



2024 EMERGENCY SOLUTIONS GRANT (ESG)

ANNUAL ALLOCATION

APPLICATION SUBMISSION PROCEDURES MANUAL (ASPM)

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Part A: General Application Information

1. Emergency Solutions Grants Overview

- a. The State of Texas receives an annual fund allocation from the U.S. Department of Housing and Urban Development (HUD).
- b. The Emergency Solutions Grant (ESG) is authorized by the McKinney-Vento Homeless Assistance Act as amended by [S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\) Act of 2009](#).
- c. The ESG Program is subject to the ESG Interim Regulations and cross-cutting regulations which can be found at [24 Code of Federal Regulations \(CFR\) Part 576](#).
- d. This Application is governed by the Texas Department of Housing and Community Affairs' (TDHCA) Homelessness Programs Rules at [10 Texas Administrative Code \(TAC\) Chapter 7, Subchapter A](#) and [Subchapter C](#) in effect at the time the Application is submitted.
- e. Applicants recommended for funding consideration and approved by the TDHCA Governing Board will execute a written agreement with TDHCA and will agree to comply with all statutory, regulatory, and other legal requirements applicable to the ESG Program as described in the Application.
- f. TDHCA provides technical assistance to all ESG Program Applicants to ensure that Applicants understand the State and Federal regulations governing the ESG Program.

2. General Applicant Eligibility Requirements

- a. Eligible Applicants are units of Local Government as defined by HUD in [CPD Notice 17-10](#) and Private Nonprofit Organizations. Public Housing Authorities (PHA), and Local Redevelopment Authority (LRA) are not federally eligible Applicants.
- b. Applicants are encouraged to familiarize themselves with the Department's certification and debarment policies per [10 TAC Chapter 2](#) prior to Application submission.
- c. All applicants will be subject to a Previous Participation Review per [10 TAC Chapter 1 Subchapter C](#) by the Department.

3. Application and Award Limitations

- a. TDHCA funds for ESG are allocated to each Continuum of Care (CoC) region in accordance with the methodology in [10 TAC §7.33\(c-d\)](#). **Each CoC region is allocated a minimum amount of \$100,000.**
 - b. Contract funding limits include the funding request for all Program Participant services proposed in the Application, Homeless Management Information System (HMIS), and Administrative funds.
 - c. In accordance with the [10 TAC §7.36\(a\)\(2\)](#) and [10 TAC §7.33\(d\)](#), the maximum award amount per Application is as follows:
 - i. Applicants may not apply for an award of funding in excess of the available funding in the CoC region;
 - ii. Applicants must apply for an award amount of **at least \$75,000 and not more than \$400,000 for all Program Participant services** proposed in the Application.
 - iii. Funds awarded for HMIS are limited to 12% of the amount of funds awarded for Program Participant services, for a maximum of \$48,000 per award.
 - iv. Administrative activities are limited to three (3%) percent of the amount of funds awarded for Program Participant services, for a maximum of \$12,000 per award.
 - v. Not more than 60% of allocated funds may be awarded for the provision of Street Outreach and Emergency Shelter activities for each CoC region.
 - vi. Applicant may request to use the de minimis rate of 10% of modified total direct costs (MTDC), as defined in 2 CFR §200.1, provided that the Applicant notifies the Department of the election to use the 10% de minimis rate with their Application, costs are
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consistently charged as either indirect or direct costs, and costs are not double charged or inconsistently charged as both.

- d. **If an Applicant wishes to serve counties in more than one CoC, an Application must be submitted for each CoC.**
- e. If additional funds become available through returned or deobligated amounts from an award made under the allocation formula or program income generated from an award made under the allocation formula, the funds may be offered to ESG Subrecipients with active Contracts that have not been amended to extend the Contract Term.
 - i. Funds that become available subsequent to an allocation under a NOFA will be offered with priority given to ESG Subrecipients with the highest Expenditure rate as of the most recent Monthly Expenditure Report.
 - ii. Funds may not be offered to any Subrecipient that returned funds, or from whom funds were deobligated.
 - iii. The Executive Director or designee may increase the Contract of an ESG Subrecipient or authorize a new Contract with a Subrecipient by up to 25% of the original Contract amount from funds that become available after the initial allocation under a NOFA.

4. Contract Terms

- a. Any program activity funded under the ESG Program will be governed by a written Contract that identifies the terms and conditions related to the awarded funds. The Contract will be effective based on an agreed upon commencement date by all parties, but not prior to approval by the TDHCA governing board. In accordance with [10 TAC §7.41\(a\)](#), the Contract terms may not exceed 12 months.
- b. Performance will be evaluated based on the benchmarks as stated in [10 TAC §7.41\(b-c\)](#).
- c. Any funds remaining at the end of Contract's close out period will be automatically deobligated. Deobligation of funds may affect future funding recommendations. [10 TAC §7.41\(d\)](#).

5. Application Deadline and Review Process

- a. The process for Application review is described in the ESG rules at [10 TAC §7.37](#). The Department will accept Applications on an ongoing basis during the Application acceptance period as specified in the NOFA.
 - i. The Application period will start **Friday, May 24, 2024, at 8:00 a.m. Central Time**. Applications received before the Application start date will not be accepted.
 - ii. The Application period will close **Monday, June 24, 2024 at 5:00 p.m. Central Time**. Applications received after the Application Deadline will not be accepted, reviewed, or considered for award.
 - b. Each Application will be assigned a Received Date and Time based on the date it is first received by the Division.
 - c. Applications will be reviewed for threshold criteria and selection criteria, and then ranked based upon the score of the Application as determined by the Department upon completion of the review.
 - d. After the review of the application materials, the Department will issue a notice of any administrative deficiencies in accordance with [10 TAC §7.37\(b\)](#).
 - e. All Applicants will be processed through the Department's Previous Participation Review Approval Process (PPRAP), which will include an evaluation of past performance. Poor past performance may disqualify an Applicant for a funding recommendation, or the recommendation may include conditions. Recommendations for funding must be approved by the Department's Executive Director.
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6. *Administrative Deficiencies*

- a. If an Application contains deficiencies, staff may request that the Applicant provide clarification, correction, or non-material missing information to resolve inconsistencies in the original Application or to assist staff in evaluating the Application. The Department staff will request clarification or correction in a deficiency notice via an email or if an email address is not provided in the Application, by facsimile to the Applicant. Responses are required to be submitted electronically. The time period for responding to a deficiency notice commences on the first day following the deficiency notice date.
 - i. If an administrative deficiency is not resolved to the satisfaction of the Department **by 5:00 p.m., Austin local time on the seventh (7th) calendar day following the date of the deficiency notice**, then one point shall be deducted from the selection criteria score for each additional day the deficiency remains unresolved.
 - ii. If administrative deficiencies are not resolved **by 5:00 p.m., Austin local time on the fourteenth (14th) calendar day following the date of the deficiency notice**, then the Application shall be terminated.
 - b. Department staff may in good faith provide an Applicant confirmation that an administrative deficiency response has been received or that such response is satisfactory. During the deficiency process, staff will only review materials that are relevant to resolving the deficiencies identified.
 - c. Communication from staff that the response was satisfactory does not establish any entitlement eligibility status or to any presumption of having fulfilled any requirements. An Applicant may not change or supplement any part of an Application in any manner after submission to the Department, except in response to a direct written request from the Department to remedy an administrative deficiency or by amendment of an Application after the Board approval of an ESG award. An administrative deficiency may not be cured if it would, in the Department's determination, substantially change an Application including score, or if the Applicant provides any new unrequested information to cure the deficiency. Pursuant to [10 TAC §7.36\(b\)](#) an Application must be substantially complete when received by the Department.
 - i. An Application will be terminated if it is so unclear or incomplete that a thorough review cannot reasonably be performed, as determined by the Department. Such Application will be terminated without being processed as an administrative deficiency.
 - d. Recommendations for funding will be presented to the Department's Executive Director before presentation to the TDHCA Governing Board. **Funding recommendations will be made available on the Department's website at least seven (7) calendar days prior to the date of the Governing Board meeting at which staff recommendations are submitted for approval**, unless an exigent matter requires a later posting (not less than a three day posting).
 - e. In accordance with Tex. Gov't Code §2306.082 and [10 TAC §1.17](#), it is the Department's policy to encourage the use of appropriate Alternative Dispute Resolution procedures (ADR) under the Governmental Dispute Resolution Act, Tex. Gov't Code Chapter 2009, to assist in resolving disputes under the Department's jurisdiction. As described in Tex. Gov't Code Chapter 154, Civil Practices and Remedies Code, ADR procedures include mediation.
 - f. Except as prohibited by the Department's ex parte communications policy, the Department encourages informal communications between Department staff and Applicants, and other interested persons, to exchange information and informally resolve disputes. The Department also has administrative appeals processes to fairly and expeditiously resolve disputes. If at any time an Applicant or other person would like to engage the Department in an ADR procedure, the person may send a proposal to the Department's Dispute Resolution Coordinator. For additional information on the Department's ADR Policy, see the Department's General Administrative Rule on ADR at [10 TAC §1.17](#).
 - g. An Applicant may have appeal rights for decisions made by staff in accordance with [10 TAC §1.7](#).
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7. Audit Requirements

- a. An applicant is not eligible to receive funds or any other assistance from the Department unless a current Single Audit or Audit Certification Form (ACF) has been submitted to the Department in accordance with [10 TAC §1.403](#).
- b. Staff will not recommend Applications for funding unless the Applicant has successfully completed a Previous Participation Review.
- c. Applicants are required to have a Unique Entity Identifier Number (UEIN), previously referred to as a Data Universal Numbering System or DUNS number. A UEIN number is a unique nine-digit identification number provided by the commercial company D&B.
 - i. if you do not have a UEIN call D&B at 1-844-237-5823 or register online at <https://www.dnb.com/duns-number.html>. Click on "Request a D-U-N-S Number" then follow the directions provided. The process to request a UEIN is short and free of charge.
- d. Applicants are also required to register in the System for Award Management (SAM). The SAM is the primary registrant database for the U.S. Federal Government. The SAM collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency Contracts and assistance awards.
 - i. Note that the term "assistance awards" includes grants, cooperative agreements and other forms of Federal assistance. Whether applying for assistance awards, Contracts, or other business opportunities, all entities are considered "registrants".
 - ii. Both current and potential Federal government registrants are required to have active registration with the SAM in order to be awarded Contracts by the Federal government.
 - iii. You may register in the SAM at <https://sam.gov/SAM>. You must have a UEIN number in order to register with the SAM. To register as a new entity, click on "Create A User Account" first to create your account, and then click on "Register Entity" after you created an account.

8. Performance Reviews

- a. The Department may review and monitor the performance of Subrecipients in carrying out its responsibilities in accordance with the Contract, 10 TAC Chapters 1 and 2, 7 and 24 CFR 576, and any other applicable Federal and State requirements.
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Part B: Application Submission and Deficiencies Response

1. Required Format

- a. Applications submitted to the Department must be on forms provided by the Department, cannot be altered or modified, and must be in final form before submission to the Department.
- b. One copy of the Application in EXCEL format and one copy of the Application, including all required forms, in PDF format must be received by the Application deadline.
- c. The Applicant is responsible for ensuring that the Application is submitted in the correct format, and that the Application components and files are not corrupted. Applicants are encouraged to contact the Department after Application submission but before the Application Deadline to ensure that the files submitted were not corrupt and may be reviewed. Applications files which cannot be opened and reviewed by the Department are not eligible for award.
- d. The Application includes multiple volumes and must be submitted with both EXCEL and PDF formats to constitute an Application.
- e. **Hard copy submissions are not an acceptable Application format.** Any hard copies received by the Department will be confidentially destroyed and will not be considered as an Application for the purposes of review or receipt of an Application.

2. Excel Application Document

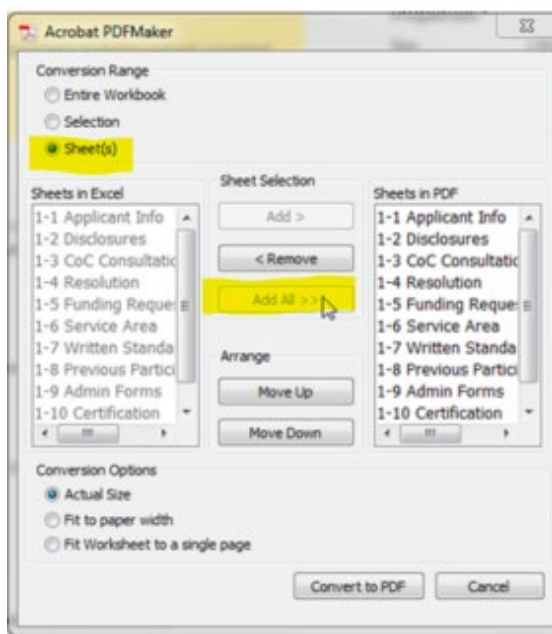
- a. The Application is a series of EXCEL Workbooks, called Volumes, each consisting of a series of Tabs. Applications must consist of Volumes 1 and 2, and must include at least one additional volume for Program Participant Services (Volumes 3, 4, 5, and/or 6).
- b. **All applicants are required to complete both:**
 - i. Volume 1: Threshold Criteria (required for all Applicants)
 - ii. Volume 2: Uniform Scoring (required for all Applicants)
- c. **All applicants are required to complete at least one volume, for EACH component they are requesting funding for:**
 - i. Volume 3: Street Outreach
 - ii. Volume 4: Emergency Shelter
 - iii. Volume 5: Homeless Prevention
 - iv. Volume 6: Rapid Re-Housing
- d. After you complete the required Application Volumes, **save the name for each Volume using the following format, noting applicant name and volume number.**
 - i. If an Applicant is an affiliate organization with multiple locations, include the affiliate location with a dash (ex. Salvation Army - Waco).

APPLICANT_NAME_Vol_1.xlsx

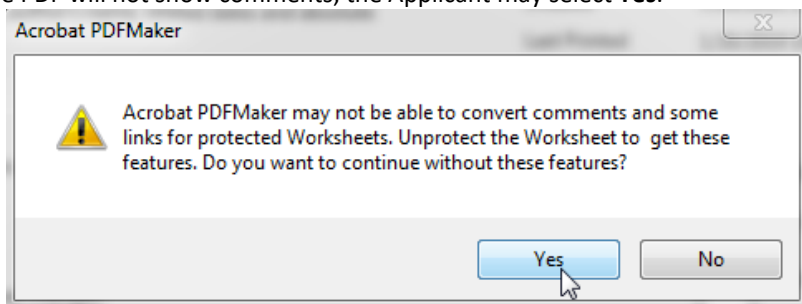
APPLICANT_NAME-AFFILIATE LOCATION_Vol_1.xlsx

3. PDF Application Document

- a. **Applicants must submit the excel versions of the Application, along with a PDF version of the Application which includes all required forms, as well as bookmarks.**
- b. First, convert the EXCEL Workbook to PDF format. This can be done using the following steps in Acrobat Pro.
 - i. Select **File**, and select **Save As Adobe PDF**.
 - ii. Select all the "Sheets in Excel" and click **Add All** under "Sheet Selection" so that all the sheets appears in "Sheets in PDF."



- iii. Click **Convert to PDF**. If the Applicant receives the following notification indicating that the PDF will not show comments, the Applicant may select **Yes**.



- iv. In the File Name, **save the name for each Volume using the following format, noting applicant name and volume number**. If an Applicant has a shared organization name with multiple organizations, include the location with a dash (ex. Salvation Army - Waco).

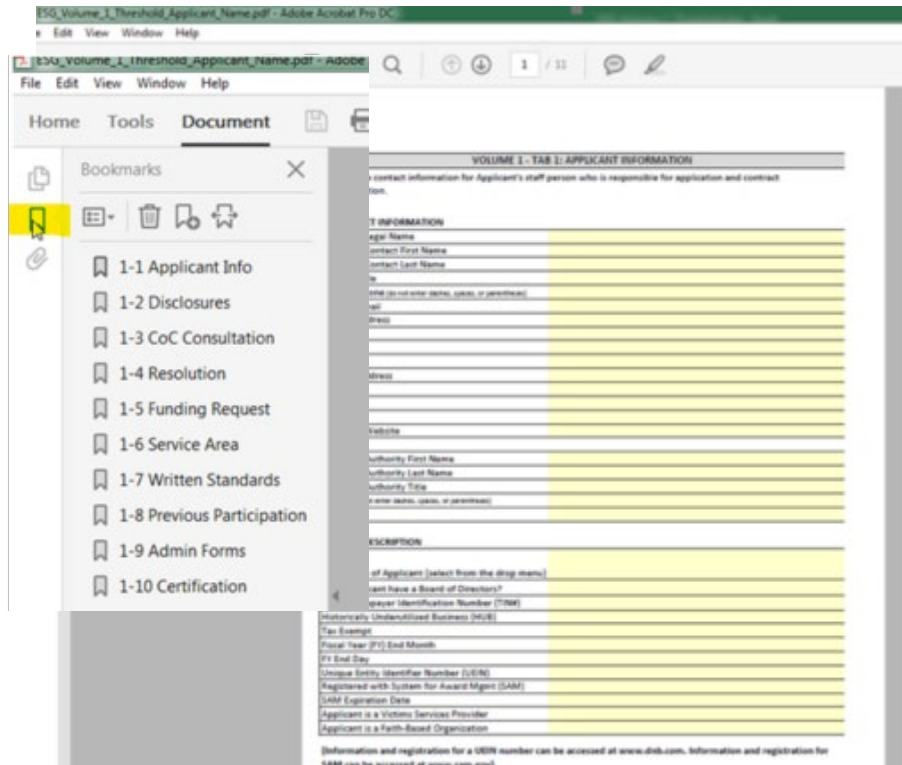
APPLICANT_NAME_Vol_1.pdf
 APPLICANT_NAME-AFFILIATE LOCATION_Vol_1.pdf

- c. Second, insert additional required documents into the file.
 - i. Some tabs require support documentation and/or signatures, noted by a red paperclip symbol. Once you have executed all required documents and forms, **scan them and insert the scanned documents and forms into the PDF Application file, behind the respective tab**.



- d. Third, create or adjust the bookmarks in the file as needed.
 - i. **Check if bookmarks exist.**

1. Click on the arrow on the left of the PDF, then select the bookmark icon on the left to see your bookmarks



- ii. **If a bookmark already exists for each tab you may need to re-set the bookmarks to the correct locations after adding scanned PDF forms.**
 1. To re-set the location for the bookmarks, go to the first page of each separately labeled form. You will then right-click on the corresponding Bookmark for the form you are currently viewing. Select **Set Destination**.
 2. A pop-up box will appear asking you the following: "Are you sure you want to set the destination of the selected bookmark to the current location?" Select **Yes**.
- iii. **If Bookmarks do not exist in the file, you will need to create one** by clicking the New Bookmark icon:



- iv. Once all bookmarks are created, select **Save**.

4. Submission Procedure

- a. One copy of each Application Volume required in EXCEL format, and one copy of each Application Volume required, including all required forms, in PDF format must be uploaded to TDHCA's FTP server and received by the Department by the Application Deadline.
- b. To submit via the FTP server, go to the following website and use the username and password below starting **May 24, 2024, and ending on June 24, 2024 at 5:00 p.m. Central Time**.

Website: <https://esg-files.tdhca.state.tx.us/>

Login ID: ESGApp2024

Password: 411Sn1fj

5. *Responding to Administrative Deficiencies*

- a. Applicants responding to the administrative deficiencies must use the Submission Procedures process to upload their materials by using the FTP server.
 - b. Applicants should only upload the PDF of tab, volume, or forms for which deficiencies have been identified. In some cases, the Excel workbook may also be needed.
 - c. Applicants should NOT upload a PDF/Excel version of their entire Application to respond to a deficiency. **Only the referenced deficiencies will be reviewed by staff, not an entire volume or Application.**
 - d. The deficiency response should be named with the Applicant name and tab number, volume number, or supporting document.
 - i. **If there is are deficiencies in singular tab**, only that tab needs to be resubmitted and saved with the Applicant name and Volume number
APPLICANT_NAME_Vol_1_Tab_3_deficiency.pdf
 - ii. **If there are deficiencies on multiple tabs within a volume**, the entire volume should be resubmitted and saved with the Applicant name and Volume number.
APPLICANT_NAME_Vol_3_deficiency.xls
 - iii. **If there is a deficiency on a supporting document**, only that document needs to be resubmitted and saved with the Applicant name and document title.
APPLICANT_NAME_Written_Standards_deficiency.pdf
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Part C: Application Contents

1. Volume 1 – General Threshold Criteria

- a. Volume 1 is required for all Applications and consists of 10 tabs. This volume includes the threshold criteria for Applications outlined in [10 TAC §7.36](#).
 - b. **Volume 1 – Tab 1: Applicant Information**
 - i. This tab is general information about the Applicant. The Applicant Legal Name is the full legal name of the entity. Note that the application contact listed will receive all communication regarding the application, this staff member will be responsible for coordinating communication from TDHCA to your organization.
 - ii. *Technical Assistance*. This term refers to attending or viewing the online webinars, or receiving answers to questions asked about the Application.
 - c. **Volume 1 – Tab 2: Applicant Information Pt.2.**
 - i. *Board Information*. The Contact information for Board Chair and Board Vice-Chair must be different from the organization's contact info. The board members listed cannot be the same person, if your organization does not have a vice-chair, provide the information of another board member of your choice.
 - ii. *Public Referral Contact Information*. Phone number, website, and email noted will be provided to persons seeking assistance.
 - d. **Volume 1 – Tab 3: Annual Funding**
 - i. *Funds Requested*. For each component, add the requested amount of participant services, HMIS, and Administration. The total funds for that component will auto calculate.
 1. Administration cannot exceed 3% of Program Participant service funds, and HMIS cannot exceed 12% of Program Participant service funds.
 - ii. *Indirect Cost Rate*. If the Applicant plans to use an Indirect Cost Rate, indicate "yes" in Part C and enter the Indirect Cost Rate percentage to be taken. If the Indirect Cost Rate is a negotiated rate with a cognizant federal agency, include the supporting materials behind this tab.
 - iii. *Match Waiver*. An applicant may request a Match waiver **if the total request is equal to or less than \$86,250** in accordance with [10 TAC §7.36\(a\)\(6\)](#).
 1. Match waivers will be considered based on the rank of the Application. If the total amount of match waivers exceeds \$100,000, waivers will only be considered for the highest scoring eligible applicants
 2. Applicants that do not receive the waiver and are unable to provide a source of Match will not be eligible for an award.
 - e. **Volume 1 – Tab 4: ESG Service Area**
 - i. *CoC Region*. The service area for the Application will be reflected in the Contract and activities proposed that are outside of the service area will not be approved. Unless the CoC is not comprised of one or more counties, the service area must consist of one or more counties.
 - ii. **If an Applicant wishes to serve counties in two CoCs, that Applicant must submit an Application for each CoC.**
 - f. **Volume 1 – Tab 5: Financial Information**
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- i. Behind this tab submit the following completed documents:

Required Form	Current Subrecipient	Not a Current Subrecipient
IRS letter with the entire Federal Tax Identification Number, include 501(c) status if applicable. A tax return is not sufficient because it is not an IRS-generated document.	Yes	Yes
Direct Deposit Form (DD) https://www.tdhca.state.tx.us/home-division/docs/74-176.pdf	Yes, submit a new form	Yes
Texas Identification Number (TIN) https://www.tdhca.state.tx.us/home-division/docs/AP-152.pdf	Yes, submit a new form	Yes

g. **Volume 1 – Tab 6: Government Body Action**

- i. Applicants must submit a copy of their Governing Body Action behind this tab. This document must be a resolution, not an attestation or meeting minutes.
- ii. It must include the title of the person authorized to represent the Applicant, giving them authorization to submit the Application and signing authority to execute a Contract.
- iii. The resolution must be signed by the board chair (specified in volume 1, tab 2), even if board chair will change before contract execution. The resolution must include a date **no earlier than 12 months before the date the Application is submitted**.

h. **Volume 1 – Tab 7: Written Standard and Termination Policy**

- i. Applicants must submit a copy of their Written Standards behind the tab that comply with the requirements of [24 CFR 576§400](#). Only submit Written Standards, not the entire agency manual.
 1. If submitting an older copy of Written Standards, remove any use of expired waivers for non-applicable regulations.
- ii. Applicants must submit a copy of the Applicant's policy for Termination of Assistance that complies with the requirements of [24 CFR §576.402](#), including a **written notice** of termination to Homeless Prevention and Rapid Re-Housing participants.
- iii. If the Applicant is proposing to provide Homeless Prevention or Rapid Re-Housing, the Written Standards must also include an occupancy standard which does not conflict with Texas Property Code §92.010.

i. **Volume 1 – Tab 8: Previous Participation Form**

- i. Applicants must submit a copy of their [Uniform Previous Participation Form for Single Family and Community Affairs](#) behind this tab. Ensure all board members are clearly listed. If not a current Subrecipient, the Compliance division will send communication to the application contact listed.
 1. Instructions for completing the PPR can be found [here](#).

j. **Volume 1 – Tab 9: Administrative Forms**

- i. Behind this tab submit the following completed documents:

Required Form	Current Subrecipient	Not a Current Subrecipient
SAM registration . PDF of printed page from the website that includes Subrecipient name and EUIN.	Yes	Yes
Environmental Review https://www.hudexchange.info/resource/3141/part-58-environmental-review-exempt-or-censt-format/	Required only for Units of General Local Government	

k. **Volume 1 – Tab 10: ESG Certification**

- i. This tab requires the submission of the
- [ESG Certification Form](#)
- . Note that this must be signed by the same person given the authority to represent and execute the contract in the Government Body Action (Volume 1-Tab 6).

2. Volume 2 – Uniform Scoring Criteria

- a. Volume 2 is required for all Applications and consists of 8 tabs. Tabs 1 through 7 of Volume 2 include at least one scoring item which is part of the Uniform Selection Criteria outlined at [10 TAC §7.39](#).
- b. Percentages identified in this section will not be rounded up to the nearest whole number.
- c. **Volume 2 - Tab 1: Homeless Participation**
 - i. Applicants may **request up to three (3) points** for persons experiencing or formerly experiencing homelessness participating in a policy-making entity, and/or constructing, renovating, or maintaining ESG Applicant's ESG facilities.
 1. Be sure to describe the role and how it fits within the category.
 2. Facilities Participation the position must be paid (ESG facilities refers to Emergency Shelter buildings).

Points	Homeless Participation	Duties
2 points	<i>Homeless Policy Consulting.</i> At least one person who is experiencing Homelessness/ formerly experienced Homelessness who consults with the policy-making entity	Includes serving on the governing board/ council or formally consulting for the board/ council through an official channel (such as a committee)
1 point	<i>Homeless Facilities Participation.</i> At least one person who is experiencing Homelessness or formerly experienced Homelessness is employed in a paid position	Include constructing, renovating, maintaining, or operating the Applicant's ESG facilities; or providing services for occupants of its ESG facilities.

- d. **Volume 2 - Tab 2: Organizational or Management Experience**
 - i. Applicants may **request up to eight (8) points** for evidence of applicable organizational or management experience, but not a combination of both. Of the two methods, organizational experience is the simplest to demonstrate and is recommended. **Note that any State or Federal grants are acceptable, not only programs related to ESG or housing.**

8 points	At least six or more years of experience
5 points	At least four, but less than six, years of experience
3 points	At least two, but less than four, years of experience

Applicants must select which experience (Organizational or Management) they will request points for in the dropdown box before continuing.

- ii. *Organizational Experience.* List organization or management experience administering Federal or State programs. If you are unsure of the full program name or source, contact the organization that funds you or complete an internet search. **Do not upload attachments as evidence behind this tab.** Instead, fill out the table in the tab, which must include:
 1. Name of the program (original funding source and specific program)
 2. Source type (State or Federal)
 3. Start date for the Award
 4. End date for the Award
 5. Number of the months the award was received (auto calculated field)

- iii. *Management Experience.* Behind this tab attach management staff resumes to determine experience administering Federal or State programs.
 - 1. This experience must include current staff only, not proposed staff member. Staff experience is not limited to their time at your organization.
 - 2. If using resumes as documentation, be as clear as possible as to how the role connected to the grant.
 - 3. **Only members of the management team which have a decision making authority over policy and/or procedures are included in this section.** Accepted roles include, but are not limited to Executive Director, Manager, Lead Caseworker, etc.
- iv. For this section, only submit information for one category, not both. Submitting information for both categories may result in a deficiency.
- e. **Volume 2 – Tab 3: Percentage of Prior ESG Award Expended**
 - i. Applicants may **request up to six (6) points** under this criterion only if a minimum of 91% of the prior ESG award was expended on or before the expenditure deadline as described in the Contract during the original term. Percentages will not be rounded up.
 - ii. Contracts that were amended to extend the term may still be eligible to claim points based upon the expenditure percentage as of the original Contract term deadline prior to amendment.
 - iii. The percentage of ESG funds expended will be calculated utilizing the amount of the Contract as of its closing as stated in the Contract prior to amendments, except where the Applicant voluntarily return funds in accordance with this subchapter.
 - iv. Expenditure will be defined as the Applicant having reported the funds as expended. All Contracts between TDHCA and the Applicant must be included if the Contract ended on or after **June 24, 2024.**
 - v. **If the Applicant completed more than one Contract within the specified time period, all Contracts must be included on the tab.**

6 points	100% of the contract expended prior to contract close
3 points	95% to less than 100% of the contract expended prior to contract close
2 points	91-94% of the contract expended prior to contract close

- f. **Volume 2 – Tab 4: Previous ESG Reporting and Outcomes**
 - i. *Annual Contracts.* Applicants may **request up to twelve (12) points** under this criterion based on timeliness of the last three reports and percentage of outcomes met on previous ESG Annual Contracts. Percentages will not be rounded up.
 - 1. All ESG Annual contracts between TDHCA and the Applicant that closed within 12 months of the Application Deadline (**June 24, 2024**) must be included.
 - a. An Applicant that only had an ESG CARES contract close within 12 months of the Application Deadline may request up to 12 points. CARES Contracts are not ESG Annual Contracts.
 - b. An Applicant that had Annual contracts that closed more than 12 months prior to Application deadline (**June 24, 2024**) may request up to 12 points.
 - ii. *Reporting Timeliness.* **Two (2) points** may be selected for timely reporting submissions based on the last three reports of each of the Contracts. Percentages will not be rounded up.
 - 1. The last three reports of the contract must have been submitted on or before the reporting deadline, the last day of the following service month. The final report is due 45 days after the contract end date.

2. If you have multiple contracts which closed within the 12 months prior to the Application Deadline (**June 24, 2024**), each contract must be timely to claim points.
3. If a combined report was submitted at least one of those months it is considered delinquent.
- iii. *Performance Targets and Outcomes*. **Two (2) points** may be selected for EACH component when 100% of the performance target was met, for a **total of eight (8) points**. Percentages will not be rounded up.
 1. Note that 100% your performance target must be met. To check your performance target, reference your signed contract.
 2. If multiple contracts are included, Target and Outcome percentages will be averaged among all prior closed ESG Annual Contracts to determine points.
- iv. *Match Obligation*. **Two (2) points** may be selected if 100% or more of your Match obligation was met. Percentages will not be rounded up.
 1. To check your performance target, reference your signed contract.
 2. If you have multiple contracts which closed within the 12 months prior to the Application Deadline (**June 24, 2024**), each contract must be have met match to claim points.

g. **Volume 2 – Tab 5: Previous Monitoring Reports**

- i. Applicants may **request up to five (5) points** under this criterion based on previous monitoring history for three years before the date Applications are first accepted (**May 24, 2024**). Findings that were rescinded will not be considered findings in this score.
 1. **This criterion applies to both ESG Annual and ESG CARES monitoring history.**

5 points	Monitoring history included no Findings, or applicant has <u>no</u> monitoring history
3 points	Monitoring history includes a close-out letter with Findings, but Findings were not related to Household Eligibility or violation of Procurement Requirements
2 points	Monitoring history includes a close-out letter with Findings related to Household Eligibility
1 points	Monitoring history includes a close-out letter with Findings related to violation of Procurement Requirements
0 points	Monitoring history includes a close-out letter with Findings resulting in disallowed costs in excess of \$5,000 that required repayment to the department.

h. **Volume 2 – Tab 6: Priority for Certain Communities**

- i. Applicants may **request two (2) points** if at least one Colonia is included in the Service Area identified in the Application.
- ii. If you serve a newly designated Colonia, and the Colonia is not listed in the Application, please enter the Colonia name and designated M-Number in the “Other” field in order to claim points.

i. **Volume 2 – Tab 7: Previously Unserved Areas**

- i. Applicants may **request up to 10 points** under this criterion if the Application proposes to serve at least one county in an area previously unserved by TDHCA ESG funds or a direct allocation of ESG funds from HUD. A listing of counties which do not qualify as previously unserved areas is included in Part D, Exhibits 1 and 2.

j. **Volume 2 – Tab 8: Checklist and Score**

- i. This tab automatically calculates your self-score and allows you to check to ensure each Application tab is completed, including tabs not applicable to your Application.

- ii. **Manually transfer your total self-score for Uniform Section Criteria to tab 8 of each component you are applying for.** This score, combined with the component volume's score, will result in the total score for that application.

3. Volume 3 – Street Outreach

- a. Volume 3: Street Outreach 3 is required for all Applications requesting funding for Street Outreach and consists of eight tabs. Tabs 1 through 7 of Volume 3 include at least one scoring item which is part of the Selection Criteria outlined at [10 TAC §7.40\(b\)](#).
- b. **Volume 3 – Tab 1: Street Outreach Funding Request and Match**
 - i. *General Information.* Applicant must enter the full legal name of the entity and must select the CoC region under which funds are requested.
 - ii. *Funds Requested.* Applicant must enter the amount of funds requested for Street Outreach's Program Participant service.
 1. The amount of HMIS funds is limited to 12% of Street Outreach Program Participant services.
 2. The amount of Administrative funds is limited to 3% of Street Outreach Program Participant services.
 3. The total funds requested for the Street Outreach award is inclusive of HMIS funds and Administrative funds, and may not exceed the total regional allocation amount.
 - iii. *Match Funds.* Total Matching funds from all sources, including other non-ESG HUD funds, other federal funds, state funds from non-federal sources, local government funds, private funds, fees, program income, and any other eligible Match source.
 1. **Applicant must enter the amount of funds that will be used to match the total component award.**
 2. Match is not limited to the provision of the awarded component, but is limited to ESG-eligible activities.
 3. The source of the Match contribution may change after a Contract is awarded under the NOFA, but the total Match contribution percentage pledged in the Application will be contractually required.
 4. Applicants may **request up to three (3) points** under this criterion if the Match proposed meets or exceeds 110% of the requested award.
 - iv. *Match Contribution from Emergency Shelter.* Applicants must identify if any Match will be utilized for Emergency Shelter.
 1. If Emergency Shelter is proposed as Match, indicate if the Emergency Shelter will provide overnight shelter. Note that day shelters should meet the requirements outlined in [HUD's ESG FAQ ID 983](#)
 2. If Emergency Shelter is a proposed source of Match, nonprofit Applicants must attach a letter affirming local government approval of the shelter activity behind this tab. [The Local Government Approval form](#) may be submitted **no later than July 24, 2024** if unavailable at the time of Application submission.
- c. **Volume 3 – Tab 2: Subpopulations Target**
 - i. *Unduplicated Percentage of Persons in Homeless Subpopulations*
 1. Applicants will enter the total anticipated persons to be served and the unduplicated total anticipated persons in one or more Homeless Subpopulations. The percentage calculated will determine the maximum points that may be requested by the Applicant under this criterion.
 2. Homeless Subpopulations are defined as Persons experiencing Homelessness who are part of the special population categories as defined by the most recent [Point In Time Data Collection guidance](#) issued by HUD.
 3. Applicants may **request up to five (5) points** based on the anticipated percentage of persons served who will be one or more of the Homeless Subpopulations.

5 points	Minimum target of 100% persons served in a subpopulation
4 points	Minimum target of 95% persons served in a subpopulation

3 points	Minimum target of 90% persons served in a subpopulation
2 points	Minimum target of 80% persons served in a subpopulation
1 point	Minimum target of 70% persons served in a subpopulation

d. **Volume 3 – Tab 3: Housing Outcomes**

i. *Persons Exiting to a Positive Housing Destination*

1. Applicants may **request up to five (5) points** based on the percentage of the total number of persons served **within the 12 months prior to June 24, 2024** who exited to a positive housing destination per HMIS data standards.
2. Exit documentation is not required for Application, but may be subject to verification prior to award

5 points	55% or more of persons served within Street Outreach who exited to positive housing destinations
4 points	45% or more of persons served within Street Outreach who exited to positive housing destinations
3 points	35% or more of persons served within Street Outreach who exited to positive housing destinations
2 points	25% or more of persons served within Street Outreach who exited to positive housing destinations

e. **Volume 3 – Tab 4: Staff Qualifications**

- i. This tab requires submission of documentation to verify staff qualifications. Applicants must also complete a summary table of the staff qualifications they are requesting points:

Staff Member Name or ID	Mental Health Provider licensed by Texas BHEC?	Fluent in one or more language identified in LAP?	Formerly experienced homelessness?
	Yes/No	Yes/No	Yes/No

- ii. Applicants may **request up to six (6) points** if a member of the staff that interacts with Program Participants has specific qualifications.

Points	Staff Qualification	Verification to Submit
2 points	Licensed mental health provider through the Texas Behavioral Executive Health Council	Verification of Texas licensure and Staff Qualifications Certification form
2 points	Staff member fluent in one or more languages, other than English, in the Language Access Plan	Staff Qualifications Certification form
2 points	Paid staff member who was formerly homeless	Staff Qualifications Certification form

f. **Volume 3 – Tab 5: Housing Target.**

1. Applicants may **request up to three (3) points** based on the percentage of persons to be served with Street Outreach who will be placed in temporary, transitional, or permanent housing.
2. Applicants must enter the total number of persons anticipated and the percentage calculated will determine the maximum number of points that may be requested by the Applicant under this criterion.

3 points	Minimum target of 55% persons in Street Outreach will be placed in temporary, transitional, or permanent housing
2 points	Minimum target of 45% persons in Street Outreach will be placed in temporary, transitional, or permanent housing
1 point	Minimum target of 35% persons in Street Outreach will be placed in temporary, transitional, or permanent housing

g. **Volume 3 – Tab 6: Services.**

- i. Applications **may request up to five (5) points** based on the number of Street Outreach services provided through ESG or other funds. Applicants will select the types of services to be provided in order to determine the maximum number of points that may be requested under this scoring criterion.
- ii. **A referral to another provider is insufficient for the Application to be awarded points under this criterion.** Provision of services from outside service providers should be evidenced by a formal agreement, such as a Contract or memorandum of understanding, with the service provider.
- iii. *Service Types Provided*
 1. Applicants must select points from the most restrictive of applicable point categories. Each service selected must be uniquely different.
 2. Emergency health services and emergency mental health services may only be provided by ESG funds if these services are inaccessible or unavailable within the area

5 points	Provides Street Outreach engagement and case management, and three other services
4 points	Provides Street Outreach engagement and case management, and two other services
3 point	Provides Street Outreach engagement and case management, and one other service
2 points	Provides Street Outreach engagement and case management

h. **Volume 3 – Tab 7: Experience Providing Street Outreach**

- i. Applications **may request up to 10 points** based on experience providing Street Outreach. Staff experience is not taken into account for this section. Of the various ways to demonstrate experience, organizational reports and annual service plans are the simplest ways to demonstrate and are recommended.

10 points	Street Outreach provided for 10 or more years
8 points	Street Outreach provided for up to 8 years
6 point	Street Outreach provided for up to 6 years
4 points	Street Outreach provided for up to 4 years
2 points	Street Outreach provided for up to 2 years

- ii. *Experience Outline.* Applicants must fill out the table to provide an outline for organizational experience. **Experience must be indicated within both the table and the attachments.** In order to receive the appropriate total points, please ensure each example of organizational experience in the table is:
 1. Documented by an attachment
 2. Has accurate page numbers for each attachment
 3. Has a start date and end date

- iii. *Experience Documentation.* Applicants must attach documentation evidencing that the organization administered a Street Outreach program behind the tab.
 - 1. Documentation may include contracts, organizational reports, publications, listing of relevant grant awards for Street Outreach, or any combination of documents that clearly evidence the organizational experience.
 - 2. Documentation must clearly indicate a start and an end date in order to receive credit for the timeframe being reported.
 - a. Credit can only be claimed for experience that occurred prior to the application submission date. Future grant terms cannot be taken into consideration.
 - b. For example, if claiming Street Outreach experience for 1 year in 2022, the support documentation must note the start date of January 1, 2022 as the start and December 31, 2022 as the end of the Street Outreach grant; or a combination of dates which document 12 months of experience.

i. **Volume 3 – Tab 8: Volume 3 Submission Checklist**

- i. The checklist is for Volume 3 Application content and includes the total Application self-score for Street Outreach.
 - ii. **Applicants must enter their self-score from Volume 2 – Uniform Selection Criteria (Volume 2 – Tab 8) in order to tally the score that will be utilized to rank the Application for Street Outreach.**
 - iii. A final score will not exceed the self-score, inclusive of the score for the Uniform Selection Criteria.
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4. Volume 4 – Emergency Shelter

- a. **Volume 4: Emergency Shelter.** Volume 4 is required for all Applications requesting funding for Emergency Shelter and consists of eight tabs. Tabs 1 through 7 of Volume 4 includes at least one scoring item which is part of the Selection Criteria outlined at [10 TAC §7.40\(c\)](#).
- b. **Volume 4 – Tab 1: Emergency Shelter Funding Request and Match.**
 - i. *General Information.* Applicant must enter the full legal name of the entity and must select the CoC region under which funds are requested.
 - ii. *Funds Requested.* Applicant must enter the amount of funds requested for Emergency Shelter's Program Participant services.
 1. The amount of HMIS for Emergency Shelter is limited to 12% of Emergency Shelter Program Participant services.
 2. The amount of Administrative funds is limited to 3% of Emergency Shelter Program Participant services.
 3. The total funds requested for the Emergency Shelter award is inclusive of HMIS funds and Administrative funds, and may not exceed the total regional allocation amount.
 - iii. *Match Funds.* Total Matching funds from all sources, including other non-ESG HUD funds, other federal funds, state funds from non-federal sources, local government funds, private funds, fees, program income, and any other eligible Match source.
 1. **Applicant must enter the amount of funds that will be used to match the total component award.**
 2. Match is not limited to the provision of the awarded component, but is limited to ESG-eligible activities.
 3. The source of the Match contribution may change after a Contract is awarded under the NOFA, but the total Match contribution percentage pledged in the Application will be contractually required.
 4. Applicants may **request up to three (3) points** under this criterion if the Match proposed meets or exceeds 110% of the requested award.
 - iv. *Match Contribution from Emergency Shelter.* Applicants must identify if any Match will be utilized for Emergency Shelter.
 1. If Emergency Shelter is proposed as Match, indicate if the Emergency Shelter will provide overnight shelter. Note that day shelters should meet the requirements outlined in [HUD's ESG FAQ ID 983](#)
 2. If Emergency Shelter is a proposed source of Match, nonprofit Applicants must attach a letter affirming local government approval of the shelter activity behind this tab. [The Local Government Approval form](#) may be submitted not later than **July 24, 2024** if unavailable at the time of Application submission.
- c. **Volume 4 – Tab 2: Subpopulations Target**
 - i. *Unduplicated Percentage of Persons in Homeless Subpopulations*
 1. Applicants will enter the total anticipated persons to be served and the unduplicated total anticipated persons in one or more Homeless Subpopulations. The percentage calculated will determine the maximum points that may be requested by the Applicant under this criterion.
 2. Homeless Subpopulations are defined as Persons experiencing Homelessness who are part of the special population categories as defined by the most recent [Point In Time Data Collection guidance](#) issued by HUD.
 3. Applicants may **request up to five (5) points** based on the anticipated percentage of persons served who will be one or more of the Homeless Subpopulations.

5 points	Minimum target of 100% persons served in a subpopulation
4 points	Minimum target of 95% persons served in a subpopulation

3 points	Minimum target of 90% persons served in a subpopulation
2 points	Minimum target of 80% persons served in a subpopulation
1 point	Minimum target of 70% persons served in a subpopulation

d. **Volume 4 – Tab 3: Housing Outcomes**

i. *Persons Exiting to a Positive Housing Destination*

1. Applicants may **request up to five (5) points** based on the percentage of the total number of persons served within the 12 months prior to **June 24, 2024** who exited to a positive housing destination per HMIS data standards.
2. Exit documentation is not required for Application, but may be subject to verification prior to award.

5 points	55% or more of persons served within Emergency Shelter who exited to positive housing destinations
4 points	45% or more of persons served within Emergency Shelter who exited to positive housing destinations
3 points	35% or more of persons served within Emergency Shelter who exited to positive housing destinations
2 points	25% or more of persons served within Emergency Shelter who exited to positive housing destinations

e. **Volume 4 – Tab 4: Staff Qualifications**

- i. This tab requires submission of documentation to verify staff qualifications. Applicants must also complete a summary table of the staff qualifications they are requesting points:

Staff Member Name or ID	Mental Health Provider licensed by Texas BHEC?	Fluent in one or more language identified in LAP?	Formerly experienced homelessness?
	Yes/No	Yes/No	Yes/No

- ii. Applicants may **request up to six (6) points** if a member of the staff that interacts with Program Participants has specific qualifications.

Points	Staff Qualification	Verification to Submit
2 points	Licensed mental health provider through the Texas Behavioral Executive Health Council	Verification of Texas licensure and Staff Qualifications Certification form
2 points	Staff member fluent in one or more languages, other than English, in the Language Access Plan	Staff Qualifications Certification form
2 points	Paid staff member who was formerly homeless	Staff Qualifications Certification form

f. **Volume 4 – Tab 5: Housing Target.**

- Applicants may **request up to three (3) points** based on the percentage of persons to be served with Emergency Shelter who will be placed in permanent housing.
- Applicants must enter the total number of persons anticipated and the percentage calculated will determine the maximum number of points that may be requested by the Applicant under this criterion.

3 points	Minimum target of 55% persons in Emergency Shelter will be placed in temporary, transitional, or permanent housing
2 points	Minimum target of 45% persons in Emergency Shelter will be placed in temporary, transitional, or permanent housing
1 point	Minimum target of 35% persons in Emergency Shelter will be placed in temporary, transitional, or permanent housing

g. **Volume 4 – Tab 6: Services**

- i. Applications **may request up to five (5) points** based on the number of Emergency Shelter services provided through ESG or other funds as more fully described in the Application.
- ii. Applicants will select the types of services to be provided in order to determine the maximum number of points that may be requested under this scoring criterion.
- iii. **A referral to another provider is insufficient for the Application to be awarded points under this criterion.** Provision of services from outside service providers should be evidenced by a formal agreement, such as a Contract or memorandum of understanding, with the service provider.
- iv. *Service Types Provided*
 1. Applicants must select points from the most restrictive of applicable point categories. Each service selected must be uniquely different.
 2. Outpatient health services, outpatient mental health services, and outpatient substance abuse treatment services may only be provided by ESG funds if these services are inaccessible or unavailable within the area.

5 points	Provides case management and five other services
4 points	Provides case management and four other services
3 point	Provides case management and three other services
2 points	Provides case management and two other services

h. **Volume 4 – Tab 7: Experience Providing Emergency Shelter**

- i. Applications **may request up to 10 points** based on experience providing Emergency Shelter. Staff experience is not taken into account for this section. Of the various ways to demonstrate experience, organizational reports and annual service plans are the simplest ways to demonstrate and are recommended.

10 points	Emergency Shelter provided for 10 or more years
8 points	Emergency Shelter provided for up to 8 years
6 point	Emergency Shelter provided for up to 6 years
4 points	Emergency Shelter provided for up to 4 years
2 points	Emergency Shelter provided for up to 2 years

- ii. *Experience Outline.* Applicants must fill out the table to provide an outline for organizational experience. Experience must be indicated within both the table and the attachments. In order to receive the appropriate total points, please ensure each example of organizational experience in the table is:
 1. Documented by an attachment
 2. Has accurate page numbers for each attachment
 3. Has a start date and end date
- i. *Experience Documentation.* Applicants must attach documentation evidencing that the organization administered an Emergency Shelter program behind the tab.
 1. Documentation may include contracts, organizational reports, publications, listing of relevant grant awards for Emergency Shelter, or any combination of documents that clearly evidence the organizational experience.

2. Documentation must clearly indicate a start and an end date in order to receive credit for the timeframe being reported.
 - a. Credit can only be claimed for experience that occurred prior to application submission. Future grant terms cannot be taken into consideration.
 - b. For example, if claiming Emergency Shelter experience for 1 year in 2022, the support documentation must note the start date of January 1, 2022 as the start and December 31, 2022 as the end of the Emergency Shelter grant; or a combination of dates which document 12 months of experience.
 - i. **Volume 4 – Tab 8: Volume 3 Submission Checklist**
 - i. The checklist is for Volume 4 Application content and includes the total Application self-score for Emergency Shelter.
 - ii. **Applicants must enter their self-score from Volume 2 – Uniform Selection Criteria (Volume 2 – Tab 8) in order to tally the score that will be utilized to rank the Application for Emergency Shelter.**
 - iii. A final score will not exceed the self-score, inclusive of the score for the Uniform Selection Criteria.
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5. *Volume 5 – Homeless Prevention*

- a. **Volume 5: Homeless Prevention.** Volume 5 is required for all Applications requesting funding for homeless prevention and consists of eight tabs. Tabs 1 through 7 of Volume 5 includes at least one scoring item which is part of the Selection Criteria outlined at [10 TAC §7.40\(d\)](#).
- b. **Volume 5 – Tab 1: Homeless Prevention Funding Request and Match.**
 - i. *General Information.* Applicant must enter the full legal name of the entity and must select the CoC region under which funds are requested.
 - ii. *Funds Requested.* Applicant must enter the amount of funds requested for Homeless Prevention’s Program Participant service.
 - 1. The amount of HMIS for Homeless Prevention is limited to 12% of the component’s Program Participant services.
 - 2. The amount of Administrative funds is limited to 3% of the request for Homeless Prevention’s Program Participant services.
 - 3. The total funds requested for the Homeless Prevention award is inclusive of HMIS funds and Administrative funds, and may not exceed the total regional allocation amount.
 - iii. *Match Funds.* Total Matching funds from all sources, including other non-ESG HUD funds, other federal funds, state funds from non-federal sources, local government funds, private funds, fees, program income, and any other eligible Match source.
 - 1. **Applicant must enter the amount of funds that will be used to match the total component award.**
 - 2. Match is not limited to the provision of the awarded component, but is limited to ESG-eligible activities.
 - 3. The source of the Match contribution may change after a Contract is awarded under the NOFA, but the total Match contribution percentage pledged in the Application will be contractually required.
 - 4. Applicants may **request up to three (3) points** under this criterion if the Match proposed exceeds 110% of the requested award for each component.
 - iv. *Match Contribution from Homeless Prevention.* Applicants must identify if any Match will be utilized for Emergency Shelter.
 - 1. If Emergency Shelter is proposed as Match, indicate if the Emergency Shelter will provide overnight shelter. Note that day shelters should meet the requirements outlined in [HUD’s ESG FAQ ID 983](#)
 - 2. If Emergency Shelter is a proposed source of Match, nonprofit Applicants must attach a letter affirming local government approval of the shelter activity behind this tab. [The Local Government Approval form](#) may be submitted not later than **July 24, 2024** if unavailable at the time of Application submission.
- c. **Volume 5 – Tab 2: Subpopulations Target**
 - i. *Unduplicated Percentage of Persons in Homeless Subpopulations*
 - 1. Applicants will enter the total anticipated persons to be served and the unduplicated total anticipated persons in one or more Homeless Subpopulations. The percentage calculated will determine the maximum points that may be requested by the Applicant under this criterion.
 - 2. Homeless Subpopulations are defined as Persons experiencing Homelessness who are part of the special population categories as defined by the most recent [Point In Time Data Collection guidance](#) issued by HUD.
 - 3. Applicants may **request up to five (5) points** based on the anticipated percentage of persons served who have one or more special needs, as defined by the Department’s current [One-Year Action Plan](#).

5 points	Minimum target of 100% persons served who have one or more special needs
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4 points	Minimum target of 95% persons served who have one or more special needs
3 points	Minimum target of 90% persons served who have one or more special needs
2 points	Minimum target of 80% persons served who have one or more special needs
1 point	Minimum target of 70% persons served who have one or more special needs

a. **Volume 5 – Tab 3: Housing Outcomes**

i. *Persons Exiting to a Positive Housing Destination*

- Applicants may **request up to five (5) points** based on the percentage of the total number of persons served within the 12 months prior to **June 24, 2024** who exited to a positive housing destination per HMIS data standards.
- Exit documentation is not required for Application, but may be subject to verification prior to award

5 points	55% or more of persons served within Homeless Prevention who exited to positive housing destinations
4 points	45% or more of persons served within Homeless Prevention who exited to positive housing destinations
3 points	35% or more of persons served within Homeless Prevention who exited to positive housing destinations
2 points	25% or more of persons served within Homeless Prevention who exited to positive housing destinations

b. **Volume 5 – Tab 4: Staff Qualifications**

- i. This tab requires submission of documentation to verify staff qualifications. Applicants must also complete a summary table of the staff qualifications they are requesting points:

Staff Member Name or ID	Mental Health Provider licensed by Texas BHEC?	Fluent in one or more language identified in LAP?	Formerly experienced homelessness?
	Yes/No	Yes/No	Yes/No

- i. Applicants may **request up to six (6) points** if a member of the staff that interacts with Program Participants has specific qualifications.

Points	Staff Qualification	Verification to Submit
2 points	Licensed mental health provider through the Texas Behavioral Executive Health Council	Verification of Texas licensure and Staff Qualifications Certification form
2 points	Staff member fluent in one or more languages, other than English, in the Language Access Plan	Staff Qualifications Certification form
2 points	Paid staff member who was formerly homeless	Staff Qualifications Certification form

a. **Volume 5 – Tab 5: Housing Target.**

- i. Applicants **may request up to three (3) points** based on the percentage of persons to be served with Homeless Prevention who maintained housing for three months or more after program exit.
- ii. Applicants must enter the total number of persons anticipated and the percentage calculated will determine the maximum number of points that may be requested by the Applicant under this criterion.

3 points	Minimum target of 70% persons in Homeless Prevention that maintained housing for three months or longer
2 points	Minimum target of 60% persons in Homeless Prevention that maintained housing for three months or longer
1 point	Minimum target of 50% persons in Homeless Prevention that maintained housing for three months or longer

b. Volume 5 – Tab 6: Services

- i. Applications **may request up to five (5) points** based on the number of Homeless Prevention services provided through ESG or other funds as more fully described in the Application.
- ii. Applicants will select the types of services to be provided in order to determine the maximum number of points that may be requested under this scoring criterion.
- iii. **A referral to another provider is insufficient for the Application to be awarded points under this criterion.** Provision of services from outside service providers should be evidenced by a formal agreement, such as a Contract or memorandum of understanding, with the service provider.
- iv. Housing stability case management is required for Homeless Prevention, except if VAWA or FVPSA prohibits certain case management requirements.
- v. *Service Types Provided.* Applicants must select points from the most restrictive of applicable point categories. Each service selected must be uniquely different.

5 points	Provides housing stability case management and six other services or rental assistance
4 points	Provides housing stability case management and five other services or rental assistance
3 point	Provides housing stability case management and four other services or rental assistance
2 points	Provides housing stability case management and three other services or rental assistance

c. Volume 5 – Tab 7: Experience Providing Homeless Prevention

- i. Applications **may request up to 10 points** based on experience providing Homeless Prevention or tenant-based rental assistance services. Staff experience is not taken into account for this section. Of the various ways to demonstrate experience, organizational reports and annual service plans are the simplest ways to demonstrate and are recommended.

10 points	Homeless Prevention or tenant-based rental assistance services provided for 10 or more years
8 points	Homeless Prevention or tenant-based rental assistance services provided for up to 8 years
6 point	Homeless Prevention or tenant-based rental assistance services provided for up to 6 years

4 points	Homeless Prevention or tenant-based rental assistance services provided for up to 4 years
2 points	Homeless Prevention or tenant-based rental assistance services provided for up to 2 years

- ii. *Experience Outline.* Applicants must fill out the table to provide an outline for organizational experience. Experience must be indicated within both the table and the attachments. In order to receive the appropriate total points, please ensure each example of organizational experience in the table is:
 1. Documented by an attachment
 2. Has accurate page numbers for each attachment
 3. Has a start date and end date
- iii. *Experience Documentation.* Applicants must attach documentation evidencing that the organization administered a Homeless Prevention program behind the tab.
 1. Documentation may include contracts, organizational reports, publications, listing of relevant grant awards for Homeless Prevention, or any combination of documents that clearly evidence the organizational experience.
 2. Documentation must clearly indicate a start and an end date in order to receive credit for the timeframe being reported.
 - a. Credit can only be claimed for experience that occurred prior to application submission. Future grant terms cannot be taken into consideration.
 - b. For example, if claiming Homeless Prevention experience for 1 year in 2022, the support documentation must note the start date of January 1, 2022 as the start and December 31, 2022 as the end of the Homeless Prevention grant; or a combination of dates, which document 12 months of experience.
- d. **Volume 5 – Tab 8: Volume 3 Submission Checklist**
 - vi. The checklist is for Volume 5 Application content and includes the total Application self-score for Homeless Prevention.
 - vii. **Applicants must enter their self-score from Volume 2 – Uniform Selection Criteria (Volume 2 – Tab 8) in order to tally the score that will be utilized to rank the Application for Homeless Prevention.**
 - viii. A final score will not exceed the self-score, inclusive of the score for the Uniform Selection Criteria.

6. Volume 6 – Rapid Re-Housing

- a. **Volume 6: Rapid Re-Housing.** Volume 6 is required for all Applications requesting funding for Rapid Re-Housing and consists of eight tabs. Tabs 1 through 7 of Volume 6 includes at least one scoring item which is part of the Selection Criteria outlined at [10 TAC §7.40\(e\)](#).
- b. **Volume 6 – Tab 1: Rapid Re-Housing Funding Request and Match.**
 - i. *General Information.* Applicant must enter the full legal name of the entity and must select the CoC region under which funds are requested.
 - ii. *Funds Requested.* Applicant must enter the amount of funds requested for Rapid Re-Housing's Program Participant service.
 1. The amount of HMIS for Rapid Re-Housing is limited to 12% of the component's Program Participant services.
 2. The amount of Administrative funds is limited to 3% of the request for Rapid Re-Housing's Program Participant services.
 3. The total funds requested for the Rapid Re-Housing award is inclusive of HMIS funds and Administrative funds, and may not exceed the total regional allocation amount.
 - iii. *Match Funds.* Total Matching funds from all sources, including other non-ESG HUD funds, other federal funds, state funds from non-federal sources, local government funds, private funds, fees, program income, and any other eligible Match source.
 1. **Applicant must enter the amount of funds that will be used to match the total component award.**
 2. Match is not limited to the provision of the awarded component, but is limited to ESG-eligible activities.
 3. The source of the Match contribution may change after a Contract is awarded under the NOFA, but the total Match contribution percentage pledged in the Application will be contractually required.
 4. Applicants may **request up to three (3) points** under this criterion if the Match proposed meets or exceeds 110% of the requested award for each component.
 - iv. *Match Contribution from Rapid Re-Housing.* Applicants must identify if any Match will be utilized for Emergency Shelter.
 1. If Emergency Shelter is proposed as Match, indicate if the Emergency Shelter will provide overnight shelter. Note that day shelters should meet the requirements outlined in [HUD's ESG FAQ ID 983](#).
 2. If Emergency Shelter is a proposed source of Match, nonprofit Applicants must attach a letter affirming local government approval of the shelter activity behind this tab. [The Local Government Approval form](#) may be submitted **not later than July 24, 2024** if unavailable at the time of Application submission.
- c. **Volume 6 – Tab 2: Subpopulations Target**
 - i. *Unduplicated Percentage of Persons in Homeless Subpopulations*
 1. Applicants will enter the total anticipated persons to be served and the unduplicated total anticipated persons in one or more Homeless Subpopulations. The percentage calculated will determine the maximum points that may be requested by the Applicant under this criterion.
 2. Homeless Subpopulations are defined as Persons experiencing Homelessness who are part of the special population categories as defined by the most recent [Point In Time Data Collection guidance](#) issued by HUD.
 3. Applicants may **request up to five (5) points** based on the anticipated percentage of persons served who will be one or more of the Homeless Subpopulations.

5 points	Minimum target of 100% persons served in a subpopulation
4 points	Minimum target of 95% persons served in a subpopulation

3 points	Minimum target of 90% persons served in a subpopulation
2 points	Minimum target of 80% persons served in a subpopulation
1 point	Minimum target of 70% persons served in a subpopulation

c. **Volume 6 – Tab 3: Housing Outcomes**

i. *Persons Exiting to a Positive Housing Destination*

3. Applicants may **request up to five (5) points** based on the percentage of the total number of persons served within the 12 months prior to **June 24, 2024** who exited to a positive housing destination per HMIS data standards.
4. Exit documentation is not required for Application, but may be subject to verification prior to award.

5 points	55% or more of persons served within Rapid Re-Housing who exited to positive housing destinations
4 points	45% or more of persons served within Rapid Re-Housing who exited to positive housing destinations
3 points	35% or more of persons served within Rapid Re-Housing who exited to positive housing destinations
2 points	25% or more of persons served within Rapid Re-Housing who exited to positive housing destinations

d. **Volume 6 – Tab 4: Staff Qualifications**

- i. This tab requires submission of documentation to verify staff qualifications. Applicants must also complete a summary table of the staff qualifications they are requesting points:

Staff Member Name or ID	Mental Health Provider licensed by Texas BHEC?	Fluent in one or more language identified in LAP?	Formerly experienced homelessness?
	Yes/No	Yes/No	Yes/No

- i. Applicants may **request up to six (6) points** if a member of the staff that interacts with Program Participants has specific qualifications.

Points	Staff Qualification	Verification to Submit
2 points	Licensed mental health provider through the Texas Behavioral Executive Health Council	Verification of Texas licensure and Staff Qualifications Certification form
2 points	Staff member fluent in one or more languages, other than English, in the Language Access Plan	Staff Qualifications Certification form
2 points	Paid staff member who was formerly homeless	Staff Qualifications Certification form

e. **Volume 6 – Tab 5: Housing Target.**

- i. Applicants may **request up to three (3) points** based on the percentage of persons to be served with Rapid Re-Housing who maintained housing for three months or more after program exit.
- ii. Applicants must enter the total number of persons anticipated and the percentage calculated will determine the maximum number of points that may be requested by the Applicant under this criterion.

3 points	Minimum target of 70% persons in Rapid Re-Housing that maintained housing for three months or longer
2 points	Minimum target of 60% persons in Rapid Re-Housing that maintained housing for three months or longer
1 point	Minimum target of 50% persons in Rapid Re-Housing that maintained housing for three months or longer

f. **Volume 6 – Tab 6: Services**

- i. Applications **may request up to five (5) points** based on the number of Rapid Re-Housing services provided through ESG or other funds as more fully described in the Application.
- ii. Applicants will select the types of services to be provided in order to determine the maximum number of points that may be requested under this scoring criterion.
- iii. **A referral to another provider is insufficient for the Application to be awarded points under this criterion.** Provision of services from outside service providers should be evidenced by a formal agreement, such as a Contract or memorandum of understanding, with the service provider.
- iv. Housing stability case management is required for Rapid Re-Housing, except if VAWA or FVPSA prohibits certain case management requirements.
- v. *Service Types Provided.* Applicants must select points from the most restrictive of applicable point categories. Each service selected must be uniquely different.

5 points	Provides housing stability case management and six other services or rental assistance
4 points	Provides housing stability case management and five other services or rental assistance
3 point	Provides housing stability case management and four other services or rental assistance
2 points	Provides housing stability case management and three other services or rental assistance

g. **Volume 6 – Tab 7: Experience Providing Rapid Re-Housing**

- i. Applications **may request up to 10 points** based on experience providing Rapid Re-Housing or tenant-based rental assistance services. Staff experience is not taken into account for this section. Of the various ways to demonstrate experience, contracts, organizational reports and annual service plans are the simplest ways to demonstrate and are recommended.

10 points	Rapid Re-Housing or tenant-based rental assistance services provided for 10 or more years
8 points	Rapid Re-Housing or tenant-based rental assistance services provided for up to 8 years
6 point	Rapid Re-Housing or tenant-based rental assistance services provided for up to 6 years
4 points	Rapid Re-Housing or tenant-based rental assistance services provided for up to 4 years
2 points	Rapid Re-Housing or tenant-based rental assistance services provided for up to 2 years

- ii. *Experience Outline.* Applicants must fill out the table to provide an outline for organizational experience. Experience must be indicated within both the table and the

attachments. In order to receive the appropriate total points, please ensure each example of organizational experience in the table is:

1. Documented by an attachment
 2. Has accurate page numbers for each attachment
 3. Has a start date and end date
- iii. *Experience Documentation*. Applicants must attach documentation evidencing that the organization administered a Rapid Re-Housing program behind the tab.
1. Documentation may include contracts, organizational reports, publications, listing of relevant grant awards for Rapid Re-Housing, or any combination of documents that clearly evidence the organizational experience.
 2. Documentation must clearly indicate a start and an end date in order to receive credit for the timeframe being reported.
 - a. Credit can only be claimed for experience that occurred prior to the application submission date. Future grant terms cannot be taken into consideration.
 - b. For example, if claiming Rapid Re-Housing experience for 1 year in 2022, the support documentation must note the start date of January 1, 2022 as the start and December 31, 2022 as the end of the Rapid Re-Housing grant; or a combination of dates, which document 12 months of experience.
- h. **Volume 6 – Tab 8: Volume 3 Submission Checklist**
- vi. The checklist is for Volume 6 Application content and includes the total Application self-score for Rapid Re-Housing.
 - vii. **Applicants must enter their self-score from Volume 2 – Uniform Selection Criteria (Volume 2 – Tab 8) in order to tally the score that will be utilized to rank the Application for Rapid Re-Housing.**
 - viii. A final score will not exceed the self-score, inclusive of the score for the Uniform Selection Criteria.

Part D: Exhibits

Exhibit 1: Counties that received ESG funds from HUD or TDHCA in 2023

#	County receiving ESG	#	County receiving ESG	#	County receiving ESG
1	Aransas	31	Fort Bend	61	Menard
2	Archer	32	Franklin	62	Milam
3	Bastrop	33	Galveston	63	Montague
4	Baylor	34	Goliad	64	Montgomery
5	Bee	35	Gonzales	65	Nueces
6	Bell	36	Grayson	66	Palo Pinto
7	Bexar	37	Grimes	67	Parker
8	Bowie	38	Hamilton	68	Red River
9	Brazos	39	Hardeman	69	Refugio
10	Burleson	40	Harris	70	Robertson
11	Calhoun	41	Hays	71	Rockwall
12	Cameron	42	Hidalgo	72	San Patricio
13	Cass	43	Hopkins	73	Schleicher
14	Childress	44	Irion	74	Stephens
15	Clay	45	Jack	75	Sutton
16	Coke	46	Jackson	76	Tarrant
17	Collin	47	Jim Wells	77	Throckmorton
18	Comal	48	Johnson	78	Titus
19	Concho	49	Kaufman	79	Tom Green
20	Cooke	50	Kimble	80	Travis
21	Coryell	51	Kleberg	81	Victoria
22	Cottle	52	Lamar	82	Webb
23	Crockett	53	Lampasas	83	Wichita
24	Dallas	54	Lavaca	84	Wilbarger
25	Delta	55	Leon	85	Willacy
26	Denton	56	Live Oak	86	Williamson
27	DeWitt	57	Lubbock	87	Wise
28	El Paso	58	Madison	88	Young
29	Fannin	59	McLennan		
30	Foard	60	Medina		

*Exhibit 2: Counties that received ESG funds from HUD or TDHCA in 2023 organized by CoC Region***TX-500**

Bexar

TX-503

Travis

TX-600

Collin

Dallas

TX-601

Parker

Tarrant

TX-603

El Paso

TX-604

McLennan

TX-607

Aransas

Bastrop

Bee

Bell

Bowie

Calhoun

Cameron

Cass

Coke

Comal

Concho

Cooke

Coryell

Crockett

Delta

Denton

DeWitt

TX-607 (cont'd)

Fannin

Franklin

Galveston

Goliad

Gonzales

Grayson

Hamilton

Hays

Hidalgo

Hopkins

Irion

Jackson

Jim Wells

Johnson

Kaufman

Kimble

Kleberg

Lamar

Lampasas

Lavaca

Live Oak

Lubbock

Medina

Menard

Nueces

Red River

Refugio

Rockwall

San Patricio

Schleicher

Sutton

Titus

Tom Green

Victoria

Webb

Willacy

Williamson

TX-624

Archer

Baylor

Childress

Clay

Cottle

Foard

Hardeman

Jack

Montague

Palo Pinto

Stephens

Throckmorton

Wichita

Wilbarger

Wise

Young

TX-700

Fort Bend

Harris

Montgomery

TX-701

Brazos

Burleson

Grimes

Leon

Madison

Milam

Robertson