

2018 ESG Contract Highlights Webinar Questions

#	Contract Start Up Materials	Staff Responses
1	How can subrecipients find out who TDHCA ESG has listed as our agency Contract contact?	Establishing a Contract Contact will be implemented in 2018 ESG. The Subrecipient should designate an agency contact through the Housing Contract System Access Request Form (http://www.tdhca.state.tx.us/home-division/esgp/docs/HCS-Request-Form-Homeless-Programs.doc).
2	Does each person listed under data entry and approval need to sign the Access Request Form before we submit it?	Yes, the Housing Contract System Access Request Form requires signatures from everyone who is requesting access to the contract system.
3	What is the deadline for the written standards to be submitted?	The deadline for the written standards submission is October 22, 2018.
4	Since there are no more subrecipients does that mean we need to get rid of our subrecipient agreements that are included with our written standards?	While the TDHCA contracting process no longer reflects subgrantees (<i>e.g.</i> , "partners"), staff understands that partnerships exist in Subrecipients' communities. Therefore, Subrecipients may choose to continue to include their community partnerships in their written standards as appropriate. TDHCA does not need the subrecipient agreements in the written standards. If a Subrecipient is adopting another organization's written standards as its own, the Subrecipient should provide a letter on its agency letterhead indicating that the other organization's written standards will be used by the Subrecipient.
5	Do we need to submit written standards if we are only using funds for emergency shelter?	Yes, emergency shelters need to have written standards in place and submit them to TDHCA. Written standards for providing Emergency Solutions Grant (ESG) assistance must consistently be applied to all program participants per 24 CFR §576.400(e).
6	My accounting department wants to confirm that we need to complete an Application for Texas Identification Number if we already have?	If your organization is a new ESG Subrecipient or has changes to its financial information, please submit an Application for Texas Identification Number to TDHCA even if you already have a Texas Identification Number.

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7	Do we need to submit an Emergency Transfer Plan if we are not providing rental based assistance and are a domestic violence program?	Emergency Transfer Plans are needed for rental assistance providers. If your organization is an emergency shelter, you do not need an Emergency Transfer Plan, but the organization does need to meet the provisions of 24 CFR §576.409(f), such as "No individual or family may be denied admission to or removed from the emergency shelter on the basis or as a direct result of the fact that the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the individual or family otherwise qualifies for admission or occupancy."
8	Slides 42-43: What is the instruction for these slides? Do we submit the listed addendums and exhibits to you by email, by a certain date?	The addendums and exhibits in the Contract are to be returned with the signed Contract in its entirety. The 2018 ESG Contract will be sent to each ESG Subrecipient by email, and we ask that the ESG Subrecipient review the addendums and exhibits before signing the Contract. After signing the Contract, return to esg@tdhca.state.tx.us .

#	Reporting	Staff Responses
9	When you say only report a program participant once during the contract are you referring to the entire two-year period?	If a Subrecipient's 2017 ESG Contract was extended and the 2017 ESG and 2018 ESG Contracts are running concurrently, the Subrecipient should only report a program participant under one of the active contracts during a given month. After the 2017 ESG contract ends, the program participants that were served in 2017 and are still receiving services will count as new program participants for the first report of 2018.
10	Does the Audit Certification Form and single audit requirement apply only to the subrecipient or to contracted vendors as well? Do we submit just ours or ours and our service providers?	The Audit Certification Form only applies to Subrecipients, and not to the Subrecipient's vendors.
11	You stated that the single audit report is due within 60 days after the end of the agency's fiscal year. Is this correct? Previously, it was due within 60 or 90 days after the audit was performed.	Single Audit Requirements are outlined in 10 TAC §1.403. The Single Audit Certification Form is due within two (2) months after the end of the Subrecipients fiscal year.

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12	<p>Can you go more into detail about the Inventory report form? Do all things purchased with funds go on the form?</p>	<p>The Inventory Report Form is located online at http://www.tdhca.state.tx.us/home-division/esgp/docs/17-ESG-Inventory.doc, and has instructions. According to 10 Texas Administrative Code §1.407, an inventory report must be completed for real property and equipment. Real property, which is the purchase of land or a building, is not an eligible expense for ESG. Therefore, the ESG Inventory Report is for equipment.</p>
13	<p>For DV programs will reports generated by Osnium database be accepted for monthly reporting?</p>	<p>Program Participant information needs to be entered into HMIS or an HMIS-comparable database, such as Osnium. Subrecipients should submit data into the Monthly Performance Report based on data from HMIS or HMIS-comparable database. You would not upload a report directly from Osnium or any other HMIS.</p>