



CITY OF HOUSTON

Housing & Community Development Department

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Date: March 12, 2025

Subject: Letter of Clarification (2) for 2025 Public Services HOPWA Notice of Funding

Availability (NOFA) – N021425

To all prospective Applicants:

This Letter of Clarification is issued for the following reason:

- To provide responses to the questions received from prospective Applicants prior to the deadline to submit questions:

	Question	Answer
1.	What is acceptable documentation for Certificate of Account Status from Texas Comptroller?	Please visit https://mycpa.cpa.state.tx.us/coa/search.do to get your account status and then submit a pdf of the status.
2.	Will applicants have to sign Letters of Clarification and return signed copies with application?	No
3.	Does Exhibit 1 serve both as the Title Page and Checklist?	No, you will find the Title Page under View Documents at https://houstontx.gov/housing/funding.html
4.	On the checklist under the h. tab Work Plan iii. - Demonstrate the capacity to perform proposed activities/business plan with budgeted line items and FTEs. Is this a budget justification? Please explain in more detail.	The Work Plan should explain how the agency will implement the proposed project, steps to fill any noted vacant positions/roles, and summarize tasks the project staff will perform. The implementation details provided should be consistent with the scope, organizational information, and explain how the agency will

		utilize the line items and FTEs in the provided Budget to achieve the desired outcomes.
5.	Please advise if number 14 on the checklist (pg. 28 of 34)—Certificate of Occupancy or Related Documentation Verifying Site Control—and T7—Evidence of site control—require the same information.	T7 requires a deed or lease as evidence of site control. A Certificate of Occupancy will not suffice for T7.
6.	Under T2—Attestation that the proposed project is serving persons living with or affected by HIV and under 80% AMI (Note: under 50% AMI for TBRA and Community and Residence operating cost)—There is currently no form available. Does each organization need to create a statement and have someone date and sign it?	Yes. There is no form.
7.	Should Exhibits 2- 4 be added to the checklist, or is this the addendum?	Exhibits 2 and 4 will be signed during the contract execution phase should your agency be recommended for award. They do not need to be submitted with the application.
8.	Would you please clarify the directions for section “c. Organizational Chart”? Is it correct that this is where we should upload our organizational and project org chart that is described in section d, and only include our organizational management narrative in section d?	Yes, that is correct.
9.	Section “d. Organizational Management” of the application checklist asks for information regarding staffing for our project. In years past, we have been asked to include job descriptions and resumes for staff that will be involved in grant funded services. Do we need to include job descriptions and resumes as part of this NOFA? If so, where should they be included/attached as part of our application package?	Jobs Descriptions and resumes for staff involved in grant funded activities and/or listed in the Budget should be included in the submission. Job Descriptions and Resumes should be submitted as attachments to the “d. Organizational Management” section submission.
10.	Where can we find the Anti-Collusion Statement form that is listed in the checklist?	See the Letter of Clarification published on 2/19/25. The Anti-Collusion Statement is no longer required.
11.	Is the Agreements and Certification Form listed in the checklist Exhibit 3?	No. The Agreements and Certification Form is located under ‘View Documents’ at https://houstontx.gov/housing/funding.html
12.	Which requirements do Exhibit 2 and Exhibit 4 tie to in the application checklist?	Exhibits 2 and 4 will be required at the contract execution phase if your agency is recommended for an award.

13.	I did not see the Certification Regarding Location of Facilities and Shelters form in the document list. Will it be added to the document list?	This form is only applicable if the funds will be used for the construction or operation of a shelter. If it is applicable to your project, please email HCD_NOFA@houstontx.gov to request the form.
14.	The Agreement and Certification Form asks for the signature of both the applicant and our authorized officer? Since the applicant is a non-profit organization, should our authorized officer sign in both spots?	Yes
15.	Where can we find the Board of Directors form listed on the checklist?	There is no form for the Board of Directors. You may submit in any format.
16.	Are there any upcoming HOPWA conferences f/y 2025 - 2026 that we should anticipate?	HCD is not aware of any upcoming HOPWA conferences during FY2025-2026 at this time.
17.	Is there a way to bill maintenance and janitorial services performed by employees, other than through payroll?	No. Maintenance and janitorial services performed by agency employees should be listed as part of their job description and paid through the agency's payroll system for the duties performed.
18.	Can you provide me with information on the Budget Form with regard to Operations Costs? What is the definition and would it apply to an entity only seeking funding for STRMUA, TBRA, Supportive Services, and Admin? Or does it only apply to Community Residences? The video said it was limited to 7% of the grant request? I know that Admin Costs are limited to 7% as well so is this an additional 7% limitation?	The Operations Costs (column P) in the budget template is for costs associated with the operation of housing, referred to as community residences, and defined at 24 CFR 574.300(b)(8). Operations Costs in column P would not be associated with STRMUA, Supportive Services, and Admin if an applicant is only applying for funding under these activities. Operations Costs are not limited or capped at seven percent (7%) of the grant request. Only Admin Costs (column K) are capped at no more than 7% of the total grant amount requested by the applicant as defined at 24 CFR 574.300(b)(10)(ii).
19.	<p>The following line items on the budget are "blacked out" so that you cannot put an amount under the various columns such as Admin, Sup Ser, TBRA, STRMUA:</p> <ul style="list-style-type: none"> Maintenance Security Property Insurance Lease Space (Facility or Project based) Utilities Consumables and Supplies <p>Are we no longer allowed to request funding for these items? Or do these items have to be</p>	<p>The budget template has lines above those "blacked out" where information for costs associated with other activities and Admin can be entered including Lease Space, Utilities, Consumables and Supplies, and Liability Insurance not associated with Operations Costs. There are also "Other" lines that the applicant can use to enter line items not currently listed. Maintenance, Security, Property Insurance, Lease Space (Facility or Project based), Utilities, Consumables and Supplies lines in the "blacked out" areas are for those associated with Operations</p>

	under the Column of Operations Cost? In the past we have spread these line items amongst all columns of Admin, Sup Ser, TBRA, STRMUA.	Costs if the applicant is applying for funds to operate housing.
20.	I noticed that the line item called Consumables and Supplies is "blacked out" at the bottom of the budget form but not at the mid-portion of the budget form. Can Consumables and Supplies be spread amongst the 4 columns of Admin, Sup Ser, TBRA, and STRMUA?	Consumables and Supplies associated with Admin, Supportive Services, Permanent Housing Placement, TBRA/PBRA, and STRMUA can be entered in the available line (line 35 in the template).

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document.

It is the responsibility of the Applicant to ensure that it has obtained all such letter(s). By submitting application on this project, Applicants shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their applications.

Thank you,

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