



PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT HOMELESS HOUSING AND SERVICES PROGRAM (HHSP) GENERAL AND YOUTH SET-ASIDE FY2026-2027 APPLICATION

Dated: May 18, 2026

Submission Requirements:

All interested applicants must email the application to program staff at UnhousedPrograms@corpuschristitx.gov no later than:

Thursday, June 18, 2026, by 11:59 pm.

Late or incomplete applications will not be considered.

For further information, you may contact Amanda Rodriguez by email: UnhousedPrograms@corpuschristitx.gov or by phone: (361) 826-3124.

This NOFA may be updated with additional or corrected information as it becomes available. Applicants should monitor the City's website during application development: <https://www.corpuschristitx.gov/department-directory/planning-economic-development/community-development/funding-opportunities/>

Proposal Information:

The City of Corpus Christi announces the availability of \$258,095.00 in Homeless Housing and Services Program (HHSP) funding for the contract term:

September 1, 2026 – August 31, 2027.

Funding is allocated as follows:

- **\$204,289.00 – General Set-Aside** for individuals and households who are literally homeless or at risk of homelessness within the City of Corpus Christi.
- **\$53,806.00 – Youth Set-Aside** for homeless youth 24 years of age and younger, households that include unaccompanied youth 24 years of age and younger,

parenting youth 24 years of age and younger, and children of parenting youth 24 years of age and younger within the City of Corpus Christi.

Proposal requests may not exceed the total amount available in each category.

For an application to be considered for funding, the following qualifications must be met:

- The applicant must be a non-profit organization, unit of government, or quasi-governmental agency with the capacity to administer HHSP-funded services.
- All proposed programs must comply with Homeless Housing and Services Program (HHSP) regulations and applicable state statutes. Detailed information on eligible activities and regulatory requirements is available at: https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=7&interface=VIEW_TAC&part=1&title=10
- Respondents to this subgrantee solicitation must clearly outline the services to be provided, including the target population, service delivery approach, and anticipated outcomes.
- Proposed activities must be listed as eligible activities under HHSP rules and regulations. HHSP allows a broad range of essential services as authorized by the Texas Department of Housing & Community Affairs (TDHCA) and State law.

HHSP eligible activities include:

- Administrative costs include employee compensation and related costs for staff performance of management, reporting, and accounting of HHSP activities, including office space. Costs associated with the purchase or licensing of HMIS or an HMIS-comparable databases are eligible administrative costs.
- Case management costs include staff salaries related to assessing, arranging, coordinating and monitoring the delivery of services related to finding or maintaining housing. Costs include, but are not limited to, Household eligibility determination, counseling, coordinating services and obtaining mainstream benefits for Program Participants, monitoring Program Participant progress, providing safety planning for persons under VAWA, developing a housing and service plan, and entry into HMIS or an HMIS-comparable database.
- Construction rehabilitation, and conversion costs include, but are not limited to, costs for: Pre-Development, such as environmental review, site-control, survey, appraisal, architectural fees, and legal fees. Development, such as: land acquisition; site work (including infrastructure for service utilities, walkways, curbs, gutters); lot clearance and site preparation; construction to meet uniform building codes, international energy conservation code, or local rehabilitation standards; accessibility features to site and building; essential improvements and energy-related improvements; abatement of lead-based paint hazards; barrier removal/construction for accessibility features for persons with disabilities; and non-luxury general property improvements.
- Essential services costs are associated with finding and maintaining stable

housing, and include, but are not limited to, costs for: out-patient medical services, childcare, education services, legal services, mental health services, local transportation assistance, drug and alcohol rehabilitation; and job training.

- Homelessness prevention and homelessness assistance costs are associated with housing relocation, stabilization and assistance costs. Staff time entering information into HMIS or HMIS-comparable database related to homelessness prevention and homeless assistance is also an eligible cost. Homeless prevention and homelessness assistance costs include, but are not limited to, hotel or motel costs; transitional housing; rental and utility assistance; rental arrears; utility reconnection fees; reasonable and customary security and utility deposits; and moving costs.
- Operation costs include rent, utilities, supplies and equipment purchases, food pantry supplies, and other related costs necessary to operate an emergency shelter or Transitional Living Activities, serving individuals experiencing or at-risk of homelessness.
- Transitional living activities for Youth Headed Households designed to provide safe short-term housing (typically less than 24 months) in conjunction with appropriate supportive services designed to foster self-sufficiency.
- Other local programs to assist Homeless Households or Households At-risk of Homelessness, if approved by the Department in writing in advance of the Expenditure.

A Program Participant must satisfy the eligibility requirements by meeting the appropriate definition of Homeless or At-risk of Homelessness according to TAC, relating to Homelessness Programs, including but not limited to applicable income requirements.

A Program Participant who is Homeless qualifies for emergency shelter, Transitional Living Activities, case management, essential services, and homeless assistance.

A Program Participant who is At-risk of Homelessness qualifies for case management, essential services, and homeless prevention.

The Subrecipient shall establish income limits that do not exceed the moderate income level pursuant to Tex. Gov't Code §2306.152 in its written policies and procedures and may adopt the income limit calculation method and procedures in HUD Handbook 4350 to satisfy this requirement.

Applications that are deemed eligible for HHSP-General or Youth Set-Aside funding will be evaluated based on the following:

- Ability to provide eligible HHSP services to City of Corpus Christi adults who are at risk of homelessness or literally homeless **(30% scoring)**
- Length of time serving the homeless, at risk of homeless populations in Corpus Christi, Texas **(10% scoring)**
- Amount of homeless, at risk of homeless adults and youth served annually in Corpus Christi, Texas. **(10% scoring)**
- Ability of the homeless service provider to expand the capacity of the organization

to service those that are at risk of homelessness or literally homeless or unaccompanied homeless youth (**10% scoring**)

- Activity needs and justification (**10% scoring**)
- Activity implementation (**5% scoring**)
- Efforts to secure other sources of funding (**5% scoring**)
- Other criteria – cost reasonableness, effectiveness, greatest need, positive impact on the community and project timeline. (**20% scoring**)

It will be necessary for any organization selected to provide all required HHSP documentation before a contract is awarded.

The City of Corpus Christi may consider an awardee's historical performance in previous contract years as part of its funding determinations.

SCOPE OF WORK

The selected Subgrantee(s) shall be responsible for carrying out the following activities in alignment with HHSP requirements and the City's program objectives:

Strategic Coordination and Service Delivery

Engage in strategic collaboration with homeless service providers, emergency shelters, outreach teams, and key municipal, county, and state partners to ensure individuals experiencing or at risk of homelessness are systematically assessed and referred to the appropriate case managers or service providers best equipped to meet their needs.

Deploy all services in accordance with the organization's established policies and procedures, maintaining full compliance with HHSP regulations. Subgrantee(s) shall participate in scheduled City-led compliance audits as part of the program's oversight and accountability framework.

Reporting and Communication Requirements

Provide City staff with comprehensive monthly performance and expenditure reports detailing all homeless contacts, shelter transports, referrals, and related activities. These reports support payment processing and data entry into the HHSP Housing Contract System. Subgrantee(s) must remain readily available to address requests for clarification or corrections to ensure timely reimbursement.

Collect and maintain complete homeless services data for monthly reporting into the State's Housing Contract System, including but not limited to:

- Number of contacts with unsheltered individuals
- Identifying and demographic information
- Services referred and services received
- Service outcomes and follow-up engagement
- Number and nature of calls for service
- Data must include both qualitative and quantitative elements. Reporting is required for both the State's Housing Contract System and the Homeless Management Information System (HMIS), or an HMIS-comparable database for domestic violence or legal service providers.

Subgrantee(s) shall complete all required HMIS reporting and submit agreed-upon performance metrics to City staff according to the established reporting schedule.

HMIS Requirements

Purchase and maintain all required HMIS licenses, demonstrate proficiency in the HMIS platform, and participate in all necessary HMIS trainings. Training may be obtained through any qualified organization authorized to provide instruction on the locally approved HMIS software. **HMIS data entry and HMIS reporting or HMIS-comparable**

database for domestic violence or legal service providers is required for this funding opportunity.

Point-in-Time (PIT) Count Participation

Participate in the annual Point-in-Time Count by assigning qualified staff to conduct street outreach during the event, provided the PIT occurs within the contract period. Participation supports accurate data collection and a communitywide assessment of homelessness.

Staffing, Facilities, and Documentation

Provide all trained staff, facilities, equipment, and necessary supplies required to perform the contracted services. Subgrantee(s) must maintain accurate records and provide supporting documentation verifying all services performed, as required by the City of Corpus Christi.

Complete Program Participant files. Subrecipient or their Subgrantees shall maintain Program Participant files, for non-emergency activities providing direct subsidy to or on behalf of a Program Participant that contain the following:

- An Intake Application, including the signature or legally identifying mark of all adult Household members certifying the validity of information provided, an area to identify the staff person completing the intake application, and the language as required by Tex. Gov't Code §434.212;
- Certification from the Applicant that they meet the definition of Homeless or At-risk of Homelessness. The certification must include the Program Participant's signature or legally identifying mark;
- Documentation of income eligibility, if applicable, which may include a DIS if documentation is unobtainable;
- Documentation of annual recertification, as applicable, including income eligibility determination and verification that the Program Participant lacks sufficient resources and supports networks necessary to retain housing without assistance;
- Documentation of determination of ineligibility for assistance when assistance is denied. Documentation must include the reason for the determination of ineligibility;
- Copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by Program Participants;
- Documentation of the monthly allowance for utilities used to determine compliance with the rent restriction;
- Documentation that the Dwelling Unit for Program Participants receiving rental assistance complies with the Housing Standards in this Chapter, relating to Homelessness Programs; and
- Documentation of U.S. Citizen, U.S. National, or Qualified Alien status for each household member receiving direct assistance, including:

- verification of eligible immigration or citizenship status consistent with §1.410 of this title;
- any determinations of ineligibility or mixed Household status; and
- records of proration calculations applied under subsection (h)(2) of this section, if applicable.
- Implementation of HHSP activities involving direct assistance to Program Participants is subject to §1.410 of this title, relating to Determination of Alien Status for Program Beneficiaries.
 - Each Household member receiving direct assistance under Homeless Prevention or Homeless Assistance must be verified for eligibility in accordance with §1.410 of this title (relating to Determination of Alien Status for Program Beneficiaries) prior to receiving assistance.
 - Direct assistance may be prorated utilizing a fraction based on Household eligibility, calculated by multiplying the full benefit amount by a fraction in which the numerator is the number of eligible Household members, and the denominator is the total number of Household members.
 - Activities that do not provide direct housing or financial assistance, such as Emergency Shelter, case management, and Street Outreach, and in-kind disaster relief are not subject to paragraphs (1) and (2) of this subsection.
 - Populations that are documented by the Administrator as covered by the Violence Against Women Act (VAWA) or the Family Violence Prevention and Services Act (FVPSA) are excepted from having verification under this rule performed, unless required to do so under federal guidance.
 - Administrators must include in their operational processes a means by which a household may appeal a determination of their eligibility under this subsection.

Reimbursement and Invoicing

The City shall provide payment for services on a monthly reimbursement basis upon completion of the prior month's activities. Subgrantee(s) must submit an itemized invoice and all required documentation for the preceding month's services no later than the fifteenth (15th) day of the following month.

The City may take up to thirty (30) days to process payment from the date a correct invoice with all supporting documentation is received

Administrative costs are capped at 15%.

Required Documentation and Administrative Requirements

- Current W-9 Submission: Subgrantee(s) must provide a current and fully executed IRS Form W-9 prior to contract execution.
- Leveraged Funding Disclosure: Applicants must identify and document all additional funding sources that will be leveraged to support program activities.
- Standard Operating Procedures (SOP): Upon selection, Subgrantee(s) must submit a comprehensive Standard Operating Procedure (SOP) manual for review

and approval by City of Corpus Christi staff. The SOP must outline internal processes, service delivery protocols, and compliance measures.

Preferred Qualifications

The City has established the following preferred qualifications for Subgrantee(s) to ensure high-quality service delivery and effective program outcomes:

- Demonstrated experience conducting case management and engaging with individuals experiencing homelessness.
- Proven ability to provide essential services that support literally homeless or at-risk individuals in achieving and maintaining housing stability.
- Experience delivering transitional living services for Youth-Headed Households, including short-term housing (typically less than 24 months) paired with supportive services that promote long-term self-sufficiency.
- Regulatory Knowledge of applicable federal, State, and local ordinances, laws, and regulations, including local camping ordinances and right-of-way obstruction laws.
- Commitment to ensuring that all program funds are used exclusively to serve residents of the City of Corpus Christi.

Additional Provisions

The City of Corpus Christi reserves the right to negotiate the final program scope and/or proposed budget with selected Subgrantee(s) prior to award issuance.

**HOMELESS HOUSING AND SERVICES PROGRAM (HHSP)
GENERAL AND YOUTH SET-ASIDE
FY2026-2027 APPLICATION**

Applicant Information

Agency Name: _____
Contact Person: _____
Title: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____
Email Address: _____

Proposed Project Information

Proposed Project Name: _____
Project Address: _____
City: _____ State: _____ Zip: _____

Proposed Project Description

Select all categories that apply:

- Administrative Costs (up to 15%)
- Essential Services to Find/Maintain Housing
- Homeless Assistance

*All proposed activities must directly support individuals or families who are literally homeless, at risk of homelessness, or homeless youth to qualify for HHSP funding.

Funding Request

Amount of request: \$ _____

Project Narrative Requirements

(To be submitted on a separate sheet of paper)

Applicants must provide a narrative that includes:

- A detailed description of the proposed project.
- How the agency will meet all requirements outlined in the Scope of Work.
- A clear explanation of how proposed activities align with HHSP-eligible activities.
- The number of unduplicated clients the project will serve.
- A description of how the project will support literally homeless, at-risk, and/or homeless youth populations.

Applicants should reference the HHSP Guidelines and Activities link provided in the NOFA.

Budget Requirements

(To be submitted on a separate sheet of paper)

Provide a detailed budget that includes:

- Itemized expenses for each cost category
- Identification of other funding sources and how they will be leveraged
- Explanation of how leveraged funds support HHSP General and Youth Set-Aside activities
- Partner contributions (if applicable)
- Administrative expenses, including:
 - HMIS license costs
 - HMIS training costs

If financial assistance is included, describe how it will be used in accordance with HHSP rules and how it will result in housing outcomes.

HHSP General and Youth Set-Aside Tables

Applicants must complete the required tables for:

- HHSP General Set-Aside
- HHSP Youth Set-Aside

FY 26-27 HHSP General Set-Aside (Not to exceed \$204,289.00)	
Categories	Budget
Administration	
Case Management Salary	
Construction/Rehabilitation/Conversion	
Essential Services	
Homeless Assistance – Financial Assistance	
Homeless Prevention– Financial Assistance	
Operations of Emergency and Transitional Shelters (does not include Administrative Offices)	
Total Budget	

Anticipated Persons Served – HHSP General Set-Aside	
Categories	Persons Served
Persons Served	
1. Persons entering HHSP projects	
2. Persons experiencing Homelessness served with essential services	
3. Persons At-risk of Homelessness served with essential services	
4. Persons served with Homeless Assistance	
5. Persons served with Homelessness Prevention	
6. Persons who used a day or night shelter	
7. Persons served with case management	
Maintaining Housing	
1. Persons experiencing Homelessness who maintained housing for three months after HHSP exit	
2. Persons At-risk of Homelessness who maintained housing for three months after HHSP exit	

FY26-27 HHSP Youth Set-Aside (Not to exceed \$53,806.00)	
Categories	Budget
Administration (only if related to case management, street outreach, emergency shelter or transitional living)	
Case Management	
Construction/Rehabilitation/Conversion (only if related to emergency shelter or transitional living)	
Essential Services (only if related to street outreach, case management, emergency shelter or transitional living)	
Homeless Assistance (only if related to street outreach, emergency shelter or transitional living)	
Operations of Emergency and Transitional Shelters (does not include Administrative Offices)	
Total Budget	

Anticipated Persons Served – HHSP Youth Set-aside	
Categories	Persons Served
Persons Served	
1. Essential Services for Persons experiencing Homelessness in Youth-Headed Households (can only be provided if youth are also receiving case management, emergency shelter, street outreach or transitional living)	
2. Street Outreach for Persons experiencing Homelessness in Youth-Headed Households	
3. Transitional living for Persons experiencing Homelessness in Youth-Headed Households	
4. Persons experiencing Homelessness in Youth-Headed Households using day/night shelter	
5. Case management for Persons experiencing Homelessness in Youth-Headed Households	
Maintaining Housing	
1. Children/Youth in Youth-headed Households who were homeless and have maintained housing for three months after HHSP exit	

Submitted by: _____ **Date:** _____

Title: _____

Signature: _____