



# 2024 Emergency Solutions Grants Implementation Webinar Part II

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November 7<sup>th</sup>, 2024

# Introduction and Housekeeping

## Presenters

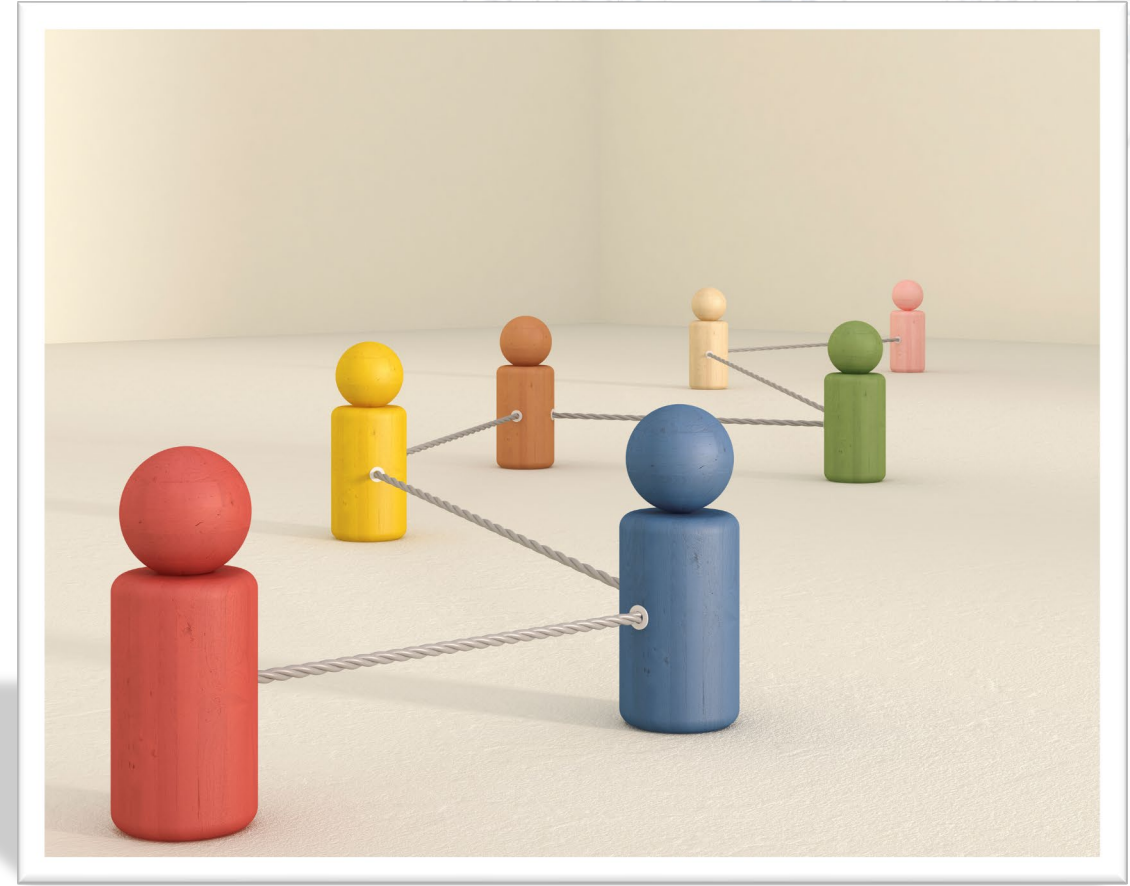
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# Webinar Objectives

- 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





# Federal and State Requirements

# Programmatic Requirements

## Code of Federal Regulations

- 24 CFR §576 Emergency Solutions Grants Program
  - §576.2 - Definitions
  - Subpart B – Program Components and Eligible Activities\*
  - §576.400(e) Written Standards
  - §576.401 Evaluation of program participant eligibility and needs
  - §576.402 Terminating Assistance
  - §576.403 Shelter and Housing Standards
  - §576.404 Conflict of Interest

**\*Please note 10 TAC §7.3(a) prohibits the use of ESG funds for new construction, renovation, rehabilitation, or conversion of a shelter, or construction or rehabilitation of a Dwelling Unit**

## Contractual Requirements

- ESG Contract
  - Section 12 Reporting Requirements
  - Exhibit A – Performance Statement
  - Exhibit B – Contract Budget

## Texas Administrative Code

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

## Additional Requirements

- 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>



# Organization Level Documentation

- Written Standards
- Termination Policy
- Language Access Plan
- Affirmative Outreach
- Reasonable Accommodation
- Affirmative Fair Housing Marketing Plan (Project-Based Rental Assistance only)
- Emergency Transfer Plan
- Inventory List
- Other documentation in 24 CFR §576.500

Resource: “ESG Documentation” from our video library <https://www.tdhca.texas.gov/emergency-solutions-grants-esg-program-video-library>

# Written Standards

- [24 CFR §576.400\(e\)](#)
- Subrecipients must have written standards for providing ESG assistance and uniformly apply them to all program participants.
- Faith-based organizations are prohibited from using ESG funds to support or engage in activities that are explicitly religious, such as worship or religious instruction.
- Subrecipients must ensure that all persons served and activities assisted are entered into HMIS or a comparable database, if a victim services provider.



# Determining Eligibility



# Eligible ESG Program Participants

## ESG serves people who are:

- **Experiencing homelessness**
  - Rapid Re-Housing
  - Shelter
  - Street Outreach
- **At Risk of Homelessness**
  - Homelessness Prevention
    - Annual Income eligibility of 30% AMFI

## Eligibility Resources:

- **TDHCA ESG Video Library**
  - At-risk of Homelessness Definitions and Recordkeeping
  - Homeless Definitions and Recordkeeping

<https://www.tdhca.texas.gov/emergency-solutions-grants-esg-program-video-library>
- **HUD Exchange**
  - <https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/>
  - [https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition\\_Criteria.pdf](https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf)

# Eligible Participants for ESG RRH and HP Components

HP	RRH	Definition	Category	Description <i>See video library and program guidance for details</i>
✓	✗	At Risk of Homelessness Definition	1	Individuals and Families at risk
✓	✗		2	Unaccompanied Children and Youth qualifying under another Federal statute
✓	✗		3	Families with Children and Youth
✗	✓	Homeless Definition	1	Literally Homeless
✓	✗		2	Imminent Risk of Homelessness
✓	✗		3	Homeless under other qualifying Federal statutes
⚠	⚠		4	Fleeing/ Attempting to Flee Domestic Violence**

## \*\* ⚠ Homeless Definition Category 4 – Fleeing/Attempting to Flee Domestic Violence

Homelessness Prevention Criteria	Rapid Rehousing Criteria
Category 4 criteria, and meet Homelessness Prevention income limits	Category 4 criteria, and live in an emergency shelter or other place described in Category 1 of the “homeless” definition

HUD Exchange resource: ESG Eligible Participants – HP and RRH

<https://www.hud.gov/sites/dfiles/CPD/documents/SNAPS-Shots-ESG-Eligible-Participants-Homelessness-Rapid-Re-Housing.pdf>

# Income Eligibility and Re-evaluation

	ESG Annual	
Homelessness Prevention	Initial Evaluation:	30% AMFI
	Re-evaluation:	30% AMFI
	Re-evaluation Timeline:	3 Months
Rapid Rehousing	Initial Evaluation:	No Income Determination
	Re-evaluation:	30% AMFI
	Re-evaluation Timeline:	12 months



# Client Level Documentation – Household Eligibility

## Client File Documentation



Intake Application



Documentation to establish household meets the Homeless or At-Risk Definition, as applicable.



Documentation of Ineligibility



Program Participant Records - Services and Assistance Provided



Documentation of Termination of Assistance

## Income Determination Forms

- Declaration of Income Statement
- Certification of Zero Income\*
- Income Certification\*
- Income Screening Tool\*

**\*NOTE:** Although the Certification of Zero Income, Income Certification, and Income Screening Tool are not required forms, **you still must have a system in place** that adequately documents income determination

# Client Level Documentation – Unit Eligibility

## Fair Market Rent and Rent Reasonableness

### [24 CFR §576.106\(d\)](#)

- Rental assistance cannot exceed rent reasonableness and Fair Market Rent (FMR) established by HUD.
- Do not apply when clients *only* receives Housing Stabilization and Relocation Services ([24 CFR §576.105](#)).

## Additional File Documentation



# Client Level Documentation – Unit Eligibility

## Shelter and Housing Standards

### [24 CFR §576.403](#)

- Sets the minimum standards for emergency shelters and for permanent housing options.
- Subrecipient may also set standards that exceed these minimum standards.

### Additional Resources:

- [Minimum Habitability Standards Guide](#)
- [Minimum Habitability Standards Checklist](#)
- [Minimum Habitability Standards Webinar](#)

## Forms and Disclosures

- Request for Unit Approval
- Unit Inspection timelines
  - Prior to providing assistance and once every 12 months during the period of assistance.
- Lead Base Paint Remediation and Disclosure
  - For Units constructed pre 1978
    - Protect Your Family From Lead in Your Home
    - HUD's Lead-Based Paint Hazards disclosure Form
    - HUD's Lead Screening Worksheet, as applicable



# Client Level Documentation – VAWA

## Violence Against Women Act of 2022 Facts

- Housing Protections for victims of domestic violence, dating violence, sexual assault, or stalking
  - Rental Assistance under Homeless Prevention and RRH
- Everyone is protected under VAWA, not only women
- Information provided is confidential and exempt for HMIS entry

**Victim Service Provider (VSP)** is private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

## Required Documents

- Notice of Occupancy Rights under VAWA (**Required**)
- Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (**Required**)
- VAWA Notification Certification (Subrecipient may create their own)

### Resources:

ESG Documentation Webinar:

<https://www.tdhca.texas.gov/sites/default/files/av/av/esgp/19-ESG-Implement-Documentation.wvx>

When to use a Comparable Database:

<https://files.hudexchange.info/resources/documents/HMIS-When-to-Use-a-Comparable-Database.pdf>




# **Housing Contract System and the Monthly Performance Report (MPR)**

# 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

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



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.

# Monthly Reporting

- Subrecipients must enter ESG participants' data into HMIS or a comparable database
  - Project set up requirements are in the ESG HMIS manual
  - Questions on HMIS should be directed to your HMIS Lead
- Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER)
  - Submitted every month through HCS
    - Importance of on time reporting
  - 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



# The Monthly Performance Report (MPR)

- Monthly Performance Report (MPR) must be submitted prior to being able to submit the MER.
- Any performance reported in MER must have corresponding expenditures in MER.
- The MPR has four distinct sections:
  - Totals
  - Demographics
  - Special Populations
  - Components
- Common Errors
  - Unduplicated ESG Entries > Total Components
  - Persons in at least one special population is not completed.
  - Parenting Youth/Children of Parenting Youth reported, but corresponding data point is 0.

Total Components			Unduplicated ESG Entries		
	Total Components for Persons Entering			Persons Entering	
	Total Components Households Entering			Households Entering	

Unduplicated Race		Unduplicated Ethnicity		Unduplicated Gender		Unduplicated Age	
American Indian, Alaska Native or Indigenous		Non-Hispanic/Non-Latin(o)(a)(x)		Male		Under 18	
Asian or Asian American		Hispanic/Latin(o)(a)(x)		Female		18-24	
Black, African American or African		Ethnicity Unknown		A gender that is not singularly Female or Male		25-61	
Native Hawaiian/Other Pacific Islander				Transgender		62 and Over	
White				Questioning		Age Unknown	
Race Unknown				Gender Unknown			
<b>Total Race</b>		<b>Total Ethnicity</b>		<b>Total Gender</b>		<b>Total Age</b>	

Persons in at least one special population			Chronically Homeless		HIV/AIDS	
Chronic Substance use disorder		Severe Mental Illness	Children of Parenting Youth (Under 18)		Parenting Youth (Under 25)	
Unaccompanied Children (Under 18)		Unaccompanied Youth (18-24)	Veterans		Victims of Domestic Violence	

# The Monthly Performance Report (MPR) (cont.)

- Only complete sections that you are funded or are providing match for.
- Sum of **all** component persons/households served must equal total persons/households entering.
- MPR can be “Saved” as many times as needed, but “Submitted” only once.
  - Once MPR is submitted, only TDHCA can go in and make edits.
- Monthly Reporting Guide available at <https://www.tdhca.texas.gov/sites/default/files/SFHP-division/esgp/docs/ESG-MPR-Guide.pdf>

Homelessness Prevention							
HP Persons Served		HP Adults Served		HP Households Served		HP Non-Cash Benefits Increase	
HP Income Increase		HP Maintained 3+ Months		HP Permanent Housing		HP HHs COVID19 FMR Waiver	
HP Households Rental Assistance		HP HHs Winter Storm FMR Waiver		HP HHs Winter Storm 24 Mo Waiver			

Violence Against Women Act	
Emergency Transfer Requests	

[Save](#) [Submit](#)



# Transitioning Continuously Served Program Participants

- Program Participants assisted continuously as a 2023 ESG contract ends and a new 2024 ESG contract begins will count as new Program Participants for the new contract
  - Report each Program Participant only once per contract
- The start of a new contract does not require new eligibility determination or documentation for continuously served Program Participants, except as required by federal rule for ESG



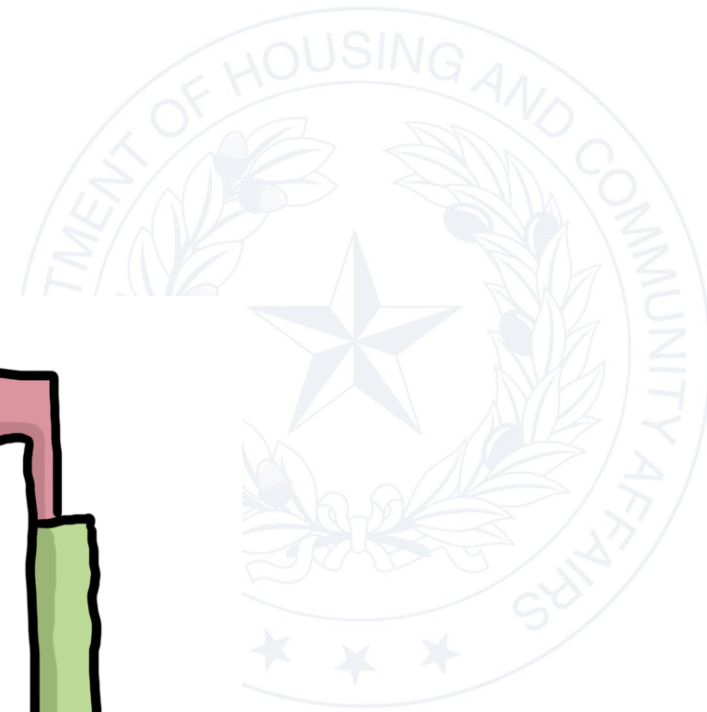
# Reporting on Maintaining Housing for 3+ Months

- Program Participants served with RRH or HP **who exit within the last three months** of a 2023 Contract are not able to be reported in terms of “Maintaining Housing for 3+ months” in the 2023 Contract.
- They may be reported as “Maintaining Housing for 3+ Months” in the 2024 Contract with the appropriate follow-up.

# Additional Resources

## HUD and Department Reporting Resources

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





# The Closeout Process

## ESG Contract Close Out

- All ESG reporting must be submitted within **30 days** of the end of the Contract Period
  - If contract term ended on October 31, 2024, reports must be submitted by November 30, 2024.
- There is no cumulative report, simply submit the last draw, and mark the “final draw” box
- Expenditures and performance submitted after 30 days may not be eligible for reimbursement
- Unreported exit performance and match may impact your next ESG application score



## ESG Contract Close Out (cont.)

- An [ESG Inventory List](#) must be submitted annually and no later than 30 days after the end of the Contract
  - If contract term ended on October 31, 2024, reports must be submitted by November 30, 2024.
- Equipment is defined in [10 TAC §1.401](#) as:
  - Any item having a useful life of more than one year, or
  - Has a per-unit value of \$5,000 or more
- Purchase of equipment requires submission ESG Inventory form
  - Must be listed on the ESG inventory form once when it is purchased and once again after disposition





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



**Questions?**

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