



NOTICE OF FUNDING AVAILABILITY FOR THE HOUSING STABILITY SERVICES (HSS) PROGRAM

AN EMERGENCY RENTAL ASSISTANCE 2 (ERA 2) Program

CFDA#21.023

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Part 1 – Notice of Funding Availability

1) Overview

The Texas Department of Housing and Community Affairs (the Department or TDHCA) is pleased to announce a Notice of Funding Availability (NOFA) of \$84,000,000 in Emergency Rental Assistance 2 (ERA 2) Housing Stability Services (HSS) funds for cities, counties, councils of governments, public housing authorities, private nonprofit organizations, and other eligible organizations per U.S. Department of the Treasury (Treasury) regulations, to provide housing stability services to income eligible households experiencing housing instability. The ERA 2 Housing Stability Services Program will provide case management, housing navigation, employment training, mental health counseling, security deposit assistance and other housing stability services as outlined in Part 2 – Eligible Activities of this NOFA to households earning under 80% of Area Median Income (AMI), as defined by HUD.

Funded by the Treasury, the ERA 2 Program provides funds to states, U.S. Territories, local governments, and other applicable organizations to assist households that cannot afford their rent, utilities, or other services needed to maintain housing stability. The Governor of the State of Texas has designated TDHCA to administer the state's allocation of ERA 2 funds. Treasury allows up to 10% of these funds to be used for eligible housing stability services, which are outlined in this NOFA. The remaining 90% provides rent, utility, rent arrears, and utility arrears assistance to Texans across the state through the Texas Rent Relief Program (TRR), which is administered by TDHCA.

2) Eligible Organizations

Organizations eligible to apply for this NOFA include cities, counties, councils of governments, public housing authorities, private nonprofit organizations, and other eligible organizations per Treasury regulations.

An applicant organization shall be in good standing, as applicable, with the Department, Texas Secretary of State, Texas Comptroller of Public Accounts, and the U.S. Department of Treasury.

3) Program Timeline

Table 1 - Estimated Timeline for the ERA 2 HSS Program

Event	Date
NOFA Published	November 12, 2021
Application Webinar	December 1, 2021
Early Application Notification	December 16, 2021
Applications Due	January 7, 2022
Award Announcements	March 2022
Contract Period*	April 1, 2022 – March 28, 2024
Contract Close-Out*	April 1, 2024 – April 30, 2024

*Based on performance, TDHCA may opt to extend contract and close-out periods for certain Subrecipients.

4) Authorizing Legislation

Funding under this NOFA is made available pursuant to the American Rescue Plan Act of 2021. Applicants should read this NOFA in conjunction with the following regulations that establish federal and state requirements. Relevant legal authority includes, but is not limited to, the following as now in effect or as amended in the future:

- [American Rescue Plan Act, 2021 \(Public Law No: 117-2\)](#)
- [2 CFR Part 200](#)
- [Texas Grant Management Standards \(TxGMS\) \(for Units of Government\)](#)
- [Texas Administrative Code: Title 10, Part 1, Chapters 1 and 2](#)

If state or federal statutes or regulations, or other laws or guidance relating to ERA 2 funds are modified by the United States Congress, the Treasury, the Department, the Texas State Legislature, or the Governor, the changes may become effective immediately and may be applicable to this NOFA and existing contracts.

If there is a conflict between the state and federal regulations, the federal regulations shall prevail. In addition, the Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such an action occurs, the Department will notify interested parties.

5) Conditions

Applicants and Awardees acknowledge that the funding opportunities referenced in this NOFA, and all obligations of the Department herein, are expressly subject to the following conditions:

1. The ongoing availability of funds, and
2. The continued authority of the Department to administer the ERA 2 funds.

In the event that funds are not available to fund any or all activities offered herein, or if the Department's authority to administer the ERA 2 funds or act under this NOFA is eliminated, or in any way restricted, the Department shall have the option, at its sole discretion, to amend, rescind, suspend, or terminate this NOFA and any associated funding or contracts pursuant to the provision set forth immediately above within the Department's revised authority. This NOFA is not a commitment of funds to an applicant.

6) Award Request Limits

The minimum amount that may be requested under this NOFA is \$100,000. The maximum amount that may be requested is \$12,000,000.

Before applying, applicants should establish their proposed service area, which should include the counties and incorporated cities where served clients will be located. Proposed service areas must not be outside of an applicant's existing service area. The amount of funds requested must proportionally align with the proposed service area, program description and organizational capacity as described in the applicant's narrative.

TDHCA may adjust awards as necessary to ensure that the distribution of ERA 2 HSS funds achieves program goals. If excess funds remain available, TDHCA may elect to offer an award in an amount in excess of that maximum award request.

7) Allocation of funds

For all applications, awards will be made between \$100,000, and \$12,000,000 of ERA 2 HSS funds in this NOFA and will be awarded based on highest score and the amount of funds requested. If funds remain after all applications meeting the minimum threshold criteria are funded in full, then, TDHCA may recommend to its Board increasing award amounts to awarded organizations at its sole discretion. If application requests exceed the funds amount of ERA2 HSS funds available in this NOFA, TDHCA may recommend to its Board offering a partial award to the next highest scoring application. TDHCA reserves the right to adjust the total allocation for ERA 2 HSS funds as needed to best achieve program goals.

8) Program Administrative Costs

Funds requested for administration are limited to 10 percent of the total amount of funds requested. Administrative costs are costs that do not directly assist a client household in achieving housing stability; however, these costs may be needed to provide management, oversight, and coordination of HSS program activities. Eligible administrative costs include transportation, supplies, office space, technology, general marketing, and salaries for management and support staff. Administrative costs must be proportional to the amount of program funds expended. Upon award, program specific requirements on administrative costs will be established in contracts between TDHCA and awardees.

Part 2 – Eligible Activities and Duplication of Benefits

1) Eligible Activities

Funds can be used to support eligible households (below 80% AMI), who are experiencing housing instability during or due, directly or indirectly, to the Coronavirus pandemic, in maintaining or obtaining stable housing. Essential services to unsheltered persons and services to eligible households may be provided through a variety of avenues including outreach services, shelter services, community services, and services offered at permanent supportive housing properties. All HSS assistance funds must be for services that are part of a program to maintain or obtain housing. All HSS services must be tied to specific households.

Applicants must review [TDHCA's ERA HSS Program Guidelines](#) to learn all program requirements for providing housing stability services including client eligibility requirements, eligible activity types, maximum assistance timeframes, and maximum assistance amounts. All requirements addressed in the [TDHCA's ERA HSS Program Guidelines](#) are requirements of the program unless agreed to otherwise or as superseded by the contract. In addition, a brief summary of eligible services is provided in this NOFA. Eligible HSS program activities include:

Outreach Services – Services that are intended to assist households in finding and accessing external housing resources that may result in obtaining or maintaining housing stability.

- Funding of housing navigators or promotoras
- Hosting of in-person and web-based clinics, that help households access the Texas Rent Relief Program or other rental assistance programs
- Other resources or efforts to assist households in finding housing

Shelter Services – Services that are intended to assist households experiencing homelessness in obtaining or maintaining housing stability. ERA 2 HSS shelter services may assist households with meeting basic needs, so long as these services help households obtain housing.

- If the household is literally homeless (i.e. living on the street, car, or shelter) or at risk of homelessness, the Subrecipient may provide food, basic clothing needed for

protection from the elements, or to obtain employment or basic hygiene products, as part of a service to help the household obtain or maintain housing

- Portable Handwashing Stations or Bathroom facilities
- Provision of stipends or short-term payment assistance to public or private campgrounds willing to make or provide access to cabins or other dwellings available for persons needing temporary housing solutions

Housing Services – Housing services directly assist households in obtaining and affording housing. These services provide moving assistance, case management, and other services that aim to place households in stable housing.

- Payment for the rental of moving vans or the hiring of movers within reasonable limits (must have three quotes)
- Housing counseling and fair housing counseling
- Case management related to housing stability
- Housing-related services for survivors of domestic abuse or human trafficking

Housing Payments – Financial assistance payments made on behalf of the household specifically to support that household's ability to obtain or maintain housing. These payments are expressly limited to the following three bulleted items and exclude actual rent payments:

- Provision of rental application fees, rental deposits or utility deposits, including pet deposits (excluding monthly rent charges for pets)
- Provision of landlord incentive payments to improve likelihood of finding housing through negotiating with landlords, and expanding the housing pool for households facing barriers to housing (e.g., households with criminal backgrounds, poor credit, debt or poor rental history)
- Short term payments for hotels/motels.

Eviction Diversion Services – Services that are intended to assist a household with eviction prevention and eviction diversion activities, but only if the household is not already receiving this type of assistance from Texas Access to Justice Foundation subrecipients receiving either ERA 1 or 2 funds from TDHCA.

- Eviction prevention and eviction diversion activities, which can include paying for eviction appeal bonds (if the eviction case is handled by an attorney and the attorney makes a professional decision that the expense is reasonable). This excludes rental or utility bill assistance
- Legal services or attorney’s fees related to eviction proceedings and maintaining housing stability
- Mediation or alternative dispute resolution between landlords and tenants

Social Services for Housing Stability – Social services for housing stability promote the physical, mental, and financial health of households so that they can obtain and maintain housing. This includes classes, trainings, counseling, and work-support programs that help households obtain needed skills and resources.

- Specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing
- Assistance in qualifying for unemployment, rental assistance, or other benefits that help stabilize the household
- Transportation directly associated with stabilizing the household (i.e. bus/cab fare or IRS mileage for a service provider to take a household to view an available unit or access other social services)
- Employment services and job training if needed to obtain or maintain access to housing
- Financial literacy assistance as needed to understand documents needed to obtain or maintain access to housing

- Supporting embedded caseworkers on-site at shelters, permanent supportive housing properties or properties willing to commit to serve persons exiting homelessness (activities performed by caseworkers must be otherwise eligible)
- Mental health counseling and associated medical services and substance use treatment, including but not limited access to a mental health practitioner for medication management for persons with disabilities, as required to obtain or maintain housing
- ID recovery to help obtain identification documentation
- Help with job placement (including associated childcare while searching for a job), as needed to obtain or maintain housing
- Technology costs: ONLY if the technology is a needed supply for the program participant to attend a housing stability services training program, search for employment, or communicate with a remote medical provider and the expense is directly necessary to obtain or maintain housing, then broadband assistance or purchase of a computer is allowed. Otherwise, technology costs are not allowed. Within the allowable activity noted, no individual purchase of equipment of \$5,000 or more is allowed
- Case management services related to housing stability, including but not limited to help accessing other benefits (e.g., SNAP, SSI, SSDI, Veteran's assistance, and Medicaid). A caseworker's salary is an eligible service if the casework provided is for eligible activities and their time is maintained via timesheets pursuant to 2 CFR Part 200 and TXGMS (if applicable)
- Assistance with correcting eviction, debt, or other inaccurate data from a household's credit report

2) Duplication of Benefits

A Duplication of Benefits (DOB) occurs when a program beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular funding need. The amount of the duplication is the amount of assistance provided in excess of the need. In the case of housing stability services, a duplication of benefits would occur if a client received direct financial payments for the same purpose from multiple TDHCA-funded ERA 1 and/or ERA 2 sources.

TDHCA is required to develop and maintain adequate procedures to prevent a duplication of benefits that address (individually or collectively) each activity or program. To accomplish this TDHCA has instituted the following requirements:

- Clients must attest they are not receiving any other form of government or charitable assistance from TDHCA's ERA1 or ERA2 HSS program intended for the same purpose that might produce a duplication of benefits.
- Subrecipients must keep client files for monitoring purposes, so that TDHCA can monitor for any suspected cases of duplicative benefits. Subrecipients are responsible for ensuring that clients do not receive duplicative benefits from within their own organization.
- Subrecipients must keep lease agreements and landlord contact information in their client files to prevent duplicative payments to landlords in the form of deposits or incentives.

3) Program Income and Interest Earned

Security and utility deposits paid on behalf of a household should be treated as a grant to the household. The deposit must remain with the household, and if returned, is to be returned only to the household. If a vendor will not agree to return the funds to the household and requires that the funds be returned to the entity that paid the deposit, the entity must report to the Department this program income on the next monthly report after receiving the repayment, but may spend the program income on other qualifying activities under the contract.

Fees charged to a household by an awarded organization to provide ERA2 HSS services are prohibited.

Any other program income derived from activities financed in whole or in part with funds provided under this Contract shall be accounted for and expended in accordance with 2 CFR Part 200 and TXGMS (if applicable). Program income received after the closeout of the Contract Term must be returned to the Department within 10 calendar days of receipt.

If Subrecipient earns more than \$500.00 in annual interest amounts, such interest must be returned to the Department no later than 30 days after the end of the Subrecipient's annual audit period.

Part 3 – Eligible Applications

1) Financial Management Compliance

The Applicant must demonstrate to the satisfaction of the Department that it is in compliance with the financial management requirements at 2 CFR Part 200, including the single audit requirements of 2 CFR §200.501. All Applicants are subject to the requirements of 10 TAC §1.403, concerning Single Audits. If a Subrecipient utilizes subawardees, the Subrecipient is responsible as part of its overall monitoring responsibilities to monitor the financial management systems of subawardees in accordance with 10 TAC §1.402.

2) Previous Participation Review and Federal Debarment

All Applicants will be subject to a Previous Participation Review by the Department, as outlined in 10 TAC §1.302. Pursuant to 2 CFR Part 180, ERA 2 HSS applicants are required to verify that they and their principals, or any/all persons, contractors, consultants, businesses, subrecipients, etc., that will be conducting business with the applicant as part of HSS activities are not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction or in any proposal submitted in connection with the covered transaction.

The Department will not award any ERA 2 HSS funds to organizations that are debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation from federally or state assisted programs, or that are proposing to partner, contract, or otherwise fund rental assistance activities through an organization that is debarred, suspended, proposed for debarment, or otherwise ineligible from participation in federally assisted programs. If an organization has a member of its governing body that has this status, the Department will allow the member to resign so that the organization can enter into a contract with the Department.

3) Subawards

Subrecipients may request to enter into a subaward with a unit of local government, council of government, public housing authority, or private nonprofit organization for some or

all of its program and administrative funds through one or more direct (non-competitive) award(s). However, if a Subrecipient chooses to subaward its funds it must fulfill all of the requirements of a pass-through entity listed in 2 CFR §200.331 and must monitor its subawardee at least once during the contract term. A subawardee cannot serve an area greater than the Subrecipient's own defined service area for ERA 2 HSS funds. No increase to administrative funds is permitted for applicants electing to utilize subawardees.

Any subgrant must contain all the applicable terms and conditions required by federal and state requirements and as further reflected in the Subrecipient's contract with TDHCA. With the application to TDHCA or if selecting a subawardee after submitting the application but prior to executing the subgrant agreement, the Subrecipient must provide the Department with the applicable contact information for the proposed subgrantee to ensure that accurate contact information is available relating to administered program activities.

Before entering into a contract or other agreement with a subgrantee, Subrecipient must:

- 1) check the Federal and State debarment and suspended lists of TDHCA;
- 2) ensure that the entity (if applicable) is current on its Single Audit submission to the Federal Audit Clearinghouse;
- 3) request a disclosure for matters under 2 CFR §200.113, 2 CFR Part 200 Appendix XII, 24 CFR Part 9, or the Fair Housing Act; and
- 4) provide the Department this information on the Department's form.

Part 4 – Federal Program Requirements

1) Procurement

All Grantees must comply with federal procurement requirements. Requirements for federal procurement can be found at 2 CFR §200.317-326 and in TXGMS (as applicable). Applicants are responsible for meeting all federal procurement standards for goods and services funded through federal programs. Failure to meet procurement requirements may result in disqualification, recapture of federal funds, and debarment. The Department will review the Subrecipient's procurement documents for services (i.e., administrative sub-contractor) at time of monitoring.

2) Eligible Activities and Expenditures

All Subrecipients must comply with the rules and regulations established by Section 3201 of the American Rescue Plan Act of 2021. As per Section 3201, all Grantees must also comply with the program rules, award terms, and reporting requirements established by the U.S. Department of Treasury. Applicable program requirements (primarily in the form of Frequently Asked Questions) can be found on the Treasury's Emergency Rental Assistance website (<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program>).

3) Cross-cutting Requirements

The ERA 2 HSS funding is administered under the authority of Section 3201 of the American Rescue Plan Act of 2021. In addition to Section 3201, Grantees are required to comply with several federal cross-cutting requirements that form the basis of the programmatic requirements. The Department incorporates all federal cross-cutting requirements into the administration of ERA 2 HSS funds.

The following list is a summary of additional federal cross-cutting requirements that apply to HSS funding:

- [Fair Housing Act](#)
- [Monitoring and reporting program performance - 2 CFR §200.329](#)

- [Title VI of the Civil Rights Act of 1964](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [The Age Discrimination Act of 1975](#)

Part 5 – Program Administration and Performance

1) Execution of Grant Documents

As a condition precedent to the disbursement of ERA 2 HSS funds, the Subrecipient must execute and deliver a Contract to TDHCA and must provide to TDHCA all executed, legally enforceable grant documents, as applicable, and any other documents reasonably requested by TDHCA in connection with these funds.

2)Performance Benchmarks, Contract Term and Deobligation

The contract will be issued for a term of 24 months, subject to opportunity for extension at the sole discretion of the Executive Director of the Department. Contract benchmarks will be reflected in the contract with the Subrecipient that require expenditures as follows:

- No later than the end of the sixth (6th) month of the contract, at least 25% of total contracted funds must be reported as expended.
- No later than the end of the twelfth (12th) month of the contract, at least 50% of total contracted funds must be reported as expended.
- No later than the end of the eighteenth (18th) month of the contract, at least 75% of total contracted funds must be reported as expended.
- No later than the end of the twenty-fourth (24th) month of the contract, at least 100% of total contracted funds must be reported as expended.

Failure to achieve contract benchmarks may be cause for a partial or complete deobligation of the remaining unexpended contract funds, as determined by TDHCA on a case-by-case basis.

If awarded, existing ERA 1 HSS Subrecipients must expend all ERA 1 HSS funds before accessing and expending ERA 2 HSS funds. TDHCA may alter the above contract benchmarks to account for when ERA 1 HSS Subrecipients begin to expend ERA 2 HSS funds on a case-by-case basis. If ERA 1 benchmarks are not met, TDHCA may reduce a Subrecipient’s ERA 2 award in whole or in part.

3) Reporting Responsibilities & Records to be maintained

During the grant period, ERA 2 HSS Subrecipients will be required to submit three reports by the 15th of each calendar month. The first report is the Monthly Household Reporting Spreadsheet, which tracks economic, geographic, and demographic data on each individual household served. The second report is the Housing Contract System Monthly Performance Report, which is a roll-up of all household data provided on the Monthly Household Reporting Spreadsheet. These first two reports will be used to evaluate program performance and compliance. The third report is the Housing Contract System Monthly Expenditure Report. This report will be used to review draw requests and program compliance. Failure to submit these three reports in a timely manner each month may result in the deobligation of funds.

Each Subrecipient should ensure all information presented in these reports are backed up via an internal record-keeping process. All client data included in the Monthly Household Reporting Spreadsheet and Monthly Performance Report should be kept in internal client files, while expenditure data should be backed up with receipts and invoices.

Part 6 – Application Procedures and Content

1) Early Application Notification

All Applicants are encouraged through the award of points to submit an Early Application Notification email to the Department no later than 5:00 p.m. Austin local time on December 16, 2021, to hss@tdhca.state.tx.us . The email must include at a minimum the name of the entity applying for the funds and the amount being requested. The amount noted in the email will not preclude the applicant from submitting an application for a different amount.

2) Applicant Threshold Criteria

- The applicant must submit a completed Application Form and all associated attachments and documentation. Failure to do so may be considered as a failure to meet this NOFA's threshold criteria.
 - Applicants must provide a Program Description, Proposed Budget, Statement of Capacity, and Estimates of Households served not to exceed ten (10) pages, double-spaced, 12-point font, which addresses their ability to successfully achieve their benchmarks in the expenditure of program funds. These criteria should include, at minimum, the amount of staff currently employed by the applicant and its proposed subawardees and the applicant's current operating budget. If the applicant is proposing new activities that have not previously been operated by the applicant, or hiring more staff to expand on current activities, then the applicant must sufficiently describe the expanded staffing plan and justify its ability to carry out and manage the proposed activities.
 - Applicants who wish to provide landlord incentives must submit their landlord incentive policy at the time of application. Policies should include example lease addendums, incentive amounts, outreach activities/eligible populations, and a description of how the program will operate.
- An applicant will not be recommended for an award until it has submitted the required Previous Participation forms and been recommended for an award, or an award with

conditions, by the Executive Award Review and Advisory Committee. Previous Participation forms are considered a threshold requirement.

- If subject to the Federal Single Audit Act, the applicant must certify to the Department that its most recent single audit has been uploaded to the Federal Audit Clearinghouse. If not subject to the Federal Single Audit Act but subject to the Texas Single Audit Act, the applicant must provide the Department with its most recent single audit or audit opinion letter with its application to demonstrate financial capacity. The audit opinion letter is preferred to the whole audit (Note: not the management letter). If subject to neither the Federal nor the Texas Single Audit Act, the applicant must submit the Department a copy of its certified financial statements as part of its application.
- If the Applicant has an overdue Single Audit, Department monitoring findings outside the Corrective Action Period, or owes the Department an outstanding balance, the Applicant will be given seven (7) calendar days to remedy the matter. After this time, the application will be not be recommended for funding.

3) Application Scoring Criteria

Applications will be ranked according to the following questions and associated scoring criteria and points for a total of 160 points. Applicants for ERA2 HSS that have an existing ERA 1 HSS contract and are meeting contract benchmarks as of January 7, 2022, the application deadline for this NOFA, may be eligible for up to an additional 40 points for a total of 200 points under the 'Part III. Additional Criteria' scoring section. Each scoring criteria below is based on tiered levels. Fully complete applications that justify their use of funds with proposed processes, policies, prior expertise and clear objectives will score higher than those that provide less information on proposed activities. Applications must receive a minimum score of 65 points to be recommended for funding. Scoring will be completed before the Department recommends that a potential awardee receive an award of additional funding.

All narrative descriptions for Parts I, II, and III, must be limited to a total of 10 pages, double spaced, 12 pt. font, excluding the proposed budget and Landlord Incentive Policy, if applicable.

Part I - Program Description and Capacity

As indicated in Part 6 – 2) Applicant Threshold Criteria, failure to submit items 1A through 1D will result in a terminated application.

Part I. #	Question Overview	Scoring Mechanism
1A	Program Description: A description of the program, including services provided, estimated households served, and process from intake to outcomes.	<ul style="list-style-type: none"> • Description of eligible services with estimated number of households served with each service through a planned process that runs from intake to outcomes = 25 points • Description of eligible services with estimated number of households served by each major activity = 15 points • Description of eligible services provided = 5 points • Program descriptions that propose ineligible activities and services = 0 points
1B	Proposed Budget: A proposed budget for administrative and programmatic expenses.	<ul style="list-style-type: none"> • Budget is reasonable and well prepared and includes major program expenses by activity, as well as line item expenses for staff, services, and payments for each activity = 25 points • Budget includes major program expenses by activity = 10 points • Budgets that are not sufficiently thorough or are poorly prepared = 0 points
1C	Statement of Capacity: A statement of the applicant’s capacity to perform the proposed activities	<ul style="list-style-type: none"> • Description of capacity with total operating budget, number of staff, and sufficient justification of ability to administer the proposed activities = 10 points • Description of capacity with total operating budget and number of staff included = 5 points • Descriptions that do not convey applicant’s capacity to perform the proposed activities = 0 points
1D	Estimates of Households Served: The estimated number of households to be served by each activity.	<ul style="list-style-type: none"> • Estimate of households to be served is reasonable, supported by the budget, statement of capacity, and program description = 10 points

Part I. #	Question Overview	Scoring Mechanism
		<ul style="list-style-type: none"> • Estimate of households to be served is provided but not clearly correlated with the program description and budget = 5 points
1E	TDHCA Grant Experience with similar programs: Applicant has experience with TDHCA's ESG, HOME TBRA, and/or Colonia SHC programs.	<ul style="list-style-type: none"> • Is currently achieving their contract benchmark and performance measures (inclusive of any amendments) = 10 points • Has similar grants with TDHCA but is not achieving their contract benchmark and performance measures (inclusive of any amendments) = 0 points • Has no grant experience with TDHCA = 0 points

Part II. Proposed Activities and Special Populations

Part II. #	Question Overview	Scoring Mechanism
2A	Service delivery: Applicant provides a description of services that will be delivered. If the applicant provides shelter, or temporary or permanent housing, in addition to services, does the applicant require those sheltered/housed to participate in services and/or case management.	<ul style="list-style-type: none"> • Provides shelter, or temporary or permanent housing, in addition to services and requires those sheltered/housed to participate in services and/or case management = 25 points. • Only offers services and/or case management, and not shelter, or temporary or permanent housing = 25 points • Provides shelter, or temporary or permanent housing and provides services but does not require those sheltered/housed to participate in services and/or case management = 0 points • Offers no services and/or case management = 0 points
2B	Client Outreach Methods: Does the applicant describe methods such as marketing, street outreach, or referrals from other providers to find eligible clients for the activities proposed.	<ul style="list-style-type: none"> • Provides a detailed description of client outreach methods that will support the estimated number of households proposed to be served = 10 points • Provides a list but does not provide description of methods = 5 points

Part II. #	Question Overview	Scoring Mechanism
2C	Client Intake Process: Does the applicant describe how program eligibility will be determined and documented.	<ul style="list-style-type: none"> Provides a detailed description of client intake process that addresses program eligibility requirements = 10 points Provides an intake process but does not expend on eligibility determination and documentation = 5 points
2D	Client needs assessment: Applicant proposes a process to determine the housing stability needs of a household, whether through case managers, housing navigators or other methods that is used as part of a larger housing services framework to provide housing stability services that will assist a household to maintain or obtain housing.	<ul style="list-style-type: none"> Yes, needs assessment process is described and works as part of a housing services framework = 10 points Needs assessment process is described but does not address specifically how services identified will assist a household to maintain or obtain housing = 5 points
2E	Special Populations: Applicant plans to reach and assist persons with disabilities, persons with VAWA protections, and/or veterans.	<ul style="list-style-type: none"> All 3 populations = 15 points 2 populations = 10 points 1 population = 5 points

Part III. Additional Criteria

Part III. #	Question Overview	Scoring Mechanism
3A	Early Application Notification: Did the applicant submit an early application notification by the December 16, 2021, deadline?	Yes = 10 points
3B	ERA 1 HSS Participation: Has the applicant participated in the ERA 1 HSS program, remained in good standing, and expended at least 25% of their program funds by the January 7, 2022, application deadline?	Yes = 40 points

Tie breakers:

If two or more applications receive the same score, a two-level tiebreaker process will be used to determine the application ranking order, as needed. The first tiebreaker will grant the award to the application whose proposed service area has the higher poverty level. If applicant's

service areas have equal poverty levels, the second tie breaker will grant the award to the application that proposes to serve the most households per grant funds requested.

4) Application Procedures

- All materials to submit an application under this NOFA including program guidelines, and Federal Rules and Regulation are available on the Department's website at <https://www.tdhca.state.tx.us/HSS.htm>
- Applicants must follow instructions in both this NOFA and the online application.
- To receive points any Early Application Notifications must be received no later than 5:00 p.m. Austin Local Time on December 16, 2021.
- The ERA 2 HSS application and all required attachments must be received by the Department through an online [Application form](#) no later than 5:00 p.m. Austin Local Time on January 7, 2022. The Department encourages applicants to submit their application prior to the deadline to minimize delays that may occur in online submissions. If the system does not generate an email receipt for your records, then assume that the application has not been received.
- Applications received after 5:00 p.m. Austin Local Time on January 7, 2022, will be disqualified and will not be reviewed. Any applicant for which this is the case will be notified of their disqualification.
- Applications must meet all threshold and eligibility requirements upon submission. It is the applicant's responsibility to ensure that the submitted application is clear, complete, and accurate. Department staff may request clarifying information and may request that applications be revised and resubmitted to help address scoring issues prior to approving applications and issuing awards.
- The Department will post to its ERA 2 HSS website page a log of all applications received within approximately ten (10) days of the application deadline.

- The Department will hold a NOFA Application workshop webinar on December 1, 2021. Please visit the Department's website at <https://www.tdhca.state.tx.us/HSS.htm> to register for the webinar.

5) Application Review, Approval, and Commitment process

- All applications are required to meet threshold requirements. Failure to meet threshold requirements may result in immediate disqualification or a deficiency notice. Applications that do not meet threshold requirements will not be further reviewed and will be disqualified. In the case of such disqualification, an applicant will be notified and will be provided with an opportunity to appeal such a determination.
- Department staff may request that an applicant provide clarification, correction, or non-material missing information to resolve inconsistencies in the original application or to assist staff in evaluating the Application. Staff will request such information via a deficiency notice. Staff will send the deficiency notice via email and responses must be in kind unless otherwise defined in the notice.
- A review of the applicant's response may reveal that additional administrative deficiencies are exposed or that issues initially identified as an administrative deficiency are actually determined to be beyond the scope of an administrative deficiency process, meaning that they are matters of a material nature not susceptible to being resolved.
- An applicant may not change or supplement any part of an application in any manner after submission to the Department, except in response to a direct written request from the Department to remedy an administrative deficiency. An administrative deficiency may not be cured if it would, in the Department's determination, substantially change an application including score, or if the applicant provides any new unrequested information to cure the deficiency.
- The time period for responding to a deficiency notice commences on the first day following the deficiency notice date. If an administrative deficiency is not resolved to the satisfaction of the Department by 5:00 p.m. on the fifth (5th) calendar day following the

date of the deficiency notice, then two (2) points shall be deducted from the selection criteria score for each additional day the deficiency remains unresolved. If administrative deficiencies are not resolved by 5:00 p.m., Austin Local Time on the seventh (7th) calendar day following the date of the deficiency notice, then the Application shall be terminated.

- The Department will review and score applications which will then be ranked based upon the score of the Application and the use of any needed tie-breakers. Funding recommendations of awards will be based on eligibility and score and tie-breakers. Recommendations will be limited by the total amount of funds available under this NOFA.
- A Previous Participation Review will be performed. The Executive Award Review and Advisory Committee (EARAC) will make award recommendations to the Board.
- Applicants will be notified via email of an award recommendation. Applicants should ensure that the appropriate contact information is included in the application to facilitate notifications of awards and requests for changes. Applicants recommended for awards will be advised of next steps by the Department.
- An applicant may appeal decisions made by the Department in accordance with 10 TAC §1.7.
- 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

6) Checklist of Application Submission Items

(*indicates required threshold items)

- [Application Form](#)*
 - Complete the Application Form via SmartSheets (one per applicant).
 - All other application materials must be uploaded with this Application Form.
 - Link to Form:
<https://app.smartsheet.com/b/form/10e8f00faddf4abe9c5d906ac6ab03eb>

- Application Narrative*
 - Must be limited to a total of 10 pages, double spaced, 12 pt. font.
 - Content should include:
 - Program Description*
 - Statement of Capacity*
 - Estimates of Households Served*
 - TDHCA Grant Experience with similar programs
 - Client Outreach Methods
 - Client Intake Process
 - Client needs assessment
 - Considerations of Special Populations

- Landlord Incentive Policy, if applicable

- Proposed Budget*
 - Must use the template provided

- Previous Participation Form*

- Audit Certification Form and Evidence of Financial Stability*
 - If subject to the Federal Single Audit Act, the applicant must certify to the Department using the Audit Certification Form that its most recent single audit has been uploaded to the Federal Audit Clearinghouse.
 - If not subject to the Federal Single Audit Act but subject to the Texas Single Audit Act, the applicant must provide the Department with its most recent single audit or audit opinion letter with its application to demonstrate financial capacity. The

audit opinion letter is preferred to the whole audit (Note: not the management letter).

- If subject to neither the Federal nor the Texas Single Audit Act, the applicant must submit the Department a copy of its certified financial statements as part of its application.