



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

APPLICATION DEADLINE: April 15, 2016 at 12:00 pm (CST)
FUNDS AVAILABLE: \$651,367
MINIMUM GRANT: \$125,000
MAXIMUM GRANT: \$150,000
PROJECTS STARTUP: September 1, 2016
GRANT SERVICE AREA: Tarrant and Parker Counties, Texas

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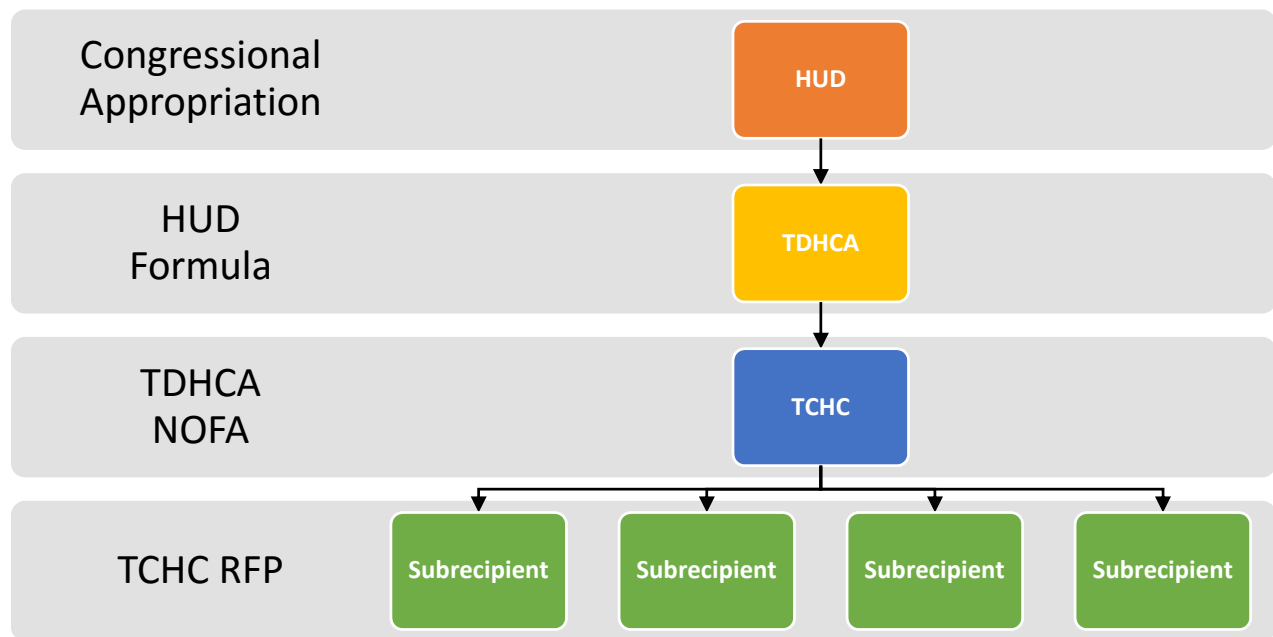
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Introduction

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 ESG Coordinator.

TCHC has been selected to host the local competition for TX-601 to establish funding decisions from TDHCA for the Federal Fiscal Year 2016 ESG program. TCHC will distribute \$651,367.00 for programs that will run from September 1, 2016 – August 31, 2017.

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



The funding available under this RFP is provided to TX-601 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 2016 Rev. 02/17/2016* 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 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/funding-opportunities>

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

Overview *(TDHCA NOFA page 3)*

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

ESG 2016 NOFA and Application Timetable *(TDHCA NOFA 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 *(TDHCA NOFA page 5)*

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/tchc-services/continuum-of-care-program/coc-policies-procedures/>.

TDHCA's ESG Strategic Goals *(TDHCA NOFA page 6)*

In addition to the State goals, which are referenced in the TDHCA NOFA starting on page 6; applicants are reminded that the TX-601 Board of Directors has adopted the following **Continuum of Care Goals** for 2016 – 2017:

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

Eligible Applicant Organizations *(TDHCA NOFA 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. Catholic Charities of Fort Worth
2. Center for Transforming Lives
3. DRC Solutions
4. Presbyterian Night Shelter
5. SafeHaven of Tarrant County
6. The Salvation Army Mabee Center

TDHCA will allow up to six contracts to be funded in each community; however, applicants should note that due to minimum grant requirements, TDHCA will only award up to five contracts in TX-601.

Grant Period (TDHCA NOFA page 11)

The performance period for funds awarded under this RFP will be September 1, 2016 – August 31, 2017. Given the short window to launch new programs, applicants are encouraged to plan performance outcomes and budgets with care.

Award Amounts (TDHCA NOFA page 11)

TX-601 has been awarded \$651,367.00. TCHC will earn a fee for serving as the ESG Coordinator for FY2016; however, that amount does not come out of the total that was awarded to TX-601.

The minimum grant application for the TX-601 competition is \$125,000. The maximum grant application for the TX-601 competition is \$150,000.

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. ESG Administrative Funds cannot exceed 3% of the total budget for a Single Applicant. More information is available in the “Selection of Awardees and Allocations of Funds” section below.

Application Review Process (TDHCA NOFA 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 or cure deficiencies. Communications between applicants and the CPRC will be exclusively through TCHC. Unsolicited information will not be considered.

Ranking of Applications (TDHCA NOFA page 16)

The “Ranking of Applications” section of the NOFA **is not applicable** to the TCHC RFP. The Community Projects Review Committee (CPRC), appointed by the Continuum of Care Board of

Directors will evaluate applications utilizing the same scoring criteria and point scale from the 2015 competition.

Scoring Category		Measurement	Points Available	Points Awarded by CPRC
1	Completeness of Application	Checklist scored by TCHC staff on coversheet (application page 2)	10	
		<i>Each required item will be worth 1 point, agencies will not lose points for items not applicable to program type</i>		
2	CoC Priorities & Program Purposes	Narrative A: Identify the CoC Goals your program proposes to address and how they achieve the program purposes of the Emergency Solutions Grant (RFP page 3)	20	
		<i>Up to 10 points awarded to applicants who clearly demonstrate the inclusion of one stated CoC Goal. Maximum points will be awarded to applicants who clearly demonstrate the inclusion of 2 or more goals and purposes.</i>		
3	Coordination with Existing Programs	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	
		<i>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 client improvement. (A list of services offered by partner agencies would not be sufficient.)</i>		
4	Program Design, Targeting, Methodology, Best Practices and Innovation	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	
		<i>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.</i>		

		<i>Up to 10 points awarded to applicants who clearly demonstrate best practices that will be incorporated into daily functions.</i>		
5	Performance Outcome Goals and Cost Per Household Served	Budget and Outcomes Forms: assessment will be reasonableness and value; and, Narrative D: Why do you believe the value of the services provided is appropriate? <i>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.</i>	15	
6	Match Documentation	Verification of Match Commitment: 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	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. <i>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.</i>	10	
Total Points			100	

Selection of Awardees and Allocation of Funds *(TDHCA NOFA page 17)*

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 ESG Coordinator has developed this Request for Proposals (RFP) that describes the application threshold and ranking criteria that will be utilized in the ranking of projects.

The ESG Coordinator will facilitate two closed meetings of the Community Projects Review Committee (CPRC) for the purposes of reviewing and ranking applications. The CPRC will undertake in order 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 Street Outreach allocations and Emergency Shelter allocations equals 60% of available funds (\$390,820.20)

- 3) To fully utilize all available funds, the CPRC may adjust application budgets (up or down) to achieve a distribution it believes will make the most positive impact on the CoC-wide effort to address 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 4/07/2016 at 12:00:00 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. Please include "ESG-16" in the subject line. As noted above, questions may be submitted until 4/07/16 at 12:00 PM.

Funding Decisions

The Community Projects Review Committee will review and rank applications and make funding decisions. During this process, agencies will be expected to have a representative on call during deliberations should the CPRC have any questions. TCHC will prepare the allocation decisions as instructed by the CPRC. TX-601 is the final local decision making body. TCHC will be charged with communicating budget adjustments to applicants. Allocations will be announced to applicants and posted on the TCHC website after TDHCA has finalized state-wide funding decisions.

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 ESG Coordinator. 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 (ESG Coordinator).

The applicant (Appealing Party) must provide evidence that demonstrates an error on the part of the ESG Coordinator 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 ESG Coordinator's proposal submission requirements;
- b. Documentation that the application was improperly scored or ranked; and;
- c. Evidence that the applicant believes the ESG Coordinator failed to follow its selection priorities set forth in the ESG Coordinator'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 ESG Coordinator'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. 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.

Appendix 1: Definitions for Proposed Outcomes

For the purpose of the 2016 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
Collaborative Partner: Hope's Door, Inc 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	1.3 Street Outreach Clients: Unduplicated number of persons to be served with ESG or ESG Match Street Outreach (SO) funds	130
	\$4,650 MATCH		
	\$1,100	1.3.1. Case Management: Unduplicated number of SO clients to receive case management	60
\$720	1.3.2. Housing Destination: Unduplicated number of SO clients who will be placed in temporary or transitional housing destinations or permanent housing destinations	45	
TOTAL STREET OUTREACH FUNDS REQUESTED:	\$42,470		

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
Collaborative Partner: Women's Center of NE TX Essential Services 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)	\$36,000 \$4,650 \$1,200 \$5,000 \$30,000 \$12,000 MATCH	1.4 Emergency Shelter Clients: Unduplicated number of persons to be served with <i>ESG</i> or <i>ESG Match</i> Emergency Shelter (ES) funds	120
Collaborative Partner: Women's Safe Haven Substance Abuse Services (contractual) (\$2,000 X 10 persons) Mental Health Services & Family and Individual Counseling (contractual) (\$225 session X 30 sessions)	\$20,000 \$6,750	1.4.1 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.	120
Collaborative Partner: Women's Center of NE TX Rehabilitation and Renovation Roof Replacement** (Labor \$15,000 and material \$15,000)	\$30,000 \$300	1.4.2 Essential Services: Unduplicated number of ES clients to be served with essential services	120
Shelter Operations 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)	\$4,000 \$1,398 \$1,900 \$2,988 MATCH	1.4.3 Case Management: Unduplicated number of ES clients who will receive case management	100
		1.4.4. Permanent Housing Destination: Unduplicated number of ES clients who will exit to Permanent Housing Destinations	45
		1.4.5. Non-Cash Benefits: Unduplicated number of ES clients who will have more non-cash benefits at program exit than at program entry	35
TOTAL EMERGENCY SHELTER FUNDS REQUESTED:	\$156,186		

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
Lead Agency: Center Point, Inc Housing Relocation and Stabilization Services 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) Rental Assistance 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)		1.5. Homeless Prevention Clients: Unduplicated persons to be served with <i>ESG</i> or <i>ESG Match</i> Homelessness Prevention (HP) funds	50
	\$5,840	1.5.1. Rental Assistance: Unduplicated HP clients to receive rental assistance	20
	\$1,250	1.5.2. HRSS - Financial Assistance: Unduplicated HP clients to receive financial assistance	0
	\$1,500	1.5.3. HRSS – Housing Search and Placement: Unduplicated HP clients to receive housing search and placement services	10
	MATCH \$1,050	1.5.4. HRSS – Housing Stability Case Management: Unduplicated HP clients to receive housing stability case management	50
		1.5.5. Maintaining Permanent Housing: Unduplicated number of HP clients who at program exit will have maintained their Permanent Housing Destination	50
	\$13,000	1.5.6. Maintaining Housing after Three Months: Unduplicated number of HP clients who after program exit will have maintained their housing for 3 months or more	50
	\$26,000	1.5.7. Higher Income: Unduplicated number of HP clients who will have higher income at program exit than at program	10
		1.5.8. Non-Cash Benefit: Unduplicated number of HP clients who will have more non-cash benefits at program exit than at program	20
	TOTAL HP FUNDS REQUESTED:	\$48,640	

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
Lead Agency: Center Point, Inc Housing Relocation and Stabilization Services Caseworker: (\$36,000 year x 100%) Security Deposits: (15 households X \$650 avg.) Moving Costs: (15 households x \$235 avg.) Moving Costs: (15 households x \$235 avg.) 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) Financial Assistance: (security deposits: 10 households x \$650/household) (utility deposits: 15 households x \$100/household) (utility payments: 10 households x \$200/household) Rental Assistance Short-term: (80 households X \$650 avg./month rent x 2 months) Medium-term: (30 households x \$650 avg./month rent x 4 months)		1.6. Rapid Re-housing Clients: Unduplicated persons to be served with <i>ESG</i> or <i>ESG Match</i> Rapid Re-Housing (RRH) funds	120
	\$36,000	1.6.1. Rental Assistance: Unduplicated RRH clients to receive rental assistance	110
	\$9,750		
	\$3,525	1.6.2. HRSS - Financial Assistance: Unduplicated RRH clients to receive financial assistance	30
	MATCH		
	\$6,000	1.6.3. HRSS - Housing Search & Placement Services: Unduplicated RRH clients to receive housing search and placement services	110
	\$9,000		
	\$19,500	1.6.4. HRSS - Housing Stability Case Management: Unduplicated RRH clients to receive housing stability case management	120
	\$3,750		
	\$6,500	1.6.5. Permanent Housing Destination: Unduplicated RRH clients who at program exit will have a Permanent Housing Destinations	110
\$1,500			
\$2,000	1.6.6. Maintaining Housing: Unduplicated RRH clients who after program exit will have maintained their housing for 3 months or more	90	
\$104,000	1.6.7. Higher Income: Unduplicated RRH clients who will have higher income at program exit than at program entry	20	
\$78,000			
	1.6.8. Non-Cash Benefits: 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	20	
	1.6.9. Residence Prior to Entry: Unduplicated number of people exiting a publicly funded	10	

Budget Line Item and Method of Calculation	Line Item Total	Outputs and Outcome Measures	Proposed Target
		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)	
TOTAL RAPID RE-HOUSING FUNDS REQUESTED:	\$276,025		

Sample Detailed Budget for HMIS Activities

Budget Line Item and Method of Calculation	Line Item Total
Lead Agency: Center Point, Inc	
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
TOTAL HMIS FUNDS REQUESTED:	\$39,260

Sample Detailed Budget for Administrative Activities

Budget Line Item and Method of Calculation	Line Item Total
Lead Agency: Center Point, Inc	
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
Collaborative Partner: Women's Center of NE TX	
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
Collaborative Partner: Women's Safe Haven	
Pre-award Travel Expenses: (1 staff x 1 trip @ \$155 each)	\$155
Collaborative Partner: Hope's Door, Inc	
Pre-award Travel Expenses: (1 staff x 1 trip @ \$155 each)	\$155
TOTAL ADMINISTRATIVE FUNDS REQUESTED:	\$18,235

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 2016 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 09/1/2016-08/31/2017.
- **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 2016.* 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

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 (T.7.B + U.17.B+V.17.B+ W.17.B+ X.9.B+ Y.6.B)	\$0

Appendix 4: Language Access Plan Template

Agency Name Language Access Plan

Introduction

Agency Name has prepared this Language Access Plan (“LAP” or “Plan”), which defines the actions to be taken by Agency Name to ensure meaningful access to agency services, programs and activities on the part of persons who have limited English proficiency. Agency Name will review and update, on a biennial basis or as needed, this LAP in order to ensure continued responsiveness to community needs and compliance with Executive Order 13166 (which may be found at <http://www.justice.gov/crt/about/cor/Pubs/eolep.php>), interpreting Title VI of the Civil Rights Act of 1964.

Purpose

The purpose of this Plan is to ensure clients of Agency Name have meaningful access to services, programs and activities although they may be limited in their English language proficiency. Agency Name is committed to this Plan as the appropriate response to meeting our clients’ needs. The Plan is consistent with the guidance promulgated by all relevant Federal agencies. A Limited English Proficient (“LEP”) person is someone who is not able to speak, read, write or understand the English language at a level that allows him/her to interact effectively with Agency Name staff. A client maintains the right to self-identify as a LEP person.

Identify LEP individuals

- Research population eligible for services
- Research languages spoken by LEP people, number of LEP (limited English proficient) people in service area -- include the Spanish language (and other languages as needed)

Agency Name has identified that of the population eligible for services, the languages spoken by LEP people in our service area are [LIST LANGUAGES].

Language Access Needs Assessment – describe the nature and importance of the program provided Agency Name shall make meaningful access available to each regularly encountered LEP group and specifically to the prevalent LEP population in Texas: native Spanish-speaking individuals (LIST OTHER LANGUAGES IF IDENTIFIED). Meaningful access, as used in this document, means language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals

Consider:

- Are there staff available that speak several languages?
- Language service protocols – agreements with nonprofits, contracts for translation and interpreting services
- Identify ways in which language assistance will be provided - Consider how to respond to LEP callers, LEP written communication, and how to ensure the competency of interpreters and translation services.

Agency Name shall adopt a procedure for providing oral interpretation services to LEP customers. Multilingual signage shall be posted in public contact places asking LEP customers to identify the language they need. The agency shall make use of bilingual personnel for initial interpretation services and may use telephonic interpretation services, contract interpreters, or community or professional services as may be necessary. The agency shall maintain a list of its qualified bilingual staff and community resources that are able to provide free (for the program participant) interpretation services, as well as a list of the most common languages encountered.

Staff training

Staff will be trained on an ongoing basis, particularly with use of appropriate language translation services. Internal staff will have access to a list of all staff members and community resources with fluency in languages other than English.

Vital document translation

- Define mechanism to identify and translate vital documents
- How will the program provide appropriately translated notices to LEP persons?

Agency Name shall determine which documents are vital and shall translate vital documents into the languages identified. Translation will be prioritized for those documents which are most needed to alleviate an immediate problem for an individual (e.g., client intake forms, homeless assistance), to be determined at the **[Agency Executive Director’s]** discretion.

Monitoring and Updating the LAP

Agency Name will review and update, on a biennial basis or as needed, this LAP in order to ensure continued responsiveness to community needs and compliance with Executive Order 13166. **Agency Name** will periodically review the agency’s actions toward increasing access for LEP persons in order to ensure continued steps toward wider language access.

Resources:

- [See FR-2007-01-22](#) for further guidance.
- HUD LEP FAQs:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq
- LEP federal guidance: <http://www.lep.gov/>

This plan has been reviewed on _____(Date)___ and approved by (Executive Director).

Signature: _____

Date: _____