



# **2024 Emergency Solutions Grants Implementation Webinar Part I**

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November 6, 2024

# Introduction and Housekeeping

## Presenters

Rosy Falcon

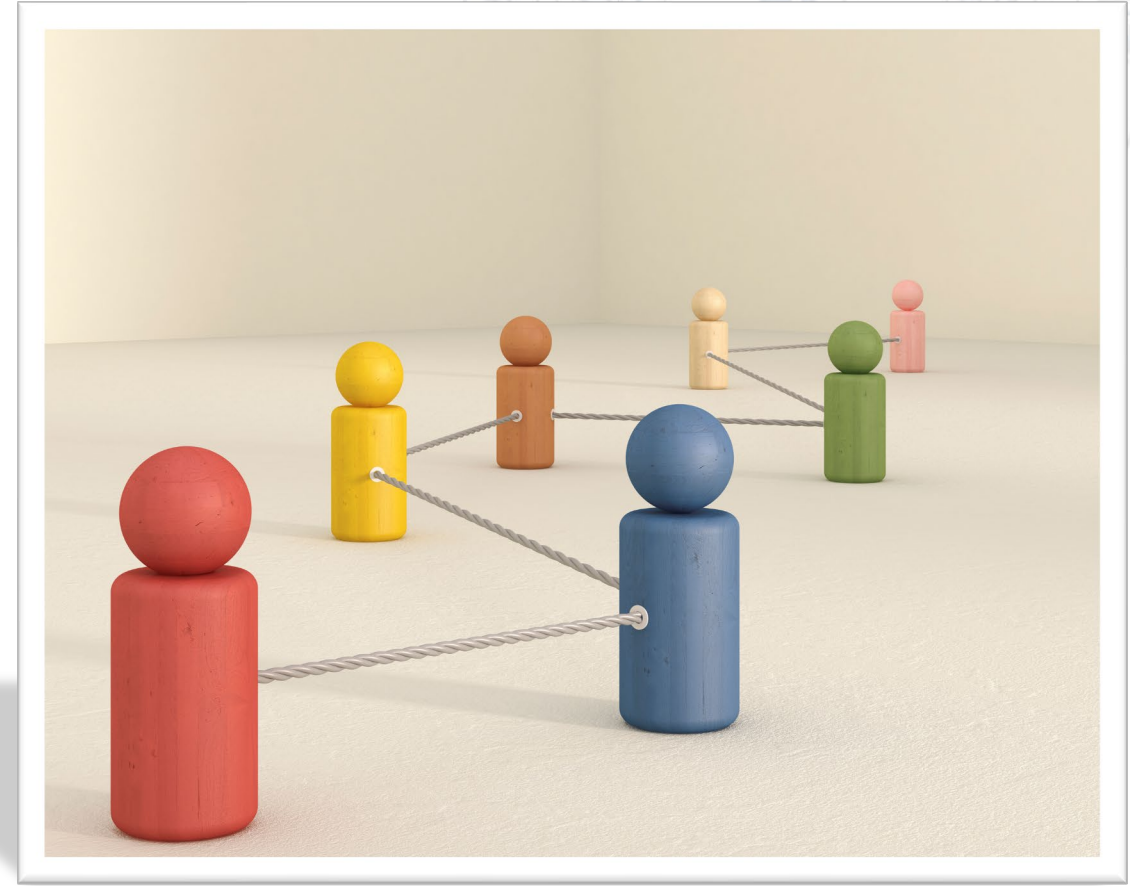
*Homeless Programs Manager*

Tahmoor Chadury

*Homeless Programs Specialist*

## General Inbox

[homelessprograms@tdhca.texas.gov](mailto:homelessprograms@tdhca.texas.gov)



# Webinar Objectives

## Departmental Overview

- TDHCA Programs and Divisions
- Resources for Households
- Funding Distribution
- ESG Components

## Federal and State Requirements

- Code of Federal Regulations (CFR)
- Texas Administrative Code (TAC)
- Administrative Processes
- Housing Contract System (HCS) and the Monthly Expenditure Report (MER)

# TDHCA Overview



# TDHCA Programs

## Poverty & Homelessness Prevention

Single Family and Homeless Programs Division:  
Emergency Solutions Grants Program, Homeless  
Housing and Services Program, Ending  
Homelessness Fund

## Rental Assistance

## Rental Housing Development

## Home Affordability: Energy Efficiency

## Single Family Homeownership & Homebuyer Assistance

## Home Repair



RESOURCES

Help for Texans

- Individuals and organizations can search for various types of housing assistance at

<https://www.tdhca.texas.gov/help-for-texans>

- ESG funded organizations are under *Emergency and Homeless Services*.



# Overview of Divisions

## Single Family and Homeless Programs Division

- Director of Single Family and Homeless Programs
  - Abigail Versyp
- Homeless Programs Manager
  - Rosy Falcon
- Homeless Programs Specialist
  - Tahmoor Chadury

## Compliance Division

- Director of Subrecipient Monitoring
  - Earnest Hunt
- Manager of Physical Inspections
  - Manuel Peña
- Additional Compliance Staff
  - <https://www.tdhca.texas.gov/compliance-division-staff>

# Division of Duties

## Single Family and Homeless Programs Division

Develops Notices of Funding Availability, program guidance, rules and contracts

Reviews Applications

Answers program and technical assistance questions

Receives and ensures timely submission of reports, payments, and Contracts

Responds to questions concerning budgeting, reports, and amendments

Reviews monthly expenditure and performance reports

## Compliance Division

Ensures funds are expended according to Contract and regulations

Conducts desk and/or on-site visits

Answers compliance questions

Provides income eligibility training

Single Audit compliance

# ESG Allocations and Eligible Components

## Emergency Solutions Grants (ESG) 2024 allocation of \$9.29 million

Street Outreach	Emergency Shelter
Rapid Re-Housing	Homeless Prevention
HMIS	Administration

CoC #	CoC Name	2024 Allocation Amount
TX-500	San Antonio/Bexar County	\$764,078
TX-503	Austin/Travis County	\$551,072
TX-600	Dallas City & County/Irving	\$1,146,424
TX-601	Fort Worth/Arlington/Tarrant County	\$712,583
TX-603	El Paso City & County	\$331,606
TX-604	Waco/McLennan County	\$120,798
TX-607	Texas Balance of State	\$3,768,851
TX-611	Amarillo	\$153,019
TX-624	Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties	\$117,401
TX-700	Houston, Pasadena, Conroe/Harris, Fort Bend, Montgomery Counties	\$1,444,002
TX-701	Bryan/College Station/Brazos Valley	\$175,858



# Federal and State Requirements



# ESG Administrative and Financial Requirements

## Code of Federal Regulations

- 2 CFR §200
  - Uniform Administrative Requirements
  - Cost Principles
  - Audit Requirements
- 24 CFR §576.108 Administrative Activities
  - (a)(1)(i) Support for Salaries and Wages
- 24 CFR §576.109 Indirect Costs
- 24 CFR §576.405 Homeless Participation

## Texas Grant Management Standards (TXGMS)

- Applicable to Units of Local Government only

## Texas Administrative Code

- 10 TAC Chapter 1, Administration
- 10 TAC Chapter 2, Enforcement
- 10 TAC Chapter 7, Homelessness Programs
  - Subchapter A, General Policies and Procedures
  - Subchapter C, Emergency Solutions Grants

## Additional Requirements

- ESG Contract
- Fair Housing
- Equal Access to Housing Final Rule

ESG Program Guidance for TDHCA Subrecipients page:

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

# Single Audit Compliance

		Federal	State
Single Audit (SA)	Expenditure Threshold:	\$750,000 or more in <b>Federal Funds</b> for a FY that began before October 1, 2024 <b>OR</b> \$1,000,000 or more in <b>Federal Funds</b> for a FY that began on or after October 1, 2024	\$750,000 or more in <b>State Funds</b> for a FY that began before October 1, 2024 \$1,000,000 or more in <b>State Funds</b> for a FY that began on or after October 1, 2024
	Deadline:	9 months after FY End or within 30 days from the entity receiving the report	
	Submission:	<ul style="list-style-type: none"> <li>• Submit SA to Federal Audit Clearinghouse (<a href="#">FAC</a>)</li> <li>• Forward notice of submission acceptance email from FAC to <a href="mailto:SAandACF@tdhca.state.tx.us">SAandACF@tdhca.state.tx.us</a></li> </ul>	<ul style="list-style-type: none"> <li>• Submit SA to <a href="mailto:SAandACF@tdhca.state.tx.us">SAandACF@tdhca.state.tx.us</a></li> </ul>
Audit Certification Form (ACF)	Description	A TDHCA form used to report the Federal and/or State grant expenditures claimed during the reporting FYE	
	Deadline:	Submit ACF within 2 months after FY End to <a href="mailto:SAandACF@tdhca.state.tx.us">SAandACF@tdhca.state.tx.us</a>	

SA and ACF here: <https://www.tdhca.state.tx.us/pmcomp/forms.htm>

# Identifying Allowable Costs

## Factors Affecting Allowability of Costs ([§200.403](#))

- a) Reasonable and necessary
- b) Conforming to limitations or exclusions
- c) Consistent with policies and procedures
- d) Accorded consistent treatment
- e) Determined in accordance with GAAP
- f) Not included as cost-sharing
- g) Adequately documented

## Types of Costs

- Direct Costs
  - Directly performing activities related to ESG objectives
    - Ex. Salary paid to a case manager
- Indirect Costs
  - Serving “common” or joint objectives of the organization as a whole.
    - Ex. Rent, Utilities, Administrative functions

# Allocating Allowable Costs

## Cost Allocation

- Charging an expenditure, in part or as a whole, to a particular project;
- All expenditures must be fully allocated to one or more cost centers;
- Expenditures for the same purpose must be treated consistently; and
- Allocation guidelines apply to all expenditures, not only to ESG

## Cost Allocation Plan

A written plan that documents how an organization will allocate costs between two or more programs. It will detail the methodology used for each type of expense category.

## Allocation Methods

- Indirect Cost Rates
  - Federally Approved IDC
  - 10% DeMinimis Rate or 15% for awards entered into after Oct. 1, 2024
- Direct Allocation
  - Cost Allocation Plan for shared direct costs.

# Procurement Standards

## Procurement Regulations

- State Purchase and Procurement Standards at [10 TAC §1.404](#)
- Procurement Standards at [2 CFR §200.318 - §200.327](#)
- [TXGMS](#) - Units of local government

## Basics of Procurement Procedures

- Subrecipients must maintain and use strong procurement procedures
- Subrecipients must ensure that all procurement transactions are competitive and include specifications that do not restrict any competition.
- For all procurements, a cost or price analysis should be conducted.
- Documentation of procurement processes sufficient to demonstrate adherence to regulations.



# Procurement Methods

- Informal Procurement
  - Micro-purchases
    - \$3,000 threshold under TXGMS
    - \$10,000 threshold
  - Simplified Acquisitions
    - \$250,000 threshold

- Formal procurement
  - Sealed Bids
  - Proposals
- Noncompetitive procurement
  - Rarely used

Citation: [2 CFR §200.320](#)

Procurement Webinar:

<https://www.tdhca.texas.gov/sites/default/files/SFHP-division/esgp/docs/ESG-ProcurementGuide.pdf>

# Match Requirements and Reporting

## 24 CFR §576.201

- Minimum match requirement is 100%, unless an organization elected to provide 110% match
- Activities must be allowable under ESG and recordkeeping requirements are applicable
- Match should be reported when incurred

## Match Reporting

- Match is reported in the Monthly Expenditure Report (MER)
  - Reported per component and/or activity
  - Support documentation
- What if I have unreported match?

# Match Sources

- Federal sources
  - Ex. CSBG Funds
- State sources
- Private Donations
- Noncash sources
  - Volunteers
  - Donated goods
- Value of Buildings
- Program Income



# Match Documentation

- At a minimum, documentation should generally include:
  - Source/Type of funds
  - Value
  - Activity/Description
- Example
  - Timesheets if using volunteer donated time

Match Webinar:

<https://www.tdhca.texas.gov/sites/default/files/SFHP-division/esgp/docs/ESG-Match-Guidance.pdf>

## Volunteer Time Sheet

Name : \_\_\_\_\_ Month : \_\_\_\_\_

	Day/Date	Department	Job Assignment	Time		Total Hours per Job
				IN	OUT	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total Hours						

# Administrative Processes



# Contract Amendments

## 10 TAC §7.4(e)

- **Fund Transfers:** Funds cannot be transferred between components, such as from Rapid Re-Housing (RRH) to Homelessness Prevention (HP).
- **Allowable Transfers:** Transfers between HMIS/administrative and program components are allowed, provided that the respective caps of 12% for HMIS and 3% for administrative costs are not exceeded.
- [Budget Amendment Form](#)
- **Contract Extensions:** Contracts may be extended for up to 6 months beyond the original expiration date by the Program Director.
- **Amendment Requests:** Requests for amendments must be submitted at least 30 days before the contract's end date.



# Direct Deposit and the Texas Identification Number Form (TIN)

- Due upon application submission.
- Any updates must be sent to Homeless Programs staff ASAP to avoid reimbursement delays.
- <https://www.tdhca.texas.gov/emergency-solutions-grants-esg-program-administrative-and-reporting-support-tdhca-subrecipients>

74-178 (Rev. 9-21-21) **FM** STATE OF TEXAS **PRINT FORM** **CLEAR FIELDS**

### Direct Deposit Authorization

*This form may be used by vendors, individual recipients or state employees to receive payments from the state of Texas by direct deposit or to change/cancel existing direct deposit information.*

**Transaction Types**

**SECTION 1**

1. Select transaction type:

☐ New setup (Sections 2, 3, 5 and 6) ☐ Change account type (Sections 2, 3, 4, 5 and 6)

☐ Change financial institution (Sections 2, 3, 4, 5 and 6) ☐ Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use)

☐ Change account number (Sections 2, 3, 4, 5 and 6) ☐ Change custodial agency

**Payee Identification**

**SECTION 2**

2. Payee type

☐ State employee ☐ Social Security number (SSN)\*

☐ Vendor or other recipient ☐ Texas Identification Number (TIN) ☐ Individual Taxpayer Identification Number (ITIN)

3. Identification number

4. Mail code (If not known, leave blank.)

5. Payee name

6. Phone (Area code and number)

7. Mailing address (Street, city, state and ZIP code)

**New Account Information (Setup and Changes) (Completion by financial institution is recommended)**

**SECTION 3**

8. Financial institution name

9. City

10. State

11. Routing number (9 digits)

12. Customer account number (maximum 17 characters)

13. Account type ☐ Checking ☐ Savings

14. Financial representative name (optional)

15. Title (optional)

16. Financial representative signature (optional)

17. Phone (Area code and number) (optional)

18. Date (optional)

**Existing Account Information (Changes Only)**

**SECTION 4**

19. Routing number (9 digits)

20. Customer account number (maximum 17 characters)

21. Account type ☐ Checking ☐ Savings

**International Payments Verification (required)**

**SECTION 5**

22. Will these payments be forwarded to a financial institution outside the United States? ☐ YES ☐ NO

*If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).*

**Authorization for Setup, Changes or Cancellation (required)**

**SECTION 6**

I authorize the state agency that issues my state of Texas payments via the Texas Comptroller of Public Accounts to electronically deposit my payments to my financial institution. I understand that any payments deposited in error to my account will be reversed by the agency that issues my state of Texas payments via the Texas Comptroller of Public Accounts.

I further understand that the agency that issues my state of Texas payments and the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

23. Authorized signature **sign here**

24. Printed name

25. Date

74-178 (Rev. 9-21-21) **FM** **PRINT FORM** **CLEAR FORM**

### Application for Texas Identification Number

*See instructions on back*

1. Is this a new account? ☐ YES Mail Code 000 Complete Sections 1 - 5 ☐ NO Enter Mail Code Complete Sections 1, 2 & 5 Agency number

**SECTION 1**

2. Texas Identification Number (TIN) - Indicate the type of number you are providing to be used for your TIN

☐ Employer Identification Number (EIN) (9 digits)

☐ Social Security number (SSN) (9 digits) Enter the number indicated

☐ Individual Taxpayer Identification Number (ITIN) (9 digits)

☐ Comptroller's assigned number (FOR STATE AGENCY USE ONLY) (11 digits)

☐ Current Texas Identification Number (FOR STATE AGENCY USE ONLY) (11 digits)

3. Are you currently reporting any Texas tax to the Comptroller's office such as sales tax or franchise tax? ☐ YES ☐ NO Taxpayer Number

**Payee Information (Please type or print)**

**SECTION 2**

4. Name of payee (individual or business to be paid)

5. Mailing address where you want to receive payments

6. (Optional)

7. (Optional)

8. (Optional)

9. City State ZIP code

10. Payee telephone number (Area code and number) SIC code Security type code (6, 1, 2) Zone code

**SECTION 3**

11. Ownership Codes - Check only one code by the appropriate ownership type that applies to you or your business.

☐ Individual Recipient (not owning a business) ☐ Texas Limited Partnership: If checked, enter the Texas File Number

☐ Sole Ownership (individual owning a business): If checked, enter the owner's name and Social Security number (SSN)

Owner's name SSN / ITIN (9 digits)

☐ Partnership: If checked, enter two partner's names and Social Security numbers (SSN). If a partner is a corporation, use the corporation's Employer Identification Number (EIN).

☐ Professional Association: If checked, enter the Texas File Number

☐ Professional Corporation: If checked, enter the Texas File Number

☐ Out-of-State Corporation

☐ Governmental Entity

☐ State agency / University

☐ Financial Institution

☐ Foreign (out of U.S.A.)

☐ N - Other: If checked, explain.

**SECTION 4**

12. Payment Assignment? ☐ YES ☐ NO Note: A copy of the assignment agreement between payees must be attached.

Assignee name

Assignee TIN

Assignment date

**SECTION 5**

13. Comments

14. Authorized signature (Applicant or authorized agent) **sign here** Date

15. Agency name Prepared by Phone (Area code and number)

# Housing Contract System Access Form

- Housing Contract System (HCS) Access
  - One Contract Contact,
  - One Executor, and
  - Any other staff given access to HCS for reporting purposes
- If Executor/Contact changes, an updated HCS Access Form signed by the executor is needed
  - <https://www.tdhca.texas.gov/sites/default/files/SFHP-division/hhsp/docs/HCS-Request-Form.doc>

# Housing Contract System and Reporting



# Housing Contract System (HCS)

- Contract Level
  - Important documents for contracts (Contract, Amendments, Written Standards, HCS Access Request Form, Direct Deposit Authorization, etc.)
- Activity Level
  - Monthly reporting

TDHCA Housing Contract System

Please log in to continue.

User ID:

Password:

Login

You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.

Access HCS here: <https://contract.tdhca.state.tx.us/>

# Monthly Reporting

- Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER)
  - Submitted every month through HCS
  - Reports are due no later than the last day of each month, combined draws are not allowed without prior approval.
  - Should reflect performance and expenditures conducted in the prior month, including those that used matching funds.



# The Monthly Expenditure Report (MER)

- Monthly Performance Report (MPR) must be submitted prior to being able to submit the MER.
- Any expenditure reported in MER must have corresponding performance in MPR.
- Match is reported in three sections of the MER
  - Included in Total Monthly Expenditures
  - Non-Program Fund Credit
  - Non-Program Table
- Monthly Reporting Guide available at <https://www.tdhca.texas.gov/sites/default/files/SFHP-division/esgp/docs/ESG-MPR-Guide.pdf>

DRAWS FOR PROJECT							
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	Total Monthly Expenditures	Non-Program Fund Credit	This Draw Amount
1	Administration	\$5,000.00	\$2,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
2	Data Collection (HMIS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
...							
Total		\$100,000.00	\$95,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00

NON PROGRAM	
Type	Amount
Other Non-ESG HUD Funds	
Other Federal Funds	
State Government	
Local Government	
Private Funds	
Other	
Fees	
Program Income	
Total	\$0.00

Approver Role	Approver Name
Save	Submit for Approval without Saving



# Getting started in HMIS

- Subrecipients must enter ESG participants' data into HMIS or a comparable database if a DV provider.
  - Project set up requirements are in the ESG HMIS manual
  - Questions on HMIS should be directed to your HMIS Lead

CoC #	CoC Name	HMIS Lead
TX-500	San Antonio/Bexar County	Haven for Hope of Bexar County <a href="mailto:HMIS.Support@havenforhope.org">HMIS.Support@havenforhope.org</a>
TX-503	Austin/Travis County	ECHO <a href="mailto:HMIS.Team@AustinECHO.org">HMIS.Team@AustinECHO.org</a>
TX-600	Dallas City & County/Irving	Housing Forward <a href="mailto:info@housingforwardntx.org">info@housingforwardntx.org</a>
TX-601	Fort Worth/Arlington/Tarrant County	A Home with Hope <a href="mailto:HMISTeam@ahomewithhope.org">HMISTeam@ahomewithhope.org</a>
TX-603	El Paso City & County	El Paso Coalition for the Homeless <a href="mailto:Dherald.epch@elp.twcbs.com">Dherald.epch@elp.twcbs.com</a>
TX-604	Waco/McLennan County	Prosper Waco <a href="mailto:hmis@prosperwaco.org">hmis@prosperwaco.org</a>
TX-607	Texas Balance of State	Texas Homeless Network <a href="mailto:hmis@thn.org">hmis@thn.org</a>
TX-611	Amarillo	City of Amarillo <a href="mailto:COCTX611@amarillo.gov">COCTX611@amarillo.gov</a>
TX-624	Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties	Nortex Regional Planning Commission <a href="mailto:dmorgan@nortexrpc.org">dmorgan@nortexrpc.org</a>
TX-700	Houston, Pasadena, Conroe/Harris, Fort Bend, Montgomery Counties	Coalition for the Homeless of Houston <a href="mailto:HMIS@cfthhouston.org">HMIS@cfthhouston.org</a>
TX-701	Bryan/College Station/Brazos Valley	Twin City Mission <a href="mailto:stanleyd@twincitymission.org">stanleyd@twincitymission.org</a>

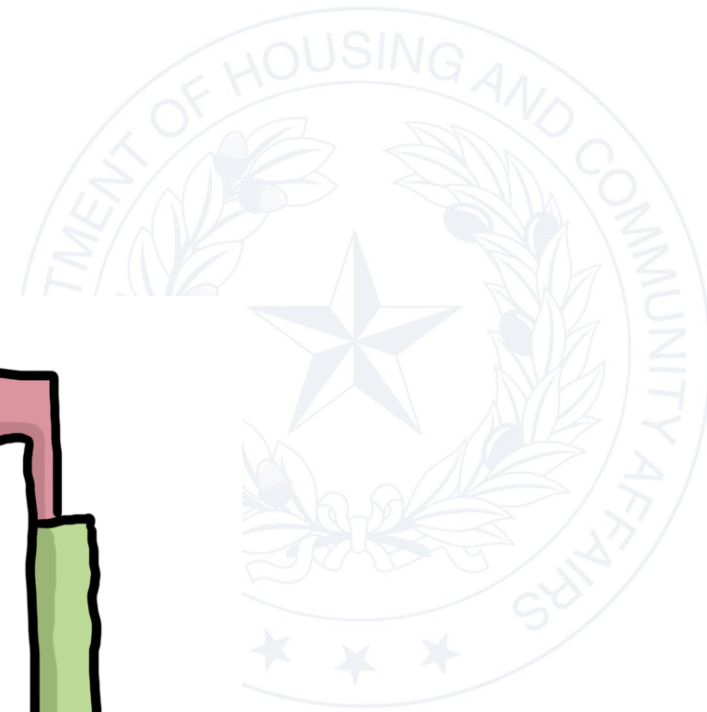
# Annual Reporting in SAGE

- ESG Subrecipients will submit information yearly as required for the Consolidated Annual Performance and Evaluation Report (CAPER), including, but not limited to:
  - SAGE Reporting (HMIS exports as required by HUD)
  - SAGE Reporting required annually for ESG Annual Contracts
- TDHCA will be reaching out the first week of September with details and when to expect upload links from SAGE.
- Contact HMIS Lead on uploading project bundles.

# Additional Resources

## HUD and Department Reporting Resources

- [HMIS Data Standards \(HUD\)](#)
- [ESG Program HMIS Manual \(HUD\)](#)
- [ESG Monthly Reporting Guide](#)



# Looking Forward to Tomorrow's Webinar

- November 7th, 2024 @ 10 A.M. CDT
- Register: <https://attendee.gotowebinar.com/register/5931421470982881628>
- Objectives:
  - Outlining Federal and State Programmatic Requirements
  - Determining Client and Unit Eligibility
  - Examining the Housing Contract System and the Monthly Performance Report (MPR)
  - Understanding the Closeout Process

# Thank you for all the work you do in your communities!

## Additional Questions?

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EMAIL US AT:  
[HOMELESSPROGRAMS@TDHCA.TEXAS.GOV](mailto:HOMELESSPROGRAMS@TDHCA.TEXAS.GOV)

