



**HOME Investment Partnerships Program (“HOME”)
CFDA# 14.239**

**2017 HOME Single Family Programs HRA General Set-Aside
Notice of Funding Availability (“NOFA”)**

1) Summary.

- a) The Texas Department of Housing and Community Affairs (the “Department”) announces an initial NOFA of approximately \$7,831,686 in HOME funds for HRA under the general set-aside.
- b) The availability and use of these funds are subject to the HOME rules including, but not limited to the following: Texas Administrative Code (“TAC”) rules in effect at the time of contract execution, Title 10, Part 1, Chapters 1, 2, 20, 21, and 23 (“State HOME Rules”); and Tex. Gov’t Code Chapter 2306. Other federal and state regulations include but are not limited to, 24 CFR Part 58 for environmental requirements; 2 CFR Part 200 for Uniform Administrative Requirements; 24 CFR §135.38 for Section 3 requirements; 24 CFR Part 5, Subpart A for fair housing; and 24 CFR Part 92 (“Federal HOME Rules”); and for units of government the Uniform Grant Management Standards (“UGMS”) as set forth in Texas Local Government Code Chapter 783. Applicants must familiarize themselves and comply with all of the applicable state and federal rules that govern the HOME Program.
- c) Capitalized terms in this NOFA have the meanings defined herein, or as defined in State HOME Rules or the Federal HOME Rules.

- 2) Source of Funds.** Funds totaling \$7,831,686 are made available for single family activities through the Department’s 2017 annual HOME allocation from the U.S. Department of Housing and Urban Development (“HUD”). The Department, in its sole discretion, may also release unallocated HOME funds, deobligated funds, Program Income, and funds reallocated from undersubscribed set-asides, as allowable and available, under this NOFA. The Department, in its sole discretion, also reserves the right to cancel or modify the amount available in this NOFA.

3) Eligible and Prohibited Activities.

- a) The following activity types are eligible uses of Set-Aside HOME funds under this NOFA:

Homeowner Rehabilitation Assistance (“HRA”). HRA provides funds for the rehabilitation, reconstruction, or new construction of a single family residence owned and occupied by an eligible low-income Household. Specific program guidelines can be found at 10 TAC §§23.30 - 23.32.

b) Prohibited activities include those at 24 CFR §92.214 and in the State HOME Rules.

4) Limitation on Funds.

a) Funds will not be eligible for use in a Participating Jurisdiction (“PJ”).

b) Funding under this NOFA may be made available through the Reservation System to HOME Administrators with active Reservation System Participation (“RSP”) Agreements. Applications to request an RSP Agreement are accepted on an on-going basis. Applicants requesting a RSP Agreement must submit a completed application, required documentation, and associated application materials as detailed in the Application Submission Procedures Manual (“ASPM”).

c) Each applicant that is granted HOME funds may also be eligible to receive funding for Administrative costs. Funds for Administrative costs cannot exceed 4% of the total project funds committed under the Reservation System.

d) Updated balances for the Reservation System may be accessed online at <http://www.tdhca.state.tx.us/home-division/home-reservation-summary.htm>. Reservations of funds may be submitted at any time during the term of a RSP Agreement, as long as funds are available in the Reservation System. Participation in the Reservation System is not a guarantee of funding availability.

e) Except as limited in this NOFA or by statute, the Department may reprogram funds at anytime to the Reservation System, or to administer directly.

5) Regional Allocation Formula. In accordance with Tex. Gov’t Code §2306.111(d), these funds are subject to the Regional Allocation Formula (“RAF”). Refer to Table 1: Regional Allocation for Homeowner Rehabilitation Assistance, which will also be published on the Department’s website at <http://www.tdhca.state.tx.us/home-division/applications.htm>.

Table 1: Regional Allocation for Homeowner Rehabilitation Assistance			
Region	Urban Subregion	Rural Subregion	Total Available in Region
1	\$ 85,836	\$ 357,390	\$443,226
2	\$ 71,426	\$ 312,078	\$383,504
3	\$ 1,103,324	\$ 218,365	\$1,321,689
4	\$ 228,201	\$ 534,816	\$763,017
5	\$ 130,605	\$ 344,259	\$474,864
6	\$ 262,387	\$ 162,749	\$425,136
7	\$ 565,543	\$ 156,930	\$722,473
8	\$ 214,341	\$ 256,008	\$470,349
9	\$ 210,915	\$ 190,386	\$401,301

Table 1: Regional Allocation for Homeowner Rehabilitation Assistance			
Region	Urban Subregion	Rural Subregion	Total Available in Region
10	\$ 177,904	\$ 265,179	\$443,083
11	\$ 211,329	\$ 339,661	\$550,990
12	\$ 151,315	\$ 316,752	\$468,067
13	\$ 181,676	\$ 782,314	\$963,990
Total	\$ 3,594,800	\$ 4,236,886	\$7,831,686

6) Allocation of Funds.

- a) Approximately \$7,831,686 in funds are reserved for general set-aside HRA Activities through the HOME Reservation System in accordance with section 4 of this NOFA and subject to the RAF, and will be available under each Uniform State Service Region by sub-region (Rural and Urban) beginning on **Tuesday, February 13, 2018, at 10:00 a.m. Austin local time** until **Tuesday, March 13, 2018, at 10:00 a.m. Austin local time**.
- b) On **Wednesday, March 14, 2018, at 10:00 a.m. Austin local time**, any funds which have not been requested under section 6(a) of this NOFA will collapse within each region and will be made available by Uniform State Service Region until **Tuesday, April 17, 2018, at 10:00 a.m. Austin local time**.
- c) On **Wednesday, April 18, 2018, at 10:00 a.m. Austin local time**, any funds which have not been requested under sections 6(a) or 6(b) of this NOFA will collapse and be made available as described below:
 - i) If the remaining balance does not exceed \$3,000,000, all remaining funds will collapse and be made available for HRA Activities in any Uniform State Service Region.
 - ii) If the remaining balance exceeds \$3,000,000, remaining funds will be divided into two equal parts. One-half (50%) of remaining funds will be made available for HRA Activities in any Uniform State Service Region, and one half (50%) of remaining funds be withdrawn from the HRA General Set-Aside Reservation System.
 - iii) Funds withdrawn under section 6(c)(ii) of this NOFA will be made available on **Tuesday, September 18, 2018, at 10:00 a.m. Austin local time** in the Reservation System for any General Set-Aside Activity in any Uniform State Service Region.
- d) An alternative timeline and method of releasing funds may be implemented, at the Department’s sole discretion.

7) Application Requirements

- a) Reservation System. Applications to request a RSP Agreement are accepted on an on-going basis. Applicants requesting a RSP Agreement must submit a completed RSP application, required documentation, and associated application materials as detailed in the Application Submission Procedures Manual (“ASPM”).

- b) All Application materials including manuals, program guidelines, and applicable HOME rules, are available on the Department's website at <http://www.tdhca.state.tx.us/home-division/applications.htm>.
- c) Applications must adhere to the State HOME Rule, the Federal HOME Rule, and threshold requirements in effect at the time of the Application submission. Applications must be on forms provided by the Department, cannot be altered or modified, and must be fully completed and in final form before submitting them to the Department.
- d) Administrative deficiencies noted during the review of an Application shall be subject to the administrative deficiency process outlined in 10 TAC §23.24.
- e) All Applicants will be subject to a Previous Participation Review by the Department as outlined in 10 TAC §1.302.
- f) Audit Requirements. All Applicants are subject to the requirements of 10 TAC §1.403 concerning Single Audits.
- g) Pursuant to Tex. Gov't Code §2306.1112, the Executive Award and Review Advisory Committee will make recommendations to the Board regarding funding and allocation decisions.

8) Eligible and Ineligible Applicants.

- a) Eligible Applicants include Units of General Local Government, Nonprofit Organizations, Public Housing Authorities, Local Mental Health Authorities, and Councils of Government.
- b) Applicants are required to familiarize themselves with the Department's certification and debarment policies prior to application submission.

9) Application Submission.

- a) The Department will accept applications for participating in the Reservation System on an on-going basis. **RSP applications are to be submitted as an upload to the Department's FTP server in the format requirements detailed in the RSP ASPM.**
- b) Applicants must submit a completed Application, required documentation, and associated application materials, as described in this NOFA and as detailed in the applicable ASPM. All scanned copies must be scanned in accordance with the guidance provided in the applicable ASPM.
- c) Applicants are required to remit a non-refundable Application fee payable to the Texas Department of Housing and Community Affairs in the amount of \$30 per Application. Payment must be in the form of a check, cashier's check or money order. **Do not send cash.** Pursuant to Tex. Gov't Code §2306.147(b), the Department will waive Application fees for private nonprofit organizations that offer expanded services such as child care, nutrition programs, job training assistance, health services, or human services. These organizations must request a waiver of the grant application fee in a board resolution authorizing the submittal of the application to the Department, and must include with the

application proof of their exempt status and a description of their supportive services in lieu of the Application fee. The Application fee is not an allowable or reimbursable cost under the HOME Program.

- d) This NOFA does not include text of the various applicable regulatory provisions that may be important to the HOME Program. For proper completion of the application, the Department strongly encourages potential Applicants to review the State and Federal regulations, and contact the HOME and Homelessness Programs Division for guidance and assistance.

10) Dispute Resolution/Appeal.

- a) 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. As described in Chapter 154, Civil Practices and Remedies Code, ADR procedures include mediation. Except as prohibited by the Department's ex parte communications policy, the Department encourages informal communications between Department staff and Applicants, and other interested persons, to exchange information and informally resolve disputes. The Department also has administrative appeals processes to fairly and expeditiously resolve disputes. If at any time an Applicant or other person would like to engage the Department in an ADR procedure, the person may send a proposal to the Department's Dispute Resolution Coordinator. For additional information on the Department's ADR Policy, see the Department's Rule on ADR at 10 TAC §1.17.
- b) An Applicant may appeal decisions made by staff in accordance with 10 TAC §1.7.

All Application materials including manuals, this NOFA, program guidelines, and applicable HOME rules are available on the Department's website at <http://www.tdhca.state.tx.us/home-division/applications.htm>.

For questions regarding this NOFA, please contact Jaelyn Pryll, HOME Production Coordinator for the HOME and Homelessness Programs Division, at (512) 475-2975 or via email at HOME@tdhca.state.tx.us.