



FORT WORTH/ ARLINGTON/ TARRANT COUNTY
CONTINUUM OF CARE TX-601
TDHCA 2017/2018 EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)
REQUEST FOR PROPOSALS (RFP)

APPLICATION DEADLINE: May 5, 2017 at 12:00 pm (CST)
FUNDS AVAILABLE: \$605,561
MINIMUM GRANT: \$200,000
MAXIMUM GRANT: \$250,000 (Single Applicants)
\$600,000 (Collaborative Applicants)
PROJECTS STARTUP: September 1, 2017
GRANT SERVICE AREA: Tarrant and Parker Counties, Texas

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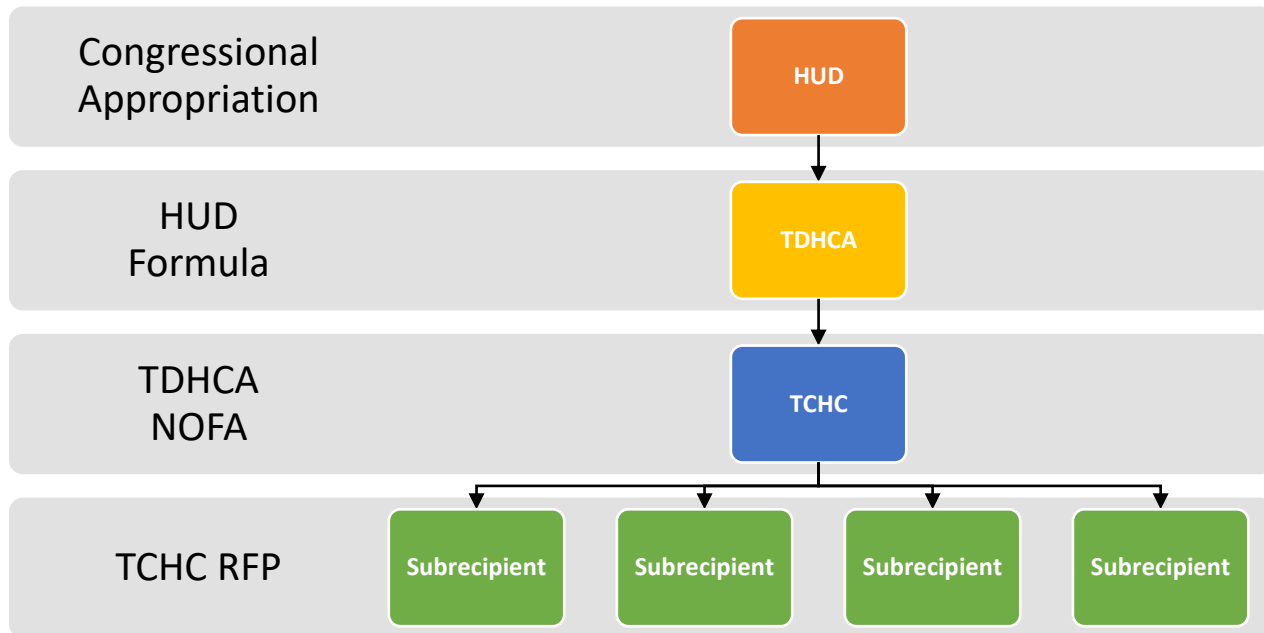
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Introduction

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 Years 2017 and 2018 ESG program. TCHC will distribute \$605,561.00 for programs that will run from September 1, 2017 – August 31, 2019.

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 2017* 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 2017/2018 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 **Continuum of Care Goals** are:

1. Prevent and end homelessness among Veterans in 2017
2. Finish the job of ending chronic homelessness
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 6)*

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

1. Collaborative Application
 - a. The Salvation Army - Mabee Center (Lead)
 - b. Center for Transforming Lives
 - c. Hands of Hope
2. Collaborative Application
 - a. SafeHaven of Tarrant County (Lead)
 - b. Catholic Charities of Fort Worth
 - c. Presbyterian Night Shelter

Applicants should note that due to minimum grant requirements, TDHCA will only award up to three contracts in TX-601.

Service Areas *(TDHCA NOFA page 7)*

The allowable service area for ESG funds include Tarrant and Parker Counties. A subrecipient may not use its ESG award for client activities outside the CoC region it applied in. For more information, refer to the TDHCA NOFA.

Single and Collaborative Applications *(TDHCA NOFA page 8)*

An applicant may decide to apply for funds either as a Single Applicant or Collaborative Applicant, as described below.

Single Applicants

Eligible applicant organizations can decide to apply for ESG by submitting an Application on their own. If selected for funding, the single agency will have the ability to subcontract some of the services to be offered during the contract term with other agencies. Subcontracted services should preferably be identified in the Application; however changes post-award, in this regard will be permitted. In all cases subcontracts and contractors must be appropriately procured. Agencies that are considering applying as single applicants should keep in mind that the NOFA places a high priority on Collaborative Applications by awarding more points for higher outputs and outcomes and that the award amounts for a single applicant are less than the amounts available for Collaborative Applications.

Collaborative Applicants

A lead entity or Applicant can submit a Collaborative Application by partnering with up to five other separate organizations (for a total of six organizations) that bring other expertise to the proposal. Each Collaborative Application must designate one organization as the lead organization. During the preparation of the Application, the lead entity is responsible for gathering all necessary information from its partners and submitting a single Application for the entire group. If selected, the lead entity will be the entity that executes the contract with TDHCA and is responsible for all activities under the contract with the State.

A lead entity may not choose a partner who is a for-profit entity. However, an agency may choose to subcontract some of the services to be offered during the contract term with a for-profit entity.

Only agencies considered separate organizations can be partners in a Collaborative Application. TDHCA will evaluate, on a case by case basis, whether two organizations are considered separate organizations. Factors that TDHCA will consider to determine whether two entities are separate organizations include but are not limited to:

- Having separate board of directors;
- Having board members appointed by separate individual or individuals;
- Having the operations of the entities independent of each other, *e.g.*, each entity has its own management and offices; each entity has its own budgeting and financial systems; and
- The organizations require procurement to do business with each other.

An instrumentality of a city or county cannot be a partner agency for that city or county, and the reverse also applies. Additionally, lead entities that wish to partner with units of general purpose local governments must use appropriate procurement processes.

If TDHCA determines that one of the partner agencies is not a separate organization from another partner agency or from the lead entity, then funds requested in the Application award amount will be limited to the amount that is allowed without that partner included in the calculation.

TDHCA has placed a high priority on funding Collaborative Applications by developing scoring criteria which award more points for higher outputs and outcomes. Since Collaborative Applications are composed of multiple services provided by multiple partners, they are more likely to obtain a higher score by producing greater outputs and outcomes than an Application submitted by a single organization.

TDHCA recommends, but does not require, that Collaborative Applications limit the number of organizations that provide each component: Street Outreach, Emergency Shelters, Homelessness Prevention and Rapid Re-housing or limit the number of organizations that serve different subpopulations. If a Collaborative Application is proposing multiple organizations to provide the same component, an explanation of the coordination to take place and efforts to reduce duplication of benefits is required. TDHCA is aware that there may be exceptions for Victims Service Providers/Legal Service Providers or other innovative collaborative efforts.

The lead organization will assume responsibility for the award on behalf of the group. The lead organization will be responsible for ensuring that partners are knowledgeable and adhere to ESG,

federal, and state regulations; for identifying which services will be provided by each partner; for monitoring the performance of partners and ensuring compliance with the ESG program; and for providing training and technical assistance to partners or ensuring that partners receive such from TDHCA or the HMIS administrator. The lead agency in a collaborative contract will be responsible for submitting monthly financial and performance reports to TDHCA. The reports submitted by the lead agency include a compilation of information from the different collaborative agencies that make up the partnership.

For Collaborative Applicants proposing activities to establish or operate an HMIS-comparable database under 24 CFR §576.107(a)(3), where the lead agency is not a victim services or legal services provider, TDHCA will contract separately and directly with the victim services provider or a legal services provider that is part of the Collaborative for up to two such cases per Collaborative Application. However, the activities relating to the HMIS-comparable database should be submitted and will be scored along with the rest of the collaborative Application.

Ultimately, the lead Applicant will be responsible for complying with all ESG requirements and will be financially liable for any disallowed ESG program costs. Given these responsibilities, TDHCA highly recommends that the lead organization in a Collaborative Application develop a Memorandum of Understanding with its partners and budgets for a full-time or part-time position to assume oversight responsibilities as well conduct periodic monitoring of its partners. TDHCA also recommends that one of the partners in the Collaborative Application assigns a full-time or part-time position to assume responsibilities to oversee HMIS reporting for all partners.

Collaborative Partners vs. Contracting of Services

- A collaborative partner is an organization listed in a Collaborative Application that will provide homeless services that complement the lead entity and the Application.
- The collaborative partner can be either subgranted or subcontracted.
- A lead entity can only subgrant funds to a partner if the partner is a private nonprofit organization. The subgrant to a private nonprofit organization does not require competition or procurement. The lead entity may have a legally binding contract or other written arrangement to subgrant funds to its private nonprofit partners.
- ESG Subrecipients may award funds to private nonprofit organizations without conducting procurement procedures, unless prohibited by applicable Local Government Code. For all other transactions, procurement procedures must be conducted.
- For profit entities cannot be a partner in a Collaborative Application and their involvement requires a contractor relationship with competition and procurement.
- The number of partners in an Application is one of the factors used to determine the amount of funds the collaboration can request (\$200,000 per partner per year, up to \$600,000 per year)

Applicants may choose to subcontract (after competition and procurement) the provision of goods and services to organizations outside of their Application group. Entities subcontracted in this manner would not appear in the Application and would not increase the amount of funds that can be requested in the Application.

Award Period and Contract Period *(TDHCA NOFA page 10)*

The performance period for funds awarded under this RFP is for two years, and is intended to run from September 1, 2017 – August 31, 2019. For this application, Applicants should set performance measures and budgets for a twenty-four-month cycle for PY 2017 and PY 2018 between September 1, 2017 and August 31, 2019. When TDHCA receives notice of ESG funding from HUD for PY 2018, TDHCA will reaffirm budgets and performance measures and execute new PY 2018 contracts with its Subrecipients based on the Subrecipients' PY 2017 performance.

The contract period will be divided into two contracts between September 1, 2017 and August 31, 2019. Each contract will start September 1 and end on August 31 (12 months). Given the short

window to launch new programs, applicants are encouraged to plan performance outcomes and budgets with care.

Award Amounts *(TDHCA NOFA page 10)*

TX-601 has been awarded \$605,561.00. 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 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.

Single Applicants

The minimum grant application for the TX-601 competition is \$200,000 per year. The maximum grant application for the TX-601 competition is \$250,000 per year. The budget and performance measures should be correlated to the aggregate two-year amount requested. If the second-year award amount is significantly more or less than the first-year amount, the Department may subsequently adjust performance measures accordingly in the second-year budget.

Collaborative Applicants

The minimum request for a Collaborative Application in the TX-601 competition is \$200,000 per year. The maximum request amount is \$200,000 per year times the number of partners in the Application, with a maximum request of \$600,000 per year, which would be \$1,200,000 for two years. The budget and performance measures should be correlated to the aggregate two-year amount requested.

In a Collaborative Application, each partner is not limited to budgeting only \$200,000 each per year; the total grant amount may be budgeted among all partners as agreed upon. For example, a Collaborative Application made up of 3 partners may apply for a total grant amount of \$600,000 per year (\$200,000 x 3), but can decide to budget \$300,000 for Agency 1, \$250,000 for Agency 2, \$50,000 for Agency 3. In another example, a Collaborative of 2 agencies can request any amount over \$200,000 per year and equal/ less than \$400,000 per year (\$200,000 X 2 partners= \$400,000). A third example may be a Collaborative Application that requests \$300,000 per year, which could be budgeted as follows: \$150,000 for Agency 1, \$150,000 for Agency 2.

Funds during the two-year contract cycle

Applicants will be requesting budget funds for two years as noted in the limits above. For example, if a Collaborative Application requests \$500,000 per year, the budget and performance measures should reflect performance over 24 months based on an award of \$1,000,000.

The amount awarded for the first contract is based on the competition outlined in this NOFA. Before entering into the second contract, TDHCA will determine how much funding is received by HUD and distribute the funding based on the proportion share that award received in the first year of the award cycle. For example, if the total received by TDHCA in year one is \$8,000,000, and in year two is \$8,500,000, the amount available to each Subrecipient before performance is considered will be approximately 105% adjusted proportionally. If the amount received by TDHCA for PY 2018 is less than PY2017, the amount available to each Subrecipient before performance is considered will be reduced proportionally from the first year award.

Any funds remaining in first year contracts will be recaptured ninety days after August 31, 2018 or the original end date in the 2017 ESG Contract. The recaptured funds, along with any disallowed costs, will be pooled options for awards as follows. The first step is to increase the award of Subrecipients that received a partial award in 2017 award cycle. Once the partial award is increased to the amount requested, the remaining funds will be pooled. The next step depends on the amount of funding available. If the remaining funds are over \$50,000, the funds will be used to fund the highest scoring Applicant that was not originally funded. If the remaining funds are less than \$50,000, the funds will be

distributed to awarded Subrecipient(s) that have had the highest amount of success in meeting their PY 2017 performance measures.

Performance or benchmarks that could result in loss of some or all 2018 ESG funding include, but are not limited to, the following:

1. Delinquent submission of Audit Certification Form or Audit.
2. Failure to expend 60% of 2017 funding by July 1, 2018 or nine months after the start date in the 2017 ESG Contract.
3. Failure to meet performance measurements by more than 25%.

Match Requirements *(TDHCA NOFA page 17)*

ESG Subrecipients must match their award amount with an equal or greater amount of resources from other than ESG funds, unless a waiver is requested and approved by TDHCA. ESG Applicant organizations must demonstrate access to resources that may be used as match after the start date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant.

TDHCA will consider match waivers based on the size of the community, funds currently held by the ESG Applicant organization, losses of essential services from other funding sources, and other factors to determine which organization(s) will benefit from the match waiver. Applicants with an annual budget in excess of \$600,000 are not eligible for a match waiver. Applicants that do not receive the waiver and that do not have a source of match funding will be ineligible for an ESG award.

Eligible Sources of Match

Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

- The Subrecipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds; and
- If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements as described in 24 CFR §576.201.

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. Note that the match requirement may be satisfied by one Collaborative Partner or all partners.

Recognition of Matching Contributions

- In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in 24 CFR §576.100.
- The matching contributions must be provided after the start of the date that TDHCA receives the grant agreement from HUD.
- To count toward the required match for the Applicant's contract period, contributions must be expended during the contract period.
- Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
- Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.
- Match can only be provided for activities in which the applicant received ESG funds plus administrative activities.

Additional information regarding match can be found in the TDHCA ESG NOFA or on [HUD's ESG FAQ related to match sources.](#)

Application Review Process *(TDHCA NOFA page 19)*

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 24)*

The “Ranking of Applications” section of the TDHCA ESG 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 2016 competition.

Scoring Category		Measurement	Points Available	Points Awarded by CPRC
1	Completeness of Application	<p>Checklist scored by TCHC staff on coversheet (see Application Guide for required forms and documents)</p> <p><i>Maximum points will be awarded for timely submission and completeness of all required forms and documents.</i></p>	5	
2	CoC Priorities & Program Purposes	<p>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)</p> <p><i>Up to 10 points awarded to applicants who clearly demonstrate the inclusion of one stated CoC Goal.</i></p> <p><i>Maximum points will be awarded to applicants who clearly demonstrate the inclusion of 2 or more goals and purposes.</i></p>	20	
3	Coordination with Existing Programs	<p>Narrative B: Describe the coordination of your proposed program with services provided by other agencies (outside of your collaborative application) and how the coordination will improve the lives of your clients as measured by your program outcomes.</p> <p><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></p>	20	

4	Program Design, Targeting, Methodology, Best Practices and Innovation	<p>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?</p> <p><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.</i></p> <p><i>Up to 5 points awarded to applicants who clearly describe strategies used to identify clients and target services.</i></p> <p><i>Up to 10 points awarded to applicants who clearly demonstrate best practices that will be incorporated into daily functions.</i></p>	20	
5	Performance Outcome Goals and Cost Per Household Served	<p>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?</p> <p><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></p>	10	
6	Reasonable Accommodation	<p>Narrative E: Please attach your agency's reasonable accommodation policy. If your agency does not have a reasonable accommodation policy, describe the process used to request an accommodation including when would a client request reasonable accommodations; which staff would review the request and how the accommodation will be fulfilled?</p> <p><i>Maximum points will be awarded to applicants who attach their reasonable accommodation policy; or, applicants who best describe the process used to request the accommodation.</i></p>	5	
7	Capacity to Report	<p>Narrative F:</p> <p>Lead Agency Only: Describe how your agency will be able to collect reports from partner agencies and submit timely, accurate reports to TDHCA that provide performance measures, outcomes of clients, and expenditures.</p> <p>Partner Agencies Only: Describe how your agency will be able to submit timely, accurate reports to the Lead Agency that provide performance measures, outcomes of clients, and expenditures.</p> <p><i>Maximum points will be awarded to applicants who best describe their capacity to report including how they will be able to deliver timely, accurate reports to the respective recipient that provide performance</i></p>	10	

		<i>measures, outcomes of clients, and expenditures.</i>		
8	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.	5	
9	Agency Experience, Capacity and Performance Outcomes with Federal Grant Programs	Narrative G: 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>	5	
	Total Points		100	

Selection of Awardees and Allocation of Funds *(TDHCA NOFA page 25)*

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 (\$363,336.00)
- 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 05/04/2017 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-1718” in the subject line. As noted above, questions may be submitted until 05/04/17 at 12:00 PM.

Funding Recommendation & Notification

The Community Projects Review Committee will review and rank applications and make funding recommendations. TCHC will prepare the allocation decision as instructed by the CPRC. TX-601 is the final local decision making body.

TCHC will be charged with communicating any budget or performance adjustments to applicants.

Funding recommendations will be announced to applicants and posted on the TCHC website (www.ahomewithhope.org/funding-opportunities) after the CPRC has finalized their recommendation. Once TDHCA has approved the funding recommendations, TCHC will notify the applicants and post the final funding announcement on the TCHC website.

Appeals Process for ESG Allocation 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.

Appendix 1: Definitions for Proposed Outcomes

For the purpose of the FY2017 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