by the donation

*Documentation of **in-kind service** requires entering into a formal MOU with the agency providing the in-kind service. Please see Section 578.73 of the CoC Program interim rule for further details.

Note: The value of commitments of land, buildings, and equipment are one-time only and cannot be claimed by more than one project or by the same project in another year.

Reports **must** include the following documentation: itemized excel spreadsheet* (*provided by neighborhood Service Manager), General Ledger Supplement, Facesheet Summary Expense Page, Individual Expense Cover Sheet, timesheets/ backup activity sheets, lease renewals, leases, client tracker, income verification sheets, client rent calculations, supply costs, transportation costs, and any other required information covered under the HUD Continuum of Care (CoC) or ESG Grant Program. If any items are missing, lost, or can't be found, reimbursement maybe postponed until **ALL** items are received.

Tuesday, August 1, 2017 documentation and back up is expected no later than **1pm**

Monday, September 4, 2017 documentation and back up is expected no later than **1pm**

Monday, October 2, 2017 documentation and back up is expected no later than **1pm**

Wednesday, November 1, 2017 documentation and back up is expected no later than **1pm**

Wednesday, December 4, 2017 documentation and back up is expected no later than 1pm

***Documentation due dates for FY 2018 will be sent via email to all sub-recipients.**

Milestones for Service Delivery

To assure the timely and appropriate use of CoC funds, below are dates established for the following expenditure milestones. The city will review Subrecipient performance in expending program funds on a quarterly basis. Subrecipients are advised that failure to expend funds in a timely fashion may affect future funding opportunities and or delay reimbursement request. Subrecipients are provided expenditure schedule with the expectation to follow the dates provided, though not required:

Agreement 20% expended as provided in the Budget by the end of the first quarter-
August 30, 2017.

Agreement 45% expended as provided in the Budget by the end of the second quarter-
December 28, 2017.

Agreement 75% expended as provided in the Budget by the end of the third quarter-
March 31, 2018.

Agreement 100% expended as provided in the Budget by the end of the Contract Term (fourth quarter)-**April 31, 2018.**

NOTE: GLS must be cleared by the Neighborhood Service Manager or Grant Administrator at the request of the subrecipient before changes to the GLS can happen. The reimbursement report will be due **Monday at 1pm**, however it may be submitted not later than Tuesday at 12pm before the last Friday of each month to be paid by Friday of the same week.



Subrecipient Agreement Short form

Between

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And

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For application to the Continuum of Care Grant Program

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of **5/1/2017** to **4/30/2018** grant year, from the effective date of this agreement and may be extended upon written agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. The City of Texarkana may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Authorization -

On behalf of the organization I represent, I am authorized to sign this MOU.

Shirley Jaster
Title: City Manager
City of Texarkana, Texas

Date

Jennifer Laurent
Title: Executive Director
Randy Sams' Outreach Shelter

Date

Cody Howard
Executive Director
Texarkana Friendship Center, Inc

Date

Homelessness Prevention and Outreach

The Homelessness Prevention (HP) Program targets individuals and families at risk of homelessness. Specifically, this includes those that meet the criteria under the “at risk of homelessness” definition at §576.2. HP provides rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible individuals and families who are in danger of eviction, at risk of becoming homeless, or are currently homeless. The program is designed to stabilize individuals and families in their existing homes, shorten the amount of time that individuals and families stay in shelters and assist individuals and families with securing affordable housing.

- Payment of rent arrears to prevent eviction (up to 3 months).
- Payment of a rent or security deposit (up to 2 months).
- Payment of utility bills and arrearage.
- Supportive services to prevent homelessness or repeated episodes of homelessness, include: Housing Location/Inspection, Job Preparation/Employment Services, Counseling
- Case Management

Street Outreach (SO) serves unsheltered homeless* persons and encompasses engagement (i.e. assisting client with appointments that ensure health, and safety), Emergency health and mental health services, transportation, or services for special populations (i.e. homeless youth, person with HIV/AIDS, DV persons, etc). HP and Outreach services are available to individuals who are currently housed but are at-risk of becoming homeless. Services included the following:

- Below 30% of AMI – Homeless or at risk of becoming homeless
- Short and/or Medium-term rental assistance
- Moving cost
- Security deposit
- Rent application fees
- Arrears
- Emergency Health Services (outpatient treatment of medical conditions)
- Transportation (the service provider may only provide transportation assistance to and from another eligible service)

Unsheltered homeless people- means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless’ definition under § 576.2. Please see 75954 Federal Register/ Vol 76. No 233 for further detail.

Rapid Rehousing

RRH is an intervention service designed to connect families and individuals experiencing homelessness to stable and/or more permanent housing. Through rapid re-housing participants will have access to tailored package of assistance which may include the use of time-limited financial assistance and targeted supportive services. These services include short-term and or medium rental assistance to help move individuals and families with or without disability as quickly as possible to permanent housing. RRH will follow the housing first approach and serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:

- Residing in a place not meant for human habitation;
- Residing in an emergency shelter;
- Persons meeting criteria (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
- Residing in a Transitional Housing project that was eliminated in the FY2017 CoC Program Competition;
- Residing in Transitional Housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the FY2017 NOFA); or
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless

Housing First

Housing First is an approach that centers on providing homeless people with housing quickly and then providing services, as needed. This approach is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing.

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Housing First projects share essential elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without time limits.
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis, and client participation in these services is voluntary.
- A standard lease agreement, i.e., housing is not contingent on engagement with services.
- A focus on reducing barriers to project entry, i.e., not screening potential project participants out for having too little or no income; an active, or history of, substance use or a substance use disorder; no employment; a criminal record

(with exceptions for state-mandated restrictions); or a history of domestic violence, including the lack of a protective order or law enforcement involvement.

-
- Not terminating project participants from the project for the following reasons: not participating in supportive services; not making progress on a service plan; loss of income or not increasing income; being a survivor of domestic violence; not paying rent on time; and/or for needing to move to a new apartment.

For more information on the Housing First Approach, see the Housing and Urban Development Housing First in Permanent Supportive Housing (<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>).

Other resources can be found at the following:

HUD: CoC Program Interim Rule, 24 CFR Part 578 (103)

<https://www.hudexchange.info/resources/documents/CoCProgramInterimRuleFormattedVersion.pdf>

HUD: Determining Homeless and At-Risk Status, Income and Disability Webinar
<https://www.hudexchange.info/resource/1953/determining-homeless-and-at-risk-status-income-and-disability-webinar/>

HUD: CoC Program Grants Administration User Guide

<https://www.hudexchange.info/resource/2946/coc-program-grants-administration-user-guide/>

HUD: Defining “Chronically Homeless” Final Rule

<https://www.hudexchange.info/training-events/courses/defining-chronically-homeless-final-rule-webinar/>

Prioritization

Case managers will assist in prioritizing households with connecting to resources that help them improve their safety and well-being and achieve their long-term goals. All subrecipients will adhere to the prioritization standards adopted by the TX BoS CoC.

I. Prioritization Process

CoC Program-funded RRH projects in the TX BoS CoC must prioritize households experiencing homelessness with the following characteristics:

- a. Households with the highest service needs
- b. Households sleeping in an unsheltered sleeping location
- c. Households with the longest history of homelessness
- d. Households with the earliest enrollment date, either for a housing intervention (TH, RRH, PSH), emergency shelter, or coordinated entry, in HMIS or an HMIS-comparable database

II. Prioritization Procedure

The following outlines the procedure for determining which household a CoC Program-funded RRH project must contact to fill availabilities:

- Using either the Housing Priority List or the project referral functionality in HMIS, identify the households with the highest total score. The higher the total VI-

SPDAT or F-VI-SPDAT score, the higher the service need. The total score is obtained upon completion of administering the VI-SPDAT or F-VI-SPDAT.

- Of the households with the highest total score, identify those households sleeping in an unsheltered location. The unsheltered sleeping location is determined by the response to question 1 of the VI-SPDAT version 2 or question 5 of the F-VI-SPDAT version 2.
- Of the households with the highest total score and those sleeping in an unsheltered location, identify the households that have experienced homelessness the longest. Length of time homeless is based on question 2 of the VI-SPDAT version 2 or question 6 of the F-VI-SPDAT. Additional homelessness history documented within HMIS through enrollments may also be utilized to document this length of time.
- Of the households with the highest total score, sleeping in an unsheltered location, and having experienced homelessness the longest, identify the household(s) with the date of first enrollment, or when the household first presented for assistance anywhere in the TX BoS CoC, giving priority to the oldest enrollment.

The project will contact the household with the highest total score, sleeping in an unsheltered location, having experienced homelessness the longest, and with the oldest enrollment to offer their housing and services.

Agencies will defer to the Coordinated Entry Manual for further clarification.

III. Tiebreakers

If multiple households in the same geographic area are identically prioritized for the next availability and each household is also eligible for the same unit, the housing provider must place the household with the date of first enrollment, or when the household first presented for assistance anywhere in the TX BoS CoC, giving priority to the oldest enrollment.

IV. Description of the Service Component

The program will provide intensive voluntary Case Management to participants. In practice, this can look different for each participant. Ultimately, Support Services are restricted to the following HUD approved activities.

- (1) Annual Assessment of Service Needs. The costs of the assessment required by § 578.53(a)(2) are eligible costs.
- (2) Assistance with moving costs. Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.
- (3) Case management. The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Component services and activities consist of:
 - Counseling;

- Developing, securing, and coordinating services;
- Using the centralized or coordinated assessment system as required under § 578.23(c)(9).
- Obtaining federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
- Developing an individualized housing and service plan, including planning a path to RRH.

(4) Education services. The costs of improving knowledge and basic educational skills are eligible.

- Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
- Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

(5) Employment assistance and job training. The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

(i) Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.

(ii) Services that assist individuals in securing employment consist of:

- Employment screening, assessment, or testing;
- Structured job skills and job-seeking skills;
- Special training and tutoring, including literacy training and prevocational training;
- Books and instructional material;
- Counseling or job coaching; and
- Referral to community resources.

(6) Housing search and counseling services. Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible.

(i) Component services or activities are tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements.

(ii) Other eligible costs are:

Mediation with property owners and landlords on behalf of eligible program participants;

Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and

- (7) Life skills training. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.
- (8) Outreach services. The costs of activities to engage persons for providing immediate support and intervention, as well as identifying potential program participants, are eligible.
 - (i) Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
 - (ii) Component activities and services consist of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and 85 publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.
- (9) Substance abuse treatment services. The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.
- (10) Transportation. Eligible costs are:
 - A. Costs of participant's travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, child care, or other services eligible under this section.
 - B. Mileage allowance for service workers to visit program participants and to carry out housing quality inspections;
 - (iii) The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants;
 - (iv) The cost of gas, insurance, taxes, and maintenance for the vehicle;
 - (v) The costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation; and
 - (vi) If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
 - Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the

vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);

- (B) Payments for car repairs or maintenance must be paid by the recipient or subrecipient directly to the third party that repairs or maintains the car; and
- The recipients or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.