



**Youth and Young Adult Homeless Program  
Notice of Funding Availability (NOFA)**

**1) Summary.**

- a) The Texas Department of Housing and Community Affairs (the Department), announces a NOFA of approximately \$1,000,000 in Youth and Young Adult Homeless Program funds for the provision of housing and homeless services in Fort Bend County.
- b) The Contract Term for funds awarded under this NOFA will be for a minimum of 12 months, and is anticipated to start in the summer of 2024, subject to receipt of adequate applications.
- c) The availability and use of these funds are subject, but not limited to the following Texas Administrative Code (TAC) rules in effect at the time of contract execution, Title 10, Part 1, Chapter 1, Administration; Chapter 2, Enforcement; and Chapter 7, Subchapter A General Policies and Procedures of the Texas Administrative Code. Applicants must also administer the funds in accordance to the Texas Grant Management Standards (TxGMS).
- d) Capitalized terms in this NOFA have the meanings defined herein, or as defined in State Rules and Regulations.

**2) Allocation of Funds.**

- a) Funds under this NOFA are not subject to a Regional Allocation Formula (RAF), and are geographically restricted for use in Fort Bend County. The Department, in its sole discretion, also reserves the right to cancel or modify the amount available in this NOFA.
- b) Available funding may change due to approval of awards or disapproval of a previous offer of an award. Balances are updated weekly on the Department's website <https://www.tdhca.texas.gov/homeless-housing-services-program-hhsp>.

**3) Eligible Applicants.**

- a) Eligible Applicants are Units of Local Government or Private Nonprofit Organizations.
- b) Applicants are required to familiarize themselves with the Department's certification and debarment policies prior to Application submission.

- 4) Use of funds.** The Applicant may not Subgrant funds, but may Subcontract for the provision of services. Such Subcontracts are subject to applicable procurement requirements.
- a) **Allowable Activities.** Allowable use of the funds include, but are not limited to, providing homeless youth and young adult housing and other services designed to prevent homelessness. Applicants must propose one or more of the following services:
- i) **Case Management.** Case management for households or individuals experiencing homelessness to assess, arrange, coordinate and monitor delivery of services.
  - ii) **Construction/Rehabilitation/Conversion.** The construction or rehabilitation of a building(s) or dwelling unit(s) to serve youth and young adults experiencing homelessness. The use of these funds for construction, rehabilitation, or conversion may be required to enter into a Land Use Restricting Agreement (LURA) in accordance with Tex. Gov't Code §2306.185.
  - iii) **Essential Services.** Essential services associated with finding and maintaining stable housing. Examples of such costs include, but are not limited to, childcare, education services, legal services, local transportation assistance, job training.
  - iv) **Homeless Assistance or Prevention.** Homeless assistance and homeless prevention costs associated with housing relocation and stabilization. Examples of assistance include, but are not limited to, hotel or motel costs, transitional housing, rental and utility assistance, rental arrears, utility reconnection fees, reasonable and customary security and utility deposits, and moving costs.
  - v) **Shelter Operations.** Operation costs include rent, utilities, supplies and equipment purchases, food pantry supplies, and other related costs to operate and emergency shelter or Transitional Living Activities, serving individuals experiencing homelessness.
  - vi) **Administration.** Administration includes general management and oversight of the award, excluding the cost to purchase office space. Administration is limited to reasonable and necessary costs related to provision of services under the award.
- b) **Prohibited Activities.** Prohibited activities include, but are not limited to, lease and/or purchase of vehicles; legal services for immigration and citizenship matters, and issues relating to mortgages; inpatient detoxification and other inpatient drug or alcohol treatment; payment of temporary storage fees in arrears; payment or modification of a debt; rehabilitation of structures to the extent that those structures are used for inherently religious activities; mortgage payments; and any activity not specifically performed as allowed under this NOFA and State Rules.

## 5) Application Submission.

- a) All Application materials, including this NOFA and program guidelines are available on the Department's website at <https://www.tdhca.texas.gov/homeless-housing-and-services-program-hhsp>.
- b) Applications must adhere to the State Rules in effect at the time of the close of the Application acceptance period. The Application must be on Application forms published online at the above reference site provided by the Department which cannot be altered or modified, and must be in final form before they are submitted to the Department.
- c) The Department will accept applications on an ongoing basis, starting **Friday, April 26, 2024 at 8:00 a.m.** Austin local time, and ends once all funds have been awarded. Applications must be submitted as an upload to the Department's FTP server in the format detailed in the Application Submission Procedures Manual (ASPM).
- d) The NOFA will expire the date the Department's Governing Board of Directors awards all of the funds under the NOFA. In no event may funds be awarded after August 31, 2025.
- e) An alternative method of releasing funds may be implemented, at the Department's sole discretion. Subsequent changes to the method of release will be published on the Department's website.
- f) The Department may decline to consider any Application if the proposed activities would not, in the Department's sole determination, represent a prudent use of the Department's funds. The Department is not obligated to proceed with any action pertaining to any Applications that are received, and may decide it is in the Department's best interest to refrain from pursuing any selection process or making awards. The Department reserves the right to request clarification on individual elements of any Application.

## 6) Application Award Selection Process.

- a) Applications submitted directly to the Department for consideration will be evaluated based on experience, program design, and budget. Application review and funding priority will be determined based on the receipt date of the Application. Two or more applications that are received on the same day that meet the minimum requirements, but where there is insufficient funding to award will be assigned a random lottery number to select the application that will first be offered funding. The Department reserves the right to negotiate with the next applicant in line to reduce their request to fully utilize the funding.

- b) Applications meeting the minimum requirements for which total funding requested is less than or equal to the amount of funding available will be recommended for funding.
- c) All Applicants will be subject to a Previous Participation Review by the Department, as outlined in 10 TAC §1.302.
- d) Audit Requirements. All Applicants are subject to the requirements of 10 TAC §1.403, concerning Single Audits.
- e) Funding recommendations of Awards will be presented to the Department's Governing Board of Directors based on eligibility, with the Executive Director's recommendation. Recommendations are limited by the total amount of funds available under this NOFA.
- f) In accordance with Tex. Gov't Code §2306.082 and 10 TAC §1.17, it is the Department's policy to encourage the use of appropriate alternative dispute resolution procedures (ADR) under the Governmental Dispute Resolution Act, Tex. Gov't Code Chapter 2009, to assist in resolving disputes under the Department's jurisdiction.
- g) An Applicant may appeal decisions made by staff in accordance with 10 TAC §1.7.

For questions regarding this NOFA, please contact Rosy Falcon, Homeless Programs Manager, at 512-475-3975, or [rosy.falcon@tdhca.state.tx.us](mailto:rosy.falcon@tdhca.state.tx.us).