

# FUNDING APPLICATION

## GENERAL INFORMATION

### Organization Information

<b>Legal Name:</b> Christopher W. Sanchez		<b>Federal Tax ID#:</b> 74-2379794		<b>Are you a 501(3)(c) charity?</b> Yes	
<b>Address:</b> 851 Steves Ave.		<b>City:</b> San Antonio		<b>State:</b> TX	
				<b>Zip Code:</b> 78210	
<b>Website:</b> www.nhssofsa.org			<b>Fax:</b> (210) 533-6673		

### Head Of Organization

<b>Name:</b> Christopher W. Sanchez		<b>Title:</b> Executive Director	
<b>E-Mail Address:</b> csanchez@nhs-satx.org		<b>Phone:</b> (210) 533-6673	

### Application Contact

<b>Name:</b> Christopher W. Sanchez	<b>Title:</b> Executive Director	<b>E-Mail Address:</b> csanchez@nhs-satx.org	<b>Phone:</b> (210) 533-6673
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**Has the organization applied to the Gordon Hartman Family Foundation in the past and been declined?**

Yes  
2019

<b>Grant Amount Requested \$:</b>	<b>Total Project Budget \$:</b>	<b>Organization's Annual budget \$:</b>
\$25,000	\$70,000	\$741,812

**Mission Statement:**

Neighborhood Housing Services of San Antonio (NHSSA) is 501c3 nonprofit with the following mission, "Building successful families and communities through housing opportunities". NHSSA is the only San Antonio nonprofit offering a full continuum of housing, financial education and COVID-relief services for Bexar County low-income residents.

**PROJECT INFORMATION**

**Program / Project Title:**

COVID Emergency Relief for Families with Special Needs Children

**PROJECT TIMELINE**

<b>Start Date</b>	<b>End Date</b>
11/01/2020	10/31/2021

**Program / Project Description:**

A Gordon Hartman grant will be used to alleviate immediate financial, health, and food insecurity due to the COVID pandemic for a minimum of 40 lower-income families with special needs children in Bexar County. We anticipate these beneficiaries will reflect the demographics of our core clientele and underserved Bexar County populations, comprised predominantly of Latino or African-American and low-income (earning 80% of AMI or less) families. As the father of a young child with special needs, NHSSA's Executive Director is keenly aware of the financial difficulties and stress that special needs families experience during ordinary circumstances. Due to the crisis, we realize these economic challenges are being exponentially amplified with added stress of caring for the health and wellness of at-risk children at a time when Latinos and African-Americans are contracting the virus at rates 3 to 4 items higher than the general public, jobs are lost, and travel to critical therapeutic and medical sessions may be impossible. Beyond our own pool of 400+ families, NHSSA will leverage our existing relationships with Miracle League of San Antonio, CRIT USA, and Easter Seals to ensure the opportunity is widely disseminated among target families across the County.

Gordon Hartman support will be key to expanding our existing emergency fund and ensuring families with special needs get the financial stability they need and deserve during the crisis. We anticipate providing 40-45 families with at least \$500 each to cover gaps in utility, food insecurity and rent/mortgage payments. To streamline the process and ensure it is not overbearing on the family, our screening process will involve a simple application and be based on documented need (e.g. verified job loss, reduction in wages or COVID-related illness) and indication that the family has a special needs child. Once highest priority clients are served, remaining funds will be directed to other families with special needs on a case-by-case scenario. We will use our relationships with Miracle League of San Antonio, CRIT USA and Easter Seals to identify and give preference to severely at-risk families in their respective client bases, and we invite the Gordon Hartman Foundation/Morgan's Wonderland to join our efforts and make referrals to us for the same purpose.

All payments will be made either as direct dispersals to the landlord/ mortgage company or utility or as a grocery store gift card to the family. Decisions on where to prioritize financial assistance will be made in communication with the family and based on discussions of their financial priorities/late payments. By focusing on basic needs (housing, utilities and food), we ultimately seek to allow the families to free up household funds that can then go towards their critical medical expenses, prescriptions and other gaps in health or wellness care for their special needs children that may otherwise be unattended or postponed.

As mentioned, this grant will expand an existing NHSSA emergency relief fund, allowing us to limit unnecessary administrative costs while directing more total dollars to the families. To date, NHSSA has secured \$45,000 in COVID emergency funds to provide financial assistance to our clients and the broader community. As of this request, our emergency assistance has benefitted 97 families, with the average amount of \$350 in aid per family. COVID relief expenditures include mortgage/rent payments, utility payments and grocery purchases (including personal health/hygiene and personal protective items). Unfortunately, NHSSA's initial limited supply of COVID Relief Funds have now been fully committed, leaving both NHSSA and the families we serve, at risk of economic uncertainty again by the end of the calendar year. The global pandemic continues to disrupt the economic stability and health of our community

As experts in affordable housing and financial stability strategies for low-income and disadvantaged families and with the knowledge and resources that can help position families towards longer-term financial and housing stability - post-pandemic, NHSSA will bring to bear all our existing organizational tools to this project as a match on any Gordon Hartman Foundation award. NHSSA seeks to cultivate trusted, long-term relationships with these families. The ongoing relationship will focus on addressing the deeper underlying housing needs of these families. Therefore, to ensure that the emergency financial assistance families receive is not the end-all of our association, we will follow up with them on a one-on-one basis, create realistic financial action plans based on their economic realities and aspirations and then work with them to achieve self-generated financial goals. These may include challenges around lack of access to affordable housing (as demonstrated through a high percentage of income going towards housing expenses), inadequate housing adaptations for their special needs child, low credit score, past negative credit obstacles and lack of savings.

NHSSA counseling services include credit repair, budgeting, rental assistance, foreclosure mitigation and homebuyer education; all available through distance video conferencing until in-person meetings are safe again. NHSSA also offers access to all of our affordable rental and homeownership inventory.

NHSSA lists all of our available and upcoming housing units on our website. We are constantly engaged in new construction, acquisition / rehab and rental home development. Our strategy is to work in established neighborhoods to develop greater affordable housing opportunities with special emphasis on preserving affordability and preventing the negative aspects of gentrification. We are working aggressively to build new affordable in-fill housing stock, renovate homes that have been historically neglected and continue to expand our affordable rental portfolio. As a housing developer, we also ensure homes are safe and appropriately equipped for special needs children; including modifications / adaptations like ramps, grip bars, larger bathrooms/bathtubs, and other specialty devices based on the specific needs of the families we serve.

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**Evaluation Plan:**

Project success will be measured, first and foremost, on successful deployment of emergency funds to special needs families and alleviation of their financial and emotional stress. To track progress, we will document specific actions as part of our established emergency roll out plan. (e.g. intake/application, funds disbursement, follow-up), put in place since March. We use this roll out plan to generate reports to our emergency fund contributors; San Antonio Area Foundation and Hispanics in Philanthropy. We are hopeful that we will be able to add The Gordon Hartman Foundation as another honored contributor.

Once funds are distributed, NHSSA staff will check in with recipients to review changes in economic conditions and make changes to their individualized ACTION PLAN, accordingly (i.e. increase rent support if the family has not reached their maximum allocation or if we have additional funds available) or make referrals to 3rd party service providers, as needed. These follow-ups will occur 30, 60 and 90 days after dispersal. After 90 days, we will continue to offer families access to online and telephonic counseling sessions and appropriate affordable housing (rental and homeownership units) to actualize the action plan for as long as required to stabilize their situation and ensure their sustainability.

To ensure good stewardship of funds, all monies will be distributed directly to the landlord, mortgage company or utility provider. In the case of food insecurity, families will receive a grocery store gift card. This allows us to more easily document the expenditure and verify the use/impact as it aligns with the documented need first indicated in the application form.

More broadly, all NHSSA clients and fund recipients complete an intake form that includes income/financial data and a set of demographic details. To track and evaluate progress toward most of our program goals, we monitor in real time intake data and client progression through our services using our CRM database system, CounselorMax. As a means to learn from our experiences and apply them to our work, we seek to document any best practices achieved through our activities and record those for future use. Similarly, we seek to learn from client data and feedback, particularly on what it tells us around client changes in income, credit and employment, shifts in where our clients live, and changes in needs regarding loan products, training/Technical Assistance and housing. As we gather this information, and it becomes clear that a strong trend is present, we then use it to shape our programs and make them more responsive to local realities, more inclusive of emerging community needs among vulnerable populations, and more reactive to existing gaps in local services.

**Plans to sustain project beyond the term of this request:**

NHSSA will approach project sustainability through two main strategies.

1. Short-term continuation of the COVID-19 Emergency Fund: For the duration of the pandemic crisis, NHSSA is determined to support local families so that they can remain in their homes and maintain financial stability. To support this goal, we are continuously seeking out and applying for COVID-19 relief funds on a local and national level with a priority for funds that help families with special needs, senior citizens and "essential worker" families. Many families in the service industry have been disproportionately impacted, so we also seek to prioritize their needs. We currently have pending COVID-related requests with the City of San Antonio (via the CARES act), Opportunity Finance Network (a national partner of NHSSA) and UnidosUS (formerly National Council de la Raza). As new opportunities arise, we will review them for alignment with our mission and COVID response plan and, if aligned, submit a request. Our goal is to have some level of funding available throughout the remainder of 2020 and into Q1 of 2021 with forward-looking strategies in place for mid-to-late 2021 (see below).

2. Fundraising for Longer-Term Strategies to Support Families: As mentioned in the previous section, NHSSA views emergency relief funds as the first step to development of a longer-term relationship that addresses the deeper roots of poverty and financial instability. To support these services (credit repair, financial education, modifications / adaptations to existing housing, access to affordable housing options), we are consistently fundraising from a wide variety of local and national sources, including private and corporate foundations and the local and federal government. NHSSA's new Executive Director has built a solid track record of successful fundraising, helping to raise over \$1.3M in new grants and investments for the organization during his initial 12 months of service. As of this request, NHSSA has additional pending grants with 7 different funding sources. These would represent over \$870,000 in additional investments on top of the existing funders who are already supporting our current budget and activities. We remain committed to serving our community, and more importantly, those that are most financially vulnerable. We have created a tangible path forward for beneficiary families seeking to survive the negative impacts associated with this global pandemic. We strive to help families maintain their economic security during these troubling and uncertain times, so that they can recover and thrive in 2021.

#### **Line item Budget:**

<b>Line Item Description</b>	<b>Total Project Funds Allocation</b>	<b>Gordon Hartman Funds Allocation</b>
Direct Relief Assistance	\$60,500	\$22,000
Administrative/Indirect	\$9,500	\$3,000
<b>TOTAL:</b>	<b>\$70,000</b>	<b>\$25,000</b>

## **BOARD OF DIRECTORS**

### **LIST OF BOARD DIRECTORS**

<b>Name &amp; Office Held</b>	<b>Corporate Affiliation</b>
Everett Ives, Board Chair	Mortgage Industry Business Consultant
Gene Bargas, Member	Realtor, RB Premier Realty, LLC
Guadalupe V Gonzales II, Board Treasurer	Gonzales Bookkeeping & Business Consulting
Norma Ponce, Board Secretary	VP, National United Bank
Robert Salas, Board Member	VP, Netco Title
Sandra Gonzalez Lamb, Board Member	Alamo Colleges
Jay Tillman, Board Member	North East ISD
Aiyana Longoria, Board Member	San Antonio Housing Authority