



Program Year 2017 and 2018

Emergency Solutions Grants

Application Guide

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General Instructions

Completing the Application

- Applicants must read the PY 2017 and 2018 ESG Notice of Funding Availability (“NOFA”) in its entirety before completing this Application. The NOFA is available at: <http://www.epchomeless.org>
- A timeline of Application material due dates is in the NOFA.
- A blank Application will be sent to the Applicant once an Intent to Apply is received. Intent to Apply forms can be found at www.epchomeless.org. After the Intent to Apply is submitted, a blank application will be available in approximately within 3 business days.
- The cells in gray and pink should be completed by the Applicant. If gray or pink cells are not applicable, the Applicant should write “n/a”. Pink cells will be scored items; however, should there be any confusion between scored items and the color of the cell, the scoring in the NOFA shall prevail.
- El Paso Coalition for the Homeless (“EPCH”) reserves the right to request additional information to verify any information presented in the Application.
- Items that are not scored or not threshold items will be considered in the case of a tie.

Submitting the Application

- Failure to submit an Intent to Apply will result in disqualification for the 2017 ESG award competition. An Intent to Apply should be submitted to ccastillo.epch@elp.twcbc.com
- Submit Part I, Part II Part III, and Attachment F in Excel, not PDF. Signed documents are to be submitted in PDF.
- All Application documents must be submitted no later than March 24, 2017, by 5:00 p.m. Applicants must take steps to ensure timely submission.
- Submit a separate document for each attachment required by each partner organization using the numbering indicated.
- Applicants must complete and label their Application submission as indicated.
- The Applicant must use the labeling system. An example of the labeling system is below for an Applicant with initials YZ with two collaborative nonprofit partners:
 - **17603YZ.1.Program-Description**
 - **17603YZ.2.History-and-Budget**
 - **17603YZ.3.Performance**
 - **17603YZ.A1.CoC-Part**
 - **17603YZ.A2.CoC-Part**
 - **17603YZ.A3.CoC-Part**
 - **17603YZ.B1.Financials**
 - **17603YZ.C1.ESG-Cert**
 - **17603YZ.C2.ESG-Cert**
 - **17603YZ.C3.ESG-Cert**
 - **17603YZ.D1.Nonprofit-Cert**
 - **17603YZ.D2.Nonprofit-Cert**
 - **17603YZ.D3.Nonprofit-Cert**
 - **17603YZ.E1.PPR**
 - **17603YZ.E2.PPR**
 - **17603YZ.E3.PPR**
 - **17603YZ.F.Self-Score**

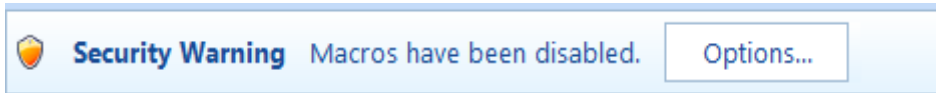
Collaborative Application

- For Collaborative Applicants, the lead entity is responsible for gathering all the necessary information from its partners and submitting a single Application for the entire proposal. Collaborative Applicants are required to submit additional information or attachments for each partner. Do not combine attachments into one document; submit each attachment separately. Carefully read instructions for each section and each attachment to ensure all requirements for Collaborative Applicants are met.
- The Application requests contact information for all members of a collaboration in Part I. Contact Details. This information must be completed in its entirety.

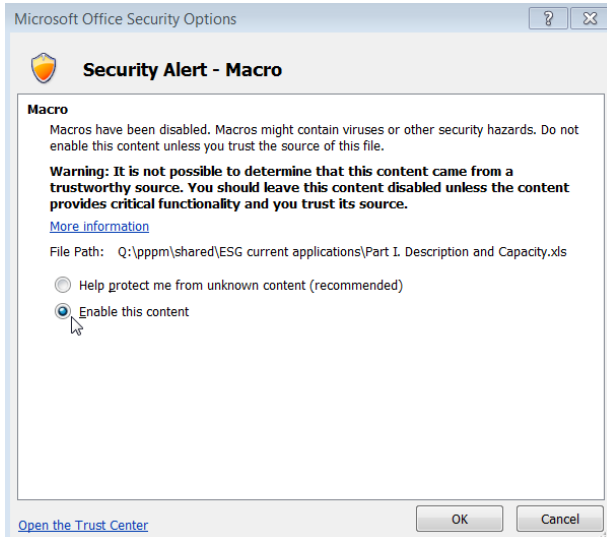
Technical Instructions for Parts I, II and III

Part I, Part II and Part III use macros in Excel. **Applicants will need to enable the macros every time each spreadsheet is opened.** Applicants can enable macros by:

1. Clicking the “Options” button by the security warning at the top of your screen in the Excel spreadsheet



2. A window will pop up once “Options” is clicked.



3. Select “Enable this content.”
4. Click “OK”.

Part I: Program Description, Design, and Capacity

Complete each tab of *Part I Program Capacity, Description, and Design*. If *Part I Program Description, Design, and Capacity* is not submitted by the Applicant by the due date, the Application will be terminated.

Tab A: Applicant Contacts

Applicants should submit information under the Applicant Contacts tab.

- **Number of Organizations**
 - A1. Enter the number of organizations that are participating in the Application. Include the Lead Applicant and, if applicable, the partner organization(s). For example, if there is one Application with a Lead Applicant and three partners, the number entered will be 4.
- **Contact Details**
 - A2. Legal Name of Applicant. Include the legal name of the Lead Applicant. If the organization has a doing business as (“dba”), please include both names.
 - A3. Mailing Address. Mailing address of the Lead Applicant. Include only the address numbers and street.
 - A4. Mailing City. Enter the mailing city of the Lead Applicant.
 - A5. Mailing Zip Code. Enter the mailing zip code of the Lead Applicant
 - A6. County Headquarters. Enter the county in which the headquarter office is located for the Lead Applicant.
 - A7. Agency Phone. Enter the phone number of the Lead Applicant.
 - A8. Agency Fax. If applicable, enter the fax number of the Lead Applicant.
- **Authorized Representative**
 - A9-A15. Enter with information for the person who is authorized to enter into a contract between the Lead Applicant and TDHCA, if the Application is funded. For A12, Enter the preferred prefix of the person that is authorized to enter into a contract between the Lead Applicant and TDHCA, if the Application is funded. The prefix may be Ms., Mr. Mrs. Col., Sr. etc.
- **Staff to contact with ESG Application Questions**
 - Complete A16-A22 with the information for a staff member of the Lead Applicant who can answer questions regarding the Application submission.
- **Lead Applicant Organizational Details**
 - A23. Organization Type. Check all the boxes that apply as to the organizational type of the Lead Agency including, nonprofit organization, unit of general purpose local government, faith-based organization, and/or domestic violence provider. Definitions of these types of organizations are in the NOFA.
 - A24. Activities Proposed. Check all the boxes that apply to the Lead Applicant in terms of what ESG services will be provided if the Application is funded. Do not include the service areas of the partners in this question; the service areas of partners will be indicated later in the Application.
 - A24b. Emergency Shelter Location. If providing emergency shelter, list the jurisdiction(s) in which the emergency shelter facilities resides (if a city, list the city; if a county, list the county).
 - A25. Service Area. Enter county served by the Lead Applicant for all activities.
 - A26. Unique Entity Identifier Number (“UEIN”). Applicants are required to have a Unique Entity Identifier Number (“UEIN”) (previously referred to as a Data Universal Numbering System or “DUNS” number). A UEIN number is a unique nine-digit identification number provided by the commercial company D&B. Call D&B at 866-705-5711 if you do not have a UEIN number or register on line at www.dnb.com and click on the tab “D&B D-U-N-S Number” then follow the directions provided. The process to request a UEIN is short and free of charge.

- A27. End of Current Fiscal Year. The month and year of the end of the fiscal year for the Lead Applicant is required. Within 60 days after the end of the fiscal year, an updated audit certification form is due to TDHCA for current subrecipients at saandacf@tdhca.state.tx.us.

If the Application proposes a collaboration, include information on the partner agencies under “Collaborative Application Details.”

- **Collaborative Application Details**

- A29. Partner 1 Legal Name. Include the legal name of the first partner organization listed in the Application. If the organization has a doing business as (“dba”), please include both names.
- A30-A32 with the information for a staff member of Partner 1 who can answer questions regarding the Application submission.
- A33. Partner 1 Organization Type. Check all the boxes that apply as to the organizational type of Partner 1 including, nonprofit organization, unit of general purpose local government, faith-based organization, and/or domestic violence provider. Definitions of these types of organizations are in the NOFA.
- A34. Partner 1 Activities Proposed. Check all the boxes that apply to the Lead Applicant in terms of what ESG services will be provided.
- A34b. Emergency Shelter Location. If Partner 1 is providing emergency shelter, list the jurisdiction(s) in which the emergency shelter facilities resides (if a city, list the city; if a county, list the county).
- A35. Partner 1 Service Area. Enter county served by Partner 1 for all activities.
- Use the guidance from A29-A35 to enter information for additional partners.

Tab B: Program Design

Questions in this section reflect the questions asked by the U.S. Department of Housing and Urban Development (“HUD”) on its Consolidated Annual Performance Evaluation Report.

- **Target Population**

B1. List the target population for your organization’s or partners’ program. For example, you may include subpopulations, such as veterans, or victims of domestic violence, youth, etc.

- **Outreach**

B2. Describe how the Lead Applicant and partners' organizations will reach out to unsheltered homeless persons. Provide details on processes used and titles of staff who will be conducting outreach. If not applicable, enter n/a.

- **Assessment**

B3. Describe how the Lead Applicant and partners will assess the emergency shelter and transitional housing needs of persons experiencing homelessness. Provide details on processes used and titles of staff who will be conducting assessment. If not applicable, enter n/a.

- **Transition**

B4. Describe how the Lead Applicant and partners are helping persons and households make the transition to permanent housing and independent living. Provide details on processes used and titles of staff involved. Include any processes specifically for persons experiencing chronic homelessness, families and children, unaccompanied youth, and/or veterans and their families; processes specifically for these subpopulations must include outreach, services, or connection to mainstream resources that are only available to these subpopulations. If not applicable, enter n/a. **This is a scored item.**

- **Shorten and Prevent Homelessness**

B5. Describe how the Lead Applicant and partners are shortening the period of time that individuals and families experience homelessness, and/or preventing individuals and families who were recently homeless from becoming homeless again. Provide details on processes used and titles of staff involved. If not applicable, enter n/a. **This is a scored item.**

- **Avoidance**

B6. Describe how the Lead Applicant and partners are:

- helping individuals and families avoid becoming homeless who are being discharged from publicly-funded institutions and systems of care; and/or
- helping low-income individuals and families avoid becoming homeless who are receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. Include progress made in terms of coordinating discharge policies.

The publicly-funded institutions and systems of care include, but are not limited to, health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions. Provide details on processes used and titles of staff involved. If not applicable, enter n/a. **This is a scored item.**

- **Legal Assistance**

B7. List the organizations that offer legal services to clients to prevent eviction that will be paid by ESG or used as ESG match. This does not include legal services for child support, custody issues, or other non-housing related issues.

Tab C: Program Organization

- **Involvement of Clients**

C1. The involvement of clients in decision making or operations of ESG. Clients can provide useful, relevant information, recommendations and services which can lead to positive program changes and outcomes. **This is a scored item.**

List the name or client ID of persons who were agency clients during the period of **October 1, 2015 through September 30, 2016** and who were involved in one or more of the following areas for the period. Victims Services or Legal Service Providers should not list the name of their clients, but instead should use a client ID number.

Indicate the specific timeframe each person was involved in the process(es) mentioned. For example: from 12/01/15 – 03/01/16.

For collaborative Applicants, include information for clients served by either the lead agency or partner agencies.

Specific activities performed by the client in each of the areas must be described.

Describe in detail the involvement of a client in each one of these processes. Do **not** use the same client in more than one number below.

C1.i. Member of the Board of Directors or other equivalent policy-making entity for facilities, services, or assistance under ESG: Describe actions taken by client as a member of the Board, such as attendance at meetings, initiating votes, etc.

C1.ii. Consultation with the Board of Directors or other equivalent policy-making entity for facilities, services, or assistance under ESG: Describe actions taken as a result of clients consultations with the Board.

C1.iii. Maintaining or operating ESG facilities: Describe employment or volunteer work by clients that take part in maintenance or operations of ESG facilities, such as office work or cleaning work.

- **Fair Market Rent Waivers**

C2. If an Applicant is conducting Homelessness Prevention or Rapid Re-housing, and if a public housing authority (“PHA”) has adopted a payment standard for greater than the 2017 Fair Market Rent (“FMR”), enter payment standard information in the Application. Include the PHA name, zip codes that have the higher payment standard, bedroom sizes (*e.g.*, 2-bedroom, 3-bedroom), and FMR percent increase (*e.g.*, 110% FMR).

This question will not be scored, but TDHCA plans to submit a waiver to HUD for an increase in the FMR per the payment standard. Applicants should contact PHAs to determine if the PHA(s) have adopted a payment standard greater than the 2017 Fair Market Rent standard released by HUD. <https://www.huduser.gov/portal/datasets/fmr.html>

Applicants in areas where the Housing Authority is using Small Area Fair Market Rents (*i.e.* certain zip codes in the Dallas-Fort Worth area) do not need to answer this question.

Tab D: Organizational Capacity

- **Experience Administering Federal, State and Homelessness Programs**

D1. List all grants previously administered and all programs where the Applicant has served persons experiencing homelessness, including ESG or Homelessness Prevention and Rapid Re-Housing, as well as other federal or state programs. Briefly describe the nature of services addressed by the program. List the number of years of experience the Applicant has administered each program. (Do not use acronyms). For a Collaborative Application, include information on programs for the lead agency and the partner agencies; the total score will be averaged based on the number of years divided by the number of organizations within the Application. When indicating the years of experience for each program, provide the years in whole numbers (round to the next whole year if greater than or equal to 6 months). **This is a scored item.**

- **Management Experience for Key Staff**

D2. Indicate the years of management experience possessed by the organization’s chief executive officer (“CEO”), the years of fund accounting experience for the chief financial officer (“CFO”), and years of program management experience for the homeless program director. If your agency does not have any one of these positions, write N/A. Cities and Counties should write the years of experiences for the corresponding positions that will administer the ESG grant. For a Collaborative Application, include information on programs for the lead agency and the partner agencies; the total score will be averaged based on the number of years divided by the number of organizations within the Application. **This is a scored item.**

Part I: Auto Score

The automatic scoring tabs in Part I do not take the place of Attachment F: Self Score. The automatic scoring can provide assistance when the Applicant is completing Attachment F: Self Score. The scoring items that are based on a number are automatically scored. If the Applicant wishes to change a score, the Applicant must go to the previous tabs for the scoring criteria and change the number provided for the measurement. Scored items that are based on descriptions are not automatically scored but must still be included in the Self-Score in Attachment F.

Part II: Contract History and Budget

Tab A: Contract History

For Part II, Contract History, information for the “contract history” tab for Applicants that had a contract with TDHCA for 2015 ESG funds will be provided to the CoC. This tab indicates the contract history including percentages of targets met and other indicators of a successful contract. If the Applicant disagrees with the contract history as completed by TDHCA, the Applicant can explain to the CoC why the score should be higher. All organizations in the Application that had a contract with TDHCA in 2015 will have a contract history, regardless of whether the organization is the Lead Applicant. If there is a Collaborative Application with more than one organization that had a contract with TDHCA for 2015 ESG funds, TDHCA will calculate the scores for each of the contracts and average the scores to derive one score for the collaborative Application.

Tab B: Budget

For Part II, “Budget” tab, develop a budget and the corresponding performance targets for the grant activities that will be conducted in Part III over the 24 month award period and reflective of two years of funding. The activities listed in the budget must support the outcomes to be achieved within each of the two one-year contract time periods: 9/1/2017-8/31/2018, and 9/1/2018-8/31/2019. Budgets must be based on the allowable ESG activities referenced in 24 CFR §576.101-109, and described in the Guide on Eligible ESG Uses at <http://www.tdhca.state.tx.us/community-affairs/esgp/docs/ESG-EligibleUses.pdf>. The Budgets should round all line item dollars to be whole numbers (no cents).

For maximum and minimum grant amounts, see the NOFA.

Budget Categories Year 1. Enter information for 9/1/2017-8/31/2018, as follows:

- **B1. Street Outreach**
- **B2. Emergency Shelter**
Do not enter funds into B2 directly. Instead, enter funds into B2.i–B2.vi, which will add up to a total in B2.
- **B3 Homelessness Prevention**
Do not enter funds into B3 directly. Instead, enter funds into B3.i–B3.iv, which will add up to a total in B3.
- **B4. Rapid Re-housing**
Do not enter funds into B4 directly. Instead, enter funds into B4.i – B4.iv, which will add up to a total in B3.
- **B5. Homeless Management Information Systems or comparable databases**
Do not enter funds into B5 directly. Instead, enter funds into B5.i, and B5.ii, which will add up to a total in B5.

For Collaborative Applicants proposing activities to establish or operate an HMIS-comparable database under 24 CFR §576.107(a)(3), where the lead agency is not a victim services or legal services provider, TDHCA will contract directly with a victim services provider or a legal services provider separate from the lead agency up to two per Collaborative Application. However, the activities should be submitted and will be scored along with the rest of the Collaborative Application.

- **B6. Administrative costs**
ESG grant funds may be used to pay direct administrative or program costs as applicable in 24 C.F.R. §576.201-108 or indirect costs in accordance with 2 C.F.R. Part 200. Staff and overhead costs directly related to carrying out eligible activities may be charged directly to those activities unless such staff and overhead costs are part of the indirect cost rate plan.

For Applicants that choose not to apply the *de minimis* and have no federally approved indirect cost rate, a Single Applicants can budget up to 3.0% of its proposed ESG budget for the administrative component referenced under 24 C.F.R. §576.108. Collaborative Applicants can budget up to 3.5% per

year of its proposed ESG budget for the administrative component referenced under 24 C.F.R. §576.108.

- **B8. Are indirect administration costs going to be charged?**

Answer yes or no from the drop down menu. Indirect Costs are:

- For units of government only applied directly to each eligible activity under 24 C.F.R. §§576.101-576.108 using an equitable distribution base as specified in the approved cost allocation. The distribution base used in computing the indirect cost rate for each function may be: Total Modified Direct Costs (excluding capital expenditures and other distorting items such as pass-through funds, major subcontracts, etc.), Direct Salaries and Wages, Square footage, Time Study of actual expenditures, or another base which results in an equitable distribution, OR
- Applied as a set amount calculated by using the *de minimis* rate elected in accordance with 2 C.F.R. Part 200, or by using the indirect cost rate approved by the Federal cognizant agency.
- In accordance with 2 C.F.R. §200.414 Indirect Facilities and Administrative (“F&A”) Costs, an Applicant that has never had a negotiated indirect cost rate may elect to charge a *de minimis* rate of 10% of modified total direct costs. If electing this option or if the Applicant has and is applying its negotiated indirect cost rate to the ESG grant, the Applicant is limited to 1.00% of its proposed ESG budget for the administrative component outlined under the Administrative Activities referenced on 24 C.F.R. § 576.108. To elect this option, the Applicant must have a written plan, reflected within this Application, that describes what is classified as a direct and an indirect cost and this methodology once elected must be used consistently for all Federal awards.¹

Matching Funds (Year 1). For Guidance on requirements and calculation for Matching Funds, refer to NOFA. All activities for ESG match must be eligible ESG activities. Match must be provided in the same ESG activities in which the Applicant is applying for funding. For example, if an Applicant is applying only for Homelessness Prevention and Administrative Funds, match can only be provided in Homelessness Prevention and Administrative Funds.

Match must be used during the period between when TDHCA receives the HUD grant agreement and 8/31/2018 for year 1, and the period between when TDHCA receives the HUD grant agreement and 8/31/2019 for year 2.

Further, organizations receiving ESG funds must track and report data regarding clients served through match, and include these clients in Part III. Applicants can read further guidance on [HUD’s ESG FAQ related to match sources](#).

Match used for ESG may not be used as a match for any other program grant. Enter match information for 9/1/2017-8/31/2018, as follows:

- **B9. Other Non-ESG HUD Funds**

Other non-ESG HUD funds may include CoC funds.

- **B10. Other Federal Funds**

Other federal funds may include Community Service Block Grants or Victims of Crimes Act funds, if the federal appropriation does not explicitly prohibit its use as match. Make sure that the other federal funds used as match meet the requirements listed in the ESG NOFA. Excluded sources are SNAP benefits (food stamps) and Housing Choice Vouchers.

¹ Please note that TDHCA has not received written guidance from HUD whether certain program activities such as rental assistance can be figured into the Total Modified Direct Costs, so the categories to calculate indirect cost rate may change depending on HUD guidance. TDHCA may not be able to reimburse indirect costs until further clarification is received from HUD. If the Applicant has an approved indirect cost rate or is charging the *de minimis* rate for all its grants, the Applicant might consider using the indirect costs as match.

- **B11. State Government**
Examples of State Government funds used as match include Homeless Housing and Services Program. However, clients that are served through HHSP that are not eligible for ESG funding are not an eligible source of match.
- **B12. Local Government**
Local government includes cities, counties or other units of general local government.
- **B13. Private Funds**
Private funds may include cash donations, fundraising, or grants from foundations. Cash Contributions are cash expended for allowable costs, as defined in 2 CFR Part 200. Examples of sources of cash contributions include: private donations, or grants from foundations, nonprofits, or local, state, and federal sources.
- **B14. Other**
The “Other” category can include cash value of volunteer hours or donated items, or cash value of donated building (if not used as match for previous ESG awards) or lease. Non-Cash Contributions are the value of any real property, equipment, goods, or services contributed to the Applicant’s ESG program provided if the Applicant had to pay for them would be allowable.
- **B15. Fees**
Examples of fees may be fees for classes, such as credit counseling or homebuyer classes, provided by the Applicant.
- **B16. Program Income**
Program Income includes rental deposits that were paid by the Applicant, if funded, and returned to the Applicant within the year.
- **B17. Total Match (Year 2017)**
Do not complete this calculation. This cell should automatically calculate.

Budget Categories Year 2. Follow guidance for B1-B17 for Year 1, except that the budget information is for one year later (9/1/2018-8/31/2019) and the automatic calculations differ per below.

- **B18. Street Outreach.**
- **B19. Emergency Shelter.**
Do not enter funds into B19 directly. Instead, enter funds into B19.i–B19.vi, which will add up to a total in B19.
- **B20 Homelessness Prevention.**
Do not enter funds into B20 directly. Instead, enter funds into B20.i–B20.iv, which will add up to a total in B20.
- **B21. Rapid Re-housing.**
Do not enter funds into B21 directly. Instead, enter funds into B21.i – B21.iv, which will add up to a total in B21.
- **B22. Homeless Management Information Systems or comparable databases.**
Do not enter funds into B22 directly. Instead, enter funds into B22.i, and B22.ii, which will add up to a total in B22.

Matching Funds (Year 2). Follow guidance for B9-B17 for Year 1, except that the match information is for one year later (9/1/2018-8/31/2019).

Tab C: Budget Percentages/Measures

For Part II, “Budget Percentages” tab, there are several automatic calculations that relate to the “Budget” tab. If an Applicant wants to change the percentage or measure in the “Budget Percentages” tab, the Applicant must adjust the “Budget” tab.

- **Threshold - C1. Street Outreach/Emergency Shelter for Year 1, and C2. Street Outreach/Emergency Shelter for Year 2**
Funds budgeted for the components Street Outreach and Emergency Shelter must in combination be less than or equal to 60% of the total funds requested per year. This percentage must be equal or less than 60%. While these are not scored items, these are threshold items; Applications that are not in a local competition and that have more than 60% budgeted for Street Outreach and Emergency Shelter in either year 1 or year 2 will receive one deficiency notice to correct the budget to be within the threshold requirement and then, if the threshold item is not met, will be terminated.
- **Threshold – C3. Admin Percentage for Year 1, and C4 Admin Percentage for Year 2**
These percentages must be equal or less than 3% per year for single Applicants, or 3.5% per year for Collaborative Applicants. While these are not scored items, these are threshold items; Applications that have a higher administrative percentage than indicated above in either year 1 or year 2 will receive one deficiency notice to correct the budget to be within the threshold requirement and then, if the threshold item is not met, will be terminated.
- **Threshold – C5. Match Equals or Exceeds Requested Amounts in Year 1, and C7. Match Equals or Exceeds Requested Amounts in Year 2**
While these are not scored items, these are threshold items; Applications that have not submitted a waiver for the match requirement, and that have less than 110% match in either year 1 or year 2 will receive one deficiency notice to correct the budget to be within the threshold requirements, and then, if the threshold item is not met, will be terminated.
- **C6. Match Equals or Exceeds 110% of Requested Amounts in Year 1, and C8. Match Equals or Exceeds 110% of Requested Amounts in Year 2**
Applicants that provide 110% or more per year of the requested amount in match will receive additional points.

Part II: Auto Score

The automatic scoring tabs in Part II do not take the place of Attachment F: Self Score. The automatic scoring can provide assistance when the Applicant is completing Attachment F: Self Score. The scoring items that are based on a number are automatically scored. If the Applicant wishes to change a score, the Applicant must go to the previous tabs for the scoring criteria and change the number provided for the measurement. Scored items that are based on descriptions are not automatically scored but must still be included in the Self-Score in Attachment F.

Part III: Performance

Applicants must set targets for proposed activities through ESG for Year 1 (9/1/2017-8/31/2018) and Year 2 (9/1/2018-8/31/2019).

For Applicants that are selected for funding, the performance measures listed in the Application under Year 1 will be incorporated into monthly reporting for the contract period (9/1/2017-8/31/2018). The performance measures listed in the Application under Year 2 will be confirmed based on performance before entering into a contract for 9/1/2018-8/31/2019.

Along with the report of the number of clients assisted with ESG funds, ESG Subrecipients must report the number of clients assisted through match contributions, as applicable. This reporting will be accomplished on a monthly basis through TDHCA's Community Affairs Contract System.

Proposed performance measures must:

- Include method of calculation for year one and/or year two. An example of a method of calculation is as follows: "Partner 1 anticipates serving 10 persons a month, and Partner 2 anticipates serving 5 persons a month in year one. 15 persons x 12 months = 180 persons. Partner 1 anticipates serving 5 households a month, and Partner 2 anticipates serving 0 households a month in year two. 5 persons x 12 months = 60 persons."
- Enter a number to be served under "ESG/Match Performance Year One (9/1/2017-8/31/2018)" and "ESG/Match Performance Year Two (9/1/2018-8/31/2019)." The Total Performance and Percent Outcomes will automatically calculate.
- Include persons to be served with ESG **AND** ESG Match funds. Include activities, outputs and outcomes associated with both ESG and ESG match funds.
- Include only whole persons served; do not include partial persons (*i.e.*, you may propose to serve 3 persons; you may not propose to serve 2.5 persons).
- Be based on accurate and realistic projections. If funded, the service provider will be expected to have a case file for every person served with back-up information for all outcomes and outputs achieved. For example, if an Applicant projects to serve 300 clients, the service provider will be expected to have 300 separate case files, each one with the applicable eligibility information and supporting documentation for outputs and outcomes. To set realistic and achievable outcomes, Applicants may consider program outcomes from previous years, expert input, mapping the steps for service delivery, and tying the outcomes to the activities to be conducted and the funds being requested.
- When projecting the number of persons to be served for each activity and the number of persons to achieve a given outcome, count all members of the household, except when counting the number of persons with increased incomes, where only the person receiving the income would be counted. Household members are defined as persons that are living together. For clients that are escaping domestic violence, a household includes all members of the household who are fleeing together.

Tab Street Outreach (SO)

Applicants must complete tabs "SO," "ES," "HP," "RRH" per below.

- **T1. Street Outreach**
Indicate the number of persons served with ESG and ESG Match under the Street Outreach Component at project entry for year one and year two. **This is a scored item.**
- **T3. SO Temporary/Permanent Housing Destination**
Indicate the number of persons placed in temporary or transitional housing destinations or permanent housing destinations as a result of ESG or ESG Match Street Outreach assistance. **The percentage served is a scored item.**

Transitional or temporary housing designations includes persons counted at project exit who are staying in:

- Foster care home or foster care group home,
- Emergency shelter, including hotel or motel paid for with emergency shelter voucher,
- Hotel or motel paid for without emergency shelter voucher,
- Moved from one HOPWA funded project to HOPWA TH,

- Safe Haven,
- Staying or living with family, temporary tenure (e.g., room, apartment or house), OR
- Transitional housing for homeless persons (including homeless youth).

If clients are served with street outreach and exit to the following locations, they are NOT to be counted as exiting to transitional or temporary housing:

- Hospital or other residential non-psychiatric medical facility
- Psychiatric hospital or other psychiatric facility
- Substance abuse treatment facility or detox center
- Deceased
- Jail, prison or juvenile detention facility
- Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
- Other
- With no exit interview completed
- Client doesn't know
- Client refuse

Persons exiting to permanent housing destinations includes persons counted at project exit who are staying in:

- Long-term care facility or nursing home,
- Moved from one HOPWA funded project to HOPWA PH,
- Owned by client, no ongoing housing subsidy,
- Owned by client, with ongoing housing subsidy,
- Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH),
- Rental by client, no ongoing housing subsidy,
- Rental by client, with VASH housing subsidy,
- Rental by client, with other ongoing housing subsidy,
- Residential project or halfway house with no homeless criteria, OR
- Staying or living with family or friend, permanent tenure.

Tab Emergency Shelter (ES)

- **U1. ES Clients**

Indicate the number of persons served with ESG and ESG Match under the Emergency Shelter Component at project entry for year one and year two.

- **U4. ES Essential Services**

Indicate the number of persons served with ESG and ESG Match when clients first receive the essential service. Essential services include case management, child care, education services, employment assistance and job training, outpatient health services, and legal services – all defined under 24 § 576.102 (a)(1). **This is a scored item.**

- **U5. ES Temporary Housing Destination**

Indicate the number of persons placed in temporary or transitional housing destinations or transitional housing destinations as a result of ESG or ESG Match Emergency Shelter assistance. **The percentage served is a scored item.**

For guidance on what includes temporary or transitional housing at project exit, see T3 above.

- **U6. ES Permanent Housing Destination**

Indicate the number of persons exiting to permanent housing destinations as a result of ESG or ESG Match Emergency Shelter assistance. **The percentage served is a scored item.**

Persons exiting to permanent housing destinations includes persons counted at project exit who are staying in:

- Long-term care facility or nursing home,
- Moved from one HOPWA funded project to HOPWA PH,
- Owned by client, no ongoing housing subsidy,
- Owned by client, with ongoing housing subsidy,
- Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH),
- Rental by client, no ongoing housing subsidy,
- Rental by client, with VASH housing subsidy,
- Rental by client, with other ongoing housing subsidy,
- Residential project or halfway house with no homeless criteria, OR
- Staying or living with family or friend, permanent tenure.

If clients are served with emergency shelter and exit to the following locations, they are NOT to be counted as exiting to permanent housing:

- Hospital or other residential non-psychiatric medical facility
- Psychiatric hospital or other psychiatric facility
- Substance abuse treatment facility or detox center
- Deceased
- Jail, prison or juvenile detention facility
- Place not meant for human habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside
- Other
- With no exit interview completed
- Client doesn't know
- Client refused

Tab Homelessness Prevention (HP)

- **V1. HP Clients**

Indicate the number of persons served with ESG and ESG Match under the Homelessness Prevention Component at project entry for year one and year two.

- **V5. HP Maintaining Housing**

Indicate the unduplicated number of persons who, after receiving ESG and ESG Match Homelessness Prevention assistance, maintained their housing for 3 months or more after program exit. For this measure, Subrecipients must follow-up with the clients to obtain this information. This information must be tracked locally as it will not be entered into HMIS. **The percentage is a scored item.**

- **V6. HP Permanent Housing Destination**

Indicate the number of persons exiting to permanent housing destinations as a result of ESG or ESG Match Homelessness Prevention assistance. **The percentage served is a scored item.**

For guidance on what includes permanent housing at project exit, see U6 above.

- **V7. RR Higher Income**

Indicate the unduplicated number of persons who had a higher income at program exit than at program entry for homelessness prevention. **This is a scored item.**

If persons are expected to have higher earned income from any of the following **Income Sources** listed in section 4.2 of the HMIS Data Standards from August, 2016, they can be counted as receiving higher income:

- Earned Income (i.e. employment income)
- Unemployment Insurance
- Supplemental Security Income (“SSI”)
- Social Security Disability Income (“SSDI”)
- VA Service-Connected Disability Compensation
- VA Non-Service-Connected Disability Pension
- Private disability insurance
- Worker's compensation
- Temporary Assistance for Needy Families (“TANF”)
- Retirement Income from Social Security
- Pension or retirement income from a former job
- Child support
- Alimony or other spousal support
- Other source

Tab Rapid Re-Housing (RRH)

- **W1. RR Clients**

Indicate the number of persons served with ESG and ESG Match under the Rapid Re-housing Component at project entry for year one and year two.

- **W5. RR Maintaining Housing**

Indicate the unduplicated number of persons who, after receiving ESG and ESG Match Rapid Re-housing Prevention assistance, maintained their housing for 3 months or more after program exit. For this measure, Subrecipients must follow-up with the clients to obtain this information. This information must be tracked locally as it will not be entered into HMIS. **The percentage is a scored item.**

- **W6. RR Permanent Housing Destination**

Indicate the number of persons exiting to permanent housing destinations as a result of ESG or ESG Match Rapid Re-housing assistance. **The percentage served is a scored item.**

For guidance on what includes permanent housing at project exit, see U6 above.

- **W7. RR Higher Income**

Indicate the unduplicated number of persons who had a higher income at program exit than at program entry for rapid re-housing. **This is a scored item.**

For guidance on what includes permanent housing at project exit, see V7 above.

Tab High Barriers

Applicants must indicate how many clients with high barriers to housing will be served per year. The Year 1 and Year 2 totals will be automatically added in Total Clients with High Barriers to Housing. The “Unduplicated Number to be Served in All Activities” is automatically calculated from the previous tabs. The “Percent of High Barrier Clients Served” will be automatically calculated based on the number of clients with high barriers to housing divided by the total clients served. Persons with High Barriers to Housing include:

- Persons with serious mental illness, OR persons being recently released from an institution, OR person with substance-use disorder; OR veterans OR survivors of domestic violence OR youth aging out of foster care; OR persons transitioning out of incarceration.
- "Serious mental illness" is defined as a disabling condition (may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide) that substantially impedes a client's ability to live independently and is expected to be of long-continued and indefinite duration.

Tab Program Barriers

Applicants must demonstrate that the program follows a housing first approach that ensures that participants are not screened out based on barriers such as income, sobriety, etc.

Tab Youth

Applicants must indicate if they serve Homeless Youth and/or Aging out of Foster Youth exclusively.

Part III: Auto Score

The automatic scoring tabs in Part III do not take the place of Attachment F: Self Score. The automatic scoring can provide assistance when the Applicant is completing Attachment F: Self Score. The scoring items that are based on a number or percentage are automatically scored. If the Applicant wishes to change a score, the Applicant must go to the previous tabs for the scoring criteria and change the number provided for the measurement. Scored items that are based on descriptions are not automatically scored but must still be included in the Self-Score in Attachment F.

Attachment A CoC Participation

CoC Staff will complete Attachment A for both Single Applicants (including local governments) and Collaborative Applicants (including partner agencies for Collaborative Applicants).

Attachment B Financial Basis (threshold)

Single Applicants (including local governments) and Collaborative Applicants must complete Attachment B. For Collaborative Applications, Lead Applicants should complete the form on behalf of themselves and with information gathered from their partners. A Single Audit is required for organizations that expend more than \$750,000 in federal or state funds. Organizations that do not meet the Single Audit threshold must have their most recent financial statements audited by a third-party CPA.

If the Single Applicant, Lead Applicant, or Partners have a single audit or has a single audit uploaded to the Federal Clearinghouse due to requirements of an existing federal contract, check the corresponding box on Attachment B. If the Single Applicant, Lead Applicant, or Partners do not have a single audit uploaded to the Federal Clearinghouse, check the corresponding box on Attachment B, and submit the corresponding single audit(s). If you or your partner organization(s) is exempt from a single audit because the organization did not receive more than \$750,000 in state or federal funds, check the corresponding box on Attachment B.

TDHCA will not accept Applications from single Applicants that cannot provide Audited Financial Statements prepared by a third-party CPA or an A-133 Single Audit. Those Applicants will be determined ineligible. Partner agencies within a collaborative that cannot provide Audited Financial Statements completed by a third-party CPA or an A-133 Single Audit will be determined ineligible. As specified in the NOFA, if such an ineligibility occurs, the Application may only remain eligible if the remaining partners can provide the services and meet the targets as described in the submitted Application.

Single Applicants, Collaborative Applicants, and partners must submit evidence that they each have 8% of the requested amount for the first year of ESG funds in unencumbered cash and/or cash equivalents (*e.g.*, certificate of deposit or bonds). Collaborative Applicants have the choice to show the 8% for just the Lead Applicant, or the 8% as a combination of the Lead Applicant and partners. ESG is a reimbursement program. ESG Subrecipients and partners need to have funds available to expend in order to submit a reimbursement request to TDHCA. Evidence of unencumbered cash and/or cash equivalents could include bank statements or CPA statements. **This is not a scored item, but is a threshold measurement.** Applicants who cannot demonstrate that they and/or their collaborative partners have 8% of the first year's requested ESG funds in unencumbered cash and/or cash equivalents will be ineligible.

Attachment C ESG Certifications (threshold)

Single Applicants (including local governments) and Collaborative Applicants (*including* partner agencies for Collaborative Applicants) must complete Attachment C. Attachment C details the ESG regulations required to comply with the ESG program. **This is not a scored item, but is a threshold requirement.**

Attachment D Nonprofit Certification

Single Applicants (including local governments) and Collaborative Applicants (including partner agencies for Collaborative Applicants) that are private nonprofit organizations must complete Attachment D. If applicable, use Attachment D as a cover page and attach documentation of nonprofit Tax Exempt 501(c) status and Certificate of Formation (previously known as the Articles of Incorporation).

Tax-Exempt Status

- All private nonprofit organizations must document their status as a 501(c) tax-exempt entity. TDHCA requires that the ruling be on IRS letterhead, legible and signed by the IRS District Director or other authorized official.
- Expired advance rulings from the IRS are not acceptable. Other documentation which may be utilized to document 501(c) status may be a letter from the State of Texas Comptroller of Public Accounts or a certified legal document showing status.
- Local nonprofit affiliates of a state or national nonprofit may submit documentation if the organization is a subsidiary of a parent organization. Local nonprofit affiliates must provide a copy of the page listing your organization as part of the larger organization in the documents filed with the IRS.

Certificate of Formation

- Include a copy of the section in the Certificate of Formation which describes the mission and goals for which the organization was established.

Status with the Texas Secretary of State

- Organizations must have legal status to do business in Texas. TDHCA will confirm status through the Secretary of State's website.

Attachment E Previous Participation Form

Single Applicants (including local governments) and Collaborative Applicants (*including* partner agencies for Collaborative Applicants) must complete Attachment E Applicants must submit the Previous Participation Form for themselves and, if a Collaborative Application, the partner agencies. Instructions to complete the form are below. The form does NOT require signatures and can be completed by anyone with the authority to provide the information for the Application.

Provide the contact information for the person designated to address questions from
TDHCA staff regarding this Form

Legal Name: *Enter the Applicant or Affiliate (subrecipient/entity/agency/organization) legal name*

Contact Name: *Enter the person's name and title/role*

Contact Email: *Enter the contact person's email address*

a. Place an "X" in the box if the Applicant or Affiliate is **NOT** required to have a Single Audit.

2. Identify the members of the board of directors, council, or other governing body (as applicable)

ID #: *An ID # is being assigned to each member. Continue the numbering process if attaching additional pages.*

First Name: *Enter the first name of the member.*

Last Name: *Enter the last name of the member.*

Home Address: *Enter the name of the City and State of the home address of the identified member.*

Role: *Identify the role of the member.*

3. Provide a description of any pending state or federal litigation (including administrative proceedings including, but not limited to, proceedings to impose any penalty or revoke or suspend any funding, license, or permit) and any final decrees within the last three years that involve federal or state program administration or funds (if the requested judgment or notice against or with respect to an entity would represent a twenty percent reduction or more in the entity's current year operating budget) or any conviction of any Applicant or Affiliate for a crime of moral turpitude that would relate to their fitness to act in their Applicant or Affiliate role, or final notice of any termination or reduction of any program or programmatic award.

*a. Place an "X" in the box, if there is **NO** pending litigation, final decrees, convictions, or final notices as stated in 2.*

4. Identify all TDHCA multifamily (rental) developments that the Applicant or Affiliate has owned or Controlled at any time.

*a. Place an "X" in the box, If the Applicant or Affiliate has **NO** prior TDHCA multifamily rental experience.*

TDHCA ID #: *Enter the property number assigned by the TDHCA Compliance Monitoring & Tracking system.*

Property Name: *Enter the Development name (as identified in TDHCA Compliance Monitoring and Tracking System).*

Property City: *Enter the name of the city where the Development is physically located.*

Program: *Enter the Program acronym that the Development operates under. If layered, identify all programs.*

BOND: Multifamily Mortgage Revenue Bonds

HTF: Housing Trust Fund multifamily

HOME: HOME Multifamily Development Program

NSP: Neighborhood Stabilization Program **HTC:** Housing Tax Credit

TCAP: Tax Credit Assistance Program **HTCEX:** Housing Tax Credit Exchange Program

Control began: *Identify the date that participation began.*

Control end: *Identify the date that participation ended.*

5. Identify all Community Affairs or Single Family programs that the Applicant or Affiliate has participated in within the last three (3) years.

*a. Place an "X" in the box, if the Applicant or Affiliate as **NO** prior TDHCA Program experience.*

Community Affairs: *Place an "X" next to the program(s) participated in.*

CEAP: Comprehensive Energy Assistance Program

CSBG: Community Services Block Program

DOE: Department of Energy Program

LIHEAP: Low Income Home Energy Assistance Program **WAP:** Weatherization Assistance Program

HOME and Homeless: *Place an "X" next to the program(s) participated in.*

HOME: Home Investment Partnerships Program (includes activity under the Contract for Deed Conversion, Disaster Relief, Homebuyer Assistance, Homeowner Rehabilitation Assistance, Persons with Disabilities, Single Family Development and Tenant Based Rental Assistance Programs)

ESG: Emergency Solutions Grant Program

HHSP: Homeless Housing & Services Program

HTF/OCI: Place an "X" next to the program(s) participated in.

AYBR: Amy Young Barrier Removal Program

CFDC: Contract for Deed Conversion Program

Bootstrap: Texas Bootstrap Program

Self-Help: Colonia Self Help Centers Program

NSP: Place an "X" in the box if *Neighborhood Stabilization Program* experience

Other: *Identify Program Name*

Attachment F Self Score

Single Applicants (including local governments) and Collaborative Applicants (*excluding* partner agencies for Collaborative Applicants) must complete Attachment F. Applicants must fill out a scoring tool for their proposal and submit the self-scored tool with their Application packet.

Attachment G Local Government Approval

Signature needed for Attachment G will be coordinated by the CoC Lead.