Request for Applications

ESG-CV-II

Funding Available: $3,820,446

Minimum Award Amount: $500,000

Funding Entity: Texas Department of Housing and Community Affairs

Grant Term: One Year

Estimated Contract Start Date: January 2021

Application Due Date: November 13, 2020

Questions to: Grants@SARAHomeless.org

Contents

Texas Department of Housing and Community Affairs (TDHCA): If awarded funding through this competition, your contract will be with TDHCA. TDHCA is the state's lead agency responsible for homeownership, affordable rental housing, community and energy assistance programs, and colonia activities serving primarily low-income Texans.

Emergency Solutions Grant (ESG) Program: ESG is a program of the Department of Housing and Urban Development (HUD) and provides funding to engage homeless individuals and families living on the street, improve the number and quality of shelters, help operate these shelters, provide essential services to shelter residents, rapidly re-house homeless individuals and families, and prevent families and individuals from becoming homeless.

Coronavirus Aid, Relief, and Economic Security (CARES) Act: On March 27, 2020, the President signed the CARES Act into law. This act allocated $4.96 billion to the ESG Program to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and prevention activities to mitigate the economic impact of coronavirus. This allocation was divided into two tranches known as ESG-CV-I & ESG-CV-II.

At Risk of Homelessness: The following is a definition of those who meet the criteria of 'at risk of homelessness' to receive homelessness prevention services through this funding.

An individual or family who has an annual income that does not exceed the Very Low-Income Limit of the area, does not have sufficient resources or support networks, and meets one of the following conditions:

- Has moved because of economic reasons two or more times in the past 60 days;
- Is living in someone else's home because of economic hardship;
- Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days;
- Is paying themselves to live in a hotel or motel;
- Lives in a single-room occupancy or efficiency apartment unit with more than two people or a larger housing unit with more than 1.5 persons per room;
- Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Also included are children/youth who do not qualify as "homeless" under ESG definitions but do qualify under the Runaway and Homeless Youth Act, Head Start Act, Violence Against Women Act, Public Health Service Act, Food and Nutrition Act, or Child Nutrition Act. Also,

children/youth and their parent/guardian who qualify as "homeless" under the McKinney-Vento Homeless Assistance Act.

You can find more information on the At Risk category in HUD's [ESG-CV notice](#).

Coordinated Entry (CE)/Homelink: Coordinated Entry (CE), known locally as Homelink, is a process to ensure that all people experiencing a housing crisis have fair and equal access to housing. Homelink also ensures that all people experiencing homelessness are quickly identified, assessed, and connected to housing and assistance based on their individual needs.

Homeless Management Information System (HMIS): An HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Haven for Hope is the San Antonio/Bexar County HMIS Lead Agency and houses the HMIS team.

Purpose

The purpose of this document is to provide information on how to apply for ESG-CV-II funding through TDHCA. TDHCA has allocated $3,820,446 in ESG-CV-II funding for San Antonio/Bexar County. SARAH was selected by TDHCA to coordinate a local competition. In this role, we:

- Create and post a local RFA
- Support an Independent Review Team (IRT) in reviewing, scoring, and ranking projects
- Submit IRT recommendation and other required materials to TDHCA

We are working closely with the City of San Antonio Department of Human Services and Bexar County Economic & Community Development Department to ensure funding and project alignment.

Project Descriptions

TDHCA is prioritizing Rapid Re-housing and Homelessness Prevention projects. You can learn more about these project types and eligible activities on TDHCA's website.

Rapid Re-Housing (RRH)

There is a need for additional RRH for individuals and families who are 1) living in congregate settings or living unsheltered and 2) vulnerable to COVID-19. RRH services include housing identification; rent, utility, and move-in assistance; and case management. Consider small caseloads (15-20 clients/case manager) and peer support or navigation positions.

Federal partners are developing resources on RRH design and implementation, which you can access here. Our technical partners at ICF will also launch a RRH training/discussion series starting in November. Agencies awarded RRH funding are expected to participate in this series. Sign-up to receive more information here.

Homelessness Prevention (HP)

HP projects assist individuals and families from entering the homeless system and/or rapidly returning to housing once homeless. Services include rental assistance, financial assistance, counseling, eviction prevention, landlord engagement, housing counseling, utility assistance, case management, housing stabilization services, family reunification services, legal services, employment services, housing location, and mediation. These projects serve both those at imminent risk of homelessness and those seeking shelter who could be diverted to avoid homelessness. See this document for ESG-CV HP eligibility.

Community partners, including SARAH's Housing Strategies Workgroup and Prevention Subcommittee, are aligning prevention/diversion efforts and preparing for the end of the eviction

moratorium on December 31, 2020. Agencies awarded HP funding are expected to participate in these efforts.

Eligibility & Minimum Requirements

Eligibility

All Eligible Applicants must be registered for a Unique Entity Identifier Number (formerly a Data Universal Numbers System - DUNS number). The UEI is requested in, and assigned by, the System for Award Management (SAM.gov).

Eligible Applicants

a. Private Nonprofit Organizations

b. A unit of Local Government

c. Public Housing Authority

Ineligible Applicants

Local Mental Health Authorities

Local Minimum Requirements

All ESG-CV-II funded projects must follow local ESG Written Standards and participate in HMIS. RRH projects must house individuals through Homelink.

HMIS

Participation in the local HMIS requires:

- Completion of New User Training for all staff who will enter data and do not currently use HMIS
- Compliance with local HMIS Policies & Procedures
- Compliance with local HMIS Data Quality Plan
- Designation of an agency HMIS Security Officer and completion of quarterly HMIS Security & Compliance Self-Audit

Applicants can include Data Collection as a budget line item. Applicants should consider requesting funds under this line item to ensure staff capacity to meet HMIS requirements.

Homelink

Participation in Homelink requires:

- Completion of day long Homelink Orientation
- Compliance with Homelink Policies & Procedures

TDHCA Minimum Requirements

ESG-CV-II funded projects must follow TDHCA regulations. These include submitting Monthly Performance Reports (MPR) and Monthly Expenditure Reports (MER).

Proposal Timeline

November 2, 2020	RFA Opens
November 5, 2020	SARAH publishes FAQ/ESG-CV information handout
November 5, 2020 3:00 PM – 4:00 PM	Office Hour with SARAH and ICF To register, email MadelineCarrola@SARAHomeless.org
November 13, 2020 11:59 PM	Application Deadline
November 18-20, 2020	IRT Questions to Applicants, as Applicable
November 23-24	Appeal Period
By November 30, 2020	SARAH Submits IRT Recommendation to TDHCA

Application Instructions

Documents Required by SARAH

These documents should be uploaded using Google Forms by Friday, November 13 at 11:59 PM.

    A. Local Application Narratives: https://www.sarahomeless.org/partner-resources/#funding-competitions

    B. Previous Participation Form: https://www.sarahomeless.org/partner-resources/#funding-competitions

    C. Two letters of support from community partners demonstrating your ability to administer the project you are applying for.

Documents Required by TDHCA

If your project is recommended for funding, TDHCA will require additional documents before your contract can be executed. You will upload these documents as part of an Application Packet via an online software system. You will have 21 days to upload these documents from the time TDHCA contacts you.

You cannot change your budget or activities from what you submit to SARAH to what you submit to TDHCA. If you change your application without prior consent from SARAH and TDHCA, your application may be disqualified.

The following documents may be required by TDHCA:

A. ESG CARES Application Worksheet: This attachment is an excel worksheet that must be completed by the Applicant to show threshold information, a proposed budget, and a proposed service area.

B. ESG CARES Certification: Certification used to review the Written Standards, termination policy, and general ESG certifications. The written standards must comply with requirements of 24 CFR §576.400. The termination policy must comply with the requirements of 24 CFR §576.402. The ESG Certifications must be executed by the Applicant.

C. Audit Certification Form (only for New Applicants): Instruction are found online at https://www.tdhca.state.tx.us/pmcomp/forms.htm.

D. Application submissions created by ESG Applicant:

    a. Written Standards: The Applicant must submit written standards that comply with the requirements of 24 CFR §576.400. Any occupancy standard set by the Subrecipient must not conflict with local regulations or Texas Property Code §92.010.

    b. Termination Policy: The Applicant must submit its policy for termination of assistance which complies with the requirements of 24 CFR §576.402.

    c. Authority to enter a Contract: The Applicant must submit a governing body action or a letter from the Board Chair or Executive Director that is signed and dated within 12 months of this Application and includes: 1. Authorization of the submission of the

Application; and 2. Title of person authorized to represent the Applicant and designated with signature authority to execute a Contract.

E. Direct Deposit Form: https://www.tdhca.state.tx.us/home-division/docs/74-176.pdf

F. Texas Identification Number: https://www.tdhca.state.tx.us/home-division/docs/AP-152.pdf

G. Information Security and Privacy Agreement (ISPA): https://www.tdhca.state.tx.us/ISPA.htm

H. Environmental clearance for units of local government:
https://www.tdhca.state.tx.us/program-services/environmental/index.htm

Scoring Criteria

TDHCA requires local competitions to consider the following scoring criteria. SARAH designed the Local Application based on these scoring criteria:

- Past expenditure rates of CoC, ESG or other grant funding
- Demonstrable history and familiarity with operating the type of activity for which it will receive funding
- Experience serving individuals and families experiencing homelessness and at severest risk of complications from coronavirus
- Previous performance of the organization in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness
- Project description and protecting the health and safety of people experiencing homelessness and slowing the spread of COVID-19
- Plan to use landlord incentives, as allowed in HUD CPD Notice 20-08
  - Signing bonuses equal up to 2 months of rent
  - Security deposits equal up to 3 months of rent
  - Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit
  - Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.
- Plan to collaborate with landlords that shows staff members identified to conduct outreach to and negotiation with owners as outlined in 24 CFR §576.105(b)

System Planning

SARAH asks several questions which will be used for system planning and will not be scored. The questions are as follows:

- Timeline for project implementation
- Estimated number of clients to be served during the one-year grant term
- Number of staff that will hired or repurposed for the project
- Whether project will target any zip codes

Zip Codes

SARAH's Data and Research Department conducted analysis to determine zip codes with the highest likely rates of eviction after the moratorium lifts on December 31, 2020. The current findings are below, however, further analysis is being conducted.

Highest Likely Rates: 78223, 78229, 78240, 78216, 78228, 78217, 78245, 78213, 78227

High Likely Rates: 78207, 78230, 78251, 78201, 78249, 78218, 78242

For more information on this analysis contact AzzaKamal@SARAHomeless.org.