



CITY OF HOUSTON

Housing & Community Development Department

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Date: January 25, 2023

Subject: Letter of Clarification for (2) Public Services Notice of Funding Availability (NOFA) - T32602

To all prospective Applicants:

This Letter of Clarification is issued for the following reason:

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

	Question	Answer
1	Can we apply to provide Employment, Job Training and Education and Workforce Development services to LMI populations that are NOT homeless? These would be non-housing related services. After reading all the documentation, we're a little unclear whether all services have to be housing/homeless related. The Narrative section has a statement that seems to imply the services must be housing related.	Applicants can apply to provide one or more eligible service to LMI populations that are not homeless. Services proposed for non-homeless populations do not have to be housing and/or homeless related to be eligible. If an applicant is proposing Case Management Services and/or Homeless Services to serve homeless persons, then those services must be performed in conjunction with housing placement through The Way Home (official name of the Local Continuum of Care).
2	T1 – For this Threshold Requirement, we just need to submit documentation verifying our valid/active and up-to-date SAM.gov registration, correct?	Yes.

<p>3</p>	<p>T2 – What kind of documentation do we need to submit to verify that our program meets one of the CDBG objectives?</p> <p>a. Also, the OnBase Document Portal says “NOFA-T2 Program meets one of the CDBG National Objectives AND benefits person earning less than 80% AMI”. Is it acceptable that “benefiting low- and moderate-income persons (LMI) (80% of AMI)” is the only one of the three CDBG National Objectives our program addresses?</p>	<p>If the program benefits at least 51% low-mod income persons who are residents of the City of Houston, then it has met one of the three CDBG National Objectives and that would suffice.</p>
<p>4</p>	<p>T3 – What kind of documentation do we need to submit to verify this requirement?</p> <ul style="list-style-type: none"> • Example: For SEARCH Homeless Services specifically, would we reference “NA-40 Homeless Needs Assessment – 91.205(c)” of HCDD’s Consolidated Action Plan? • Would we just attach the section of our Application Content and Narrative for “H. Consolidated Plan Consistency”? 	<p>Yes, you can attach Section H of the Application Content and Narrative to document this threshold item.</p>
<p>5</p>	<p>T6 – What kind of documentation would suffice for this requirement? Would we just need something showing our business address within Houston and the area we serve highlighted?</p>	<p>Yes, an address of the location where services will be provided and area of the City of Houston to be served would suffice.</p>
<p>6</p>	<p>T7 – A deed or lease agreement would suffice for evidence of site control, correct?</p>	<p>Yes.</p>
<p>8</p>	<p>T8 – Would we need to submit some kind of budget documentation for this threshold requirement? Or a signed</p>	<p>You can upload a pdf of your budget showing the total requested amount. The amount requested is also required on the Application Checklist and the Title Page and should be within the stated limits.</p>

	statement specifying the funding request?	
9	<p>S6 (or Part 3e – Organizational Capacity and Capability) – Part of the prompt asks:</p> <p>“Provide an organizational chart that illustrates and a narrative that describes the administrative framework and staff positions, indicating where the proposed project will fit into the organizational structure, and identifying any staff positions of shared responsibility. (Page limit: 2)</p> <p>How would this differ from S1/Part 19 which is also "Organization Chart and Narrative"?</p> <p>Also in the 2-page limit on that piece of Part 3e, do the pages of the organizational chart count toward the limit or does the page limit refer to the narrative piece only? Our concern is that due to the size of our organization, the organizational chart alone is already multiple pages.</p>	<p>The organizational chart requested in Part 3 – Proposal Content and Program Narrative, Section E should illustrate the organizational framework and staff positions relevant to the proposed project requesting funding. It should illustrate how it is a subset or portion of the larger organizational chart for the entire agency which is requested in S1/Part 19.</p> <p>The two (2) page limit applies to the narrative component and does not include the organizational chart.</p>
10	<p>“Format. Arial 12 font, double space should be used.” Would it be acceptable if our documents are single-spaced with double-spacing between paragraphs/sections? Also, is there a preference for left-align vs. justified text alignment?</p>	<p>No, the formatting guidelines should be followed as stated in the NOFA.</p> <p>There is no preference stated for left-aligned or justified text alignment and the applicant can decide which best fits their submission.</p>
11	Is there a specific naming nomenclature to follow for the attachments when uploading to the OnBase NOFA portal?	Please include the title of the document from the NOFA Application Checklist.
12	A recording of the pre-application conference on Jan 5th.	https://www.youtube.com/watch?v=4G0xq-t3IBI&feature=youtu.be
13	The page/portal where we can find the questions raised and answers to these questions	https://purchasing.houstontx.gov/Bid_Display.aspx?id=T32602
14	Any changes to the NOFO that may have been made	Any changes will be at this link https://purchasing.houstontx.gov/Bid_Display.aspx?id=T32602 in the Letter of Clarification.

15	Confirmation that the application has to be submitted through hyperlink https://bit.ly/NOFA-DocumentPortal and no paper forms /in person submission is required.	Yes, no paper/in person submissions are allowed. All applications must be submitted through the NOFA portal before the stated deadline.
16	Is the portal link in the NOFA, correct? I visited the portal last week and it did not appear as you presented it during the orientation meeting. There are not individual spaces for each document/attachment to be loaded. The portal only offers a place to load three items. (see screenshot below)	The link is correct. You should answer the first question as “yes” and then put the solicitation number “T32602” in the Project or Solicitation Number field. That field only populates if you select “yes” to the first question.
17	What the page limit is for that section? E1.	The total page limit for section <i>E. Organization Capacity and Capability</i> is three (3) pages. Two (2) pages for items discussed in paragraphs 1 and 2, one (1) page for items discussed in the third paragraph.
18	From what I count, the total page limit of the entire narrative document is 26 pages (plus the limit of the question above). Is this correct?	The total page count for items listed in Part 3: Proposal Content and Program Narrative is twenty-six (26) pages.
19	The NOFA states that the activities funded need to benefit the majority of low and moderate income persons earning less than 80% AMI. Can you clarify your definition of “majority”? Is there a specific percentage? Do the funds cover all services as long as that percentage is met, or will funding only cover services to clients that are 80% AMI or below?	<p>Majority is defined as at least fifty-one percent (51%) or greater. Calculations used cannot round up to meet the 51% requirement. For example, serving 101 low-to-moderate income (LMI) clients out of a total of 200 served would result in a LMI percentage of 50.5%. 50.5% cannot be rounded up to meet the 51% requirement.</p> <p>The requirement to benefit a majority of low-to-moderate income (LMI) persons applies to all services that make up the proposed program to be supported all or in part with Public Services NOFA funding. PS NOFA funding could be used to provide eligible services to clients that are not classified as LMI, as long as the supported program’s total served benefits 51% or greater LMI clients.</p>
20	We do not offer any of the services mentioned in scoring criteria section S2 [Target Services]. Will this be a disqualification or we are just not eligible to receive those 5 points?	Applicants not providing any of the targeted services listed in Scoring Criteria S2 will not be eligible to receive those points, up to 5 points total. Applicants will not be disqualified as long as they propose an eligible CDBG Public Service activity as described in the NOFA under Part II – Scope of Work.
21	<i>Do you anticipate that HHH (or any other organization) could expect consideration despite having already received funding for one program if a new program is proposed?</i>	As stated in the January 13, 2023, letter of clarification question #14 response, eligible organizations may submit more than one application in response to the Public Services NOFA. Submission of more than one application doesn’t mean that all applications will be approved. All eligible applications submitted will be considered based on the information included and scored using the criteria listed in the NOFA.

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

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

Thank you,

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