



FORT WORTH/ ARLINGTON/ TARRANT COUNTY CONTINUUM OF CARE TX-601
FY2016 TDHCA EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
APPLICATION

Application instructions can be found in the ESG Request for Proposals document, which is available on the internet: <http://www.ahomewithhope.org/funding-opportunities/>.

Table of Contents

COVER PAGE AND CHECKLIST2
 Checklist 2
GENERAL INSTRUCTIONS5
REQUIRED NARRATIVES5
PROGRAM OVERVIEW7
PROPOSED BUDGET, OUTCOMES, AND MATCH8
 Attachment A: Certificate of Continuum of Care Participation & Coordination..... 19
 Attachment B: AUDIT CERTIFICATION FORM (ACF) 21
 Attachment C: Language Access Plan 22
 Attachment D: Past TDHCA ESG Performance 23
 Attachment E: ESG Applicant Certifications 25
 Attachment F: Nonprofit Organization’s Tax Exempt Status and Certificate of Formation 28
 Attachment I: Local Government Approval for Nonprofit Organizations Conducting ESG Shelter Activities..... 29

Cover Page and Checklist

Applicant Organization:			
Point of Contact:			
Telephone:	()	Email:	

Please identify the person in your organization who will be available to answer questions about this application by telephone the week of April 25, 2016. The exact date and time will be made available as soon as scheduled.

Point of Contact (listed above) **-or-** Alternate Contact:

Point of Contact:			
Telephone:	()	Email:	

Activity	Budget Request	Geographic Area (Check all that apply)				
		Arlington/ Mansfield	Fort Worth	Parker Co	NE Tarrant	Mid- Cities
Street Outreach	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelter	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homelessness Prevention	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapid Re-housing	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HMIS	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	\$.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF additional funds are available, can your proposed program expand to achieve proportionately increased outcomes? (For example, if the proposal is to rapidly re-house 100 families with a total budget of \$100,000, could the program house 150 families for \$150,000?) Yes or No	
If yes , what is the maximum grant amount for which your organization can achieve scaled outcomes and provide match?	
IF funding is not available to cover the full amount of your request, can your proposed program contract to achieve proportionately decreased outcomes? (For example, if the proposal is to rapidly re-house 100 families with a total budget of \$100,000, could the program rapidly re-house 80 families for \$80,000?) Yes or No	
If yes , what is the minimum grant amount for which your organization can achieve scaled outcomes and operate the program?	

Checklist (Submit one *paper* copy and one *PDF* of the following documents)

Applicant Check	Application Contents	TCHC Review
<input type="checkbox"/>	Cover Page and Checklist (App. Page 2)	
<input type="checkbox"/>	Texas 2016 ESG Application Title Page (App. Page 3)	
<input type="checkbox"/>	Collaborative Application Details (n/a for sole organization applicants) (App. Page 4)	
<input type="checkbox"/>	Narratives A, B, C, D, and E (App. Pages 5-6)	
<input type="checkbox"/>	Program Overview (App. Page 7)	
<input type="checkbox"/>	Proposed Budget, Outcomes, and Match (App. Pages 8-18)	
<input type="checkbox"/>	TDHCA Required Certifications and Signatures (App. Pages 19-29)	
<input type="checkbox"/>	Most recent audit (Attach)	
<input type="checkbox"/>	Copy of current operating year budget (agency wide or agency division) (Attach)	
<input type="checkbox"/>	Documentation of non-profit status (Attach)	

Texas 2016 ESG Application Title Page

Contact Details	
Legal Name of Applicant: (For collaborative Applications, list the lead agency here)	
Mailing Address <i>(Include City & Zip Code)</i> :	
County of Headquarters' Office:	
Agency Phone and Fax:	
Authorized Representative Information	
Chief Executive - First, Middle and Last names:	
Prefix:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Title:	
Email:	
Phone number:	
Information of person to contact with ESG Application questions	
First, Middle and Last names:	
Prefix:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Title:	
Email:	
Phone number:	
Application and Organization Details	
Type of organization:	<input type="checkbox"/> Nonprofit Organization 501(c) <input type="checkbox"/> Unit of General Purpose Local Government
Data Universal Numbering System (DUNS):	
Central Contractor Registration (CCR) CAGE Code: <i>NOTE: To draw funds, all Sub-recipients must be registered in the Central Contractor Registration (CCR). If you are not registered, go to https://www.sam.gov/portal/public/SAM/ to renew, update or create a new registration.</i>	
Check all the categories that apply to this agency:	<input type="checkbox"/> Faith-Based Organization <input type="checkbox"/> Domestic Violence provider <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Day Shelter
If funded, counties to be served by ESG funded project in the applicable CoC:	
List the dates of your current Fiscal Year: (If collaborative, use the Lead's Fiscal Year)	(Mo/Yr) to (Mo/Yr)
Which CoC(s) does the Applicant belong to? List name(s):	
Do you currently use a Homeless Management Information System (HMIS) or comparable database?	<input type="checkbox"/> Yes Name of Software: <input type="checkbox"/> No
Do you currently submit information through the HMIS Lead in your CoC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a collaborative Application? If yes , complete the next page for partner agencies.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Collaborative Application Details

Legal Name of Partner Agency #1:	
Chief Executive - First, Middle and Last names:	
Chief Executive Email:	
Agency Mailing Address <i>(Include City & Zip Code)</i> :	
Agency Phone and Fax:	
ESG Contact Person - First, Middle and Last names:	
Email and Phone number:	
Check all the categories that apply to this agency:	<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Day Shelter <input type="checkbox"/> DV Provider

Legal Name of Partner Agency #2:	
Chief Executive - First, Middle and Last names:	
Chief Executive Email:	
Agency Mailing Address <i>(Include City & Zip Code)</i> :	
Agency Phone and Fax:	
ESG Contact Person - First, Middle and Last names:	
Email and Phone Number:	
Check all the categories that apply to this agency:	<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Day Shelter <input type="checkbox"/> DV Provider

Legal Name of Partner Agency #3:	
Chief Executive - First, Middle and Last names:	
Chief Executive Email:	
Agency Mailing Address <i>(Include City & Zip Code)</i> :	
Agency Phone and Fax:	
ESG Contact Person - First, Middle and Last names:	
Email and Phone Number:	
Check all the categories that apply to this agency:	<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Day Shelter <input type="checkbox"/> DV Provider

Legal Name of Partner Agency #4:	
Chief Executive - First, Middle and Last names:	
Chief Executive Email:	
Agency Mailing Address <i>(Include City & Zip Code)</i> :	
Agency Phone and Fax:	
ESG Contact Person - First, Middle and Last names:	
Email and Phone Number:	
Check all the categories that apply to this agency:	<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Day Shelter <input type="checkbox"/> DV Provider

Legal Name of Partner Agency #5:	
Chief Executive - First, Middle and Last names:	
Chief Executive Email:	
Agency Mailing Address <i>(Include City & Zip Code)</i> :	
Agency Phone and Fax:	
ESG Contact Person - First, Middle and Last names:	
Email and Phone Number:	
Check all the categories that apply to this agency:	<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Day Shelter <input type="checkbox"/> DV Provider

General Instructions

Completing the Application

- The Application, with the exception of the Narrative Questions, 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. 13th Street, Fort Worth, TX 76102 (located inside of the Fort Worth Housing Solutions building) and one electronic copy must be submitted to tchc@ahomewithhope.com by the deadline.
- All Application documents must be submitted no later than April 15, 2016 by 12:00 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. Please refer to pages 5-6 on the TCHC RFP for further explanation.

Narrative A: Identify the CoC Goals your program proposes to address *and* how they achieve the program purposes of the Emergency Solutions Grant. Please provide specific, measurable examples of your program's inclusion of the goals and purposes below. (20 points)

- *Up to 10 points awarded to applicants who clearly demonstrate the inclusion of one stated CoC Goal and purpose below.*
- *Maximum points will be awarded to applicants who clearly demonstrate the inclusion of 2 or more goals and purposes.*

TCHC Objectives:

1. Prevent and end homelessness among Veterans in 2016
2. Finish the job of ending chronic homelessness in 2017
3. Prevent and end homelessness for families and children and youth in 2020
4. Set a path to ending all types of homelessness
5. Maximize the efficiency of local resources
6. Create a system-wide plan for housing and services

ESG Program Purposes:

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
6. Prevent families and individuals from becoming homeless

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. (20 points)

- *Maximum points will be awarded to applicants who clearly articulate a specific collaboration with a partner agency and how the benefit of the collaboration can be measured in terms of the client's improvement. (A list of services offered by partner agencies would not be sufficient.)*

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 best practices or innovations will be utilized in the project? How will you measure the positive impact this program will have on the lives of persons served? (20 points)

- *Up to 5 points awarded to applicants who clearly describe the core functions and purpose of the program and identify what makes your program unique in the community.*
- *Up to 5 points awarded to applicants who clearly describe strategies used to identify clients and target services.*
- *Up to 10 points awarded to applicants who clearly demonstrate best practices that will be incorporated into daily functions.*

Narrative D: Why do you believe the value of the services provided is appropriate? Please refer to the Budget and Outcomes Form. (15 points)

- *Maximum points will be awarded to applicants who best describe why the services they propose to deliver at the cost for which they propose to deliver them represent the best use of public funds.*

Narrative E: Provide a detailed summary of the specific experience the agency has had with federal grants for the same or comparable program 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 Points)

- *Maximum points will be awarded to applicants who clearly demonstrate successful use and outcomes of federal or private funds for the same or highly comparable program type. If prior funds have been recaptured, please explain.*

Program Overview

Provide a brief overview of the proposed ESG activities by completing the following table. While this question will not be scored, it will provide the Community Projects Review Committee and TDHCA insight into the overall program design. Limit the narrative to space available in the table.

1. Overview of services to be provided	2. Overview of populations/clients to be served	3. Overview of outcomes to be achieved	4. Overview of research-based practices to be implemented and partnerships to deliver services
<hr/>	<hr/>	<hr/>	<hr/>

Proposed Budget, Outcomes, and Match

General Instructions

- For questions 1.1 – 1.8, develop a budget and the corresponding performance targets for the grant activities that will be conducted.
- Budgets must be based on the allowable ESG activities referenced in [24 CFR §576.101-109](#).
- Budgets must be properly categorized under each of the ESG program components - Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, HMIS and Administrative - as listed under [24 CFR §576.101-109](#).
- The activities listed in the budget must support the outcomes to be achieved within the contract time period.

1.1 Budget & Match Overview

Complete the table by:

- Listing in Column C, the amount of ESG funds requested under each of the categories listed. To determine the activities that are included under each component, refer to the applicable citations listed under Column A.

If no funds are being requested for a given component, write 0 in the column C.

A. Citation	B. Budget Categories	C. Requested Amount for ESG
24 CFR §576.101	Street Outreach (T.7.B)	\$0
24 CFR §576.102	Emergency Shelter (U.17.B)	\$0
24 CFR §576.102(a)(1)	Essential Services (Add U.1.B through U.10.B.)	\$0
24 CFR §576.102(a)(3)	Operations (U.11.B)	\$0
24 CFR §576.102(a)(2)	Shelter Renovation (U.12.B)	\$0
24 CFR §576.102(a)(2)	Major Rehab (U.13.B.)	\$0
24 CFR §576.102(a)(2)	Conversion (U.14.B.)	\$0
24 CFR §576.102(a)(4)	URA Assistance (U.15.B.)	\$0
24 CFR §576.103	Homelessness Prevention (V.17.B)	\$0
24 CFR §576.105(a)	Financial Assistance (Add V.1 through V.6.B.)	\$0
24 CFR §576.105(b)	Housing Services (Add V.7.B through V.11.B.)	\$0
24 CFR §576.106(a-h)	Tenant-based rental assistance (V.12.B + V.13.B.)	\$0
24 CFR §576.106(a-g,i)	Project-based rental assistance (V.14.B. + V.15.B.)	\$0
24 CFR §576.104	Rapid Re-Housing (W.17.B)	\$0
24 CFR §576.105(a)	Financial Assistance (Add W.1 through W.6.B)	\$0
24 CFR §576.105(b)	Housing Services (Add W.7.B through W.11.B)	\$0
24 CFR §576.106(a-h)	Tenant-based rental assistance(W.12.B + W.13.B)	\$0
24 CFR §576.106(a-g,i)	Project-based rental assistance (W.14.B + W.15.B)	\$0
24 CFR §576.107	Homeless Management Information System (X.9.B)	\$0
24 CFR §576.108	Administrative Costs (Y.6.B)	\$0
	Total 2016 ESG Funds Requested	\$0

Administration Expenditure Limit

Applicants may budget up to 3.00% of their request in administrative expenses. Complete the table below to determine your expenditure rate for administrative expenses. The percentage in column C cannot be greater than 3.00%.

Collaborative Applicants selected to receive funding may receive an additional bonus for administrative expenses, however, for the Application, applicants should only budget 3.00%.

<u>A</u> Amount of ESG funds requested for Administration:	<u>B</u> Total amount of ESG funds requested:	<u>C</u> A÷B = C (%)
_____	_____	_____

Match Commitment

Complete the following match table for each match source proposed. Include with the dollar value of the match, and the source of match funds (including name of grant/grantor and a brief description).

Match figures should be based on eligible match sources as indicated in 24 CFR §576.201, and should, at a minimum, equal the total Budget amount.

Match Type	Brief Description	Dollar Value
Match from Program Activities		\$0
Other Non-ESG HUD Funds		\$0
Other Federal Funds - Community Services Block Grants (CSBG)		\$0
Other Federal Funds*		\$0
State Government - Homeless Housing and Services Program (HHSP)		\$0
State Government		\$0
Local Government		\$0
Private Funds - cash		\$0
Private Funds - donations		\$0
Private Funds - grants		\$0
Private Funds		\$0
Other - Donated Building/Fair Rental or Lease Value**		\$0
Other - Fundraisers		\$0
Other -Volunteers		\$0
Other		\$0
Fees		\$0
Program Income		\$0
Total		\$0

**For federal sources of match, ensure there is no specific statutory prohibition on using those funds as match.*

***For value of donated buildings, Applicants must use documentation referenced in the Application Guide. Submit PDF documentation of amount paid to rent/lease space currently used to provide ESG-eligible services and the source of funds used to pay rent/lease.*

1.2 Total Number of Persons to be Served

Total unduplicated number of persons proposed to be served with 2016 TDHCA ESG funds: _____

Total number of homeless persons counted in the 2016 point-in-time count for your CoC: **1,985**

The total number of persons to be served must:

- Be realistic when compared to the number of homeless persons counted in the last point-in-time count for your corresponding CoC. For example, if the last point-in-time count for a given CoC counted 500 homeless persons, it would not make sense for an applicant to project to serve 2,000 persons when the main target population for the grant is the homeless population.
- Be less than or equal to the total unduplicated count of persons to be served in all of the ESG program components - Street Outreach, Emergency Shelter, Rapid Re-Housing and Homelessness Prevention. In other words, the total number of persons to be served must be less than or equal to the sum of all numbers listed under questions 1.3, 1.4, 1.5 and 1.6. Note that the total persons to be served is likely to be less (rather than equal) than the sum of all persons served in the different components, because some participants will likely receive services from multiple program components.

1.2.1 High Barriers to Housing

- Persons with High Barriers to Housing include persons with serious mental illness, OR persons being recently released from an institution, OR person with substance-use disorder; OR veterans OR survivors of domestic violence OR youth aging out of foster care.

	High Barriers to Housing	Unduplicated number to be served	Percent of high barrier clients served (B÷C)
# Clients	_____	_____	_____

1.2.2 Housing First

- “Housing First is an approach that centers on providing homeless people with permanent housing quickly and then providing services as needed. What differentiates a Housing First approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing.”¹
- Housing First is based on the following principles:
 - 1) “homelessness is a housing crisis and can be addressed through the provision of safe and affordable housing;
 - 2) all people experiencing homelessness, regardless of their housing history and duration of homelessness, can achieve housing stability in permanent housing;
 - 3) everyone is ‘housing ready,’ meaning that sobriety, compliance in treatment, or even a clean criminal history is not necessary to succeed in housing;
 - 4) many people experience improvements in quality of life, in the areas of health, mental health, substance use, and employment, as a result of achieving housing;
 - 5) people experiencing homelessness have the right to self-determination and should be treated with dignity and respect and;
 - 6) the exact configuration of housing and services depends upon the needs and preferences of the population”²
- The United States Interagency Council on Homelessness emphasizes Housing First in its *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. The Texas Interagency Council for the Homeless (“TICH”) emphasizes Housing First in its Pathway’s Home under Objective 1: Identify Individuals and Families Experiencing Homelessness and Prioritize Their Housing Stability. The TICH’s plan states: “Assessing the housing status of persons receiving services will help agencies understand their unique needs. It will provide a basis for designing targeted strategies that, in coordination with Housing First programs, help homeless individuals acquire safe, stable housing.”³

	Served with Housing First by Rapid Re-housing or Homelessness Prevention	Total Served with Rapid Re-housing or Homelessness Prevention (V.1.P+W.1.P)	Percent served by Housing First (B÷C)
# Clients	_____	_____	_____

¹ National Alliance to End Homelessness. <http://www.endhomelessness.org/library/entry/what-is-housing-first>

² United States Interagency Council on Homelessness.

https://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf Page 14.

³ Texas Interagency Council for the Homeless. <http://www.tdhca.state.tx.us/tich/docs/12-AnnualReport-PathwaysHome.pdf> Page 56.

Instructions for Questions 1.3 – 1.8

Detailed Budgets

The detailed budgets in questions 1.3 – 1.8 must:

- Be completed according to the example provided in Appendix 2, with itemized line items, and expenses grouped together by partner in the case of Collaborative Applicants.
- Round all line item numbers to be whole numbers (no decimals).
- Include line items for funds to be used as match as shown on Appendix 2. Match is to be treated the same way as a budget line item except the applicant must write the word MATCH under the Line Item Totals column.

Proposed Outputs and Outcomes

For Applicants that are selected for funding, the outputs and outcomes targets listed in the application will be incorporated into their contracts as performance measures. Proposed outputs and outcomes must:

- **Be based on accurate and realistic projections.** If funded, the service provider will be expected to have a case file for every person served with back-up information for all outcomes and outputs achieved. For example, if an applicant projects to serve 300 clients, the service provider will be expected to have 300 separate case files, each one with the applicable eligibility information and supporting documentation for outputs and outcomes.

To set realistic and achievable outcomes, Applicants may consider program outcomes from previous years, expert input, mapping the steps for service delivery, and tying the outcomes to the activities to be conducted and the funds being requested.

- **Include persons to be served with ESG AND ESG Match funds.** Include activities, outputs and outcomes associated with both ESG and ESG match funds as shown in Appendix 2 of the RFP. Collaborative Applicants should include the total persons to be served and outcomes to be achieved for the partnership as a whole. If a projected outcome cannot be linked to an activity that will result in such outcome, no points will be awarded for the proposed outputs/outcome.
- **Follow the definitions in Appendix 1 of the RFP.** Follow the definitions for the terms temporary/transitional housing destinations, permanent housing destinations, sources of earned income, and sources of non-cash benefits listed in Appendix 1.
- **Include all members of the household, except when projecting the number of persons with increased income.** When projecting the number of persons to be served for each activity and the number of persons to achieve a given outcome, count all members of the household, except when counting the number of persons with increased incomes, where only the person receiving the income would be counted. Household members are defined as persons that are living together. For clients that are escaping domestic violence, a household includes all members of the household who are fleeing together.

1.3 Street Outreach (SO)

Indicate the services your organization proposes to provide by checking all the boxes that apply:

Engagement Case Management Emergency Health Services Emergency Mental Health Services Transportation

Detailed Budget and Outcomes for Street Outreach Activities

Budget Line Item and Method of Calculation	Line Item Total	ESG and ESG Match Outputs and Outcome Measures	Proposed 2016 ESG Targets
		T.1.P: SO Clients: Unduplicated number of persons to be served with ESG or ESG Match Street Outreach (SO) funds	
		T.2.P: Case Management: Unduplicated number of SO clients to receive case management	
		T.3.P: Temporary or Permanent Housing Destination: Unduplicated number of SO clients who will be placed in temporary/ transitional housing destinations or permanent housing destinations.	
		T.4.P Documentation of Priority Status: Unduplicated number of persons to receive a new or updated Priority Status through the TX-601 Coordinated Assessment System	
TOTAL STREET OUTREACH FUNDS REQUESTED:			

Note: The outputs or outcomes listed in questions T.2.P – T.4.P must be less than or equal to the output in question T.1.P.

1.4 Emergency Shelter (ES)

Indicate the services your organization proposes to provide by checking all the boxes that apply:

Essential Services

- Case Management
 Child Care
 Education Services
 Employment Assistance & Job Training
 Outpatient Health Services
 Legal Services
 Life Skills Training
 Mental Health Services
 Substance Abuse Treatment Services
 Transportation
 Renovation
 Shelter Operations

Detailed Budget and Outcomes for Emergency Shelter Activities

Budget Line Item and Method of Calculation	Line Item Total	ESG and ESG Match Outputs and Outcome Measures	Proposed 2016 ESG Targets
		U.1.P: ES Clients: Unduplicated number of persons to be served with ESG or ESG Match ES funds	
		U.2.P: ES Case Management: Unduplicated number of ES clients who will receive case management	
		U.3.P: ES Housed or Served in Shelters: Unduplicated total number of ES clients to be housed in your emergency shelters or to be served in your day shelters.	
		U.4.P: ES Essential Services: Unduplicated number of ES clients to be served with essential services	
		U.5.P: ES Temporary Housing Destination: Unduplicated number of ES clients who will exit to temporary or transitional Housing Destinations	
		U.6.P: ES Permanent Housing Destination: Unduplicated number of ES clients who will exit to Permanent Housing Destinations	
		U.7.P: Shelter Utilization: Number of Beds – Rehabbed	
		U.8.P. Shelter Utilization: Number of Beds - Conversion	
		U.9.P. Shelter Utilization: Total number of bed-nights available	
		U.10.P. Shelter Utilization: Renovation	
		U.11.P. Shelter – Uniform Relocation Act (URA) – clients relocated per URA	
		U.12.P: ES Non-Cash Benefits: Unduplicated number of ES clients who will have more non-cash benefits at program exit than at program entry	
		U.13.P: Documentation of Priority Status: Unduplicated number of persons to receive a new or updated Priority Status through the TX-601 Coordinated Assessment System	
TOTAL EMERGENCY SHELTER FUNDS REQUESTED:			

Note: The outputs or outcomes listed in questions U.2.P – U.13.P must be less than or equal to the output in question U.1.P.

1.5 Homelessness Prevention (HP)

Indicate the services your organization proposes to provide by checking the boxes that apply:

Rental Assistance Short-term (up to 3 months of rent) Medium-term (up to 12 months) Payment of up to 6 months of rental arrears

Housing Relocation and Stabilization Services (HRSS)

Financial Assistance Costs: Rental Application fees Security deposits Last month's rent Utility deposits Utility payments Moving Costs

Housing Services Costs: Housing Search and Placement Housing Stability Case Management Mediation Legal Service Credit Repair

Detailed Budget and Outcomes for Homelessness Prevention Activities

Budget Line Item and Method of Calculation	Line Item Total	ESG and ESG Match Outputs and Outcome Measures	Proposed 2016 ESG Targets
		V.1.P: Homeless Prevention Clients: Unduplicated persons to be served with ESG or ESG Match Homelessness Prevention (HP) funds	
		V.2.P: Housing Services - Case Management: Unduplicated HP clients to receive housing stability case management	
		V.3.P: Financial: Unduplicated HP clients to receive financial assistance	
		V.4.P: Housing Services - Search and Placement: Unduplicated HP clients to receive housing search and placement services	
		V.5.P: Maintaining Permanent Housing: Unduplicated number of persons who after program exit maintained their housing for 3 months or more as a result of receiving ESG homelessness prevention assistance	
		V.6.P: Permanent Housing Destination: Unduplicated number of persons who at program exit had a Permanent Housing destinations* as a result of receiving ESG homelessness prevention assistance	
		V.7.P: Higher Income: Unduplicated number of HP clients who will have higher income at program exit than at program	
		V.8.P: Non-Cash Benefit: Unduplicated number of HP clients who will have more non-cash benefits at program exit than at program	
		V.9.P: Rental Assistance: Unduplicated HP clients to receive rental assistance	
		V.10.P: Project Based Rental Assistance: Unduplicated HP clients to receive project-based rental assistance	
TOTAL HP FUNDS REQUESTED:			

Notes: - The outputs or outcomes listed in questions V.2.P – V.10.P must be less than or equal to the output in question V.1.P.

1.6 Rapid Re-Housing (RRH)

Indicate the services your organization proposes to provide by checking the boxes that apply:

Rental Assistance Short-term (up to 3 months of rent) Medium-term (up to 12 months) Payment of up to 6 months of rental arrears

Housing Relocation and Stabilization Services (HRSS)

Financial Assistance Costs: Rental Application fees Security deposits Last month's rent Utility deposits Utility payments Moving Costs

Housing Services Costs: Housing Search and Placement Housing Stability Case Management Mediation Legal Service Credit Repair

Detailed Budget and Outcomes for Rapid Re-Housing Activities

Budget Line Item and Method of Calculation	Line Item Total	ESG and ESG Match Outputs and Outcome Measures	Proposed 2016 ESG Targets
		W.1.P: RRH Clients: Unduplicated persons to be served with ESG or ESG Match Rapid Re-Housing (RRH) funds	
		W.2.P: Housing Services - Case Management: Unduplicated RRH clients to receive housing stability case management	
		W.3.P: Financial: Unduplicated RRH clients to receive financial assistance	
		W.4.P: Housing Services - Search & Placement: Unduplicated RRH clients to receive housing search and placement services	
		W.5.P: Maintaining Housing: Unduplicated RRH clients who after program exit will have maintained their housing for 3 months or more	
		W.6.P: Permanent Housing Destination: Unduplicated RRH clients who at program exit will have a Permanent Housing Destinations	
		W.7.P: Higher Income: Unduplicated RRH clients who will have higher income at program exit than at program entry	
		W.8.P: Non-Cash Benefits: Unduplicated RRH clients who will have more non-cash benefits at program exit than at program entry	
		W.9.P: Residence Prior to Project Entry: Unduplicated number of people exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution)	
		W.10.P: Tenant Based Rental Assistance: Unduplicated RRH clients to receive tenant based rental assistance	
		W.11.P: Project Based Rental Assistance: Unduplicated RRH clients to receive project based rental assistance	
		W.12.P Documentation of Priority Status: Unduplicated number of persons to receive a new or updated Priority Status through the TX-601 Coordinated Assessment System	
TOTAL RAPID RE-HOUSING FUNDS REQUESTED:			

Notes: - The outputs or outcomes listed in questions W.2.P – W.12.P must be less than or equal to the output in question W.1.P.

1.7 HMIS

Indicate if your organization plans to use ESG funds to pay the **\$1,000.00** annual program fee. (This is the only allowed HMIS expense for the TX-601 competition.)

- Hardware, equipment or software costs
- Training and overhead costs
- Staffing, paying for salaries for operating HMIS
- HMIS participation fees

Detailed Budget for HMIS Activities (See *Appendix 2* for table example)

Budget Line Item and Method of Calculation	Line Item Total
TOTAL HMIS FUNDS REQUESTED:	

1.8

Administrative

Indicate which services your organization proposes to provide by checking the boxes below. Check all that apply:

- A portion of salaries of administrative staff overseeing the provision of services
- Travel costs incurred for monitoring of sub-grantors
- Administrative services performed under third party contracts
- Costs of goods and services required for the administration of the grant
- Costs of attending 2016 TDHCA ESG contract implementation workshop

Detailed Budget for Administrative Activities

Budget Line Item and Method of Calculation	Line Item Total
TOTAL ADMINISTRATIVE FUNDS REQUESTED:	

Texas 2016 ESG Application

Attachment A: Certificate of Continuum of Care Participation & Coordination

Who should complete this attachment?

- Single Applicants (including local governments)
- Lead AND each Partner Agency for Collaborative Applicants (including local governments)

General Instructions for Applicants:

The Texas Department of Housing and Community Affairs (TDHCA) requires ESG Applicants to consult with their local Continuum of Care while designing the ESG Application and its proposed activities.

*Applicants must provide this form to the Continuum of Care (CoC) Lead Agency staff in the CoC where the Applicant organization is applying for funds for their completion and signatures. **Each fillable section of the form must be completed. If a collaborative Application, the form must be completed for lead and partner agencies.** If the form is not signed by the CoC Lead agency staff, no points will be awarded. Applicants can find a list of contact information for CoC lead staff in the state of Texas on [TDHCA ESG Program Guidance](#) webpage.*

To be Completed by the CoC Lead Agency Staff:

Name of organization for which this form is being completed: _____

Name of CoC: _____

Name of CoC Lead Agency Staff: _____

Participation:

1. Indicate the frequency of the organization's participation in CoC general meetings from January 1 - December 31, 2015:
Attended _____ out of _____ total scheduled CoC meetings.
Note: the number of "total scheduled CoC meetings" should be number of publicly posted CoC general meetings and therefore, will be the same # for all forms completed by the CoC regardless of the applicant named.
2. Was the organization involved in the January 2016 Point-in-Time Count? (i.e., agency staff or volunteers assisted in planning or conducting the count, assisted in volunteer training, or submitted data on PIT shelter population)?
Yes No

Coordination:

3. Did the organization listed above consult with the CoC while preparing the 2016 TDHCA ESG Application and its proposed activities?
Yes No
4. Do the organization's proposed ESG activities align with the CoC's priorities for serving persons experiencing homelessness and persons at-risk of homelessness?
Yes No

If the proposed ESG activities **do not** align with the CoC's priorities for serving persons experiencing homelessness and persons at risk of homelessness, briefly explain why: _____

Coordinated Access:

5. Does the organization listed above use the Coordinated Access (a.k.a. Coordinated Assessment or Coordinated Entry) established by the CoC? This only applies if the CoC has established a Coordinated Assessment process. Otherwise, N/A should be checked.

Yes No N/A

If yes, please explain organization's participation in Coordinated Access: _____

I certify that the information provided on the Applicant's participation and coordination is accurate and verifiable.

Name of CoC Lead Agency Staff (*please print*)

Phone Number

Signature of CoC Lead Agency Staff

Date

E-mail

Attachment B: **AUDIT CERTIFICATION FORM (ACF)**

Entity:		FYE:		Contract Number:	
<i>mm/dd/yy</i>					

<i>Check appropriate box:</i>	
	We have exceeded the \$500,000 federal/state expenditure threshold for the fiscal year referenced above. We will have our Single Audit or Program Specific Audit completed and will submit the audit report within nine (9) months after the end of the audited fiscal year.
	We did not exceed the \$500,000 federal/state expenditure threshold for the fiscal year referenced above. A Single Audit or a Program Specific Audit is not required for this fiscal year. <i>(Fill out Federal and State Funds Schedules below)</i>

(Must be filled out if Single Audit or Program Audit is NOT required)

Federal Funds Schedule				
Federal Grantor	Pass-through Grantor	Program Name & CFDA Number	Contract Number	Expenditures
				\$
				\$
				\$
Total Federal Expenditures for the Fiscal Year				\$

State Funds Schedule				
State Grantor	Pass-through Grantor (if any)	Program Name	Contract Number	Expenditures
Total State Expenditures for the Fiscal Year				\$

<i>(authorized signature)</i> <i>(Executive Director, Mayor, County Judge)</i>	<i>(printed name)</i>	<i>(title)</i>
<i>(mailing address)</i>	<i>(city, state)</i>	<i>(zip code)</i>
<i>(email address)</i>	<i>(telephone number)</i>	<i>(fax number)</i>

In accordance with the Texas Administrative Code, Title 10, Part 1, Chapter 1, Subchapter A, Rule §1.3 (b), an Entity "...is not eligible for funds or any other assistance from the department unless any past due audit has been submitted to the department in a satisfactory format on or before the application deadline for the funds or other assistance."

WARNING: The U. S. Code, Title 18, Part 1, Chapter 47, §1001 (a)(1)-(3) indicates that an Entity is guilty of falsification and fraud for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Unless directed otherwise during the application process, submit this form within 60 days after the end of the fiscal year to: Compliance and Asset Oversight Division
P. O. Box 13941, Austin, TX 78711-3941

Texas 2016 ESG Application

Attachment C: Language Access Plan

Who should complete this attachment?

- Single Applicants (including local governments)
- Lead Agency and all Partners in the Collaborative Application (including local governments)

General Instructions:

Use this page as a cover page. Applicants must include your organization's written Language Access Plan which has been adopted by your organization's Governing Board for Attachment C.

The Applicant may develop a Language Access Plan ("LAP") to address identified needs of the LEP populations it serves. Some elements that may be helpful in designing an LAP include:

- Identifying LEP persons who need language assistance and the specific language assistance that is needed;
- Identifying the points and types of contact the agency and staff may have with LEP persons;
- Identifying ways in which language assistance will be provided;
- Outreaching effectively to the LEP community;
- Training staff;
- Determining which documents and informational materials are vital;
- Translating informational materials in identified language(s) that detail services and activities provided to beneficiaries (e.g., model leases, tenants' rights and responsibilities brochures, fair housing materials, first-time homebuyer guide);
- Providing appropriately translated notices to LEP persons (e.g., eviction notices, security information, emergency plans);
- Providing interpreters for large, medium, small, and one-on-one meetings;
- Developing community resources, partnerships, and other relationships to help with the provision of language services; and
- Making provisions for monitoring and updating the LAP, including seeking input from beneficiaries and the community on how it is working and on what other actions should be taken.

The Language Access plan must include:

- Spanish-speakers' access to activities
- How language access will be addressed for each ESG activity proposed

Texas 2016 ESG Application

Attachment D: Past TDHCA ESG Performance

Who should complete this attachment?

- Single Applicants (including local governments)
- Lead AND Partner Agencies for Collaborative Applicants (including local governments)

General Instructions

Indicate whether your agency received direct 2014 ESG funds from TDHCA for the period *October 1, 2014 - December 31, 2015* by marking the appropriate boxes below.

Part 1: To be completed by all Applicants

Name of Agency for which attachment is being completed: _____

- My agency received 2014 ESG funds
and my agency was The lead applicant **OR**
 A partner

- My agency did not receive 2014 ESG funds.

If your agency received funding, complete the rest. If your agency did not receive funding, leave the rest of the form blank.

Part 2: Only to be completed by Applicants that received 2014 ESG funds

Collaborative partners should complete the following section only for each of the partners that received 2014 ESG funding directly from TDHCA. If the partner agency for the 2014 application did not receive funds directly from TDHCA (i.e. did not have a direct contract with TDHCA), the following section should not be completed).

1. Expenditures of 2014 ESG funds

List the following figures. The Department will verify these numbers against its own records.

- a. Amount Expended: _____
- b. Amount Awarded: _____
- c. Percentage of funds expended (a/b=c): _____
- d. Percentage of unexpended funds [(b-a)/b]: _____

2. Timeliness of Reports

TDHCA will assess the Applicant's history in submitting 2014 reports by the required deadlines. TDHCA will look at the submission of reports for the entire grant period. If the agency extended its contract, TDHCA will look at the original contract period and the extension period as well. The Applicant is not required to provide information for this question as TDHCA will check this information through the submission dates in the Community Affairs contract system.

Clients Served with 2014 ESG funds for the period October 1, 2014 - December 31, 2015

List the following figures. The Department will verify these numbers against its own records and if there are any discrepancy will use the numbers reported in the Community Affairs Contract System:

<u>Outcome</u>	<u>A</u> Clients that were served or achieved outcome	<u>B</u> Target Number of Clients Proposed to be Served or Achieve an outcome	<u>C</u> Percentage of clients served (A/B)	<u>D</u> Percentage of clients not served or outcome not achieved [(B-A)/B]
1. Persons served with Street Outreach funds	_____	_____	_____	_____
2. Persons placed in temporary or transitional housing destination as a result of ESG Street Outreach assistance	_____	_____	_____	_____
3. Persons served with Emergency Shelter funds	_____	_____	_____	_____
4. ESG Emergency shelter clients exiting to permanent housing destinations	_____	_____	_____	_____
5. Persons served with Rapid Re-housing funds	_____	_____	_____	_____
6. ESG Rapid Re-housing clients who after program exit maintained their housing for 3 months or more	_____	_____	_____	_____
7. Persons served with Homelessness Prevention funds	_____	_____	_____	_____
8. ESG Homelessness Prevention clients who after program exit maintained their housing for 3 months or more	_____	_____	_____	_____

Texas 2016 ESG Application

Attachment E: ESG Applicant Certifications

Who should complete this attachment?

- Single Applicants (including local governments)
- ONLY the Lead Agency in the Collaborative Application (including local governments)

I, (Name) _____, (title) _____, am authorized to act on behalf of _____ (eligible entity applying for ESG funds), to certify that:

Legal Authority - The Applicant organization possesses legal authority to apply for and receive funds and carry out activities authorized by the Emergency Solutions Grants Program;

Matching Funds - The Applicant organization will provide the matching funds required by 24 CFR §576.20, including a description of the sources and amounts of such supplemental funds. Sub-recipient will request reimbursement for only those funds which have a corresponding, documented 1:1 match.

Discharge Policy - The Applicant organization will participate in the development and implementation, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions and systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that State and local governments are primarily responsible for the care of these individuals and that ESG funds are not to be used to assist such persons in place of State and local resources.

Confidentiality – If this Application is funded, the sub-recipient will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Affirmatively Furthering Fair Housing - The Applicant organization will ensure that it and in the case of a collaborative application all partner entities will use these funds in a manner that follows the State of Texas' Analysis of Impediments and will maintain records in this regard.

Anti-displacement and Relocation Plan - The Applicant organization will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24.

Section 3 - The Applicant organization will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135 except that homeless individuals have priority over other Section 3 residents in accordance with 24 CFR § 576.405(c).

Certification Regarding Lobbying

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the State, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The State shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose according to the Government-wide Guidance for New Restrictions on Lobbying (Fed. Reg. December 20, 1989; 52306).

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for individuals experiencing homelessness and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by an individual experiencing homelessness or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the sub-recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the Applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The Sub-recipient will assist individuals experiencing homelessness in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Homeless Persons Involvement - If this Application is funded, homeless individuals and families should be involved, to the maximum extent practicable, through employment, volunteer services, or otherwise, in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG.

No Violation of Federal Law - The Applicant certifies that this Application does not include proposed financial participation by a person who, during the five-year period preceding the date of the Application, has been convicted of violating a federal law or assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government as a result of Hurricane Rita, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Applicant acknowledges that any award by the Texas Department of Housing and Community Affairs pursuant to this Application may be terminated and payment withheld if this certification is inaccurate.

Obligation Period – Units of general purpose local government that are selected for funding must obligate ESG funds within 120 days from the date they receive an award letter from the Texas Department of Housing and Community Affairs.

Drug-Free Workplace: If this Application is funded, each project receiving ESG funding will administer, in good faith, a policy designed to ensure that the homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries. The Applicant organization will ensure compliance with the Drug-Free Workplace Act of 1988.

HMIS Participation

The Applicant organization will meet HUD’s standards for participation in a local Homeless Management Information System (HMIS) or comparable database (for Victim Services Providers and Legal Services Providers) and the collection and reporting of client-level information.

Compliance with All Applicable Laws

All ESG-funded activities will be carried out in accordance with all applicable laws and regulations of the U.S. Department of Housing and Urban Development and the Texas Department of Housing and Community Affairs.

Name of ESG Applicant: _____

Name of Authorized Person

Authorized Signature

Date

Title

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than 100,000 for each such failure.

Texas 2016 ESG Application

Attachment F: Nonprofit Organization's Tax Exempt Status and Certificate of Formation

Who should complete this attachment?

- Single Applicants that are private nonprofit organizations
- Lead AND partner agencies for Collaborative Applicants that are private nonprofit organizations**

NOTE: Lead agencies that are Cities or Counties must submit the attachment for their nonprofit partners.

General Instructions

If applicable, use this page as a cover page and attach documentation of nonprofit Tax Exempt 501(c) status and Certificate of Formation.

Tax-Exempt Status

- All private nonprofit organizations must document their status as a 501(c) tax-exempt entity. The Department requires that the ruling be on IRS letterhead, legible and signed by the IRS District Director or other authorized official.
- Expired advance rulings from the IRS are not acceptable. Other documentation which may be utilized to document 501(c) status may be a letter from the State of Texas Comptroller of Public Accounts or a certified legal document showing status.
- Local nonprofit affiliates of a state or national nonprofit may submit documentation if the organization is a subsidiary of a parent organization. Local nonprofit affiliates must provide a copy of the page listing your organization as part of the larger organization in the documents filed with the IRS.

Certificate of Formation

- Include a copy of the section in the Certificate of Formation which describes the mission and goals for which the organization was established.

Status with the Texas Secretary of State

- Organizations must have legal status to do business in Texas. The Department will confirm status through the Secretary of State's website.

Texas 2016 ESG Application

Attachment I: Local Government Approval

for Nonprofit Organizations Conducting ESG Shelter Activities

Attachment I is due on May 9, 2016 after the rest of the Application is submitted on April 8, 2016. If Attachment I is not submitted by May 9, 2016, the Emergency Shelter activity will be reduced to zero.

Who should complete this attachment?

- Single Applicants that are private nonprofit organizations and that propose emergency shelter activities as part of the Application.
- Any organization that is part of a Collaborative Application that are private nonprofit organizations and that propose emergency shelter activities as part of the Application.

NOTE: Lead Applicants that are Cities or Counties must submit the attachment for their nonprofit partners that propose emergency shelter activities as part of the Application.

General Instructions

- As required by 24 C.F.R. §576.202(a)(2), the State of Texas will distribute ESG funds to private nonprofit organizations conducting emergency shelter activities only if the unit of general local government (any city or county) in which the proposed emergency shelter activities are to be located certifies that it approves the project.
- Private nonprofit organizations that plan to conduct ESG emergency shelter activities must obtain a certification of approval from the city or county in which the ESG emergency shelter activities are to be carried out by having a city or county official complete the certification part of this page. If serving multiple counties, only the cities or counties where the shelters are located must approve the proposed project. Applicants that are not providing emergency shelter activities do not need to complete this form.
- If a collaborative application, the form **must** be submitted for the organization(s) that will provide the emergency shelter activities.
- The form must be signed by the county judge or mayor, or their official designee (such as city manager, assistant city manager, community development director or human services director) for the locality in which the project is located. Each local government determines who has the authority to sign this document.

Certification (to be completed by the City or County):

I, _____ (*name and title*), duly authorized to act on behalf of the _____ (*name of jurisdiction*), hereby approve the following emergency shelter activities proposed by _____ (*name of nonprofit organization*), which are to be located in _____ (*name(s) of jurisdiction(s)*).

Proposed emergency shelter activities: _____

By: _____
Signature of Local Official and Date

Typed or Written Name of Signatory Local Official

Title