



# CITY OF HOUSTON

Housing & Community Development Department

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**Date:** February 19, 2025

**Subject: Letter of Clarification for 2025 Public Services HOPWA Notice of Funding Availability (NOFA) – N021425**

To all prospective Applicants:

This Letter of Clarification is issued for the following reason:

- In Exhibit 1 on page 27 of the NOFA under *3j. Experience and Past Performance Narrative*, add the word “and” on line one to read “Provide an Experience and Past Performance Narrative *and* a detailed list of previous work with similar services and populations and projects of similar complexity.”
- In Exhibit 1 on page 28 of the NOFA, remove “7. Anti-Collusion Statement” from the NOFA Application Checklist.
- On page 8 of the NOFA under *Scoring Criteria: S10. Agency Collaboration*, add the following language: “NOTE: All letters of support must be signed and dated within the past 12 months.”
- To provide responses to the questions received from prospective Applicants prior to the deadline to submit questions:

	<b>Question</b>	<b>Answer</b>
<b>1.</b>	What areas are included in the Houston Eligible Metropolitan Statistical Area (EMSA)?	The Houston EMSA consists of the cities of Houston, Baytown and Pasadena. It also includes these counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller.
<b>2.</b>	Is a letter from the Board of Directors something one can provide to indicate evidence of three months of capital support?	A 3-month cash flow certification signed by the agency’s Board of Directors is required along with backup documentation identifying the 3-month cash flow. This may include an active line of credit, 3 most recent month’s bank statements, etc. Three months of capital support must be available for

		proposed program use and not supporting other activities.
3.	May an agency have more than one person who can log into the portal?	There is no login for the portal. You cannot save information and return later. You must submit all information to the portal at one time.
4.	Is there a template for the Title Page?	Yes. It is available at <a href="https://houstontx.gov/housing/funding.html#nofa">https://houstontx.gov/housing/funding.html#nofa</a> under “View Documents”.
5.	Is this the same as TRG funding?	This funding is Housing Opportunities for Persons With AIDS (HOPWA) which is administrated by the United States Department of Housing and Urban Development (HUD). Additional information can be found at <a href="https://www.hudexchange.info/programs/hopwa/">https://www.hudexchange.info/programs/hopwa/</a>
6.	On page 6 of the NOFA under Scoring Criteria: S1. Organizational Management, what is meant by “identifies any staff positions of shared responsibility or that are vacant”?	If any staff member is splitting their time between grant, projects or activities, that would need to be notated in the Organizational Management Narrative and Org Chart and also match the budget submitted. Also, if there is not already someone in the position, it would need to be notated that it is vacant. This assists in better understanding timelines and staffing needs.
7.	For the Special Conditions section of the NOFA on page 11, do we need to submit any additional certifications or forms?	Any applicable requirements under the Special Conditions section will be included in the conditions of your subrecipient agreement. You do not need to submit any additional forms, other than those included on the Application Checklist. By including the language in the NOFA, the City is notifying all NOFA applicants that as a subrecipient of federal funding, certain regulations and requirements apply.

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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Finance  
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