

The City of Houston
Housing and Community Development Department

# Single-Family Stella Link Development Project

Solicitation ID: 060724



## Agenda

- i. Introductions
- ii. Funding and Solicitation Schedule
- iii. Stella Link NOFA Overview
- iv. Compliance Requirements
  - i. Environmental Review
  - ii. MWSBE/Section 3/Pay or Play
  - iii. Davis Bacon and Related Acts
  - iv. Complaints and Appeals
- v. Accessing the NOFA
- vi. Submitting an Application
- vii. Comments / Questions





# Funding

Community Development Block Grant Disaster Recovery 2017 (CDBG-DR 17) funding available for Stella Link.

- Approximately \$11,590,957.00\* for land infrastructure and/or home construction.
- \$13,970,540.11 in land acquisition and due diligence.



# **2024 Estimated Timeline**

NOFA Issued	June 7, 2024
Pre-Application Conference	June 11, 2024
Question Submittal Deadline	July 3, 2024
Application Deadline	July 12, 2024

Mail to: HCD\_NOFA@houstontx.gov





# **Project Summary**

- The objective is to develop as many lots as feasible.
- Seeking 2, 3, and 4-bedroom units with 2 bath and 2 car garage.
- At least 51% of total homes must be at affordable prices to Low-to-Moderate Income (LMI)
   Homebuyers.
- City seeks to convey land and potentially finance a portion of infrastructure and/or construction costs.
- The land grant and potential forgivable loan for infrastructure and/or home construction.



## **Reference Materials**

- Harvey Single Family Development Program Guidelines
- Stella Link Solicitation Files
- New Homes for Stella Link (Community Feedback)
- City of Houston Hurricane Harvey website: <a href="https://recovery.houstontx.gov/">https://recovery.houstontx.gov/</a>
- Texas GLO Hurricane Harvey website https://www.glo.texas.gov/recovery/index.html
- Environmental Phase I (2022)
- Environmental Phase II (2022) Soil Sample



# **Proposed Development Timeline**

								_									_										_							_	_
Stella Link Estimated Timeline		2024 2025 2026					2027																												
	Apr	May	un Jul	/ Aug	Sept (	oct N	ov De	clan	Feb	Mar A	or Ma	ylun	July A	ug Se	pt Oct	Nov	Dec Ja	n Feb	Mar	pr Ma	yJun	July A	ug Se	pt Oc	t Nov	Dec	lan Fel	Ma	Apr	MayJu	n July	AUg	Sept (	Oct N	lov Dec
NOFA Issue (HCOD)																																			
Developer Selection (HCDD)																							Ι		Ι			Ι			Ι				
Developer Agreement Finalized (HCDD / Developer)			I									П											Ι	I	Ι			Ι							$\perp$
Project Design (Developer)																																			
Infrastructure Development (Developer - Reimbursed by HCDD)											,																								
Construction of Homes (Developer)																																			
Sale of Homes (Developer)																																			

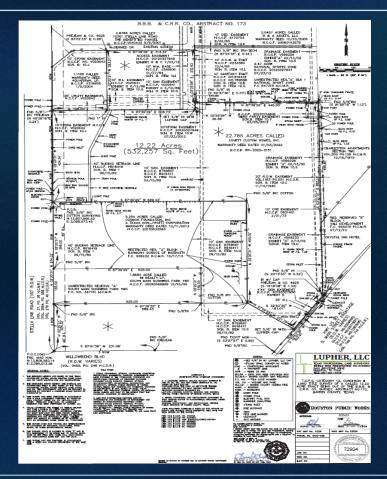


## **Stella Link Site**

- Located alongside Stella Link Rd, Willowbend Avenue, Hwy 90.
- Approximately 12.22 acres
- \$13.9 will factor into the number of lots created for this project.
- Above ground detention for this project is preferred.



# **Survey Analysis**



# Site-Noise Assessment Analysis & Results

- Noise Attenuation required
- Federal requirement noise level not to exceed more than 65 decibels (dBA)
- City to provide Noise Mitigation Study



# Preliminary Community Design





# Eligible Project Criteria

- No smaller than 2-bedroom and no larger than 4-bedroom
- Affordable Homes must be of equivalent size, quality, materials, and finishes as Market Rate Homes
- Project development to include homes of mixed income levels
- At least 51% of homes built sold to households at or below 80%
   AMI
- HCD will verify incomes based on current year HUD Income limits

# Area Median Income (AMI) Chart

## 2024 Houston/The Woodlands/Sugar Land Region HUD Maximum Annual Household Income Limits\*

Household Size	80% Area Median Income (AMI)	120% Area Median Income (AMI)
1-person	\$53,000	\$79,450
2-person	\$60,600	\$90,800
3-person	\$68,150	\$102,150
4-person	\$75,700	\$113,500
5-person	\$81,800	\$122,600
6-person	\$87,850	\$131,700
7-person	\$93,900	\$140,750
8-person	\$99,950	\$149,850

<sup>\*</sup>Effective as of May 1, 2024. Household income limits are subject to annual changes.



## **Loan Terms**

\*Not applicable to PSH

- Awards to be structured as

   a Developer Loan Agreement for the
   purpose of constructing infrastructure
   for the development of single-family
   homes for sale to LMI homebuyers.
- Minimum 5-year loan term.



# THRESHOLD ITEMS

- Not debarred or suspended
- In good standing with the City
- Certificate of Account Status from Texas Comptroller
- 501(c)(3) tax exempt status from Internal Revenue Service, if applicable
- Demonstrate 5 years of proven experience as a Developer and evidence of financial capacity to successfully complete the proposed project at-scale

### **Scoring Criteria** (Maximum 157 points total)

### Developer Capacity (25 points)

- Developer Overall Experience (5pts)
- Developer Capacity and Staffing Experience (5pts)
- Developer Financial Capacity (5pts)
- Developer Financial Strength (5pts)
- Developer Prior Experience with Affordable Housing (5pts)

### Resilient Home Design (15 points)

Energy Efficiency Attributes of Homes (10 points)

### Community Feedback and Priorities (57 points)

- Green Space Design (10pts)
- Home Design and Sustainability (20 pts)
- Neighborhood Mobility (10pts)
- Neighborhood Safety (12 pts)
- Homeowner Associations (5pts)

### Affordability Value (25 points)

Applicant Proposed Development of Mixed Affordable Units (15 points)

Developer Marketing and Sales Timeline (10 points)

## **Compliance Requirements**



**Environmental** 



Minority Women Owned Small Business Enterprise (MWSBE)



**Uniform Relocation Act (URA)** 



Pay or Play (POP)



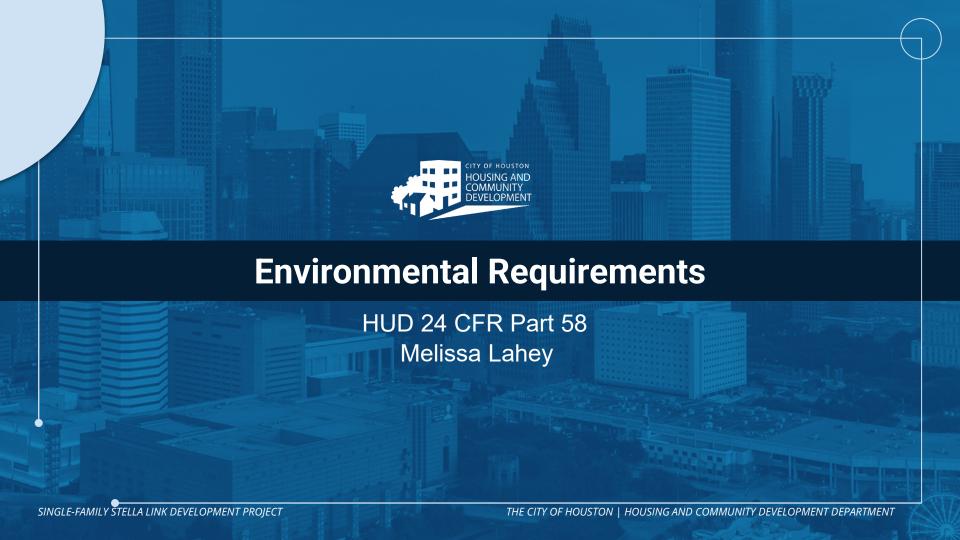
**Davis-Bacon Act (DBRA)** 



Section 3: Economic Opportunities



**Complaints and Appeals** 





# **Environmental Applicability**

- An environmental review under 24 CFR Part 58 is required for this project due to the use of federal CDBG-DR17 funds.
  - Construction activities are likely to 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.

## **Environmental Review**

- A current ASTM-certified Phase I Environmental Site Assessment (ESA) is recommended.
- Limited areas on the Stella Link site are subject to elevated noise levels (>65 dB) and require mitigation. Noise must be attenuated using HUD-approved methods as outlined in the HUD Noise Guidebook.
- 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 <u>but with limitations</u>.
  - 24 CFR § 58.22 details choice-limiting actions

evi		This form is to be used by Responsible Entities and Recipients, requesting the authority to use such funds, for HLID programs is review responsibility by unit of general local government and 5 to average 30 minutes per response, including the time for manifestating the data receder, and completing and reviews maintaining the data receder, and completing and reviews of persons in on expected in respond to, a collection of information.  Part 1. Program Description and Request for Release of Furthern Completing and received to the control of t	dentified by statutes that provide for the a states. Public reporting burden for this col twing instructions, searching existing data a collection of information. This agency m in unless that collection displays a valid O	ssumption of the environmental lection of information is estimated a sources, gathering and ay not conduct or sponsor, and MB control number.
		1. Program Title(s)	HUD/State Identification Number	Recipient Identification Number (optional)
		4. OMS Catalog Number(s)	5. Name and address of responsible	intity
		6. For information about this request, contact (name & phone number)		
Authority to Use Grant Funds	U.S. Department of Housing and Urban Development Office of Community Planning and Development Officer (Copy To: Insens & address	8: HUD or State Agency and office unit to receive request	7. Name and address of recipient (f d	efferent than responsible entity)
		The recipient(s) of assistance under the program(s) listed at grant conditions governing the use of the assistance for the i	bove requests the release of funds and	removal of environmental
		Program Activity(es)(Project Name(s)	10. Location (Street address, city, co.	inty, State)
We received your Request for Release of Fr	ands and Certification, form HUD-7015.15 on			
Your Request was for HUD/State Identifica	tion Number	11. Program Activity/Project Description		
Felt this farm for proper record lamping, as	а, на порежно разрова.			
Typel have of Autolity Office	Topolou of Advising Office	Total April 2001		
Title of Authorizing Officer				
	х	(com MID-2015 15 (204)		
Previous editions are obsolets.		ref. Handbook 6513.01		



## **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.

# We're Here To Help!

THE CITY OF HOUSTON | HOUSING AND COMMUNITY DEVELOPMENT DEPARTMEN

## **WE OFFER**

### ENVIRONMENTAL TEAM

# **CONTACT**US NOW



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



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**

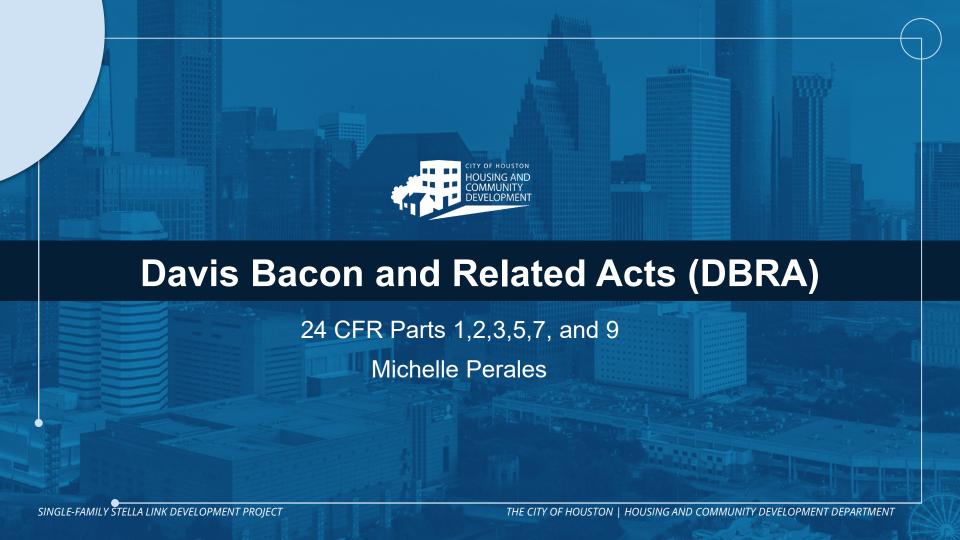
Complete environmental review process in compliance with HUD Environmental Guidelines



#### GUIDANCE

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

BUILDING A MORE EQUITABLE CITY





## **DBRA GUIDANCE**

• The slides provide information about the applicability and enforcement of the Davis-Bacon and Related Acts (DBRA). It's important to note that the Texas General Land Office (GLO) has verbally confirmed that DBRA is applicable to this development. However, the Housing and Community Development (HCD) is seeking further guidance on whether DBRA applies to the entire project or only to a portion, such as site utilities.

## **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

- hcddbra@houstontx.gov
- houstontx.gov/housing
- 832-394-6200



# **MWSBE** Compliance Requirements

Construction projects will be advertised with a 29% MWBE goal (21% 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.





### **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.



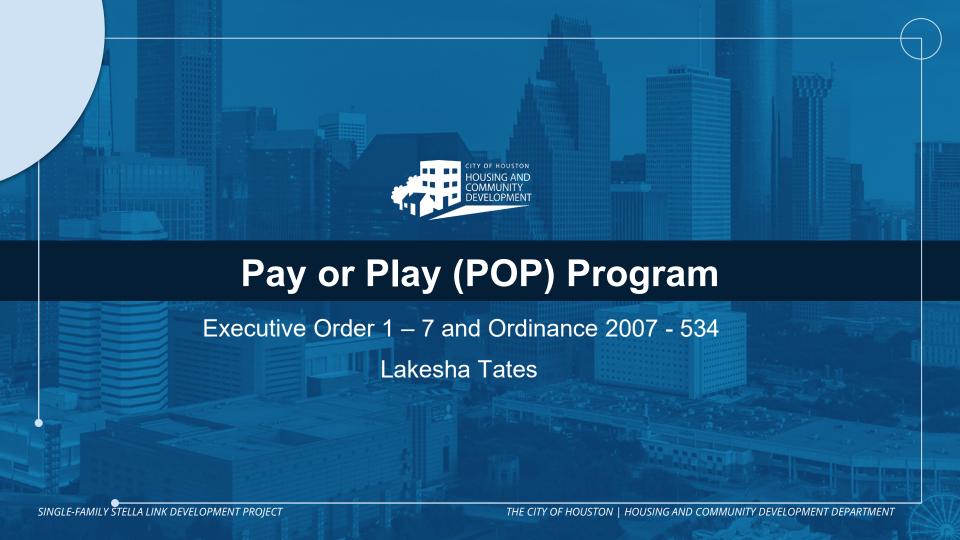
Complete the online Section 3 Business application here: https://hcddsection3.gob2g.com/



Section 3 Worker applications may be submitted to: <a href="mailto:HCDContractCompliance@houstontx.gov">HCDContractCompliance@houstontx.gov</a> or completed digitally at: <a href="mailto:http://arcg.is/LWXaf">http://arcg.is/LWXaf</a>



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





## Covered Contracts

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

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 <a href="https://www.houstontx.gov/obo/popforms.html">https://www.houstontx.gov/obo/popforms.html</a>



### **Complaints & Appeals**



	Complaint*	Appeal**	
Grievance Type	HCDD Operations	HCDD Program Determination	
Common Types	<ul><li>Processing Time</li><li>Status Update</li><li>Program Requirements</li><li>Conflict of Interest</li></ul>	<ul><li>Non-receipt of an award</li><li>Denial of services</li><li>Denial of a Resolution</li><li>Procedural error</li></ul>	
Est. Written Response	15 days	30-45 days	
Resources	https://houstontx.gov/housing/complaints.html	https://houstontx.gov/housing/appeals.ht ml	

No Complaints will be accepted for NOFAs during the No Contact Period.

Appeals cannot be filed until after a determination is made.





### Who can file a Complaint or an Appeal?

	Complaint	Appeal
Any member of the public	V	×
Program Participants*	V	V

<sup>\*</sup>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 <u>MUST</u> file Appeal <u>in writing</u> 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 hypotom to hear thought to do the location into the made by the Louding and Community Development, Department (FCDD), appeals are exceeded in writing visionally mailed on Johnston of our do on the submission form, To be considered complete, an appeal must include.
- Disciplina between the property of the property o
- Note of anneal
- Nature of appeal
- We a require go you be entail supporting documentation, if accided a, with your appear request.
- Appeals of nots of 3 levels first level second level and supplied to second on level.

#### WHAT ARE THE GROUNDS FOR APPEAL?

- The Applicant(s) may appeal on any calthe following prounds:
- Mon-reseast of on meeted through NGFA or FFFF process
- Dental of services through any of 10000 spragrams or contracting apportunity.
- Expense Assistant of No Deposition of Residucial of Support for tax orders.
- Enagrant reward collecterion
- Repairs-based program determination of damages that results is --rehabilitation or repair structure
- Procedural error where an application was no processed by program staff in accordance with the program pulsesnes
- Vicintificanci econosini of letic housing

#### For Tier 1 and Tier 2, send request by the following options: Mailing Address: City of Houston Housing and Community

- Development Department
  ATIK Compliance and Crants Atministration Compliants and Appeals
  2 00 Transistrate, with floor, Tourson, 18,77,002
- In-person: During our business Hours, Yort Fil, Sam Sprin Email us: heridic implaint appealigh eusen buggev Online submission at: heusen bugge/housing/ferms/chilne/sopea sreserve Normbare.

#### APPELLANTS MUST FOLLOW THESE TIERS IN ORDER.



#### FIRST LEVEL APPEAL

the division or organization of organization of the solution of the organization of the organization of the organization of approxy solution of approxy solution of approxy solution of approxy solution of the organization of th



#### SECOND LEVEL APPEAL

debits made in the hills appeal you have the type of received and the properties of the have the type of received according to the hill of called days from the late of Appeal Den all lates to acceld the Appeal Server Committee of Indexe of decumentation and have supportly Fourments got tool to approve your appeal. We still make a second approve your appeal. We still make a second to the properties of the properties the properties of the proper



#### STATE ESCALATION LEVEL (TIER 3)

I say so me, acres with the decision made by the Appeal Service Committee in the Second Sphell Appeal Land Strick (Such Rev. 10 calendar days from the part of Appeal Bert 10 calendar days from the part of Appeal Decision Land Strick (Such Rev. 10 calendar days into the part of Appeal Decision Land Committee Committee Committee Committee Committee Committee Committee Text (Such Committee Commit

#### For Tier 3, send requests to: Mailing Address

Texas General Land Office

A THUCLO COP PO Box 2873, Aus. in TX, 7871-2573 Phone: 817-893-8937 or 512-775-5000 Emails of Crossive Indexes only

Email: adrigracovny texns gov Businass Hours Man Hi, 8tm John

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

0/202

For more information visit

### **Filing Information**

Hours of Operation: Monday – Friday 8am - 5pm





Hotline\* 832-394-6200 ext. 2



#### Email

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







https://houstontx.gov/housing/funding.html#nofa



Work at HCD

2100 Travis Street, 9th Floor



#### CDBG DR 17 STELLA LINK DEVELOPMENT PROJECT

The City of Houston, Housing and Community Development Department (HCD) seeks applications from qualified for-profit and nonprofit developers to build single-family homes that serve eligible low-to moderate income (LMI) Homebuyers. Applicants must demonstrate a capacity to design, construct, market, and sell new single-family homes on a specific site selected by the City. Applications will be reviewed, underwritten, and scored to select one Applicant based on a predetermined set of criteria outlined in the NOFA.

VIEW NOFA 🕞

#### PRE-APPLICATION CONFERENCE June 11, 2024 | 10 AM

#### JOIN VIA MICROSOFT TEAMS

Meeting ID: 275 171 182 08 Passcode: r2VTSH Or call in (audio only) +1 936-755-1521

Phone Conference ID: 498 422 044#

#### APPLICATIONS DUE JULY 12, 2024

#### NOFA DOCUMENTS

VIEW DOCUMENTS []

SUPPLEMENTAL DOCUMENTS 🗈

HCD DOCUMENT SUBMISSION PORTAL 🔀



#### CDBG DR 17 STELLA LINK DEVELOPMENT PROJECT

The City of Houston, Housing and Community Development Department (HCD) seeks applications from qualified for-profit and nonprofit developers to build single-family homes that serve eligible low-to moderate income (LMI) Homebuyers. Applicants must demonstrate a capacity to design, construct, market, and sell new single-family homes on a specific site selected by the City. Applications will be reviewed, underwritten, and scored to select one Applicant based on a predetermined set of criteria outlined in the NOFA.

VIEW NOFA 🕞

#### PRE-APPLICATION CONFERENCE June 11, 2024 | 10 AM

#### JOIN VIA MICROSOFT TEAMS

Meeting ID: 275 171 182 08 Passcode: r2VTSH Or call in (audio only)

+1 936-755-1521

Phone Conference ID: 498 422 044#

#### APPLICATIONS DUE JULY 12, 2024

#### NOFA DOCUMENTS

VIEW DOCUMENTS []

SUPPLEMENTAL DOCUMENTS 🗈

HCD DOCUMENT SUBMISSION PORTAL 🗷



ity of Houston, Housing and Community Development Department (HCD) seeks				JUNE 11, 2024   10 AM		
cations from qua serve eligible lo acity to design	NOFA DOCUMENTS	niki hamas		×	171 182 08	
ted by the City cant based on	Search:				dio only) 5-1521	
	Title	View			D: 498 422 044	
	Anti-Collusion Statement	View 🖥			INS DUE	
	Application Checklist	View 🕞			2024	
	Application Workbook	View 🖹			I AFRITO	
	Certification for Contracts, Grants, Loan and Cooperative Agreements	View 🕞			ENTS CO	
	Certification Regarding Debarment, Suspension and other Responsibility Matters	View 🗟			DCUMENTS (5)	
	HCD Conflict of Interest Form - Business Entities	View 🕞				
As	Ownership Form	View 🕞				
entrie	Showing 1 to 7 of 7 entries					
ion Title		,	〈 Previous 1	Next >	Addit Reso	
다 CDBG				CLOSE		
Link Dev Project	relopment 2024 Featured					



#### CDBG DR 17 STELLA LINK DEVELOPMENT PROJECT

The City of Houston, Housing and Community Development Department (HCD) seeks applications from qualified for-profit and nonprofit developers to build single-family homes that serve eligible low-to moderate income (LMI) Homebuyers. Applicants must demonstrate a capacity to design, construct, market, and sell new single-family homes on a specific site selected by the City. Applications will be reviewed, underwritten, and scored to select one Applicant based on a predetermined set of criteria outlined in the NOFA.

VIEW NOFA 🕰

#### PRE-APPLICATION CONFERENCE JUNE 11, 2024 | 10 AM

#### JOIN VIA MICROSOFT TEAMS

Meeting ID: 275 171 182 08

Passcode: r2VTSH

Or call in (audio only)

+1 936-755-1521

Phone Conference ID: 498 422 044#

APPLICATIONS DUE JULY 12, 2024

NOFA DOCUMENTS

VIEW DOCUMENTS [3

SUPPLEMENTAL DOCUMENTS 🗈

HCD DOCUMENT SUBMISSION PORTAL 🗹



#### CDBG DR 17 STELLA LINK DEVELOPMENT PROJECT

The City of Houston, Housing and Community Development Department (HCD) seeks applications from qualified for-profit and nonprofit developers to build single-family homes that serve eligible low-to moderate income (LMI) Homebuyers. Applicants must demonstrate a capacity to design, construct, market, and sell new single-family homes on a specific site selected by the City. Applications will be reviewed, underwritten, and scored to select one Applicant based on a predetermined set of criteria outlined in the NOFA.

VIEW NOFA 🗅

#### PRE-APPLICATION CONFERENCE June 11, 2024 | 10 AM

JOIN VIA MICROSOFT TEAMS

Meeting ID: 275 171 182 08

Passcode: r2VTSH
Or call in (audio only)

+1 936-755-1521

Phone Conference ID: 498 422 044#

APPLICATIONS DUE JULY 12, 2024

NOFA DOCUMENTS

VIEW DOCUMENTS []

SUPPLEMENTAL DOCUMENTS 🗈

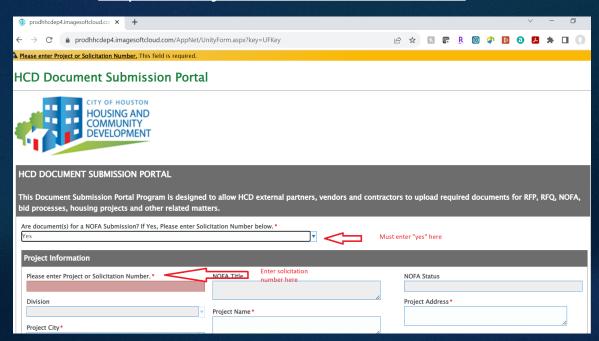
HCD DOCUMENT SUBMISSION PORTAL ☑





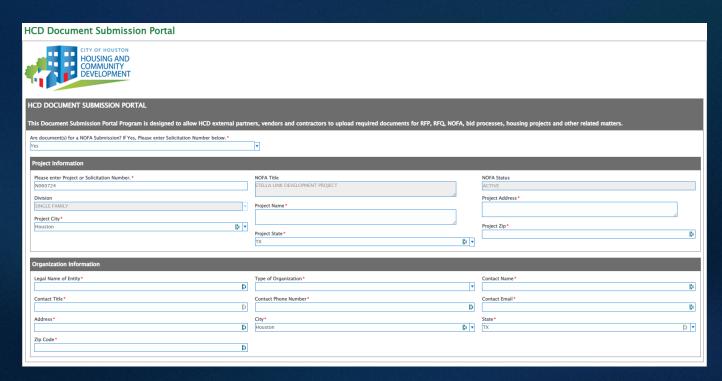


https://bit.ly/NOFA-DocumentPortal









### **Using the OnBase Portal**



Please select below for Uploading Documents NOFA Required Application Content (0) **NOFA Required Application Content (0)** NOFA-Application Checklist NOFA-Community Feedback and Priorities Narrative Attach NOFA-Application Checklist Attach NOFA-Community Feedback and Priorities Narrative NOFA-Application Workbook NOFA-Home Affordability Plan for LMI Homebuyers Attach NOFA-Application Workbook Attach NOFA-Home Affordability Plan NOFA-Company Bio NOFA-Marketing and Outreach Strategy Attach NOFA-Company Bio Attach NOFA-Marketing and Outreach Strategy NOFA-HCDD Conflict of Interest Form NOFA-Developer Capacity Narrative Attach NOFA-HCDD Conflict of Interest Form Attach NOFA-Developer Capacity Narrative NOFA-Past Development Experience Narrative NOFA-Certification Regarding Debarment, Suspension, and Other Responsibility Matters Attach NOFA-Past Development Experience Narrative Attach NOFA-Certification Regarding Debarment, Suspension, and Other Resp NOFA-Key Personnel Resumes NOFA-Certification for Contracts, Grants, Loan, and Cooperative Agreements Attach NOFA-Key Personnel Resumes Attach NOFA-Certification For Contracts, Grants, Loans, Cooperative Agree NOFA-Letters from financial institution demonstrating previous construction financing NOFA-Anti-Collusion Statement Attach NOFA-Letters from financial institution demonstrating constr financ Attach NOFA-Anti-Collusion Statement NOFA-Attach Conditional Letter of Commitment from a financial institution or written letter from CPA NOFA-Ownership Form Attach NOFA-Conditional Letter of Commitment from financial or CPA letter Attach NOFA-Ownership Form NOFA-Affordable Housing Experience Narrative NOFA-List of Board of Directors, Owners, Officers Attach NOFA-Affordable Housing Experience Narrative Attach NOFA-Board Of Directors, Owners, Officers NOFA-Preliminary Site Plan for Housing Mix NOFA-Articles of Incorporation or Partnership documents Attach NOFA-Preliminary Site Plan Attach NOFA-Articles of Incorporation or Partnership documents NOFA-Project Description Narrative NOFA-Bylaws Or Rules Attach NOFA-Project Description Narrative Attach NOFA-Bylaws Or Rules (If Applicable)



- 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