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**TX-600 Dallas City & County/Irving CoC**

**Cover Sheet**

**FOR ALL ESG CARES Act PROJECT APPLICATIONS**

**PROJECT NAME:**

**RECIPIENT:**

**TOTAL FUNDS REQUESTED:**

**Agency Contact Information:**

Name:

Agency:

Email:

Cell Phone:

**APPLICATION COMPONENT TYPE**

**Rapid Rehousing  Emergency Shelter**

**Outreach  Prevention  HMIS**

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**Checklist**

**FOR ALL ESG CARES Act PROJECT APPLICATIONS**

To be considered for funding and have your application reviewed by the Independent Review Committee each applicant must complete their application and it must be submitted via BaseCamp by the local deadline of June 4, 2020 at 5:00 p.m. Central Standard Time. In BaseCamp please upload all files below with the following naming format of AGENCYNAMEChecklistPart.pdf (Example: MDHAPart1.pdf, CitySquarePart3.pdf)

If you need access to BaseCamp, contact Shavon Moore at [Shavon.Moore@mdhadallas.org](mailto:Shavon.Moore@mdhadallas.org) to request access.

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| --- | --- | --- |
|  | Document Required | Uploaded to BaseCamp  ✓ |
| Part 1 | Application Cover Sheet and Checklist |  |
| Part 2 | Application Narrative |  |
| Part 3 | TDHCA Applications:  - ESG CARES Application Worksheet  - Attachment A  - Attachment B  - Attachment C *(only for applicants proposing Emergency Shelter)*  *-* Attachment D *(only for New Applicants)* |  |
| Part 4 | TDHCA Application Submissions:  - Written Standards  - Termination Policy  - Authority to enter into a Contract |  |
| Part 6 (Optional) | TDHCA Optional Submissions: (Optional on this application, but must be submitted prior to TDHCA Contract)  - Direct Deposit Form  - Texas Identification Number  - Information Security and Privacy Agreement (ISPA)  - Environmental clearance for units of local government |  |

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**Part 2**

**APPLICATION NARRATIVE**

1. **Project Narrative** – Please describe your project for this funding. Include **how many** people you will serve, how it meets the ESG CARES Act **priorities**, how you will **collaborate** with other community agencies and the **outcomes** you expect from this project. (Limit 700 words)
2. **History and Organizational Capacity** – Please describe your agencies history and capacity for providing this type of service for homeless individuals and families. (Limit 700 words)
3. **Budget and Cost Effectiveness** - Please provide your project budget and your total households to be served proposed in the application, provide your cost per unit amount expected for the project. (Total household units proposed annually / total annual project cost = cost per unit). Provide further narrative to justify cost per unit, i.e. unit cost may seem high because project serves large families requiring multiple bedroom units or project provides extra services for special sub population resulting in higher performance outcomes, etc. (Limit 700 words)
4. **Safeguards (Prevention Funds ONLY)** – What safeguards do you have in place to keep an individual or family from receiving the same funding from multiple agencies or programs in our area? (Limit 200 words)

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**Part 3**

**TDHCA APPLICATIONS**

**Each ESG Applicant must complete the following forms for TDHCA applications:**

* ESG CARES Application Worksheet. This attachment is an excel worksheet that must be completed by the Applicant to show threshold information, a proposed budget, and a proposed service area. The contract start date will vary and will end July 31, 2021. Pre-contracting costs may be eligible as of the first COVID-19 response (no earlier than March 13, 2020, unless TDHCA approves the request).
* Attachment A: ESG CARES Certification. Certification used to review the Written Standards, termination policy, and general ESG certifications. The written standards must comply with requirements of 24 CFR §576.400. The termination policy must comply with the requirements of 24 CFR §576.402. The ESG Certifications must be executed by the Applicant.
* Attachment B: Previous Participation form completed by the Applicant. Instruction are found online at <https://www.tdhca.state.tx.us/pmcomp/forms.htm>
* Attachment C: Local Government Approval of Shelter Activities *(only for Applicants proposing emergency shelter)*
* Attachment D: Audit Certification Form *(only for New Applicants).* Instruction are found online at <https://www.tdhca.state.tx.us/pmcomp/forms.htm>.

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**Part 4**

**TDHCA APPLICATION SUBMISSIONS**

**Application submissions created by ESG Applicant.** These do not have to be new documents; existing adopted documents are accepted**.**

* Written Standards: The Applicant must submit written standards that comply with the requirements of 24 CFR §576.400. Any occupancy standard set by the Subrecipient must not conflict with local regulations or Texas Property Code §92.010.
* Termination Policy: The Applicant must submit its policy for termination of assistance which complies with the requirements of 24 CFR §576.402.
* Authority to enter into a Contract. The Applicant must submit a governing body action or a letter from the Board Chair or Executive Director that is signed and dated within 12 months of this Application and includes: 1. Authorization of the submission of the Application; and 2. Title of person authorized to represent the Applicant and designated with signature authority to execute a Contract.

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**Part 5**

**TDHCA OPTIONAL SUBMISSIONS**

***Optional submissions****: These forms are required to be collected from new ESG CARES Applicants before contracting; existing ESG Subrecipients need to submit the forms below only if the information has changed.*

* Optional: Direct Deposit Form. While the Direct Deposit form is not due at Application, if Applicant submits the Direct Deposit form with the Application, the time between Application submission and contracting will be shortened. <https://www.tdhca.state.tx.us/home-division/docs/74-176.pdf>
* Optional: Texas Identification Number. While the Texas Identification Number form is not due at Application, if Applicant submits the Texas Identification Number form with the Application, the time between Application submission and contracting  will be shortened.  <https://www.tdhca.state.tx.us/home-division/docs/AP-152.pdf>
* Optional: Information Security and Privacy Agreement (ISPA). While the ISPA form is not due at Application, if Applicant submits ISPA form with the Application, the time between Application submission and contracting will be shortened.  <https://www.tdhca.state.tx.us/ISPA.htm>
* Optional: Environmental clearance for units of local government. While environmental clearance for local governments is not due at Application, if Applicants that are units of local government submit their environmental clearance with the Application, the time between Application submission and contracting will be shortened. <https://www.tdhca.state.tx.us/program-services/environmental/index.htm>”