



TEXAS HOMELESS NETWORK

Texas Balance of State Continuum of Care

Requesting Attachment A for TDHCA's PY 2017/2018 ESG Program Application

Revised 3/8/2017

Revised 7/3/2017

On January 9, 2017, the Texas Department of Housing and Community Affairs (TDHCA) released the Notice of Funding Availability (NOFA) for the PY 2017/2018 Emergency Solutions Grant (ESG) Program. Application materials may be found on [TDHCA's website](#).

A required piece of the application is **Attachment A: Certificate of Continuum of Care Participation & Coordination**. All Applicants must have the Attachment A form completed and signed by the CoC Lead Agency, indicating the involvement of the Applicants in CoC planning and operations and that the Applicants have consulted with the CoC about the project for which they are seeking ESG funding.

The original due date for applicants to request an Attachment A form was 3/1. But TDHCA sent an email on 3/1 saying that the due date for the applications will be extended because TDHCA has not yet received its allocation from HUD. On 6/23 TDHCA released a revised NOFA giving an application due date of July 21, 2017 by 5:00 P.M. Austin local time.

Process:

- **As soon as possible, complete and send a Letter of Intent to TDHCA. When TDHCA receives a Letter of Intent, they will send the application to you within 3 to 5 days.**
 - **Find the Letter of Intent on TDHCA's website at <http://www.tdhca.state.tx.us/home-division/esgp/applications.htm>.**
 - **Use the Application Guide on TDHCA's website at <http://www.tdhca.state.tx.us/home-division/esgp/applications.htm> to complete the Letter of Intent and the application.**

- **By 7/7 at 5:00 P.M. Submit items on the checklist on page 4 of this document to mary@thn.org.**

- **7/10-7/14: THN staff and applicants will consult about projects proposed for funding.**

- **By 7/17: THN will return your signed Att. A form.**

- **By 7/21: You will submit your complete application to TDHCA.**

More Information:

The ESG Notice of Funding Availability (NOFA) is on TDHCA's website at <http://www.tdhca.state.tx.us/nofa.htm>.

See the CoC Map below. The orange counties are in the Texas Balance of State Continuum of Care (TX BoS CoC). Applicants will submit Attachment A requests to THN and applications to TDHCA.

Budgets and performance measure targets should be proposed for 2017 and 2018.

The TX BoS CoC's funding allocation for 2017 is **\$3,134,458**.

- Single Applicants may request no less than \$100,000 per year or \$200,000 for two years, and they may request a maximum of \$150,000 per year or \$300,000 for two years.
- Collaborative Applicants may request no less than \$100,000 per year or \$200,000 for two years, and they may request a maximum of \$150,000 per year times the number of partners in the Application, with a maximum request of \$600,000 per year or \$1,200,000 for two years.

CoCs and ESG recipients and subrecipients are required to work together in many ways.

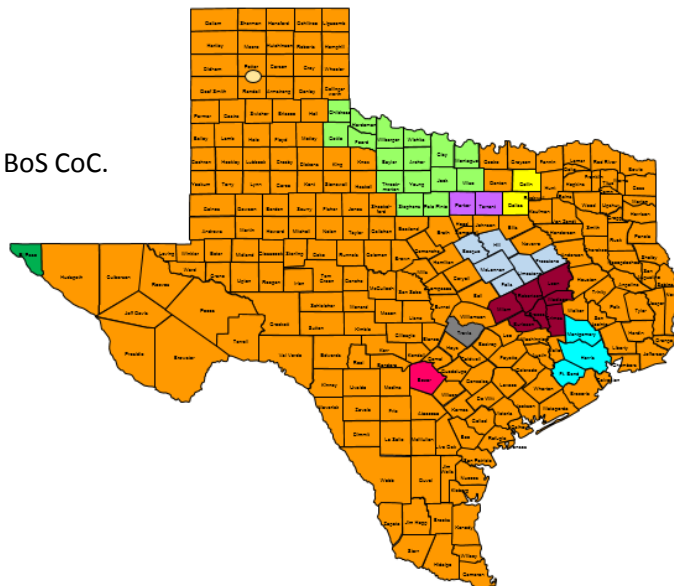
- ESG subrecipients must enter data on all persons served and all activities provided under ESG in the TX BoS CoC's HMIS or a comparable database.
- ESG subrecipients must participate in the TX BoS CoC's Coordinated Entry System.
- ESG subrecipients must ensure that their ESG Program-funded project's written standards comply with and include the TX BoS CoC's Written Standards for Coordinated Entry and for Rapid Re-Housing Projects.

See these resources for more information:

- [ESG Interim Rule, 24 CFR Part 576](#)
- [CoC Interim Rule, 24 CFR Part 578](#)
- [Coordination and Collaboration for CoCs and Con Plan Jurisdictions](#)

Continuum of Care (CoC) Map

Counties in orange are in the TX BoS CoC.



TX BoS CoC's Answers for State ESG Attachment A			
	#	Question	How THN will determine the answer
Participation	1	Indicate the frequency of the organization's participation in CoC general meetings from January 1 - December 31, 2016. Note: the number of "total scheduled CoC meetings" should be the number of publicly posted CoC general meetings and, therefore, will be the same # for all forms completed by the CoC regardless of the applicant named.	The TX BoS CoC held 8 "CoC general meetings" in 2016. [From Jan. through Sept., those meetings were called the "Representative Planning Group (RPG) Meetings." From Oct. through Dec., those meetings were called the "CoC General Meetings."] THN staff will use attendance records from the meetings to determine whether anyone from the Applicant agency had participated in the meetings.
	2	Was the organization involved in the January 2017 Point-In-Time (PIT) Count? (i.e., agency staff or volunteers assisted in planning or conducting the count, assisted in volunteer training, or submitted data on PIT shelter population)	THN staff will use the record of which agencies and which communities participated in the 1/26/2017 PIT Count.
Coordination	3	Did the organization listed above consult with the CoC while preparing their 2017 TDHCA ESG Application and its proposed activities?	When applicants submit required materials to THN and hold a consultation session with THN staff, they will be considered to have consulted with the CoC.
	4	Do the organization's proposed ESG activities align with the CoC's priorities for serving persons experiencing homelessness and person at-risk of homelessness? If the proposed ESG activities do not align with the CoC's priorities for serving person experiencing homelessness and persons at-risk of homelessness, <u>briefly</u> explain why.	If the proposed activities are allowable under ESG, and the Applicant agrees to meet all ESG Program requirements, THN will consider the activities to align with the CoC's priorities. The TX BoS CoC's priorities follow <i>Opening Doors</i> and HUD's Continuum of Care Program.
	5	Does the organization listed above use the Coordinated Entry (a.k.a. Coordinated Assessment or Coordinated Access) established by the CoC? This only applies if the CoC has established a Coordinated Entry process. Otherwise, N/A should be checked. If yes, please explain organization's participation in Coordinated Access.	Coordinated Entry (CE) is being piloted in the CoC in Brownsville, Corpus Christi, Denton, Harlingen, Lubbock, Texarkana, and Tyler. Applicants that are 1.) in the CE pilot communities AND 2.) are conducting CE assessments in HMIS or are taking CE referrals will receive an answer of "yes." All other Applicants will receive an answer of "N/A." THN staff will use HMIS records to determine which agencies will receive which answer and how each agency receiving a "yes" is participating.

For questions or assistance with this process, contact Mary Rychlik, CoC Manager, at mary@thn.org or 512-861-2180.

TX BoS CoC Guidance for Requesting Attachment A for PY 2017/2018 ESG Funding from TDHCA

Document Checklist

Fill in this form and submit it and all the other materials listed below to THN. Submit documents by emailing mary@thn.org and attaching either the Excel worksheets of:

- ESG Application Part 1, Program Description
- ESG Application Part 2, Contract History and Budget
- ESG Application Part 3, Performance