

2022 Emergency Solutions Grants Orientation Webinar

November 29 and 30, 2022

Homeless Programs Team

- Rosy Falcon
 - *Homeless Programs Manager*
- Abigail Versyp
 - *Single Family & Homeless Programs Director*
- Kali Adams
 - *Homeless Programs Administrator*
- Natalie Burtzos
 - *ESG CARES Administrator*
- Alexa Johnson
 - *ESG CARES Performance Specialist*



Questions

- Enter questions into Question panel of GoToWebinar
 - Questions will be addressed at the end of the presentation
- If have questions after the webinar, email esg@tdhca.state.tx.us



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CONGRATULATIONS!



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ORIENTATION OVERVIEW

- TDHCA Overview
- ESG Program Highlights
- ESG Annual Waivers
- Resources Overview
 - Webinars to watch
- Reporting



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TDHCA Overview

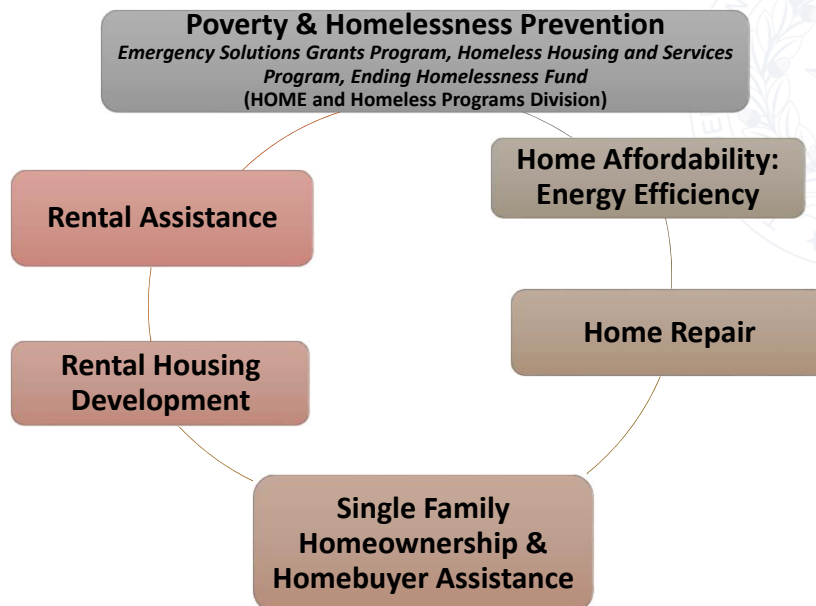
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Overview of TDHCA and ESG

- TDHCA
 - Supports over \$2 billion in program activities
 - 97% of program funds are either federal funds or are federally-authorized
- Emergency Solutions Grants (ESG)
 - 2022 allocation of \$9.8 million
 - Represents less than 1% of TDHCA's program funds
- ESG Coronavirus Aid, Relief, and Economic Security Act (ESG CARES)
 - One time allocation to prepare for, prevent, and respond to COVID-19
 - Over \$100 million

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Overview of TDHCA Programs



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Help for Texans

- Search for assistance through TDHCA Administrators/Providers
 - <https://www.tdhca.state.tx.us/texans.htm>

Help for Texans

Find Help in 3 Easy Steps

Select the type of help you need, enter your city or county, and get a list of organizations that may be able to help you.

Language

1 Select the type of help you need.

Reduced Rent Apartments
Use these databases to find reduced rent apartments:

- TDHCA Vacancy Clearinghouse (opens in a new window)
- US Department of Housing and Urban Development (HUD) (www.hud.gov)
- US Department of Agriculture (USDA) (rdmfrrentals.sc.gov/usda.gov)

Home Repair / Accessibility Modifications
Home repair, architectural barrier removal, and rehabilitation.

Show only Home Modification for Accessibility providers.

Long Term Rent Payment Help

Utility Bill Payment Help

Emergency & Homeless Services
Short-term rent payment help, eviction relief, homeless shelters and services.

Weatherization
Helps to lower utility bills by making homes more energy efficient.

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Division Overview

Single Family and Homeless Programs Division

- Director of Single Family and Homeless Programs
 - Abigail Versyp
- Homeless Programs Manager
 - Rosy Falcon
- Homeless Programs Administrator
 - Kali Adams
- ESG CARES Administrator
 - Natalie Burtzos
- ESG CARES Performance Specialist
 - Alexa Johnson
- General Inbox: esg@tdhca.state.tx.us

Compliance Division

- Director of Subrecipient Monitoring
 - Earnest Hunt
- Manager of Physical Inspections
 - Manuel Peña
- Division Contact List: <http://www.tdhca.state.tx.us/pmcomp/staff.htm>

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Internal ESG Administration

Single Family and Homeless Programs Division	Compliance Division
<ul style="list-style-type: none"> • 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, & Contracts • Responds to questions concerning budgeting, reports, & amendments • Reviews performance reports 	<ul style="list-style-type: none"> • Ensures funds are expended according to Contract & regulations • Conducts desk and/or on-site visits • Answers compliance questions • Provides income eligibility training (sign up for our listserves for more info) • Single Audit compliance

ESG Program Highlights



ESG Eligible Uses

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-housing
5. Homeless Management Information System
6. Administration

Resources:

- 24 CFR 576



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Eligible ESG Program Participants

A person can receive ESG services if they meet:

1. The homeless definition **OR**
2. The at-risk of homelessness definition **AND** have income below 30% of HUD's Area Median Income (AMI)

TDHCA ESG Video Library:

<https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

- At-risk of Homelessness Definitions and Recordkeeping
- Homeless Definitions and Recordkeeping

Resources:

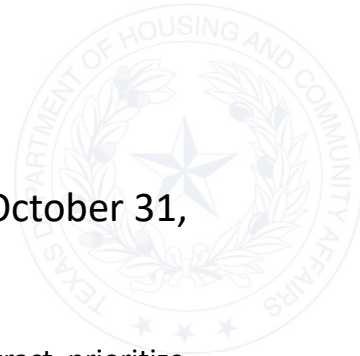
- <https://www.onecpd.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/>
- https://www.onecpd.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf



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Contract Period

- Contracts started November 1, 2022, and end October 31, 2023
- If Contracts overlap with 2022 contract
 - If 2021 extended Contract or 2019 or 2020 reallocated Contract, prioritize expending 2019, 2020 or 2021 Contract(s)
 - Report each Program Participant only once per contract



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2021 ESG Contract Close Out

- All reporting must be submitted within 45 days of the end of the Contract Period
- Any performance and expenditures not submitted by December 15, 2022 may not be eligible for reimbursement and consideration in your performance outcomes
- For Contracts that ended October 31, 2022, please ensure that all reporting is submitted no later than December 15.



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Documents to Have in Place

- Program Level Documentation and Forms
- Client Level Documentation and Forms

TDHCA ESG Video Library: <https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

- ESG Documentation



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Program Level Documentation and Forms OVERVIEW

- | | |
|---|--|
| • Written Standards | • Emergency Transfer Plan |
| • Termination Policy | • Single Audit |
| • Language Access Plan | • Environmental Clearance |
| • Affirmative Outreach | • Land Use Restriction Agreement |
| • Reasonable Accommodation | • Inventory List |
| • Affirmative Fair Housing Marketing Plan | • Other documentation in 24 CFR §576.500 |
| • Project-Based Rental Assistance only | |



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Single Audit Compliance

		Federal	State
Single Audit (SA)	Expenditure Threshold:	\$750,000 or more in Federal Funds	\$750,000 or more in State Funds
	Deadline:	9 months after FY End or within 30 days from the entity receiving the report	
	Submission:	<ul style="list-style-type: none"> Submit SA to Federal Audit Clearinghouse (FAC) Forward notice of submission acceptance email from FAC to SAandACF@tdhca.state.tx.us 	Submit SA to SAandACF@tdhca.state.tx.us
Audit Certification Form (ACF)	Description	A TDHCA form used to report the Federal and/or State grant expenditures claimed during the reporting FYE	
	Deadline:	Submit ACF within 2 months after FY End to SAandACF@tdhca.state.tx.us	

<https://www.tdhca.state.tx.us/pmcomp/forms.htm>

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Client Level Documentation & Forms OVERVIEW

- Intake Application, Including Homeless and At-Risk Definition
- Documentation of Ineligibility
- Violence Against Women Act (VAWA) Notice of Occupancy Rights
- VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking
- Lead Based Paint Hazards Disclosure
- Lead Based Paint Hazards Brochure
- Rental Assistance Agreement
- Income Determination Forms
 - Declaration of Income Statement
 - Certification of Zero Income*
 - Income Certification*
 - Income Screening Tool*
- Fair Market Rent and Rent Reasonableness
 - Includes Utility Allowance Worksheet
- Request for Unit Approval
- Lease

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

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Inventory List

- If applicable, must be submitted annually and no later than 45 days after the end of the Contract
- Equipment is defined in 10 TAC §1.401 as:
 - Any item having a useful life of more than one year, or
 - has a per-unit value of \$5,000 or more.
- Purchase of equipment requires submission ESG Inventory form.
 - Must be listed on the ESG inventory form once when it is purchased and once again after disposition.

Available online at <https://www.tdhca.state.tx.us/home-division/esgp/admin-reporting-support.htm>

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Resources Overview

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Documents Governing ESG

- 24 CFR §576 ([Interim ESG Regulation](#))
- 24 CFR §§91, 582 and 583
- Texas Administrative Code:
 - 10 TAC Chapters 1 and 2
 - 10 TAC Chapter 7
- Equal Access to Housing Final Rule
- 2 CFR 200
- ESG Contract
 - Uploaded in the Housing Contract System
- Other regulations referenced in the contract



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ESG Resources

Get familiar with all ESG-related web pages

- TDHCA: <http://www.tdhca.state.tx.us/home-division/esgp/index.htm>
 - ESG Main – overview, Subrecipient contact list, awards amounts
 - ESG Program Guidance
 - ESG Administration and Reporting
 - ESG Video Library
- HUD Exchange: www.hudexchange.info/esg/

Join Subrecipient Email List

- <http://www.tdhca.state.tx.us/home-division/esgp/index.htm>
- All staff working with the grant should register to receive updates



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WEBINARS TO WATCH

- At-risk of Homelessness Definitions and Recordkeeping
- Homeless Definitions and Recordkeeping
- ESG Documentation
- ESG Match Guidance
- ESG Compliance Monitoring
- Fair Housing in the ESG Program
- Language Access Plans
- Minimum Habitability Standards (if providing RRH or HP)
- Income Eligibility Trainings
- ESG and HOME TBRA Rent Reasonableness
 - Also covers Fair Market Rent

ESG Video Library: <https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

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ESG Annual Waivers

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ESG Annual Winter Storm Waiver TIME PERIOD OF ASSISTANCE

Extending the time period that assistance is offered from 24 months to up to 36

- Households must meet the two following conditions:
 - i. Be displaced or live in the declared disaster area FEMA-DR-4586-TX; and
 - ii. households who were receiving rental assistance, utility assistance or housing relocation stabilization on March 6, 2021, or will begin receiving rental assistance, utility assistance, or housing relocation services between March 6, 2021 or February 25, 2023.

**NOTE: This waiver will end on
February 25, 2023**



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ESG Annual Winter Storm Waiver FAIR MARKET RENT REQUIREMENT (Pt 1)

Waiver of Fair Market Rent (FMR) requirement.

- Subrecipient must still document that the unit meets the rent reasonableness standard.

**NOTE: This waiver will end on
February 25, 2023**



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ESG Annual Winter Storm Waiver FAIR MARKET RENT REQUIREMENT (Pt 2)

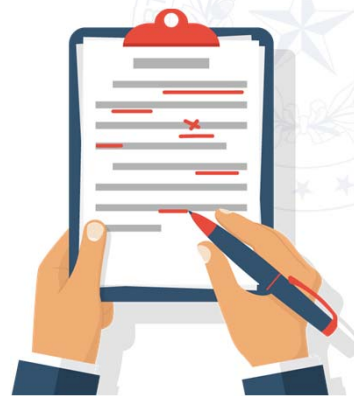
Waiver of Fair Market Rent (FMR) requirement.

- The Fair Market Rent restriction is waived for:
 - i. households living or moving into in units located in the declared disaster area FEMA-DR-4586-TX (all Texas counties); and
 - ii. households who receive rental assistance between March 6, 2021 and February 25, 2023.
- **This waiver will end on February 25, 2023.** However, continued assistance on units above FMR is eligible if:
 - Households must have been receiving rental assistance on or before February 25, 2023
 - Assistance provided must be in concordance with the rental assistance agreement and the Subrecipient's Written Standards

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Using the waivers

- These waivers are included in your 2022 ESG Contracts, Subrecipients do not need to request these waivers.
- Subrecipient must modify their written standards to allow for these waivers.
- When using a waiver, please note in the Program Participant file which waiver was used and the reason for its use.



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Differences between ESG Annual and ESG CARES

ESG Annual vs. ESG CARES - Income Eligibility and Re-evaluation

	ESG Annual		ESG CARES	
Homelessness Prevention	Initial Evaluation:	30% AMFI	Initial Evaluation:	50% AMFI
	Re-evaluation:	30% AMFI	Re-evaluation:	50% AMFI
	Re-evaluation Timeline:	3 Months	Re-evaluation Timeline:	6 months
Rapid Rehousing	Initial Evaluation:	No Income Determination	Initial Evaluation:	No Income Determination
	Re-evaluation:	30% AMFI	Re-evaluation:	50% AMFI
	Re-evaluation Timeline:	12 months	Re-evaluation Timeline:	12 months

ESG Annual vs. ESG CARES- Unit Eligibility for TBRA

	ESG Annual	ESG CARES
Fair Market Rent (FMR) 24 CFR 576.106(d)(1)	Outside of Winter Storm Waivers, units must be within the established FMR	Waived for ESG CARES
Rent Reasonableness 24 CFR 576.106(d)(1)	Rent Reasonableness determinations are always required, regardless if FMR is waived or not!	
Minimum Standards for Permanent Housing 24 CFR 576.403(c)	ESG Annual requires Minimum standards for permanent housing. <u>HQS cannot be used</u> in place of Minimum Habitability	Waivers allow for ESG CARES Subrecipients to use Minimum Habitability Standards <u>or</u> Housing Quality Standards (HQS)

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ESG Annual vs. ESG CARES – Other Reminders

Eligible Uses and Activities

- Activities in ESG CARES that are not eligible in ESG Annual include, but are not limited to:
 - Landlord Incentives, Training on Disease Prevention/Mitigation, Volunteer Incentives, Vaccine Incentives, Essential Services expanded to HP and RRH
- Eligible ESG Annual Uses:
<https://www.tdhca.state.tx.us/home-division/esgp/docs/ESG-EligibleUses.pdf>

Contract Amendments

- ESG Annual is not as flexible as ESG CARES in amending budgets
 - ESG Annual budget amendments are restricted by the component awarded and does not allow for moving funds from one Program Participant Service (SO, ES, RRH, HP) to another
 - Budget and Contract amendments for ESG Annual should be submitted no less than 30 days in advance

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Reporting Overview

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Monthly Reporting

Subrecipients must:

- Enter ESG participants' data into HMIS or a comparable database
 - Project set up requirements are included in the ESG HMIS manual
 - Questions on HMIS should be directed to you HMIS Lead
- Submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER)
 - Submitted through the Housing Contract System (HCS) no later than the last day of each month reflecting performance and expenditures conducted in the prior month.

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ESG Reporting Resources

HUD Resources

- [HMIS Data Standards \(HUD\)](#)
- [ESG Program HMIS Manual \(HUD\)](#)
- [HUD ESG FAQs](#)
- Code of Federal Regulations, 24 CFR [Part 576](#)

Department Resources

- [ESG Annual Allocation Monthly Reporting Guide \(PDF\)](#)
- Texas Administrative Code, 10 TAC [§7.2](#), [§7.5](#), [§7.6](#)

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Housing Contract System (HCS)

- HCS will have
 - One Contract Contact,
 - One Executor, and
 - Other staff given access to HCS for reporting purposes
- Executor designated through governing body action/resolution
- Contract Contact designated through the HCS Access Request form
 - Executor must sign the HCS Access Request form
 - <https://www.tdhca.state.tx.us/home-division/esgp/admin-reporting-support.htm>

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Housing Contract System Reporting

- Reporting is conducted through the Housing Contract System (HCS)
- Contract Level and Activity Level
 - Contract Level
 - important document to the contract (Contract, Amendments, Written Standards, HCS Access Request Form, Direct Deposit Authorization etc.)
 - Activity Level
 - all monthly reporting

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Housing Contract System Monthly Reporting ESG Guide

- Monthly Report Guide available online at
<https://www.tdhca.state.tx.us/home-division/esgp/admin-reporting-support.htm>

Emergency Solutions Grants (ESG) Program: Administrative and Reporting Support for TDHCA Subrecipients

The guidance on this website is intended for staff responsible for administration and reporting for ESG or ESG Coronavirus Aid Relief and Economic Security (CARES) Act. After reviewing the guidance on this page, ESG/ESG CARES Subrecipients requiring technical assistance may email esg@tdhca.state.tx.us with their questions.

Quick Links (Links to information on this page)

- [Regulations](#)
- [Subscribe to Email Lists](#)
- [Administrative Forms](#)
- [Data Collection and Reporting](#)
- [Administrative Tools and Guides](#)

Data Collection and Reporting

Reporting Resources

- [ESG Program HMIS Manual](#) (www.hudexchange.info)
- [HMIS Data Standards](#) (www.hudexchange.info)

ESG Annual Allocation Reporting

- [ESG Annual Allocation Monthly Reporting Guide \(PDF\)](#)
- [ESG Annual Allocation Supplemental Monthly Report \(XLSX\)](#)



ESG CARES Reporting

- [ESG CARES Monthly Reporting Guide \(PDF\)](#)
- [ESG CARES Supplemental Monthly Report \(XLSX\)](#)

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Transitioning from 2021 ESG Contracts to 2022 ESG Contracts

- For the MPR, Program Participants that are assisted continuously as a Contract ends and a new Contract begins in the same program will count as new Program Participants for the new Contract.
- However, the start of a new Contract does not require new eligibility determination or documentation for Program Participants, except as required by federal rule for ESG.



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Reporting on Maintaining Housing for 3+ Months

- Program Participants served with RRH or HP who exit within the last three months of a 2021 Contract are not able to be reported in terms of Maintaining Housing for 3+ months in the 2021 Contract.
- They may be reported as “Maintaining Housing for 3+ Months” in the 2022 Contract with the appropriate follow-up.

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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 HUD)
 - SAGE Reporting required annually for ESG Annual Contracts
 - SAGE Reporting is required quarterly for ESG CARES Contracts (compiled by HMIS Leads for all Subrecipients with the exception of Victim Service Providers who must submit the report themselves)

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**Thank you for your
attention, participation and
all the work you do in your
communities!**

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THANK YOU

Questions?

EMAIL US AT: ESG@TDHCA.STATE.TX.US



Topic	Question Asked	Answer Given
Reporting	<p>In the past, there has been an end of year performance report due after last month of contract. Will that be the case for CARES as well?</p>	<p>While a few years ago this was required, a cumulative report is no longer required for Annual or CARES. Your last draw will serve as your final report.</p>
Reporting	<p>What if you didn't mark your last draw request in HCS as "Final Draw?"</p> <p><i>See below example of the "Final Draw" checkbox that can be found on the Activity Draw (Expenditure page)</i></p> 	<p>While this is helpful to mark the last draw request as a "Final Draw" it is not required.</p> <p>If you have submitted your final draw without checking this box, that is acceptable.</p> <p>If you have previously marked a draw as final incorrectly, this will not affect your ability to draw down subsequent draw requests.</p>
Waivers	<p>Is there any possibility that the FMR waiver could be extended past February 2023? We have found it very beneficial to finding housing for clients as the housing market is so stretched.</p>	<p>No, the Winter Storm Waiver for FMR cannot be extended beyond 2/25/2023.</p> <p>In order to extend the waiver for 1 additional month, HUD required extensive data with a short deadline. Staff determined we were not able to do so and such a minor extension would not impact outcomes for Subrecipients.</p>

2022 ESG Annual Orientation Cheat Sheet

(Updated December 2022)

This Cheat Sheet is intended as a quick reference to important information regarding the ESG Annual Contract and to help you easily find requirements and trainings for Subrecipient staff new and old.

Contents

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TDHCA Important Contacts

While there are other TDHCA contacts you may communicate with from other departments relating to your contract, these are the primary ESG Annual contacts.

ESG Contact	Contact Reason
esg@tdhca.state.tx.us , general inbox	Submitting Contract Extensions/ Budget Amendments, HCS password reset, overlapping CARES contract questions, when unsure who to contract
Kali Adams , Homeless Programs Administrator kali.adams@tdhca.state.tx.us	Eligible uses/activities, draw and reporting questions
Rosy Falcon , Homeless Programs Manager rosy.falcon@tdhca.state.tx.us	Contract implementation, allocations, funding questions, ESG applications, general Homeless Programs issues
Natalie Burtzos , ESG CARES Administrator natalie.burtzos@tdhca.state.tx.us	*Contact for overlapping CARES contract only. Contract Extensions/ Budget Amendments, eligible uses/activities
Alexa Johnson , ESG CARES Performance Specialist alexa.johnson@tdhca.state.tx.us	*Contact for overlapping CARES contract only. Eligible uses/activities, draw and reporting questions

Contract Basics

Subrecipient Contacts and HCS access

Subrecipient Contact	Contact Reason
Contract Executor	Contacted for high-level changes, like reallocations and amendments.
Contract Contact	Serves as primary contact, delegating communication to appropriate Subrecipient staff. Contacted for updates, contract/ HCS questions, etc.
Additional Staff	Can enter and/or submit monthly reporting. Can request TA, clarification around eligible uses, etc.

- For the Executor (designated through a Resolution by the Subrecipient governing body) and other staff HCS access can be added or removed throughout the contract period.
 - <https://www.tdhca.state.tx.us/home-division/esgp/admin-reporting-support.htm>
- Login credentials cannot be shared between multiple staff.

Contract Period

- **Most contract periods are November 1, 2022- October 31, 2023.** If you wish to request a different start date, please contact Rosy Falcon.
- If contracts overlap, prioritize expending older contracts first and report each Program Participant only once per contract.

Contract-Related Documents

- Completed contract-related documents (Contract, Amendments, Written Standards, HCS Access Request Form, Direct Deposit Authorization, etc.) can be found on HCS, as an attachment at the Contract level.
 - <https://contract.tdhca.state.tx.us/alligator/Login.m>
- When updating one of these documents, send the updated file to the general inbox, esg@tdhca.state.tx.us

Contract and Budget Amendments

- Contract and Budget amendments can be submitted as needed, but must be submitted **no later than 30 days in advance of contract end**. It takes roughly a month to execute an amendment and during this time draws will be frozen.
- Budget Amendments are restricted by the component awarded and does not allow for moving funds from one Program Participant Service (SO, ES, RRH, HP) to another.
 - Administration funds cannot exceed 3% of the amount of the budget for Program Participant services under each component.
 - Data Collection (HMIS) funds cannot exceed 12% of the amount of the budget for Program Participant services under each component

Contract Extensions and Deobligations

- Extension requests must be completed **30 days before the end of the contract**. Email the general inbox a brief explanation why this is needed and requested end date (the last day of the requested month).
- If unable to fully expend funds by the end of the contract period, funds will be voluntarily deobligated (before the contract end) or involuntarily deobligated (after the contract ends).
 - Voluntary deobligations are preferred because funds can be more quickly put back into the community.
 - Involuntarily deobligations **greater than 8 percent** of the original contract amount may result in a loss of points in future competitions ([10 TAC 7.39](#)). Additionally, involuntary deobligations exceeding 5 percent of the amended contracted award amount, may affect eligibility for an offer of a Continuing award ([10 TAC 7.34](#))

Contract Closeout

- All expense and performance reporting must be submitted **within 45 days of the contract ending**. There is no end of contract report, just a final draw.
- If applicable, submit an inventory list within 45 days of the contract end for any item with a per-unit value of \$5,000 or more, or a useful life of more than a year
 - <https://www.tdhca.state.tx.us/home-division/esgp/admin-reporting-support.htm>

Reporting and Reimbursement

Monthly Reporting

- Monthly draws (a combined expense report and performance report) are submitted through HCS and are **due on the last day of the following month**. Late reporting may result in a loss of points in future competitions.
- <https://contract.tdhca.state.tx.us/alligator/Login.m> Be sure to follow the ESG Annual Reporting Guide and contact the inbox with questions. If there are issues with the draw the Contract Contact will receive an email deficiency or disapproval with corrective actions that may require filling out a supplemental report.
 - [ESG Annual Allocation Monthly Reporting Guide \(PDF\)](#)
 - [ESG Annual Allocation Supplemental Monthly Report \(XLSX\)](#)
- If you have questions around HMIS and need help pulling data for reports, see your CoC lead for HMIS guidance, not TDHCA
 - <https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf>

Reimbursement

- ESG is a reimbursement program, so costs must be incurred first, rather than paid in advance.
- Draws can be submitted as soon as the month is over and are reviewed on a rolling basis, so a quicker submission means quicker reimbursement.
- After a draw has gone through multiple levels of approval and is cleared by accounting it will take 3-5 business days to reach your account. Be sure your Direct Deposit form is up to date
 - [Direct Deposit Form 74-176](#)

Annual Reporting

- ESG Annual reporting is completed each year through the Sage HMIS Reporting Repository system. Around September, Subrecipient Contract Contacts will receive instructions by email from Sage HMIS to submit the appropriate ESG CAPER CSV file(s).
 - [ESG CAPER CSV Export Submission Steps for ESG Program Subrecipients](#)
 - [ESG CAPER: Sage HMIS Reporting Repository Template](#)
 - [ESG Program HMIS Manual](#)

Compliance

Documentation

- **Required Program Level Documentation and Forms:** Written Standards, Termination Policy, Language Access Plan, Affirmative Outreach, Reasonable Accommodation, Affirmative Fair Housing Marketing Plan, Emergency Transfer Plan, Single Audit, Environment Clearance, Land Use Restriction, Inventory List, Other documentation in 24 CFR §576.500
- **Required Client Level Documentation and Forms:** Intake Application and Definition, Documentation of Ineligibility, VAWA Notice and Certification, Lead Based Paint Disclosure and Brochure, Rental Assistance Agreement, Income Determination, FMR and Rent Reasonableness, Request for Unit Approval, Lease
 - Certification of Zero Income, Income Certification, and Income Screening Tool are not required BUT you must have a system in place that adequately documents income determination

Monitoring

- Subrecipients may be contacted by the Compliance Division during or immediately after each contract term to review and test expenditures and program implementation for compliance.
- Monitoring may occur anytime during the required period of record retention described in 24 CFR 576.500(y). However, if your internal policies require keeping records longer, records must be kept for the longer period.

Single Audit

- Due 9 months after Fiscal Year End (FYE) or within 30 days from the entity receiving the report
- Federal Audit: First, upload the required Single Audit (SA) to the Federal Audit Clearinghouse (FAC). Next, forward the “Single Audit Submission Accepted” email (not the submission received) from the FAC AND a copy of the SA to saandacf@tdhca.state.tx.us
- State Audit: Submit SA to SAandACF@tdhca.state.tx.us

Audit Certification Form

- Due within 2 months after FYE to SAandACF@tdhca.state.tx.us
- Submit a copy of the [Audit Certification Form](#) (enable macros in template) to saandacf@tdhca.state.tx.us

Helpful Links and Forms

TDHCA ESG List Serve

- **HIGHLY recommend all administrative and reporting staff subscribe.** We will send information on webinars, waivers, and upcoming competitions.
 - <http://maillist.tdhca.state.tx.us/list/subscribe.html;jsessionid=8B0475DF98AFD77B889E715E136FCAEF?lui=f9mu0g2g&mContainer=2&mOwner=G382s2w2r2p>

Links and Regulations

- <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>
- Regulations
- CFR
- Texas Administrative Code
- HUD ESG email list
- HUD FAQ

Administrative and Reporting Forms

- <https://www.tdhca.state.tx.us/home-division/esgp/admin-reporting-support.htm>
- **Administrative Forms**
 - Budget Amendment, Audit Certification, Direct Depot, etc.
- **Data Collection and Reporting**
 - HMIS Manual, Annual Reporting Guide, etc.
- **Administrative Tools and Guides**
 - Indirect Cost Toolkit, Cost Allocation Plan, etc.

Program Guidance

- <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>
- **Client and Unit Forms**
 - Rental assistance agreements, VAWA, income screening, landlord incentive, etc.
- Client Eligibility
- Eligible Activities
- Unit Eligibility

Webinar Trainings

- <https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>
- Webinars and PDF handouts covering a variety of topics

Training Materials

*Materials with an asterisk are essential for successful implementation

Topic	Audience	Links
2022 ESG Annual Orientation*	<ul style="list-style-type: none"> Administrators 	See Video Library – ESG Administration and Reporting section
ESG Match Guidance*	<ul style="list-style-type: none"> Administrators Accounting 	<ul style="list-style-type: none"> ESG Match Guidance (Webinar) ESG Match Guidance Handout (PDF)
Client Eligibility*	<ul style="list-style-type: none"> Administrators Direct Service Staff 	<ul style="list-style-type: none"> At-Risk of Homelessness Definition and Recordkeeping (Webinar) At-Risk of Homelessness Definition and Recordkeeping (PDF) Criteria and Recordkeeping Requirements for Definition of Homeless Criteria for Definition of At Risk of Homelessness
Documentation (Program and Client)*	<ul style="list-style-type: none"> Administrators Direct Service Staff 	<ul style="list-style-type: none"> ESG Documentation (Webinar) ESG Documentation (PDF)
Minimum Habitability (TBRA and Shelter)*	<ul style="list-style-type: none"> Administrators Direct Service Staff 	<ul style="list-style-type: none"> Minimum Habitability Standards (Webinar) Minimum Habitability Standards (PDF)
Income Eligibility *	<ul style="list-style-type: none"> Administrators Direct Service Staff 	<ul style="list-style-type: none"> Income – General Requirements and Whose Income Counts (Webinar) (Handout) Income – Income and Assets (Webinar) (Handout) Income – Calculating Assets (Webinar) (Handout) Income – Putting It All Together (Webinar) (Handout) A Case Study (Webinar) (Handout)
ESG and HOME TBRA Rent Reasonableness (includes FMR)*	<ul style="list-style-type: none"> Administrators Direct Service Staff 	<ul style="list-style-type: none"> ESG and HOME TBRA Rent Reasonableness (webinar) ESG and HOME TBRA Rent Reasonableness with webinar question responses (PDF)
ESG Program Components Quick Reference*	<ul style="list-style-type: none"> Administrators Accounting Direct Service Staff 	Emergency Solutions Grants (ESG) Program Components Quick Reference
ESG Eligible Uses*	<ul style="list-style-type: none"> Administrators Accounting Direct Service Staff 	Emergency Solutions Grants (ESG) Program Guide on Eligible Uses
Language Access Plans	<ul style="list-style-type: none"> Administrators 	<ul style="list-style-type: none"> Language Access Plans (Webinar) Language Access Plans (PDF)
Preparing to Apply for ESG	<ul style="list-style-type: none"> Administrators 	<ul style="list-style-type: none"> Preparing to apply for ESG – (Webinar) Preparing to apply for ESG Handout (PDF)
Fair Housing in the ESG Program	<ul style="list-style-type: none"> Administrators 	<ul style="list-style-type: none"> Fair Housing in the ESG Program (Webinar) Fair Housing in the ESG Program (PDF)
Procurement Guidance	<ul style="list-style-type: none"> Administrators Accounting 	<ul style="list-style-type: none"> Procurement Guidance for ESG (Webinar) Procurement Guidance ESG Handout (PDF)
Compliance Monitoring	<ul style="list-style-type: none"> Administrators 	<ul style="list-style-type: none"> ESG Compliance Monitoring (Webinar) ESG Compliance Monitoring Handout (PDF)