

# **Harris County Community Services Department PY2019 Request for Proposals**



**Emergency Solutions Grants  
Application Review  
June 6, 2018**

# ESG Program Agenda

Welcome and Introductions



Understanding Harris County



Project Compliance



Application Review



Tips and Pitfalls



Questions and Answers

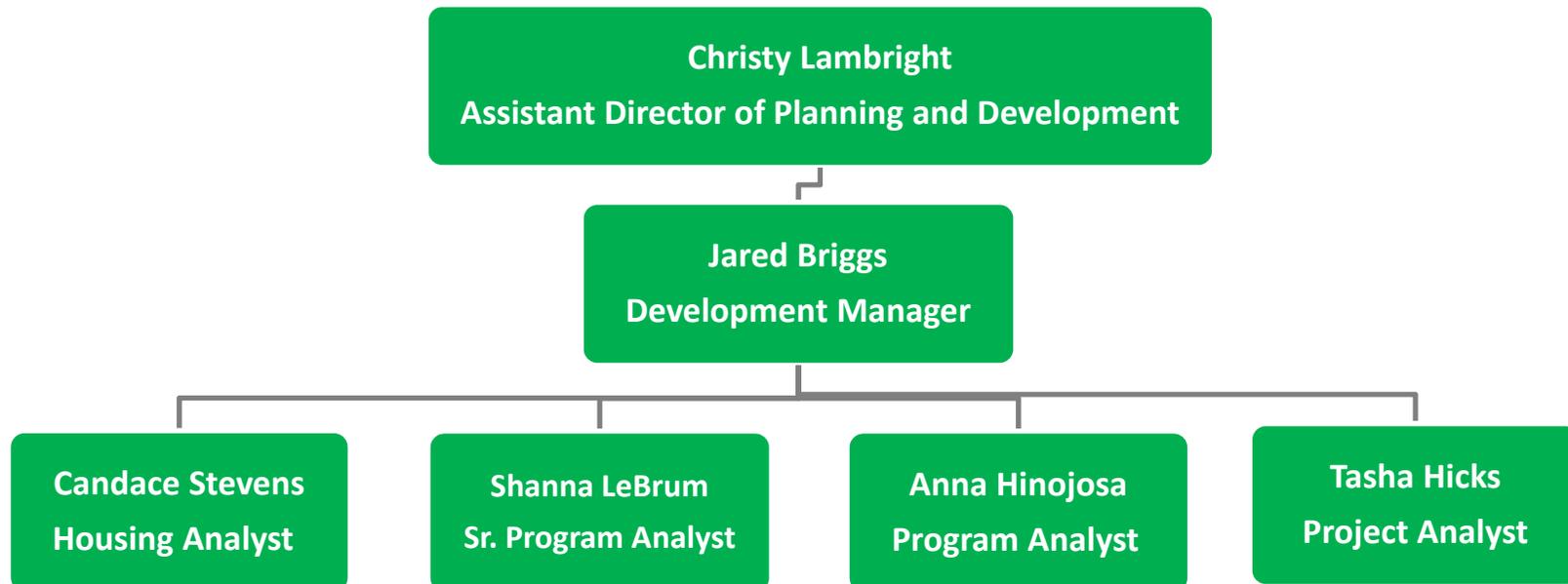
# Welcome and Introductions

**David B. Turkel, Executive Director of Community Services Department**

## **Divisions of Community Services Department**

- Housing and Community Development - Daphne Lemelle, Community Development Director
- Transit and Social Services
- Financial and Administrative Services (Support Divisions)

## **Development Staff**



# Service Area

Unincorporated Harris County and its 12 cooperative cities

*Projects serving homeless are not restricted by service area but must be within Harris County; except homelessness prevention which must serve clients from Harris County's service area.*



***Houston, Baytown and Pasadena receive their own entitlement funds and are not included in the Harris County service area.***



# Understanding Harris County

- U.S. Department of Housing and Urban Development (HUD)
  - [https://www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs)
- Harris County Community Services Department (HCCSD) Website
  - <https://csd.harriscountytexas.gov>
  - Public notices & announcements under News and Events
- HCCSD Funding Guidelines
  - <https://www.harriscountytexas.gov/Pages/rfq.aspx>
  - Provides program specific information and applicable standards (Ex. ESG Written Standards)
- HCCSD Consolidated Plan
  - <https://www.harriscountytexas.gov/Pages/consolidatedplans.aspx>
  - Outlines Harris County's goals and objectives for serving the community
- HCCSD Annual Action Plan
  - <https://www.harriscountytexas.gov/Pages/annualactionplan.aspx>
  - Lists projects funded for each entitlement year

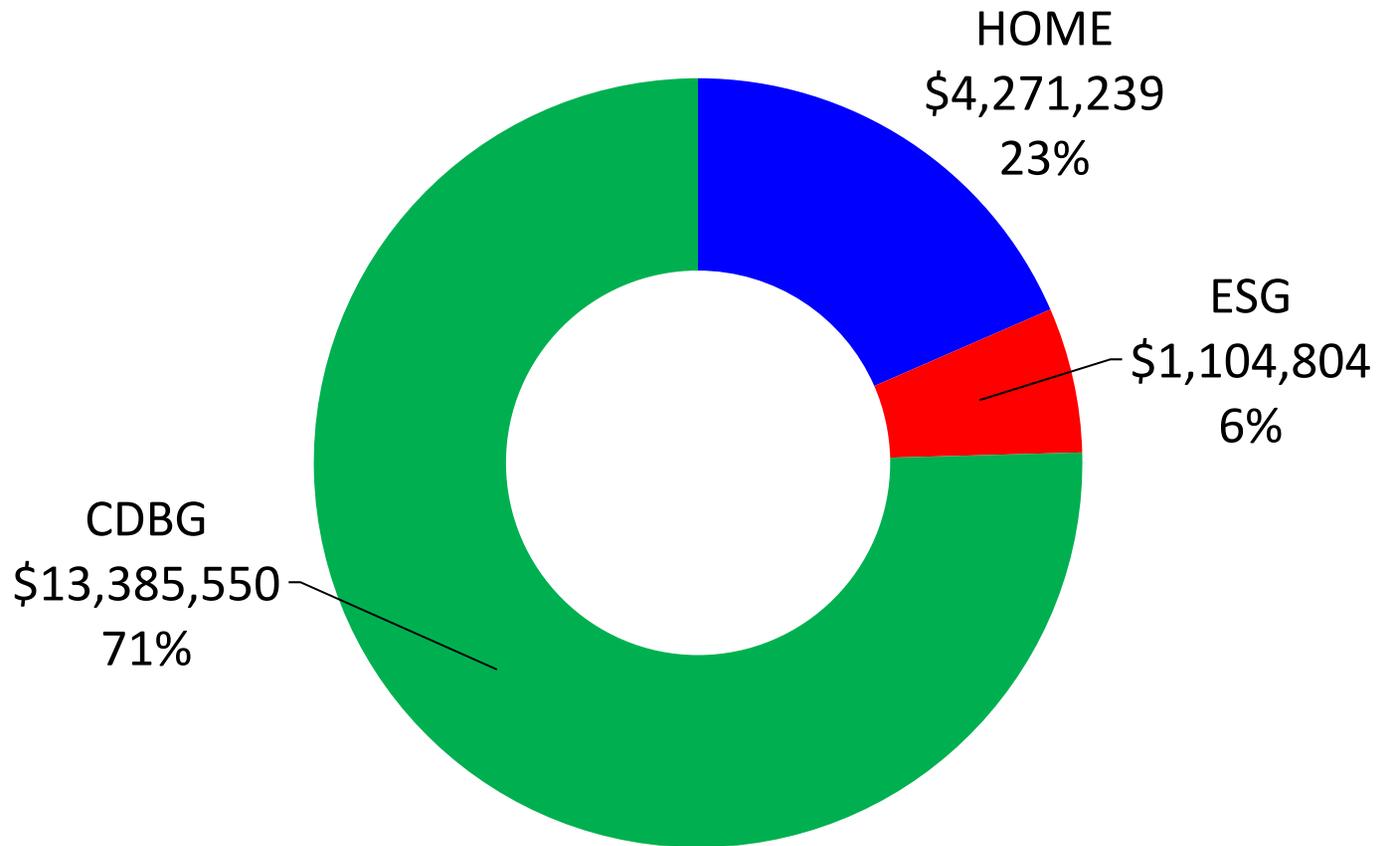
# PY2019 Entitlement Funding

- **As an urban county, Harris County annually receives HUD entitlement funding for the following programs:**
  - **Community Development Block Grant (CDBG)**
  - **Emergency Solutions Grants (ESG)**
  - **HOME Investments Partnership Program (HOME)**
- **Current PY2019 amounts are based on PY2018 allocations from HUD. The amount of funding available is subject to change.**
- **For the PY2019 RFP, Harris County cannot guarantee that the federal budget for PY2019 will have the same amount or any funding for all three programs. Harris County also does not know how much HUD will allocate to us or when it will allocate PY2019 funding to entitlement jurisdictions.**

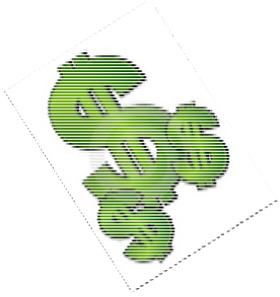


# PY2019 Entitlement Funding

(Estimated PY2019 ESG Funds are based on PY2018 Allocations)



\*Harris County will not fund any HOME Affordable Housing projects at this time



# ESG Funding for PY2019



ESG Funds available for this RFP (estimated): \$350,000

- Street Outreach
- Emergency Shelter
- Rapid Re-Housing (must be partnered with a local Housing Authority)

Per 24 CFR 576.100, funds for Street Outreach and Emergency Shelter cannot exceed the greater of:

- 1) 60% of the recipient's fiscal year grant; or
- 2) the amount of Fiscal Year 2010 grant funds committed for homeless assistance activities.

# Fair Housing

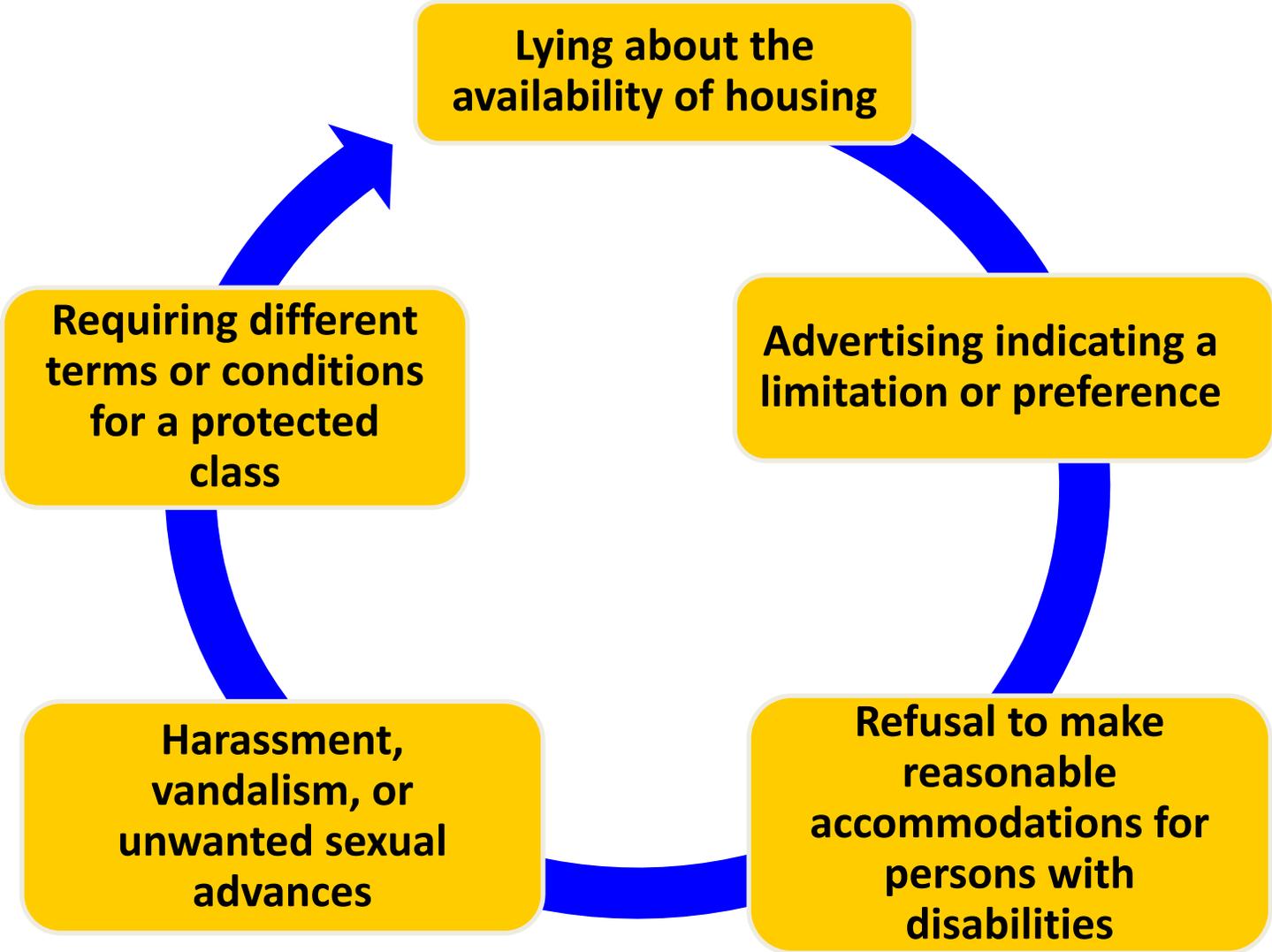
- The Fair Housing Act of 1968, federal law governing housing discrimination was passed and signed into law on April 11, 1968. HUD regulation requires equal access to housing in all HUD funded programs. The Fair Housing Act prohibits the discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person including the following protected classes:
- Race, Color, Religion, National Origin, Sex, Disability (mental and physical), Familial Status (presence of children under 18 in the home)
- As of 2012, the Fair Housing Act does not include sexual orientation and gender identity as protected classes, but equal access to housing in HUD programs for lesbian, gay, bisexual, or transgender persons is covered by 24 CFR Parts 5, 200, 203, 236, 400, 570, 574, 882, 891, and 982.



# Fair Housing (cont.)

## What is unlawful Housing Discrimination?

**Unequal treatment of an individual or family trying to rent or lease an apartment or buy a home based on the protected classes: race, color, sex, religion, national origin, familial status, and disability**



# Fair Housing (cont.)

## How do I file a Fair Housing Complaint?

If you believe you've or someone you know has received unfair consideration or treatment, you can file a housing discrimination Complaint with HUD



Call HUD at 1-800-669-9777 or TTY 1-800-927-9275



Submit a Complaint online at  
[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/online-complaint](https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint)



HUD will notify you when your Complaint is accepted for filing



# Equal Access to Housing and Services Regardless of Gender Identity Final Rules

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity rule became effective March 5, 2012 through HUD's Office of Fair Housing and Equal Opportunity (FHEO).

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule prohibits discrimination based on:

- person's marital status,
- sexual orientation, or
- gender identity



# Equal Access to Housing and Services Regardless of Gender Identity Final Rules

In addition to the final rule on Equal Access to Housing, HUD published a final rule in the [Federal Register](#) entitled “Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs”. This rule was published on September 21, 2016.

This rule ensures that each individual in accordance with their gender identity will have equal access to housing and shelter programs administered by HUD. This rule creates a new regulatory provision that requires those entities that are receiving any HUD funding grant equal access to facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity and in a manner that affords equal access to the individual's family.





# **Violence Against Women Reauthorization Act of 2013 (VAWA)**

The Violence Against Women Reauthorization Act of 2013 (VAWA) became effective on December 16, 2016. This final rule protects housing of survivors of domestic and dating violence, sexual assault and stalking, regardless of sex, gender identity, or sexual orientation, and which must be applied consistently with all nondiscrimination and fair housing requirements.

Find out more: <https://www.hudexchange.info/news/hud-announces-publication-of-final-rule-implementing-vawa-reauthorization-act-of-2013/>

# Keeping up with Requirements

## **Interim ESG Regulations**

Please review the interim regulations for Emergency Solutions Grants published on the Federal Register by HUD on December 5, 2011. Additional information can be found at:

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

## **Written Standards**

All applicants are expected to adhere to the Harris County standards of service for Emergency Solutions Grants as submitted to HUD. Applicants are expected to review and align programs with the standards, available at <https://csd.harriscountytexas.gov/Pages/rfq.aspx> Harris County, as a member of The Way Home Continuum of Care (CoC), has updated its standards to be in alignment with the priorities set forth in The Way Home CoC's Annual Action Plan and standards of service. These standards are subject to change and agencies should be aware of any modifications made to the standards during the RFP process.

# Keeping up with Requirements (cont.)

## **Systems Coordination**

The interim ESG regulations require that all ESG recipients coordinate with other federally funded targeted homeless services and mainstream resources, per 24 CFR 576.400 (b-c). **This systems coordination includes required participation in Coordinated Access and HMIS.**

## **Shelter and Housing Standards (Minimum Habitability Standards)**

The ESG Interim Rule establishes minimum standards for safety, sanitation, and privacy in emergency shelters (operations and renovation activities only) and minimum habitability standards for permanent housing (rapid re-housing and homelessness prevention activities). For more details, refer to 24 CFR 576.403 as well as HUD guidance at <https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/>.

# Homeless Management Information System (HMIS)

CSD requires Subrecipients that provide services to homeless persons with County funds to participate in the Homeless Management Information System (HMIS) administered by the Coalition for the Homeless of Houston/Harris County (CFTH) as the lead agency.

- If the Subrecipient is a victim services provider, it may use a comparable database.
- Subrecipients must download a CSV-ESG CAPER 2019 Report from their HMIS for each project and upload it into Sage via the link emailed to them by HCCSD for each of their projects. HCCSD will send subrecipients an email from Sage that contains an upload link for each of the projects funded under ESG for the program year. Additional details will be in award letters if selected for funding.
- Additional guidance on HMIS data entry requirements and collection instructions can be found in the Emergency Solutions Grants Program (ESG) HMIS Program Manual located at [www.hudexchange/resource/4447/esg-program-hmis-manual/](http://www.hudexchange/resource/4447/esg-program-hmis-manual/)

## HMIS Continued

To participate in HMIS:

- Inform the CFTH of your grant name, type of funding, the operating year, and list of services funded through the grant
- Sign up and receive training
- Input information on clients and services provided into ClientTrack

The following HMIS reports must be submitted monthly:

- Clients Served with Details
- Clients in Programs
- Client Summary Report

Contact CFTH staff at 713-739-7514 or their website [www.homelesshouston.org](http://www.homelesshouston.org) for assistance.

# Grants Management

- Grants Management staff will develop contracts and monitor all awarded projects throughout the program year.
- Documentation in client files must support one of the four homeless definition categories.
- Monthly reports will need to be submitted, including HMIS reports.
- A subrecipient orientation will be offered post-award by Grants Management staff.
  - Mandatory for new subrecipients/projects
  - Optional for previously awarded subrecipients/projects (attendance is encouraged)

# Application Review



# Application Basics

- **Maneuvering the Purchasing Department's Website**
  - <https://bids.hctx.net/bsa/>
  - **Job # 18/0169**
  - **Register to ensure you receive any updates/addendums**
  - **Download**
    - **180169 RFP Package (HC Offeror's Note)**
    - **Guidebook: Attachment j**
    - **ESG Application: Attachment I**
    - **Conflict of Interest: Attachment m**
    - **ESG Budget: Attachment o**

# Funded Components:

- **Street Outreach:** consists of essential services necessary to reach out to unsheltered homeless people. Individuals/families must be living on the streets or other places not meant for human habitation and be unwilling or unable to access services in emergency shelter.
  - \* Priority population includes: youth and chronically homeless.
  - \* **Participation in CoC's Street Outreach Workgroup is required.**
  
- **Emergency Shelter:** consists of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating shelters.
  - \* Priority population include: individuals/families that are literally homeless and cannot be diverted; and can be safely accommodated in the shelter; and are not in need of emergency medical or psychiatric services or danger to self or others.

# Funded Components Cont'd:

- **Rapid Re-Housing:** consists providing housing relocation and stabilization services and short- and/or medium-term rental assistance to help homeless families and individuals move as quickly as possible into permanent housing and achieve housing stability.

\*Priority population include individuals/families that are not in need of permanent supportive housing and include, but is not limited to those who are first time homeless; or have few recent episodes of homelessness.

- ✓ *Applicants for Rapid Re-Housing must be partnered with a local Housing Authority to perform rental assistance management and unit inspections.*
- ✓ *Rapid Re-Housing funds may only be used to provide rental assistance and associated eligible costs.*
- ✓ *Applicants for Rapid Re-Housing must comply with the CoC's The Way Home Action Plan and its established Rapid Re-Housing framework.*

# Specific Application Requirements

- **Project/Program Policies and Procedures (Exhibit B-4):**

P&P's must specifically address the proposed project/program activities. If you have two or more activities, please include P&Ps for each individual activity.

- **Staff Experience Related to Project/Program (Exhibit C-6):**

When submitting resumes of project/program staff, focus on staff who have relevant experience to the proposed project or activity.

- **Homeless Participation in Policies and Operations (Exhibit C):**

The HEARTH Act requires recipients to ensure homeless and formerly homeless people's participation in policy setting and decision making. More information can be found here:

<https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>



# Organize Your Case

*PY2018 Application Point Summary*

Exhibit A: Application Information	5 pts
Exhibit B: Project Information	38 pts
Exhibit C: Organizational Information	29 pts
Exhibit D: Project Budget Information	28 pts
<b><i>Maximum Points Available</i></b>	<b><i>100 pts</i></b>





# What is Match?

- Match is the value of funds and/or resources an organization commits to provide for a proposed project.
- Match funds must be applied specifically for the proposed project and documented.
- **The ESG program requires 100% match.**
- Examples of match include cash, donated time, goods, and services.
- For more information on Match, please refer to 24 CFR 576.201.



# Helpful Tips



- Have an active System for Award Management (SAM) account.
- Read the application several times, including the Guidebook.
- Don't wait until the last minute to begin completing/compiling information.
- Double check numbers for accuracy (ex: contact numbers, DUNS, total project amount).
- Ensure the budget is detailed, consistent and not overstated with proposed activity and grant terms. **Non specific costs listed under "Other" should be explained in detailed on the Budget Summary.**
- Answer all questions and attach all requested documentation.
- Before you apply, clear any: tax issues, audit findings, and negative publicity.
- Submit to Purchasing before the deadline. *No late applications accepted.*

# Questions & Answers



## **Technical Assistance Days:**

*June 11 –June 15, 2018*

*(By Appointment Only at [rfp@csd.hctx.net](mailto:rfp@csd.hctx.net))*

## **Last day for assistance from HCCSD staff:**

*June 15, 2018*

## **RFP Deadline:**

**June 25, 2018 at 2 p.m.**

Harris County Purchasing Department  
1001 Preston, Suite 670 (6<sup>th</sup> Floor)  
Houston, TX 77002

# Contact Information:

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**Project Analyst**

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**(832) 927-4803**

**Visit our website: <https://csd.harriscountytexas.gov>**