

The City of Houston
Housing and Community Development Department

2025 Public Services HOPWA Notice of Funding Availability (NOFA)

Solicitation ID: N021425

Agenda



- i. Introductions
- ii. Funding and Solicitation Schedule
- **III. NOFA Overview and Program Priorities**
- iv. Complaints and Appeals
- v. Accessing the NOFA
- vi. Submitting an Application
- vii. Comments / Questions



Funding

- Approximately \$11,000,000 of Housing Opportunities for Persons With AIDS (HOPWA) funding available
- HUD funding requires compliance with federal rules and subject to annual allocations by the federal government





2025 Estimated Timeline

NOFA Issued	February 14, 2025
Pre-Application Conference	February 19, 2025
Question Submittal Deadline	March 3, 2025
Application Deadline	March 17, 2025

Mail to: HCD_NOFA@houstontx.gov





NOFA Overview

- The program is funded primarily through Housing Opportunities for Persons with AIDS (HOPWA)
- Purpose is to serve Persons Living with HIV/AIDS
- ☐ Funds will be provided on a reimbursement basis
- Twelve (12) month subrecipient agreement term



Eligible Activities

Tenant Based Rental Assistance

Short-Term Rent, Mortgage, and Utility Assistance

Supportive Services (Includes PHP)

Operating Costs (Community Residences)

Sponsor Administration



THRESHOLD ITEMS

- √ Applicant is not debarred or suspended (City, State, Federal)
- ✓ Applicant is serving persons living with or affected by HIV and under 80% AMI. Note: Under 50% AMI for TBRA and Community Residences (operating costs)
- ✓ Project is consistent with Consolidated Plan's HOPWA needs
- ✓ Certificate of Account Status from Texas Comptroller
- ✓ Current 501(c)(3) tax exempt status from IRS
- ✓ Must operate in and serve persons within the City of Houston EMSA
- Evidence of site control for duration of agreement (services location)
- ✓ Funding request must be at least \$100,000
- Must provide evidence of uncommitted capital to support 3-months of operations for the proposed project
- ✓ Board of Directors certification, with signature(s), of the availability of a minimum of 3-month cash flow to support the proposed project's operations based on the provided budget

Scoring Criteria (Maximum 100 points total)



Organizational Management (5 points)

Targeted Services (5 points)

Activity Need and Justification (15 points)

Cost Reasonableness (10 points)

Budget Effectiveness (15 points)

Data Driven Evaluation (15 points)

Experience and Past Performance (10 points)

Leveraging Contribution (15 points)

Accessible Location (5 points)

Agency Collaboration (5 points)



Complaints & Appeals



	Complaint*	Appeal**
Grievance Type	HCDD Operations	HCDD Program Determination
Common Types	Processing TimeStatus UpdateProgram RequirementsConflict of Interest	Non-receipt of an AwardDenial of ServicesDenial of a ResolutionProcedural Error
Est. Written Response	15 days	30-45 days
Resources	https://houstontx.gov/housing/complaints.html	https://houstontx.gov/housing/appeals.html

No Complaints will be accepted for NOFAs during the No Contact Period.

Appeals cannot be filed until after a determination is made.





Who can file a Complaint or an Appeal?

	Complaint	Appeal
Any member of the public	V	X
Program Participants*	V	V

*Program participants includes program applicants, developers, contractors, agencies, bidders, vendors, and subrecipients.

Complaint or Appeal Filing Requirements?

- First and Last Name
- Address
- Name of Project/NOFA/RFP
- Phone Number
- Preferred Contact Method
- Reason for Complaints or Appeal

Appeals

Appeal Tier Reviews

• Tier I: Program Area

Tier II: Appeals Review Committee

Tier III: State Escalation*

Important Timelines

- Appellant <u>MUST</u> file Appeal <u>in writing</u> within 30 days of award determination
- HCD acknowledges receipt within 1 business day
- Appellant has 5 days to submit supporting documentation
- HCD renders an Appeal Determination Letter within 45 days for NOFAs.

*DR-17 Funded programs ONLY

HOW TO APPEAL A DECISION



FOR HURRICANE IKE, 2016 FLOODING AND HURRICANE HARVEY

WHAT YOU NEED TO KNOW BEFORE YOU FILE AN APPEAL

- 1. All applicants have the right to appeal a determination made by the Housing and Community Development Department (HCDD). Appeals are accepted in writing via email, mailed or delivered letter, or online submission form. To be considered complete, an appeal must include:
- Project address
- Project number (if applicable
- Date of appeal
- Nature of appeal

2. We encourage you to email supporting

documentation, if applicable, with your appeal request 3. Appeals consists of 3 levels: first level, second level, and state escalation level.

WHAT ARE THE GROUNDS FOR APPEAL?

The Applicant(s) may appeal on any of the following rounds:

- Non-receipt of an award through NOFA or RFP process
- Denial of services through any of HCDD's programs or contracting apportunity
- Denial of a Resolution of No Opposition or Resolution of Support for tax credits
- · Program award calculation
- Repairs-based program determination of damages that results in -Rehabilitation or Reconstruction
- Procedural error where an application was no processed by program staff in -accordance with the program guidelines
- Violation or concern of fair housin

For Tier 1 and Tier 2, send request by the following options: Mailing Address: City of Houston Housing and Community Development Department

ATTN: Compliance and Grants Administration/Complaints and App. 2100 Travis Street, 9th floor, Houston, TX, 77002

In-person: During our business Hours: Mon-Fri, 8am-5pm
Email us: hoddcomplaintsappeal@houstontx.gov
Online submission at: houstontx.gov/housing/forms/online/appeals

APPELLANTS MUST FOLLOW THESE TIERS IN ORDER.



FIRST LEVEL APPEAL

The division or program area will review all documentationsubmitted and

either reiterate the initial determination or approve your appeal and overturn the determination. Appeals should be received within 30 calendar days from the date of the determination letter.



SECOND LEVEL APPEAL (TIER 2)

decision made in the initial appeal, you have the right to request a second appeal. You have 30 calendar days from the date of Appeal Denial letter to appeal. The Appeals Review Committee will review all documents you send to and the supporting documents you send to



STATE ESCALATION LEVEL (TIER 3)

If you do not agree with the decision made by the Appeal

Review Committee in the Second Appeal, you have the right to appeal to the Texas General Land Office (CLO). You have 10 calendar days from the date of Appeal Denial letter to appeal. The Texas General Land Office will review all information and make a determination at that time. Their decision is final.

For Tier 3, send requests to: Mailing Address

Texas General Land Office

PO Box12873, Austin TX, 78711-2873

Phone: 844-893-8937 or 512-475-5000

Fmail: cdr@recoverytexas.gov

Email: cdr@recovery.texas.gov Business Hours: Mon-Fri, 8am-5pm

If you need assistance, please call the Complaints and Appeals team at 832-394-6200 ext. 8

06/29/2

For more information visit https://houstontx.gov/housing/appeals.htm

Filing Information

Hours of Operation: Monday – Friday 8am - 5pm





Hotline* 832-394-6200 option 2



Email

HCDDComplaintsAppeal@houstontx.gov

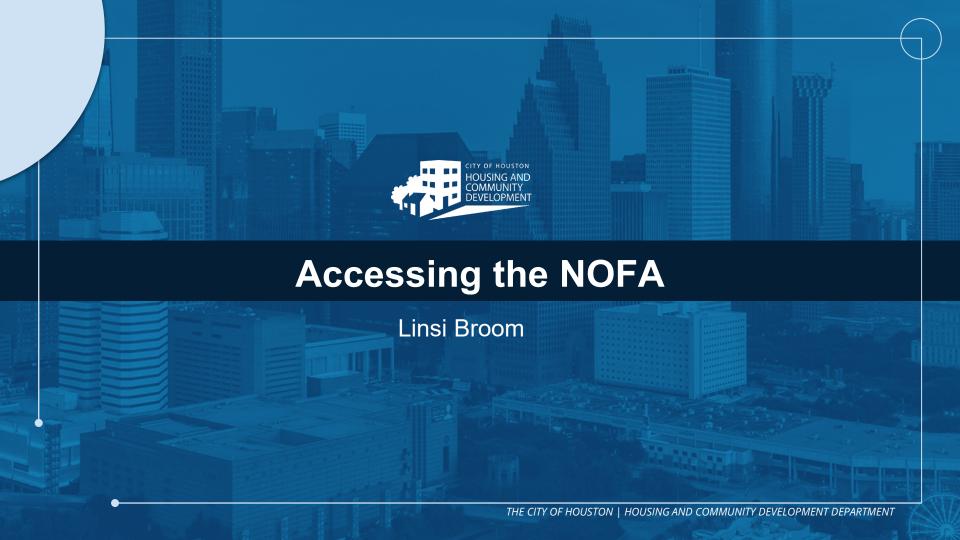


In-Person or Mail

Housing and Community Development ATTN: Complaints & Appeals 2100 Travis Street, 9th FL Houston, TX 77002

*For complaints ONLY

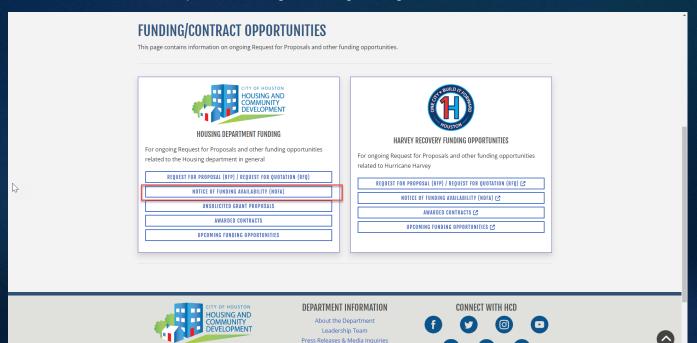




Accessing the NOFA



https://houstontx.gov/housing/funding.html#nofa



Work at HCD

2100 Travis Street, 9th Floor

Accessing the NOFA



FEATURED NOFAS

2025 PUBLIC SERVICES HOPWA NOFA - NO21425

The City of Houston, Housing and Community Development Department (HCDD) is seeking nonprofit organizations ('Applicants') that have their 501(c)(3) nonprofit status to provide financial assistance, administration, supportive services, and operating expenses for housing projects benefitting low-income persons living with or affected by HIV/AIDS. The term of the resulting Subrecipient Agreement will be one (1) year with a possibility of an additional one (1) year period dependent upon review of subrecipient performance, reporting and expenditures within the initial term.

VIEW NOFA 🕰

PRE-APPLICATION CONFERENCE FEBRUARY 19, 2025 | 2 PM

JOIN VIA MICROSOFT TEAMS

Meeting ID: 260 564 738 576 Passcode: Bw3LR9TD Or call in (audio only) +1 936-755-1521

Phone Conference ID: 192 691 280#

APPLICATIONS DUE March, 17, 2025 | 5PM (CST)

NOFA DOCUMENTS

VIEW DOCUMENTS []

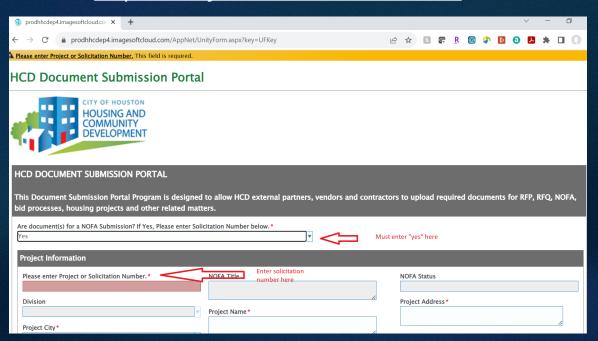
HCD DOCUMENT SUBMISSION PORTAL 🗷



Using the OnBase Portal



https://bit.ly/NOFA-DocumentPortal



Using the OnBase Portal



HCD Document Submission Portal					
CITY OF HOUSTON HOUSING AND COMMUNITY DEVELOPMENT					
HCD DOCUMENT SUBMISSION PORTAL					
This Document Submission Portal Program is designed to allow HCD external partners, vendors and contractors to upload required documents for RFP, RFQ, NOFA, bid processes, housing projects and other related matters.					
Are document(s) for a NOFA Submission? If Yes, Please enter Solicitation Number below.* Yes V					
Project Information					
Please enter Project or Solicitation Number. [N021425 Division	NOFA TITLE 2025 PUBLIC SERVICES HOPWA NOFA	NOFA Status ACTIVE Project Address •			
PUBLIC SERVICES Project City*	Project Name*				
Houston	Project State •	Project Zip*			
Organization Information					
Legal Name of Entity*	Type of Organization • v	Contact Name •			
Contact Title*	Contact Phone Number*	Contact Email •			
Address*	City*	State*			
Zip Code *	Houston	TX v			

Using the OnBase Portal



NOFA Required Application Content (0) NOFA Required Application Content (0) NOFA-Application Checklist NOFA-Certification Regarding Location of Facilities and Shelters Attach NOFA-Application Checklist Attach NOFA-Certification Regarding Location of Facilities and Shelters NOFA-Title Page NOFA-Agreements and Certification Form Attach NOFA-Title Page Attach NOFA-Agreements and Certification Form NOFA-Application Content and Project Narrative (Complete) NOFA-Anti-Collusion Statement Attach NOFA-Anti-Collusion Statement Attach NOFA-Application Content and Project Narrative (Complete) NOFA-Introduction NOFA-Ownership Form Attach NOFA-Introduction Narrative Attach NOFA-Ownership Form NOFA-Scope of Services NOFA-HCD Conflict of Interest Form Attach NOFA-Scope of Services Narrative Attach NOFA-HCD Conflict of Interest Form NOFA-Organizational Chart NOFA-Board Of Directors, Owners, Officers Attach NOFA-Org Chart Attach NOFA-Board Of Directors, Owners, Officers NOFA-Organizational Management NOFA-Articles Of Inc Or Charter Documents Attach NOFA-Organizational Management Narrative Attach NOFA-Articles Of Inc Or Charter Documents NOFA-Bylaws Or Rules (If Applicable) NOFA-Activity Need and Justification Attach NOFA-Activity Need and Justification Narrative Attach NOFA-Bylaws Or Rules (If Applicable) NOFA-Most Recent 2 Years Financial Audit NOFA-Cost Reasonableness Attach NOFA-Cost Reasonableness Narrative Attach Most Recent 2 Years Financial Audit or balance sheet and income statements NOFA-Budget NOFA-Certificate Of Occupancy Attach NOFA-Budget (Excel and PDF) Attach NOFA-Certificate Of Occupancy NOFA-Work Plan Narrative NOFA-Agency Conflict of Interest Policy Attach NOFA-Work Plan Narrative Attach NOFA-Conflict of Interest Policy NOFA-Licenses, (if applicable) NOFA-Data Driven Evaluation Narrative Attach NOFA-Licenses Attach NOFA-Data Driven Evaluation Narrative NOFA-Experience and Past Performance NOFA-Agency Anti-Discrimination Policy (not EEO document) for Services Provided Attach NOFA-Experience and Past Performance Narrative Attach NOFA-Anti-Discrimination Policy (not EEO document) for Services Provided

Application Submission Tips



- Give yourself enough time to submit via the portal. Do not wait until the last minute.
- Make sure documents are clearly labeled.
- Address all scoring items.
- Provide documentation for all the threshold items.
- Be as clear and concise as possible. Adhere to page limitations.
- Review all Letter of Clarifications before application submission.



- All communication must be sent in writing to <u>HCD_NOFA@houstontx.gov</u>
- NO DIRECT CONTACT WITH THE PROGRAM AREA
- 3 business days to correct and/or address any deficiencies



No Contact Period

- Neither Applicant(s) nor any person acting on Applicant(s') behalf shall attempt to influence
 the outcome of the award by the offer, presentation, or promise of gratuities, favors, or
 anything of value to any appointed or elected official or employee of the City, their families or
 staff members.
- All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the NOFA.



No Contact Period

• With the exception of Applicant's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Applicant(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Applicant from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award.



No Contact Period

 However, nothing in this paragraph shall prevent an Applicant from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the Application.



QUESTIONS & COMMENTS

THANK YOU



2100 Travis Street, 9th floor, Houston, TX 77002 832-394-6200 | www.houstontx.gov/housing