



2025 Emergency Solutions Grants Implementation Webinar Part I

December 2, 2025

Introduction and Housekeeping

Presenters

Rosy Falcon

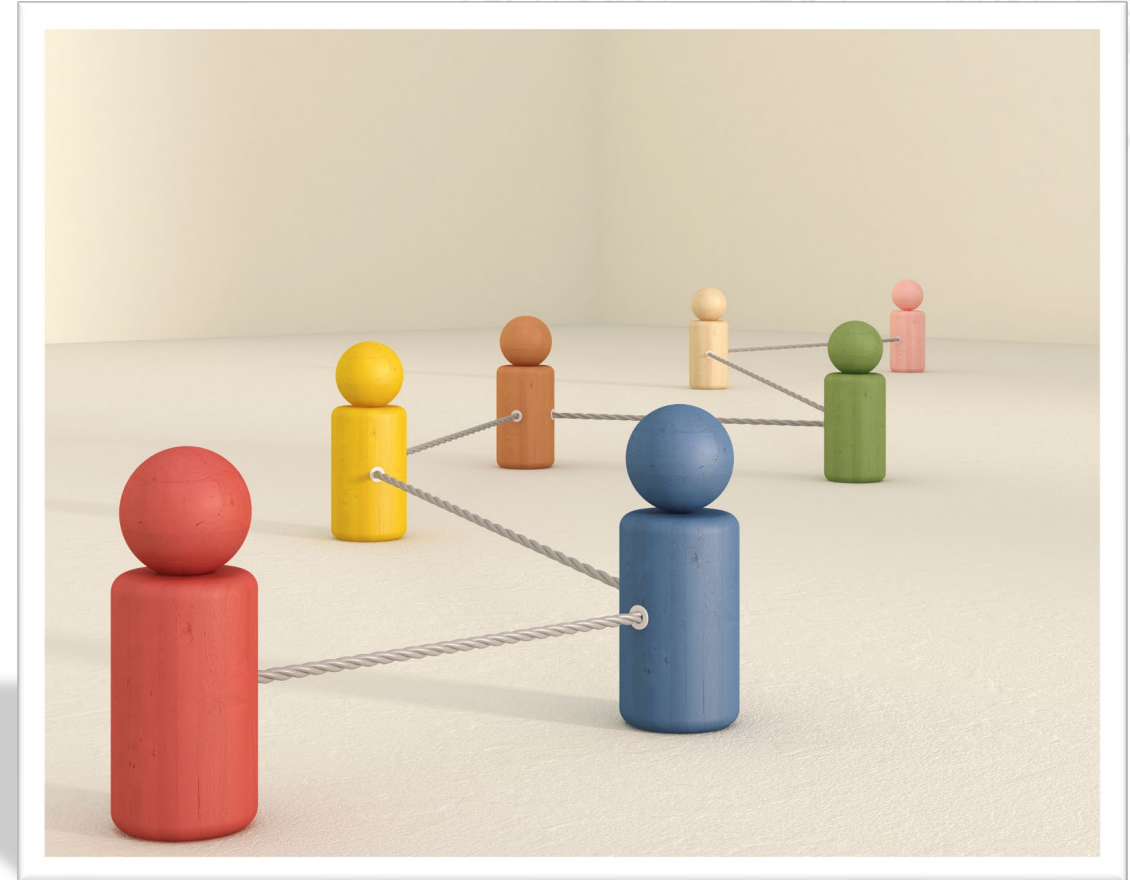
Homeless Programs Manager

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General Inbox

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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) 2025 allocation of \$9.84 million

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

CoC #	CoC Name	2025 Allocation Amount
TX-500	San Antonio/Bexar County	\$833,343
TX-503	Austin/Travis County	\$645,019
TX-600	Dallas City & County/Irving	\$1,222,152
TX-601	Fort Worth/Arlington/Tarrant County	\$654,986
TX-603	El Paso City & County	\$296,594
TX-604	Waco/McLennan County	\$113,152
TX-607	Texas Balance of State	\$4,016,201
TX-611	Amarillo	\$138,683
TX-624	Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties	\$121,151
TX-625	Lubbock/Lubbock County	\$167,711
TX-700	Houston, Pasadena, Conroe/Harris, Fort Bend, Montgomery Counties	\$1,471,858
TX-701	Bryan/College Station/Brazos Valley	\$163,740



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
- 24 CFR § 5.105(a)(2) and § 5.106 - Equal Access to Housing Final Rule
- The Fair Housing Act

ESG Program Guidance for TDHCA Subrecipients page:

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

ESG Administrative and Financial Requirements

State Regulations

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

Texas Grant Management Standards (TXGMS)

- Applicable to Units of Local Government only

ESG Contract

- Match Requirements
- Budget & Performance
- Certifications

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 Federal Funds for a FY that began before October 1, 2024 OR \$1,000,000 or more in Federal Funds for a FY that began on or after October 1, 2024	\$750,000 or more in State Funds for a FY that began before October 1, 2024 \$1,000,000 or more in State Funds 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"> Submit SA to Federal Audit Clearinghouse (FAC) Forward notice of submission acceptance email from FAC to SAandACF@tdhca.texas.gov 	<ul style="list-style-type: none"> Submit SA to SAandACF@tdhca.texas.gov
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 SAandACF@tdhca.texas.gov	

SA and ACF here: <https://www.tdhca.texas.gov/compliance-forms>

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
 - 15% De minimus rate
- 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
 - \$15,000 threshold
 - Simplified Acquisitions
 - \$350,000 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
- Examples
 - Timesheets if using volunteer donated time
 - Source and value for cash match

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 prior to contracting.
- Any updates must be sent to Homeless Programs staff ASAP to avoid reimbursement delays.
- <https://www.tdhca.texas.gov/emergency-solutions-grants-esg-program-guidance-tdhca-subrecipients>

74-176
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STATE OF TEXAS

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 financial institution (Sections 2, 3, 4, 5 and 6)

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

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

☐ Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use)

☐ Change custodial agency

Payee Identification

SECTION 2

2. Payee type

☐ State employee

☐ Vendor or other recipient

3. Identification number

☐ Social Security number (SSN)*

☐ Texas Identification Number (TIN)

☐ Individual Taxpayer Identification Number (ITIN)

☐ Employer Identification Number (EIN)

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 (Setups 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)

SEC 4

19. Routing number (9 digits)

20. Customer account number (maximum 17 characters)

21. Account type

☐ Checking ☐ Savings

International Payments Verification (required)

SEC 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

24. Printed name

25. Date

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Application for Texas Identification Number

PRINT FORM **CLEAR FORM**

For Comptroller's use only

SECTION 1

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 2

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)

☐ 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

☐ Out-of-State Corporation

☐ Governmental Entity

☐ State agency / University

☐ Financial Institution

☐ Foreign (out of U.S.A.)

☐ 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) 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 ASAP
 - <https://www.tdhca.texas.gov/sites/default/files/SFHP-division/hhsp/docs/HCS-Request-Form.docx>

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS	
Housing Contract System Access Request Form for Homeless Programs	
<input type="checkbox"/> Emergency Solutions Grants (ESG) or ESG Rapid Unsheltered Survivor Housing (RUSH) Program <input type="checkbox"/> Homeless Housing and Services Program (HHSP) <input type="checkbox"/> Ending Homelessness (EH) Fund <input type="checkbox"/> Fort Bend Youth and Young Adult Homeless Program (YYAHP)	
Send completed form to HomelessPrograms@tdhca.texas.gov .	
Subrecipient Name:	Phone:
Contract Number(s):	Fax:
More than one contract number may be included, if same level of access is given.	
Subrecipient physical address (street, city, zip):	
Subrecipient mailing address (street, city, zip):	
Contract Executor. Please list the individual authorized to execute a Contract on behalf of a Subrecipient. This person will also have authority to enter and approve Monthly Performance Reports/Monthly Expenditure Reports.	
Name:	Title:
Phone:	Email:
Physical address, if different than Subrecipient:	
Mailing address, if different than Subrecipient:	
I certify that all individuals identified in this document are authorized to perform the functions as specified.	
Signature of Authorized Representative _____ Date _____	
If individual authorized to execute a Contract is replacing a previous individual authorized to execute a Contract, indicate previous individual's name for removal from Contract System authorization:	
Contract Contact. Staff listed as contract contact will receive deficiency notices on draw requests. If no contract contact is indicated, contact will be the first individual listed on the HCS Access Request form submitted at contract start up.	
Contract contact is _____ (list staff name).	
Data Entry and Approval. List individuals who will have authority to enter data or approve reports in the Housing Contract System.	
1. Name:	Title:
Phone:	Email:
Organization name, if different than Subrecipient:	
Physical address, if different than Subrecipient:	
Mailing address, if different than Subrecipient:	
<input type="checkbox"/> Authorized to <u>only</u> enter Monthly Performance Reports/Monthly Expenditure Reports <input type="checkbox"/> Remove access	
<input type="checkbox"/> Authorized to enter <u>and</u> approve Monthly Performance Reports/Monthly Expenditure Reports	
2. Name:	Title:
Phone:	Email:
Organization name, if different than Subrecipient:	
Physical address, if different than Subrecipient:	
Mailing address, if different than Subrecipient:	
<input type="checkbox"/> Authorized to <u>only</u> enter Monthly Performance Reports/Monthly Expenditure Reports <input type="checkbox"/> Remove access	
<input type="checkbox"/> Authorized to enter <u>and</u> approve Monthly Performance Reports/Monthly Expenditure Reports	

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.
 - 30 Days past contract end date – Hard deadline for submitting draw requests.
 - Reporting timeliness is a factor when determining continuing award eligibility.
 - Deficiencies should be corrected ASAP, but aren't inherently negative. The initial submission date is what is used when determining timeliness of reporting.

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 1.pdf](https://www.tdhca.texas.gov/sites/default/files/SFHP-division/esgp/docs/ESG-MPR-Guide%201.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

The Monthly Expenditure Report (MER) cont.

- Common Deficiencies
 - Total of Non-Program Fund Credit column not equaling the Total of Non-Program Table.
 - Not including Match in Total Monthly Expenditures
 - Amount drawn for line item exceeding available balance.
 - Services Rendered “To” and “From” date not including entire month.

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
 - Domestic Violence Provider
 - Private nonprofit organization whose **primary** mission is to provide direct services to victims of domestic violence.

CoC #	CoC Name	HMIS Lead
TX-500	San Antonio/Bexar County	Haven for Hope of Bexar County HMIS.Support@havenforhope.org
TX-503	Austin/Travis County	ECHO HMIS.Team@AustinECHO.org
TX-600	Dallas City & County/Irving	Housing Forward info@housingforwardntx.org
TX-601	Fort Worth/Arlington/Tarrant County	A Home with Hope HMISTeam@ahomewithhope.org
TX-603	El Paso City & County	El Paso Coalition for the Homeless Dherald.epch@elp.twcbc.com
TX-604	Waco/McLennan County	Prosper Waco hmis@prosperwaco.org
TX-607	Texas Balance of State	Texas Homeless Network hmis@thn.org
TX-611	Amarillo	City of Amarillo COCTX611@amarillo.gov
TX-624	Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties	Nortex Regional Planning Commission dmorgan@nortexrpc.org
TX-625	Lubbock/Lubbock County	ECHO West Texas admin@echowtx.org
TX-700	Houston, Pasadena, Conroe/Harris, Fort Bend, Montgomery Counties	Coalition for the Homeless of Houston HMIS@cfthhouston.org
TX-701	Bryan/College Station/Brazos Valley	Twin City Mission stanleyd@twincitymission.org

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 agency for assistance in uploading project bundles.
- **NEW** this year: [10 TAC §7.34\(c\)\(10\)](#) and [10 TAC §7.36\(a\)\(13\)](#)
 - Please adhere to Department deadlines.

Additional Resources

HUD and Department Reporting Resources

- [HMIS Data Standards \(HUD\)](#)
- [ESG Monthly Reporting Guide](#)
- [ESG Video Library](#)



Looking Forward to Tomorrow's Webinar

- December 3rd, 2025 at 1 P.M. Central Time.
- Register: <https://register.gotowebinar.com/register/8736188779650551898>
- 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?

EMAIL US AT:
HOMELESSPROGRAMS@TDHCA.TEXAS.GOV

