



The City of Houston  
Housing and Community Development Department

# 2024 HOME Multifamily NOFA II

Solicitation ID: N091824

# Agenda

- i. Introductions**
- ii. Funding and Solicitation Schedule**
- iii. NOFA Overview**
- iv. ADA Accessibility Standards**
- v. Compliance Requirements**
  - i. Environmental Review**
  - ii. MWSBE/Section 3/Pay or Play**
  - iii. Davis Bacon and Related Acts**
  - iv. Uniform Relocation Assistance and Real Property Acquisition Act (URA)**
  - v. Complaints and Appeals**
- vi. Accessing the NOFA**
- vii. Submitting an Application**
- viii. Comments / Questions**





# Funding and Solicitation Schedule

Linsi Broom

# Funding

- Approximately \$20,00,000 of HOME Investment Partnership (HOME) funding available



# 2024 Estimated Timeline

NOFA Issued	September 18, 2024
Pre-Application Conference	September 26, 2024
Question Submittal Deadline	October 9, 2024
<b>Application Deadline</b>	<b>October 18, 2024</b>

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



# Multifamily NOFA Overview

Daniel Pinto



## Loan Terms

- Awards to be structured as non-amortized loans payable at maturity subordinated to senior debt\*
- Repayment obligation in event of sale or refinance
- 1% interest only\* (subject to cash flow)
- Minimum 20-year loan term and LURA
- LURA senior to all other liens

# Eligible Activities

New Construction

Rehabilitation of multifamily properties

Demolition (with reconstruction)

Project-related soft costs

Permanent Supportive Housing Units



# THRESHOLD ITEMS

- ✓ Located within the Houston City Limits
- ✓ Census tract poverty rate for new construction cannot exceed 25% or must be mitigated by CRA designation
- ✓ In good standing with the City
- ✓ Site control
- ✓ Minimum of 64 units
- ✓ Demonstrate successful development of a minimum of 5 affordable housing developments
- ✓ Request must be a minimum of \$1.5M and cannot exceed \$3M (up to \$4M if project includes generator as backup power for critical functions)
- ✓ Application Fee - \$1500
- ✓ Not debarred or suspended
- ✓ Not located in the 100-year flood plain
- ✓ Electrical Failure Plan for power outages

## Priorities

- ✓ Projects located in the greater Third Ward, a recipient of the HUD Choice Neighborhood Implementation Grant.
- ✓ 2024 or earlier 9% tax credit award or a current active bond reservation for 4% tax credits.



# Scoring Criteria (Maximum 105 points total)



## Organization Experience (25 points)

Organization Experience

Real Estate Experience

Financial Capacity

Public Funding

## Site Location (25 points)

Concerted Revitalization Area

Deconcentration of Poverty

Access to Local Transit

School Performance

Neighborhood Amenities

Employment

## Project Information (30 points)

Project Readiness

Sources and Uses

Market Rate Composition

Housing for special needs

Energy Efficiency and Resilient Design

Emergency Power Management

Resident Services

Local Support

Quality Onsite Educational Programming

## Financial Analysis (25 points)

Proforma Analysis

Debt Coverage

Cost Analysis

Leverage and Gap Analysis

HOME Match Funds



# Development Standards and Accessibility

Mike Firenza



# HCD Accessibility Standards



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



## 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 (MWSBE)



Uniform Relocation Act (URA)



Pay or Play (POP)



Davis-Bacon Act (DBRA)



Section 3: Economic Opportunities



Complaints and Appeals



# Environmental Requirements

HUD 24 CFR Part 58  
Melissa Lahey



# Environmental Applicability

- An environmental review under 24 CFR Part 58 is required for this project due to the use of federal funds.
  - New construction activities require an Environmental Assessment level of review, and an Authority to Use Grant Funds (AUGF) will be required prior to the performance of any physical work or commitment of funds.

# Environmental Review

- A current ASTM-compliant Phase I Environmental Site Assessment (ESA) is required and must not be older than 6 months at the time of public notice.
- HUD and non-HUD funds cannot be committed on any activity until HUD issues the Authority to Use Grant Funds (AUGF) or clearance.
  - Non-HUD funds can be used to undertake some activities of the project but with limitations.
  - 24 CFR § 58.22 details choice-limiting actions
- An option agreement for acquisition of a proposed site is allowable prior to receipt of the AUGF in order to establish site control, but it must be contingent on the receipt of the AUGF

### Authority to Use Grant Funds

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

To: (name & address of Grant Recipient & name & title of Chief Executive Officer)

Copy To: (name & address of)

We received your Request for Release of Funds and Certification, Form HUD-7015.15 on

Your Request was for HUD/State Identification Number

All objectives, if received, have been considered. And the minimum waiting period has transpired. You are hereby authorized to use funds provided to you under the above HUD/State Identification File this form for proper record keeping, audit, and inspection purposes.

Signature of Authorizing Officer

Title of Authorizing Officer

Previous editions are obsolete.

### Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB No. 2501-0087  
(Rev. 08/10/2023)

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 the collection of information is estimated to average 30 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)**

<small>1. Program Title(s)</small>	<small>7. HUD/State Identification Number</small>	<small>8. Recipient Identification Number (optional)</small>
<small>4. OMB Catalog Number(s)</small>	<small>6. Name and address of responsible entity</small>	
<small>5. For information about the request, contact (name &amp; phone number)</small>		
<small>9. HUD or State Agency and office unit to receive request</small>	<small>7. Name and address of recipient (if different than responsible entity)</small>	

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/Project Name(s)

10. Location (Street address, city, county, State)

11. Program Activity/Project Description

Form HUD-7015.15 (2024)  
ref. Handbook 0513.01



# Environmental Review

- The 24 CFR Part 58 environmental review for development activities may be completed in one of two ways:
  - An outside environmental consultant of the developer's choice after which HCD will adopt
  - HCD can complete the Part 58 environmental review in-house with information provided by the developer
- Timing of the environmental review process and receipt of the AUGF varies greatly and depends on level of preparation by the developer. A minimum expectation for an EA-level review would be approximately 90 days.
  - Sites in the 100-year and 500-year floodplains will require additional floodplain notice periods
  - Sites with contamination and toxic, noise, and historical mitigation requirements may take longer to review and ensure compliance

# 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





**URA**

Kristal Scruggs

# Uniform Relocation Act

- ❑ The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) establishes minimum standards for federal or federally assisted programs and projects that requires the acquisition of real property or displace persons from their homes, business or farms.
- ❑ Triggering activities are acquisition (transfer of title), rehabilitation, new construction, and demolition/conversion.



# URA Threshold

- ❑ URA has no monetary threshold.
- ❑ URA applies to the project independent of how federal funds are used.

# URA Stages





# Application Stage

## Acquisition

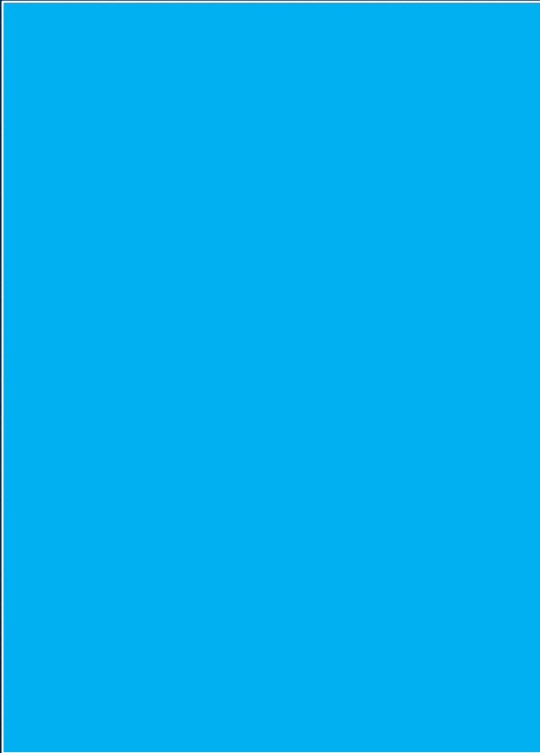
- URA Assurance Letter
- Notice to Seller
- Seller's Occupancy Certification
- Initial Title Commitment

**\*Must be submitted immediately after award notification\***

## Relocation

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

**\*Must be submitted within 30 days of application submission\***



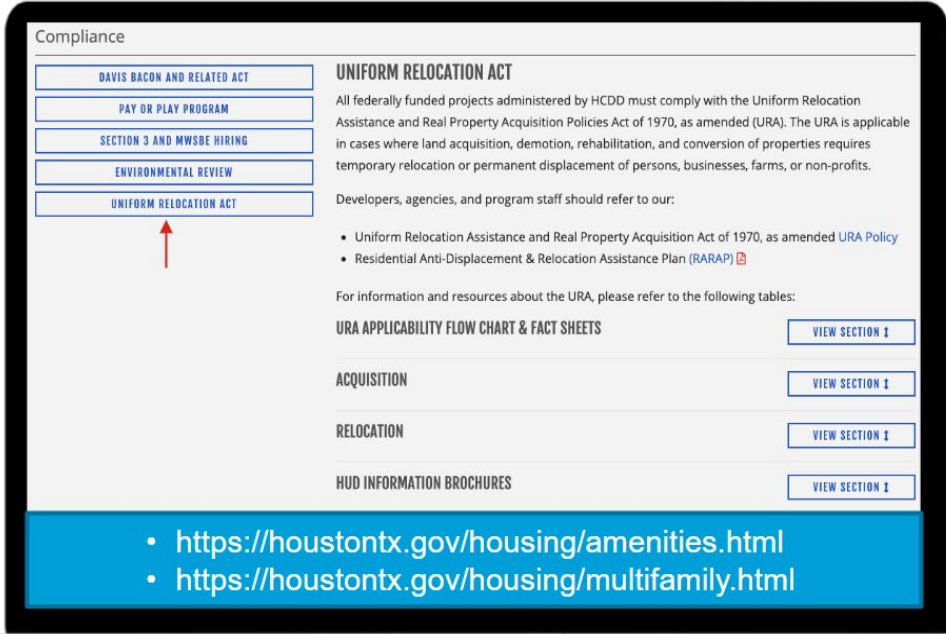
Relocation Administrator  
must be knowledgeable  
with the URA the HUD Way  
and HUD Handbook 1378.



# Important Notice

- ✓ General Information Notice must be submitted and approved within 30 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) [R](#)

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>



# URA Contact Information

- [hcdura@houstontx.gov](mailto:hcdura@houstontx.gov)
- <https://houstontx.gov/housing/compliance.html#ura>
- 832-394-6200



# Davis Bacon and Related Acts (DBRA)

24 CFR Parts 1,2,3,5,7, and 9

Michelle Perales



# DBRA General Guide



## Purpose

To protect communities and workers from non-local contractors underbidding local wage levels.

## Acts

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

## Costs

- Labor
- Administrative oversight

## Applicability

- Contracts that exceed \$2,000
  - Note: All requirements apply to lower-level contracts independent of the amount.
- Alterations, repairs, decorating, etc.
- All work incidental to the project

# Prevailing Wage Rates

- Prevailing wage rates are issued before the Pre-Bid meeting.
- Rates are locked-in by the bid opening date subject to the execution of a general construction contract.
- Exceptions apply.



# 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 and supporting documents; such as proof of payment, timesheets, itemized fringe benefits plans/programs, etc.)

# DBRA Mandated Contract 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 for competitively procured contracts:** This is best time to provide the bidding contractors an overview of the prevailing rates and our requirements.
- **Pre-Construction Meeting:** In accordance with 29 CFR Part 5, a preconstruction conference must be held with prior to the commencement of construction work.
- **Onboarding:** Before construction starts, the contract administrator must complete the onboarding training session.

# Department of Labor Final Rule

## After Contract Award

Prevailing rates are subject to change when a contract or order is amended to:

- includes additional, substantial construction not within the scope of work, or
- perform work for an additional time period not originally obligated, including when an option is exercised on a contract or order.



# DBRA Contact Information

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



# MSWBE Program Requirements

24 CFR 85.36 Chapter 15 Ordinance Part V

Lakesha Tates



# MWSBE Compliance Requirements

Construction projects will be advertised with a 38% MWBE goal (30% MBE and 8% WBE).

MWBE Primes are allowed to meet advertised goals by self-performing up to 50% of the total contract goal(s). MWBE Primes will have to choose which goal they would like to receive credit for on construction projects (MBE or WBE). Once a goal type for participation is selected, the Primes participation credit will be capped at the proposed percentage or the approved goal, whichever is lower.

The Prime 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:



# Section 3 Program Requirements

24 CFR Part 75

Lakesha Tates



## 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

- 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 Section 3 targeted worker for Housing and Community Development Financial Assistance projects is a Section 3 worker who:

- (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) Living within the service area or the neighborhood of the project, as defined in 24 CFR § 75.5; or
  - (ii) 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: [HCDContractCompliance@houstontx.gov](mailto:HCDContractCompliance@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

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>



# Complaints and Appeals

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 days 7 days for NOFAs
<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	✓	✗
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 **5 calendar days** of award determination
- HCD acknowledges receipt within 1 business day
- Appellant has **5 calendar days** to submit supporting documentation
- HCD renders an Appeal Determination Letter within **7 calendar 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: [hcd@complaintsappeals@houston.gov](mailto:hcd@complaintsappeals@houston.gov)

Online submission at: [houstontx.gov/housing/forms/online/appeals-request-form.html](http://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](mailto: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](mailto: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 (#1000). Appeals are received in writing (in-person, mailed or delivered) using an 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
- Appeal-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](mailto:hcddcomplaintsappeal@houstontx.gov)  
**Online submission:** [houstontx.gov/housing/forms/for/appeals](http://houstontx.gov/housing/forms/for/appeals)

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

### APPEALS 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 116 LUDL001  
 2001 Ross Street, Austin, TX 78703  
**Phone:** 512-439-8937 or 812-475-5200  
**Email:** [tdg@texas.gov](mailto: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.



**HOTLINE**  
832-394-6200 option 2

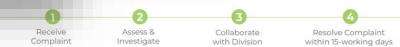


**IN PERSON OR VIA MAIL**  
2100 Travis St, 9th Floor  
Houston, Texas 77002  
Attn: CGA Complaints and Appeals



**EMAIL**  
[hcddcomplaintsappeal@houstontx.gov](mailto:hcddcomplaintsappeal@houstontx.gov)

### HOW WE PROCESS COMPLAINTS



### FOR MORE INFORMATION VISIT

[houstontx.gov/housing/complaints.html](http://houstontx.gov/housing/complaints.html)







# Accessing the NOFA

Linsi Broom

# 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

### 2024 HOME MULTIFAMILY NOFA II - N091824

The Housing and Community Development Department of the City of Houston (HCD) oversees a number of programs intended to help low to moderate-income citizens improve and strengthen their neighborhoods. Under the HOME Investment Partnership Grant Program (HOME), the City seeks to build safe and affordable homes across our city where people can thrive and leverage public and private resources to maximize development and renovation efforts throughout the city.

HCD seeks to procure applications from developers of multifamily housing to finance construction, reconstruction, rehabilitation or acquisition of multifamily properties to provide affordable housing within the corporate boundaries of the City of Houston. Applicants must demonstrate a capacity to construct, or rehabilitate, and operate multifamily housing that benefits low-income individuals.

[VIEW NOFA](#)

### PRE-APPLICATION CONFERENCE

SEPTEMBER 26, 2024 | 10 AM

[JOIN VIA MICROSOFT TEAMS](#)

Meeting ID: 255 178 712 027

Passcode: QUPoLF

Or call in (audio only)

+1 936-755-1521

Phone Conference ID: 842 152 767#

### APPLICATIONS DUE

FRIDAY, OCTOBER 18, 2024 | 3PM

### NOFA DOCUMENTS

[VIEW DOCUMENTS](#)

[HCD DOCUMENT SUBMISSION PORTAL](#)

# Accessing the NOFA



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# Accessing the NOFA



2024 HOME MULTIFAMILY NOFA II - N091824

PRE-APPLICATION CONFERENCE  
SEPTEMBER 26, 2024 | 10 AM

NOFA DOCUMENTS

Title	View
Application Workbook	<a href="#">View</a>
Ownership Form	<a href="#">View</a>
Indemnity Agreement Form	<a href="#">View</a>
Agreement and Certifications Form	<a href="#">View</a>
HCD Conflict of Interest Form - Business Entities	<a href="#">View</a>

CLOSE

# Accessing the NOFA



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[HCD DOCUMENT SUBMISSION PORTAL](#)





# Submitting an Application

Linsi Broom

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 this 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 is a "Project Information" section with several input fields: "Please enter Project or Solicitation Number.\*" (with a red arrow pointing to it and a "NOFA Title" label), "NOFA Title" (with a red arrow pointing to it and the text "Enter solicitation number here"), "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.* N091824	NOFA Title 2024 HOME MULTIFAMILY NOFA II	NOFA Status ACTIVE
Division MULTI-FAMILY	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 Workbook</p> <p><a href="#">Attach NOFA-Application Workbook</a></p>	<p>NOFA-Verification of CRA</p> <p><a href="#">Attach NOFA-Verification of CRA</a></p>
<p>NOFA-HCDD Conflict of Interest Form</p> <p><a href="#">Attach NOFA-HCDD Conflict of Interest Form</a></p>	<p>NOFA-High Frequency/Transit Service Documentation</p> <p><a href="#">Attach NOFA-High Frequency/Transit Service Documentation</a></p>
<p>NOFA-Agreements and Certification Form</p> <p><a href="#">Attach NOFA-Agreements and Certification Form</a></p>	<p>NOFA-Map with Amenities Nearby</p> <p><a href="#">Attach NOFA-Map with Amenities Nearby</a></p>
<p>NOFA-Indemnity Agreement</p> <p><a href="#">Attach NOFA-Indemnity Agreement</a></p>	<p>NOFA-Flood Zone Determination</p> <p><a href="#">Attach NOFA-Flood Zone Determination</a></p>
<p>NOFA-Ownership Form</p> <p><a href="#">Attach NOFA-Ownership Form</a></p>	<p>NOFA-Map with training/employment locations</p> <p><a href="#">Attach NOFA-Map with training/employment locations</a></p>
<p>NOFA-Articles of Incorporation or Partnership documents</p> <p><a href="#">Attach NOFA-Articles of Incorporation or Partnership documents</a></p>	<p>NOFA-Appraisal</p> <p><a href="#">Attach NOFA-Appraisal</a></p>
<p>NOFA-501(C)(3) Tax Exempt Status</p> <p><a href="#">Attach NOFA-501(C)(3) Tax Exempt Status</a></p>	<p>NOFA-Phase 1 Environmental Assessment and Phase II (if required)</p> <p><a href="#">Attach NOFA-Phase 1 Environmental Assessment and Phase II (if required)</a></p>
<p>NOFA-Organization Chart</p> <p><a href="#">Attach NOFA-Organization Chart</a></p>	<p>NOFA-Market study for proposed project and pricing</p> <p><a href="#">Attach NOFA-Market study for proposed project and pricing</a></p>
<p>NOFA-Resumes of Staff Members</p> <p><a href="#">Attach NOFA-Resumes of Staff Members</a></p>	<p>NOFA-Relocation plan (rehabilitations only)</p> <p><a href="#">Attach NOFA-Relocation plan (rehabilitations only)</a></p>
<p>NOFA-Applicants and Developer's Real Estate Owned Schedule</p> <p><a href="#">Attach NOFA-Applicants and Developer's Real Estate Owned Schedule</a></p>	<p>NOFA-Designs, Including Elevations and Unit Floor Plans</p> <p><a href="#">Attach NOFA-Designs, Including Elevations and Unit Floor Plans</a></p>
<p>NOFA-List of References from Lenders, Partners, or Public Agencies</p> <p><a href="#">Attach NOFA-List of References from Lenders, Partners, or Public Agencies</a></p>	<p>NOFA-Site Plan</p> <p><a href="#">Attach NOFA-Site Plan</a></p>
<p>NOFA-Three Years most recent audits, financial statements and tax returns.</p> <p><a href="#">Attach NOFA-Three Years most recent audits, financial statements and tax returns.</a></p>	<p>NOFA-Timeline for Project Scope</p> <p><a href="#">Attach NOFA-Timeline for Project Scope</a></p>
<p>Attach NOFA-Audit Finding Explanation</p> <p><a href="#">Attach NOFA-Audit Finding Explanation</a></p>	<p>NOFA-Scope of Work and Scope of Services</p> <p><a href="#">Attach NOFA-Scope of Work and Scope of Services</a></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.



# QUESTIONS & COMMENTS

# THANK YOU



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