

# Public Services Community Project Funding Notice of Funding Availability (NOFA) Solicitation ID T33007



Sylvester Turner, Mayor



Keith W. Bynam, Director

# AGENDA

- Introductions
- Funding and Solicitation Schedule
- Public Services NOFA Overview/Program Priorities
- Complaints and Appeals
- Accessing the NOFA
- Submitting an Application
- Comments & Questions



# Funding and Solicitation Schedule

Presentation by Linsi Broom

# Funding

- Up to \$850,000 of total funding available.
- Projects will be funded with Department of Labor - Community Project Funding (DOL-CPF) (Congressionally-directed grants).
- Must comply with Department of Labor rules, quarterly reporting requirements and monitoring guidance.

# 2023 Estimated Timeline

NOFA Issued	October 5, 2023
Pre-Application Conference	October 10, 2023 At 10:00am
Question Submittal Deadline	October 11, 2023
<b>Application Deadline</b>	<b>October 13, 2023 By 3:00pm</b>

Mail to: [HCD\\_NOFA@houstontx.gov](mailto:HCD_NOFA@houstontx.gov)

# Public Services Program Priorities and NOFA Overview

Presented by Jared Briggs

# Public Services Program Priorities

- HCD's Public Services team selects and funds key Houston nonprofits to expand the services provided to residents. These service providers work on homelessness intervention, early childhood education, job training services, care for residents with intellectual and developmental disabilities, and more.
- HCD is seeking non-profit organizations ('Applicants') that have their 501(c)(3) nonprofit status to provide or administer a job training program with related case management services, to assist with completion and job placement, in the home construction and recovery industry to Houston residents. The term of the resulting Agreement(s) will be for up to 2 years.

# Notice of Funding Availability Overview

- The program is funded primarily through the Department of Labor (DOL) Community Project Funding (CPF) funds.
- Funds will be provided on a reimbursement basis, applicants must have 90-days of operating capital.
- Minimum \$100,000 request.
- Up to 24 months grant term.
- Agencies to be selected for inclusion in DOL Application to be submitted by January 2024



## THRESHOLD ITEMS

- ✓ Not debarred or suspended (City, State, Federal)
- ✓ In good standing with the City
- ✓ Certificate of Account Status
- ✓ Current 501(c)(3) or 501(c)(4) tax exempt status
- ✓ Site control (for proposed training location)
- ✓ Total project cost is fully funded (except the requested amount from the City).
- ✓ Minimum of \$100,000 request.

## Scoring Criteria (Maximum 100 points total)

Organization Management (25 points)

Experience and Past Performance (25 points)

Cost Reasonableness and Effectiveness (20 points)

Budget Effectiveness (15 points)

Agency Collaboration (15 points)

# Complaints and Appeals

# Complaints & Appeals

	Complaint*	Appeal**
<b>Grievance Type</b>	HCDD Operations	HCDD Program Determination
<b>Common Types</b>	<ul style="list-style-type: none"> <li>• Processing Time</li> <li>• Status Update</li> <li>• Program Requirements</li> <li>• Conflict of Interest</li> </ul>	<ul style="list-style-type: none"> <li>• Non-receipt of an award</li> <li>• Denial of services</li> <li>• Denial of a Resolution</li> <li>• Procedural error</li> </ul>
<b>Est. Written Response</b>	15 days	30-45 days
<b>Resources</b>	<a href="https://houstontx.gov/housing/complaints.html">https://houstontx.gov/housing/complaints.html</a>	<a href="https://houstontx.gov/housing/appeals.html">https://houstontx.gov/housing/appeals.html</a>

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

\*\* Appeals cannot be filed until after a determination is made.

# Basics of Filing Complaints & Appeals

## Who can file a Complaint or an Appeal?

	Complaint	Appeal
Any member of the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Participants*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*\*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 **MUST** file Appeal **in writing** 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 appeals must be filed in writing and submitted to the City of Houston Housing and Community Development Department and HCD's appeals are accepted in writing only. Appeals are accepted on a first-come, first-served basis. Appeals are accepted on a first-come, first-served basis. Appeals are accepted on a first-come, first-served basis.
2. Appeals must include a written supporting documentation. Appeals must include a written supporting documentation. Appeals must include a written supporting documentation.
3. Appeals must be filed in writing and submitted to the City of Houston Housing and Community Development Department and HCD's appeals are accepted in writing only.

**WHAT ARE THE GROUNDS FOR APPEAL?**

The Appellant may appeal on any of the following grounds:

- Inadequacy of or award through Appeal or first review
- Lack of adequate funding or availability of program services
- Inadequacy of the Department or availability of Support for for appeals
- Inadequacy of the Department or availability of Support for for appeals
- Repetitive program determination of damages that results in the determination of program services
- Inadequacy of the Department or availability of Support for for appeals
- Inadequacy of the Department or availability of Support for for appeals

**For Tier 1 and Tier 2, send request by the following options:**  
Mailing Address: City of Houston Housing and Community Development Department  
1111 Commerce Street, 11th Floor, Houston, TX 77002  
In-person: 1111 Commerce Street, 11th Floor, Houston, TX 77002  
Email: [hcd@houston.gov](mailto:hcd@houston.gov)  
Online submission: [houston.gov/appeals](http://houston.gov/appeals)

**For Tier 3, send requests to:**  
Mailing Address: Texas General Land Office  
1111 Commerce Street  
11th Floor, Houston, TX 77002  
Phone: 713-255-5555  
Email: [land@houston.gov](mailto:land@houston.gov)

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

For more information visit  
<https://houstontx.gov/housing/appeals.html>

# Filing Information

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



## Hotline\*

832-394-6200 ext. 8



## Email

[HCDDComplaintsAppeal@houstontx.gov](mailto:HCDDComplaintsAppeal@houstontx.gov)



## In-Person or Mail

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

\*For complaints ONLY

**HOW TO APPEAL A DECISION**  
FOR HURRICANE IKE, 2018 FLOODING AND HURRICANE HARVEY

**WHAT YOU NEED TO KNOW BEFORE YOU FILE AN APPEAL**

- 1. All appeals must be filed in writing and must be received by the City of Houston Housing and Community Development Department (HCDD) by the deadline date.
- 2. Appeals must be supported by documentation. Help and support are available for those who need it.
- 3. Appeals must be supported by supporting documentation. Help and support are available for those who need it.

**WHAT ARE THE GROUNDS FOR APPEAL?**

- 1. Inadequacy of the appeal process.
- 2. Inadequacy of the appeal process.
- 3. Inadequacy of the appeal process.
- 4. Inadequacy of the appeal process.
- 5. Inadequacy of the appeal process.
- 6. Inadequacy of the appeal process.

**APPELLANTS MUST FOLLOW THESE TIERS IN ORDER:**

**FIRST LEVEL APPEAL (TIER 1)**

If you are not satisfied with the decision, you may appeal the decision to the City of Houston Housing and Community Development Department (HCDD) by the deadline date. The appeal must be supported by supporting documentation. Help and support are available for those who need it.

**SECOND LEVEL APPEAL (TIER 2)**

If you are not satisfied with the decision, you may appeal the decision to the City of Houston Housing and Community Development Department (HCDD) by the deadline date. The appeal must be supported by supporting documentation. Help and support are available for those who need it.

**STATE ESCALATION LEVEL (TIER 3)**

If you are not satisfied with the decision, you may appeal the decision to the State of Texas by the deadline date. The appeal must be supported by supporting documentation. Help and support are available for those who need it.

**For Tier 1 and Tier 2, send requests by the following systems:**

- Housing Address: City of Houston Housing and Community Development Department
- Phone: 832-394-6200 ext. 8
- Email: [hcddcomplaintsappeal@houstontx.gov](mailto:hcddcomplaintsappeal@houstontx.gov)
- Online: [houstontx.gov/housing/complaints.html](http://houstontx.gov/housing/complaints.html)

**For Tier 3, send requests to:**

Housing Address: Texas General Land Office  
Phone: 512-463-1111  
Email: [land@texas.gov](mailto:land@texas.gov)

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

**HOW WE RECEIVE COMPLAINTS**

- HOTLINE: 832-394-6200 ext. 8
- IN PERSON OR VIA MAIL: 2100 Travis St, 9th Floor, Houston, Texas 77002
- EMAIL: [hcddcomplaintsappeal@houstontx.gov](mailto:hcddcomplaintsappeal@houstontx.gov)

**HOW WE PROCESS COMPLAINTS**

1. Receive Complaint
2. Assess & Investigate
3. Collaborate with Division
4. Resolve Complaint within 15-working days

**FOR MORE INFORMATION VISIT**  
[houstontx.gov/housing/complaints.html](http://houstontx.gov/housing/complaints.html)

# Accessing the NOFA

Presented by Linsi Broom



# Accessing the NOFA

## FUNDING/CONTRACT OPPORTUNITIES

This page contains information on ongoing Request for Proposals and other funding opportunities.



### HOUSING DEPARTMENT FUNDING

For ongoing Request for Proposals and other funding opportunities related to the Housing department in general

[REQUEST FOR PROPOSAL \(RFP\) / REQUEST FOR QUOTATION \(RFQ\)](#)

[NOTICE OF FUNDING AVAILABILITY \(NOFA\)](#)

[UNSOLICITED GRANT PROPOSALS](#)

[AWARDED CONTRACTS](#)

[UPCOMING FUNDING OPPORTUNITIES](#)



### HARVEY RECOVERY FUNDING OPPORTUNITIES

For ongoing Request for Proposals and other funding opportunities related to Hurricane Harvey

[REQUEST FOR PROPOSAL \(RFP\) / REQUEST FOR QUOTATION \(RFQ\)](#)

[NOTICE OF FUNDING AVAILABILITY \(NOFA\)](#)

[AWARDED CONTRACTS](#)

[UPCOMING FUNDING OPPORTUNITIES](#)



### DEPARTMENT INFORMATION

About the Department  
Leadership Team  
Press Releases & Media Inquiries  
Work at HCD

### CONNECT WITH HCD




# Accessing the NOFA

## CPF PUBLIC SERVICES NOFA

HCD's Public Services team selects and funds key Houston nonprofits to expand the services provided to residents. These service providers work on homelessness intervention, early childhood education, job training services, care for residents with intellectual and developmental disabilities, and more.

HCD is seeking non-profit organizations ('Applicants') that have their 501(c)(3) nonprofit status to provide or administer a job training program with related case management services in the home construction and recovery industry to Houston residents. The term of the resulting Agreement(s) will be for up to 2 years.

[VIEW NOFA](#) 

[VIEW APPLICABLE NOFA DOCUMENTS](#) 

[HCD NOFA DOCUMENT SUBMITTAL PORTAL](#) 

# Accessing the NOFA

The screenshot shows a web interface for accessing NOFA documents. At the top, there are three navigation buttons: "VIEW NOFA" with an external link icon, "VIEW APPLICABLE NOFA DOCUMENTS" with a dropdown arrow (highlighted with a red box), and "HCD NOFA DOCUMENT SUBMITTAL PORTAL" with an external link icon. Below these is the heading "Public Services NOFA Documents". Underneath, there is a "Show" dropdown menu set to "entries" and a "Search:" input field. A table lists five document parts, each with a "View" button and an external link icon. The table has columns for "Part", "Document Name", and "View".

Part	Document Name	View
1	CPF Public Services NOFA Application Checklist	<a href="#">View</a>
2	Title Page	<a href="#">View</a>
3	Accounting System Certification	<a href="#">View</a>
4	Certification Regarding Location of Facilities and Shelters	<a href="#">View</a>
5	Certification Regarding Debarment, Suspension and Other Responsibility Matters	<a href="#">View</a>

Showing 1 to 5 of 10 entries

< Previous 1 2 Next >

# Accessing the NOFA

## City of Houston Strategic Purchasing

The complete online resource dedicated to doing business with the City of Houston.

### SUPPLIER SERVICES

[Supplier Logon](#)

[Supplier Help](#)

Finance Department  
Strategic Procurement  
City Hall Building  
901 Bagby Street  
Concourse Level  
Houston, TX 77002

[Contact the City of Houston](#)

### Solicitation Files

The following documents are for Solicitation **T33007** :

Buyer Email: [linsi.broom@houstontx.gov](mailto:linsi.broom@houstontx.gov)

**0 Suppliers have downloaded this bid.**

DATE	SIZE	DOCUMENT/FOLDER
10/4/2023 11:32:15 AM	583KB	NOFA CPF PS 2023.pdf

[View Interested Suppliers](#)

**Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary.**

[More details...](#)

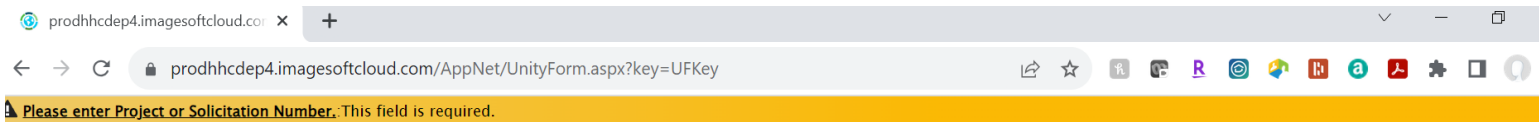
# Submitting an Application

Presented by Linsi Broom

Applications will only be received online via [HCD Document Submission Portal](#)

# Using the OnBase Portal

- <https://bit.ly/NOFA-DocumentPortal>



## HCD Document Submission Portal



### 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  ← Must enter "yes" here

**Project Information**

Please enter Project or Solicitation Number. \*  ← NOFA Title Enter solicitation number here

NOFA Status

Division

Project Name \*

Project Address \*

Project City \*

- All communication must be sent in writing to [HCD\\_NOFA@houstontx.gov](mailto:HCD_NOFA@houstontx.gov)
- **NO DIRECT CONTACT WITH THE PROGRAM AREA OR ANY CITY STAFF**

# 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.

# Comments & Questions



# THANK YOU



2100 Travis Street, 9th floor, Houston, TX 77002  
832-394-6200 | [www.houstontx.gov/housing](http://www.houstontx.gov/housing)

[HOUSTONHOUSING.ORG](http://HOUSTONHOUSING.ORG)