



FORT WORTH/ ARLINGTON/ TARRANT COUNTY CONTINUUM OF CARE TX-601
FY2015 TDHCA EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
REQUEST FOR PROPOSALS (RFP)

APPLICATION DEADLINE: September 18, 2015 5:00 pm (CST)
FUNDS AVAILABLE: \$682,714
MINIMUM GRANT: \$80,000
PROJECTS STARTUP: October 1, 2015
GRANT SERVICE AREA: Tarrant and Parker Counties, Texas

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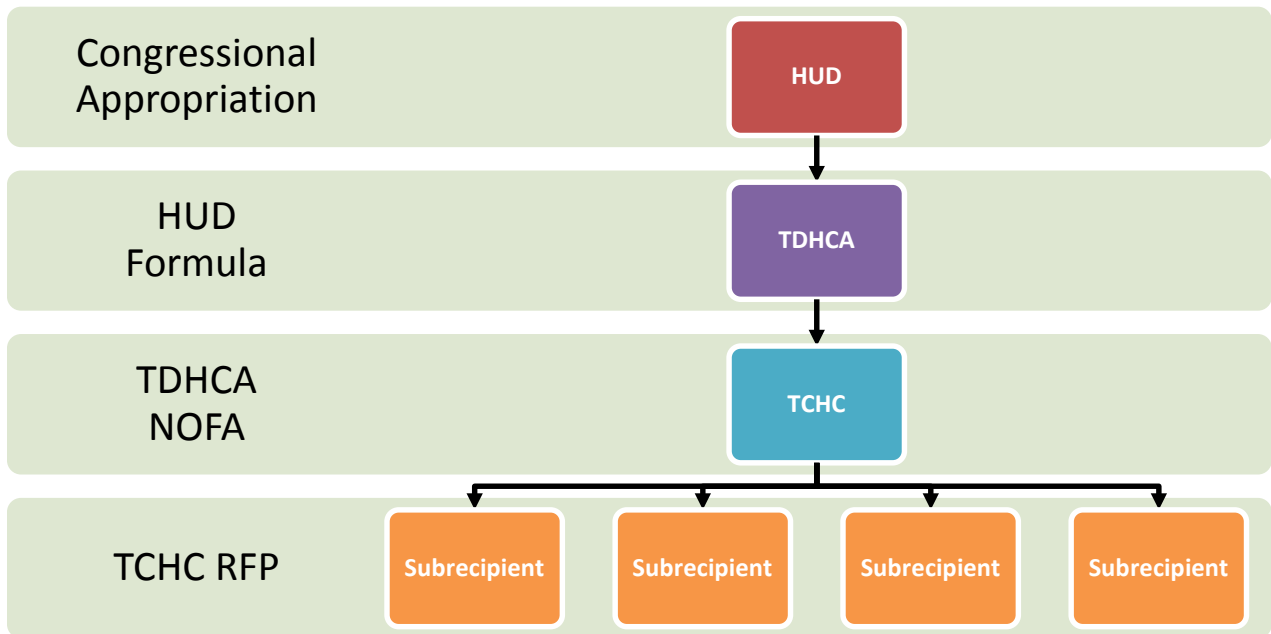
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# Introduction

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 representative agency.

TCHC has again been awarded funding directly from TDHCA for the Federal Fiscal Year 2015 ESG program. TCHC will distribute and administer \$682,714.00 for programs that will run from October 1, 2015 – September 30, 2016.

**Figure 1. Mechanisms and flow of ESG funding from HUD through TDHCA, TCHC to subrecipients.**



The funding available under this Request for Proposals is provided to TCHC on conditions prescribed by TDHCA; consequently, many of the documents, terms, application forms, and procedures included in this RFP were originally developed or referenced by TDHCA as part of their Notice of Funding Availability (NOFA), issued earlier in this calendar year.

## TDHCA NOFA: Incorporation and Annotations

This Request for Proposals incorporates the *Emergency Solutions Grant Notice of Funding Availability Federal Fiscal Year 2015 Rev. 03/17/2015* 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 lead and collaborative applicants;

therefore, TCHC is providing the following annotations to clarify the applicability of the State's NOFA to the local RFP and provide comments. The TDHCA NOFA is available on the TCHC website: <http://www.ahomewithhope.org/wp-content/uploads/ESG-15-008-NOFA-from-TDHCA.pdf>.

**The headings in blue font below follow the TDHCA NOFA section headings.**

## Overview (PDF page 3)

The overview section of the NOFA *is not applicable* to the TCHC RFP.

## ESG 2015 NOFA and Application Timetable (PDF page 4)

The timeline in the NOFA *is not applicable* to the TCHC RFP. The timeline for this RFP is posted on the TCHC website: <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.

## Background (PDF page 4)

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: <http://www.ahomewithhope.org/wp-content/uploads/CoC-Policy-and-Procedures-Manual-TX-601-August-13-APPROVED.pdf>.

## TDHCA's ESG Strategic Goals (PDF page 6)

In addition to the State goals, applicants are reminded that the TX-601 Board of Directors has adopted the following *Continuum of Care Objectives* for 2014 – 2015:

- 1. Increase Progress Towards Ending Chronic Homelessness**
  - 1.1. Increase the supply of Permanent Supportive Housing beds
  - 1.2. Increase the portion of existing beds dedicated for the chronically homeless to 85%
  - 1.3. Increase turnover of CoC PSH beds through achievement of housing independence
- 2. Increase Housing Stability**
  - 2.1. Increase the number of persons that exit PSH programs into permanent housing
  - 2.2. Increase preventative and primary health, mental health and behavioral health care
  - 2.3. Expand outreach and rapid rehousing for homeless women
- 3. Increase Incomes of Program Participants**
  - 3.1. Increase access to critical documents
  - 3.2. Increase training and job skills opportunities
  - 3.3. Increase employment opportunities

#### **4. Increase Participants Obtaining Mainstream Benefits**

- 4.1. Increase access to SSI/SSDI benefits for persons with disability
- 4.2. Increase access to SNAPs/TANF/WIC
- 4.3. Increase access to VA benefits

#### **5. Use Rapid Rehousing to Reduce Family Homelessness**

- 5.1. Increase the supply of rapid rehousing from CoC Program and Emergency Solutions Grants
- 5.2. Convert more transitional housing programs into rapid rehousing
- 5.3. Prioritize families for rapid rehousing through the Coordinated Assessment System

<http://www.ahomewithhope.org/wp-content/uploads/CoCSP-Final.pdf>

### **Eligible Applicant Organizations** (PDF page 8)

The following organizations submitted complete pre-applications before the required deadline and are eligible to submit an application in response to this RFP:

1. AIDS Outreach Center
2. Goodwill Industries of Fort Worth
3. Presbyterian Night Shelter
4. SafeHaven of Tarrant County
5. The Salvation Army Mabee Center
6. Arlington Life Shelter
7. Catholic Charities of Fort Worth
8. YWCA Fort Worth & Tarrant County

### **Grant Period** (PDF page 11)

The performance period for funds awarded under this RFP will be October 1, 2015 – September 30, 2016. Given the short window to launch new programs, applicants are encouraged to plan performance outcomes and budgets with care.

### **Award Amounts** (PDF page 11)

TX-601 has been awarded \$682,714. TCHC will earn an administrative fee of \$28,779.90 making the total of funds available for awards under this RFP \$653,934.10.

The minimum grant application for the TX-601 competition is \$80,000. The maximum grant application for the TX-601 competition is \$196,000.

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. More information is available in the “Selection of Awardees and Allocations of Funds” section below.

### **Application Review Process** (PDF page 15)

The “Application and Review Process” section of the NOFA *is not applicable* to the TCHC RFP. Information submitted to TCHC as part of the pre-application process has been forwarded to TDHCA for review. 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 CPRC 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 Community Projects Review Committee (CPRC) may contact an applicant to clarify application content. Communications between applicants and the CPRC will be exclusively through TCHC. Unsolicited information will not be considered.

## Ranking of Applications (PDF page 16)

The “Ranking of Applications” section of the NOFA **is not applicable** to the TCHC RFP. The Community Projects Review Committee, appointed by the Continuum of Care Board of Directors will evaluate applications utilizing the same scoring criteria and point scale from the 2014 competition.

	Scoring Category	Measurement	Points Available	Points Awarded by CPRC
1	Completeness of Application	Checklist scored by TCHC staff on coversheet	10	
2	CoC Priorities & Program Purposes	<i>Narrative A:</i> Identify the CoC Objectives your program proposes to address and how they achieve the program purposes of the Emergency Solutions Grant (reference p. 3-4 of the RFP)	20	
3	Coordination with Existing Programs	<i>Narrative B:</i> Describe the coordination of your proposed program with services provided by other agencies and how the coordination will improve the lives of your clients as measured by your program outcomes	20	
4	Program Design, Targeting, Methodology, Best Practices and Innovation	<i>Narrative C:</i> 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 are the specific steps for a household to receive the services? What best practices or innovations will be utilized in the project?	20	
5	Performance Outcome Goals and Cost Per Household Served	<i>Part I Budget and Outcomes Forms:</i> assessment will be reasonableness and value; <b>and</b> , <i>Narrative D:</i> Why do you believe the value of the services provided is appropriate?	15	
6	Match Documentation	<i>Form 1.9 Verification of Match Commitment:</i> Form is complete and matching funds greater than or equal to the amount of requested ESG funds has been documented	10	

7	Agency Experience, Capacity and Performance Outcomes with Federal Grant Programs	<i>Narrative E:</i> Provide a detailed summary of the specific experience the agency has had with federal grants 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.	10	
	<b>Total Points</b>		<b>100</b>	

## Selection of Awardees and Allocation of Funds (PDF page 16)

The “Selection of Awardees and Allocation of Funds” section of the NOFA describes the process TDHCA used to allocate funding across the State, including to TX-601. The Community Projects Review Committee will undertake the following steps:

- 1) Rank applications by score
- 2) Fund applications in rank order until;
  - a. All funds are allocated; or
  - b. The combination of S.O. allocations and E.S. allocations equals 60% of available funds (\$409,628.40)
- 3) If the remaining available funds are insufficient to fully fund the next qualifying application, the CPRC may adjust funding (up or down) to achieve a distribution it believes will make the most positive impact on the CoC-Wide effort to end homelessness.

## Questions and Supplemental Information

As noted in the Funding Announcement and Pre-application 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 RFP and application may be added to the website until 9/17/2015 at 12:30:00 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/>.

**Questions** about the RFP and Application should be submitted by email to [tchc@ahomewithhope.org](mailto:tchc@ahomewithhope.org). Please include “ESG-15” in the subject line. As noted above, questions may be submitted until 9/17/15 at 12:30 PM.

## Presentations to the CPRC

The CPRC will provide applicants an opportunity to give a five minute introductory presentation on their projects at a public meeting. The date and time of the meeting will be included in the timeline posted on the TCHC webpage. The presentations will be exclusively oral (no PowerPoint presentations or handouts) and will be delivered in order that applications were received.

## **Funding Decisions and CoC Board Approval**

The Community Projects Review Committee will review and rank applications and make funding decisions. TCHC will prepare the allocation decisions as instructed by the CPRC. The allocations will be posted on the TCHC website and distributed to applicants and the CoC Board of Directors as soon as possible after the conclusion of the CPRC deliberations. The CoC Board of Directors will vote to accept the decisions of the CPRC. The CPRC is the final decision making body; the CoC Board of Directors may direct TCHC to make minor budgetary corrections consistent with HUD rules and TDHCA guidelines as needed. TCHC will be charged with communicating budget adjustments to applicants.

## **Contracts**

Per TDHCA requirements, the TCHC, as the representative agency, must enter into a written agreement with all sub recipients to which ESG funds will be allocated. Obligation for contract performance including proper documentation of eligible activities, expenses, and match will be transferred to the subrecipient.

## **Appeals Process for CoC ESG Allocations Decisions**

TDHCA has established requirements for the form and manner of submissions for appeals from organizations seeking ESG funding through the representative agency. 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 the ESG RFP and met proposal submission requirements by the established deadline that were not awarded funds by the Tarrant County Homeless Coalition (Representative Agency).

The applicant (Appealing Party) must provide evidence that demonstrates an error on the part of the representative agency in not awarding the grant. Documentation submitted by the applicant must include:

- a. evidence from the application supporting the applicant's claim that the project application met eligibility and quality thresholds set forth in the representative agency's proposal submission requirements;
- b. documentation that the application was improperly scored or ranked; and;
- c. evidence that the applicant believes the representative agency failed to follow its selection priorities set forth in the representative agency's proposal submission requirements which resulted in the project not being funded (e.g., selecting a lower-ranked similar project).

Not later than the seventh day after the Appealing Party has been notified of the representative agency's decision, the Appealing Party must file a written appeal with the TDHCA Executive Director. Pursuant to the requirements of 10 TAC Chapter 1, Subchapter A §1.7, 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. Upon receipt of an Appeal, staff shall prepare an Appeal file for TDHCA's Executive Director. The Executive Director shall respond in writing to the Appeal not later than the fourteenth day after the date of receipt of the Appeal.

If the Appealing Party is not satisfied with the Executive Director's response to the Appeal, they may appeal in writing directly to the Board of the TDHCA within seven days after the date of the Executive Director's response. In order to be placed on the next Board agenda, the appeal must be received by the Department at least fourteen days prior to the next scheduled Board meeting. Appeals requested under this section received after the fourteenth calendar day prior to the Board meeting will be scheduled at the next subsequent Board meeting. The Executive Director shall prepare an Appeal file for the board's review based on the information provided. If the Appealing Party receives additional information after the Executive Director has denied the Appeal, but prior to the posting of the Appeal for Board consideration, the new information must be provided to the Executive Director for further consideration or the Board will not consider any information submitted by the Applicant after the written Appeal. New information will cause the deadlines in this subsection to begin again. The Board will review the Appeal de novo and may consider any information properly considered by the Department in making its prior decision(s).

In instances in which the Appeal, if sustained by the Board, would have resulted in an award to the Appealing Party, the Application shall be approved by the Board contingent on the availability of similar fund mechanisms. If no funds are available in the current year's funding cycle, then the Applicant may be awarded funds from the next year's available funding or from the pool of deobligated funds at the discretion of the Board. If the Appeal is denied, the Department shall notify the Applicant of the decision.

Appeals not submitted in accordance with this section will not be considered by the Board, unless the Board, in the exercise of its discretion, determines there is good cause to consider the appeal. The decisions of the Board are final.

## General Instructions

### Completing the Application

- The Application is a fillable document and all questions must be completed within the space provided. All questions must be answered: whenever a section of the Application does not apply to the proposed activities or the Applicant organization, write Non-Applicable or N/A.
- Applications should be submitted copier ready: 8.5 inches x 11 inches, white background, legible font, one inch margins and no tabs, bindings, pre-folded brochures or cover letters. Incomplete applications will not be accepted.
- TCHC reserves the right to request additional information to verify any information presented in the Application.

### Submitting the Application

- One hard copy of the application must be received at the TCHC offices, located at 1201 E. 13<sup>th</sup> Street, Ft Worth, TX 76102 (located inside of the Ft Worth Housing Authority building) and one electronic copy must be submitted to [tchc@ahomewithhope.com](mailto:tchc@ahomewithhope.com) by the deadline.
- All Application documents must be submitted no later than September 18, 2015 by 5:00 p.m. Central Standard Time.

### Applying for Rehabilitation and Renovation Funds or Project-Based Rental Assistance

- All ESG activities require some level of environmental review. Applicants who plan to request Rehabilitation and Renovation ESG funds under 24 CFR §576.102(a)(2) or Project-Based Rental



Assistance under 24 CFR §576.106 as part of their application must e-mail tchc@ahomewithhope.org prior to submitting the Application to inquire about the different levels of environmental review that may be required.

## Required Narratives

For the following narratives, re-state each question in your response. The total page limit for all narratives shall not exceed five pages.

**Narrative A:** Identify the CoC Objectives your program proposes to address and how they achieve the program purposes of the Emergency Solutions Grant (reference p. 3-4 of the RFP).

**Narrative B:** Describe the coordination of your proposed program with services provided by other agencies and how the coordination will improve the lives of your clients as measured by your program outcomes.

**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 are the specific steps for a household to receive the services? What best practices or innovations will be utilized in the project?

**Narrative D:** Why do you believe the value of the services provided is appropriate?

**Narrative E:** Provide a detailed summary of the specific experience the agency has had with federal grants 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.

# Appendix 1: Definitions for Proposed Outcomes

For the purpose of the 2015 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**:*

- x. Hospital or other residential non-psychiatric medical facility
  - x. Psychiatric hospital or other psychiatric facility
  - x. Substance abuse treatment facility or detox center
  - x. *Deceased*
  - x. *Jail, prison or juvenile detention facility*
  - x. *Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside*
  - x. *Other*
  - x. *With no exit interview completed*
  - x. *Client doesn't know*
  - x. *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**:

- x. Hospital or other residential non-psychiatric medical facility
  - x. Psychiatric hospital or other psychiatric facility
  - x. Substance abuse treatment facility or detox center
  - x. *Deceased*
  - x. *Jail, prison or juvenile detention facility*
  - x. *Place not meant for human habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside*
  - x. *Other*
  - x. *With no exit interview completed*
  - x. *Client doesn't know*
  - x. *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 from August 2014:
    - ✓ 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

## Appendix 2: Sample Detailed Budget and Outcomes for Collaborative Applicant

### Sample Detailed Budget and Outcomes for Street Outreach Activities

Budget Line Item and Method of Calculation	Line Item Total	Outputs and Outcome Measures	Proposed Target
<b>Collaborative Partner: Hope's Door, Inc</b> Outreach caseworker: (\$36,000 year x 100%) Medications: (30 clients x \$155 each) Medications: (30 clients x \$155 each) Transportation: (35 bus passes x \$20/pass) + (10 taxi fares x \$40/fare) Cell phone cost for outreach caseworker (\$60/month x 12 months)	\$36,000	<b>1.3 Street Outreach Clients :</b> Unduplicated number of persons to be served with ESG or ESG Match Street Outreach (SO) funds	130
	\$4,650		
	<b>MATCH</b>		
	\$1,100	<b>1.3.1. Case Management:</b> Unduplicated number of SO clients to receive case management	60
	\$720	<b>1.3.2. Housing Destination:</b> Unduplicated number of SO clients who will be placed in temporary or transitional housing destinations or permanent housing destinations	45
<b>TOTAL STREET OUTREACH FUNDS REQUESTED:</b>	<b>\$42,470</b>		

## Sample Detailed Budget and Outcomes for Emergency Shelter Activities

Budget Line Item and Method of Calculation	Line Item Total	Outputs and Outcome Measures	Proposed Target	
<b>Collaborative Partner: Women's Center of NE TX Essential Services</b> Caseworker: (\$36,000 year x 100%) Medicines: (30 clients x \$155 each) Transportation: (40 bus passes x \$20/pass) + (10 taxi fares x \$40/fare) Job Skills Training: (20 clients x 250) Education Assistance: (60 persons X \$500 each) Childcare: (20 children x \$300 a month x 2 months) Childcare: (20 children x \$300 a month x 2 months)  <b>Collaborative Partner: Women's Safe Haven</b> Substance Abuse Services (contractual) (\$2,000 X 10 persons) Mental Health Services & Family and Individual Counseling (contractual) (\$225 session X 30 sessions)  <b>Collaborative Partner: Women's Center of NE TX Rehabilitation and Renovation</b> Roof Replacement** (Labor \$15,000 and material \$15,000) <b>Shelter Operations</b> Security System: (\$50 month x 50% x 12) Furnishings: 10 mattresses and bed frames (\$400 each x 10 at 100%) Liability Insurance: (\$233 month x 50% x 12) Computers (2 computers @ \$950 each) Refrigerators (2 @ 1,494 each) Refrigerators (2 @ 1,494 each)	\$36,000	<b>1.4 Emergency Shelter Clients:</b> Unduplicated number of persons to be served with <i>ESG</i> or <i>ESG Match</i> Emergency Shelter (ES) funds	120	
	\$4,650		<b>1.4.1 Housed or Served in Shelters:</b> Unduplicated total number of ES clients to be housed in your emergency shelters or to be served in your day shelters.	120
	\$1,200	<b>1.4.2 Essential Services:</b> Unduplicated number of ES clients to be served with essential services		120
	\$5,000			<b>1.4.3 Case Management:</b> Unduplicated number of ES clients who will receive case management
	\$30,000	<b>1.4.4. Permanent Housing Destination:</b> Unduplicated number of ES clients who will exit to Permanent Housing Destinations	45	
	\$12,000		<b>1.4.5. Non-Cash Benefits:</b> Unduplicated number of ES clients who will have more non-cash benefits at program exit than at program entry	35
	<b>MATCH</b>			
	\$20,000			
	\$6,750			
	\$30,000			
\$300				
\$4,000				
\$1,398				
\$1,900				
\$2,988				
<b>MATCH</b>				
<b>TOTAL EMERGENCY SHELTER FUNDS REQUESTED:</b>	<b>\$156,186</b>			

## Sample Detailed Budget and Outcomes for Homelessness Prevention Activities

Budget Line Item and Method of Calculation	Line Item Total	Outputs and Outcome Measures	Proposed Target
<b>Lead Agency: Center Point, Inc</b> <b>Housing Relocation and Stabilization Services</b> Caseworker: (\$29,200 year x 20%) Mediation with landlords: (subcontract) (5 clients X \$250) Legal Services to Maintain Housing: (2 clients x \$750)  Legal Services to Maintain Housing: (2 clients x \$750) Credit Repair services: (3 households x \$350/household )  <b>Rental Assistance</b> Short-Term Rental Assistance: (10 households X \$650 avg./month rent X 2 months) Medium-Term Rental Assistance: (10 households X \$650 avg./month rent X 4 months)		<b>1.5. Homeless Prevention Clients:</b> Unduplicated persons to be served with <i>ESG</i> or <i>ESG Match</i> Homelessness Prevention (HP) funds	50
	\$5,840	<b>1.5.1. Rental Assistance:</b> Unduplicated HP clients to receive rental assistance	20
	\$1,250	<b>1.5.2. HRSS - Financial Assistance:</b> Unduplicated HP clients to receive financial assistance	0
	\$1,500	<b>1.5.3. HRSS – Housing Search and Placement:</b> Unduplicated HP clients to receive housing search and placement services	10
	<b>MATCH</b> \$1,050	<b>1.5.4. HRSS – Housing Stability Case Management:</b> Unduplicated HP clients to receive housing stability case management	50
		<b>1.5.5. Maintaining Permanent Housing:</b> Unduplicated number of HP clients who at program exit will have maintained their Permanent Housing Destination	50
	\$13,000	<b>1.5.6. Maintaining Housing after Three Months:</b> Unduplicated number of HP clients who after program exit will have maintained their housing for 3 months or more	50
	\$26,000	<b>1.5.7. Higher Income:</b> Unduplicated number of HP clients who will have higher income at program exit than at program	10
		<b>1.5.8. Non-Cash Benefit:</b> Unduplicated number of HP clients who will have more non-cash benefits at program exit than at program	20
	<b>TOTAL HP FUNDS REQUESTED:</b>	<b>\$48,640</b>	

## Detailed Budget and Outcomes for Rapid Re-Housing Activities

Budget Line Item and Method of Calculation	Line Item Total	Outputs and Outcome Measures	Proposed Target
<p><b>Lead Agency: Center Point, Inc</b>  <b>Housing Relocation and Stabilization Services</b>            Caseworker: (\$36,000 year x 100%)            Security Deposits: (15 households X \$650 avg.)            Moving Costs: (15 households x \$235 avg.)  <b>Moving Costs: (15 households x \$235 avg.)</b>            Utility Deposits: (15 households X \$400 avg./household)            Credit Repair services: (30 households X \$300 household)            Last month's rent (30 households X \$650 avg./month rent X 1 month)            Legal Services to resolve problem preventing clients to obtain housing:            (5 clients x \$750 per client)</p> <p><b>Financial Assistance:</b>            (security deposits: 10 households x \$650/household)            (utility deposits: 15 households x \$100/household)            (utility payments: 10 households x \$200/household)</p> <p><b>Rental Assistance</b>            Short-term: (80 households X \$650 avg./month rent x 2 months)            Medium-term: (30 households x \$650 avg./month rent x 4 months)</p>		<p><b>1.6. Rapid Re-housing Clients:</b>            Unduplicated persons to be served with <i>ESG</i> or <i>ESG Match</i> Rapid Re-Housing (RRH) funds</p>	120
	\$36,000	<p><b>1.6.1. Rental Assistance:</b> Unduplicated RRH clients to receive rental assistance</p>	110
	\$9,750		
	\$3,525	<p><b>1.6.2. HRSS - Financial Assistance:</b>            Unduplicated RRH clients to receive financial assistance</p>	30
	<b>MATCH</b>		
	\$6,000	<p><b>1.6.3. HRSS - Housing Search &amp; Placement Services:</b>            Unduplicated RRH clients to receive housing search and placement services</p>	110
	\$9,000		
	\$19,500	<p><b>1.6.4. HRSS - Housing Stability Case Management:</b> Unduplicated RRH clients to receive housing stability case management</p>	120
	\$3,750	<p><b>1.6.5. Permanent Housing Destination:</b>            Unduplicated RRH clients who at program exit will have a Permanent Housing Destinations</p>	110
\$6,500			
\$1,500	<p><b>1.6.6. Maintaining Housing:</b>            Unduplicated RRH clients who after program exit will have maintained their housing for 3 months or more</p>	90	
\$2,000			
	<p><b>1.6.7. Higher Income:</b>            Unduplicated RRH clients who will have higher income at program exit than at program entry</p>	20	
\$104,000			
\$78,000	<p><b>1.6.8. Non-Cash Benefits:</b>            Unduplicated RRH clients who will have more non-cash benefits at program exit than at program entry as a result of receiving <i>ESG</i> Rapid Re-housing assistance</p>	20	
<b>TOTAL RAPID RE-HOUSING FUNDS REQUESTED:</b>	<b>\$276,025</b>		

### Sample Detailed Budget for HMIS Activities

Budget Line Item and Method of Calculation	Line Item Total
<b>Lead Agency: Center Point, Inc</b>	
HMIS software license: (\$150/month X 12 months)	\$1,800
Participation fees charged by the HMIS Lead (600 X 3 users)	\$1,800
HMIS data intake worker: (\$29,200 year x 80%)	\$23,360
HMIS staff reviewing data quality and completing data analysis: (\$36,000 year x 30%)	\$10,800
HMIS training fees (\$200 training x 3 users)	\$600
Travel costs related to HMIS trainings (\$300 of hotel/transportation costs x 3 persons)	\$900
<b>TOTAL HMIS FUNDS REQUESTED:</b>	<b>\$39,260</b>

### Sample Detailed Budget for Administrative Activities

Budget Line Item and Method of Calculation	Line Item Total
<b>Lead Agency: Center Point, Inc</b>	
Salary of person overseeing the grant: (19% of \$3,000 x 12 months)	\$10,260
Finance Director (5% of \$3,500 x 12 months)	\$2,100
Pre-award Travel Expenses: (2 staff x 1 trip @ \$155 each)	\$310
Bookkeeper: (\$2500 month x 5% x 12 months)	\$1,500
<b>Collaborative Partner: Women's Center of NE TX</b>	
Program Director (5% of \$3,500 x 12 months)	\$2,100
Bookkeeper: (\$2500 month x 5% x 12 months)	\$1,500
Pre-award Travel Expenses: (1 staff x 1 trip @ \$155 each)	\$155
<b>Collaborative Partner: Women's Safe Haven</b>	
Pre-award Travel Expenses: (1 staff x 1 trip @ \$155 each)	\$155
<b>Collaborative Partner: Hope's Door, Inc</b>	
Pre-award Travel Expenses: (1 staff x 1 trip @ \$155 each)	\$155
<b>TOTAL ADMINISTRATIVE FUNDS REQUESTED:</b>	<b>\$18,235</b>



## Appendix 3: Match Guidance & Sample Match Table

Applicants must match ESG funding dollar-for-dollar spent within the COC (i.e. the match total must equal or exceed the amount of ESG funds requested). The funds may come from other public or private sources. Applicants, including the lead Applicant and collaborative partners, may comply with this requirement by providing matching funds directly through cash or non-cash contributions.

Further, organizations receiving ESG funds must track and report data regarding clients served through match.

Collaborative Applications must include a comprehensive Match Table that includes all activities proposed by the lead agency and partner agencies. Note that the match requirement may be satisfied by one collaborative partner or all partners.

The Department does not have to match the first \$100,000 of FY 2015 ESG funds and may transfer this exception to the Applicant(s) least capable of providing matching contributions. Applicants that are unable to meet the matching requirements for \$100,000 or less, should attach a letter with their Application requesting an exemption to meeting the match requirement and an explanation as to the reasons the Applicant is unable to meet the matching requirement. The Department may later determine if any Applicant(s) will be provided with the match exemption and to what amount.

- Subrecipients may use any of the following categories to provide match support. Please do not use acronyms. One category or a combination of the categories may be used.
- Match used for ESG may not be used as a match for any other program grant.
- Match must be utilized during the contract period of 10/1/2015-09/30/2016.
- **Cash Contributions** are cash expended for allowable costs, as defined in 2 CFR 200. Examples of sources of cash contributions include: private donations, or grants from foundations, nonprofits, or local, state, and federal sources.
- **Non-Cash Contributions** are the value of any real property, equipment, goods, or services contributed to the subrecipient's ESG program provided if the subrecipient had to pay for them would be allowable.

### Calculations for Non-Cash Benefits

To determine the value of any donated material or building, or of any lease, the subrecipient must use a method reasonably calculated to establish the fair market value.

Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work within the subrecipient's organization or if not available then at rates consistent with those paid by other employers for similar work in the same labor market.

If a non-cash contribution is real property, equipment, goods, or services that, if the subrecipient had to pay for them, would have been paid for with indirect costs, then they may only be used as match if the subrecipient has established a special rate for allocating the value of the contribution to individual programs.

1. **Donated Supplies (Non-Cash):** donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
2. **Cash Donations or Grants (Cash):** Private donations or grants from foundations, nonprofits, or local, state, and federal sources. Federal Community Services Block Grant (CSBG) and Community Development Block Grant (CDBG) funds may be used as match. A single grant may serve as the required match. In order to use other grants as match, they must benefit ESG clients.

3. **Value of Donated Building (Non-Cash):**  
2 CFR §200.306(d) establishes that the value of the donated property (for the ESG Match), for cost sharing or matching must be **THE LESSER OF:**
  - (1) The value of the remaining life of the property recorded in the Subrecipient's accounting records at the time of donation or
  - (2) The current fair market value.

**Remaining Life of the Property**

To determine the remaining life of the property recorded in the Subrecipient's accounting records at the time of match to the ESG program, the agency would look at its latest Single Audit or if a Single Audit was not required to be performed, the Subrecipient's audited Financial Statements. Once the value of the remaining life of the property is determined, the agency can use a portion of such value as ESG Match based on cost allocation principles. *Subrecipients using the remaining life of the property as part of its ESG match must submit the accounting records as part of the application to show the property's value. It must also show the calculation on how a portion of the value was estimated to be used by the ESG grant.*

**Current Fair Market Value**

To obtain the current fair market value, the Subrecipient must submit as part of the application a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of the building, habitable square footage, value per square foot, and total fair market value for the building. The letter must be current as of the year 2015. Once the value is determined, the Subrecipient can use a portion of such value as ESG Match based on cost allocation principles.

4. **Fair Rental or Lease Value (Non-Cash):**-To determine the Fair Rental or Lease Value of a space that you rent for below market value obtain a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of the building, habitable square footage, value per square foot, and total lease or rent value based on 12-month occupancy. *The letter must be current as of the year 2015.* Once the rental value is determined, the Subrecipient can use a portion of such value as ESG Match based on cost allocation principles.

A Subrecipient may use the actual value of rent as Match as long as it is reasonable as defined by 2 CFR §200.404.

5. **Salaries (Cash):** Any staff salary paid with general operating funds or grant funds such as CSBG, CDBG, United Way, VOCA may be utilized as match. The position(s) used must be involved in ESG related activities and the hours utilized for match must be for hours worked for ESG related activities. For each position include the title, annual salary, percentage of time dedicated to ESG activities, source of funds and the dollar amount proposed as match.
6. **Volunteers (Non-Cash):** Volunteers are person not paid for their time or services provided to the subrecipient organization. Time and services contributed by volunteers must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization. If the subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
7. **Program Income (Cash):** Program income means gross income received by the subrecipient directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. ***During the grant period*** is the time between the effective date of the award and the ending date of the award reflected in the

final financial report. Costs paid by program income shall count toward match provided the costs are eligible ESG costs that supplement the subrecipient's ESG program.

Applicants can read further guidance on [HUD's ESG FAQ related to match sources.](#)

## Sample Match Table for Collaborative Applicant

Type	Dollar Value	Funding Source Type	Source of Match	Method of Calculation
Donated Supplies (clothing, furniture, equipment, etc.)	\$ 8,000	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input checked="" type="checkbox"/> Private <input type="checkbox"/> Others	<u>Resource Outreach</u> <u>Ministries</u> Clothing donations from Rutherford's Department store \$8,000	Prior year's donation.
Donated Supplies	\$5,000	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input checked="" type="checkbox"/> Others	<u>Domestic Violence Shelter</u> Book sale \$5,000	Prior year's revenue.
Cash Donations Or Grants	\$48,500	<input type="checkbox"/> Other Non-ESG HUD <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Others	<u>Resource Outreach</u> <u>Ministries</u> United Way grant \$42,500 TEA grant \$6,000	Letter of commitment and Grant Award Notice
Cash Donations Or Grants	\$ 37,000	<input type="checkbox"/> Other Non-ESG HUD <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Others	<u>Domestic Violence Shelter</u> VAWA grant \$37,000	Grant Award Notice.
Value of Donated Building (include documentation of value)	\$0	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Others		
Fair Rental or Lease Value (include documentation of value)	\$ 0	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Others		
Salaries	\$27,000	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Others	<u>Resource Outreach</u> <u>Ministries</u> Case Manager (\$9,000)  Admin. Assistant (\$8,000) paid with CSBG grant  <u>Domestic Violence Shelter</u> Shelter Director (\$10,000) paid with VOCA grant	Case Mgr: \$30,000 x 30% = \$ 9,000  Admin Assist. \$20,000 x 40% = \$ 8,000  Shelter Director \$25,000 x 40% = \$10,000
Volunteers (@ \$8/hour)	\$27,000	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input checked="" type="checkbox"/> Others	<u>Resource Outreach</u> <u>Ministries</u> (\$7,500)  <u>Domestic Violence Shelter</u> <u>\$19,500</u>	\$8/hr x 937.5 volunteer hours = \$7,500  \$8/hr x 2,437.5 volunteer hours = \$19,500
Other (such as fundraisers)	\$ 6,000	<input type="checkbox"/> Other Non-ESG HUD <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private <input type="checkbox"/> Others	<u>Domestic Violence Shelter</u> 5K run fundraiser	Prior Year's Revenue.
<b>MATCH TOTAL</b>	<b>\$158,500</b>			