

2020 Emergency Solutions Grants Implementation Webinar

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Homeless Programs Specialist

September 22, 2020

Questions

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

**CONGRATULATIONS
&
WELCOME!**



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IMPLEMENTATION OVERVIEW

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

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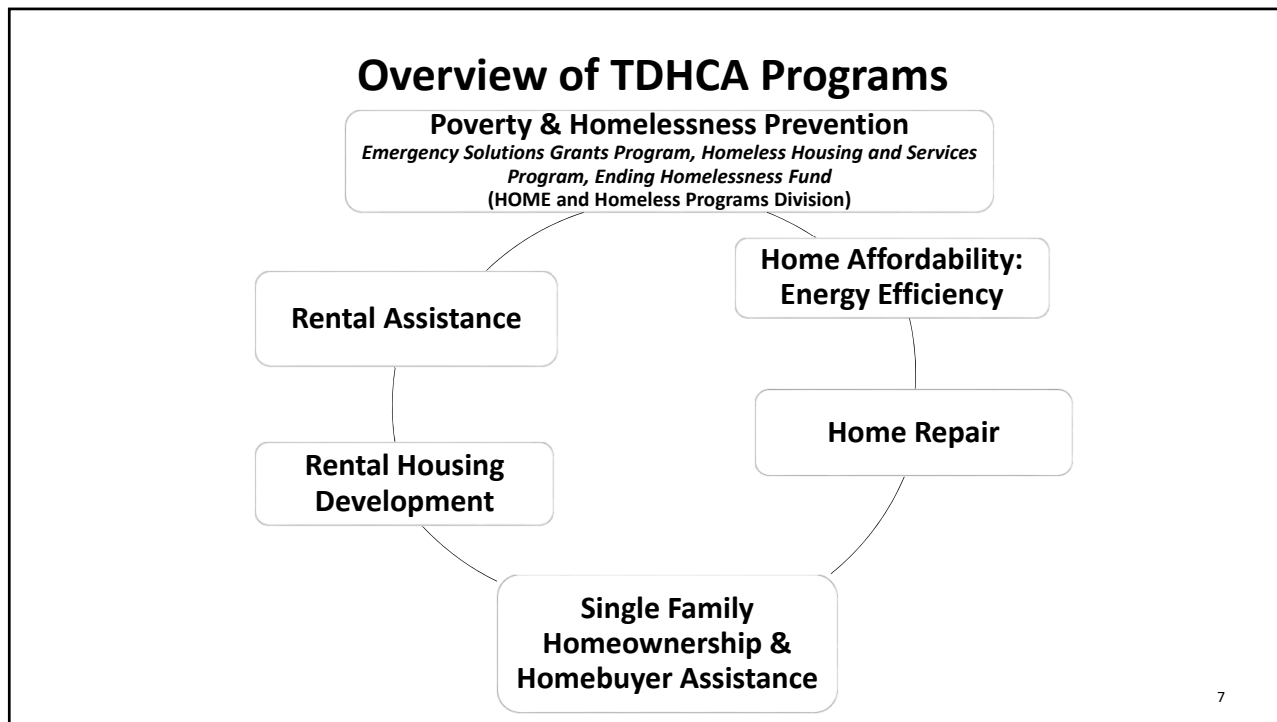
TDHCA Overview

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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
- ESG
 - 2020 allocation of \$9.6 million
 - Represents less than 1% of TDHCA's program funds
 - Is one of three funded programs specifically addressing homelessness at TDHCA
- ESG Coronavirus Aid, Relief, and Economic Security Act (ESG CARES)
 - One time allocation to prepare for, prevent, and respond to COVID-19
 - Approximately \$97 million

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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)
- U.S. Department of Housing and Urban Developments (HUD) (www.hud.gov)
- U.S. Department of Agriculture (USDA) (rdmfrrentals.sc.egov.usda.gov)

← Long Term Rent Payment Help

← Emergency & Homeless Services

Short-term rent payment help, eviction relief, homeless shelters and services

Home Repair / Accessibility Modifications

Home repair, architectural barrier removal, and rehabilitation.

Show only Home Modification for Accessibility providers.

← Utility Bill Payment Help

← Weatherization

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

TDHCA Staff/Division Overview

Single Family and Homeless Programs

- Director of Single Family and Homeless Programs
 - Abigail Versyp
- Homeless Programs Manager
 - Naomi Cantu
- Homeless Programs Specialist
 - Kali Adams
- Email esg@tdhca.state.tx.us

Compliance Division

- ESG Monitoring and Compliance
 - Earnest Hunt, Director of Subrecipient Monitoring
- Physical Inspections
 - Cody Campbell, Manager of Physical Inspections
- Division Contact List:
<http://www.tdhca.state.tx.us/p/mcomp/staff.htm>

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

ESG Program Highlights

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ESG Eligible Uses

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

Resources:

- ESG Basics Handout at <https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>
- 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 start November 1, 2020, and end October 31, 2021
- If Contracts overlap with 2019 contract
 - If received extension, complete the 2019 contract first
 - Report each program participant only once per contract

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Needed from Subrecipients for Contract Start

Submit documents by **Wednesday, October 28, 2020**

1. Contract System Access Form

- <https://www.tdhca.state.tx.us/home-division/esgp/docs/HCS-Request-Form-Homeless-Programs.doc>

2. Environmental clearance survey

- <https://www.surveymonkey.com/r/ESGEnviron>

If using funds for rent of office space or shelter, there may be a delay in contract start up.

3. Indirect Cost Rate Support – only if using Indirect Cost Rate

- <https://www.tdhca.state.tx.us/home-division/esgp/docs/Indirect-Cost-Rate-Worksheet.xls>

Email to: esg@tdhca.state.tx.us

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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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Documentation for Faith Based Organizations

- ESG Subrecipients that are faith-based organizations must provide the "Written Notice of Beneficiary Rights" described in 24 CFR §5.109(g) to applicants or program participants.
- The written notice must be given to prospective beneficiaries before Program Participant enrolls in any HUD-program or activity

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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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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 (Required TDHCA Form)
- VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (Required TDHCA Form)
- Lead Based Paint Hazards Disclosure (Required TDHCA Form)
- Lead Based Paint Hazards Brochure (Required TDHCA Form)
- Rental Assistance Agreement (Required TDHCA Form)
- 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

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Environmental Clearance

- Environmental Clearance be completed for the Subrecipient using information from the Application, with two exceptions:
 - Subrecipients that are local governments need to complete their own clearance
 - Subrecipients using funds for rehabilitation, renovation or construction will need to provide additional information for clearance

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Resources Overview

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Documents Governing ESG

- 24 CFR §576 (Interim ESG Regulation)
- Texas Administrative Code:
 - 10 TAC Chapters 1 and 2
 - 10 TAC Chapter 7
- Equal Access to Housing Final Rule
- 2 CFR 200
- 24 CFR §§91, 582 and 583
 - <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>
- ESG Contract
 - Uploaded in the Housing Contract System
- Other regulations referenced in the contract

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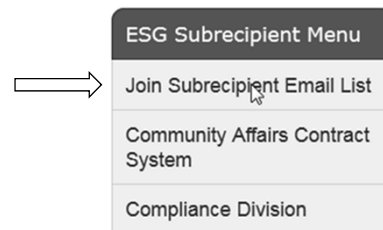
ESG Resources – Part 1

- 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 - rules, guides, tools, forms, FAQs links HUD tools
 - ESG Video Library – implementation and webinars
 - HUD Exchange: www.hudexchange.info/esg/

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ESG Resources – Part 2

- 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
- Submit program questions, request technical assistance
 - esg@tdhca.state.tx.us



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WEBINARS TO WATCH

- ESG Basics (*handout only*)
- At-risk of Homelessness Definitions and Recordkeeping
- Homeless Definitions and Recordkeeping
- ESG Documentation
- ESG Reporting
- 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 Training
- 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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Reporting Overview

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Types of Reporting

Monthly Reporting

Subrecipients must:

- Enter ESG participants' data into HMIS or a comparable database
- Submit a monthly activity draws that consist of the Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER)
 - Submitted through the Housing Contract System (HCS) not later than the last day of each month and reflects performance and expenditures conducted in the prior month.

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Types of Reporting

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)
 - Section 3 Reporting
 - Section 3 provision of the HUD Act of 1968, as required per HUD.

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ESG Reporting Resources

- HMIS Data Standards (HUD)
- ESG Program HMIS Manual (HUD)
- HUD ESG FAQs
- Code of Federal Regulations, 24 CFR Part 576
- FY 2019 ESG Supplemental Monthly Report (XLSX)
- FY 2019 ESG Monthly Reporting Guide (PDF)
- Texas Administrative Code, 10 TAC §7.2, §7.5, §7.6

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Housing Contract System

- HCS has
 - One primary contact
 - One Executor
- Executor designated through governing body action/resolution
- Primary 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/guidance-solutions.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 Overview

- Due no later than the last day of each month and reflects performance and expenditures conducted in the prior month
- Monthly report consist of the Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER)

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Housing Contract System Monthly Reporting ESG Guide

- Updates to the FY2018 ESG Monthly Reporting Guide to be released soon in the new FY2019 ESG Monthly Reporting Guide
- Monthly Report Guide available online at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

Emergency Solutions Grants (ESG) Program: Guidance for TDHCA Subrecipients

After reviewing the guidance on this page, ESG 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](#)
- [Forms](#)
- [Data Collection and Reporting](#)
- [Tools and Guides](#)
- [Frequently Asked Questions](#)

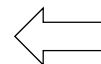
Data Collection and Reporting

Reporting Resources

- [HMIS Data Standards](http://www.hudexchange.info) (www.hudexchange.info)
- [ESG Program HMIS Manual](http://www.hudexchange.info) (www.hudexchange.info)

ESG Annual Allocation Reporting

- [FY2018 Sample Monthly Performance and Expenditure Report \(XLSX\)](#)
- [FY2018 Monthly Performance Report Guide \(PDF\)](#)
- [FY 2019 ESG Supplemental Monthly Report \(XLSX\)](#)
- [FY 2019 ESG Monthly Reporting Guide \(PDF\)](#)



ESG CARES Reporting

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

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Housing Contract System Monthly Performance Report (MPR)

- The MPR collects demographic data of persons assisted through TDHCA ESG-funded activities, as well as information on outputs and outcomes achieved. The report is divided into eight sections:
 - Totals
 - Demographics
 - Unduplicated Special Populations
 - Street Outreach
 - Emergency Shelter
 - Rapid Re-Housing
 - Homelessness Prevention
 - Violence Against Women Act reporting

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FAQ

- Q: Should we report on clients served through the match dollars?
- A: Yes. In order to use funds as match for ESG, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD. Therefore, the program participants served with matching funds must be entered into an HMIS and in monthly reporting to TDHCA.

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Transitioning from 2019 ESG Contracts to 2020 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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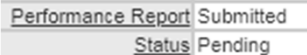
Reporting on Maintaining Housing for 3+ Months

- Program Participants served with RRH or HP who exit within the last three months of a 2019 Contract are not able to be reported in terms of Maintaining Housing for 3+ months in the 2019 Contract.
- They may be reported as “Maintaining Housing for 3+ Months” in the 2020 Contract with the appropriate follow-up.

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Housing Contract System

Monthly Performance Report Submission

1. 
2. • Record updated successfully.
3. 
4. Click Back to the Activity Draw screen
5. 

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Housing Contract System Monthly Expenditure Report (MER)

ESG Contract #2017000110 > Activities > #2017110 > Draw List > #5

CSAS Number(s):

ESG Activity Draw

ACTIVITY BUDGET

Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
	\$25,100.00	\$22,000.00	\$3,100.00	\$0.00	\$3,100.00

ESG DRAW REQUEST

Vendor Name	Frameworks Community Development Corporation	Tax ID	562492634
Vendor # - Mail Code	562492634 - 000	Date Submitted	
Dates Services Rendered from	10/01/2018	To	10/31/2018
Final Draw?	<input type="checkbox"/> Final Draw?	Voucher #	
Performance Report Status	Submitted Pending	Attachments	0

DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	Total Monthly Expenditures	Non-Program Fund Credit	This Draw Amount
1	Administration	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
2	Data Collection (HMIS)	\$1,000.00	\$1,000.00	\$0.00	0.00	0.00	\$0.00
3	Homeless Prevention - Financial	\$1,000.00	\$1,000.00	\$0.00	0.00	0.00	\$0.00
4	Homeless Prevention - Project-based rental assistance	\$2,000.00	\$2,000.00	\$0.00	0.00	0.00	\$0.00
5	Homeless Prevention - Services	\$2,000.00	\$2,000.00	\$0.00	0.00	0.00	\$0.00

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Housing Contract System Monthly Expenditure Report (MER)

DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	Total Monthly Expenditures	Non-Program Fund Credit	This Draw Amount
1	Administration	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
2	Data Collection (HMIS)	\$1,000.00	\$1,000.00	\$0.00	0.00	0.00	\$0.00
3	Homeless Prevention - Financial	\$1,000.00	\$1,000.00	\$0.00	0.00	0.00	\$0.00
4	Homeless Prevention - Project-based rental assistance	\$2,000.00	\$2,000.00	\$0.00	0.00	0.00	\$0.00
5	Homeless Prevention - Services	\$2,000.00	\$2,000.00	\$0.00	0.00	0.00	\$0.00
6	Homeless Prevention - Tenant-based rental assistance	\$2,000.00	\$2,000.00	\$0.00	0.00	0.00	\$0.00
7	Rapid Re-Housing - Financial	\$2,000.00	\$2,000.00	\$0.00	0.00	0.00	\$0.00
8	Rapid Re-Housing - Project-based rental assistance	\$4,000.00	\$4,000.00	\$0.00	0.00	0.00	\$0.00
9	Rapid Re-Housing - Services	\$4,000.00	\$4,000.00	\$0.00	0.00	0.00	\$0.00
10	Rapid Re-Housing - Tenant-based rental assistance	\$4,000.00	\$4,000.00	\$0.00	2,100.00	2,100.00	\$0.00
11	Shelter - Conversion	\$1,500.00	\$0.00	\$1,500.00	400.00	200.00	\$200.00
12	Shelter - Essential Services	\$1,500.00	\$0.00	\$1,500.00	800.00	0.00	\$800.00
13	Shelter - Major Rehab	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
14	Shelter - Operations	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
15	Shelter - Renovations	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
16	Shelter - URA Assistance	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
17	Street Outreach	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
Total		\$25,000.00	\$22,000.00	\$3,000.00	\$3,300.00	-\$2,300.00	\$1,000.00

- Monthly Reimbursement will be the "This Draw Amount"
- Non-Program Fund Credit will be detailed out in the Non-Program section of the MER

Total Monthly Expenditures – Non-Program Fund Credit = This Draw Amount

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Housing Contract System Monthly Expenditure Report (MER)

NON PROGRAM

Type	Amount
Other Non-ESG HUD Funds	
Other Federal Funds	2000.00
State Government	
Local Government	
Private Funds	300.00
Other	
Fees	
Program Income	
Total	\$2,300.00

The Total in the “Non Program” section MUST equal the Total of the “Non Program Fund Credit” column in the “Draws For Project” section.

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Housing Contract System Monthly Reporting- Draw Submission

1.

Performance Report	Submitted
Status	Pending
2. **Save**
3.
 - Record updated successfully.
4. **Submit for Approval without Saving**
5.

Performance Report	Submitted
Status	Pending PM Approval

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Housing Contract System Deficiencies

- Deficiency notices sent by email to Contract Contact
 - Email will contain a description of the deficiencies and steps needed to correct the deficiencies
- Deficiencies should be corrected within 10 business days from the deficiency notice
 - Deficiencies not corrected may result in disapproval of the draw

1.

Performance Report	Submitted
Status	Deficiency

2.

3.

- Record updated successfully.

4.

5.

Performance Report	Submitted
Status	Pending PM Approval

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THANK YOU

Questions?

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

