

ESG Documentation, Forms & Files

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QUESTIONS

- Enter questions into Question panel of GoToWebinar
 - Questions will be addressed at the end of each section
- If have questions after the webinar, email esg@tdhca.state.tx.us

OVERVIEW

- Program Level Documentation
- Program Level Forms
- Client Level Documentation

Documents, forms, templates and guidance is available at:

<https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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ESG DOCUMENTATION RESOURCES

- Texas Administrative Code, 10 TAC [§7.2](#), [§7.8](#), [§7.42](#), [§7.44](#)
- Code of Federal Regulations, 24 CFR [Part 576](#)
 - [§576.400-409](#) —Program Requirements
 - [§576.500-501](#) —Grant Administration
- [TDHCA ESG Program: Guidance for TDHCA Subrecipients](#)
 - Regulations
 - Forms
 - Data Collection and Reporting
 - Tools and Guides
 - TDHCA Guidance
- [HUD ESG FAQs](#)

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PROGRAM LEVEL DOCUMENTATION

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Program Level Documentation OVERVIEW

- Written Standards
- Termination Policy
- Language Access Plan
- Affirmative Outreach
- Reasonable Accommodation
- Affirmative Fair Housing Marketing Plan
 - Project-Based Rental Assistance only
- Emergency Transfer Plan
- Single Audit
- Environmental Clearance
- Land Use Restriction Agreement
- Other documentation in 24 CFR §576.500

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Program Level Documentation
WRITTEN STANDARDS

- Required for all ESG Subrecipients
- Includes requirements in 24 CFR §576.400
- If updated please submit to TDHCA at esg@tdhca.state.tx.us

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Program Level Documentation
TERMINATION POLICY

- Required for all ESG Subrecipients
- Includes requirements in 24 CFR §576.402
- If updated please submit to TDHCA at esg@tdhca.state.tx.us

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Program Level Documentation LANGUAGE ACCESS PLAN

- Policies and Procedures
- 10 TAC §7.10
- Subrecipients must create a Language Access Plan (LAP) for Limited English Proficiency (LEP) Requirements.
 - Consistent with Title VI and Executive Order 13166, Subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for LEP persons.
- Language Access Plan Guidance available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>



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Program Level Documentation AFFIRMATIVE OUTREACH – POLICIES AND PROCEDURES

- 10 TAC §7.10
- Subrecipient must establish policies and procedures that target outreach to
 - persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, if those persons are unlikely to apply
- Subrecipients must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis.

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Program Level Documentation**REASONABLE ACCOMODATION – POLICIES AND PROCEDURES**

- The Subrecipient must comply with state and federal fair housing and antidiscrimination laws.
- Subrecipient's policies and procedures must address Reasonable Accommodation, including, but not limited to, consideration of Reasonable Accommodations requested to apply for assistance.
- 10 TAC §1.204, Reasonable Accommodation

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Program Level Documentation**AFFIRMATIVE FAIR HOUSING MARKETING PLAN****Project-Based Rental Assistance**

For subrecipients providing **project-based rental assistance**:

- Must have an Affirmative Fair Housing Marketing Plan created in accordance with HUD requirements to direct specific marketing and outreach to potential tenants who are considered "least likely" to know about or apply for housing based on an evaluation of market area data.
- Subrecipients must comply with HUD's Affirmative Fair Housing Marketing and the Age Discrimination Act of 1975.

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Program Level Documentation EMERGENCY TRANSFER PLAN

- Emergency Transfer Plans for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.
 - Plan must be in accordance with the Violence Against Women Act (VAWA) and 24 CFR Section 576.409
- Model available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Program Level Documentation SINGLE AUDIT

- Single Audit
 - Required if Subrecipient receives over \$750,000 of state or federal funds.
 - Due within nine months after the end of the Subrecipients audited fiscal year
 - Uploaded to Federal Audit Clearinghouse
 - Email saandacf@tdhca.state.tx.us when upload is complete
 - For more information you may reference the [Single Audit Requirements and Checklist](#)



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Program Level Documentation
ENVIRONMENTAL CLEARNANCE

- Processed by TDHCA and kept in the Housing Contract System unless:
 - Subrecipient is a unit of local government
 - Subrecipient is conducting renovation, rehabilitation or construction
- If Subrecipient needs to process their own Environmental Clearance, they need to keep this documentation on file

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Program Level Documentation
LAND USE RESTRICTION AGREEMENT

Land Use Restriction Agreement (LURA)

- A LURA is required for Subrecipients that intend to expend funds for renovation, rehabilitation, or conversion.
 - Each building renovation, rehabilitation or conversion with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building.

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Program Level Documentation OTHER DOCUMENTATION

- 24 CFR §576.500, show documentation of:
 - Types of amount and type of services provided
 - Financial records, including documentation of match
 - Faith-based activities requirements under §576.406
 - Other federal requirements under §576.407 and §576.409
 - Examples: data on emergency transfers
 - Compliance with administrative agreements under 2 CFR 200
 - If Subcontracting, documents of solicitations and agreement

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PROGRAM LEVEL FORMS

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Program Level Forms OVERVIEW

- Audit Certification Form
- Application for Texas Identification Number
- Direct Deposit Authorization Form
- Indirect Cost Worksheet
- Housing Contract System Access Request Form
- Public Referral Information Form
- Budget Amendment Form
- Inventory List

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Program Level Forms - Financial AUDIT CERTIFICATION FORM

- Audit Certification Form
 - Due within 60 days after the end of the Subrecipient's fiscal year
 - <https://www.tdhca.state.tx.us/pmcomp/forms.htm>
 - Email ACF to saandacf@tdhca.state.tx.us
- Monthly draws cannot be approved unless Subrecipients are up to date on the ACF and Single Audit



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Program Level Forms - Financial APPLICATION FOR TEXAS IDENTIFICATION NUMBER

- The Texas Identification Number is used by the Comptroller's office to track and process all payments made to a payee.
- All Subrecipients complete this form even if you already have a Texas Identification Number
- Form and instructions available at:
<https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>



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Program Level Forms - Financial DIRECT DEPOSIT AUTHORIZATION FORM

- Direct deposit form used for payment to Subrecipient
- If change to banking information, submit a new form
- Form and instructions available at:
<https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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**Program Level Forms - Financial
INDIRECT COST RATE WORKSHEET**

- Indirect Cost Rates (IDR):
 - Costs incurred by a grant recipient or Subrecipient that cannot be identified directly with a HUD award, project, or activity without disproportionate effort
 - More information on how to identify indirect costs can be found in 2 CFR Part 200 and the HUD CPD 16-04.
- IDR included in Contract
 - De minimus rate is 10%
 - If not using de minimus rate, need to include letter of approval from your cognizant federal agency. This letter should have been included in your Application.

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**Program Level Forms - Financial
INDIRECT COST RATE WORKSHEET (con't)**

- ESG Subrecipients who choose to use an IDR must submit the IDR worksheet:
 1. Indication of whether the Subrecipient plans to use the 10% de minimus rate or a negotiated indirect cost rate with their cognizant federal agency.
 2. The modified total direct costs to which the IDR will be applied.
 3. Total amount of indirect costs budgeted.
- IDR Worksheet available online at: <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Program Level Documentation

HOUSING CONTRACT SYSTEM ACCESS REQUEST FORM

- HCS has one primary contact and one Executor
 - Executor designated through governing body action/resolution
 - Primary Contact designated through the HCS Access Request form
- HCS Access Request Form also authorizes:
 - Users to only enter or to enter/approve Monthly Performance and Monthly Expenditure Reports.
- Executor must sign the form
- If making changes, just include the changes on the form
 - Do not have to resubmit everyone who has access

Available at: <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Program Level Forms

ESG PUBLIC REFERRAL INFORMATION FORM

- Information provided will be given to members of the public who have contacted TDHCA for emergency assistance related to homelessness and rental assistance.
- Form due within 30 days of Contract or contact information changes
- Available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>
- Submit form to esg@tdhca.state.tx.us



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Program Level Forms
BUDGET AMENDMENT FORM

- Must be done in writing
- Amendment requests should be received 30 days prior to the end of the Contract
 - For most Contracts this is October 1, 2020
- Available at: <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Program Level Forms
ESG INVENTORY LIST: TOOLS AND EQUIPMENT

- 10 TAC §1.407: Requirement for an inventory report for real property (purchase of land or a building) and equipment.
 - Real property is not an eligible expense for ESG, therefore equipment only
- Must be submitted annually and no later than 45 days after the end date of the Contract



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Program Level Forms

ESG INVENTORY LIST: TOOLS AND EQUIPMENT (con't 1)

- Equipment must be listed once when it is purchased, and once again after disposition if the equipment is over \$5,000.

Equipment is defined in 10 TAC §1.401 as:

- Tangible personal property having a useful life of more than one year, or
 - Per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the entity for financial statement purposes or \$5,000
- Equipment includes, but is not limited to:
 - computers, office equipment and furnishing, air conditioning equipment, telephone networks, reproduction and printing equipment, or tools.
 - Form available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>



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CLIENT LEVEL DOCUMENTATION & FORMS

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Client Level Documentation & Forms OVERVIEW

- Intake Application, Including Homeless and At-Risk Definition
- Documentation of Ineligibility
- Violence Against Women Act (VAWA) Notice of Occupancy Rights (Required TDHCA Form)
- VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (Required TDHCA Form)
- Lead Based Paint Hazards Disclosure (Required TDHCA Form)
- Lead Based Paint Hazards Brochure (Required TDHCA Form)
- Rental Assistance Agreement (Required TDHCA Form)
- Income Determination Forms
 - Declaration of Income Statement
 - Certification of Zero Income
- Income Certification
- Income Screening Tool
- Fair Market Rent and Rent Reasonableness
 - Includes Utility Allowance Worksheet
- Request for Unit Approval
- Lease

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Client Level Documentation INTAKE APPLICATION

- 24 CFR §576.500 The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless or at-risk of homelessness status
- ESG Subrecipient creates the intake application
 - Should include requirements of coordinated access/entry

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Client Level Documentation**DOCUMENTATION OF HOMELESS/AT-RISK STATUS**

- Documentation of the client's Homeless or At-Risk of Homelessness Status must be kept.
 - Please reference the ESG Implementation webinars on Homeless and At-Risk of Homelessness Definitions and Recordkeeping
- Documentation required for the following activities:
 - Emergency Shelter
 - Street Outreach
 - Rapid Re-Housing
 - Homelessness Prevention

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Client Level Documentation**DOCUMENTATION OF DETERMINATION OF INELIGIBILITY**

- Per 24 CFR Section 576.500(d) *Determinations of ineligibility*.
 - For each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination.

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**Client Level Documentation - VAWA
VIOLENCE AGAINST WOMEN ACT**

Three documents (2 required)

- VAWA Notice of Occupancy Rights (*required*)
 - Notice explains Program Participants rights under VAWA
- VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (*required*)
 - To be filled out if an individual is seeking VAWA protections from a covered housing provider.
- VAWA Notification Certification (*Subrecipient may create their own version*)

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**Client Level Documentation - VAWA
VIOLENCE AGAINST WOMEN ACT (con't)**

- Activities documents are needed for:
 - Rental Assistance under Homelessness Prevention
 - Rental Assistance under Rapid Re-Housing

These forms and more detailed guidance available at
<https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Client Level Documentation INCOME DETERMINATION

- Income Determination:
 - Rapid Re-housing
 - Not at Intake
 - Recertified annually
 - Homelessness Prevention
 - At Intake
 - Every 3 months
- Should follow Chapter 5 of Handbook 4350.3 provides requirements and methodology for calculation of income under 24 CFR 5.609.
- For services requiring income determination, Program Participant annual income must not exceed 30% Area Median Family Income (AMFI) as determined by HUD.

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Client Level Documentation INCOME UPDATES

Updates to AMFI

- In 2019, AMFI was updated April 24, 2019.
- Sign up for HUD notices
- HUD's AMFI: <https://www.huduser.gov/portal/datasets/il.html>
- TDHCA posts AMFI at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Client Level Documentation
INCOME FORMS

Declaration of Income Statement

- Use if income cannot be documented
- Must incorporate use of form into policies and procedures

Certification of Zero Income

- Use if income is zero
- Remember – intake for street outreach and emergency shelter does not require income qualification

Forms available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Client Level Documentation
INCOME FORMS

Subrecipients May Create own Versions of Forms:

- Income Certification (and Instructions)
- Income Screening Tool

Forms available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Client Level Documentation- INCOME

REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE

Fair Market Rent and Rent Reasonableness

- If the gross rent for the unit exceeds either the rent reasonableness standard or FMR, ESG recipients are prohibited from using ESG funds for any portion of the rent, even if the household is willing and/or able to pay the difference.
- Rent reasonableness and FMR requirements **do not apply** when a program participant receives only financial assistance or services under Housing Stabilization and Relocation Services.

*HUD ESG Rent Reasonableness and FMR under ESG Program:

<https://www.hudexchange.info/resource/3070/esg-rent-reasonableness-and-fmr/>

*TDHCA webinar on ESG and HOME TBRA Rent Reasonableness:

<https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

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Client Level Documentation- INCOME

REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE

Fair Market Rent (FMR)

- For ESG, the FMRs are effective generally at the start of the federal fiscal year (October 1).
- ESG does not use Small Area FMR.
- Gross rent (including utilities) may not exceed the FMR.
- FMRs for each fiscal year can be found by visiting HUD's website at <https://www.huduser.gov/portal/datasets/fmr.html> and clicking on the current "Individual Area Final FY20__ FMR Documentation" link.

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Client Level Documentation- INCOME CALCULATING THE GROSS RENT AMOUNT

To calculate the gross rent of a unit that is being tested by the FMR standard:

$$\begin{array}{r}
 \text{Total contract rent amount of the unit} \\
 + \\
 \text{Any fees required for occupancy under the lease (excluding late fees and pet fees)} \\
 + \\
 \text{Monthly utility allowance* (excluding telephone) established by local Public Housing} \\
 \text{Authority (PHA)} \\
 = \\
 \text{Gross Rent Amount}
 \end{array}$$

*Note: The monthly utility allowance is added only for those utilities that the tenant pays for separately (for more information on utility allowances established by the local public housing agency (PHA), see 24 CFR § 982.517). The utility allowance does not include telephone, cable or satellite television service, and internet service. If all utilities are included in the rent, there is no utility allowance.

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Client Level Documentation- INCOME REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE

Monthly Utility Allowance

- Subrecipient records must document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
 - Only if utilities are not included in rent and tenant pays for utilities
- Utility Allowance Schedule/Worksheet obtained from the local Public Housing Authority (PHA) serving the area
 - Ensure that the utility allowance is applicable to the unit type occupied by the Household

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Client Level Documentation

REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE

Request for Unit Approval

(Subrecipient may create their own version of this form)

- This form serves as a request by the Tenant (with approval from the Landlord) for the Administrator to calculate utility allowances and inspect the rental unit selected for occupancy by the Tenant.

- Forms are required as applicable for:
 - Homelessness Prevention
 - Rapid Re-Housing
- Form available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>



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Client Level Documentation

REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE

Rental Assistance Agreement

- Between the Subrecipient and the landlord
- Must set forth the terms under which rental assistance will be provided per 24 CFR §576.106(2)(e)
- Must include all protections that apply to tenants and applicants under 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking)

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Client Level Documentation**REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE****Rental Assistance Agreement (con't)**

- Rental Assistance Agreement required for Subrecipients providing:
 - Rental Assistance under Homelessness Prevention
 - Rental Assistance under Rapid Re-Housing

Agreement available at <https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Client Level Documentation**REQUIRED DOCUMENTATION FOR RRH AND HP RENTAL ASSISTANCE****Lease**

- Between the owner and the program participant
- Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit
- Must include a lease provision or incorporate a lease addendum that includes all requirements that apply to tenants, the owner or lease under 24 CFR part 5, subpart L

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ESG MINIMUM HABITABILITY - 24 CFR §576.403(b) and (c)

- Emergency Shelter
 - Shelters receiving ESG funding have to comply with accessibility standards
 - The building must meet the standards under §576.403(b) for:
 - Safety
 - Sanitation
 - Privacy standards
 - Any state or local government Safety and Sanitation standards.
- Permanent Housing (Homelessness Prevention and Rapid Re-housing)
 - ESG subcontractors cannot use ESG to help Program Participants remain or move into housing that does not meet the minimum habitability standards under §576.403(c)

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LEAD-BASED PAINT HAZARD DISCLOSURE AND BROCHURE

24 CFR§576.403 Shelter and housing standards

- (a) Lead-based paint remediation and disclosure. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.



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LEAD-BASED PAINT HAZARD DISCLOSURE AND BROCHURE (con't)

- For units constructed before 1978:
 - A copy of "Protect Your Family From Lead in Your Home," must be presented to the Lessee
 - HUD's disclosure form for rental properties must be presented to the tenants
 - If applicable, HUD's Lead Screening Worksheet



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THANK YOU

Questions?

EMAIL US AT: ESG@TDHCA.STATE.TX.US



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Documentation Webinar Questions and Answers

#	Question	Answer
1	Slide 13 Plan for Domestic Violence persons: If we're not specifically serving those clients, do we still need to have an Emergency Transfer Plan?	Yes. ESG Subrecipients providing rental assistance must have an Emergency Transfer Plan, regardless of if they are a Victims Services Provider or not.
2	Are emergency shelter programs required to complete emergency transfer forms with residents?	Emergency transfer plans are needed for rental assistance providers. If your organization is an emergency shelter, you do not need an Emergency Transfer Plan. However, the organization does need to meet the provision of 24 CFR §546.409(f), such as "No individual or family may be denied admission to or removed from the emergency shelter on the basis or as a direct result of the fact that the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the individual or family otherwise qualifies for admission or occupancy."
3	Are emergency shelter programs required to complete VAWA forms with residents? Are emergency shelter programs required to complete emergency transfer forms with residents?	No, it is not required for emergency shelters, but posting of Violence Against Women Act (VAWA) notices in the emergency shelter is encouraged to increase awareness of VAWA protections for future renters that are currently in emergency shelter.
4	At the time of intake do they only need that one form in VAWA	Program Participants receiving Rental Assistance under Homelessness Prevention or Rapid Re-Housing must receive the VAWA Notice of Occupancy Rights and the VAWA Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. One option to help Subrecipients document compliance with the rule regarding distribution of forms is to have the individual sign and date a certification form that the Program Participant has received both forms.
5	Are VAWA forms required for emergency shelters as well as RRH?	No, it is not required for emergency shelters, but posting of VAWA notices in the emergency shelter is encouraged to increase awareness of VAWA protections for future renters that are currently in emergency shelter.
6	Do men sign this form too?	Yes. As applicable, all Program Participants must be provided with documentation required under VAWA. VAWA provides protections for all genders, not just women.
7	On slide 15, what if you are conducting renovation at a shelter? How do you do the environmental clearance?	The environmental clearance requirements for renovations depend on the details of the renovations. Please email esg@tdhca.state.tx.us with a description of the entire renovation project. If you are using the ESG as only part of a larger project, we will need a cost estimate of the entire project.

#	Question	Answer
8	If we notated in the application that we're using the IDR, do we still do the worksheet? Do we do this if we're a domestic violence and sexual assault agency?	ESG Subrecipients who choose to use an Indirect Cost Rate (IDR) must submit the IDR worksheet.
9	Do we still need to upload the Direct Deposit Authorization if our Bank information hasn't changed?	A new Direct Deposit Authorization form is required for all 2019 ESG Contracts.
10	If we have had ESG in the past do we still need to do the HCS access form?	A new Housing Contract System Access Request form is required for all 2019 ESG Contracts.
11	Does the inventory list only pertain to if we are using the funding available for equipment?	As applicable, equipment and tools purchased with ESG or ESG Match funds must be listed on the ESG Inventory List. Equipment is defined as "tangible personal property having a useful life of more than one year, or per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the entity for financial statement purposes or \$5,000."
12	If we bought the equipment prior to contract that doesn't count right?	Only equipment purchased with ESG or ESG Match funds must be listed on the ESG Inventory List Form.
13	If we are housing Chronic Homeless with the Rapid Re Housing funds, are beds an allowable equipment purchase?	Furnishings for use by an Emergency Shelter is an eligible expense under Emergency Shelter, but furniture is not eligible under Rapid Re-Housing.
14	Do you have a template for the documentation of ineligibility?	TDHCA does not have a template for documentation of ineligibility.
15	For new contracts starting 11/1/19, FMR should be FY19 rates?	The 2020 Fair Market Rents (FMR) were effective October 1, 2019. The 2020 FMRs are to be used until October 1, 2020, when the 2021 FMRs will become effective. The Contract period does not dictate the FMR utilized, the current FMR as of the date of assistance is the correct FMR to utilize.
16	Does the 30% AMI requirement apply to rapid-rehousing individuals or just HP?	For RRH, Income Determination is not required at initial evaluation, but is required to be evaluated not less than once a year.
17	Does the Declaration of Income need to be notarized?	No.
18	You can pay deposit if property exceeds FMR?	Rent reasonableness and FMR requirements do not apply when a program participant receives only financial assistance or services under Housing Stabilization and Relocation Services. Security deposits fall under Housing Relocation and Stabilization Services (24 CFR §576.105).

#	Question	Answer
19	If a lease was signed in 2018, we are supposed to use the 2018 FMR even if they are getting assistance in 2019?	The FMR would not need to be updated for the client during the initial term of assistance until the assistance is reevaluated.
20	Is that rental agreement most up to date?	Yes. The rental assistance agreement can be found online at https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm .
21	Leases have to be for 1 year or can be less than?	For Program Participants living in housing with project-based rental, the lease must have an initial term of one year. For tenant-based rental assistance, the lease does not have to be one year.
22	Do we have to add children's names to the lease?	It depends on the situation. If they are part of the household already, the children should be listed as occupants on the lease.
23	Does a security deposit and rental application fees fall under rental assistance in homeless prevention services?	Security deposits and rental application fees fall under Housing Relocation and Stabilization Services (24 CFR §576.105). This would fall under the category of Homelessness Prevention - Financial in the ESG Monthly Expenditure Report.
24	Are we required to be Lead Safe Certified?	No.
25	When is the HUD's lead screening worksheet required?	HUD's Lead Screening Worksheet is intended to guide grantees through the lead-based paint inspection process to ensure compliance with the rule. It is required for units receiving Rapid Re-Housing and Homelessness Prevention assistance where the household living in the unit is being assisted with ESG financial assistance (rent assistance, utilities assistance, utility/security deposits, or arrears) or tenant-based rental assistance and project based rental assistance; and the unit was constructed prior to 1978; and a child under the age of six is or will be living in the unit.