



**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 10/24/2024

**Please distribute to:**  Executive Directors  Homeless Services Program Staff  
 Rental Assistance Program Staff

**Category:** Program Informational

**Update For:**

Other: ESG, Home TBRA manual drafts

**Message:**

Hello CAA Network,

Thanks to all those who participated in the manual engagement workgroup on Wednesday 10/23/24. As we continue to prepare for the 2025-27 biennium. As mentioned during the workgroup, I am sharing draft manual revisions for the Emergency Solutions Grant Program and HOME Tenant-Based Rental Assistance Program. The documents are locked for editing. However, you are welcome to make comments on these manual drafts and send them back directly to me as written feedback.

Additionally, we are proposing slight tweaks to the funding formula for ESG and HOME TBRA:

**ESG:**

- OHCS to retain a portion of funding, not to exceed 5% of program funding, for HMIS purposes.
- Have 20% of program funding allocated equally across each funded subgrantee.

**HOME TBRA:**

- Have 20% of program funding allocated equally across each funded subgrantee.
- Fund each CAA (minus jurisdictions within each CAA's service area that receives HOME funding directly from HUD). If a CAA declines HOME TBRA funding, that portion will be allocated to entities within that community who can support this program.

I'm providing a modified version of the allocation tables for the ESG and HOME TBRA Programs. While most of the document is locked for editing, you can adjust the minimum funding percentages for each program and the amount allocated to OHCS for HMIS purposes. I've also copied this year's current allocation tables so that you can compare how these changes may impact your CAA. This workbook is based on ESG and HOME TBA 24.

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