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**Fort Worth/ Arlington/ Tarrant County**

**Continuum of Care TX-601**

**TDHCA 2019 Emergency Solutions Grants Program (ESG)**

**Application for Local Competition**

**APPLICATION DEADLINE: July 2, 2019 at 5:00 pm (CST)**

**FUNDS AVAILABLE:** $597,993

**MINIMUM GRANT:** $50,000

**MAXIMUM GRANT:** $300,000 ($345,000 if asking for HMIS & admin)

**PROJECTS STARTUP:** October 1, 2019

**GRANT SERVICE AREA:** Tarrant and Parker Counties, Texas

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# Introduction

In 2014 the Fort Worth/ Arlington/ Tarrant County Continuum of Care (also referred to by its HUD ID, “TX-601”) was selected by the Texas Department of Housing and Community Affairs (TDHCA) to conduct a pilot program for local Continuum of Care distribution and administration of HUD Emergency Solutions Grant (ESG) program dollars provided by formula to the State of Texas. Tarrant County Homeless Coalition was selected by TX-601 to serve as its ESG Coordinator.

TCHC has been selected to host the local competition for TX-601 to establish funding decisions from TDHCA for the Federal Fiscal Year 2019 ESG program. TDHCA will distribute $597,993.00 for programs that will run from October 1, 2019 – September 30, 2020.

Figure 1. Mechanisms and decision making of ESG funding from HUD through TDHCA,

TCHC to subrecipients.

The funding available under this Application is provided to TX-601 on conditions prescribed by TDHCA; consequently, many of the documents, terms, application forms, and procedures included in this Application were originally developed or referenced by TDHCA as part of their Notice of Funding Availability (NOFA).

# TDHCA NOFA: Incorporation and Annotations

This Application incorporates the *Emergency Solutions Grant Notice of Funding Availability Federal Fiscal Year 2019* published by the Texas Department of Housing and Community Affairs (TDHCA). While referencing the unique status of TX-601, the TDHCA NOFA is concerned primarily with the direct distribution of funding to applicants; therefore, TCHC is providing the following annotations to clarify the applicability of the State’s NOFA to the local Application and provide comments. The TDHCA NOFA is available on the TCHC website:

<http://www.ahomewithhope.org/funding-opportunities>

Summary

The Emergency Solutions Grants (ESG) is funding for street outreach, emergency shelter, homeless prevention, rapid re-housing, Homeless Management Information System (HMIS), and Administration.

The ***ESG program purposes*** (<https://www.hudexchange.info/esg/esg-requirements>) are to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and
6. Prevent families and individuals from becoming homeless.

The TX-601 Board of Directors has adopted policies and procedures for ESG. The policies and procedures are available on the TCHC website. The TX-601 Board of Directors has adopted a [Strategic Work Plan for 2020](../../../../CoC%20Board%20&%20Committees%20-%20Documents/BOARD/Meetings/2019/5-31-19/190531-000a%20CoC%20Strategic%20Plan.pdf) and includes the following strategic goals for the CoC:

1. *Effective Response System*- Build an effective and efficient housing crisis system of care.
2. *Data Driven Solutions*- Better understanding of scope and need through data analysis and data sharing.
3. *Housing Focused*- Ensure adequate housing stock and access for those at risk of or experiencing homelessness.
4. *Engaged Community*- Increase knowledge and community response around the issue of homelessness.
5. *Committed Resources*- Maximize resources by strengthening commitment to support community members at risk of or experiencing homelessness.

Applicants proposing activities through this Application should not apply to TDHCA. TDHCA will not review ESG Applications for activities in CoC regions that have Local Competitions.

The Contract Term for funds awarded under this NOFA will be 12 months, and is anticipated to start in the fall of 2019, subject to receipt of adequate funding and any additional terms and conditions from the U.S. Department of Housing and Urban Development (HUD).

Applicants must familiarize themselves with all the applicable state and federal rules that govern the ESG Program. The availability and use of ESG funds are subject, but not limited to the following:

i) State rules under Title 10, Part 1, Chapter 1, Chapter 2 and Chapter 7, Subchapter A; and Subchapter C of the Texas Administrative Code, and for Units of Local Government, the Uniform Grant Management Standards (UGMS) as outlined in Chapter 783 in the Texas Local Government Code (collectively, the ESG State Rules); and

ii) Federal laws and regulations including the Homeless Emergency Assistance and Rapid Transition to Housing Act (42 U.S.C. §11302 et. seq.), as amended; the HUD regulations codified in 24 Code of Federal Regulations (CFR) Part 576; 24 CFR Part 58, for environmental requirements; 2 CFR Part 200 for Uniform Administrative Requirements; 24 CFR §135.38 for Section 3 requirements; and 24 CFR Part 5, Subpart A for fair housing (collectively, the Federal Rules and Regulations).

Capitalized terms in this NOFA have the meanings defined herein or as defined in ESG State Rules or the Federal Rules and Regulations.

The timeline in the TDHCA ESG NOFA ***is not applicable*** to the TCHC Application. The timeline for this Application is posted on the TCHC website: [http://www.ahomewithhope.org/funding-opportunities](http://www.ahomewithhope.org/funding-opportunities/). Any revisions to the timeline will be posted to the webpage; therefore, applicants are advised to check the website for updates.

Eligible Applicant Organizations

The following organizations submitted complete Intent to Apply forms before the required deadline and are eligible to apply in response to this Application:

1. The Salvation Army – Mabee Center
2. Hands of Hope
3. Arlington Urban Ministries
4. SafeHaven of Tarrant County
5. The Salvation Army – Arlington
6. Presbyterian Night Shelter
7. Hearts Full of Love
8. Center for Transforming Lives
9. LegUp
10. Arlington Life Shelter

Service Areas

The allowable service area for ESG funds include Tarrant and Parker Counties for this Local Competition. A subrecipient may not use its ESG award for client activities outside the CoC region it applied in. For more information, refer to the TDHCA NOFA.

### Timeline

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| --- | --- | --- |
| **TDHCA 2019/2020 Emergency Solutions Grant Program - TCHC Competition** | | |
| **#** | **Action/ Deadline/ Event** | **Date** |
| 1 | Submission of ESG Coordinator Process for Application marketing, intake, scoring, and selection | May 15, 2019 |
| 2 | Funding Award from TDHCA | June 5, 2019 |
| 3 | **Deadline for submission of completed Pre-Application/Intent to Apply** | **June 6, 2019** |
| 4 | Intent to Apply Follow-Up | June 7, 2019 |
| 5 | Application for Local Competition Issued and Posted to TCHC website | June 10, 2019 |
| 6 | Submission of Application to be utilized by Applicants when applying for funding in the local competition | June 14, 2019 |
| 7 | Application Workshop and Collaboration Session | June 18, 2019 |
| 8 | Last day that corrections and clarifications about the Application and application will be posted to TCHC website | July 1, 2019 |
| 9 | **Applications Due** | **July 2, 2019** |
| 10 | **Previous Participation Review materials due to TCHC** | **July 2, 2019** |
| 11 | **Previous Participation Review forms due to TDHCA** | **July 10, 2019** |
| 12 | Public briefing for the Allocations Committee | Week of July 8, 2019 |
| 13 | Allocations Committee Meeting - Closed Meeting | Week of July 15, 2019 |
| 14 | Allocations Committee Funding Recommendations Announced | Week of July 15, 2019 |
| 15 | **Deadline to Submit Attachment F (if applicable)** | **Week of July 23, 2019** |
| 16 | **Notify TDHCA of funding recommendations** | **August 23, 2019** |
| 17 | Contract Execution | TBD |
| 18 | Contract Start Date | October 1, 2019\* |

\*Subject to availability of funds from HUD

Applications

Eligible applicant organizations can apply for ESG by submitting an Application to TCHC. The Applicant may not Subgrant funds but may Subcontract for the provision of services. Such Subcontracts are subject to applicable procurement requirements.

An Applicant must submit a completed Application, required documentation, and associated application materials, as described in this Application and as detailed in the 2019 ESG Application Submission Procedures Manual (ASPM). All scanned copies must be scanned in accordance with the guidance provided in the ASPM.

All Application materials including the TDHCA ESG NOFA, program guidelines, and Federal Rules and Regulations and ESG State Rules are available on the Department’s website at https://www.tdhca.state.tx.us/home-division/esgp/applications.htm. Applications will be required to adhere to the threshold requirements in effect at the start of the Application acceptance period. The Application must be on Application forms published online on the TCHC website and have been provided by the Department which cannot be altered or modified, and must be in final form before they are submitted to TCHC.

The following documents and materials are required as noted as part of this Application and can be found on the TCHC website. These documents cannot be changed and should be submitted in the original format. Applications with incomplete or missing documents will be considered as incomplete.

* Application Submission Procedures Manual (PDF) –provides information on completing and submitting forms below, AND includes required attachments
* Volume 1: Threshold (XLS) - REQUIRED
* Volume 2: Uniform Scoring (XLS) - REQUIRED
* Volume 3: Street Outreach (XLS)
* Volume 4: Emergency Shelter (XLS)
* Volume 5: Homelessness Prevention (XLS)
* Volume 6: Rapid Rehousing (XLS)
* Attachment A: CoC Consultation (PDF) – REQUIRED
* Attachment B: Written Standards Certification (PDF) – REQUIRED
* Attachment C: Termination Policy (PDF) – REQUIRED
* Attachment D: ESG Applicant Certifications (PDF) – REQUIRED
* Attachment F: Local Government Approval of Shelter Activities (PDF)
* Attachment G: CoC Collaboration (PDF) – REQUIRED
* TCHC Narratives (below) – REQUIRED; TNR, Calibri or Arial in size 12 font; 1inch margins; header with agency name; page numbers

**One copy of the Application in EXCEL format, and one copy of the Application including all attachments in PDF format must be received electronically by TCHC at** [**tchc@ahomewithhope.org**](mailto:tchc@ahomewithhope.org) **by the Application deadline. Both EXCEL and PDF formats must be submitted to constitute an Application.**

**TEN (10) PDF hard copies of all application materials must be received by TCHC at 300 S. Beach Street, Fort Worth, TX 76105 by the deadline.**

**Instructions for how to submit the Applications are described in the ASPM.** **Applicants should note that Applications are to be submitted to TCHC and not TDHCA.**

Award Period and Contract Period

The performance period for funds awarded under this Application is for one year and intended to run from October 1, 2019 – September 30, 2020 subject to receipt of adequate funding from HUD to TDHCA. For this application, Applicants should set performance measures and budgets for a twelve-month cycle for PY 2019 between October 1, 2019 and September 30, 2020. Given the short window to launch new programs, applicants are encouraged to plan performance outcomes and budgets with care.

Award Amounts

TX-601 has been allocated $597,993.00. TCHC will earn a fee for serving as the ESG Coordinator for FY2019; however, that amount does not come out of the total that was allocated to TX-601.

The 60% cap on Street Outreach and Emergency Shelter activities applies to TX-601 as a whole and not to any one applicant within the Continuum of Care. ESG Administrative Funds cannot exceed 3% of the total Program Participant services for an Applicant, and HMIS fees cannot exceed 12% of the total budget for an Applicant.

The minimum grant application for the TX-601 competition is $50,000 per year. The maximum grant application for the TX-601 competition is $345,000 per year.

If additional funds become available through deobligated amounts from an award made under the allocation formula or program income generated from an award made under the allocation formula, the funds will be offered to the ESG Subrecipients with active Contracts with the highest expenditure rate, as of the most recent Monthly Expenditure Report. These funds will be offered first to the ESG Subrecipients within the CoC region from which the additional funds became available, and then available statewide. The funds may increase the Contract of an ESG Subrecipient one time by up to 25% of the original Contract amount. Upon Board Approval, TDHCA may elect to reallocate retained funds by this method.

Match Requirements

ESG Subrecipients must match their award amount with an equal or greater amount of resources from other than ESG funds. ESG Applicant organizations must demonstrate access to resources that may be used as match after the start date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant.

Eligible Sources of Match

Matching contributions may be obtained from any source, including Federal sources other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

* The Subrecipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds; and
* If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements as described in 24 CFR §576.201.

The funds may come from other public or private sources. Applicants may comply with this requirement by providing matching funds directly through cash or non-cash contributions.

**Recognition of Matching Contributions**

* In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in 24 CFR §576.100.
* The matching contributions must be provided after the start of the date that TDHCA receives the grant agreement from HUD.
* To count toward the required match for the Applicant’s contract period, contributions must be expended during the contract period.
* Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
* Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

Additional information regarding match can be found in the TDHCA ESG NOFA, TDHCA ESG ASPM or on [HUD’s ESG FAQ related to match sources.](https://www.onecpd.info/esg/faqs/)

Application Review Process

The “Application and Review Process” section of the NOFA ***is not applicable*** to the TCHC Application. Any award of funds made by TX-601 will be null and void if an applicant is determined by TDHCA to be ineligible for participation.

Threshold review will include an analysis of the agency-provided audit and budget. The Allocations Committee reserves the right to reject any application that has audit or budget concerns that could impinge on the ability of the applicant to perform under the terms of the contract.

TCHC, or the TX-601 Allocations Committee, may contact an applicant to clarify application content or cure deficiencies. Communications between applicants and the Allocations Committee will be exclusively through TCHC. Unsolicited information will not be considered.

Ranking of Applications

The “Ranking of Applications” section of the TDHCA ESG NOFA ***is not applicable*** to the TCHC Application. The Allocations Committee, appointed by the Continuum of Care Board of Directors will evaluate applications utilizing the same scoring criteria and point scale from the 2017 competition.

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|  | Scoring Category | Measurement | Points Available | Points Awarded by AC |
| 1 | Completeness of Application | ***Checklist***scored by TCHC staff (see the ASPM for required forms and documents) | 5 |  |
| *Maximum points will be awarded for timely submission and completeness of all required forms and documents.* |
| 2 | CoC Priorities & Program Purposes | ***Narrative A****:* Identify the CoC Goals your program proposes to address and how they achieve the program purposes of the Emergency Solutions Grant. (page 3) | 20 |  |
| *Up to 10 points awarded to applicants who clearly demonstrate the inclusion of one stated CoC Goal.*  *Maximum points will be awarded to applicants who clearly demonstrate the inclusion of 2 or more goals and purposes.* |
| 3 | Coordination with Existing Programs | ***Narrative B:***Describe the coordination of your proposed program with services provided by **other agencies** (referrals are not sufficient) and how the coordination will improve the lives of your clients as measured by your program outcomes. | 20 |  |
| *Maximum points will be awarded to applicants who clearly articulate a specific collaboration and how the benefit of the collaboration can be measured in terms of client improvement. (A list of services offered by partner agencies would not be sufficient.)* |
| 4 | Program Design, Targeting, Methodology, Best Practices and Innovation | ***Narrative C:***Provide a highly descriptive narrative of the activities and services funded by the project. Who will be served by the project, what strategies will you use to identify and target services to these households? What best practices or innovations will be utilized in the project? How will you measure the positive impact this program will have on the lives of persons served? | 20 |  |
| *Up to 5 points awarded to applicants who clearly describe the core functions and purpose of the program and identify what makes your program unique in the community.*  *Up to 5 points awarded to applicants who clearly describe strategies used to identify clients and target services.*  *Up to 10 points awarded to applicants who clearly demonstrate best practices that will be incorporated into daily functions.* |
| 5 | Performance Outcome Goals and Cost Per Household Served | ***Budget and Outcomes Forms:*** assessment will be reasonableness and value; **and**, ***Narrative D*:** Why do you believe the value of the services provided is appropriate? | 10 |  |
| *Maximum points will be awarded to applicants who best describe why the services they propose to deliver at the cost for which they propose to deliver them represent the best use of public funds.* |
| 6 | Reasonable Accommodation | **Narrative E:** Please attach your agency’s reasonable accommodation policy. If your agency does not have a reasonable accommodation policy, describe the process used to request an accommodation including when would a client request reasonable accommodations; which staff would review the request and how the accommodation will be fulfilled? | 5 |  |
| *Maximum points will be awarded to applicants who attach their reasonable accommodation policy; or, applicants who best describe the process used to request the accommodation.* |
| 7 | Capacity to Report | **Narrative F:**  Describe how your agency will be able to collect reports from partner agencies and submit timely, accurate reports to TDHCA that provide performance measures, outcomes of clients, and expenditures. | 10 |  |
| *Maximum points will be awarded to applicants who best describe their capacity to report including how they will be able to deliver timely, accurate reports to the respective recipient that provide performance measures, outcomes of clients, and expenditures.* |
| 8 | Match Documentation | ***Verification of Match Commitment****:* Excel match documentation is complete and matching funds greater than or equal to the amount of requested ESG funds has been documented.  \*TCHC will score this item\* | 5 |  |
| 9 | Agency Experience, Capacity and Performance Outcomes with Federal Grant Programs | ***Narrative G:***Provide a detailed summary of the specific experience the agency has had with federal grants for the same or comparable program including sources, amounts and performance outcomes of those grants. If the agency has no federal grant history, please provide relevant experiences with other grants including sources, amounts, incomes and reporting requirements. | 5 |  |
| *Maximum points will be awarded to applicants who clearly demonstrate successful use and outcomes of federal or private funds for the same or highly comparable program type. If prior funds have been recaptured, please explain.* |
|  | **Total Points** |  | **100** |  |

Selection of Awardees and Allocation of Funds

The ESG Coordinator has developed this Application that describes the application threshold and ranking criteria that will be utilized in the ranking of projects. The ESG Coordinator will facilitate two closed meetings of the Allocations Committee for the purposes of reviewing and ranking applications. The Allocations Committee will undertake in order the following steps:

1. Rank applications by score
2. Fund applications in rank order until;
   1. All funds are allocated; or
   2. The combination of Street Outreach allocations and Emergency Shelter allocations equals 60% of available funds ($358,795.00)
3. To fully utilize all available funds, the Allocations Committee may adjust application budgets (up or down) to achieve a distribution it believes will make the most positive impact on the CoC-wide effort to address homelessness.

# Questions and Supplemental Information

As noted in the Funding Announcement and Intent to Apply Instructions, TCHC has established a webpage to serve as the official repository of information about the local application process and competition. Clarifications and corrections to the Application may be added to the website until 07/01/2019 at 12:00:00 PM; therefore, applicants are encouraged to submit their applications only after they have reviewed any supplemental information added to the webpage prior to this cutoff time for posting. The webpage address is: [http://www.ahomewithhope.org/funding-opportunities](http://www.ahomewithhope.org/funding-opportunities/).

**Questions** about the Application should be submitted by email to [tchc@ahomewithhope.org](mailto:tchc@ahomewithhope.org). Please include “ESG-19” in the subject line. As noted above, questions may be submitted until 07/01/19 at 12:00 PM.

# Funding Recommendation & Notification

The Allocations Committee will review and rank applications and make funding recommendations. TCHC will prepare the allocation decision as instructed by the Allocations Committee. TX-601 is the final local decision-making body and will notify TDHCA of the funding recommendations.

TCHC will be charged with communicating any budget or performance adjustments to applicants.

Funding recommendations will be announced to applicants and posted on the TCHC website (www.ahomewithhope.org/funding-opportunities) after the Allocations Committee has finalized their recommendation. Once TDHCA has approved the funding recommendations, TCHC will notify the applicants and post the final funding announcement on the TCHC website.

# Appeals Process for ESG Allocation Decisions

TCHC has established requirements for the form and manner of submissions for appeals from organizations seeking ESG funding through the ESG Coordinator. Failure to follow the procedures or meet the deadlines established in this process may result in denial of the appeal.

Who may appeal: Eligible applicant organizations that submitted an application to TCHC and met proposal submission requirements by the established deadline that were not awarded funds by the TX-601 Allocations Committee.

Not later than the seventh day after the Appealing Party has been notified of the ESG Coordinator’s decision, the Appealing Party must file a written appeal with TCHC. The written appeal must include specific information relating to the disposition of the application. The Appealing Party must specifically identify the grounds for the Appeal based on the disposition of the application. TCHC will convene the Allocations Committee to review the appeal. The Allocations Committee will respond in writing to the Appeal not later than the fourteenth day after the date of receipt of the Appeal. The Allocations Committee will send the final decision to the CoC Board of Directors for approval.

Appeals not submitted in accordance with this section will not be considered by the Allocations Committee.

# Appendix 1: Definitions for Proposed Outcomes

For the purpose of the FY2019 ESG Application**:**

* ***Persons to be Placed in Temporary or Transitional Housing Destinations*** refer to the persons who at program exit are projected to be placed in any of the following destinations:
* 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).

*Persons with the following destinations* ***should NOT*** *be included under* ***Persons to be Placed in Temporary or Housing Destinations****:*

1. Hospital or other residential non-psychiatric medical facility
2. Psychiatric hospital or other psychiatric facility
3. Substance abuse treatment facility or detox center
4. *Deceased*
5. *Jail, prison or juvenile detention facility*
6. *Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside*
7. *Other*
8. *With no exit interview completed*
9. *Client doesn’t know*
10. *Client refused*

* ***Persons to be Placed in Permanent Housing Destinations*** refer to the persons who at program exit are projected to be placed in any of the following destinations:
* 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 GPD TIP 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, permanent tenure.

Persons with the following destinations **should NOT** be reported under***Persons to be placed in Permanent Housing Destinations:***

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

* To project the ***Persons with non-cash benefits at program exit*,** project the persons expected to have received at program exit any the following ***Non-Cash Benefits*** listed in section 4.3 of the HMIS Data Standards:
* Supplemental Nutrition Assistance Program (SNAP)
* Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
* TANF Child Care services
* TANF Transportation services
* Other TANF-funded services
* Section 8, public housing, or other ongoing rental assistance
* Temporary rental assistance
* Other source
* To project the ***Persons with higher Income at program exit*** project the persons expected to have earned income from any of the following ***Income Sources*** listed in section 4.2 of the HMIS Data Standards from August 2014:
* 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