



HCD PUBLIC FACILITIES

# NOFA

(NOTICE OF FUNDING AVAILABILITY)  
**PRE CONFERENCE**

9/7/23  
10AM



Sylvester Turner, Mayor

Keith W. Bynam, Director

# AGENDA

- Introductions
- Funding and Solicitation Schedule
- Public Facilities NOFA Overview/Program Priorities
- ADA Accessibility Standards
- Compliance Requirements
  - Environmental Review
  - MWSBE/Section 3/Pay or Play
  - Davis Bacon and Related Acts
  - Uniform Relocation Assistance and Real Property Acquisition Act(URA)
  - Complaints and Appeals
- Accessing the NOFA
- Submitting an Application
- Comments & Questions



# Funding and Solicitation Schedule

Presentation by Linsi Broom

# Funding

- Approximately \$5,000,000.00 of available Community Development Block Grant (CDBG) funds.

# 2023 Estimated Timeline

NOFA Issued	August 24, 2023
Pre-Application Conference	September 7, 2023
Question Submittal Deadline	September 21, 2023
Final Response Deadline	September 26, 2023
<b>Application Deadline</b>	<b>October 6, 2023</b>

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

# Public Facilities Program Priorities and NOFA Overview

Presentation by Sheronda Ladell

# Public Facilities Program Priorities

- HCD's Public Facilities Program makes existing low-and-moderate income neighborhoods safer and more sustainable through the construction, renovation, and acquisition of public facilities and improvements in Houston.
- The City seeks to promote neighborhoods by strengthening the coordination of services between government and non-profit agencies and leveraging public and private resources to maximize development and renovation efforts that serve low to moderate-income populations within the City of Houston.

# Notice of Funding Availability Overview

- The program is funded primarily through the Community Development Block Grant (CDBG) funds.
- Awards will be provided as a performance-based loan.
- Repayment obligation in event of sale or default of Agreement
- Minimum 5-year loan term and LURA
- LURA senior to all other liens



# THRESHOLD ITEMS

- ✓ Not debarred or suspended
- ✓ In good standing with the City
- ✓ Eligible Public Facilities activity
- ✓ Meets a CDBG national objective (at least 51% LMI)
- ✓ Certificate of Account Status
- ✓ Current 501(c)(3) or 501(c)(4) tax exempt status
- ✓ Within the corporate boundaries of the City of Houston
- ✓ Site control
- ✓ Phase I Environmental Site Assessment
- ✓ Not located in the 100-year flood plain

# Eligible Activities

New construction

Rehabilitation

Acquisition

Demolition (with  
reconstruction)

# Ineligible Activities

Projects located within 100-year flood plain

Multi-family Apartment Developments (Developers)

Purchase of equipment, fixtures, motor vehicles, furnishing or other items that are not integral structural fixtures

# Scoring Criteria (Maximum 100 points total)

Community Benefit (10 points)

Project Feasibility for Operating the Facility (15 points)

Development Experience and Past Performance (10 points)

Operating Capacity (15 points)

Leverage of funds (10 points)

Sources and Uses of Funds (5 points)

Resilient Development (5 points)

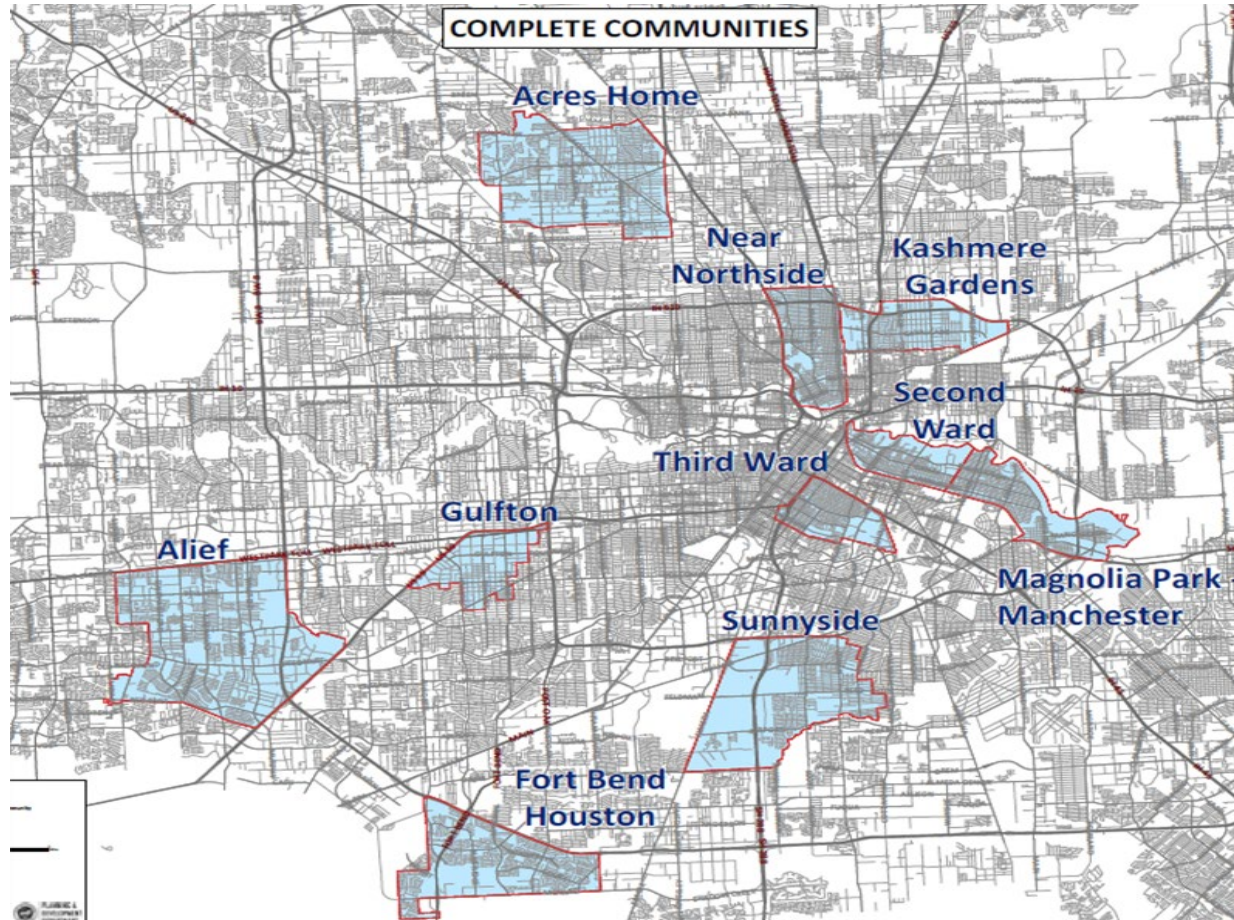
Complete Communities (20 points)

Community Support (10 points)

# Resilience Standards for New Construction

- Applicants will need a minimum of 5 points from the resilience list in the following categories:
  - Building Protection
  - Adaptation
  - Community Amenities
  - Green Building Standard
  - Sustainability

# Map



# Preconstruction and Construction Terms

- Agency will select its own Architectural and Engineering Firm and General Contractor (must be federally procured when seeking CDBG funds for reimbursement)
- Agency must perform a third-party independent cost analysis prior to selection of firms
- Liability and Bond Insurance is required
- A Phase I Environmental Site Assessment is required
- Agency must follow the COH procurement requirements and include language in solicitation of firms
- Acquisition and Construction must be complete, and facility must be in service within 24 months

# Governing Provisions and Limitations

- ❑ This NOFA does not commit the City to award a funding contract, to pay any costs incurred in the preparation of a proposal for funds, or to procure or contract for services or supplies
- ❑ Applicants shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of the City for the purpose of influencing a favorable disposition toward his/her own proposal or any other proposal submitted



# Development Standards and Accessibility

Presentation by  
Mike Firenza

# HCD Accessibility Standards

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EQUAL HOUSING  
OPPORTUNITY

**FAIR HOUSING IS THE LAW!**

HCD enforces 2010 ADA  
Standards for Accessible  
Design with 11 HUD  
Exceptions

## Process to Evaluating Accessibility

Plan review and comments by HCD's  
Third Party ADA Consultant



Developer should address the  
consultant's comments prior to  
construction



Interim inspections at about 50%  
completion by Third Party ADA  
Consultant



Final inspection performed  
by Third Party ADA Consultant at  
construction completion



# Green Building Standards

- Energy Star (applicable to construction)
- Enterprise Green Communities
- LEED (any level)
- IC-700 National Green Building Standard
- Rehabs – Meet HUD CPD Green Building Checklist
- Documentation certifying green standards required at application

# Compliance Requirements



**Environmental**



**Minority  
Women  
Owned Small  
Business  
Enterprise (MW  
SBE)**



**Section 3: Economic  
Opportunities**



**Pay or Play  
(POP)**



**Uniform Relocation  
Act (URA)**



**Davis-Bacon  
Act (DBRA)**



**Complaints and Appeals**



# Environmental Requirements

HUD 24 CFR  
Part 58

Presentation by Laura Serrano

# Environmental Applicability

- Has no federal funding threshold
- When federal funds are used in whole or part
- Is subject to any part of the entire project

# Environmental Review

- A current ASTM-certified Phase I Environmental Site Assessment (ESA) is required.
- Phase I/II Environmental Site Assessment (ESA) should not be older than 6 months at the time of public notice, in particular when the site has not yet been acquired.
- HUD funds cannot be committed on any activity until HUD issues the Authority to Use Grant Funds (AUGF).
  - Non-HUD funds can be used to undertake an activity of the project but with limitations.
- An option agreement on a proposed site is allowable prior to the completion of the AUGF issuance in order to establish site control before issuance of environmental approval.

**Request for Release of Funds and Certification** U.S. Department of Housing and Urban Development Office of Community Planning and Development OMB No. 2506-0087 (exp. 05/31/2023)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)**

1. Program Title(s)	2. HUD/State Identification Number	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s)	5. Name and address of responsible entity	
6. For information about this request, contact (name & phone number)		
8. HUD or State Agency and office unit to receive request	7. Name and address of recipient (if different than responsible entity)	

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s)	10. Location (Street address, city, county, State)
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**Authority to Use Grant Funds**

To: (name & address of Grant Recipient)

We received your Request for Release of Funds and Certification.  
Your Request was for HUD [Program Name].  
All objections, if received, have been resolved.  
You are hereby authorized to use the funds for the project described above.  
File this form for proper record.

11. Program Activity/Project Description

Typed Name of Authorizing Officer \_\_\_\_\_ Signature of Authorizing Officer \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_  
Title of Authorizing Officer \_\_\_\_\_ X \_\_\_\_\_

Previous editions are obsolete. Form HUD-7815-18 (09/14) ref. Handbook 0513.01



# Environmental Review

- If the AUGF includes mitigation conditions, these conditions must be followed in order for the property to be eligible for federal funding, and documentation of said mitigation must be provided to the HCD Environmental Team and other appropriate parties to the project.
- Lower-level projects, for example, minor to moderate repairs without acquisition, may be environmentally clearable in-house without having to secure the AUGF from HUD if no mitigation measures are required and the scope of work meets all applicable requirements found at 24 CFR 58.35(a).

We're Here  
To Help!

THE CITY OF HOUSTON | HOUSING AND  
COMMUNITY DEVELOPMENT DEPARTMENT

**WE OFFER**

## **ENVIRONMENTAL TEAM**

### **CONTACT**

**US NOW**



+ 832-392-6200  
(Ask for the environmental team)



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



2100 Travis St. 9th floor. Houston,  
TX 77002

<https://houstontx.gov/housing/>



#### **TECHNICAL ASSISTANCE**

*Provide technical assistance to internal/external customers regarding environmental compliance*



#### **ENVIRONMENTAL REVIEWS**

*Complete environmental review process in compliance with HUD Environmental Guidelines*



#### **GUIDANCE**

*Help and advice about how to address possible concerns related with environmental compliance*

**BUILDING A MORE EQUITABLE CITY**

# MWSBE Program Requirements

24 CFR 85.36

Chapter 15 Ordinance Part V


Presentation by Tiffany Wyatt

# MWSBE Compliance Requirements

Construction projects will be advertised with a 35% MWBE goal.



The General Contractor shall make Good Faith Efforts to award subcontracts or supply agreements to MWSBEs to achieve goal requirements.



Only firms certified through the City of Houston, Office of Business Opportunity can be used to meet MWBE goal requirements.



For more information about the City of Houston MWSBE certification process, visit: <https://houston.mwdbe.com/>

# Section 3 Program Requirements

24 CFR Part 75

Presentation by Tiffany Wyatt

# Section 3 Compliance and Numerical Goals Requirements

Section 3 compliance applies to all contracts in excess of \$100,000.00 for housing construction, rehabilitation, or public construction.

If "new" contracting or employment opportunities arise, contractors are required to meet the following Numerical Goal Requirements:

10% of the Construction "hard cost" budget must be directed to Section 3 Businesses.

3% of the Non-Construction "soft cost" budget must be directed to Section 3 Businesses.

30% of new employment opportunities must be directed to Section 3 Workers.

25% of labor hours performed must be by Section 3 Workers and Targeted Workers.

# Section 3 Business

A Section 3 Business Concern is a business meeting at least one of the following criteria, documented within the last six-month period:

- At least 51 percent (51%) of the business is owned and controlled by low or very low income persons;
- Over 75 percent (75%) of the labor hours performed over the prior three-month period are performed by Section 3 Workers; or
- At least 51 percent (51%) of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

# Section 3 Worker

A Section 3 Worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following criteria:

- A worker's income for the previous or current calendar year is below the income limit established by HUD;
- Employed by a Section 3 Business; or
- A Youth Build participant.



# Section 3 Targeted Worker

A Targeted Section 3 Worker for public housing financial assistance means a Section 3 worker who is:

- (1)** Employed by a Section 3 Business Concern; or
- (2)** A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - (i) A resident of public housing or Section 8-assisted housing;
  - (ii) A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
  - (iii) A YouthBuild participant.

# Section 3 Certification Processes



To receive credit towards numerical goal requirements, businesses and workers must be certified through the City of Houston, Housing and Community Development Department.



Certification process takes 5 to 7 business days once all requirements are met.



Complete the online Section 3 Business application here: <https://hcdsection3.gob2g.com/>



Section 3 Worker applications may be submitted to: [HCDCContractCompliance@houstontx.gov](mailto:HCDCContractCompliance@houstontx.gov) or completed digitally at: <http://arcg.is/LWXaf>



For more information visit: <https://houstontx.gov/housing/section3.html#section3>

# Pay or Play (POP) Program

Executive Order 1 – 7  
and Ordinance 2007 - 534

Presentation by Lakesha Tates

# Covered Contracts

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*Subcontracts valued at  
or above \$200K  
including contingencies,  
amendments, and  
supplemental terms;*

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*Professional Service,  
Construction, and  
Service type contracts*

# Covered Employees

*The program applies to employees of a covered contractor or subcontractor, including contract labor, who are:*

- *Over the age of 18*
- *Work at least 30 hours per week*
- *With any amount of time under a covered city contract or sub-contract.*

# Pay Option



“Pays” by contributing \$1.00 per covered employee per regular hour for work performed under the contract with the City; and



Funds are deposited in the Contractor Responsibility Fund.

# Play Option

“Plays” by providing health benefits to covered employees. Health benefits must meet or exceed the following standards;

The employer contributes no less than 75% of the total premium costs per covered employee per month toward the total premium cost; and

The covered employee contributes, if any amount, no greater than 25% of the total monthly premium costs.

# POP Additional Information

HCD provides POP-related help, POP forms, and all POP-related updates through their website  
<https://www.houstontx.gov/obo/popforms.html>





# Davis Bacon and Related Acts (DBRA)

Presentation  
by Maribel  
Rodriguez

# DBRA General Guide

## Purpose

- Protects communities and workers from non-local contractors underbidding local wage levels

## Applicability

- Contracts in excess of \$2,000
- Alterations, repairs, decorating, etc.
- All work incidental to the project

## Acts

- Davis Bacon Act
- Contract Work Hours and Safety Standards Act
- Copeland (Anti-kickback) Act
- Fair Labor Standards Act



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# DBRA Mandated Documents

- ❖ Federal Labor Standards Provisions (HUD Form 4010)
- ❖ General Wage Determination (GWD); more commonly referred to as the prevailing wage rates.

# DBRA Required Meetings

- Pre-bid Meeting (optional): This is best time to provide the bidding contractors an overview of the prevailing rates and our requirements.
- Pre-construction Meeting (mandatory): In accordance with 29 CFR Part 5, a preconstruction conference must be held with prior to the commencement of construction work.



# DBRA Overview

Contractors and sub-contractors including lower tier sub-contractors must:

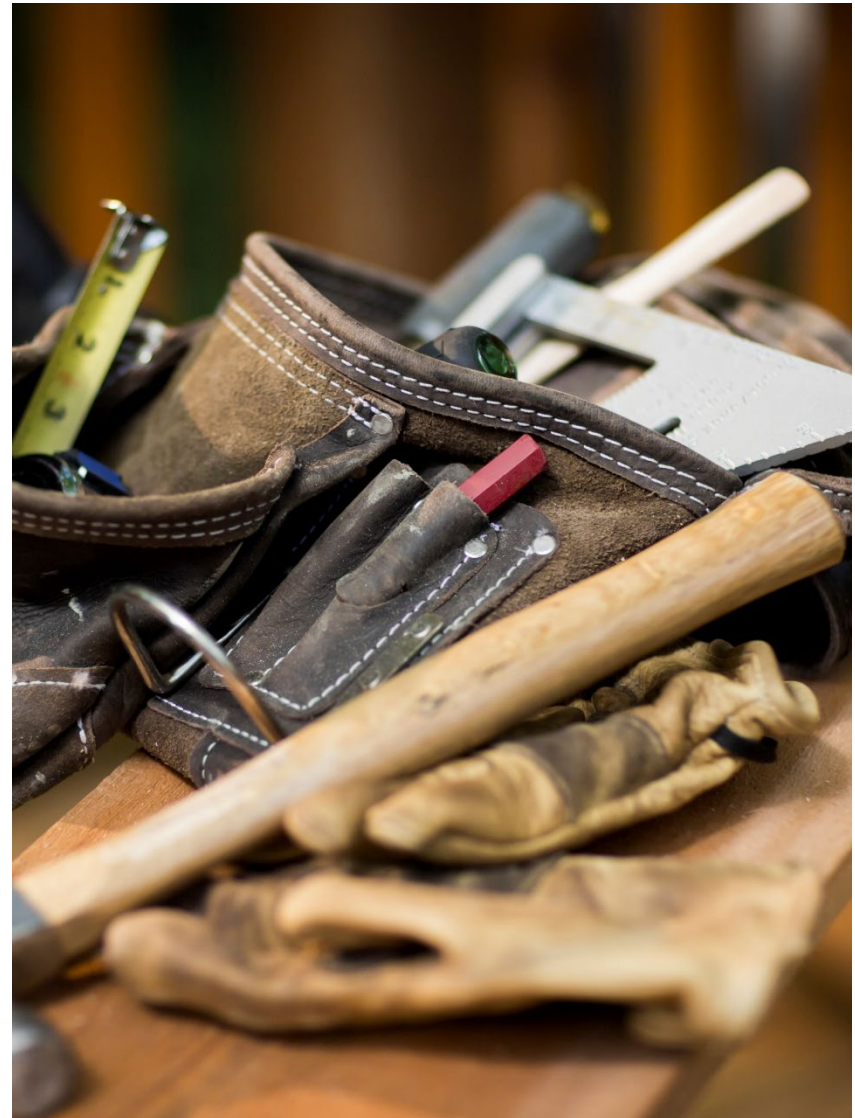
- Notify and pay construction workers the hourly prevailing wage based on their trade
- Pay weekly and have verifiable proof of payment that itemized the rate of pay based on all hours worked
- Submit weekly certified payroll through the LCP Tracker web portal, which is accessible via phone, tablet and PC.
- Submit all initial required compliance documents prior to starting work
- Submit payroll-supporting documents; such as proof of payment, timesheets, itemized fringe benefits plans/programs, etc.)




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## DBRA Contact Information

- [hcddbraz@houstontx.gov](mailto:hcddbraz@houstontx.gov)
- [houstontx.gov/housing](http://houstontx.gov/housing)
- 832-394-6200



A stack of several brown cardboard boxes of various sizes, arranged in a stepped fashion. The boxes are the primary visual element on the left side of the slide.

# **UNIFORM RELOCATION ASSISTANCE & REAL PROPERTY ACQUISITION ACT OF 1970, AS AMENDED (URA)**

Presented by Kristal Scruggs

# URA Threshold

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- URA has no monetary threshold.
- URA applies to the project independent of how federal funds are used.
- Triggering activities are acquisition (transfer of title), rehabilitation, new construction, and demolition/conversion.



# URA STAGES



# Application Stage

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## Acquisition

- URA Assurance Letter
- Notice to Seller
- Seller's Occupancy Certification
- Initial Title Commitment

## Relocation

- Relocation Plan
- Relocation Budget
- Initial Rent Roll
- Template General Information Notice (GIN)



HUD EXCHANGE



## URA the HUD Way

These training modules provide basic information and resources to HUD grantees on topics such as budgeting, relocation, and property acquisition.

[Explore the Training](#)

Relocation Administrator must be knowledgeable with the URA the HUD Way and HUD Handbook 1378.

# IMPORTANT NOTICE



Approved General Information Notice are issued within 30 – 45 days of the proposal submission

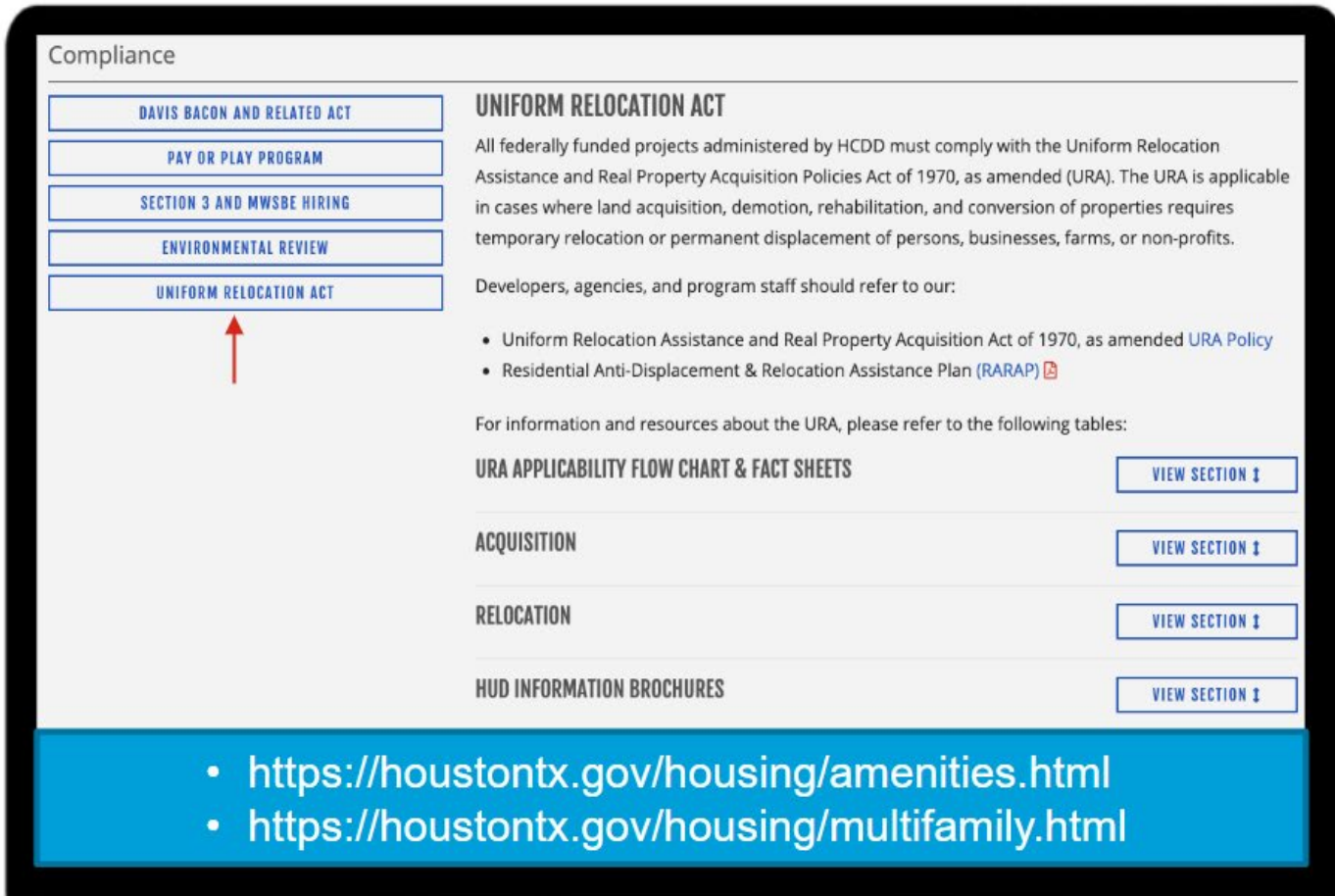


Monthly Rent Rolls and Tenant Status Reports **start** once the application proposal is submitted



Do not relocate tenants until the City Council has approved the project

# URA Resources



Compliance

- DAVIS BACON AND RELATED ACT
- PAY OR PLAY PROGRAM
- SECTION 3 AND MWSBE HIRING
- ENVIRONMENTAL REVIEW
- UNIFORM RELOCATION ACT**

## UNIFORM RELOCATION ACT

All federally funded projects administered by HCDD must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). The URA is applicable in cases where land acquisition, demotion, rehabilitation, and conversion of properties requires temporary relocation or permanent displacement of persons, businesses, farms, or non-profits.

Developers, agencies, and program staff should refer to our:

- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended [URA Policy](#)
- Residential Anti-Displacement & Relocation Assistance Plan ([RARAP](#))

For information and resources about the URA, please refer to the following tables:

URA APPLICABILITY FLOW CHART & FACT SHEETS	<a href="#">VIEW SECTION ↓</a>
ACQUISITION	<a href="#">VIEW SECTION ↓</a>
RELOCATION	<a href="#">VIEW SECTION ↓</a>
HUD INFORMATION BROCHURES	<a href="#">VIEW SECTION ↓</a>

- <https://houstontx.gov/housing/amenities.html>
- <https://houstontx.gov/housing/multifamily.html>

# Complaints and Appeals

Presented by Kris Robinson

# 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 Department of Housing and Community Development. 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 be filed in writing and submitted to the Department of Housing and Community Development. Appeals are accepted on a first-come, first-served basis.
3. Appeals must be filed in writing and submitted to the Department of Housing and Community Development. Appeals are accepted on a first-come, first-served basis.

**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 for the program or project
- Inadequacy of the Department or Department of Support for the project
- Inadequacy of the Department or Department of Support for the project
- Repetitive program determination of damages that results in the determination of program area
- Inadequacy of the Department or Department of Support for the project
- Inadequacy of the Department or Department of Support for the project
- Inadequacy of the Department or Department of Support for the project

**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  
**By Person:** 200 Bank 2000, Suite 1000, Houston, TX 77002  
**Email:** [hcd@houston.gov](mailto:hcd@houston.gov)  
**Online submission:** [www.houston.gov/peopleservices](http://www.houston.gov/peopleservices)

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

**Mailing Address:** Texas General Land Office  
1111 Commerce Street  
200 Bank 2000, Suite 1000, Houston, TX 77002  
**Phone:** 713-455-5555  
**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

For more information visit  
<https://houston.tx.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. If you are unable to file in writing, you may file a verbal appeal with the City of Houston Housing and Community Development Department. Appeals are accepted on a first-come, first-served basis.

2. Appeals are accepted for the following reasons:  
• Appraisal error  
• Appraiser's report is incorrect  
• Appraiser's report is incomplete  
• Appraiser's report is inconsistent with other records

3. Appeals are subject to the following documentation requirements:  
• Appraiser's report  
• Appraiser's report is incorrect  
• Appraiser's report is incomplete  
• Appraiser's report is inconsistent with other records

**WHAT ARE THE GROUNDS FOR APPEAL?**

1. Appraiser's report is incorrect  
2. Appraiser's report is incomplete  
3. Appraiser's report is inconsistent with other records  
4. Appraiser's report is inconsistent with other records  
5. Appraiser's report is inconsistent with other records  
6. Appraiser's report is inconsistent with other records  
7. Appraiser's report is inconsistent with other records  
8. Appraiser's report is inconsistent with other records

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

**FIRST LEVEL APPEAL (TIER 1)**

1. You must file an appeal with the City of Houston Housing and Community Development Department within 30 calendar days of the date of the original appraisal report. The appeal must be filed in writing and include the following information:  
• Appraiser's report  
• Appraiser's report is incorrect  
• Appraiser's report is incomplete  
• Appraiser's report is inconsistent with other records

**SECOND LEVEL APPEAL (TIER 2)**

2. If you are not satisfied with the results of your first level appeal, you may file a second level appeal with the City of Houston Housing and Community Development Department within 30 calendar days of the date of the original appraisal report. The appeal must be filed in writing and include the following information:  
• Appraiser's report  
• Appraiser's report is incorrect  
• Appraiser's report is incomplete  
• Appraiser's report is inconsistent with other records

**STATE ESCALATION LEVEL (TIER 3)**

3. If you are not satisfied with the results of your second level appeal, you may file a state escalation level appeal with the State of Texas. The appeal must be filed in writing and include the following information:  
• Appraiser's report  
• Appraiser's report is incorrect  
• Appraiser's report is incomplete  
• Appraiser's report is inconsistent with other records

**For Tier 1 and Tier 2, send requests by the following systems:**  
Housing Address: City of Houston Housing and Community Development Department  
1111 Fannin Street, Suite 1000, Houston, TX 77002  
Phone: 832-394-6200  
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  
500 F. B. Davis Blvd., Suite 1000  
Houston, TX 77002  
Phone: 713-696-7000  
Email: [landoffice@texas.gov](mailto:landoffice@texas.gov)  
Online: [www.texas.gov](http://www.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  
Attn: CCA Complaints and Appeals

**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

## NOTICE OF FUNDING AVAILABILITY (NOFA)

[VIEW DR-17 NOFAS ↗](#)

Featured NOFAs

### PUBLIC FACILITIES DEVELOPMENT AND RENOVATION PROGRAM

HCD oversees several programs intended to help low to moderate-income (LMI) residents by improving and strengthening Houston neighborhoods. Under the Community Block Development Grant (CDBG), the City promotes stronger neighborhoods by coordinating services between government and nonprofit agencies to acquire, renovate and construct public facilities that benefit the community.

Public facilities improvements may include infrastructure projects, neighborhood facilities or facilities for persons with special needs. As part of the Public Facilities Development Renovation Program, HCD seeks nonprofit agencies and City Departments to acquire, renovate, or construct public facilities that benefits low-income individuals.

[VIEW NOFA ↗](#)

[VIEW APPLICABLE NOFA DOCUMENTS ▾](#)

# Accessing the NOFA

VIEW NOFA

**VIEW APPLICABLE NOFA DOCUMENTS**

Public Facilities Development And Renovation Program Documents

Show  entries

Search:

Part	Document Name	View
1	CDBG PF Checklist	<a href="#">View</a>
2	CDBG PF NOFA Application Workbook	<a href="#">View</a>
3	Application Content and Narrative	<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

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# Accessing the NOFA

The screenshot shows a web browser window with the URL [https://purchasing.houstontx.gov/Bid\\_Display.aspx?id=T32961](https://purchasing.houstontx.gov/Bid_Display.aspx?id=T32961). The page title is "City of Houston Strategic Purchasing" with the tagline "The complete online resource dedicated to doing business with the City of Houston." On the left, there is a "SUPPLIER SERVICES" sidebar with links for "Supplier Logon" and "Supplier Help", and contact information for the Finance Department Strategic Procurement. The main content area is titled "Solicitation Files" and states: "The following documents are for Solicitation **T32961** : Buyer Email: [linsi.broom@houstontx.gov](mailto:linsi.broom@houstontx.gov) 19 Suppliers have downloaded this bid." Below this is a table of documents.

DATE	SIZE	DOCUMENT/FOLDER
8/23/2023 9:09:49 AM	570KB	T32961 Public Facilities NOFA.pdf
8/25/2023 10:47:36 AM	48KB	11 Conflict of Interest Questionnaire Form - CoH.pdf
8/25/2023 10:47:52 AM	236KB	14 HCD Conflict of Interest Form - Business Entities.pdf
8/25/2023 10:48:06 AM	84KB	2023 CDBG PF 2022 NOFA Application Workbook 230823.xlsx
8/25/2023 10:48:21 AM	109KB	Ownership Form - Non-Construction Dec 2019 Final Locked.doc
9/5/2023 11:02:43 AM	86KB	2023 CDBG PF 2022 NOFA Application Workbook .xlsx
9/5/2023 11:02:54 AM	37KB	2023 CDBG PF NOFA Application Checklist (final).docx
9/5/2023 11:03:07 AM	24KB	2023 CDBG PF NOFA Content and Narrative (final).docx
9/5/2023 11:03:17 AM	12KB	Anti Collusion Statement.docx
9/5/2023 11:03:29 AM	18KB	Certification for Contracts Grants Loans and Cooperative Agreements.docx
9/5/2023 11:09:21 AM	135KB	Ownership Form.pdf

[View Interested Suppliers](#)

# Submitting an Application

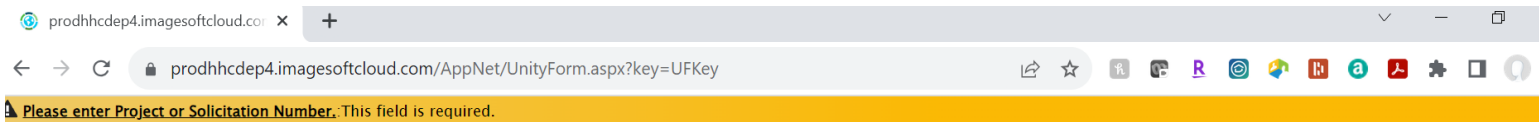
Presented by Linsi Broom

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**

<p>Please enter Project or Solicitation Number. * <input type="text"/></p>	<p>NOFA Title <input type="text"/> <span style="color: red;">Enter solicitation number here</span></p>	<p>NOFA Status <input type="text"/></p>
<p>Division <input type="text"/></p>	<p>Project Name * <input type="text"/></p>	<p>Project Address * <input type="text"/></p>
<p>Project City * <input type="text"/></p>		

- All communication must be sent in writing to [HCD\\_NOFA@houstontx.gov](mailto:HCD_NOFA@houstontx.gov)
- **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.

# 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)