



Notice of Funding Availability (NOFA) for Community Services Block Grant (CSBG) Discretionary Funds for the Reentry Activities Pilot Program

The Texas Department of Housing and Community Affairs (the Department) is pleased to announce a NOFA for the Reentry Activities Pilot Program, funded with CSBG Discretionary funds. The pilot is centered on populations transitioning back into the community after exiting jail or prison. The Department is seeking organizations with experience in serving the reentry population (individuals who have exited jail or prison within the past year) that are interested in administering projects focused on mitigating barriers to securing safe and stable housing for previously incarcerated individuals.

Interested applicants must meet the requirements set forth in the application and must submit a complete application through the established system described in the NOFA on or before **Monday, January 15, 2024, 5:00 p.m. Austin local time.**

The Notice of Funding Availability (NOFA) is available on the Department's web site at <http://www.tdhca.state.tx.us/nofa.htm> and the application forms referenced in this packet and submission instructions are available on the Department's web site at <https://www.tdhca.state.tx.us/community-affairs/nofas.htm>. The Department looks forward to receiving your completed application. Should you have any related questions, please contact Madison Lozano at (512) 936-7798 or madison.lozano@tdhca.state.tx.us.

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I. Application Instructions

A. Application Deadline:

All applications must be submitted on or before **Monday, January 15, 2024, 5:00 p.m. Austin local time.**

B. Electronic Submission:

All applications must be submitted electronically to be considered eligible applications. Applications must be submitted through the Wufoo system using the following link:

<https://tdhca.wufoo.com/forms/csbg-reentry-nofa/>

C. Application Questions

Application questions may be submitted via electronic mail to madison.lozano@tdhca.state.tx.us. Answers will be provided in the order in which they are received. Please do not submit the same question twice as you await a response.

The deadline to submit questions related to the content of the NOFA and Application is Wednesday, January 10, 2024, by 5:00 p.m. Austin local time. Questions related to the content of the NOFA submitted after this deadline may not be answered.

II. Proposed Timeline for NOFA and Application

Date	Action
December 8, 2023	The application will be available through the TDHCA Website: http://www.tdhca.state.tx.us/nofa.htm
January 10, 2024 5:00 p.m. (Austin local)	Deadline to submit questions regarding the NOFA and application prior to application submission
January 15, 2024 5:00 p.m. (Austin local)	Deadline for Applicants to submit applications in response to this NOFA
March 7, 2024	Anticipated date for the Department to present funding recommendations to Board of Directors; subject to change.
Spring-Summer 2024	Contract will be 12 months, with an estimated start between March 1, 2024 and July 1, 2024

*Any Appeal may delay the Contract Start and End Date

III. General Information

A. Background

The Department has been designated as the state agency to administer the CSBG Program. On an annual basis, the Department receives CSBG funds from the U.S. Department of Health and Human Services (USHHS) to ameliorate the causes of poverty within communities.

The Department is permitted to reserve up to 5% of CSBG funds for state discretionary use for which the Department's Board has determined specific uses. This NOFA releases a portion of these 2024 CSBG Discretionary (CSBG-D) funds to establish a Reentry Assistance Pilot Program aimed to fund organizations that will assist previously incarcerated individuals in obtaining rental housing through landlord incentives, security deposits and other reentry activities related to housing.

Capitalized words in this NOFA, unless otherwise defined herein, have the meaning outlined in Chapter 2306 of the Texas Government Code or in Title 10 Texas Administrative Code (TAC), Chapters 1, 2, or 6, as applicable which can be found at [Texas Administrative Code \(state.tx.us\)](https://www.texas.gov/legislation/tac).

B. CSBG-D Subrecipient Performance Requirements:

The NOFA will provide funding to organizations for new or existing projects to assist previously incarcerated individuals in obtaining rental housing through landlord incentives, payment of security deposits and other reentry activities related to housing. The successful applicant should consider a comprehensive approach that may include established partnerships to address case management, employment assistance, and/or other needed services.

This activity must be completed throughout the 12-month Contract Term.

Subrecipient must complete activities that have the following results:

- Increase the number of previously incarcerated individuals with secure and stable housing, defined as a minimum 6-12 month lease on a rental unit

Persons eligible for assistance must have an annual income at or below 125% of the Federal Poverty Income Guidelines (FPIG) issued annually by HHS or the FPIG authorized in the 2024 CSBG funding by Congress.

C. Funds Available and Award Amounts

In this NOFA, the Department makes available \$400,000 of 2024 non-formula CSBG funds to be utilized for the awarded applicants. An applicant must apply for \$80,000 to \$150,000 per application. If sufficient eligible applications are received that meet threshold criteria, it is anticipated that three to five awards of \$80,000 to \$150,000 each will be made by the Department’s Board of Directors (Board).

In the event that the Department does not receive sufficient eligible applications in response to this NOFA to exhaust available funding, the Department reserves the right to make awards in excess of \$150,000 or reprogram the funds.

The availability of 2024 CSBG-D funds to subrecipient organizations is dependent on the Department’s receipt and availability of funds from USHHS. Access to funds may be limited to the amount of 2024 CSBG-D funds available to the Department from USHHS, and is subject to Board decisions regarding its use.

D. Eligible Applicant Organizations

Organizations eligible to apply for CSBG-D NOFA funds are: Private Nonprofit Organizations with 501(c) status, Public Housing Authorities, Local Mental Health Authorities, Units of General Local Government, and Regional Councils of Governments who are proposing a project targeted to removing housing barriers for populations reentering the community following incarceration. Eligible applicants must already have experience in assisting the reentry population.

E. Ineligible Applicant Organizations

Organizations ineligible to apply for the competitive 2024 CSBG-D Reentry funds are:

- Private Nonprofit Organizations that do not have a Certificate of Formation (or Articles of Incorporation);
- Private Nonprofit Organizations that the Texas Secretary of State’s Office website does not state are authorized to do business in Texas;
- Organizations for which persons on the organization’s governing body or employees are debarred or suspended by the Department or another governmental agency; and

- Organizations for which persons on the organization's governing body or employees are on the suspended or debarred listed for the System for Award Management in accordance with 2 CFR Part 180 and 2 CFR Part 376.

F. Private Nonprofit Organizations.

The Department is requiring that an organization submit a Certificate of Formation or proof of eligible status. It is the applicant's responsibility to ensure that its information including its Certificate of Formation (formally known as Articles of Incorporation) with the Texas Secretary of State's Office is correct and complete at the time of application. The Department will confirm proof of active status directly with the Texas Secretary of State. No administrative deficiencies will be issued for failure to have the appropriate status and governing documents reflected on the Secretary of State's Office when confirmed by the Department. Failure to have this information, or failure to correct the deficiency within a reasonable time, will cause the application to be terminated without further review as further described in Section VI, A of the NOFA.

G. Registration Requirements

Prior to contract execution, the successful applicant must provide the Department with the organization's Unique Entity ID and proof of registration with the System for Award Management (SAM). If the organization is not registered, go to <https://www.sam.gov> to renew, update, or create a new registration.

IV. State and Federal Requirements

Subrecipient shall comply with all provisions of the Federal and State laws and regulations listed below and in Attachment G, including but not limited to:

- A. Public Law 105-285, Title II - Community Services Block Grant Program, Subtitle B Community Services Block Grant Program of the Community Services Block Grant Act, Chapter 106 of the Community Services Block Grant Act (42 U.S.C. §9901 *et seq.*), as amended by the "Community Services Block Grant Amendments of 1994" (P.L. 103-252) and the Coats Human Services Reauthorization Act of 1998 (P.L. 105-285);
- B. Chapter 2306 of the Texas Government Code;
Title 10 Texas Administrative Code, Part 1, Chapters 1 and 2;
Title 10 Texas Administrative Code, Part 1, Chapter 6, Subchapters A and B;
2 CFR Part 200; and
Texas Grant Management Standards, as applicable.
- C. Subrecipient shall also comply with the Drug-Free Workplace Act of 1988, the Pro-Children Act of 1994, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (ADA), as amended (42 U.S.C. 12101 *et seq.*) and Executive Order 13166 of August 11, 2000 related to Limited English Proficiency.
- D. Subrecipient shall practice non-discrimination and provide equal opportunity in compliance with federal law in keeping with the President's Executive Order 11246 of September 24, 1965, and ensure that a person shall not be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under

this contract, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

- E. Subrecipient shall comply with political activity prohibitions and shall not utilize CSBG funds to influence the outcome of any election, or the passage or defeat of any legislative measure or to directly or indirectly hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of subrecipients, the State of Texas, or the government of the United States. Subrecipient shall comply with 45 CFR §87.2 and ensure that CSBG funds are not to be used for sectarian or inherently religious activities such as worship, religious instruction or proselytization, and must be for the benefit of persons regardless of religious affiliation.
- F. Subrecipient shall comply with Chapter 2264 of the Texas Government Code and will not knowingly employ an undocumented worker, where “undocumented worker” means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States.
- G. Subrecipient is not permitted to award any funds provided by this contract to any party that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. The Subrecipient will be required to agree that prior to entering into any agreement with a potential subcontractor that the verification process to comply with this requirement will be accomplished by checking <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>

V. Application Content

The NOFA and Attachments (Excel spreadsheets) are posted on the TDHCA website at <http://www.tdhca.state.tx.us/community-affairs/nofas.htm>. Ensure all application documents are submitted.

All documents should clearly identify which application question to which the document pertains. If the response to an application question has an attachment, ensure that the separate document clearly identifies the question number. If the Department is unable to clearly determine which question the response belongs to, the applicant may not receive the correct number of points.

Attachments A-B are Threshold Documents. Failure to submit them may disqualify application and will result in point deductions if the application is reviewed. Each Application must contain the items listed below:

- Attachment A – Application Excel Workbook, with all tabs completed. Applications that do not include a completed document with responses to NOFA questions will be deemed ineligible. Please use the following format to provide any information which is requested in response to questions if the space provided in the Excel worksheet is insufficient:
 - 11 font
 - Standard 8½ “ x 11” paper with 1” margins
 - Provide brief descriptions of requested information.

- Attachment B – CSBG Budget Worksheet with all tabs completed. The proposed budget for CSBG is to be submitted utilizing the Attachment B form. Complete the budget based on the estimated funds available noted in Section III.C (EX: \$80,000 - \$150,000).

Additional Required Documents:

Detailed instructions for each document are outlined in Attachment A.

- Monitoring Reports for all state and federal programs listed in Attachment A – Tab B-Part 1, if applicable. If the grant has not been monitored, provide information on the name of agency providing funds, contact name, email and phone number and an explanation as to why it hasn't been monitored.
- Audit Information – All applications must include the following documents relating to fiscal accountability, even if this information has been previously submitted to the Department.
 - A. An application must include a completed Audit Certification Form, found on the Department's website at <http://www.tdhca.state.tx.us/pmcomp/forms.htm>.
 - B. An organization that is subject to the Federal Single Audit Act requirements must submit a copy of the Single Audit for the latest fiscal year (the audit for the most recent closed fiscal year) and also must have uploaded that Single Audit to the Federal Audit Clearinghouse. An Organization that is subject only to the State Single Audit Act must submit one copy of the organization's most recent Single Audit report.
 - C. An organization not subject to either the Federal or the State Single Audit requirements must submit one copy of a third-party audit of financial statements prepared by a Certified Public Accountant, including any notes to the audit.
 - D. Private Nonprofit Organizations not subject to either the Federal or State Single Audit Act requirements and who have received LIHEAP or CSBG funds in the last fiscal year from the Department are not required to submit a separate audit. For these organizations, the previous participation review will suffice as the measure to determine organizational financial health.
- Uniform Previous Participation Form for Single Family and Community Affairs.
- Certifications Regarding Legal Actions, Debarment & Compliance with Laws.
- Private Nonprofit Organization's Tax-Exempt Status Documentation. Existing Internal Revenue Service (IRS) ruling – All private nonprofit organizations must provide documentation of their status as a tax-exempt entity under Section 501(c) of the Internal Revenue Code. The ruling should be on IRS letterhead which is legible and signed by the IRS District Director. Expired advanced rulings from the IRS are not acceptable. If an organization is a subsidiary of a parent organization, documentation of the parent organization's IRS ruling and a copy of the page listing the affiliate organization in the documents filed with the IRS by the parent organization.
- Certificate of Formation, if applicable
- Applicant Certifications. The certification must be signed by the organization's Executive Director or equivalent title, with contractual signatory authority. If such cannot be attested, then attach a document explaining why.
- Fidelity Bond Coverage

NOTE: The Department reserves the right to reject all applications and re-issue the NOFA if the Department does not receive an application which the Department determines is viable to provide Reentry Assistance Pilot Program services.

VI. Application Review Process

A. Eligibility Prescreening Review

The Department will review applications to determine if they meet the following eligibility prescreening criteria. If the Department determines that any of these criteria have not been satisfied, the application will not be reviewed and the applicant will be sent a notice of the elimination of their application from consideration, and notified of their opportunity to appeal. The prescreening criteria are:

- All application threshold documents A through I must be submitted by the application deadline.
- Application documents must be submitted electronically to be considered eligible applications. Applications are to be submitted through Wufoo using the following link: <https://tdhca.wufoo.com/forms/csbg-reentry-nofa/>
- An Applicant must meet all requirements as set forth in III. General Information, D. Eligible Applicant Organizations; and
- An Applicant must not be an ineligible applicant organization as set forth in III. General Information, E. Ineligible Applicant Organizations.

Any applicant not meeting these threshold criteria will be terminated. A notice of termination will be sent, and an applicant will have an opportunity to appeal the decision in accordance with 10 TAC §1.7, Staff Appeals Process.

B. Deficiency Notices

After the application receipt deadline, the Department will not consider any unsolicited information that an applicant may want to provide. If the Department identifies deficiencies within the Attachments it will issue a deficiency notice to request the deficiency be resolved. *Applicants will have three (3) business days from the date of issuance of the deficiency notice to provide the requested information.* Deficiency notices will be e-mailed to the applicant's chief executive and the person specified as the "person to contact with application questions" in the applicant information form (Attachment A). If the applicant does not provide the requested information within the 3 business day time period, the applicant will be sent a notice indicating termination of the application.

C. Scoring of Applications

Applications received from eligible organizations that have resolved all threshold deficiencies will be reviewed and scored by the Department. The Department will utilize a standard scoring instrument to evaluate, score, and rank each application. The scoring instrument will award points based on the applicant's response to the requested information in Attachment B. The Department reserves the right to reject applications with a score below 50% of the maximum eligible points. If all applicants score below the minimum point threshold, the Department reserves the right to review the top overall scoring entity(ies) and if, in the Department's judgment, they can appropriately administer the funds, may recommend an award to its Governing Board.

Upon completion of scoring each application, applicants will be provided a scoring notice with an opportunity to appeal.

The Department will consider and evaluate prior monitoring and/or audit issues during its application scoring. Additionally, other factors to be considered in the scoring of each application will include, but not be limited to:

- Experience assisting the reentry population with services;

- Capacity to effectively administer federal funds and to ensure compliance with regulations;
- Ability to demonstrate staff and organizational capacity to deliver the proposed services; and,
- Ability to demonstrate positive past performance with Department or other federally funded programs, including the results of Department monitoring reviews, timeliness of submission of reports, and other information deemed relevant to performance.

In the event of a tie, the following sections will be used to break the tie – Part 4 (highest score), followed by Section 1.2 (highest score), followed by Section 3.1 (highest score), followed by Attachment B, Part 2 (highest score).

D. Awards

Applicants whose applications score competitively will be reviewed by the Department’s Previous Participation Review Approval Process team and subsequently brought to the Department’s Governing Board for consideration of an award.

The Department’s desire for this pilot program is to select the highest scoring applications in different geographic locations. Unless there are no remaining applications, the Department will not recommend more than one award per city, county, or metropolitan/micropolitan statistical area as defined by the July 2023 Office of Management and Budget Bulletin No. 23-01 (Pages 174-175) as listed at: <https://www.whitehouse.gov/wp-content/uploads/2023/07/OMB-Bulletin-23-01.pdf>.

E. Appeals Process

An appeal of a staff determination must be submitted in writing and in accordance with the Texas Administrative Rule Title 10, Part 1, Chapter 1, Subchapter A, §1.7 which can be found at the Secretary of State’s website at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=1&sch=A&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=1&sch=A&rl=Y).

VII. Appendices

Federal and State Resources:

CSBG Act, COATES Human Services Reauthorization Act of 1998, available at <https://www.acf.hhs.gov/ocs/resource/community-services-block-grant-statute>

Texas Administrative Code - 10 TAC Chapter 1, Administration, available at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=10&pt=1&ch=1](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=10&pt=1&ch=1)

Texas Administrative Code - 10 TAC Chapter 2, Enforcement, available at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=10&pt=1&ch=2](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=10&pt=1&ch=2)

Texas Administrative Code - 10 TAC Chapter 6, Subchapter A, General Provisions, available at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=6&sch=A&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=6&sch=A&rl=Y)

Texas Administrative Code - 10 TAC Chapter 6, Subchapter B, Community Services Block Grant, available at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=6&sch=B&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=6&sch=B&rl=Y)

[Texas Grant Management Standards \(TxGMS\) available at Texas Grant Management Standards \(TxGMS\) \(txregionalcouncil.org\)](http://txregionalcouncil.org)

VIII. List of Required Documents

Attachments are posted separately on the TDHCA website as fillable MS Excel documents at <https://www.tdhca.state.tx.us/community-affairs/nofas.htm>. Instructions for all requirements are in the Attachment A Excel workbook.

- Required Documents:
 - Attachment A: Application Excel Workbook, tabs A-H
 - Attachment B: Budget Excel Workbook, multiple tabs
 - Monitoring Reports for all monitored programs administered within the past 36 months, if applicable
 - Audit Certification Form and Single Audit for most recent fiscal year, if applicable
 - Uniform Previous Participation Form
 - Certifications Regarding Legal Actions, Debarment & Compliance with Laws
 - Private Nonprofit Organization's Tax-Exempt Status Documentation, if applicable
 - Certificate of Formation, if applicable
 - Applicant Certifications
 - Fidelity Bond Coverage, if applicable