

New ESG Subrecipient Onboarding

Onboarding Kick-off

- Subrecipient informs THN they have an executed contract with TDHCA
- THN sends a link to a pre-recorded onboarding webinar to watch
- Subrecipient watches THN webinar and informs THN they watched webinar*

Coordinated Entry (CE)

Subrecipient is in an existing CE region:

- Subrecipient contacts their Coordinated Entry Planning Entity about joining as a new Receiving Agency
- Subrecipient signs the MOU between participating agencies
- Subrecipient fills out HMIS new agency application (if the agency does not already have HMIS)**
- Subrecipient requests and completes CE training modules

Subrecipient is not in an existing CE region:

- THN will host CE onboarding meeting 1
- Subrecipient will determine CE Entry Points, CE Receiving Agencies, and Coordinated Entry Planning Entity members
- THN will host CE onboarding meeting 2
- Coordinated Entry Planning Entity will write CE governance documents and request training
- Subrecipient and other participating agencies fill out HMIS new agency application (if the agency does not already have HMIS)**
- Subrecipient and other participating agencies will complete CE training modules
- THN and CEPE will meet to revise and finalize CE governance documents

HMIS**

- Subrecipient fills out HMIS new agency application (if the agency does not already have HMIS or didn't complete application in previous CE onboarding step)
- Subrecipient fills out training request form for any staff needing HMIS access
- THN sets up projects in HMIS

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* Upon completion of this step, a THN team member for the next grouping of steps will contact the relevant team member at your agency

** Victim Service Providers will not engage THN for this onboarding component

Local Homeless Coalition (LHC)

If subrecipient is already a member of an LHC:

- Subrecipient informs community partners of the assistance you are able to offer with the ESG-CV funding

If subrecipient is not already a member of an LHC:

- Verify if an LHC exists in your county: <https://www.thn.org/local-homeless-coalitions/>
 - If yes, reach out to the contact listed in the LHC contact sheet listed on the [LHC page](#)
 - If no, email lhc@thn.org if you are interested in learning more about the community benefit of LHCs

PIT & HIC

- Subrecipient determines who the local PIT lead is for your county and request information regarding any local training(s) or meetings.
*Contact kyra@thn.org if you do not know who your local lead is

ESG Program

- THN requests subrecipient board-approved ESG Program Written Standards (WS)
- Subrecipient sends ESG Program WS to THN
- THN sends feedback on ESG Program WS regarding compliance with Tx BoS CoC Written Standards for Service Delivery
 - Subrecipient updates ESG Program WS, if needed, based on THN feedback and obtains sub-recipient's board approval
 - Subrecipient updates ESG Program WS with TDHCA if needed

* Upon completion of this step, a THN team member for the next grouping of steps will contact the relevant team member at your agency

** Victim Service Providers will not engage THN for this onboarding component