



2024 SINGLE FAMILY AND HOMELESS PROGRAMS

FORT BEND YOUTH AND YOUNG ADULT

HOMELESS PROGRAM

APPLICATION SUBMISSION PROCEDURES MANUAL (ASPM)

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Part A: General Application Information

1. *Fort Bend Youth and Young Adult Program Overview*

- a. The Texas Department of Housing and Community Affairs received a one-time allocation of \$1,000,000 in Youth and Young Adult Homeless Program funds for the provision of housing and homeless services in Fort Bend County.
- b. This Application is governed by the Texas Department of Housing and Community Affairs' (TDHCA) Homelessness Programs Rules at [10 Texas Administrative Code \(TAC\) Chapter 7, Subchapter A](#) in effect at the time the Application is submitted.
- c. Applicants recommended for funding consideration and approved by the TDHCA Governing Board will execute a written agreement with TDHCA and will agree to comply with all statutory, regulatory, and other legal requirements applicable to the Program as described in the Application.
- d. TDHCA provides technical assistance to all Program Applicants to ensure that Applicants understand the regulations governing the Fort Bend Youth and Young Adult Program.

2. *General Applicant Eligibility Requirements*

- a. Eligible Applicants are units of Local Government or Private Nonprofit Organizations.
- b. Applicants are encouraged to familiarize themselves with the Department's certification and debarment policies per [10 TAC Chapter 2](#) prior to Application submission.
- c. All applicants will be subject to a Previous Participation Review per [10 TAC Chapter 1 Subchapter C](#) by the Department.

3. *Applicant Limitations and Review Process*

- a. Applications will be restricted to service providers requesting funding for the provision of services in Fort Bend County.
- b. Applications will also be restricted to service providers requesting funding to serve homeless youth and young adults, ages 24 and under.
- c. 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.
- d. 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.
- e. All Applicants will be processed through the Department's Previous Participation Review (PPR), which will include an evaluation of past performance. Poor past performance may disqualify an Applicant for a funding recommendation, or the recommendation may include conditions. Funding recommendations of Awards will be presented to the Department's Governing Board of Directors based on eligibility, with the Executive Director's recommendation.
- f. An Applicant may appeal decisions made by staff in accordance with 10 TAC §1.7.
- g. Further information on the application submission and review process can be found in the NOFA.

4. *Administrative Deficiencies and Response Process*

- a. If an Application contains deficiencies, staff may request that the Applicant provide clarification, correction, or non-material missing information to resolve inconsistencies in the original
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Application or to assist staff in evaluating the Application. The Department staff will request clarification or correction in a deficiency notice via an email or if an email address is not provided in the Application, by facsimile to the Applicant. Responses are required to be submitted electronically. The time period for responding to a deficiency notice commences on the first day following the deficiency notice date.

- i. If 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 may be terminated.
- b. Department staff may in good faith provide an Applicant confirmation that an administrative deficiency response has been received or that such response is satisfactory. During the deficiency process, staff will only review materials that are relevant to resolving the deficiencies identified. Communication from staff that the response was satisfactory does not establish any entitlement eligibility status or to any presumption of having fulfilled any requirements.

5. *Audit Requirements*

- a. An Applicant is not eligible to receive funds or any other assistance from the Department unless a current Single Audit or Audit Certification Form (ACF) has been submitted to the Department in accordance with [10 TAC §1.403](#).
 - b. Staff will not recommend Applications for funding unless the Applicant has successfully completed a Previous Participation Review.
 - c. Applicants are required to have a Unique Entity Identifier Number (UEIN), previously referred to as a Data Universal Numbering System or DUNS number. A UEIN number is a unique nine-digit identification number provided by the commercial company D&B.
 - i. If an Applicant does not have a UEIN, please call D&B at 1-844-237-5823 or register online at <https://www.dnb.com/duns-number.html>. Then, click on “Request a D-U-N-S Number” and follow the directions provided. The process to request a UEIN is short and free of charge.
 - d. Applicants are also required to register in the System for Award Management (SAM). The SAM is the primary registrant database for the U.S. Federal Government. The SAM collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency Contracts and assistance awards.
 - i. Note that the term "assistance awards" includes grants, cooperative agreements and other forms of Federal assistance. Whether applying for assistance awards, Contracts, or other business opportunities, all entities are considered "registrants".
 - ii. Both current and potential Federal government registrants are required to have active registration with the SAM in order to be awarded Contracts by the Federal government.
 - iii. Applicants may register in the SAM at <https://sam.gov/SAM>. They must have a UEIN number in order to register with the SAM. To register as a new entity, click on “Create A User Account” first to create their account, and then on “Register Entity” after the account has been created.
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Part B: Application Submission Procedure

1. Required Format

- a. The Department will accept applications on an ongoing basis, starting **Friday, April 26, 2024**, at 8:00 a.m. Austin local time, and ending once all funds have been awarded. Applications must be submitted as an upload to the Department's File Transfer Protocol (FTP) server in the format detailed in the next section of the Manual.
- b. Applications submitted to the Department must be on forms provided by the Department, cannot be altered or modified, and must be in final form before submission to the Department.
- c. Applicant is responsible for ensuring that the Application is submitted in the correct format, and that the Application components and files are not corrupted. Applicants are encouraged to contact the Department after Application submission to ensure that the files submitted were not corrupt and may be reviewed.
- d. **Hard copy submissions are not an acceptable Application format.** Any hard copies received by the Department will be confidentially destroyed and will not be considered as an Application for the purposes of review or receipt of an Application.
- e. Applicants must submit a PDF version of the Application, with all required supplemental documents.
 - a. Applicants are to name the Application in the following format. If an Applicant has a shared organization name with multiple organizations, they are to include the location with a dash (ex. Salvation Army - Waco).

APPLICANT_NAME_FBY_Application.pdf

APPLICANT_NAME-AFFILIATE LOCATION_FBY_Application.pdf

2. Submission Procedure

- a. To submit their application, Applicants must go to the FTP server linked below and use the username and password below beginning **April 26, 2024** at 8:00 Central Time.

Website: <https://esg-files.tdhca.state.tx.us/>

Login ID: FBY2024

Password: 74R323Ng

3. Responding to Administrative Deficiencies

- a. Applicants responding to the administrative deficiencies must use the Submission Procedure process detailed above to upload their materials via the FTP server.
- b. Applicants should only upload a PDF of the forms or section of the application for which deficiencies have been identified.
- c. The deficiency response should be named with the Applicant name and application or supporting document.
 - a. **If there is a deficiency with the application**, only the application needs to be resubmitted.

APPLICANT_NAME_FBY_Application_deficiency.pdf

- b. **If there is a deficiency on a supporting document**, only that document needs to be resubmitted and saved with the Applicant name and document title.

APPLICANT_NAME_Supporting_document.pdf
