

REQUEST FOR APPLICATIONS FOR:

**Emergency Solutions Grant – CARES Act (ESG-CV-II) Funding Round Two**

*Version One*

REQUEST FOR APPLICATIONS (RFA) PURPOSE:

To share with potential applicants the process for applying for Emergency Solutions Grant Coronavirus Relief (ESG-CV) funding round two and the requirements to which Applicants must adhere.

RFA ISSUE DATE:

Thursday, October 22, 2020  
2:00 PM CST

APPLICATIONS OPEN:

Monday, October 26, 2020  
12:00:00 AM CST

APPLICATIONS DUE:

Sunday, November 8, 2020  
11:59:00 PM CST

SUBMIT TO:

Applications must be submitted via the application portal, Apply.  
<https://thncompetition.smaply.org/prog/ESGCVRound2/>

RFA POINT OF CONTACT:

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Proposers must contact the Point of Contact regarding this Request for Applications (RFA). Other employees do not have the authority to respond.

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### **Request for Application Version History**

<b>Version</b>	<b>About</b>	<b>Release Date</b>
Version 1	RFA Version 1	Thursday, October 22, 2020

## **I. INTRODUCTION – INVITATION & BACKGROUND**

On March 27, 2020, the CARES Act was signed into law. The CARES Act allocated \$4.96 billion to be distributed through the Emergency Solutions Grant (ESG) Program nationally and includes waivers of certain provisions of ESG regulations. This funding allocation was divided into two tranches known as ESG-CV-I & II. THN made application recommendations to the Texas State ESG Recipient, the Texas Department of Housing and Community Affairs (TDHCA) for ESG CV-I on July 1, 2020.

On September 1, 2020, HUD issued Notice: CPD-20-08, which announced the allocation formula, amounts, and requirements for the \$3.96 billion in funding for the ESG under the Coronavirus Aid, Relief and Economic Security Act (CARES Act.) These ESG-CV-II funds must be used to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

THN, as the Lead Agency for the Texas Balance of State Continuum of Care, is coordinating the local competition for ESG-CV-II funds allocated by the Texas Department of Housing and Community Affairs (TDHCA) to the area served by the Texas Balance of State Continuum of Care (TX BoS CoC), approximately 25 million dollars. The competition will allow THN to make funding recommendations to TDHCA who will then contract directly with Project Applicants if awarded.

ESG-CV funds are intended to serve people experiencing homelessness and/or at risk of homelessness affected by COVID-19 through rapid re-housing (RRH) and homelessness prevention (HP) funding. Applicants may also apply for funding for the Homeless Management Information System (HMIS) or a comparable database, which is a requirement to use if awarded, and 5% administration of Project Participant Services for administering the grant.

### **EXPECTATIONS**

The goal of this funding is that agencies are addressing the impacts of the disease associated with the novel Coronavirus COVID-19, while also strengthening systems that prevent and end homelessness for everyone to be better prepared for future crises. THN is looking for projects that are:

1. Reducing new entries into homelessness through prevention and diversion strategies
2. Mitigating the resulting economic damage associated with COVID-19 through Rapid Re-housing and Homelessness Prevention

3. Assist households to identify and obtain meaningful employment or other mainstream income sources
4. Rapidly exit people from emergency shelter, or unsheltered locations, and stabilizing them in housing through Rapid Re-Housing.
5. Providing high-quality housing stabilization services on-demand and without pre-condition
6. Administering project with a low barrier and housing first orientation.
7. Develop lasting relationships with landlords and property managers that aid in the placement and stabilization of people entering the project

## **II. ABOUT THN**

Texas Homeless Network (THN) serves as the Collaborative Applicant and Homeless Management Information System (HMIS) Lead Agency for the Texas Balance of State Continuum of Care, which covers 215 counties of Texas' 254. The Texas Balance of State Continuum of Care (CoC) was formed to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR 578). The CoC is a broad group of stakeholders dedicated to ending and preventing homelessness across Texas. The overarching CoC responsibility is to develop and ensure community-wide implementation of efforts to end homelessness, including monitoring and evaluation of programmatic and systemic effects of the local Continuum of Care program.

## **III. CHANGES**

ESG –CV funds are subject to a series of flexibilities, waivers, and restrictions, as outlined by the ESG CARES Act, HUD waivers accepted by the Department effective April 5, 2020, and the HUD CPD notice 20-08 “Waivers and Alternative Requirements for the Emergency Solutions Grants ESG Program under the CARES Act” released on September 1, 2020.

There are many differences between ESG annual funds and ESG CARES. Of note, the following apply to ESG CV funds,

- ESG CARES funds are not subject to the match requirement;
- 5% in administrative costs for ESG Subrecipients,
- Subrecipients may secure housing that exceeds the Fair Market Rent (FMR) in their area. (the rent reasonableness requirement has not been waived).
- Homeless prevention income limit has been raised from 30% Area Median Income (AMI) to 50% AMI
- Housing Stability Case Management is optional (THN highly encourages the use of Supportive Services in project and budget design)

There are additional flexibilities available with ESG-CV-II funding.

HUD CPD Notice 20-08, also allows for a new type of assistance called landlord incentives. Landlord incentives will be permitted for an ESG-CV-II award as part of rental assistance component under homeless prevention and rapid rehousing. HUD has stated that “the costs of landlord incentives will increase the number of housing units available to people experiencing homelessness or at risk of homelessness, especially in tight rental markets and obtaining and maintaining housing is critical to preventing the spread of coronavirus and helping mitigate the economic impact of the crisis.” Landlord incentives are limited to three times the rent charged for each unit. Eligible landlord incentive costs include:

1. Signing bonuses equal to up to 2 months of rent;
2. Paying Security deposits equal to up to 3 months of rent;
3. Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
4. Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

Persons receiving ESG-CV assistance must meet the definition of homeless or at-risk of homelessness (24 CFR §576.2) to receive rapid rehousing or homeless prevention.

#### **IV. ESG APPLICANT ELIGIBILITY**

All Eligible Applicants must also be registered for a Unique Entity Identifier Number (formerly a Data Universal Numbers System - DUNS number) The UEI is requested in, and assigned by, the System for Award Management ([SAM.gov](https://sam.gov)). Therefore, Applicants registered in the [System for Award Management \(SAM\)](https://sam.gov). SAM is the primary registrant database for the U.S. Federal Government.

##### **A. ELIGIBLE APPLICANTS**

- a. Private Nonprofit Organizations
- b. A unit of Local Government
- c. Public Housing Authority

##### **B. INELIGIBLE APPLICANTS**

- a. Local Mental Health Authorities

## V. PROJECT SCOPE OF WORK

### A. OPERATE PROJECT COMPONENT TYPE(S) ELIGIBLE BASED ON THE TDHCA ESG-CV-II PROGRAMMING PLAN

#### a. Homelessness Prevention

Homelessness Prevention (HP) refers to the short-term approach to prevention: intervening with people experiencing crises before they show up at the shelter door. The purpose of Homelessness Prevention is to keep people in their housing. Effective Homelessness Prevention projects will reduce the inflow of homelessness into a community's homeless crisis response system.

#### b. Rapid Re-Housing

Rapid Re-housing (RRH) can end homelessness by quickly connecting people to a home and services. RRH provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self-sufficiency and stay housed. It is offered without preconditions (such as employment, income, absence of a criminal record, or sobriety), and the resources and services provided are typically tailored to the needs of the person, i.e., progressive engagement.

### B. EXAMPLES OF ELIGIBLE ESG ACTIVITIES UNDER ESG CV

Rental Assistance:

- Rental assistance - [up to 12 months](#).
- Payment of rental arrears consists of a **one-time payment** for up to 6 months of rent in arrears, including any late fees on those arrears.

Housing relocation and stabilization services:

- Housing search and counseling
- Housing Stability Case Management
- Evaluations of participants eligibility using the Coordinated Entry System (CES)
- Rental application fees
- Security deposits
- Last month's rent
- Utility Deposits
- Utility payments
- Moving costs
- Landlord incentives

Eligible activities also include the Eligible Costs in [24 CFR § 576.107 - HMIS component](#), [24 CFR § 576.108 - Administrative activities](#), and [24 CFR § 576.109 - Indirect costs](#).

## **VI. HUD REGULATIONS**

Unless HUD releases a waiver, Applicants understand they must adhere to the following regulations outlined in the ESG Program Interim Rule:

- A. Participate in [Coordinated Entry](#)
- B. Enter data into [HMIS](#) or an HMIS-comparable database
- C. Must meet the eligible homeless definitions for each Project Component Type and must adhere to [recordkeeping requirements](#)

## **VII. TDHCA REGULATIONS**

If awarded, applicants must adhere to regulations established by TDHCA including, but not limited to, submitting the [Monthly Performance Report \(MPR\)](#) and [Monthly Expenditure Report \(MER\)](#) to TDHCA.

## **VIII. TIMELINE**

### **SCHEDULE OF EVENTS**

THN will make every effort to adhere to the following anticipated schedule. THN will communicate changes to the timeline to Applicants and [via the "TX BoS CoC News" Newsletter](#).

<b>Table 1: Timeline</b>		
<b>Item Number</b>	<b>Event</b>	<b>Date</b>
1	THN hosts local competition Webinar	October 22, 2020
2	THN Issues Request for Applications Version 1	October 23, 2020
3	The Application Portal, Apply Opens for Application Submissions.	12:00 AM October 26, 2020
4	The Application Portal, Apply Closes. Any Application submitted after this time will not be considered.	11:59:59 PM November 8, 2020



5	THN reviews applications for Threshold Criteria	November 9, 2020
6	THN scores applications who meet Threshold Criteria	November 10-12, 2020
7	THN ranks scored applications	November 12, 2020
8	The Community Investment Committee votes on the recommendation.	November 13, 2020, at 1:15 PM
9	Applicants recommended by the Community Investment Committee will be sent the TDHCA Link for the Application Packet	November 13, 2020
10	THN makes TDHCA recommendations public	November 16, 2020 at 12:00 pm
11	Grievances are due to <a href="mailto:esg@thn.org">esg@thn.org</a>	November 17, 2020 at 12:00 pm
12	TX BoS CoC Board reviews and resolves grievances	November 18, 2020
13	THN submits recommendations to TDHCA	November 19, 2020
14	All applicant materials due to TDHCA	November 30, 2020

**IX. APPLICATION SUBMISSION**

Submit all application materials to Texas Homeless Network for consideration by 11:59:59 PM on November 8, 2020. THN will only accept completed applications submitted via Apply. THN will not consider late, incomplete applications.

Complete means that all application materials are submitted on time and completed.

**X. APPLICATION DOCUMENTATION REQUIREMENTS FOR THN**

The following criterion outlines the application materials that must be submitted via Texas Homeless Networks application portal, Apply to be considered for ESG CV Round 2 Funding.

- A. Applicants must submit proof of Unique Entity Identifier Number (UEIN) and proof of an active SAM Registration**

B. Applicants must submit [Previous Participation Form](#). Applicants must submit the previous participation form attached and cannot use an existing previous participation form.

C. Applicants must submit all required documents detailed in Table 2.

Table 2: Required Documentation		
Threshold	Documentation Required?	Upload Requirements
<i>Proof of UEIN and SAM Registration</i>	Yes	<i>Proof may include a PDF, Screen Capture, or PNG document from the SAM.GOV website.</i>
<i>Previous Participation Form</i>	Yes	<i>Previous Participation Form PDF Document</i>
Scoring Question #	Documentation Required?	Upload Requirements
1	Yes	<i>Upload Agency Letterhead with executive director signature stating your agency has not returned funds in the past 10 years.</i>
2	No	
3	Yes	<i>Upload board-approved agency documents (e.g. bylaws or mission statement) that indicate your agency's focus or experience serving those experiencing homelessness and are at the severest risk of complications from coronavirus(e.g., individuals experiencing homelessness over age 50, persons with disabilities).</i>
4	Yes	<i>Upload your Agency's most recent APR or CAPER if your agency has submitted an APR or CAPER in the past.</i>
5	No	
6	No	

7	No	
8	No	
9	No	
10	No	
11	No	
12	Yes	<i>Please upload up to two letters of support from a community partner who can demonstrate your ability to run the project which you are applying for.</i>
13	No	
14	No	

## **XI. APPLICATION DOCUMENTATION REQUIREMENTS BY TDHCA**

Applicants who are recommended to TDHCA through the local competition and approved by the TX BoS CoC Community Investment Committee, a subcommittee of the TX BoS CoC Board will be required to submit additional documents to TDHCA before a contract can be executed between TDHCA and the subrecipient.

The application budget and activities submitted to THN by applicants may not be modified by applicants once recommended by THN. Applications modified by the applicant after recommendation to TDHCA by the applicant, without the prior consent of THN and TDHCA may result in disqualification.

Texas Homeless Network encourages applicants to be aware of the documentation required by TDHCA. TDHCA will require recommended agencies to upload their Application Packet documents via an online software system. The link for TDHCA's Application Packet will be made available to only recommended applicants. Recommended Applicants will have through November 30, 2020, to submit the Application Packet via TDHCA's online software system.

Once an applicant is contacted by TDHCA, that applicant will have 21 calendar days to satisfy contracting requirements. If that applicant is unable to meet this timeline, they will be disqualified from consideration by TDHCA and the Department will move on to the next applicant.

The following documents may be required by TDHCA during that 21 day period

**A. 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.

**B. 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.

**C. Audit Certification Form (only for New Applicants):** Instruction are found online at <https://www.tdhca.state.tx.us/pmcomp/forms.htm>.

**D. Application submissions created by ESG Applicant:**

- a. 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.
- b. Termination Policy: The Applicant must submit its policy for termination of assistance which complies with the requirements of 24 CFR §576.402.
- c. 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.

**E. Direct Deposit Form:** <https://www.tdhca.state.tx.us/home-division/docs/74-176.pdf>

**F. Texas Identification Number:** <https://www.tdhca.state.tx.us/home-division/docs/AP-152.pdf>

**G. Information Security and Privacy Agreement (ISPA):**  
<https://www.tdhca.state.tx.us/ISPA.htm>

**H. Environmental clearance for units of local government:**  
<https://www.tdhca.state.tx.us/program-services/environmental/index.htm>"

## **XII. THRESHOLD REQUIREMENTS**

All applications will go through a threshold review to determine if they meet the basic requirements to continue forward in the process to be scored.

**A. APPLICATION RECEIVED BY THE DEADLINE**

a. Only completed applications received by the deadline will be considered.

**B. ELIGIBILITY**

a. Only applications from eligible entities will be considered

**XIII. SCORING**

**THN will score the following questions in Table 3.**

<b>Table 3: THN Scoring Criteria and Point Association</b>		
<b>Question</b>	<b>Points</b>	<b>Upload Required?</b>
Has your agency had to return funds that address homelessness to a grantor in the past 10 years? If yes, please insert a short explanation of what percentage of the project budget was returned and what your agency has done to ensure funds are not returned in the future.	0: Agency has returned more than 10% of funds in the past 10 years 3: Agency has returned less than 6% of funds in the past 10 years 5: Agency has not returned any funds in the past 10 years	Yes
List your organization's previous grant activities related to either of the eligible activities <a href="#">homelessness prevention</a> or <a href="#">rapid re-housing</a> and the number of years you've administered these activities. Activities may include providing: Rental Assistance, Rental Arrears, Rental application fees, Security deposits, Last month's rent, Utility Deposits, Utility payments, Moving costs, Landlord incentives.	0: No experience operating any type of project the agency is applying for 1: 1-5 years of experience operating the kind of project the agency is applying for 3: 5-10 years of experience operating the kind of project the agency is applying for 5: 10 or more years of experience operating the kind of project the agency is applying for	No
Upload board-approved agency documents (e.g. bylaws or mission statement) that indicate your agency's focus or experience serving those experiencing homelessness and are at the severest risk of complications from coronavirus(e.g., individuals experiencing homelessness over age 50, persons with disabilities).	0: 0 years of experience 1: 1-5 years of experience 3: 5-10 years of experience 5: 10 or more years of experience	Yes
Upload your Agency's most recent APR or CAPER or certify that you do not have an APR or CAPER to upload but can certify that your organization has reduced the length of time individuals and	1: Applicant does not have a CAPER or APR to submit but certifies that they have	Yes

<p>families remain homeless before they are housed, an overall reduction in the number of homeless individuals and families.</p>	<p>reduced homelessness in their community.  3: <b>More</b> than 10% of households exited to nonpermanent destinations on APR/CAPER Q23C OR more than 10% of households moved into housing in more than 30 days APR/CAPER Q22C  5: <b>Less</b> than 10% of households exited to nonpermanent destinations on APR/CAPER Q23C AND less than 10% of households moved into housing in more than 30 days APR/CAPER Q22C</p>	
<p>Which of the following landlord incentives will your agency use?</p> <p>(i) Signing bonuses equal to up to 2 months of rent;  (ii) Security deposits equal to up to 3 months of rent;  (iii) Paying the cost to repair damages incurred by the program participant not covered by the a security deposit or that are incurred while the program participant is still residing in the unit; and,  (iv) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.</p>	<p>0: No landlord incentives will be utilized  1: 1 type of landlord incentives will be utilized  3: 2 or 3 types of landlord incentives will be utilized  5: All 4 types of landlord incentives will be utilized</p>	<p>No</p>
<p>Will your agency have dedicated staff to conduct outreach and negotiation with owners or property management companies as outlined in 24 CFR §576.105(b)?</p>	<p>0: Does not demonstrate that a staff person will conduct outreach/negotiation with owners  3: Demonstrates a staff person will conduct outreach/negotiation with owners  5: Demonstrates several staff people will conduct outreach/negotiation with owners</p>	<p>No</p>
<p>How many years has your agency had a program that required building and maintaining relationships with landlords/property management companies to ensure access to affordable housing in your community?</p>	<p>0: No experience  3: 1-5 years of formal landlord/property management experience  5: 5-10 years of formal landlord/property management experience</p>	<p>No</p>
<p>Does your agency have at least one person who is homeless or formerly homeless as a member of or consulting with your Agencies policy-making entity for facilities, services, or assistance under ESG?</p>	<p>0: No  2: Yes</p>	<p>No</p>

<p>Does your agency have any or all of the following Racial Equity and Inclusion policies/procedures in place? (Yes/No)</p> <ol style="list-style-type: none"> <li>1. Public written commitment to address/eliminate racial and ethnic inequities in guiding documentation (i.e. mission, vision, goals, etc.)</li> <li>2. Organization has a racial equity plan or strategy that is regularly monitored</li> <li>3. Internal structures exist to address issues of racial equity (i.e. a functioning equity committee, formal or informal complaint resolution process, caucusing and community advisory body),</li> <li>4. Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans,</li> <li>5. Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression training, etc.),</li> <li>6. Management consistently applies a racial equity lens to all aspects of the project &amp; consistently analyzes project-level data for disparities,</li> <li>7. Agency provides project forms &amp; agreements in languages other than English on request,</li> <li>8. Agency employs bi-lingual direct service staff working directly with this project,</li> <li>9. Agency has an Equal Access Policy &amp; Written Public Commitment to Equal Access,</li> <li>10. Current or former participants are involved in the planning and design of new policies and procedures.</li> </ol>	<p>1 point for each question (Maximum of 10 Points)</p>	<p>No</p>
<p>Does your agency have the capacity and data collection resources to comply with documenting ESG Eligibility requirements and reporting performance outputs and outcomes?</p>	<p>0: No HMIS/Comparable Database 5: Yes HMIS/Comparable Database</p>	<p>No</p>
<p>Will your agency hire staff as needed to ensure that no staff has more than 20 clients at one time or will your agency repurpose existing staff to work on the project you are applying for?</p>	<p>0: Agency will repurpose Existing staff 5: Agency will hire staff to ensure case managers have no more than 20 clients at any given time</p>	<p>No</p>
<p>Please upload up to two letters of support from a community partner who can demonstrate your ability to run the project which you are applying for.</p>	<p>0: no letters of support 5: one letter of support 10: two letters of support</p>	<p>Yes</p>
<p>Does your agency screen out participants due to any of the following items?</p> <ol style="list-style-type: none"> <li>1. Having too little or little income</li> <li>2. Active or history of substance use</li> <li>3. Having a criminal record with exceptions for state-mandated restrictions</li> </ol>	<p>0: 1 or more were selected 5: None were selected</p>	<p>No</p>

4. History of victimization (e.g. domestic violence, sexual assault, childhood abuse)		
As an ESG funded agency, your agency must adhere to local coordinated entry policies and procedures and the TX BoS CoC Coordinated Entry Written Standards, which includes prioritizing clients for services, does your agency adhere to prioritizing clients via Coordinated Entry policies and procedures?	0: No 5: Yes	No

**B. ESG CARES-II County Prioritization Scoring Overview**

THN staff created the County Prioritization index compiling information from The American Community Survey, (ACS) the State Department of Family Protective Services (DFPS), the Texas Department of Criminal Justice (TDCJ) the Texas Department of State Health Services (DSHS) as well as the Point In Time (PIT) count. This prioritization intends to promote services in areas that are at the most severe risk of severe impacts from COVID-19. The factors were developed over a period of months, starting in August of 2020. This approach was reviewed by the Corporation for Supportive Housing and roughly correlates to the findings of the University of Wisconsin School of Medicine & Public Health research about disadvantaged neighborhoods and the Surgo Institute research regarding a community's vulnerability to COVID-19.

Once applicants receive a score from the Questions in Table 3 County prioritization criteria will be applied. There is a potential for a maximum score of 77. Applications will receive a prioritization score correlating to that county's potential risk for severe impact from the economic impacts of COVID-19 The highest number of points a county can receive is 34 points. The lowest scoring county received one (1) point, and the highest-scoring county received 23 points. The Prioritization Score encompasses 17 criteria that were evaluated for all 215 counties in the TX BoS CoC. Each county received a unique score based on the county's risk factors. The prioritization criteria capture vulnerabilities related to COVID-19, those experiencing homelessness, and at risk of homelessness.

If an applicant indicates they will serve more than one county, the county with the highest score will be used.

Once the prioritization score is assigned the application maximum score will be 111 points total available.

**C. SUBJECT TO AMENDED COVERAGE AREA AND BUDGET**

In consultation with the applicant, Texas Homeless Network reserves the right to modify budgets and coverage areas once an application is submitted for



review. This may be done to ensure the TX BoS CoC is working diligently to ensure every Texan in all 215 counties has access to ESG funding.

#### **D. TIEBREAKER**

In an event where applicants have the same score, THN will utilize the following tiebreaker criteria:

**Criteria 1:** Whether the Agency currently receives ESG Program Funding. Agencies that do not currently receive ESG Program funding will be ranked higher than those that do currently receive ESG Program funding (Yes or No Question)

**Criteria 2:** Whether the Application is a collaborative application. Collaboration means that the applicant includes they will procure a portion of the funding they are applying for. (Yes or No Question)

**Criteria 3:** How long the Agency had administered ESG Program Funding. The agency that has administered longer will be prioritized. (Length of Time Question).

**Criteria 4:** Random Number Assignment. This number will be based on the application number within Apply, the application portal. The applicant with the higher number will be prioritized.

#### **XIV. RANKING**

THN will rank Applications based on their total score (out of 111 total points) until there is no funding available to recommend. Rank will matter if there are more funds requested than available. For example, if we receive requests that total 29 million dollars this is more than the total estimated allocation for the TX BoS CoC, which is approximately \$25 million. Therefore, Agencies will not be included in the ranking. The Community Investment Committee will make the final decision about the Ranking.

#### **XV. CONDITIONAL RECOMMENDATION**

THN will conditionally recommend applicants to TDHCA that will act as “back-ups” to the recommended applicant pool. That is, if an applicant is unable to meet TDHCA’s contracting timeline, and is disqualified from consideration, the first conditionally recommended applicant will move up one place into the list of recommended applicants.

The number of conditionally recommended applicants will depend on the final allocation from TDHCA, the number of applications THN receives in response to this RFA, and the requested amounts from each applicant. THN proposes to conditionally recommend up to 10% of the total final allocation, to ensure that no money allocated to the TX BoS CoC is returned to the Department of Housing and Urban Development. Applicants that are conditionally recommended may not ultimately receive funding.

## **XVI. GRIEVANCES**

Grievances must be on Agency letterhead, addressed to the TX BoS CoC Board, and received by THN at [esg@thn.org](mailto:esg@thn.org) by 12:00:00 PM CST on November 17, 2020. The CoC Board will make the final decision about the Grievance by Close of Business on November 18<sup>th</sup>, 2020. The board decision regarding any grievance will be communicated to the applicant in writing by Jim Ward, Assistant Director of Planning.

## **XVII. THN SUBMITTING THE RECOMMENDATION TO TDHCA**

THN has no control over the timeline once recommendations are submitted to TDHCA. Recommended applicants must remain responsive to requests from TDHCA or risk disqualification