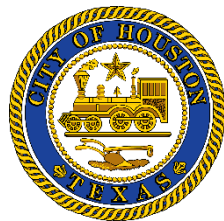


# Public Services Child Care and Out-of-School-Time Programming

## Notice of Funding Availability (NOFA) Solicitation ID N051024



John Whitmire, Mayor



Michael Nichols, Director

# AGENDA

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

# Funding and Solicitation Schedule

Presentation by Linsi Broom

# Funding

- Up to \$600,000 of total funding available.
- Projects will be funded with Community Development Block Grant (CDBG)
- Projects selected will operate on a reimbursement basis only
- Compliance with CDBG income, activity, service-area eligibility and reporting criteria is required

# 2024 Estimated Timeline

|                             |                                    |
|-----------------------------|------------------------------------|
| NOFA Issued                 | May 10, 2024                       |
| Pre-Application Conference  | May 15, 2024 at 10am               |
| Question Submittal Deadline | May 31, 2024 at 5pm                |
| <b>Application Deadline</b> | <b>June 11, 2024<br/>By 3:00pm</b> |
| New Agreement Development   | Late-Summer/Fall 2024              |

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

# Child Care and Out-of-School-Time Programming Priorities and NOFA Overview

Presented by Jared Briggs

# Program Priorities

- HCD's Public Services team selects, funds, and manages key Houston nonprofits as sub-recipients to expand the services provided to Houston residents who are primarily low-to-moderate income or homeless.
- These service providers work on homelessness intervention, early childhood education, job training services, care for residents with intellectual and developmental disabilities, case management, and more.

# Program Priorities

- HCD seeks nonprofit organizations ('Applicants') with 501(c)3 nonprofit status or similar nonprofit status that offer childcare services and/or out-of-school time enrichment services to youth ages 0-18 within the city of Houston.
- Services must be located within the City of Houston's jurisdiction



# Program Priorities

- Proposed services should include:
  - Enrichment activities (education, art, sports, etc...)
  - Utilize evidence-based best practices to determine effectiveness and guide programming
  - Have measurable outcomes that benefit low-to-moderate income youth/households
  - Be a new or expansion of an existing program *if not currently funded with City of Houston CDBG funds*

# Notice of Funding Availability Overview

- The program is funded primarily through CDBG funds via the U.S. Department of Housing and Urban Development (HUD).
- Funds will be provided on a reimbursement basis. Applicants must have at least 90 days of operating capital.
- Minimum \$100,000 / Maximum \$200,000 request.
- Twelve (12) months grant term.

## 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)
- ✓ Evidence of capital to support 3 months of operations
- ✓ Minimum of \$100,000 and maximum of \$200,000 request.
- ✓ Project meets CDBG income, activity, service-area eligibility criteria

# Scoring Criteria (Maximum 100 points total)

Organization Management (15 points)

Experience and Past Performance (20 points)

Activity Need and Targeted Services (10 points)

Cost Reasonableness (10 points)

Budget Effectiveness (10 points)

Leveraging Contribution (5 points)

Program Effectiveness Using Evidence-Based Practices (20 points)

Agency Collaboration (10 points)

# Complaints and Appeals

# Complaints & Appeals

|                              | Complaint*   | Appeal**  |
|------------------------------|--|---|
| <b>Grievance Type</b>        | HCD Operations   | HCD 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<br>of the public | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Program<br>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 (HCD) within 30 calendar days of the date of the award determination. Appeals received after 30 calendar days will be considered complete and a final determination letter will be issued.
2. Appeals must include the following supporting documentation:
  - Appeal Determination Letter
  - Notice of appeal
  - Proof of ownership
  - Supporting documentation
3. Appeals are processed in the following order:
  - First level appeal
  - Second level appeal
  - State escalation

**WHAT ARE THE GROUNDS FOR APPEAL?**

The Appellant may appeal on any of the following grounds:

- Inadequacy of the award through Appeal or First Review
- Lack of adequate funding for the program or project
- Inadequacy of the Disposition or Award Letter
- Inappropriate award criteria
- Repetitive program determination of damages that results in the determination of award reduction
- Inadequacy of the award or disposition and not processed by the program staff in accordance with the program procedures
- Inadequacy of the award

**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:** 2100 Bankers Building, Houston, TX 77002  
**Email us:** [hr@appeals@houston.gov](mailto:hr@appeals@houston.gov)  
**Online submission:** [houston.gov/appeals](http://houston.gov/appeals)

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

**Mailing Address:** Texas General Land Office  
4111 North Loop West  
P.O. Box 20528, Austin, TX 78761-2572  
**Phone:** 512-425-9595 or 512-477-4300  
**Email:** [tlg@land.texas.gov](mailto:tlg@land.texas.gov)  
[address.house.texas.gov](http://address.house.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, 2016 FLOODING AND HURRICANE HARVEY

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

- 1. All appeals must be filed in person or by mail.
- 2. All appeals must be filed within 30 calendar days of the date of the original decision.
- 3. All appeals must be filed in person or by mail.
- 4. All appeals must be filed in person or by mail.

**WHAT ARE THE GROUNDS FOR APPEAL**

- 1. The decision is not based on the facts of the case.
- 2. The decision is not based on the law.
- 3. The decision is not based on the facts of the case.
- 4. The decision is not based on the law.

**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 within 30 calendar days of the date of the original decision. The appeal must be filed in person or by mail.

**SECOND LEVEL APPEAL (TIER 2)**

If you are not satisfied with the decision, you may appeal the decision within 30 calendar days of the date of the original decision. The appeal must be filed in person or by mail.

**STATE ESCALATION LEVEL (TIER 3)**

If you are not satisfied with the decision, you may appeal the decision within 30 calendar days of the date of the original decision. The appeal must be filed in person or by mail.

**FOR TIER 1 AND TIER 2, SEND REQUEST BY THE FOLLOWING METHODS:**

**MAILING ADDRESS:** City of Houston Housing and Community Development Department  
2100 Travis Street, 9th Floor  
Houston, Texas 77002

**FOR TIER 3, SEND REQUEST BY THE FOLLOWING METHODS:**

**MAILING ADDRESS:** Texas General Land Office  
1100 Rouse Caffery Street  
Houston, Texas 77002

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

**HOW WE RECEIVE 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)

**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)

# 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

#### CHILDCARE AND OUT-OF-SCHOOL TIME PROGRAMMING NOFA

HCD recommends the release of a Notification of Funding Availability (NOFA) seeking nonprofit organizations ('Applicants'), with a 501(c)3 nonprofit status or similar nonprofit status that offer childcare services and/or out-of-school time enrichment services to youth ages 0-18 years of age within the City of Houston. Proposed services should include enrichment activities, utilize evidence-based best practices and be a new or expansion of an existing program if not currently funded with City of Houston CDBG funds.

[VIEW NOFA](#) 

#### PRE-APPLICATION CONFERENCE

MAY 15, 2024 | 10 AM

[JOIN VIA MICROSOFT TEAMS](#) 

Meeting ID: 286 673 469 414

Passcode: 2anDfD

Or call in (audio only)

+1 936-755-1521

Phone Conference ID: 675 588 867#

#### NOFA DOCUMENTS

[VIEW DOCUMENTS](#) 

[HCD DOCUMENT SUBMISSION PORTAL](#) 

# Accessing the NOFA

## NOFA DOCUMENTS



Search:

| Title   | View                 |
|---|----------------------|
| Accounting System Certification                           | <a href="#">View</a> |
| Agreements and Certification Form                         | <a href="#">View</a> |
| Anti-Collusion Statement                                  | <a href="#">View</a> |
| Application Checklist                                     | <a href="#">View</a> |
| Budget Instructions                                       | <a href="#">View</a> |
| Budget Template   | <a href="#">View</a> |
| Certification for Contracts, Grants, Loan and Cooperative | <a href="#">View</a> |

# Submitting an Application

Presented by Linsi Broom

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

# Using the OnBase Portal

## NOTICE OF FUNDING AVAILABILITY (NOFA)

[VIEW DR-17 NOFAS](#)

### FEATURED NOFAS

#### CHILDCARE AND OUT-OF-SCHOOL TIME PROGRAMMING NOFA

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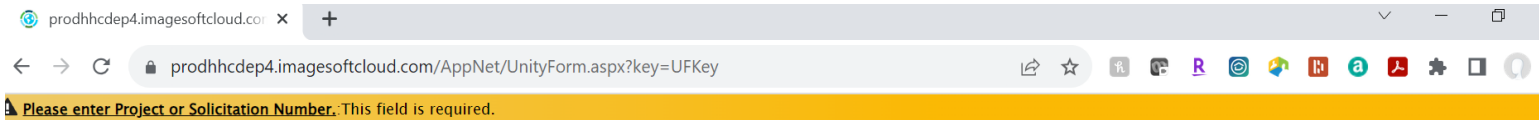
#### NOFA DOCUMENTS

[VIEW DOCUMENTS](#)

[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. \*

[Redacted field]

NOFA Title

Enter solicitation number here

[Redacted field]

NOFA Status

[Redacted field]

Division

[Redacted field]

Project Name \*

[Redacted field]

Project Address \*

[Redacted field]

Project City \*



# Using the OnBase Portal

**Project Information**

Please enter Project or Solicitation Number.\*  
NO510224

NOFA Title  
CHILD CARE AND OUT-OF-SCHOOL TIME PROGRAMMING 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\*

Contact Title\*

Address\*

Zip Code\*

Type of Organization\*

Contact Phone Number\*

City\*  
Houston

Contact Name\*

Contact Email\*

State\*  
TX

Please select below for Uploading Documents

**NOFA Required Application Content (0)**

NOFA--Application Checklist  
[Attach NOFA--Application Checklist](#)

NOFA--Title Page  
[Attach NOFA--Title Page](#)

NOFA--Application Content and Project Narrative  
[Attach NOFA--Application Content and Project Narrative](#)

NOFA--Introduction Narrative  
[Attach NOFA--Introduction Narrative](#)

**NOFA Required Application Content (0)**

NOFA--Certification Regarding Location of Facilities and Shelters  
[Attach NOFA--Certification Regarding Location of Facilities and Shelters](#)

NOFA--Certification Regarding Debarment, Suspension, and Other Resp  
[Attach NOFA--Certification Regarding Debarment, Suspension and Other Responsibility Matters](#)

NOFA--Certification For Contracts, Grants, Loans, Cooperative Agree  
[Attach NOFA--Certification For Contracts, Grants, Loans, Cooperative Agreement](#)

NOFA--Conflict Of Interest Questionnaire (Form CIQ)  
[Attach NOFA--Conflict Of Interest Questionnaire \(Form CIQ\)](#)

- 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)