



FY 2015 TDHCA EMERGENCY SOLUTIONS GRANT PROGRAM FUNDING ANNOUNCEMENT AND PRE-APPLICATION INSTRUCTIONS

Funding Announcement

The Fort Worth/ Arlington/ Tarrant Area Continuum of Care ([map](#)) selected the Tarrant County Homeless Coalition (TCHC) to serve as the Collaborative Applicant for the Texas Department of Housing and Community Affairs (TDHCA) Emergency Solutions Grant Program. TCHC has been [awarded \\$682,714.00](#) from TDHCA for the 2015 program which will run from October 1, 2015 – September 30, 2016. Organizations providing housing and services within the Continuum of Care are invited to participate in a competitive process to receive funding as a sub-recipient.

Pre-application Instructions

A pre-application must be submitted to TCHC in advance of the competition. The pre-application will be used to identify organizations that intend to apply for funding and to determine eligibility for contracting with the State of Texas. Forms are accessible via the TCHC Funding Opportunities webpage: <http://www.ahomewithhope.org/funding-opportunities/>.

Pre-application Contents

- ___ **1. Signed Pre-application Cover Sheet.** The pre-application cover sheet includes attestations and contact information to facilitate communications between applicants and TCHC.
- ___ **2. Agency Information Form.** Collects required contact information for TDHCA including [Data Universal Numbering System](#) (DUNS) number and [Central Contractor Registration](#) (CCR) CAGE Codes.
- ___ **3. Board of Directors or Oversight Officials Roster.** Identifies and records contact information of the individuals with governance and fiduciary oversight over the activities of the applicant.
- ___ **4. TDHCA Previous Participation Forms.** The Uniform Previous Participation Form are available on the TDHCA website (<http://www.tdhca.state.tx.us/pmcomp/forms.htm>). Guidance from TDHCA includes:
 - The form must be submitted for **all** board (or council/commission) members.
 - The form must be submitted for **all** Executive Directors.
 - The form must be completed for **all** persons with signature authority, including any staff.
 - The organization may pre-enter information, such as contract numbers and program names, but the form itself should be reviewed by the individual named on the form. The purpose of this is to ensure that the person completing the form is able to add any information on program participation that the organization itself may not be aware of. Ensure that any handwriting is legible. Print words instead of writing in cursive.
 - Once you have all the applicable completed forms, bundle/ scan them all as one single PDF document for submission with the pre-application.

Pre-application Submission

Document submission will be accomplished via email to TCHC@ahomewithhope.org. Documents must be in PDF format and scanned/ bundled documents must be legible. Group and divide the submission documents into four files, one for each numbered item in the contents section above. Use a naming convention that includes: 2015 TxESG PreApp – Agency Identifier – Document Reference; for example, “2015 TxESG PreApp – TCHC – Previous Participation Forms”.

Pre-application Deadline

The deadline for submission of completed pre-applications is **September 2, 2015 at 5:00pm**.

Application Information

TCHC has created a webpage to serve as the official repository of information about the local application process and competition. Questions, clarifications, notices, and documents will be posted to: <http://www.ahomewithhope.org/funding-opportunities/>.

The TCHC website contains the most recent version of the [CoC Policies and Procedures](#). Information is available on the TDHCA website about HUD’s [Emergency Solutions Grant Program](#) generally and the TDHCA program in particular. Applicants for new or renewal funding are strongly encouraged to [register for email updates](#) on funding opportunities and other, relevant information from TCHC.

Address questions about this pre-application to tchc@ahomewithhope.org. Please include **ESG-15** in the subject line.