



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



Funding and Solicitation Schedule

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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



Public Services HOPWA NOFA Overview

Jared Briggs

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 and Appeals

Kris Robinson / Stephan Loston

Complaints & Appeals



	Complaint*	Appeal**
Grievance Type	HCDD Operations	HCDD Program Determination
Common Types	<ul style="list-style-type: none">• Processing Time• Status Update• Program Requirements• Conflict of Interest	<ul style="list-style-type: none">• Non-receipt of an Award• Denial of Services• Denial of a Resolution• Procedural 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.

Basics of Filing Complaints & Appeals

Who can file a Complaint or an Appeal?

	Complaint	Appeal
Any member of the public	✓	✗
Program Participants*	✓	✓

**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 applicants have the right to appeal a determination made by the Housing and Community Development Department (HCD). 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 grounds:

- Non-receipt of an award through NOFA or RFP process
- Denial of services through any of HCD's programs or contracting opportunity
- 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 not processed by program staff in accordance with the program guidelines
- Violation or concern of fair housing

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 Appeals
2100 Travis Street, 9th floor, Houston, TX, 77002

In-person: During our business hours: Mon-Fri, 8am-5pm

Email us: hcdhouscomplaintsappeals@houstontx.gov

Online submission at: houstontx.gov/housing/forms/online/appeals-request-form.html

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

APPELLANTS MUST FOLLOW THESE TIERS IN ORDER.

FIRST LEVEL APPEAL (TIER 1)



The division or program area will review all documentation submitted 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)



If you do not agree with the 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 documentation and the supporting documents you send to support your appeal. We will make a second determination.



STATE ESCALATION LEVEL (TIER 3)



If you do not agree with the decision made by the Appeals Review Committee in the Second Appeal, you have the right to appeal to the Texas General Land Office (GLO). 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
ATTN: GLO-CDR
PO Box 12873, Austin, TX, 78711-2873
Phone: 844-893-8937 or 512-475-5000
Email: cdri@recovery.texas.gov
Business Hours: Mon-Fri, 8am-5pm

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

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**

HOW TO APPEAL A DECISION

FOR HURRICANE IKE, 2016 FLOODING AND HURRICANE HARVEY

WHAT YOU NEED TO KNOW BEFORE YOU FILE AN APPEAL

- All applicants have the right to appeal a determination made by the Housing and Community Development Department (#1030). Appeals are received in writing (in-person, mailed or delivered, email, or online submission form). To be considered complete, an appeal must include:
 - Project address
 - Project number (if applicable)
 - Date of appeal
 - History of appeal
- We encourage you to email **supporting documentation**, if applicable, with your appeal request.
- Appeals consist of 3 levels: First level, second level, and state escalation level.

WHAT ARE THE GROUNDS FOR APPEAL?

- The Applicants may appeal on any of the following grounds:
- Non-receipt of an award through NCEA or SSP process
 - Denial of services through any of HCDD's programs or membership administration
 - Denial of a Disposition of No Opposition or Resolution of Support (if applicable)
 - Program award calculation
 - Appeals-based program determination of damages that results in liquidation or deconvolution
 - Procedural error where an disposition was not processed by program staff in accordance with the program guidelines
 - Violations or omissions of fair housing

For Tier 1 and Tier 2, send request by the following options:
Mailing Address: City of Houston Housing and Community Development Department
 2100 Travis Street, 9th Floor Houston, TX 77002
In-person: During our Business Hours, Mon-Fri, 8am-5pm
Email: hcddcomplaintsappeal@houstontx.gov
Online submission: houstontx.gov/housing/forms/submit/appeals

If you need assistance, please call the Complaints and Appeals team at 832-394-6200 ext. 6



APPELLEES MUST FOLLOW THESE TIERS IN ORDER



FIRST LEVEL APPEAL (TIER 1)
 The division or program area will review all documentation submitted and either withdraw 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.



SECOND LEVEL APPEAL (TIER 2)
 If you do not agree with the decision made in the first 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 documentation and the supporting documents you send to support your appeal. We will make a second determination.



STATE ESCALATION LEVEL (TIER 3)
 If you do not agree with the decision made by the Appeals Review Committee in the Second Appeal, you have the right to appeal to the State Escalation Level Office (SEL). You have **30 calendar days** from the date of Appeal Denial letter to appeal. The State Escalation Level 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
 AT 16, LUD-0102
 2001 Ross Street, Austin, TX 78702
Phone: 512-438-9397 or 817-475-5200
Email: tdg@texas.gov
 Business Hours: Mon-Fri, 8am-5pm

HOW TO FILE A COMPLAINT



CAN I FILE A COMPLAINT?

As a member of the public, program staff, developers, contractors, subrecipients, etc.

HOW WE RECEIVE COMPLAINTS

WAYS TO FILE COMPLAINTS

Common complaints include fair concerns, cases of Fraud, Waste, Abuse, and cases of Conflict of Interest. If the complaint, we will share the information with the appropriate party.

HOW WE RECEIVE COMPLAINTS

Some of the following information:

Complainant's Name and Last Name (if applicable)
 Project or Application Number (if available)
 Phone Number
 Email Address
 Preferred Contact Method (if applicable)
 Name of Complainant



HOTLINE
 832-394-6200 ext. 2



IN PERSON OR VIA MAIL
 2100 Travis St, 9th Floor
 Houston, Texas 77002
 Attn: CGA Complaints and Appeals



EMAIL
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





Accessing the NOFA

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Accessing the NOFA

<https://houstontx.gov/housing/funding.html#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](#)



2100 Travis Street, 9th Floor

DEPARTMENT INFORMATION

[About the Department](#)
[Leadership Team](#)
[Press Releases & Media Inquiries](#)
[Work at HCD](#)

CONNECT WITH HCD



Accessing the NOFA



FEATURED NOFAS

2025 PUBLIC SERVICES HOPWA NOFA - N021425

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](#) 



Submitting an Application

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

Using the OnBase Portal



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

A screenshot of a web browser displaying the "HCD Document Submission Portal". The browser address bar shows the URL "prodhcdep4.imagesoftcloud.com/AppNet/UnityForm.aspx?key=UFKey". A yellow warning banner at the top reads "Please enter Project or Solicitation Number. This field is required." Below the banner is the "HCD Document Submission Portal" header with the City of Houston logo. A grey banner contains the text: "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." The main form area has a dropdown menu for "Are document(s) for a NOFA Submission? If Yes, Please enter Solicitation Number below." with "Yes" selected. A red arrow points to this dropdown with the text "Must enter 'yes' here". Below this is a "Project Information" section with several input fields: "Please enter Project or Solicitation Number.*" (with a red arrow pointing to it and the text "NOFA Title" above it), "NOFA Title" (with a red arrow pointing to it and the text "Enter solicitation number here" above it), "NOFA Status", "Division", "Project Name*", "Project City*", and "Project Address*".

Using the OnBase Portal



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

Project Information

Please enter Project or Solicitation Number.* N021425	NOFA Title 2025 PUBLIC SERVICES HOPWA NOFA	NOFA Status ACTIVE
Division PUBLIC SERVICES	Project Name*	Project Address*
Project City* Houston	Project State* TX	Project Zip*

Organization Information

Legal Name of Entity*	Type of Organization*	Contact Name*
Contact Title*	Contact Phone Number*	Contact Email*
Address*	City* Houston	State* TX
Zip Code*		

Using the OnBase Portal



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

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 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.

QUESTIONS & COMMENTS

THANK YOU



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