



2024 Emergency Solutions Grants (ESG) Annual Competitive Award Application Webinar

June 3, 2024

HOMELESS PROGRAMS TEAM

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Homeless Programs Manager

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HOUSEKEEPING

- Enter questions in the Questions Panel of GoToWebinar
- Additional questions or agency specific questions can be sent to our general inbox, esg@tdhca.texas.gov.



WEBINAR OBJECTIVES



2024 ESG NOFA

- Important Dates
- General Updates
- NOFA Funding Structure

Application Process

- Competitive Allocation Breakdown
- ESG Program Requirements
- In-Depth Review of the Competitive Award Application
- Application Submission & Deficiency Response
- Award Process





OVERVIEW OF THE 2024 NOFA

2024 ESG ANNUAL GENERAL UPDATES

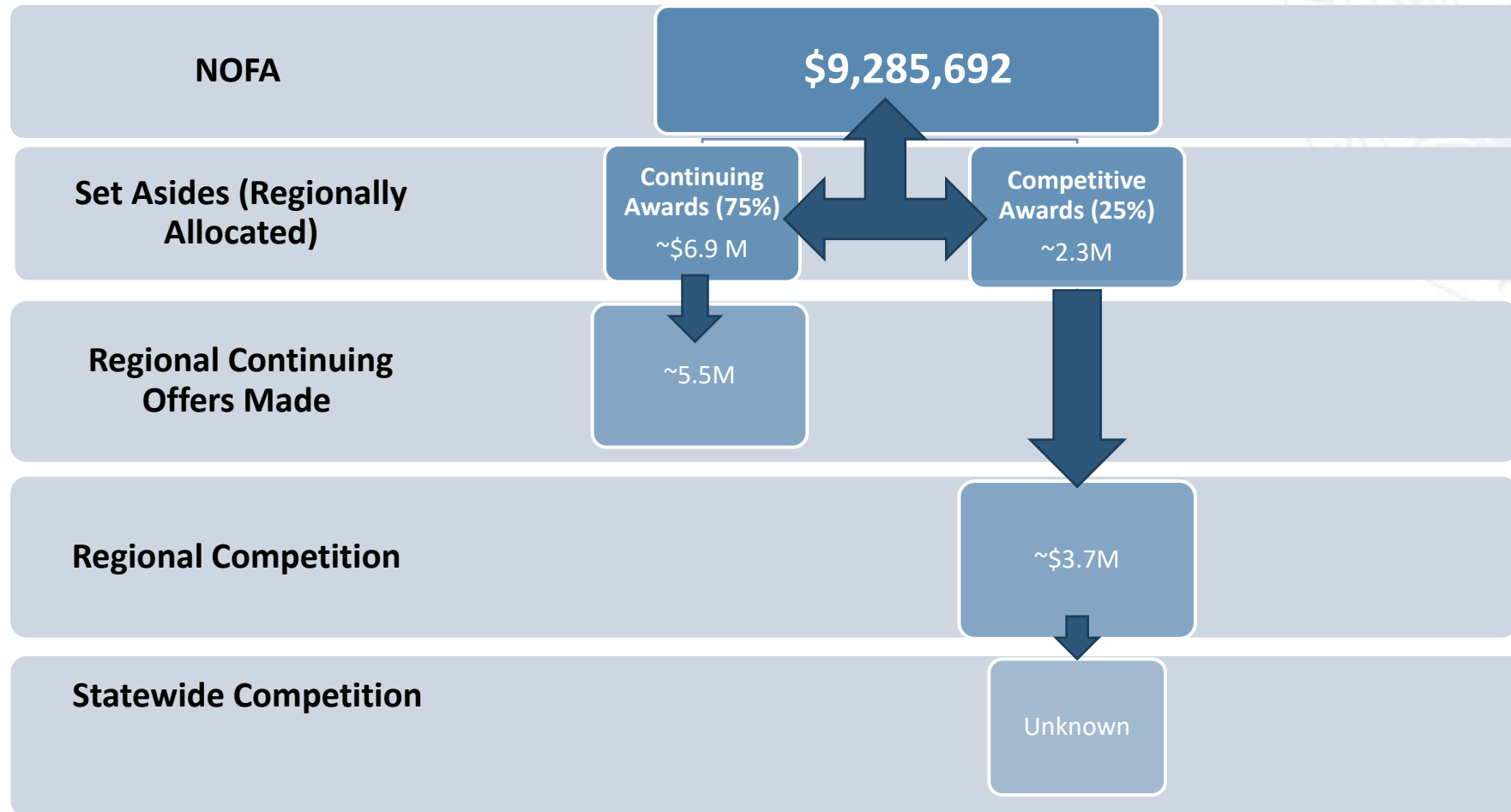
Important Dates

- May 24th – June 24th
 - Application acceptance period
- Deficiencies require a 7-day response
 - 1 point deducted each day after 7th day
 - Application terminated after 14th day

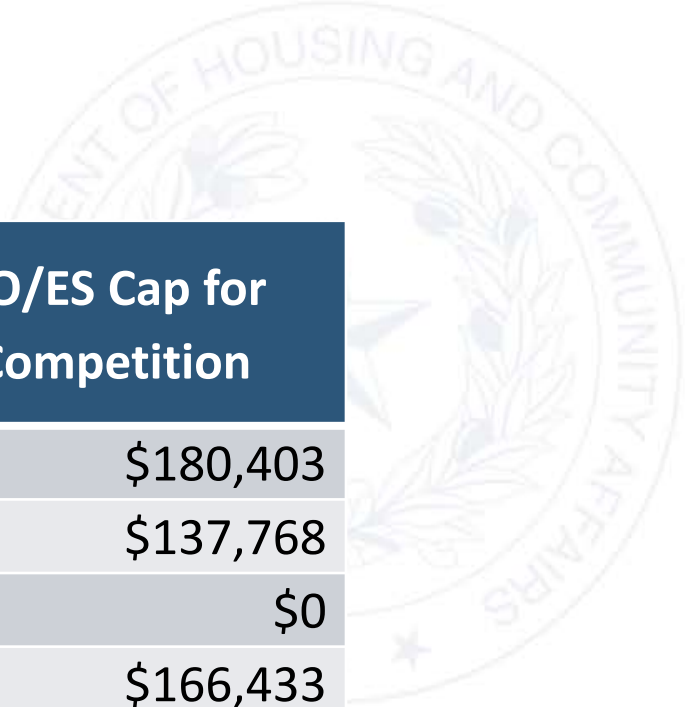
Amounts to be set in the NOFA

- Minimum \$75,000 and maximum \$400,000 for Competitive Awards
- Match Waiver
 - If funds requested is less than \$86,250

NOFA FUNDING STRUCTURE



ALLOCATED FUNDS FOR COMPETITION



CoC #	CoC Name	Allocation Amount for Competition	SO/ES Cap for Competition
TX500	San Antonio/ Bexar County	\$191,035	\$180,403
TX503	Austin/Travis County	\$137,768	\$137,768
TX600	Dallas City & County/ Irving	\$359,692	\$0
TX601	Fort Worth/Arlington/ Tarrant	\$336,162	\$166,433
TX603	El Paso City & County	\$132,643	\$0
TX604	Waco/McLennan County	\$120,798	\$72,478
TX607	Texas Balance of State	\$942,213	\$843,186
TX611	Amarillo	\$153,019	\$91,811
TX624	Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties	\$117,401	\$70,440
TX700	City of Houston/Harris County	\$1,107,307	\$694,843
TX701	Bryan/College Station/Brazos Valley	\$175,858	\$105,514
	Total:	\$3,773,897	\$2,362,876

ESG PROGRAM GUIDELINES

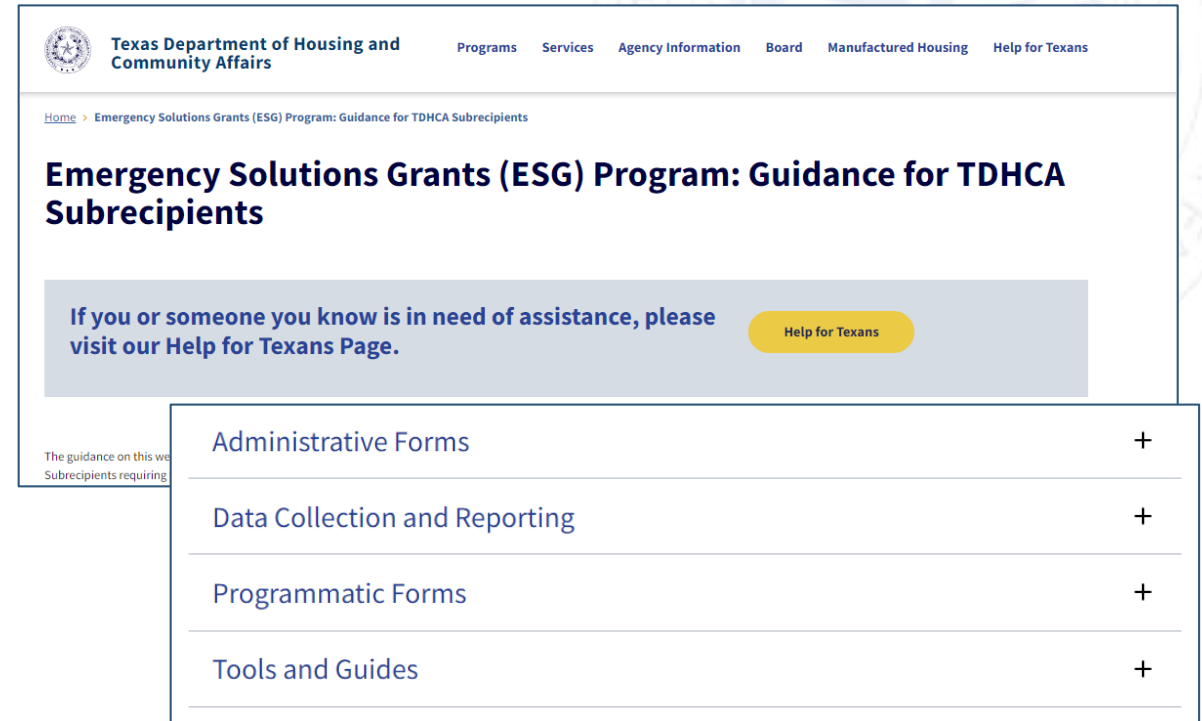
- ESG Program Guidance for TDHCA Subrecipients

- Administrative Forms
- Program Guidance and Forms

<https://www.tdhca.texas.gov/emergency-solutions-grants-esg-program-guidance-tdhca-subrecipients>

- TDHCA ESG Video Library

<https://www.tdhca.texas.gov/emergency-solutions-grants-esg-program-video-library>



The screenshot displays the Texas Department of Housing and Community Affairs website. The header includes the department's name and navigation links: Programs, Services, Agency Information, Board, Manufactured Housing, and Help for Texans. The main content area is titled "Emergency Solutions Grants (ESG) Program: Guidance for TDHCA Subrecipients". Below the title, a message states: "If you or someone you know is in need of assistance, please visit our Help for Texans Page." with a yellow button labeled "Help for Texans". A sidebar on the right lists four categories: Administrative Forms, Data Collection and Reporting, Programmatic Forms, and Tools and Guides, each with a plus sign icon.

Category	Icon
Administrative Forms	+
Data Collection and Reporting	+
Programmatic Forms	+
Tools and Guides	+

DIFFERENCES BETWEEN ESG ANNUAL AND ESG CARES

Budget Differences

- Matching funds of 100% are required, unless a match waiver is requested and awarded
- Budgets are restricted by the component awarded
- 3% cap on Administration, 12% cap on HMIS
- No more than 60% of the awards can be made in street outreach/emergency shelter

Program Differences Highlights

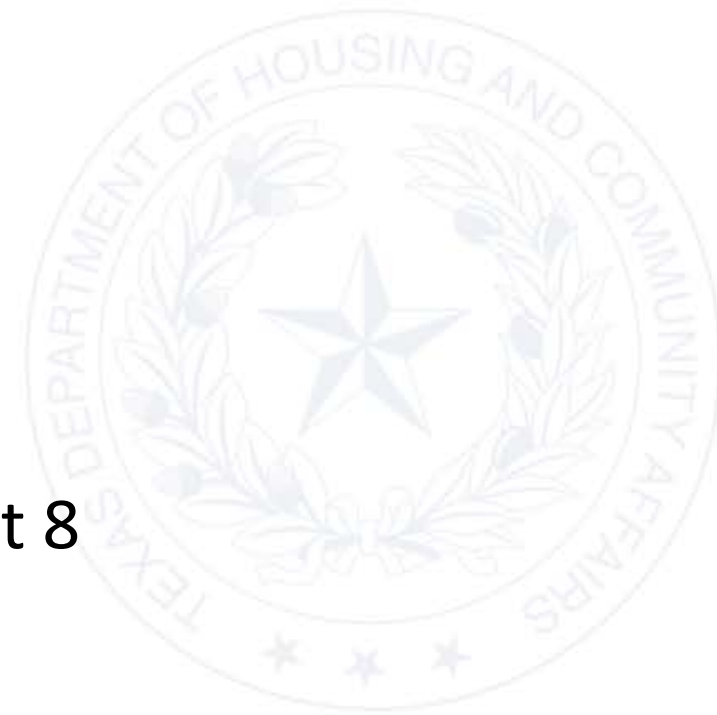
- Income Eligibility restricted to 30% AMFI (vs. 50% AMFI CARES)
- Fair Market Rent limits apply
- Rental Assistance cannot exceed 24 months in a 3 year period
- Reporting Deadlines

2024 ESG ANNUAL COMPETITIVE APPLICATION



APPLICATION PERIOD AND RESOURCES

- Applications will be accepted from Friday, May 24th, at 8 AM CDT to Monday, June 24, at 5 PM CDT.
- Application materials and the Application Manual can be found on our website:
<https://www.tdhca.texas.gov/esg-funding>
- Application questions can also be sent throughout the process to the ESG inbox, esg@tdhca.texas.gov.



ESG APPLICATION VOLUMES

Each Applicant will complete:

- Volume 1: Threshold
- Volume 2: Uniform Scoring

Each Applicant will complete a volume for **each program participant service** they are applying for:

- Volume 3: Street Outreach
- Volume 4: Emergency Shelter
- Volume 5: Homelessness Prevention
- Volume 6: Rapid Re-housing

Multiple Applications

- If applying for multiple components, submit an application for each component
- If applying to serve counties in more than one CoC, submit an application for each CoC

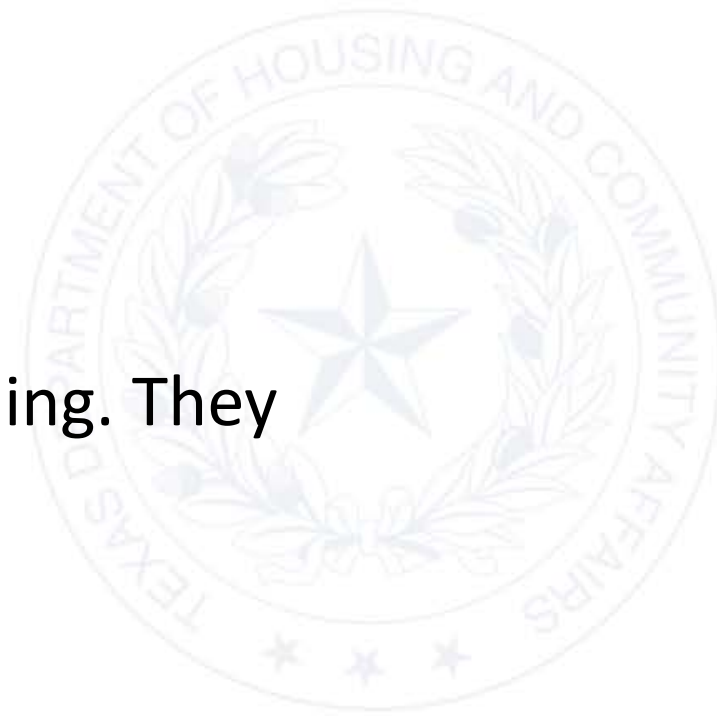
EXAMPLE APPLICATION

An organization is applying for both ES and RRH funding. They would need to submit the following:


- Volume 1 (General Threshold Criteria)
- Volume 2 (Uniform Scoring Criteria)
- Volume 4 (Emergency Shelter)
- Volume 6 (Rapid Re-housing)

Potential application outcomes

- Emergency Shelter only
- Rapid Re-housing only
- Emergency Shelter and Rapid Re-housing
- No funds

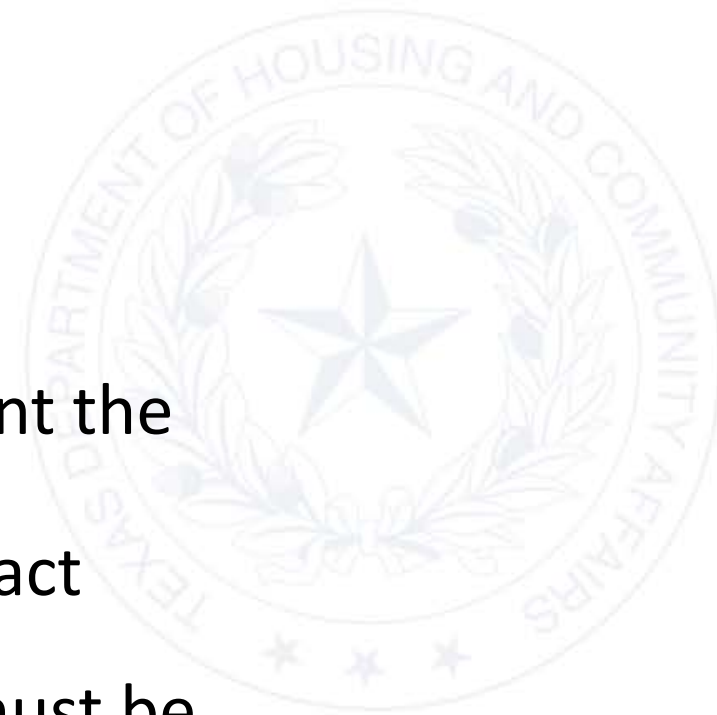


GENERAL THRESHOLD CRITERIA (Vol 1)

- 
1. Applicant Information (pt. 1)
 2. Applicant Information (pt. 2)
 3. Annual Funding (Budget)
 4. ESG Service Area
 5. Financial Information
 6. Governing Body Action
 7. Written Standards and Termination of Assistance Policy
 8. Previous Participation Form (PPR)
 9. Administrative Forms
 10. ESG Certification

GOVERNING BODY ACTION (Vol 1 – Tab 6)

- Include the title of the person authorized to represent the Applicant, giving the authorization to submit the Application and signing authority to execute a Contract
- Include the date the resolution was passed, which must be within 12 months preceding application submission
- Be signed by the same board chair specified in application
- An attestation or meeting minutes will not be accepted



WRITTEN STANDARDS AND TERMINATION POLICY (Vol 1 – Tab 7)


Written Standards

- Must comply with the requirements of [24 CFR 576§400](#)
- If applying for HP or RRH, Written Standards must include an occupancy standard which does not conflict with Texas Property Code §92.010
- Only ESG Written Standards required, not organization's other program manuals

Policy for Termination of Assistance

- Must comply with the requirements of [24 CFR §576.402](#)
- Must includes written notice of termination to HP and RRH Program Participants

UNIFORM SELECTION CRITERIA (Vol 2)

- 
1. Homeless Participation
 2. Organizational or Management Experience
 3. Percentage of Prior ESG Awards Expended
 4. Previous ESG Reporting and Outcomes
 5. Previous Monitoring Reports
 6. Priority for Certain Communities
 7. Previously Unserved Areas

HOMELESS PARTICIPATION EXAMPLE (Vol 2 – Tab 1)

Homeless Participation

- Qualifying individual must be a member of or provide consultation services with your agency's policy making entity.
- Not required to be a paid staff member – could be a voting board member or participate on an advisory committee, etc.

Facilities Participation

- Qualifying individual must be a paid staff member
- This staff member's duties must include one or more of the following:
 - construction, renovation, maintaining, operating or providing services in the Applicant agency's Shelter
- Organization must operate a Shelter in order to claim points.

ORGANIZATIONAL OR MANAGEMENT EXPERIENCE (Vol 2 – Tab 2)

- Provide experience prior to Application Submission administering any Federal or State grants, not just ESG.

Organizational
Fill out table and do not attach documentation
Include: <ul style="list-style-type: none">• Name of program (funding source and specific program)• Source (federal or state)• Start and End Dates for Experience
Ex. ESG (HUD), Federal, 11/1/2022 – 10/31/2023

OR

Management
Attach current staff resumes behind tab
<ul style="list-style-type: none">• Staff must have been in a decision making role and resumes must clearly relate to grant management• <u>Resumes must have sufficient information to determine length of time administering state or federal programs</u>
Ex. director, program manager, lead case worker; details experience with federal and/or state grants

ORGANIZATIONAL OR MANAGEMENT EXPERIENCE (Vol 2 – Tab 2) (cont'd)

Organizational Example with Deficiency

Rental Assistance

- *Federal Funding Source*
- *3/1/2021 – 2/28/2022*

❌ Does not clearly specify state and/or federal program(s) to claim experience

Organizational Example without Deficiency

CoC - Rapid Rehousing

- *Federal Funding Source*
- *3/1/2021 – 2/28/2022*

✅ Clearly specifies state and/or federal program(s) to claim experience

ORGANIZATIONAL OR MANAGEMENT EXPERIENCE (Vol 2 – Tab 2) (cont'd)

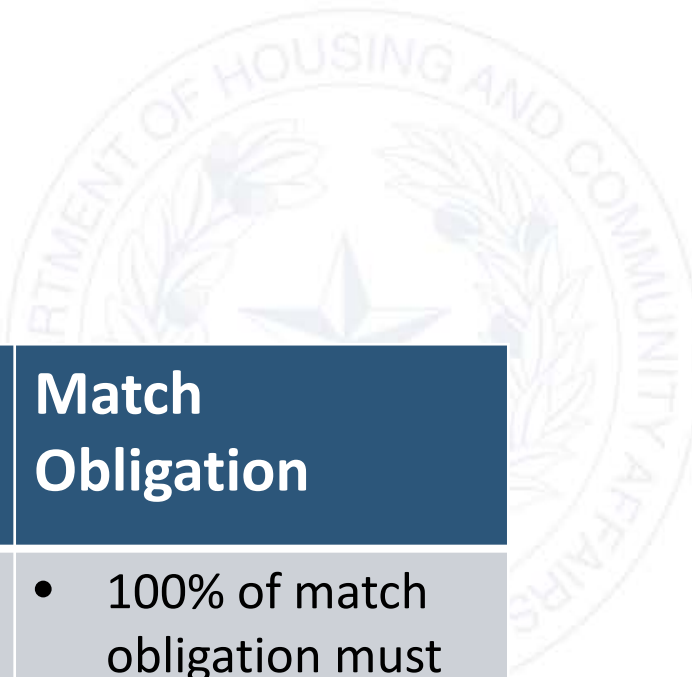
Management Example with Deficiency

- *Program Director*
 - *Provide training and direction to staff*
 - *Budget Preparation and grant management*
- ❌ Does not specify state and/or federal program(s) to claim experience
- ❌ Does not specify timeframe (dates, years, etc.) to claim experience

Management Example without Deficiency

- *Program Director 7/2019 - Present*
 - *Provide training and direction to staff*
 - *Manage budget and operations for EFSP, ESG, and CoC grants*
- ✅ Specifies state and/or federal program(s) to claim experience
- ✅ Specifies timeframe (dates, years, etc.) to claim experience

PREVIOUS ESG OUTCOMES (Vol 2 – Tab 4)



Annual Contracts	Performance Targets	Reporting Timeliness	Match Obligation
<ul style="list-style-type: none">• Does <u>not</u> include CARES contracts• Does <u>not</u> include contracts closed more than 12 months prior to application	<ul style="list-style-type: none">• 100% of performance targets must have been met for each <u>component</u>	<ul style="list-style-type: none">• The last <u>three</u> reports must have been submitted on time for each active contract• Combined months on a report are considered late	<ul style="list-style-type: none">• 100% of match obligation must have been met for each active contract



COMMONLY ASKED QUESTIONS FOR VOLUMES 3-6



STAFF QUALIFICATIONS (Vol 3 – Vol 6, Tab 4)

- Each staff member that the Applicant is requesting any qualifications for must work directly with program participants in that program component
- Attach the Staff Qualifications Certificate

Licensed Mental Health Providers	Bilingual Staff	Formerly Homeless Staff
Must be actively licensed through the Texas Behavioral Executive Health Council	Must be fluent in one or more languages , other than English, identified in the Language Access Plan.	Must have formerly experienced homelessness. Note: this differs from Vol 2 – Tab 1 Homeless Participation, which offers points for Policy Participation and Facilities Participation

STAFF QUALIFICATIONS (Vol 3 – Vol 6, Tab 4) cont'd

- Staff qualifications should be summarized in the table
- Attachments for the Staff Qualifications Certification are still required and must be submitted behind Tab 4

Rapid Re-Housing Staff Member Name or ID		Mental Health Provider licensed by Texas BHEC?	Fluent in one or more language identified in LAP?	Formerly experienced homelessness?
1.				
2.				
3.				
4.				

Rapid Re-Housing Staff Member Name or ID		Mental Health Provider licensed by Texas BHEC?	Fluent in one or more language identified in LAP?	Formerly experienced homelessness?
1.	Jane Doe	Yes	Yes	No
2.	John Smith	No	No	Yes
3.	Mary Stevens	Yes	No	No
4.				

EXPERIENCE PROVIDING COMPONENT SERVICES (Vol 3 – Vol 6, Tab 7)

- Organizational experience providing Street Outreach, Emergency Shelter, Homeless Prevention, or Rapid Re-Housing

Organization Experience only, not staff experience

Does not need to be grant or ESG experience

Fill out the table, include:

- Program or Award Name
- Type of Documentation Provided
- Page Number that Documentation is located in
- Time frame (start and end date)

Attach acceptable documentation behind tab. Includes, but is not limited to, contracts, organizational reports, annual service plans, publications, awards, etc.)

Ex. ESG Contract, p. 1, 11/1/2022 – 10/31/2023



APPLICATION SCORING, SUBMISSION, AND DEFICIENCY RESPONSE

APPLICATION SCORING

- Applicants and TDHCA staff will score tabs in Volume 2 (Uniform Selection Criteria) and each component volume to determine the total application score
- Applicants must manually transfer their Volume 2 score to each component score
- **TDHCA staff cannot award more points than an applicant selects**



A. APPLICATION CHECKLIST FOR APPLICATION .PDF FILE			
Tab Number	Item	Tab completed or N/A	Self Score
1	Street Outreach Funding Request and Match		0
	Not Applicable		
2	Homeless Subpopulations		0
3	Housing Outcomes		0
4	Staff Qualifications		0
	Support Documentation		
5	Housing Targets		0
6	Services		0
7	Experience		0
	Documentation evidencing experience		
APPLICANT STREET OUTREACH SELF SCORE:			0
APPLICANT UNIFORM SELECTION CRITERIA SCORE FROM VOLUME 2:			
TOTAL APPLICANT SELF SCORE FOR STREET OUTREACH APPLICATION:			0

APPLICATION FORMATTING AND SUBMISSION

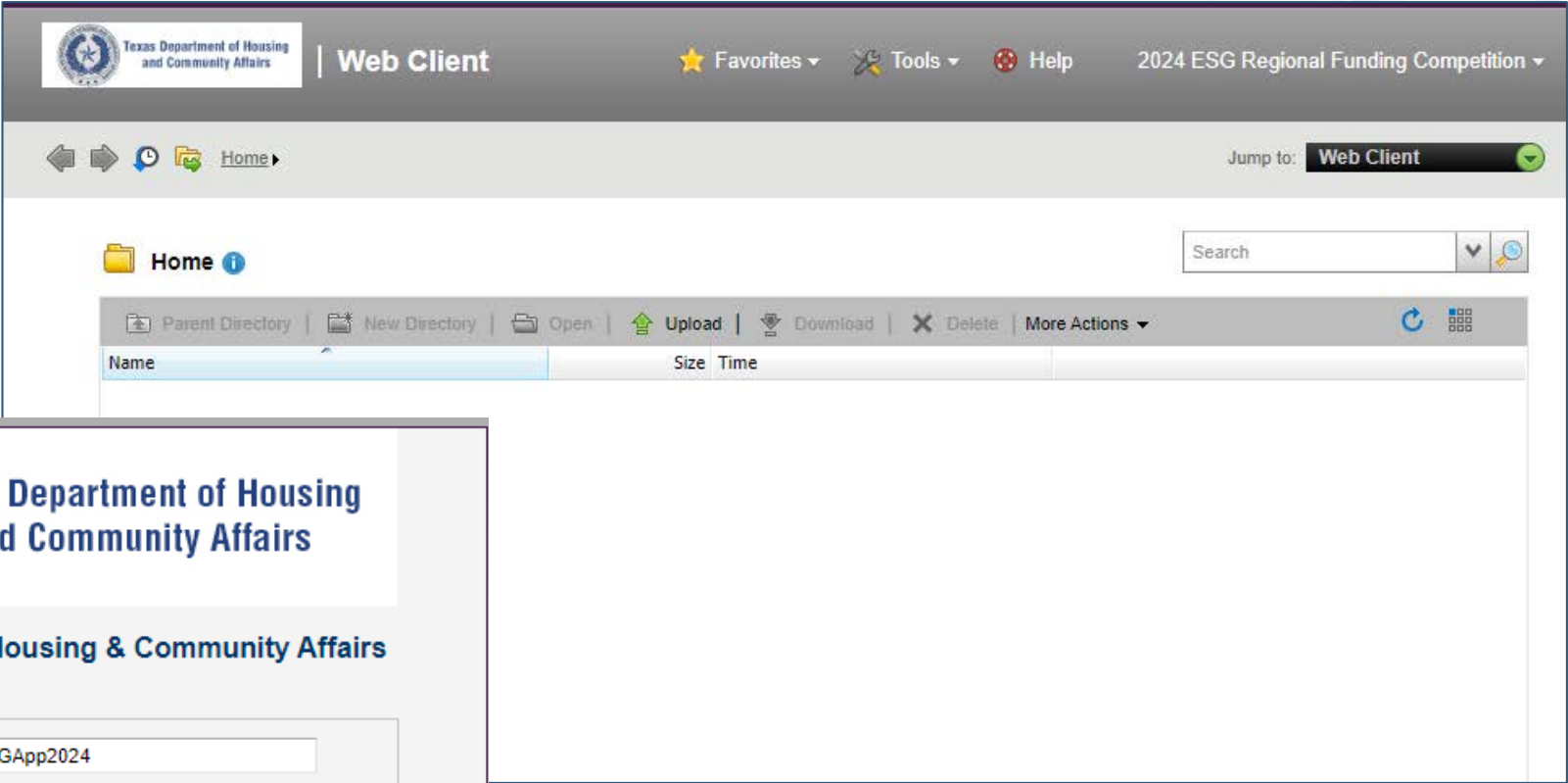
- Applications include multiple volumes and named by applicant and volume
 - Ex. [ApplicantName](#)_Volume1
 - Ex. [SalvationArmy-CoastalBend](#)_Volume1
- Applicants must submit both an Excel and PDF version of the application
 - The PDF must include required forms and bookmarks
- Upload completed application to FTP server
<https://esg-files.tdhca.state.tx.us/>



Login ID: ESGApp2024

Password: 411Sn1fj

ESG APPLICATION SUBMISSION





**Texas Department of Housing
and Community Affairs**

Texas Department of Housing & Community Affairs

Login ID:

Password:

Language:

☐ Remember me

[Recover Password](#)

APPLICATION REVIEW AND DEFICIENCIES

- Applications will be reviewed for threshold and selection criteria, administrative deficiencies
- After review, deficiency notices will be issued to applicants
 - After 7 days, a point will be deducted for each additional day remains unresolved
 - After 14 days the application will be terminated
- Deficiencies must be uploaded to our FTP server
 - Only referenced deficient items will be reviewed



APPLICATION TERMINATION

- An application may be terminated for a number of reasons
 - Incomplete
 - Missing Volume 1 and/or Volume 2
 - Unclear and not able to be reviewed
 - Corrupted files
 - Substantially incomplete

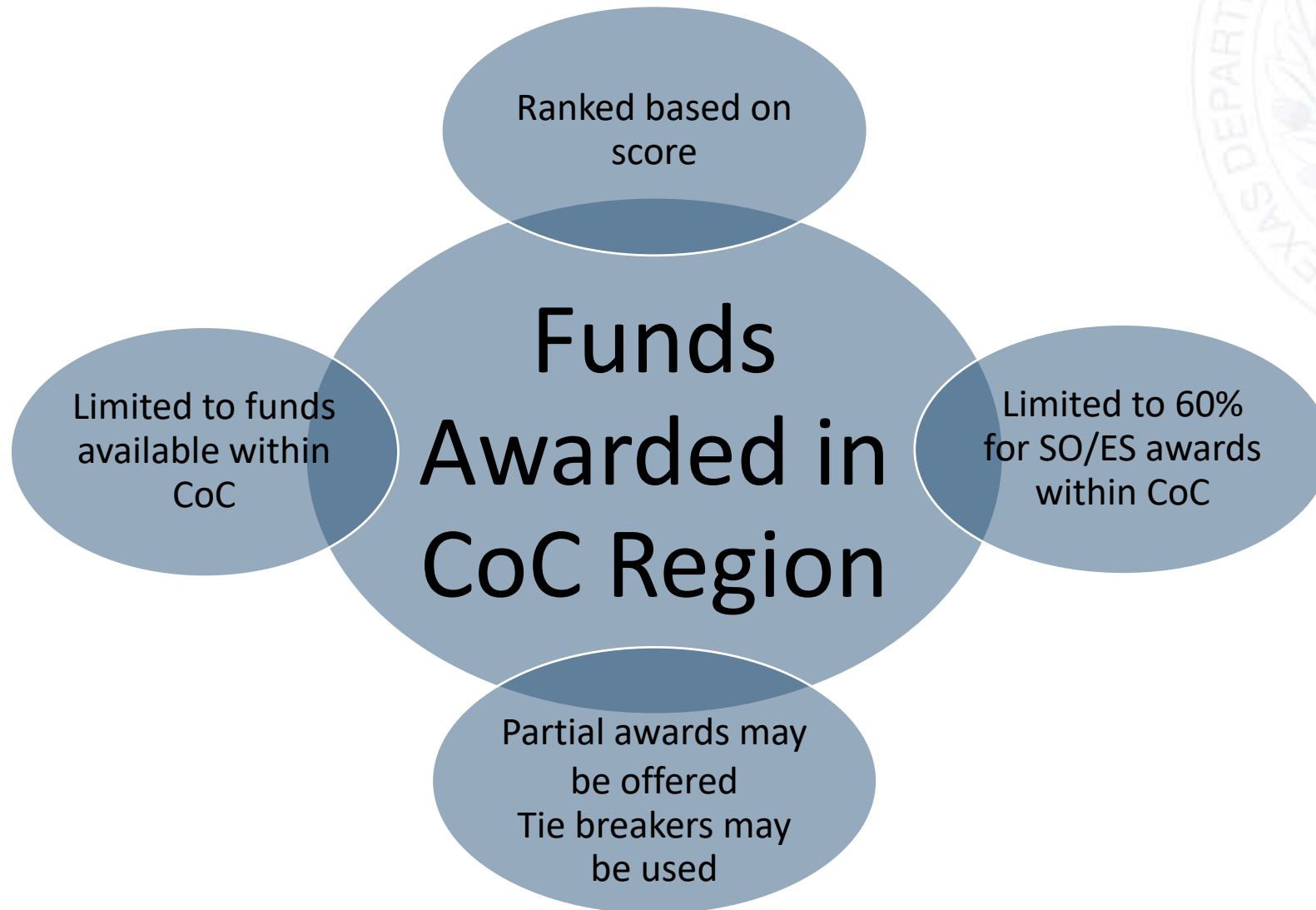
TDHCA may terminate an application for administrative deficiencies not resolved within 14 days





AWARDING PROCESS

REGIONAL FUNDING COMPETITION



STATEWIDE FUNDING COMPETITION

Funds are pooled and awarded statewide



All unfunded* Applications are re-ranked by score, regardless of CoC



Award recommendations will be made until:

- 1) Funds are exhausted, or
- 2) 60% limit on SO/ES is reached & no other Application types are eligible



ESTIMATED TIMELINE

May/June - Application Period

July/Aug – Review & Ranking Process

Aug/Sept – Awarding Process

Oct/Nov – Contracting & Implementation Training

THANK YOU

Questions?

EMAIL US AT: ESG@TDHCA.TEXAS.GOV

[HTTPS://WWW.TDHCA.TEXAS.GOV/ESG-FUNDING](https://www.tdhca.texas.gov/esg-funding)



Questions and Answers from Webinar Attendees

Question	Answer
<i>Application Specific Questions</i>	
What is the difference between the \$400,000 cap on awards (slide 6) and the allocated amounts per CoC region? For many CoC regions there appears to be less than \$400,000 available for competition.	<p>Slide 6 covers the minimum and maximum ESG funding requests that are set by the NOFA. These limitations are for all CoCs therefore, there will be some CoC regions that will have less than \$400,000 available.</p> <p>Since not all regions have that amount available, that limitation is not applicable to your funding request. <u>Applicants cannot request more funding than what is available in their region.</u></p>
In the case of national organizations with multiple levels of boards of directors, which board members should be listed in the Previous participation Form? Should it be the board that executes the governing body action or the local board, if those are different?	<p>Applicants with multiple levels of boards of directors must use the board that has fiduciary duty over your organization's practices. This should be applied to both the Governing Body Action and Previous Participation Form in Volume 1.</p> <p>Please contact esg@tdhca.texas.gov if you need further clarification or instructions.</p>
Can the governing body give signature authority to an employee lower in the organization to sign documents, such as the Direct Deposit Authorization and ESG certification?	<p>The governing body can grant any employee signature authority, not just an Executive Director, etc.</p> <p>The direct deposit form does not require the designated signature authority to sign it; an applicant can have the CFO or another finance staff member sign the form.</p>
Where in the application can we request a waiver for matching funds?	<p>To request a waiver for matching funds of up to \$86,250 can be found in Volume 1 - Tab 3 Annual Funding. Only funding requests less than or equal to \$86,250 can be considered for the waiver. If your funding request is greater than that, your application is not eligible to request a waiver.</p>
Licensed chemical dependency counselors (LCDC's) are not included with Texas BHEC; Can we request points for having a Licensed Mental Health Professional under Staff Qualifications?	<p>No – per 10 TAC 7.40, only mental health providers licensed through Texas Behavioral Health Council are eligible.</p> <p>This also means that mental health providers licensed by states other than Texas are not eligible to request points.</p>
Can TV interviews be considered as documentation for experience on Tab 7 of Volumes 3-6?	<p>It depends – the interview would need to clearly document the service you are claiming experience for, length of time, and is documented by a third party.</p> <p>For example, if there is an interview by a third party establishing that you have operated a street outreach program for 10 years, it could be considered eligible documentation.</p>
Are there any funds set aside for Victim Service Providers under this NOFA?	<p>There is not a set-aside of funds for Victim Service Providers, but organizations that commit to serving a certain percentage of special populations have the opportunity to claim points in Volumes 3-6.</p>

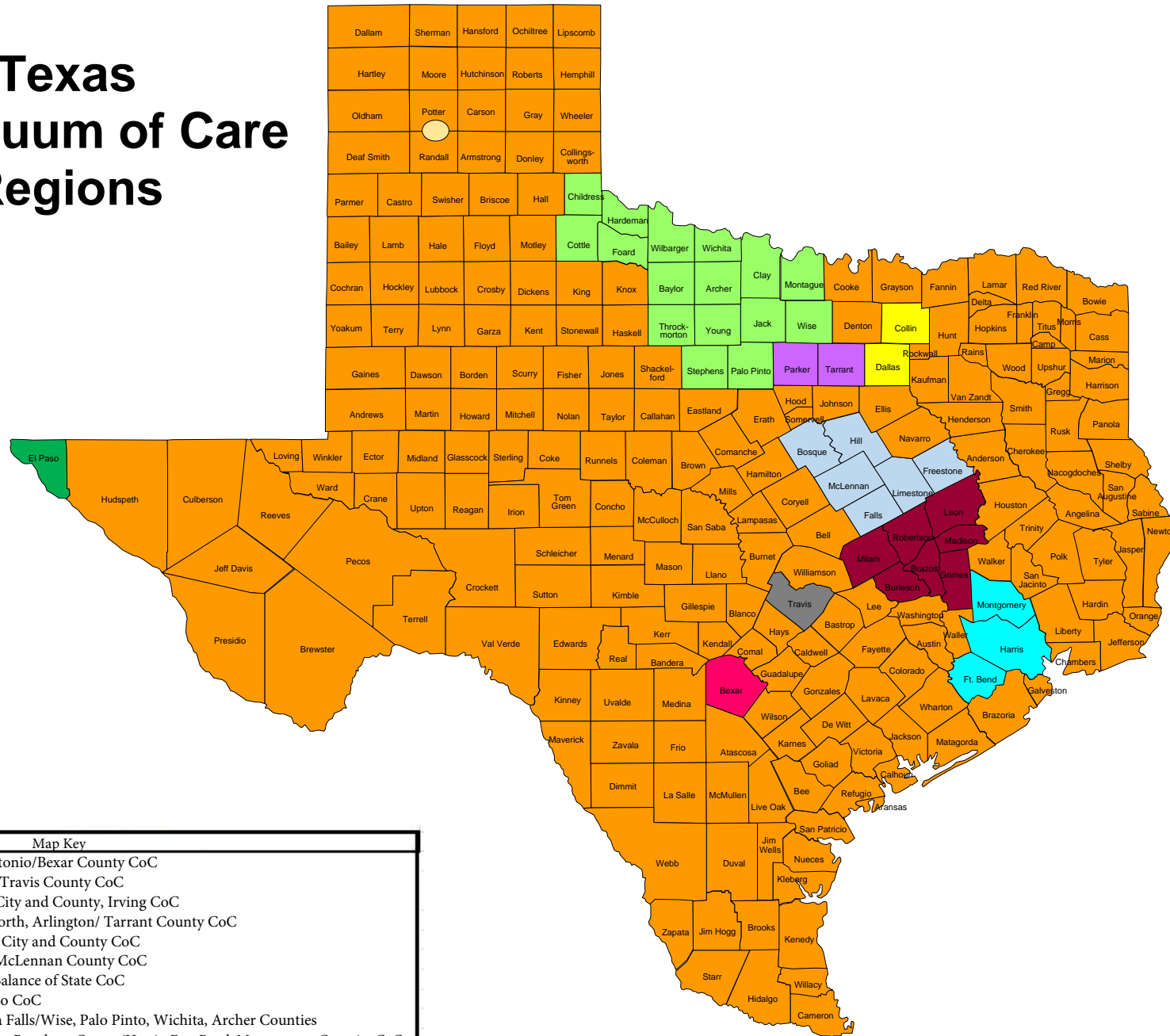
Questions and Answers from Webinar Attendees

<i>Program Requirement Questions</i>	
Is the 30% AMFI applicable to Rapid Rehousing & Homelessness Prevention?	30% AMFI limit is applicable to both components. Homelessness Prevention requires this income limitation at initial evaluation and reevaluation (not less than once every 3 months). Rapid Rehousing requires this income limitation at re-evaluation only (not less than once every 12 months).
How can I find out which CoC region my organization's service area is in?	A map can be found at the end of this document, showing which counties in Texas belong to each CoC region.
We will be opening an emergency shelter in the upcoming months. Can we apply for Emergency Shelter funding this application cycle? Do we need to open the shelter before applying?	2024 ESG Annual contracts do not begin before November 1 st , 2024, and do not allow for pre-award costs. Many scored items in the application lend points to applicants with experience providing shelter, but an organization who has yet to open their shelter would not be barred from applying. Please do keep in mind that Local Government Approval for Nonprofit Organizations Conducting ESG Shelter Activities is required and due no later than July 23, 2024. Volumes 3-6 require an executed Local Government Approval form for budgets requesting funding for or match contributions for Emergency Shelter activities.
<i>Awarding Process Questions</i>	
Is there a minimum threshold of points an application must meet to be awarded funds?	There is not a minimum amount of points that an applicant must score in order to be eligible for an award. Since each application is scored separately and then ranked by score within each CoC region, the highly competitive CoC regions will require a high score in order to be competitive. Please keep in mind that TDHCA cannot award more points than an applicant self-scored for an application.
Why are 75% of the funds set-aside for continuing awards?	The minimum set-aside amount for Continuing Awards is set in 10 TAC §7.33 and Continuing award eligibility criteria is codified in 10 TAC 7.34 . Each funding year we evaluate Subrecipients that have received an Annual ESG Award for three of the last four ESG Annual Allocation (ESG CARES excluded) to determine which Subrecipients are eligible for a Continuing Award. This will guide the total amount of funds we will withhold for offers of Continuing Awards; we will attempt to provide these Subrecipients an offer equal to the amount of their last allocation, whenever possible.
When are awardees notified? When would funds be available to awardees?	Applicants recommended for an award will be published on the ESG Funding webpage late August to early September; award notices will be emailed by mid-September. Contract execution should happen in October for Contracts to begin November 1 st .

Questions and Answers from Webinar Attendees

	<p>ESG is a cost reimbursement program, and pre-award costs are ineligible. An ESG Subrecipient may submit their first reimbursement draw request for the month of November between December 1st and 31st. Reimbursement typically happens 7 to 14 days after you submit your draw request.</p>
<p>When will tiebreakers be utilized during scoring and awarding of funds?</p>	<p>Tiebreaker numbers are randomly assigned to all applications after the application submission period. Tiebreakers numbers are only utilized during the awarding process when two high ranking applications have the same score to determine which application would be funded first.</p>

Texas Continuum of Care Regions



Map Key	
	TX-500 San Antonio/Bexar County CoC
	TX-503 Austin/Travis County CoC
	TX-600 Dallas City and County, Irving CoC
	TX-601 Fort Worth, Arlington/ Tarrant County CoC
	TX-603 El Paso City and County CoC
	TX-604 Waco/McLennan County CoC
	TX-607 Texas Balance of State CoC
	TX-611 Amarillo CoC
	TX-624 Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
	TX-700 Houston, Pasadena, Conroe/Harris, Fort Bend, Montgomery Counties CoC
	TX-701 Bryan, College Station/Brazos Valley CoC