

# ESG CARES Orientation for New Grantees

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January 27, 2021

## Training Presenters

Dr. Alonzo Peterson  
ESG CARES Trainer  
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ESG CARES Specialist  
Naomi Cantu  
Homeless Programs Manager

## 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](mailto:esg@tdhca.state.tx.us)

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## Training Objectives

- To gain a better understanding of the ESG Annual Program
- To gain a better understanding of the ESG CARES Program
- To better understand the eligible uses of ESG Annual and CARES funds
- To gain a better understanding of the waivers and additional eligible activities now provided by the HUD Notice and how they might impact your program

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## Areas of Analysis

- Contract process
- ESG Basics
- ESG CARES Basics
- Program Delivery Waivers/Requirements
- Additional Eligible Activities
- Documentation
- TDHCA website Tour
- FAQ

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## ESG Contract Process

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## Contracting Process

- Board Action Request for awards passed January 14, 2021
- Contracts sent via docusign
  - Contract contact asked to initial budget and performance via docusign
  - Executor asked to sign via docusign

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## Can we start spending funds?

- Contract dates January 14, 2021-March 31, 2022
- Pre-award cost are eligible on most activities from March 13, 2020
  - Project based rental assistance can only start drawing funds based on environmental clearance date
- ESG CARES is reimbursement based
- Will receive Housing Contract System access to submit monthly reports

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## ESG Basics



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### What being funded through ESG means

- Your organization submitted an application to address a problem in your community
- Your organization designed a program to address the problem in your community using one of the ESG program components
- Your agency submitted documentation to show your agency is up to task of addressing this problem in your community
- Your local COC recommended your organization's application and approach to addressing the problem in your community

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## What is ESG

- ESG provides shelter and services to help persons experiencing homelessness or persons at-risk of homelessness regain housing stability.



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## ESG and TDHCA

- Federal funding:
  - U.S. Department of Housing and Urban Development (HUD) Program
- Texas Department of Housing and Community Affairs (TDHCA) funds local organizations to provide services
  - Program participants do not apply to TDHCA directly
- ESG Annual Allocation:
  - TDHCA receives approximately \$9.6 million annually
  - Applications released in the spring/summer yearly

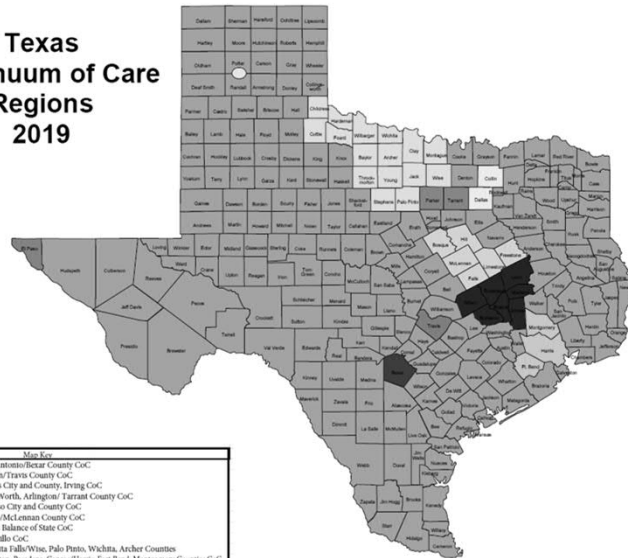
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## Eligible Entities

- Private nonprofit organizations
  - 501(c)(3)
- Units of local governments
  - Cities and counties
- Public housing authorities
  - For ESG Coronavirus Aid, Relief, and Economic Security (CARES) Act only.
  - Not eligible for ESG annual allocation funds

## Continuum of Care

### Texas Continuum of Care Regions 2019



## ESG Regulations

### Key Reference Material

Code of Federal Regulations, 24 CFR Part 576

§576.400-409—Program Requirements

§576.500-501—Grant Administration

Texas Administrative Code, 10 TAC §7.2, §7.8, §7.42, §7.44

ESG Program Guidance Page: <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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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## Eligible households for Homeless Prevention or Rapid Re-housing

- Meet at-risk of homelessness definition:
  - Webinar: At-risk of Homelessness Definition and Recordkeeping
- Meet homeless definition:
  - Webinar: Homeless Definition and Recordkeeping
- <https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

### Updates since webinars:

- Income level at 50% Area Median Income for Homeless Prevention
- Re-evaluation once every six months for Homeless Prevention (not annually or every 3 months)

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## Eligible Units for Homeless Prevention and Rapid Re-housing

- Meet rent reasonableness standard
  - Webinar: ESG and HOME TBRA Rent Reasonableness  
<https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>
- Meet habitability requirements
  - Webinar: Minimum Habitability Standards

Updates since webinars:

- Fair Market rate does not apply for ESG CARES.
- Habitability can be virtual until safe to do in person.

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## Reminder: Homeless prevention and eviction moratorium

- Eviction moratoria acts as a resource to prevent the loss of housing.
- Household may not qualify for Homelessness Prevention under:
  - At Risk of Homelessness -- Category 1c ("Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance") or
  - Homeless—Category 2 definition ("The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance.")
- A household may still qualify for homelessness prevention under these definitions without an eviction action.
- Legal Aid protections may exist (case by case)

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## Reminder: Homeless prevention and eviction moratorium (cont'd 2)







- Familiarize yourself with the CDC Eviction Moratorium and Declaration
  - <https://www.cdc.gov/coronavirus/2019-ncov/covid-eviction-declaration.html>
  - Consider connecting clients who are ineligible to the Declaration Form
  - Prepare for how your agency will prepare to handle the end of the moratorium

COVID-19

**Homeless System Response:**  
 Eligibility During Eviction Moratoria

During an eviction moratorium, Emergency Solutions Grants (ESG) homelessness prevention resources for COVID-19 response may be used for individuals or families:

- ☐ Whose incomes do not exceed Very Low Income for the area; **AND**
- ☐ Who do not have sufficient resources or support networks to avoid emergency; **AND**
- ☐ Who meet ONE of the following criteria described below:

	<input type="checkbox"/> <b>Multiple Moves</b> Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for assistance; OR
	<input type="checkbox"/> <b>Doubled-Up</b> Is living in the home of another because of economic hardship; OR
	<input type="checkbox"/> <b>Hotel/Motel</b> Lives in a hotel or motel and the cost is not paid for by charitable organizations or by federal, state, or local government programs for low-income individuals; OR
	<input type="checkbox"/> <b>Overcrowded Housing</b> Lives in a single room occupancy (SRO) or efficiency apartment unit where two or more persons reside or where there are more than one-and-a-half persons per room; OR
	<input type="checkbox"/> <b>Exiting Institution</b> Is exiting a publicly funded institution or system of care (e.g., jail, prison, psychiatric hospital, etc.); OR
	<input type="checkbox"/> <b>Other Situations of Housing Instability</b> 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.

A child or youth (as well as their parent(s) or guardian(s), if living with them) may also qualify as eligible if considered homeless under other federal statutes and meet additional criteria (see "homeless" definition at § 8.02.03.02).

This resource is prepared by technical assistance providers and intended only to provide guidance. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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## Reminder: Homeless prevention and eviction moratorium (cont'd 3)







- HUD on other forms of eligibility
  - There may be other ways that clients may qualify for HP services
  - <https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Eligibility-During-Eviction-Moratoria.pdf>

COVID-19

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## Legal Service Providers

- Legal Aid of NorthWest Texas:  
<https://internet.lanwt.org/locations>
- Texas RioGrande Legal Aid:  
<https://www.trla.org/offices>
- Lone Star Legal Aid:  
<https://lonestarlegal.blog/offices/>
- Please assist with documentation for:
  - the definition of homelessness/at-risk of homelessness met
  - income level documentation
  - habitability inspection
  - and evidence of receipt of lead-based paint disclosures.

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## ESG CARES BASICS



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## CARES BASICS

- The CARES Act made \$3.96 billion available for the Emergency Solutions Grants Program nationally and about \$97 million has been allocated to TDHCA
- The purpose of the funds is to prevent, prepare for, and respond to coronavirus

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## ESG CARES BASICS

- Prepare for, prevent, and respond to COVID-19
- One-time allocation notice in March:
  - Approximately \$33 million
  - Funds awarded
  - All program components eligible
- One-time allocation notice in June:
  - Approximately \$64 million
  - Funds awarded
  - Limited to homeless prevention and rapid re-housing

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## Goals/Priorities of the CARES Program

- Provide essential services to promote: independent living, sobriety, employment, self-sufficiency, and residential stability
- Treatment and other activities are not to be included as a requirement
- Prioritize households based on need
- Use CARES funds to prevent the spread of COVID 19
- Use CARES funds to quickly provide needed housing connections

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## Eligible Uses of ESG

- Street Outreach
- Emergency Shelter
- Homelessness Prevention\*
- Rapid Re-housing\*
- Homeless Management Information System (HMIS)\*
- Administration\*

\*Eligible for CARES II funding

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### HP/RRH Financial: 24 CFR §576.105 (a)

- Rental application fees
- Security deposits
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs
- Broken lease due to an emergency transfer

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### HP/RRH Services: 24 CFR §576.105(b)

- Housing search and placement
  - Assessment
  - Action plan to locate housing
  - Housing search
  - Outreach/negotiation with owners
  - Assistance with applications/leases
  - ESG/ESG CARES unit compliance
  - Help with utility/moving arrangements
  - Tenant counseling
- Housing stability case management
  - Coordinated assessment
  - Counseling
  - Securing benefits
  - Monitoring/evaluating Program Participant progress
  - Housing and Service Plan
  - Re-evaluations
- Mediation
- Legal services
- Credit repair

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### HMIS/HMIS comparable database: 24 CFR §576.107(a)(1)\*

- Purchasing or leasing computer hardware, software, or software licenses;
- Purchasing or leasing equipment or office space;
- Obtaining technical support;
- Electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
- Paying participation fees charged by the HMIS Lead.
- Paying salaries for operating HMIS, including:
  - Completing data entry analysis;
  - Monitoring and reviewing data quality;
  - Reporting to the HMIS Lead;
  - Training staff on HMIS; and
  - Implementing and complying with HMIS requirements;
- Paying staff travel costs to conduct intake

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### Administration: General management, oversight and coordination 24 CFR §576.108

- Preparing/amending program budgets and schedules
- Developing systems for assuring compliance;
- Developing interagency agreements and contractors to carry out program activities;
- Monitoring program activities;
- Preparing reports;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives; and
- Managing or supervising persons performing monitoring, third-party contracts (e.g., audit services), costs for goods and services.

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## Grant Administration

- Recipients may use up to 5% of the grant for administrative costs
- The match requirement is waived for ESG CARES




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## Grant Administration: Program Income

- Program income includes any gross income received by the Subrecipient, its Affiliate, or their subcontractor directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the Contract Term.
- 10 TAC §7.43(c): Security and utility deposits must remain with the Program Participant, and if returned, is to be returned only to the Program Participant.
- PI may be treated as an addition to the recipient's or subrecipient's grant; otherwise, it must be deducted from allowable costs as provided by 2 CFR 200.307(e)(1).

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## Program Delivery Requirements and Waivers

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### Program Delivery Requirements and Waivers Overview

- Time limit for rental assistance
- Low barrier assistance
- Fair Market rent requirements waived
- Maximum periods of assistance waived
- Housing Stability Case Management (HP and RR) waived
- Coordination with other homeless and mainstream service providers waived
- Re-evaluation for HP

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## Program Delivery Requirements: Time Limit for Rental Assistance

- ESG CARES First Allocation: 24 months of rental assistance
  - Rental arrears of up to 6 months are included in the 24 months of assistance
- ESG CARES Second Allocation: 12 months of rental assistance
  - Rental arrears of up to 6 months are allowed in addition to the 12 months of assistance.



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If a participant receives rental assistance in CARES I  
can they get assistance in CARES II?



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YES!!!!

- Only up to 12 months of rental assistance in ESG CARES 1 plus ESG CARES 2.
- Rental arrears of up to 6 months can be in addition to the 12 months of assistance through ESG CARES 2.



### Program Delivery Waivers: Max Periods of Assistance

- Program Participants reaching the 24-month maximum during the period beginning January 21, 2020 and ending February 28, 2021 may receive an additional 6 months of assistance for Housing Relocation and Stabilization Services costs and rental assistance.
- This applies to homeless prevention and rapid-rehousing participants



## Key Reminders: Rental Arrears

- ESG CARES and ESG Annual both allow rental arrears payments
- ESG Annual and CARES will allow a one-time payment of up to 6 months of assistance along with associated late fees
- If you have not offered rental arrears in the past or offered them, but offer fewer than six months you may want to consider adjusting your written standards to address this community need



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## Program Delivery Waivers: Low Barrier Assistance

- Individuals and families who are homeless or at-risk of being homeless may not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, rental assistance, or other services.



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## Program Delivery Waivers: Case Management

- The Homeless Prevention and Rapid Re-housing requirement that case managers must meet on a monthly basis with program participants receiving homelessness prevention or rapid re-housing assistance is waived.
- However, recipients must continue to make housing stability case management and other appropriate services available and accessible.

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## Key Reminder: Area Median Income

- ESG Annual: Homelessness Prevention has an Area Median income of 30% AMI
- ESG CARES: Area Median Income limit increased to Very Low-income limit for the area (50% AMI) in the definition of "at risk of homelessness."
- This change allows more participants to receive assistance to address the rental concerns created by the pandemic
- Reminder:
  - No income requirement for rapid re-housing upon entry
  - Upon re-evaluation, income requirement is still 30% AMI for rapid re-housing

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## Program Delivery Waivers: Fair Market Rent

- The requirement that rent not exceed the Fair Market Rent is waived
- Rent must still comply with HUD's standards of rent reasonableness
- ESG and HOME TBRA Rent Reasonableness training:  
<https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

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## Program Delivery Waivers: Coordination with other targeted homeless services

- To ensure funds are deployed quickly to address the immediate public health crisis and prevent the spread of coronavirus, the coordination requirements at 24 CFR 576.400(b) are waived
- System and program coordination with mainstream resources are waived to ensure funds are deployed quickly to address the immediate public health crisis and prevent the spread of coronavirus, the coordination requirements at 24 CFR 576.400(c) are waived.

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## Program Delivery Waivers: Re-evaluation every six months for HP

- Re-evaluations for homelessness prevention will be required not less than once every six months, instead of every three months.
- Applicable until March 31, 2022.



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## Additional Eligible Activities

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## HUD Notice 20-08: Additional Eligible Activities Overview

- Landlord Incentives\*
- Hazard Pay\*
- Hotel/Motel Cost Expansion
- HMIS Lead Activities
- Temporary Emergency Shelter\*
- Volunteer Incentives\*
- Disease Prevention and Mitigation Training\*

\*Must be tracked separately on Monthly Expenditure Report

(available under ESG CARES 1: Handwashing Stations and Portable Bathrooms, Hotel/Motel Cost Expansion, Temporary Emergency Shelter)

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## Additional Eligible Activities: Landlord Incentives

- Landlord Incentives
  - Eligible in the amount of up to 3 months of contract rent:
    - (i) Signing bonuses equal to up to 2 months of rent;
    - (ii) Security deposits equal to up to 3 months of rent;
    - (iii) 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; and,
    - (iv) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

The landlord incentives can be charged under homeless prevention or rapid re-housing.

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## How to use landlord incentives

- Signing Bonuses
  - For new (initial) leases or lease renewal only
  - Up to 2 months of contract rent
- Security Deposits
  - For new (initial) leases or lease renewal only
  - Equal up to 3 months of contract rent

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## Signing Bonus in Rent Restricted Units

- Signing Bonuses and Rent Restricted Units
  - Rent Restricted program must allow for signing bonuses
  - For lease renewal, the lease must be within sixty days of the lease term or in month-to-month tenancy.
  - Landlord must provide written documentation of a current lease violation that would serve as good cause not to renew the lease

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## How to use landlord incentives (cont. 2)

- Paying the cost to repair damages incurred by the program participant
  - That are 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
- Costs of repairs, cleaning, and maintenance cannot be caused by normal wear and tear
- Cost breakdowns of charges for repairs, cleaning, and maintenance are required before a payment can be made to a landlord.

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## How to use landlord incentives (cont. 3)

- Using the Landlord Incentive Form
  - An addendum to the Rental Assistance Agreement Form
  - Includes fields to list out the contract rent and amount for each type of landlord incentive
  - Signed by Subrecipient, Landlord, and Program Participant(s)

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## Additional Eligible Activities: Hazard Pay

- Provide hazard pay for subrecipient staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at-risk of homelessness.
- Must be tracked separately
- The hazard pay can be charged under each program component: street outreach, emergency shelter, homeless prevention or rapid re-housing



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## Additional Eligible Activities: HMIS Costs

- HMIS costs may be used beyond where they are related to collecting data on ESG program participants and ESG program activities to the extent they are necessary to help the geographic area prevent, prepare for, and respond to coronavirus.
- Recipients that are not the HMIS Lead may pay for eligible HMIS costs either directly or by sub-granting to the HMIS Lead if the HMIS Lead is an eligible Subrecipient to the extent that costs are necessary to help address coronavirus.

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## Training on Disease Prevention and Mitigation

- CARES funds may be used for training on infectious disease prevention and mitigation for staff
- The training can be charged under each program component: street outreach, emergency shelter, homeless prevention or rapid re-housing



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## Additional Eligible Activities: Volunteer Incentives

- Street Outreach, Emergency Shelter, Rapid Re-Housing, and Homelessness Prevention funds may be used to provide reasonable incentives to volunteers (e.g., cash or gift cards) who have been and are currently helping to provide necessary services during the coronavirus outbreak.
- The ESG Subrecipient should take into account the Volunteer Protection Act and any liability issues.

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## Differences between ESG CARES 1 and 2

### ESG CARES 1

- Up to 24 months of rental assistance
  - Six months of rental arrears included
- Hotel/motel cost expansion
  - Receiving RRH or PSH and charged under emergency shelter
- Use of emergency shelter until September 30, 2022

### ESG CARES 2

- Up to 12 months of rental assistance
  - Six months of rental arrears in addition
- Hotel/motel cost expansion not eligible
- Emergency shelter not eligible under current contracts

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## ESG CARES Documentation



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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
- Termination Policy
- Language Access Plan
- Affirmative Outreach
- Reasonable Accommodation
- Affirmative Fair Housing Marketing Plan
  - Project-Based Rental Assistance only
- Emergency Transfer Plan
- Single Audit
- Environmental Clearance
  - Done by TDHCA unless local government
- Inventory List
- Other documentation in 24 CFR §576.500

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## Client Level Documentation & Forms OVERVIEW

### Required TDHCA Form

- Rental Assistance Agreement
- 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
- Landlord Incentive Agreement Form – New!

### Additional Required Documentation Subrecipient can create their own version

- Intake Application, Including Homeless and At-Risk Definition
- Documentation of Ineligibility
- Income Determination Forms
  - Declaration of Income Statement
  - Certification of Zero Income
- Income Certification
- Income Screening Tool
- Rent Reasonableness
  - Includes Utility Allowance Worksheet
- Request for Unit Approval
- Lease
- Written Notice of Beneficiary Rights

## Finding Program and Client Level Forms on the Program Guidance Page

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

Home » HOME DIVISION » ESGP » ESG - Program Guidance for Solutions Funds

**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](mailto:esg@tdhca.state.tx.us) with their questions.

**Quick Links** (Links to information on this page)

- COVID-19 Federal and State Resources and Guidance
- Regulations
- **Subrecipients to Email Links**
  - **Forms**
  - Data Collection and Reporting
  - Tools and Guides
  - Frequently Asked Questions

**Forms**

**Program Administration**

- Audit Certification Form (PDF)
- ESG Annual Budget and Match Amendment Form (XLS)
- ESG CARE'S Budget Amendment Form (XLS)
- Housing Contract System Access Request Form for Homeless Programs (DOC fillable)
- Indirect Cost Rate Worksheet (XLS)
- ESG Inventory List Tools and Equipment (DOC fillable)
- ESG Public Referral Information Form (DOC fillable)
- Texas Identification Number (PDF)
- Vendor Agreement (DOC)
- Direct Deposit Authorization Form (PDF)
- ESG CARES 2 Certifications (DOC fillable)

**Client and Unit Forms**

*Required Forms as applicable*

- Declaration of Income Statement Form (DOC) and Guidance (DOCX)
- Lead-Based Paint Hazards Disclosure (PDF)
- Lead-Based Paint Hazards Brochure ([www.epa.gov](http://www.epa.gov))
- Rental Assistance Agreement (DOCX) (Spanish) (DOC)
- Violence Against Women Act – TDHCA's Notice of Occupancy Rights based on HUD form 5380 (DOCX) Spanish (DOC)
- Violence Against Women Act – Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD Form 5382) Spanish (DOC)

*Subrecipient May Create own Versions of Forms Below*

- Certification of Zero Income (DOC) Spanish (DOC)
- Income Certification (Spanish) (DOC) and Instructions (PDF)
- Income Screening Tool (Spanish) (DOC)
- Request for Unit Approval (Spanish) (DOC)
- Violence Against Women Act – Notification Certification Spanish (DOC)

## COVID-19 Documentation

- Per HUD, connection to coronavirus response is at the activity level, not the household level
- Homelessness Prevention and Rapid Re-housing can accomplish one or all three of the COVID response categories: prevent, prepare and respond.
- Consider both public health needs as well as addressing economic impact caused by coronavirus

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## ESG Documentation Addition

- 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 the program participant enrolls in any HUD program or activity

Update since the webinar: Written Notice of Beneficiary Rights

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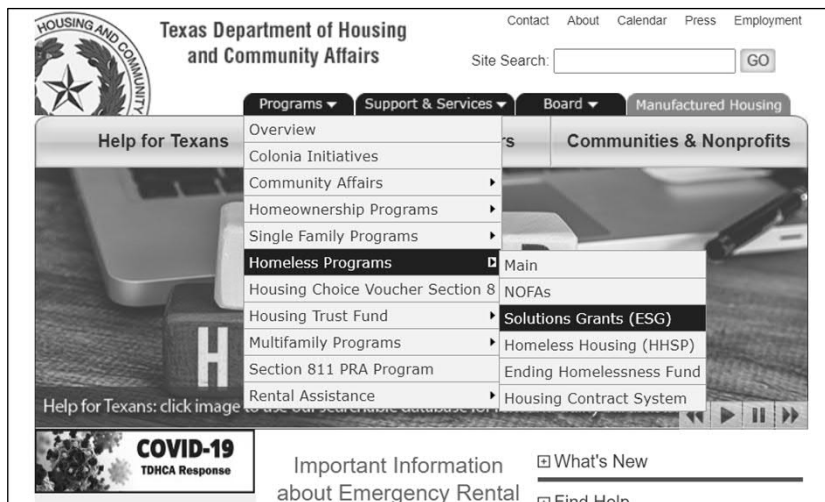




## TDHCA Website Tour

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## Website Tour: Navigating to the ESG Program Page



<https://www.tdhca.state.tx.us/>

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## Website Tour: The ESG Program Page

- [Program Guidance](#)
- [Subrecipient Email List](#)
- [Housing Contract System](#)
- [ESG Video Library](#)

The screenshot shows the Texas Department of Housing and Community Affairs website. The main heading is "Emergency Solutions Grants (ESG) Program". On the left sidebar, there are several menu items: "Program Guidance: Solutions Funds", "Join Subrecipient Email List", "TDHCA Housing Contract System", and "ESG Video Library". The main content area includes a "Quick Links" section with links to "Program Description", "Eligible Activities", "Agencies offering ESG services in Texas", "Applying for Funding", and "Strategic Goals". Below that is a "Program Description" section and a section titled "ESG Coronavirus Aid Relief and Economic Security (CARES) Act".

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

## Website Tour: Navigating Program Guidance

**Quick Links** (Links to information on this page)

- [COVID-19 Federal and State Resources and Guidance](#)
- [Regulations](#)
- [Subscribe to Email Lists](#)
- [Forms](#)
- [Data Collection and Reporting](#)
- [Tools and Guides](#)
- [Frequently Asked Questions](#)

The screenshot shows the Texas Department of Housing and Community Affairs website. The main heading is "Emergency Solutions Grants (ESG) Program: Guidance for TDHCA Subrecipients". On the left sidebar, there are several menu items: "Program Guidance: Solutions Funds", "Join Subrecipient Email List", "TDHCA Housing Contract System", and "ESG Video Library". The main content area includes a "Quick Links" section with links to "COVID-19 Federal and State Resources and Guidance", "Regulations", "Subscribe to Email Lists", "Forms", "Data Collection and Reporting", "Tools and Guides", and "Frequently Asked Questions". Below that is a section titled "Coronavirus (COVID-19) Federal and State Resources and Guidance" and a section titled "HUD Guidance on disease risk and prevention".

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

## Website Tour: ESG Video Library

Home » HOME DIVISION » ESGP » ESG - Video Library

Emergency Solutions Grants Program

ESG Main

NOFAs

Program Guidance: Solutions Funds

ESG Subrecipient Menu

Join Subrecipient Email List

TDHCA Housing Contract System

Compliance Division

Resources

Ending Homelessness Fund

Application Materials

Related Websites

ESG Video Library

Free file viewers  
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Emergency Solutions Grants (ESG) Program: Video Library

ESG Webinar Training Video Archive

Windows Media Player is required. [Expand All](#) | [Collapse All](#)

- ▶ 2020 ESG Annual Implementation
- ▶ ESG CARES Implementation
- ▶ Income Eligibility Training
- ▼ ESG Webinars

ESG webinars are topic-specific technical assistance and guidance for ESG Subrecipients. The webinars are often presented by Texas Department of Housing and Community Affairs' staff, and can also feature guest speakers, and peer-to-peer learning. Interested parties may sign up for notices regarding ESG webinars and other ESG-related notices online via [TDHCA's email list](#). For specific questions regarding ESG, please email [esg@tdhca.state.tx.us](mailto:esg@tdhca.state.tx.us).

Archived ESG Webinars	
<a href="#">At-Risk of Homelessness Definition and Recordkeeping</a>	00:46:19
<a href="#">At-Risk of Homelessness Definition and Recordkeeping (PDF)</a>	
<a href="#">Calculating Assets - February 3, 2016</a>	00:51:59

### Examples of past webinars:

- At-Risk of Homelessness Definition and Recordkeeping
- ESG Compliance Monitoring
- ESG Documentation
- ESG and HOME TBRA Rent Reasonableness
- Homelessness Definition and Recordkeeping
- Language Access Plans
- Minimum Habitability Standards
- Income Eligibility

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

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Q & A

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When can I start spending?



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When can I start spending

- Spending before the contract is executed is a risk
- Pre-award costs are eligible on most activities as early as March 13, 2020
- ESG Annual and ESG CARES are reimbursement based programs

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Does TDHCA have any other webinars I should listen to?



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Does TDHCA have any other webinars I should listen to

- YES!!!!
- Webinars are available on:
  - At-Risk of Homelessness Definition and Recordkeeping
  - ESG CARES HUD Notice 20-08
  - ESG Compliance Monitoring
  - ESG Documentation
  - ESG and HOME TBRA Rent Reasonableness
  - Homelessness Definition and Recordkeeping
  - Language Access Plans
  - Minimum Habitability Standards
  - Income Eligibility

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What rules do I need to follow?



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## Rules to Follow

- Your agency's written standards are the rules you need to follow
- TDHCA provides guidelines and guidance
- Please make sure your entire is following the rules outlined in your written standards

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## Possible Written Standards Updates



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## Suggested Written Standards Updates

- Rental Arrears of up to six months
- Low Barrier Assistance
- Case Management Waiver
- 50% AMI for Homelessness Prevention
- 12 months of rental assistance
- 6 month re-evaluation for HP rental assistance
- Landlord Incentives

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How do I do inspections in a COVID 19 world?



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## Habitability

- Inspections do not have to be done in person
- Staff or staff designee must be able to virtually inspect evidence of the unit's condition and document compliance in the program participant's file
- Staff should resume full in person inspections once it is safe to do so

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Is personal protective equipment an eligible expense?



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## PPE

- PPE is an eligible expense under the street outreach and emergency shelter components
- Please contact your local health department to see if your community has PPE available for free to conserve you ESG resources

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## Final Suggestions

- Review your written standards and make any updates to needed to better describe your program and your processes
- Send TDHCA a copy of any written standards updates made
- Spend some time on the TDHCA website reviewing guidance and the webinars
- Be responsive to all TDHCA communication
- Sign up for our list serv to stay up to date on all things TDHCA
- Feel free to reach out if you have questions by using the esg email address

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## THANK YOU

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Questions?

EMAIL US AT: [ESG@TDHCA.STATE.TX.US](mailto:ESG@TDHCA.STATE.TX.US)



TDHCA

Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
1	Contract Management	Are there any penalties for late reports?	Per 10 TAC §7.5(c), “Subrecipients must submit a Monthly Performance Report and a Monthly Expenditure Report through the Contract System not later than the last day of each month which reflects performance and expenditures conducted in the prior month.” TDHCA currently uses late reporting as a scoring factor in evaluating ESG applications. If you are behind on report submissions, please contact TDHCA at <a href="mailto:esg@tdhca.state.tx.us">esg@tdhca.state.tx.us</a> to discuss.
2	Contract Management	Can you clarify the availability of requesting funds prior to providing the direct financial assistance? I recall reading that subrecipients would be allowed to request a month of funding prior to the first month of administering rental assistance.	ESG CARES is a reimbursement program. Costs are reimbursed on a monthly basis. Regarding rental assistance payments, the ESG CARES Subrecipient will be under contract, and therefore incur a cost monthly once they have existing rental assistance agreements with the program participant and landlord. TDHCA can pay upcoming monthly obligations based on the incurred cost. The rental payment on these rental assistance agreements is considered incurred and may be requested from TDHCA before the payment is due, as long as funds received by the ESG CARES Subrecipient are paid within 10 days of receipt from TDHCA.
3	Contract Management	Once your docusign is signed and submitted how long before you can draw down money.	The routing of the contract via Docusign is one of final steps required before draw can be submitted. Once the contract is executed, please allow approximately 10 days to receive access. If requested or needed, you may submit a Housing Contract System (HCS) access form, which allows the authorized signatory to indicate which staff is empowered to enter or enter/submit reports on behalf of your organization.
4	Documentation	Are the Client level documents required if only using landlord incentive expenditures? Or will we only be required to get the Landlord Incentive Agreement form?	All client level documents will be required if using landlord incentives.

Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
5	Documentation	Can you tell us more about the Affirmative Fair Housing Marketing plan?	<p>Affirmative Fair Housing Marketing Plans are required for project-based rental assistance. Note that Affirmative Outreach is for all ESG CARES components.</p> <p>Per 10 TAC §7.10(c)(1):                      “Affirmative Fair Housing Marketing Plan. Subrecipients providing project-based rental assistance must have an Affirmative Fair Housing Marketing Plan created in accordance with HUD requirements to direct specific marketing and outreach to potential tenants who are considered "least likely" to know about or apply for housing based on an evaluation of market area data. Subrecipient must comply with HUD's Affirmative Fair Housing Marketing and the Age Discrimination Act of 1975.”</p> <p>Per 10 TAC §7.10(c)(3): “Affirmative Outreach. If it is unlikely that outreach will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the Subrecipient must establish policies and procedures that target outreach to those persons. Subrecipient must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Subrecipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis.”</p>
6	Documentation	What does Activity level not household level mean?	<p>“Activity level” is often the same as program component. Documentation for COVID-19 prevention, preparation and response efforts can be made for each program component, and does not have to be at the household level.</p>

Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
7	Documentation	I don't see the Landlord Incentive Form listed on Quicklink/Forms? Where can we find that agreement?	The landlord incentive form is now available at <a href="https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm">https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm</a> .
8	Documentation	Is there a webinar or session specifically for forms?	The webinar "ESG Documentation" can be found online at <a href="https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm">https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm</a> . Examples of forms that could be of use to your program can be found on our program guidance page <a href="https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm">https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm</a> . The forms listed on the program guidance page support the documentation requirements discussed in the webinar.
9	Eligibility	Also if an eviction is filed in spite of moratorium can we then pay rental arrears?	Even if an eviction is filed, the household may still be eligible to use the CDC Eviction Moratorium Declaration and provide copies to the landlord and the court. Please reach out to us with any eligibility examples that you believe to be an exception to the CDC Eviction Moratorium.
10	Eligibility	If we provide services for only 12 months, do we need to do the annual recertification for income?	For rapid re-housing, the reevaluation is no less than once annually per 24 CFR §576.401(b). If assistance ends before the need for reevaluation is due, then the reevaluation does not have to be done.  There is a different reevaluation timeline for homelessness prevention. With the HUD waiver as a result of COVID-19, re-evaluations for homelessness prevention will be required not less than once every six months (instead of once every 3 months). This waiver applies from April 5, 2020, to the end of your ESG CARES 2 contract on March 31, 2022.
11	Eligibility	Is there a re-evaluation for RRH?	Rapid rehousing reevaluation is no less than once annually per 24 CFR §576.401(b). No income is required upon entry into the program, but participants must meet the 30% AMI requirement upon reevaluation and lack sufficient resources and support networks necessary to retain housing without ESG CARES assistance.

Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
12	Eligibility	Is there any work around that will allow us to pay HP for rental arrears. Families are losing housing in spite of moratorium.	There are other ways to qualify for homelessness prevention even with the eviction moratorium. Please visit: <a href="https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Eligibility-During-Eviction-Moratoria.pdf">https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Eligibility-During-Eviction-Moratoria.pdf</a>
13	Eligibility	Can we purchase bus passes with this funding?	The funding for CARES 2 has been programmed for homeless prevention and rapid re-housing. Transportation, including bus passes, may be eligible costs under street outreach and emergency shelter, which are not in any CARES 2 contracts.
14	Eligibility	If a person is about to be evicted, are we expected to pay their rent to prevent them from being homeless and then wait for our reimbursement?	ESG is a reimbursement grant so expenses must be incurred by the subrecipient in order to be eligible for reimbursement. Please see the contract management Question #2 above for more details.
15	Eligibility	Who does the eviction moratorium cover?	<p>Below are some of the resources that may aid your organization in navigating eligibility for the eviction moratorium.</p> <p><b>CDC</b></p> <ul style="list-style-type: none"> <li>• CDC Eviction Moratorium landing page: <a href="https://www.cdc.gov/coronavirus/2019-ncov/covid-eviction-declaration.html">https://www.cdc.gov/coronavirus/2019-ncov/covid-eviction-declaration.html</a> (Updated January 29, 2021) <ul style="list-style-type: none"> <li>○ Here you can access the CDC Order, the Tenant Declaration form in English and Spanish, and FAQ's.</li> </ul> </li> </ul> <p><b>Legal Aid Providers</b></p> <p>The three main legal aid providers of Texas (listed below) have various tools for tenants to determine whether or not they may be protected by utilizing the CDC Declaration. We encourage you to reference the resources below as you guide your staff in making</p>

#	Topic:	Question:	Answer:
			<p>appropriate eligibility determinations during the eviction moratorium.</p> <ul style="list-style-type: none"> <li>• <u>Texas RioGrande Legal Aid</u> <ul style="list-style-type: none"> <li>○ COVID-19 Housing Resource page: <a href="https://www.trla.org/housing-covid19">https://www.trla.org/housing-covid19</a></li> <li>○ CDC Eviction Order information: <a href="https://www.trla.org/cdc-eviction-order">https://www.trla.org/cdc-eviction-order</a></li> </ul> </li> <li>• <u>Legal Aid of NorthWest Texas</u> <ul style="list-style-type: none"> <li>○ COVID-19 Resource page: <a href="https://internet.lanwt.org/COVID-19">https://internet.lanwt.org/COVID-19</a></li> </ul> </li> <li>• <u>Lone Star Legal Aid</u> <ul style="list-style-type: none"> <li>○ COVID-19 Eviction Resources page: <a href="https://lonestarlegal.blog/covid-19-eviction-resources/">https://lonestarlegal.blog/covid-19-eviction-resources/</a></li> </ul> </li> <li>• <u>Stop TX Eviction</u> tool                             <ul style="list-style-type: none"> <li>○ Stop TX Eviction is a collaboration between three legal aid providers and the state legal aid support center, Texas Legal Services Center.</li> </ul> </li> </ul> <p><b>HUD ESG TA</b></p> <ul style="list-style-type: none"> <li>• <u>Definition for “At Risk of Homelessness”</u></li> <li>• <u>Homeless System Response: Eligibility During Eviction Moratoria</u> (Published January 11, 2021): <a href="https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Eligibility-During-Eviction-Moratoria.pdf">https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Eligibility-During-Eviction-Moratoria.pdf</a></li> <li>• <u>Homeless System Response: ESG Homelessness Prevention Eligibility During Eviction</u> (Published July 17, 2020): <a href="https://files.hudexchange.info/resources/documents/COVID-19-Grants-Management-ESG-Homelessness-Prevention-Eligibility-During-Eviction-Moratoria.pdf">https://files.hudexchange.info/resources/documents/COVID-19-Grants-Management-ESG-Homelessness-Prevention-Eligibility-During-Eviction-Moratoria.pdf</a></li> </ul>

Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
16	Reporting	Can you re-clarify- you can only enter one draw request at a time, and should wait to submit a draw request once the past request is approved?	Yes. You may draft your next draw request at any time in the Housing Contract System, but cannot submit the next draw until the prior request has been approved and processed.
17	Reporting	How long will it take for reimbursement to be returned to an agency's account? How long does it normally take to get a request for draw approved?	From the date of submitting a draw request to when it is dispersed, it may take anywhere from 5-10 business days if there are no deficiencies on the draw. If you believe your payment has been delayed due to a processing error, please reach out to us at <a href="mailto:esg@tdhca.state.tx.us">esg@tdhca.state.tx.us</a> for further inquiry.
18	Reporting	How soon are funds released after the approval?	Funds should be released within 2-5 business days after the approval process is complete. If you believe your payment has been delayed due to a processing error, please reach out to us at <a href="mailto:esg@tdhca.state.tx.us">esg@tdhca.state.tx.us</a> for further inquiry.
19	Reporting	Is all of this reporting required if we are only using these funds for landlord incentives?	Reporting is required for the program component (i.e. Rapid Rehousing) regardless of what types of assistance are provided.
20	Reporting	Is apricot approved for signing documents and holding all documents or do hard copies and files for auditing purposes be required?	Electronic signatures are allowed except when a document requires a notary. Any software that meets the requirements of 24 §576.500 recordkeeping and reporting requirements may be used to retain client level documents.
21	Reporting	Regarding pre-award costs, can those be included if we submit the report at the end of March?	Please reach out to us at <a href="mailto:esg@tdhca.state.tx.us">esg@tdhca.state.tx.us</a> to confirm dates you are including in your first draw request with pre-award costs.



Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
22	Reporting	Should we submit Admin expenses for the current month even though we have not yet begun to serve clients, reporting all MPR fields as "0"?	If you have eligible costs without accompanying program participant performance, the performance report will be submitted with all zeroes.
23	Reporting	To clarify, for special populations, we are looking at all clients not just head of households, is that correct?	Correct. Special Population categories are for all persons. Each Special Population category should reflect the unduplicated number of Program Participants who are persons meeting the criteria for that particular category. Program Participants may be included in more than one Special Population category.
24	Reporting	Will the budget be hard-coded or will it have to be input in the MER?	In the Monthly Expenditure Report (MER), you will automatically be able to see the existing budget amounts for each category. In each budget category line item, the amount awarded will be reflected in the first column; the amount drawn to date will be reflected in the next column, and the available balance in the following column.
25	Reporting	To clarify, there are monthly performance and expense reports, and there is also a quarterly report, and an annual report due?	<p>Sage quarterly reports are required to be submitted by Victim Service Providers and Legal Service Providers using a comparable database. If you <u>are</u> a Victim Service Provider or Legal Service Provider using a comparable database, you will receive outreach before the end of each quarter to coordinate uploading the appropriate files directly into Sage.</p> <p>If you are <u>not</u> a Victim Service Provider or Legal Service Provider, and your agency uses an HMIS, you are not responsible for coordinating quarterly Sage reporting since it is completed by your HMIS Lead in your CoC.</p>

Questions and answers from ESG CARES 2 Implementation from New Subrecipients

#	Topic:	Question:	Answer:
26	Reporting	So the supplemental report is only due if there are deficiencies, then?	The supplemental report for ESG CARES is for any corrections made to the monthly report. One reason to utilize the supplemental report is if there are deficiencies to correct in the MPR. However, you may utilize the Supplemental Report to submit corrections for any errors you find that you have made in entering values after submitting the report. Please note that approved MER's cannot be adjusted - please contact us if you find errors in values you submitted in an approved MER.