



Emergency Solutions Grants (ESG) Application Workshop

JANUARY 2025

What is ESG?

- The Emergency Solutions Grant (ESG) Program is designed to assist people with quickly regaining stability in permanent housing after experiencing a housing crisis and/or homelessness.
- ESG is a U.S. Department of Housing and Urban Development (HUD) funded program which allocated funding to the State of TN on an annual basis.
- Tennessee Housing Development Agency administers this funding on behalf of the State of TN.

ESG Funding Allocation

- FY 2025 Federal Funds
 - Estimated \$3.2 million based on FY 2024 allocation
 - Pending notification from HUD
- Rollover FY 2024 Funds Allocation
 - Amount is still pending

Minimum Grant: \$35,000

Maximum Grant: \$125,000



7.5% Administration for THDA and Local Governments.



Set Aside Allocation – \$125,000 to the Cities of Chattanooga, Clarksville, Johnson City, and Murfreesboro



Remaining funds are allocated in a competitive round for non-profit and local government applicants.

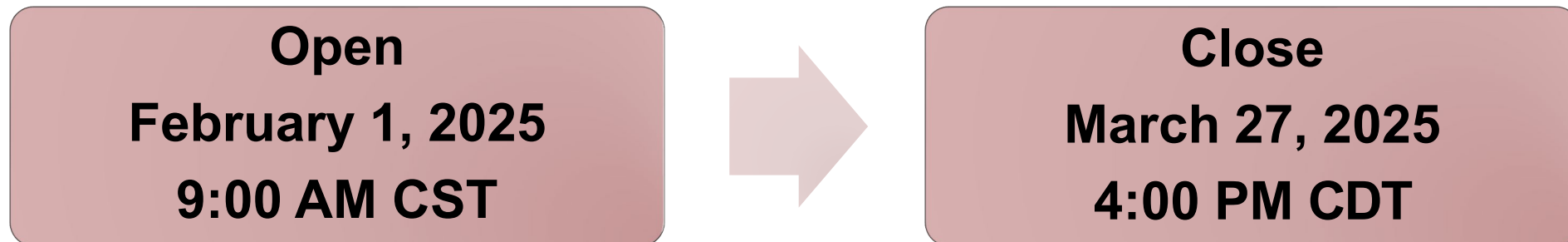
2025 ESG Allocation

Things to Know

- ESG is a reimbursement grant. No funds will be paid prior to expenditures.
- Applicants that apply for funding through a Set-Aside City and through the THDA's Competitive Application process are limited to a total of \$125,000 combined.
- Street Outreach & Shelter is capped at 60% of the state-wide allocation. Not per applicant.

ESG Application Window

Competitive & Set-Aside City Applications window:



Applications will only be accepted electronically through THDA's Grants Management System (GMS).

Funding Announcement & Start-Up



Grant Awards are anticipated to be announced by May 15, 2025.



Grant term is July 1, 2025 – June 30, 2026.



Mandatory Grantee Workshop will be held in June 2025 in person.

This schedule assumes THDA receipt from HUD of FY 2025 ESG allocation

Eligible Agencies
&
Requirements to
Apply



Eligible Non-Profit Agencies

Must be organized under Tennessee Law as demonstrated by a Certificate of Existence dated within 30 days of application due date

OR

Organized in another state as demonstrated by a Certificate of Existence from the state of organization and a Certificate of Authorization from TN, both dated within 30 days of application due date

[Secretary of State Website- Certificate of Existence](#)

Eligible Non-Profit Agencies Continued

- ✓ Must have current IRS 501(c)(3) or (4) designation.
- ✓ Have no part of net earnings that benefit any member, founder, contributor, or individual.
- ✓ Must be established for charitable purposes, including the prevention or elimination of homelessness.
- ✓ Must have written standards of financial accountability.
- ✓ Must serve all eligible participants without a regard to religion and without a required participation in religious activities.

All Applicants Must

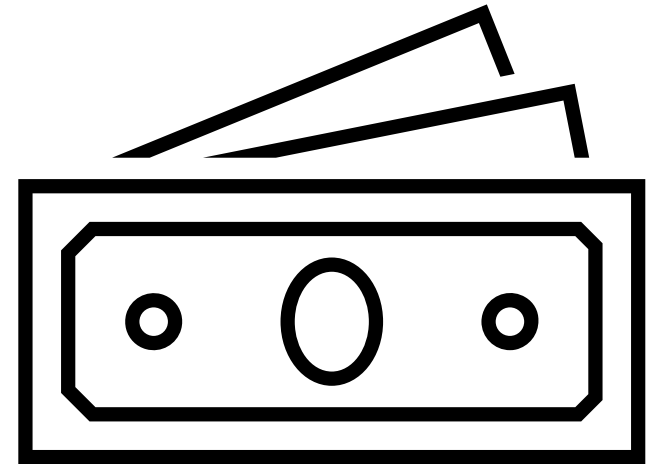
- ✓ Be an active participant in their local Continuum of Care (CoC).
24 CFR 576.400(a)
- ✓ Use the Coordinated Entry process established by the local CoC. 24 CFR 576.400(d)
 - Applicants serving multiple CoCs **MUST** use the Coordinated Entry process specific to that county established by each CoC.

All Applicants Must

- ✓ Participate in reporting through HMIS data system used by the local CoC as a condition of receipt of ESG funds. 24 CFR 576.400(f)
 - Only exception: Victim Service Providers or Legal Service Providers
 - However, a Victim Service Provider or Legal Service Provider **must** operate a comparable database that collects client-level data over time (i.e. longitudinal data) and generates unduplicated aggregate reports based on the data.

Match Requirements

- What is Match?
 - “Match” means that for every dollar of ESG funding that your agency receives from THDA, you must contribute an equal amount of your own resources to the project.
 - Match shows your commitment to stretch the funds further; to combine resources to better assist those who are in need.



Match Requirements

- Applicant must provide documentation of 100% match for funded ESG activities.
- Match contributions do not have to be in the same category as the categories billed to ESG grant.
- The matching funds are contributed to the ESG program and expended for allowable ESG costs.
- If the matching funds are from another federal program, there is no specific statutory prohibition on using those funds as match;
- The matching funds are used in accordance with all requirements that apply to ESG grant funds, except for the expenditure limits in 24 CFR 576.100. This includes requirements such as documentation requirements, eligibility requirements, and eligible costs.

Match Requirements

- The matching funds are expended/allowable costs are incurred within the dates of the grant agreement for the ESG funds being matched.
- The fiscalnot been and will not be used to match any other Federal program's funds nor any other ESG grant;
- The recipient does not use ESG funds to meet the other program's matching requirements; and
- The recipient keeps records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

Eligible Match Sources



Salaries – Paid by other means for employees who will be working on ESG related activities.



Volunteer Labor – Time documented by volunteers working on specific ESG related activities. Must be valued at the same rate of employees doing the same or similar work in your agency.



Donated Items – Clothing, food, furniture, etc. that is donated for the purpose of ESG related activities.



Donated Value of Property or Donated Lease– A building either owned by, leased, or donated to the Applicant for ESG related activities.



Cash Match – Monies the Applicant has on hand to use towards ESG related activities.



Other Grant Funding – Only if the grantor of that funding allows that source to be used as a match for federal funds.

Eligible Participants of ESG using HUD's Homeless & At- Risk of Homelessness Definitions

Eligible Participants of ESG

HUD'S Homeless Categories

1. **Literally homeless** individuals/families who lack a fixed, regular, and adequate nighttime residence
2. **At Imminent Risk of Homelessness** individuals/families who will imminently (within 14 days) lose their primary nighttime residence with no subsequent residence, resources or support networks
3. **Homeless under other Federal Statutes** includes unaccompanied youth or families with children/youth who meet the homeless definition under another federal statute and 3 additional criteria
4. **Individuals/families fleeing or attempting to flee domestic violence** with no subsequent residence, resources or support

HUD's At Risk of Homelessness Category

- **At Risk of Homelessness** individuals must have an annual income **below 30% AMI**; AND
 - Do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter; AND
 - Meet at least one of the seven additional criteria outlined in another slide

Category 1 “Literally Homeless” Definition

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation;
2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
3. Is exiting an institution where they have resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Category 2 At Imminent Risk of Homelessness

Individual or family who will imminently lose their primary nighttime residence, provided that:

- i. Residence will be lost within 14 days of the date of application for homeless assistance;
- ii. No subsequent residence has been identified; and
- iii. The individual or family lacks the resources or support networks needed to obtain permanent housing

Note: Individuals and families qualifying under this category and in need of Homelessness Prevention services do have an income requirement that must be below 30% AMI



Category 3 “Homeless under other Federal Statutes” Definition

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

1. Are defined as homeless under the other listed federal statutes;
2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
3. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
4. Can be expected to continue in such status for an extended period of time due to special needs or barriers

Category 4 “Fleeing or Attempting to Flee DV” Definition

Any individual or family who:

1. Is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized
2. Has no other safe residence, and
3. Lacks the resources to obtain other safe permanent housing, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

“At-Risk for Homelessness” Definition

1. Have an annual income **below 30% AMI**; AND
2. Do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter; AND
3. Meet at least **one of the following 7 conditions...**
 1. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
 2. Is living in the home of another because of economic hardship; OR
 3. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
 4. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
 5. Lives in an Single Room Occupancy (SRO) or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
 6. Is exiting a publicly funded institution or system of care; OR
 7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

Eligible Participants of Each Component

ESG Component	Eligible Participants Served
1. Street Outreach	Homeless Category 1 who are experiencing unsheltered homelessness
2. Emergency Shelter	All Homeless Categories
3. Rapid Rehousing	<ul style="list-style-type: none"> • Homeless Category 1 • Homeless Category 4
4. Homelessness Prevention	<ul style="list-style-type: none"> • Homeless Category 3 • Homeless Category 4 • At-Risk of Homelessness
5. HMIS	Participants will not be served directly under this component. Only service costs to operate HMIS are eligible.
6. Administration (Local Governments only)	Participants will not be served directly under this component. Only service costs to operate ESG are eligible.

ESG Program Components



Eligible ESG Program Components

1. Street
Outreach

2. Emergency
Shelter

3. Homelessness
Prevention

4. Rapid Re-
Housing

5. Data
Collection
(HMIS)

6. Administration
(Set Aside Cities
Only)

Street Outreach Component

Provides essential services necessary to engage **unsheltered persons experiencing homelessness**; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered people experiencing homelessness who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility

Your agency would serve:

- Homeless Category 1 Literally Homeless who are also unsheltered

Street Outreach – Eligible Activities

- Case management services (salaries)
- Emergency out-patient medical or dental care
- Emergency out-patient mental health services
- Transportation for client to shelter or emergency care
- Travel expenses for employee
- Cell phones for employees

Ineligible Street Outreach Expenses

- × Hotel/Motel vouchers
- × Financial assistance for rent, deposits, utilities, moving, etc.
- × Legal services
- × Prescriptions or medical services that are non-emergency
- × In-patient medical or mental health treatment

Emergency Shelter Component

ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters and operating expenses for emergency shelters.

An Emergency Shelter is defined as any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

Your agency would serve:

- Homeless Category 1 Literally Homeless
- Homeless Category 2 At Imminent Risk of Homelessness
- Homeless Category 3 Unaccompanied Youth
- Homeless Category 4 Fleeing Domestic Violence

Eligible Activities under Shelter Essential Services

- ✓ Case management services
- ✓ Transportation
- ✓ Childcare
- ✓ Job training expenses
- ✓ Educational training
- ✓ Nutritional counseling
- ✓ Financial counseling
- ✓ Mental health counseling
- ✓ Assistance in obtaining legal identification
- ✓ Referral and assistance in obtaining government services (insurance, food stamps, Veteran's benefits, SSI, etc...)
- ✓ Legal services relating to housing stability issues, such as social security, child support, domestic violence

Eligible Activities under Shelter Operations

- ✓ Maintenance and minor repair
- ✓ Insurance
- ✓ Rent (if cleared in Environmental Review)
- ✓ Utilities, Phone / Communications
- ✓ Security
- ✓ Fuel & transportation expenses
- ✓ Salaries
- ✓ Furnishings & Equipment
- ✓ Food
- ✓ Shelter and Office Supplies
- ✓ Hotel/Motel Vouchers
 - When shelter space is unavailable or not in the client's best interest for safety or health reasons

Ineligible Shelter Activities (Operations and Essential Services)

- × Salaries of administrative duties unrelated to client care
- × Acquisition, rehabilitation or conversion of shelters
- × Advocacy, planning or organizational capacity building
- × Staff recruitment/training
- × Mortgage payments
- × Bad debt/late fees
- × Client rent, utilities, deposits or moving expenses

Rapid Re- Housing (RRH) Component

Provides housing relocation and stabilization services and short and/or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and **achieve stability** in that housing.

Your agency would serve:

- Homeless Category 1 Literally Homeless
- Homeless Category 4 Fleeing Domestic Violence

Homelessness Prevention (HP) Component

Provides housing stabilization services and short and/or medium-term rental assistance necessary to help an individual or family *remain* in affordable permanent housing.

Your agency would serve:

- Homeless Category 3 Under Other Federal Statutes
- Homeless Category 4 Fleeing Domestic Violence
- At-Risk for Homelessness

Eligible RRH and HP Activities

RENTAL ASSISTANCE	FINANCIAL ASSISTANCE	STABILIZATION SERVICES
<ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears 	<ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs 	<ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Note: There are additional provisions and limitations to these costs that should be reviewed in the ESG Program Guide prior to applying and followed consistently throughout the grant year

Ineligible RRH and HP Activities

- × Direct payment to individuals
- × Pet deposits
- × Fuel for client's personal vehicle
- × Long-term rental assistance beyond 24 months in a three-year period
- × Mortgage payments or mortgage counseling
- × Bus Tickets
- × Homebuyer assistance
- × Clothing, furniture, food or other supplies given directly to clients
- × Financial rent or utility assistance given at the same time as another government source (i.e., LIHEAP, Section 8, public housing voucher, VASH voucher, supportive housing subsidy)
- × Debt payments that have been sent to collection agencies (other than arrearages for rent/utilities)

RRH and HP Eligibility Requirements

- ✓ For RRH: Must meet HUDs definition of “homeless” categories 1, or 4
- ✓ For HP: Must meet HUD’s definition of “at-risk for homelessness” and be below 30% AMI

AND

- ✓ Must document lack of other resources and support networks that prevent individual or family from achieving housing stability without ESG assistance

RRH and HP Limitations

- All rental assistance is a maximum 24 months in a three-year period. This term includes arrearages, which are limited to 6 months of past rent payment.
- Re-evaluations of eligibility must be conducted at intervals of:
 - *At least* once every 3 months for HP assistance
 - *At least* once a year for RRH assistance
- Six months of total arrears may only be paid once in a three-year period
- Prior to rental assistance, units must be determined to meet FMR, Rent Reasonableness, Habitability Standards and pass Lead-Based Paint requirements

Data Collection (HMIS) Component

ESG funds to pay the costs of contributing data to the Homeless Management Information System (HMIS) designated by the Continuum of Care for the area.

- All applicants are required to be compliant in reporting through the local Continuum of Care HMIS
- DV shelters and some legal or medical programs may be waived from using HMIS, but still **required to use a comparable data collection system to provide aggregate information for the purpose of research and reporting**

Eligible Data Collection Expenses

- ✓ Salaries for data entry and reporting
- ✓ Computers and Software
- ✓ Telephone, fax lines
- ✓ Internet
- ✓ Technical support
- ✓ Leasing office space (if cleared in ER)
- ✓ Utilities
- ✓ Staff travel
- ✓ HMIS Training
- ✓ HMIS lead agency fees
- ✓ Development or purchase of a comparable database for DV service providers

Administration

Recipients can use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities.

Agency Eligibility Requirements:

- Available to local units of government only.
- Administrative funds are in addition to the project funds request.

Eligible Administration Expenses

- ✓ Salaries to administer the program, preparation of draw requests, monitoring, preparation of reports, and auditing.
- ✓ Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services
- ✓ Goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space



Tennessee Housing
Development Agency

Application Scoring

Program	Agency	Fiscal	CoC	Program	Limit	Total Score	Avail
Design	Capacity	Capacity	Coordinati	Design	Period		
ward	General		on	Activity			
-	10	20	20	20	27.5	0	97.50 \$
-	10	20	20	20	25.33	0	95.33 \$
-	10	20	17	20	27	0	94.00 \$
-	10	20	19	18	26.83	0	93.83 \$
-	10	20	17	20	27	0	93.00 \$
-	10	20	19	19	24.67	0	92.67 \$
-	10	20	20	20	24.67	0	92.67 \$
-	8	19	17	20	26	0	92.00 \$
-	10	19	20	15	27.88	0	91.00 \$
-	10	18	20	20	22.67	0	90.88 \$
-	10	18	20	17	26.25	0	90.67 \$
-	10	18	20	17	23.25	0	89.25 \$
-	10	18	20	17	26.33	0	88.25 \$
-	10	19	20	17	22.25	0	87.33 \$
-	7	18	17	14			87.25 \$

Program Design - Up to 40 Points

- Are the proposed activities eligible and appropriate for the target population?
- How will this program achieve housing stability for clients?
- Is the proposed program needed in the targeted area?
- Are there duplicate services?
- Have prior outcomes of success been documented?
- Does the applicant show coordination with other resources?
- Does the program include excessive barriers to serve the homeless?

Program Design - Up to 40 Points

- There are general questions around your overall program design, then questions specific to each ESG component that you have applied for.
- Scoring is based on an average score of component specific questions, plus the points scored on overall program design.

Average (Street Outreach, Emergency Shelter, RRH, HP)

+ Overall Program Design

Program Design Score

- HMIS/Data Collection will be automatically awarded and will not require component specific application questions to be answered.

Changes made to HMIS Program Design

- HMIS/Data Collection is a requirement of ESG funded activities, therefore, we have removed the scoring aspect of HMIS/Data Collection from the application.
- If a grantee is awarded funding for ESG components, they will be eligible for HMIS/Data Collection funding.
- The request of HMIS/Data Collection Funding must be reasonable for the ESG project.
- If HMIS/Data Collection Funds are requested - the applicant must submit an Data Collection (HMIS) Budget Form with the application

Applicant Capacity - Up to 20 Points

- Does the Applicant have a history working with those experiencing homelessness?
- Relative experience of individual(s) of staff?
- Are there volunteers and community support?
- Does the Applicant demonstrate the knowledge of federal requirements?
- Is the Applicant currently using HMIS (if DV provider, a comparable system) and reporting as required?

Fiscal Capacity - Up to 20 Points

- Is the budget complete and match the program description?
- Applicant financial health as demonstrated by a recent audit or financial records?
- Is there clear documentation of committed match?
- Did the Applicant ask for eligible expenses by category?
- Does the fiscal information submitted support the Applicant's fiscal accountability and capability?
- Are the ESG funds a major part of the Applicant's finances?
- Does the Applicant have the financial capacity to manage a reimbursement process?



Coordination with CoC Priorities - Up to 20 Points

THDA will award up to 20 points for an application that:

- ✓ Meets the priorities established by the applicable Continuum of Care, including prioritizing activities and subpopulations that have been identified by the CoC as the greatest need.
- ✓ Demonstrates that the applicant actively participates in and coordinates with the local CoC.
- ✓ Applicant participates in planning meetings, Point-In-Time count, HMIS/Data Collection and Coordinated Entry (CE)

ESG Application Highlights



Key Points to Remember

- Questions have changed slightly from the past year. Do not copy and paste.
- Prepare your application as if THDA has no experience with your organization or your staff.
- Even if you were not awarded ESG in the last year, answer the data questions based on your HMIS data collected between the dates of **July 1, 2024- June 30, 2024** for the services you provided under each component
- UEI is the Unique Entity Identifier and replaced the DUNS number

Key Points to Remember

- **Only Executive Director or Chairman of the Board can certify/sign the ESG application**
- THDA staff will coordinate with the CoC Lead Agencies after March 27, 2025, to obtain information regarding the applicant's participation within their region for the CoC Coordination section of the application.
- Make sure application has been fully submitted in GMS. You will receive an email that it has been fully submitted.

Key Points to Remember

- Applicants seeking funding for shelter activities must also certify that the shelter meets the **Federal minimum standards. (This will be required before contracts are executed)**
- Be prepared to submit additional information when requested, including but not limited to:
 - ✓ Documentation of match commitments
 - ✓ Volunteer job descriptions and sign in sheets
 - ✓ RRH and prevention forms

GMS and PIMS

- Non-profit applicants will submit their application using both **GMS** and **PIMS**.
 - Applications and specific documents will be accepted electronically through THDA's Grants Management System (GMS).
 - Organizational documentation will be submitted through THDA's Participant Information Management System (PIMS).
- **The “ESG Application Non-Profit Checklist” can be found on THDA's ESG website**

Documentation Checklist for PIMS

- IRS Designation Letter 501(c)(3) or 501(c)(4)
- Organizational Charter
- Organizational By-laws
- List of all Board Members
- Business Plan/Strategic Plan that demonstrates the agency's short term and long-term goals, objectives, and plans to achieve them.
- The most recent financial audit or audited financial statements of the organization - If the issuance date of the financial audit or audited financial statement is more than 12 months prior to the date of the application, a statement signed by the Executive Director or Board Chairman must be provided indicating reasons for the delay in obtaining an updated audit.
- Board Disclosures – completed, signed by the organization's Executive Director and each Board Member and notarized. (ED's must also have a board disclosure)
- Corporate Disclosure – completed, signed by the Chairman of the Board or Executive Director on behalf of the organization and notarized.

IRS Designation Letter

501(c)(3) or 501(c)(4)

- A 501(c)(3) non-profit organization may not submit an application until they have received their designation from the IRS.
- A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary material with the IRS and received a response from the IRS demonstrating 501(c)(4) status.

List of Board Members

- Must include for all Board Members:
 - Name, occupation, role on the Board, a description of the member's primary contribution to the Board, length of service to the Board, date the term of service expires, home address, phone number, and email address.
- Form is provided on PIMS website to capture information.

Financial Audit

- Grantees with greater than \$1,000,000 in federal funding (2 CFR § 200.501), please submit:
 - Financial Audit dated no more than 12 months prior to the date of application window. If the issuance date of the financial audit or audited financial statement is more than 12 months prior to the date of the application, a statement signed by the Executive Director or Board Chairman must be provided indicating reasons for the delay in obtaining an updated audit.
- Grantees with \$1,000,000 or less in federal funding are exempt from needing a single audit, please submit:
 - A letter signed by the Executive Director or Board Chairman stating your agency receives less than \$1,000,000 in federal funding and an audit is not required.
 - AND 990 or other tax form showing grantee is in positive financial situation.

Board Disclosures

- Must be updated every four years
- Make sure you have a Board Disclosure for every single board member listed in your list of board member submission. **The Executive Director needs their own disclosure as well.**
- Make sure to mark “Individual Board Member/Executive Director” on each disclosure
- Fill out agency name in the blank before filling out the rest of the disclosure
- Must be notarized

Corporate Disclosure

- Must be updated every four years
- Must include a Corporate Disclosure, marked by checking the box “Corporate Entity” and signed by the ED or Chairman of the Board.
- Fill out agency name in the blank before filling out the rest of the disclosure
- Must be notarized

Documentation Checklist for GMS

- Certificate of Existence - Dated no more than 30 days prior to date application opened
- Board Resolution- Submit Authorizing Submission of Application signed by the Board Chair
- Board Meeting Minute- Submit meeting minutes where approval of ESG application was approved by the Board.
- Documentation of Operating funds from other sources - including how much annually and from what sources.
- Explanation of other programs operated by organization - including the program(s) and its funding source(s). Do not include a description of the future activities proposed in this application for which funds are sought.
- Certification of Shelter Standards
- Certification of Local Government
- Written Standards for ESG program which aligns with 24 CFR 576.400(e)(3) along with the ESG Written Standards Checklist filled out by your ED
- Certification of Consistency with Con Plan (WITHIN LOCAL HUD CONSOLIDATED PLAN) – only required for jurisdictions outlined on “Certification of Consistency” slide.

Certificate of Existence

- If the nonprofit is organized and existing under the laws of Tennessee, a current Certificate of Existence from the Tennessee Secretary of State's office. The certificate must be purchased from the Secretary of State's office and must be dated no more than 30 days prior to the application due date.

OR

- If the nonprofit is organized and existing in a state outside of Tennessee, (1) a current Certificate of Existence from the office of the Secretary of State in which the organization is organized and existing and dated no more than 30 days prior to the application due date AND (2) a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State and dated no more than 30 days prior to the application date.



Certification of Shelter Standards / Certification of Local Government

- For agencies with Emergency Shelters only
- Make sure to upload both documents in this one line in GMS
- Certification of Shelter Standards – showing all applicants shelter meets minimum standards for emergency shelters 24 CFR 576.403(b)
- Certification of Local Government - only required for Applicants providing shelter services and only in the county of the shelter's physical location.

ESG Written Standards

- Must include at a minimum the nine items outlined in 24 CFR 576.400(e)(3), as applicable to your agency's ESG program.
- Written Standards will be reviewed by THDA staff.
- If your agency doesn't meet these requirements, THDA will address the changes needing to be made after award announcements.
- All requirements can be found in THDA's ESG Written Standards Checklist on the website which must be submitted with your ESG application

Certification of Consistency

All applicants serving a local HUD Consolidated Plan jurisdiction must obtain a “Certificate of Consistency” with the local HUD Consolidated Plan. These jurisdictions include:

- ✓ City of Bristol
- ✓ City of Chattanooga
- ✓ City of Clarksville
- ✓ City of Cleveland
- ✓ City of Franklin
- ✓ City of Jackson
- ✓ City of Johnson City
- ✓ City of Kingsport
- ✓ City of Morristown
- ✓ City of Murfreesboro
- ✓ City of Oak Ridge
- ✓ County of Knox

Certification of Consistency continued

THDA will provide a certification of consistency with the State's Consolidated Plan after the March 27th application due date for all applications submitted outside of the local Consolidated Plan jurisdictions

- In such instances, no Certification is required to be submitted at time of application.

Limited Cure Period

Limited opportunity of 5 business days for applicants to correct the following threshold factors:

- Failure to upload all required documents to PIMS and GMS.
- Failure to submit a Certificate of Existence that was issued within the required time established by the application instructions.
- Failure of the Mayor, Executive Director, or the Board Chairman to sign the application.

Limited Cure Period Continued

- Applicants that are required to submit corrections will receive **an automatic 5 point deduction** to the final application score.
 - The point deduction will be assessed regardless of the number of threshold items required to be corrected.
- THDA **will not** provide an opportunity to correct other application items nor will THDA extend the time period for correction of the threshold item beyond the period identified above

SUBMIT APPLICATION EARLY

- Submit your application early to allow ample time to address glitches, technical assistance, documentation issues, etc.
- Please do not wait until the application due date to submit applications
- After the application is complete, it must be Certified by your authorizing individual before it can be submitted by the due date.
 - Applications **must be signed by the appropriate signatory.**
(Mayor, Executive Director, Board Chairman)
- Late applications will not be accepted

Glitches in GMS

- If you run into any technical difficulties while submitting the application, immediately email ESG@thda.org and our team will return your inquiry within 24 business hours.

Program Requirements if awarded ESG Funding

ESG Recipients Must

- ✓ Conduct initial evaluations of housing eligibility and income eligibility (when necessary) for each participant and/or household prior to providing ESG assistance. 24 CFR 576.401(a) & 24 CFR 576.401(c)
- ✓ Conduct re-evaluations as required for Rapid Re-housing and Homeless Prevention participants as required. 24 CFR 576.401(b)
- ✓ Connect program participants to mainstream and other resources including supportive services and Federal, State, local and private assistance. 24 CFR 576.401(d)

ESG Recipients Must

- ✓ Conduct Housing Stability Case Management if award includes activities of Homeless Prevention and/or Rapid Re-housing. 24 CFR 576.401(e)
- ✓ Comply with Terminating Assistance requirement. 24 CFR 576.402
- ✓ Avoid individual and organizational Conflicts of Interest. 24 CFR 576.404
- ✓ Have at least one person with lived homelessness experience on the Board of Directors or other equivalent policy-making entity for ESG services. 24 CFR 576.405

All ESG Shelter Recipients Must

Applicants providing shelter services must observe the following regulations:

- ✓ Meet basic habitability, zoning, and health requirements.
- ✓ Provide Lead Based Paint information pamphlets to their residents if shelter constructed prior to 1978 and serving children.
- ✓ Not implement high barriers to admittance.
- ✓ Not charge rent or occupancy fees.
- ✓ Provide equal access to transgender persons
- ✓ Not deny access to shelter based on a minor child's age or gender.
- ✓ Not separate families based on a minor child's age
- ✓ Family shelters must accept participants definition of "family" and must not require legal marriage in order to shelter a group of persons as a family

ESG Recipients Must

- ✓ Comply with 24 CFR 576.407 “Other Federal requirements”
- ✓ Comply with 24 CFR 576.408 “Displacement, relocation and acquisition”
- ✓ Comply with 24 CFR 576.409 “Protection for victims of domestic violence, dating violence, sexual assault, or stalking”
- ✓ Comply with 24 CFR 576.500 “Recordkeeping and reporting requirements”

ESG Recipients Must

- ✓ Keep program participant files for each participant receiving ESG assistance.
 - All required documentation for each ESG activity is outlined in the “Client File Checklists” on THDA’s ESG website under “ESG Program Self Audit Forms”

ESG Program Self Audit Forms

- [ESG Client File Checklist- Rapid Rehousing](#)
- [ESG Client File Checklist- Homelessness Prevention](#)
- [ESG Client File Checklist- Emergency Shelter](#)
- [ESG Client File Checklist- Street Outreach](#)

RRH and HP Recipients Must

- Have written standards, procedures and policies
- Housing barriers must be addressed in a written plan for participants
- Participants must be assisted, as needed, in obtaining appropriate supportive services like medical or mental health treatment or benefits like TennCare, SSI, or food stamps
- All participants must meet with a case manager at least once a month for the duration of assistance, *except where funding under the Violence Against Women Act (VAWA) or Family Violence and Prevention Services Act (FVPSA) prohibits the recipient from making shelter or housing conditional upon the receipt of services*

RRH and HP Standard Program Requirements continued

- “Rent Reasonableness” and “Fair Market Rent (FMR)” must be met
 - Rent Reasonableness is the price comparison of similar units in the area
 - FMR is the gross total of utilities + rent charged
- Any unit assisted must be inspected before occupancy for habitability and to assess lead-based paint risks
- Staff conducting the lead-based paint assessment must be certified by HUD’s online lead-based paint visual assessment course:
<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

Annual Reporting

- Annual reports are due by the 15th of the month following the close of the program year.
- Reporting requirements will reflect use of the Sage reporting tool to provide information directly from HMIS.
 - Organizations must work with their CoC HMIS Lead to ensure compliance of their HMIS to meet this requirement.
 - Agencies serving victims of domestic violence must work with their software provider to meet Sage reporting requirements and must submit their information through Sage.

Ensuring Compliance

- **Not every ESG requirement is outlined in this workshop**
- Review THDA's ESG Program Guide found on our website
- Review Client File Checklists on the THDA ESG website
- If awarded, more workshops covering ESG requirements in greater depth will be provided.
- THDA will conduct Compliance Monitoring each year of 20% of the ESG recipients

Additional Application Information

Competitive & Set-Aside City ESG Application Due Date

**4:00 PM CDT,
March 27, 2025**

Application Tips

Prior to submission, make sure:

- ✓ Your answers are complete.
- ✓ The application is signed by the applicable authorized official.
- ✓ All required information is uploaded to PIMS and GMS.
- ✓ You have applied for **all** the activities you wish to receive funding in.

What to Expect

- Assuming HUD announces their determination of THDA's ESG funding allocation by April 30th - THDA's Executive Director will approve grant , 2025 and an announcement will be made by May 15, 2025.
- Applicant contacts will be notified by email after the announcement is made. If your agency was not awarded, you may request a briefing of your application score to see how to improve next year.
- Grantee workshops will be held in June 2025 and will be mandatory for all ESG recipients.
- Costs may begin to accrue on the contract start date of July 1st, 2025.

Contact and Additional Information

Please submit all questions, concerns to ESG@thda.org

THDA Online: www.thda.org

Search Emergency Solutions Grant

HUD ESG: <https://www.hudexchange.info/programs/esg/>