



2026 Emergency Solutions Grants Implementation Webinar Part I

October 27, 2026

Introduction and Housekeeping

- Rosy Falcon

Homeless Programs Manager

- Gavin Reid

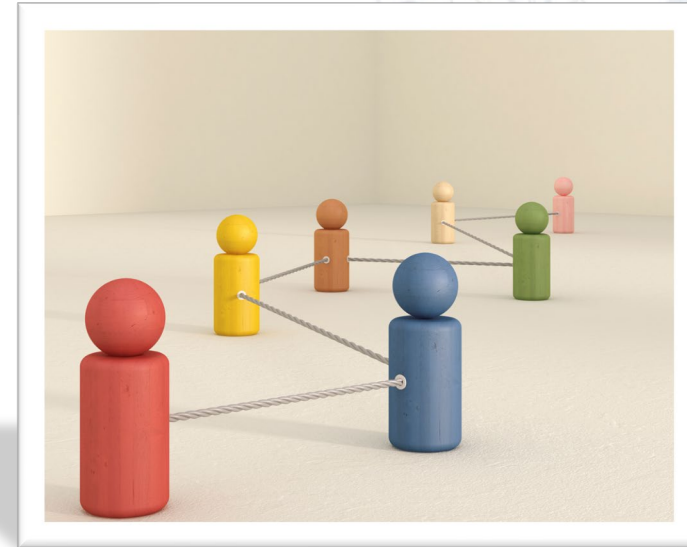
PRWORA/SAVE Manager

- Dave Spillar

Compliance Subrecipient Monitor

- Tahmoor Chadury

Homeless Programs Specialist



General Inbox

HomelessPrograms@tdhca.texas.gov

Webinar Objectives

Section 1:

Departmental Roles and ESG Requirements

- TDHCA Programs, Divisions, and Division Duties
- ESG Administrative and Financial Requirements
- HUD Agreement Requirements and Contract Clauses

Section 2:

Compliance and Program Administration

- Single Audit Compliance and Regulatory Changes
- Compliance Monitoring and PRWORA/SAVE
- ESG Funding Distribution and Contract Timelines
- Administrative Processes

Prepare new and returning Subrecipients to administer ESG programs in accordance with applicable requirements.

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 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 in program planning
- 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>

State Regulations

Texas Administrative Code

- 🕒 Chapter 1: Administration
- 🕒 Chapter 2: Enforcement
- 🕒 Chapter 7: Homelessness Programs
 - Subchapter A: General Policies & Procedures
 - Subchapter C: Emergency Solutions Grants

Texas Grant Management Standards (TXGMS)

Financial and administrative requirements for units of local government receiving grant funds.

Applicable only to local government Subrecipients.

Key Compliance Focus: PRWORA

Requirements apply to both nonprofit and local government Subrecipients.

- ✓ 10 TAC §1.410: Compliance procedures and applicable exemptions
- ✓ 10 TAC §7.44: Mixed household calculation, documentation, and exempt activities.

ESG Contract Requirements

Match, budget, and performance obligations — where the work, spending, and outcomes must align

MATCH REQUIREMENTS

Section 8 • Exhibit C

- \$ Meet the contract's required match unless TDHCA grants a written waiver.
- \$ Use eligible non-ESG federal, state, local, or private resources; avoid double-counting match.
- \$ Ensure all match activities are eligible under primary ESG program guidelines.
- \$ Document match contributions. Properly value donated goods, space, and volunteer services.

BUDGET & ALLOWABLE COSTS

Section 9 • Exhibit B

- 🏛 Charge only eligible costs and activities included in the approved contract budget.
- 🏛 Track component budgets separately and follow contract rules for amendments/transfers.
- 🏛 Observe Budget (Exhibit B) limits:
 - 🏛 Administrative costs up to 3%
 - 🏛 HMIS up to 12%

PERFORMANCE & DELIVERY

Section 3 • Exhibit A

- 📋 Deliver ESG services in line with the Performance Statement and contract terms.
- 📋 Track required outputs, performance goals, targets, and supporting documentation.
- 📋 Deliver ESG services within the contract approved service area(s).

Briefing overview only. Confirm the executed contract, component-specific budget/match terms, and approved amendments.

FY2026 ESG | HUD Agreement–Driven Contract Requirements

Key obligations flowed from HUD’s Federal Award Agreement into TDHCA’s subrecipient contract — beyond baseline TAC/CFR requirements

01 PRWORA / Immigration verification

Administer ESG funds in compliance with applicable federal immigration restrictions, including PRWORA eligibility and verification requirements and any additional requirements established by HUD, the Attorney General, or USCIS.

TDHCA Contract Section 36 • Addendum D

02 HUD-specific funding-use restrictions

Administer ESG funds in compliance with applicable federal restrictions on gender ideology, elective abortions, illegal racial discrimination or preferences, constitutional speech and religious exercise, and prohibited drug-injection or safe-consumption operations, while preserving applicable participant protections regarding sobriety and first-time violations.

TDHCA Contract Section 6 • Section 31 • Section 40 • Section 41

03 Fraud reporting & whistleblower protections

Report suspected HUD-award fraud, waste, or abuse to the responsible HUD official and HUD Office of Inspector General (OIG), cooperate with HUD’s Task Force to Eliminate Fraud as required, and inform employees in writing and in the workforce’s predominant native language of their protected-disclosure rights.

TDHCA Contract Section 27

04 Workforce and employment obligations

Comply with applicable federal workforce and employment requirements under the HUD agreement, including Title VII, employment eligibility verification under 8 U.S.C. § 1324a, the Copeland Anti-Kickback Act, and the Drug-Free Workplace Act.

TDHCA Contract Section 26 • Section 28 • Section 31 • Addendum B

05 Flow-down requirement for downstream agreements

HUD’s Addendum 1 requires agreements/contracts arising from the award to contain the same HUD terms and conditions. TDHCA’s contract implements applicable obligations through the subrecipient contract and its addenda.

Briefing overview only—not a complete compliance checklist. Confirm applicability and use the final executed documents.

Single Audit Compliance

Know your threshold • Meet your deadline • Submit to the correct location

SINGLE AUDIT | Expenditure thresholds by fiscal year start date

FEDERAL

\$750,000 • FY began before Oct. 1, 2024

\$1,000,000 • FY began on/after Oct. 1, 2024

STATE

\$750,000 • FY began before Oct. 1, 2024

\$1,000,000 • FY began on/after Oct. 1, 2024

AUDIT DEADLINE

Within **9 months** after fiscal year-end or 30 days after receipt of the audit report, whichever is earlier.

SUBMISSION

Federal: Submit to the Federal Audit Clearinghouse (FAC), then forward its acceptance email to TDHCA.

State: Submit the Single Audit directly to TDHCA.

AUDIT CERTIFICATION FORM (ACF)

Required to report federal and/or state grant expenditures.

Due within **2 months** after fiscal year-end.

Compliance Monitoring

- **TDHCA internal risk determination-** *Dept. staff assess a contract to determine whether & how (onsite or desk) to monitor. Primary factor to determine whether to monitor is contract activity, but other factors may be considered*
- **Monitoring notice to Subrecipient-** *Contracts determined to be candidates for monitoring will have notice sent to Subrecipient contract executor (or designated contact)*
 - *Onsite review notice will contain monitoring visit dates & items to be available for review*
 - *Desk review notice will contain specific list of items to be uploaded & submission deadline*
- **Monitoring review-** *Selected documentation will be reviewed in accordance with Dept. testing procedures. Typically involves correspondence between monitor & Subrecipient to reconcile any documentation initially missing or unclear, or possible issues prior to compiling the report. For onsite reviews, additional documentation may be requested or further desk review performed following conclusion of monitoring visit, as necessary*
- **Monitoring report-** *issued following completion of onsite/desk review, including any clarifications or supplemental documentation requests. For onsites, this typically occurs a few weeks following the visit*

Compliance Monitoring (continued)

- **Monitoring report (cont'd)**- *Reports typically fall into 3 categories, 2 of which result in immediate closure of the review:*
 - *No issues noted (immediate closure)- no further action required*
 - *Issues limited to only Concerns or Observations (immediate closure)- these note actions to be undertaken by the Subrecipient to correct/prevent such issue(s) going forward, but the specified corrective actions do NOT need to be submitted to the Dept. for further review*
 - *Findings noted [may also contain Concerns/Observations] (not yet closed)- Findings contain specific corrective actions that must be submitted to the Dept. for review; monitoring closure does not occur until these actions have been satisfactorily completed as determined by the Dept.*

Common ESG Findings

- Income Eligibility

- *Ensure all possible sources indicated on application or bank statements are followed up on. If any possible indicated source turns out not applicable, this should be noted in file to resolve discrepancies*
- *Document attempts at source verification (some examples: don't just annualize bank statements; attempt employer verification if paystubs not yet available)*

- Utility Allowances (UAs) & Gross Rents

- *Ensure UAs include Other Monthly Fees (electric/gas) when listed on utility rate schedule*
- *Ensure Lease, Request For Unit Approval & UA calculation are consistent with each other- resolve any discrepancies & note this in file*
- *Include lease-specified mandatory fees (such as pest control or administrative), and when lease specifies a utility rate then use this rather than utility rate sheet*

- Draws & Match

- *Ensure costs drawn are fully supported, including cleared checks & that salary costs reflect actual timesheets & hourly wages*
- *Ensure Match is documented all the way from receipt of the funds/resources to their use or expenditures; document allocation to ESG program when applicable*

PRWORA

PRWORA provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

- Administrators must verify U.S. Citizen, U.S. National, or Qualified Alien status (legal status) for all Household members, including children
- Administrators must check for:
 - Identity via documentation
 - US Citizenship via documentation
 - Immigration status via documentation and SAVE
 - Translate Immigration Status into Qualified or Unqualified
- Review documentation and follow the Flowchart or the Online Tool provided by the Department.
- Documentation required for the File: Household Status Verification Form and SAVE Response for each Qualified and Unqualified Alien.

Household Status Verification Form

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for CA & SFHP programs



The program for which you are applying requires verification that you are a U.S. citizen, U.S. national, or qualified alien of the United States. Documentation of your status is required. The Systematic Alien Verification for Entitlements (SAVE) System is used to verify the status of non-citizens.

Household Status Verification Form

Every file must have this form completed for each applicant.

Household Member Name	Identification Documentation Provided	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Citizenship Documentation Provided	Qualified Alien (Yes/No)	SAVE Response
Gavin Reid	US Passport	Yes <input type="button" value="v"/>	US Passport	<input type="button" value="v"/>	NA
Laura Simmons-Gilmore	TX Driver's License	Yes <input type="button" value="v"/>	Birth Certificate	<input type="button" value="v"/>	NA
Chad Landry	Current Mexico Passport w/ photo	No <input type="button" value="v"/>	NA	Yes <input type="button" value="v"/>	Lawful Permanent Resident - Employment Authorized
Dana Garrett	Federal Inmate ID card w/ photo	No <input type="button" value="v"/>	NA	Yes <input type="button" value="v"/>	Asylee-Employment Authorized
Abigail Versyp	Unexpired I-766 Employment Authorization	No <input type="button" value="v"/>	NA	Yes <input type="button" value="v"/>	Conditional Resident-Employment Authorized
Brooke Boston	GA Driver's License	No <input type="button" value="v"/>	NA	No <input type="button" value="v"/>	Non-Immigrant
Bobby Wilkinson	TX Temporary Driver's License with photo	No <input type="button" value="v"/>	NA	No <input type="button" value="v"/>	Application Pending

To add additional household members, use another copy of this form.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.		
Gavin Reid		9/10/26
Applicant's Signature		Date
John Smith	John Smith	9/10/26
Signature of staff certifying they verified the above documents	Print Staff Name	Date

SAVE Response Examples

Case Result | Case Status: Status Returned

SAVE

SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Application Pending (asylum) - Temp Emp Auth

The applicant is not a citizen or national of the U.S. and has filed a Form I 589 application for asylum, but a decision on the application has not yet been made. This response also indicates that SAVE verified the applicant has a valid EAD. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. You will need to follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response Details

Case Verification Number: 00265110526

Class of Admission (COA) Code: AO

Country of Birth: CUB - CUBA

Employment Authorization Document (EAD) Expiration Date: 11/06/2029

Provision of Law Code: C08

Agency Submitted Details

Full Name: Nailant

Date of Birth:

Alien Number: 220543

Initiated On: 03/25/2026

Initiated By: RUBEF243

Point of Contact Name:

Point of Contact Phone Number: (

Requested Benefits: Energy Assistance

Attached Document: No

UNQUALIFIED

Case Result | Case Status: Status Returned

SAVE

SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: United States Citizen

Applicant has a record of naturalized or derived citizenship with USCIS, usually documented by a Certificate of Naturalization or Certificate of Citizenship. See the [Guide to Understanding SAVE Verification Responses](#) for additional information.

SAVE Response Details

Case Verification Number: 0025237201611VR

Class of Admission (COA) Code: USC

Country of Birth: MEX - MEXICO

Date Admitted To: INDEFINITE

Agency Submitted Details

Full Name: Karla V

Date of Birth: 09/21/

Naturalization/ Citizenship Number: A19686017

Initiated On: 08/25/2025

Initiated By: OGUT9032

Point of Contact Name:

Point of Contact Phone Number:

Requested Benefits: Energy Assistance

Attached Document: No

QUALIFIED

Qualified vs. Unqualified

- Responses vary and must be translated into Qualified vs. Unqualified
- Refer to the SAVE response table found at <https://www.tdhca.texas.gov/prwora-save>
- Can be one of three categories:
 - Qualified
 - Unqualified
 - More Info Required = Unqualified

This table assists in determining whether a household member is Qualified or Unqualified for PRWORA purposes. The results seen in the SAVE System are reflected in the "SAVE RESPONSE" column. To the right will indicate if that household member is in fact Qualified, Unqualified, or if more information is required, which will mean the household member is Unqualified until the information gets provided and supports a Qualified Status.	
SAVE RESPONSE	QUALIFIED or UNQUALIFIED for PRWORA
1 UNITED STATES CITIZEN	QUALIFIED
2 LAWFUL PERMANENT RESIDENT (LPR) -EMPLOYMENT AUTHORIZED	QUALIFIED
3 TEMPORARY EMPLOYMENT AUTHORIZED	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
4 VERIFICATION IN PROCESS	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
5 APPLICATION PENDING -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
6 CONDITIONAL RESIDENT -EMPLOYMENT AUTHORIZED	QUALIFIED
7 CONDITIONAL RESIDENT	QUALIFIED
8 NON-IMMIGRANT -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
9 NON-IMMIGRANT	UNQUALIFIED
10 NON-IMMIGRANT -EMPLOYMENT AUTHORIZED CNMI ONLY	UNQUALIFIED
11 STUDENT STATUS TEMPORARY AUTHORIZED	UNQUALIFIED
12 IF PRINCIPAL -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
13 IF PRINCIPAL OR SPOUSE -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
14 ASYLEE -EMPLOYMENT AUTHORIZED	QUALIFIED
15 REFUGEE -EMPLOYMENT AUTHORIZED	QUALIFIED
16 PAROLEE	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
17 TEMPORARY RESIDENT -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
18 FAMILY UNITY -TEMPORARY EMPLOYMENT AUTHORIZED	QUALIFIED
19 DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) - EMPLOYMENT AUTHORIZED	UNQUALIFIED
20 TEMPORARY PROTECTED STATUS (TPS) -EMPLOYMENT AUTHORIZED	UNQUALIFIED
21 APPLICATION PENDING (FORM I-485 ADJUSTMENT OF STATUS) -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
22 APPLICATION PENDING (FORM I-589 ASYLUM) -TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
23 AMERICAN INDIAN BORN IN CANADA	QUALIFIED
24 UNABLE TO PROCESS	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
25 LAWFUL PERMANENT RESIDENT (LPR) -EMPLOYMENT AUTHORIZED INDEFINITELY	QUALIFIED
26 APPLICATION PENDING	UNQUALIFIED
27 APPLICATION PENDING -NOT TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
28 PAROLEE INDEFINITE -NOT EMPLOYMENT AUTHORIZED	QUALIFIED

PRWORA/SAVE Webpage

<https://www.tdhca.texas.gov/prwora-save>

PRWORA-SAVE

If you or someone you know is in need of assistance, please visit our **Help for Texans Page**.

Help for Texans

Information on this page provides guidance, forms and tools necessary for the implementation of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and the use of the Systematic Alien Verification for Entitlements (SAVE) system across applicable programs at TDHCA.

Guidance, Forms and Tools

- [Single Family & Homeless Programs Nonprofit SAVE Option & User Designation Form](#) 
- [Single Family & Homeless Programs Public Organization SAVE User Designation Form](#) 
- [SAVE Supervisor Account Request Form](#) 
- [Flowchart for Confirming US Citizenship and Determining Legal Status](#) 
- [Online Tool for Confirming US Citizenship and Determining Legal Status](#) 
- [Multifamily – Training Video – Online Tool for Confirming US Citizenship and Determining Legal Status](#) 
- [Single Family Homeownership – Training Video – Online Tool for Confirming US Citizenship and Determining Legal Status](#) 
- [All Other Single Family, Homeless, and Community Affairs Programs – Training Video – Online Tool for Confirming US Citizenship and Determining Legal Status](#) 
- [SAVE Responses](#) 
- [Guide to Understanding SAVE Verification Responses](#) 
- [HSV Form - CA & SFHP](#) 
- [HSV Form - Multifamily](#) 
- [Attestation Form](#) 
- [FAQs](#) 
- [SAVE Poster for Agencies – English & Spanish](#) 
- [SAVE Poster for Properties – English & Spanish](#) 
- [August 5, 2026, PRWORA/SAVE Implementation for HOME, HOME-ARP Rental, and NHTF Multifamily Properties](#) 
 - [Slides used for August 5, 2026, PRWORA/SAVE Implementation for HOME, HOME-ARP Rental, and NHTF Multifamily Properties](#) 
- [September 11, 2026, Office Hours PRWORA/SAVE](#) 
 - [Slides used for September 11, 2026, Office Hours PRWORA/SAVE](#) 
- [September 16, 2026, Coffee Chat discussing PRWORA/SAVE](#) 
- [September 10, 2026, PRWORA/SAVE Implementation for Single Family Programs](#) 
 - [Slides used for September 10, 2026, PRWORA/SAVE Implementation for Single Family Programs](#) 
- [For CEAP/CSBG/WAP only: Supervisor User to SAVE](#) 

Important SAVE Links at USCIS.gov

ESG Allocations and Eligible Components

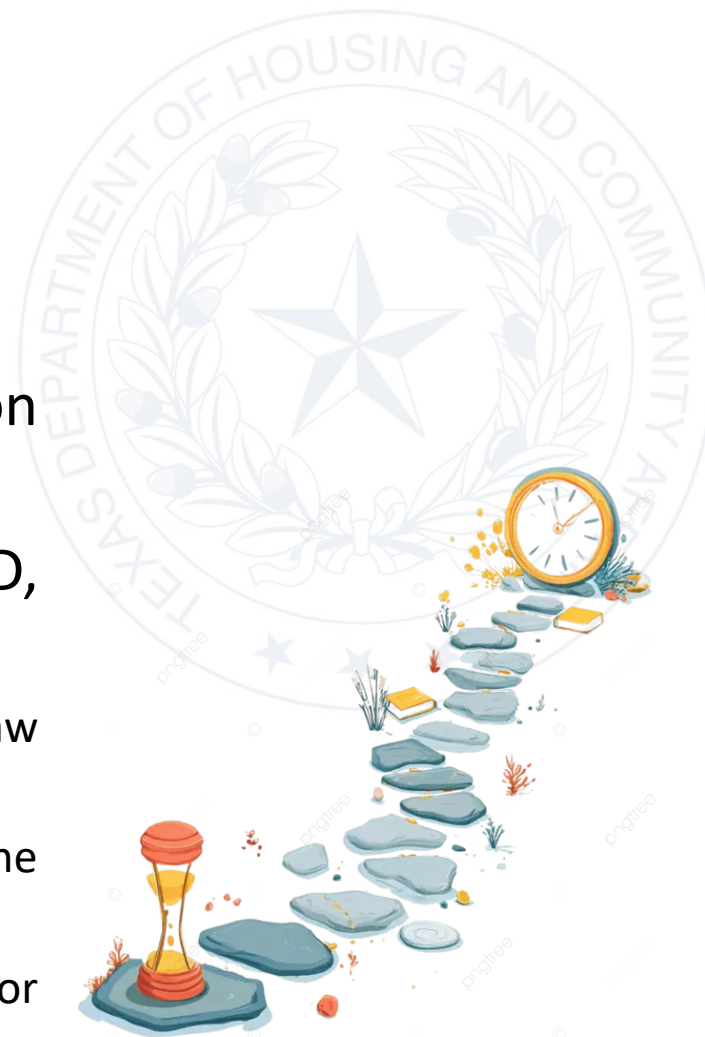
Emergency Solutions Grants (ESG) 2026 allocation of \$9.80 million

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

CoC #	CoC Name	2026 Allocation Amount
TX-500	San Antonio/Bexar County	\$812,769
TX-503	Austin/Travis County	\$633,091
TX-600	Dallas City & County/Irving	\$1,182,355
TX-601	Fort Worth/Arlington/Tarrant County	\$686,616
TX-603	El Paso City & County	\$323,593
TX-604	Waco/McLennan County	\$118,719
TX-607	Texas Balance of State	\$3,968,318
TX-611	Amarillo	\$144,248
TX-624	Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties	\$116,248
TX-625	Lubbock/Lubbock County	\$144,178
TX-700	Houston, Pasadena, Conroe/Harris, Fort Bend, Montgomery Counties	\$1,502,742
TX-701	Bryan/College Station/Brazos Valley	\$167,625

Contract Timelines and Important Dates

- Unless requested otherwise, all ESG contracts begin on November 1 and end on October 31.
- Once TDHCA receives our formal ESG allocation letter from HUD, we can begin routing contracts for subrecipients' signatures.
- December 31 – The deadline for the first draw request (November). Each draw request for the preceding month is due at the end of the next month.
- September 1, 2027 – The deadline to submit a voluntary deobligation request to the Department.
- October 1, 2027 – The deadline to submit any amendment request (extension or budget) that doesn't just move funds within a component.
- October 31, 2027 – The last day that eligible costs can be incurred.
- November 30, 2027 – The hard deadline to submit October 2027's draw request.



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 (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 ☐ 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) () ext.

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) () ext. 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

74-176 (Rev. 9-21-21) **FM** **Application for Texas Identification Number** **PRINT FORM** **CLEAR FORM**

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) Enter the number indicated

☐ 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

Section 2

Payee Information (Please type or print)

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.)

☐ 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 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	
☐ Emergency Solutions Grants (ESG) or ESG Rapid Unsheltered Survivor Housing (RUSH) Program ☐ Homeless Housing and Services Program (HHSP) ☐ Ending Homelessness (EH) Fund ☐ 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:	
☐ Authorized to <u>only</u> enter Monthly Performance Reports/Monthly Expenditure Reports ☐ Remove access	
☐ 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:	
☐ Authorized to <u>only</u> enter Monthly Performance Reports/Monthly Expenditure Reports ☐ Remove access	
☐ Authorized to enter <u>and</u> approve Monthly Performance Reports/Monthly Expenditure Reports	

The Complaint Process

- Occasionally, the Department receives complaints from members of the public regarding ESG subrecipients.
- Once received, the Department reaches out to the subrecipient and requests clarification on any allegations made by the complainant.
- Subrecipients have 2 weeks to provide a response with documentation.
 - Examples of documentation can include client case notes, eligibility determination, inspections, denials of service



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.

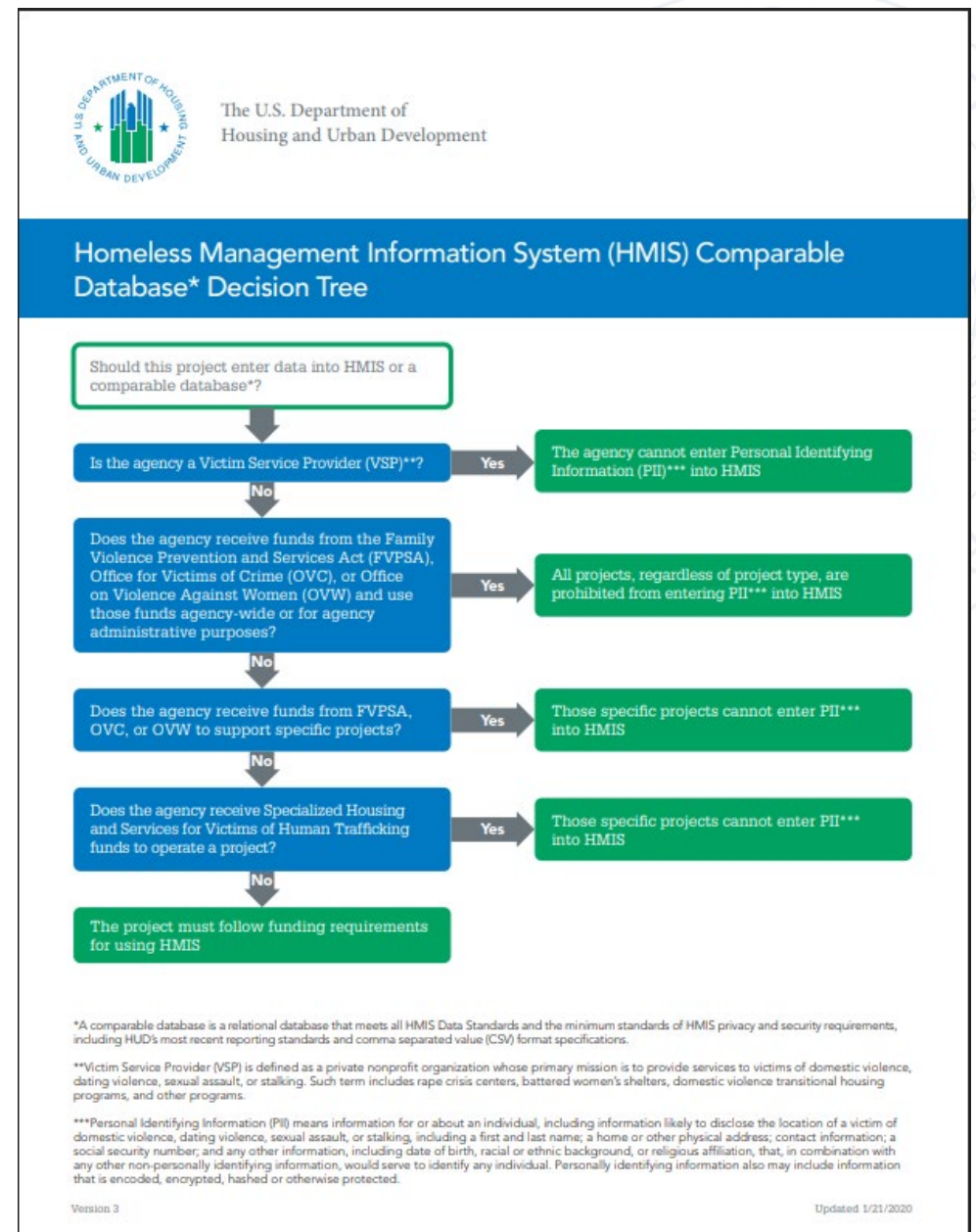
Getting started in HMIS

- Subrecipients must enter ESG participants' data into HMIS or a comparable database if a victim service provider.
 - Project set up requirements are in the ESG HMIS manual
 - ESG projects must be set up as soon as possible upon receiving your award letter
 - Any questions on HMIS should be directed to your CoC's HMIS Lead

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

When to Use a Comparable Database

- Victim Service Provider
 - Private nonprofit organization whose **primary** mission is to provide direct services to victims of domestic violence, dating violence, sexual assault, or stalking
- Organization Determination v. Project Determination



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.
- As of last year, [10 TAC §7.34\(c\)\(10\)](#) and [10 TAC §7.36\(a\)\(13\)](#) in effect.
 - Please adhere to Department deadlines.

Additional Resources

HUD and Department Reporting Resources

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

PRWORA-SAVE Resources

- [PRWORA-SAVE Page](#)
- [SAVE Supervisor Account Request Form](#)
- [Household Status Verification Form](#)

Compliance Resources

- [Compliance Forms](#)
- [Federal Audit Clearinghouse \(View and Submit Single Audits\)](#)



Looking Forward to the Next Webinar

DATE & TIME



November 10, 2026

1:00 P.M. Central Time

REGISTER



Register for the Next Webinar

WEBINAR OBJECTIVES



Overview of Financial Requirements for ESG



Housing Contract System and Monthly Expenditure 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



2026 ESG Implementation Webinar Part I – Administrative Guidance Q&A

PRWORA, Exemptions & Documentation

Q1: How do I determine if a household is exempt from PRWORA?

There are two categories of PRWORA exemptions that TDHCA ESG Subrecipients should consider:

1. **Exempt Activities:** Certain ESG activities are exempt from the requirement to verify identity, citizenship, and immigration status. These activities include emergency shelter, case management, street outreach, and in-kind disaster assistance ([10 TAC §7.44](#)). Rapid rehousing is exempt at initial program entry but not exempt at recertification.
2. **VAWA or FVPSA Victim Exemption:** The VAWA/FVPSA exemption is available to nonprofit organizations administering the ESG program but is not available to ESG programs administered by units of local government. For eligible households served by nonprofit organizations, if a household member is certified as a victim under the Violence Against Women Act (VAWA) or the Family Violence Prevention and Services Act (FVPSA) and the required documentation is collected and maintained in the household's file, the *entire household* is exempt from providing documentation of U.S. citizenship or qualified alien status. For acceptable forms of documentation and certification requirements, please refer to the [PRWORA Training for ESG Subrecipients](#).

Q2: What VAWA documentation is required for an exemption?

The most common form of documentation is the [HUD-5382 Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking](#). This form allows an individual to self-certify that they are a victim of qualifying abuse.

Other forms of documentation may include:

- Law enforcement, court, or administrative records, such as a police report or protective order.
- Documentation from a qualified professional, such as a victim service provider, attorney, medical professional, or mental health professional who has assisted the victim.

Subrecipients must protect the confidentiality of all VAWA related information and maintain it securely, with access limited as required by applicable law.

For additional guidance on acceptable documentation and requirements for applying the PRWORA exemption, please refer to the [PRWORA Training for ESG Subrecipients](#).

Q3: Is a self-certification accepted? Not all victims go to counseling or the police.

Yes. Self-certification is an acceptable form of documentation. The most common option is the [HUD Form 5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking](#).

A survivor does not have to provide a police report or documentation from a counselor or other third party when using the HUD-5382 self-certification form. Subrecipients should retain the completed documentation in accordance with ESG's recordkeeping requirements and protect all VAWA-related information in accordance with applicable confidentiality requirements.

For additional guidance on documentation and applying the PRWORA exemption, please refer to the [PRWORA Training for ESG Subrecipients](#).

Q4: Where do I find the PRWORA exemptions that apply to my organization?

Your organization's applicable PRWORA requirements and exemptions are outlined in Addendum D of your 2026 ESG contract. You should also review [10 TAC §7.44](#) and the applicable provisions of [10 TAC §1.410](#), along with [TDHCA's PRWORA Training for ESG Subrecipients](#).

There are two types of exemptions to consider:

1. **Exempt activities:** Certain ESG activities are exempt from PRWORA verification requirements. These include activities that do not provide direct housing or financial assistance, such as emergency shelter and street outreach. Rapid rehousing is exempt at initial program entry but requires verification at annual recertification.
2. **VAWA/FVPSA exemption:** This exemption applies to eligible populations covered by the Violence Against Women Act (VAWA) or the Family Violence Prevention and Services Act (FVPSA). **The VAWA/FVPSA exemption is available to nonprofit organizations administering the ESG program but is not available to ESG programs administered by units of local government.**

Q5: If someone has supplied a birth certificate, Social Security card, and Texas ID, is that enough to declare citizenship?

Please refer to the [Flowchart for Confirming US Citizenship and Determining Legal Status](#). Identity is confirmed by the Texas driver's license or ID, and citizenship is confirmed by a valid birth certificate, so this member would be deemed qualified.

The Social Security card plays no role in confirming identity or citizenship, because Social Security cards confirm neither. It appears on the Flowchart for Confirming US Citizenship and Determining Legal Status only as a secondary document provided alongside another document.

Q6: Do the self-certification and PRWORA checks apply to emergency shelter, homelessness prevention, and rapid rehousing?

PRWORA requirements vary by ESG activity ([10 TAC §7.44](#)):

- **Emergency shelter:** This activity is *exempt* from PRWORA verification requirements. No self-certification or PRWORA check is needed.
- **Homelessness prevention:** PRWORA requirements apply immediately. Subrecipients must complete the applicable verification and documentation requirements
- **Rapid Rehousing:** PRWORA verification applies only at the 12-month recertification, but not at initial program entry. At initial program entry, follow your normal intake and eligibility determination process.

Q7: Does a domestic violence service provider need to provide the HUD-5382 for emergency shelter?

No, emergency shelter is an exempt activity, so no PRWORA verification is required for program participants. ([10 TAC §7.44](#))

SAGE Reporting

Q1: Who do we contact if we have questions about the SAGE report?

For issues pulling data from HMIS, contact your HMIS lead, as TDHCA staff do not have access to HMIS. For questions about the SAGE system or upload links, please contact homelessprograms@tdhca.texas.gov for troubleshooting and guidance.

Miscellaneous

Q1: Our organization is in Galveston County. Are we under the Texas Balance of State?

Yes. You are part of the Texas Balance of State Continuum of Care (CoC), TX-607.

If you are unsure which CoC you belong to, please refer to this [map](#) or Section 3, Part E, of your executed ESG contract to identify your CoC.