



City of Dallas

HIPP Major Systems Repair, Dallas Tomorrow Fund, and Emergency Home Repair NOFA

Housing Preservation Team
Department of Housing and Community Development

Presentation Overview



- About HIPPP
- NOFA overview
- Q&A



- The Home Improvement and Preservation Program (HIPP) offers qualified low- and moderate-income homeowner's different ways to improve their homes for rehabilitation:
 - Emergency Home Repair Program
 - Dallas Tomorrow Fund
 - Major Systems Repair Program

HIPP Eligibility for Assistance



- Must live in the City limits of Dallas
- Homeownership for at least 6 months
- Home must be a detached single-family dwelling
- Household income under 80% AMI
- Current on Property Taxes or have written plan
- Property must obtain environmental clearance
 - City of Dallas will do this for each applicant ~60 days

#of Persons in the Household	1	2	3	4	5	6	7	8
Income	\$61,800	\$70,600	\$79,450	\$88,250	\$95,350	\$102,400	\$109,450	\$116,500



NOFA – Eligible Repairs



- Emergency Home Repair Program(EHRP)
 - Grant up to \$10,000
 - Interior and exterior repairs as needed
- Dallas Tomorrow Fund (DTF)
 - Grant up to \$20,000
 - Exterior Repairs listed on the violation/citation
- Major System Repair Program (MSRP)
 - Forgivable Loan up to \$24,000
 - Interior and exterior repairs as needed



NOFA – General



- Awarded contractor or subrecipient must manage all programs: Emergency Home Repair Program, Dallas Tomorrow, and Major System Repair.
 - Exact funding amount TBD at time of contract for direct delivery cost (actual construction costs), and seeking proposals that include a budget and administrative costs to administer all programs
 - Administrative cost should be reasonable and allowed under CDBG guidelines
- Projects in various stages
 - Funding is available for the existing portfolio, and the administrator will oversee its completion.
 - We have launched a new program that the awarded administrator will be required to implement according to established guidelines.



NOFA – Administration



- Contractors
 - Typically, a **for-profit** organization that can carry out the duties listed in the NOFA
 - Procurement and Income Eligibility can be handled with different methods than the city
- Subrecipients
 - Typically, a **non-profit** organization that can carry out the duties listed in the NOFA
 - Will do all the duties that the City would do in the same manner



NOFA – Responsibilities



ADMINISTRATIVE FUNCTIONS	RESPONSIBILITY
Marketing the Programs	City and 3 rd Party
Application Intake	3 rd Party
Eligibility Review – income and home eligibility	3 rd Party
Title Search	3 rd Party
Scope of Work	3 rd Party
Environmental Review	City
Bidding (if needed)	3 rd Party
Contract Execution	3 rd Party
HCD Inspection of Work	City
Completion of Repairs	3 rd Party
Reimbursement of Costs	City



NOFA – Proposals



- Section 1 - Work Plan and Budget:
 - Narrative of how work will get done/detailed budget
- Section 2 - Experience and References:
 - Narrative describing program experience, references, board members, and describing the performance metrics, along with how the goals were achieved.
- Section 3 – Applicant Positions and Staffing:
 - Narrative describing the organizational chart, including titles that indicate who will be responsible for delivering the services.



NOFA – Proposals



- Section 4- Job Descriptions
 - Narrative for all staff resumes, highlighting their qualifications, along with any state licenses or permits
- Section 5- Texas Secretary of State Business Search Database Screenshot
 - Go to sos.state.tx.us and take a screenshot showing active status
- Section 6 – Insurance Requirements
 - You do not need insurance in place to apply, but you will need it if selected to move forward



NOFA – Proposals



- Section 7 – Audited Financial Statements
 - Please provide latest audited statements or profit and loss, line of credit, or other financial documents that show ability to handle a reimbursable project.



NOFA – Scoring



Items to be Scored	Point Value
Section 1: Work Plan and Budget	25
Section 2: Experience and References	25
Section 3 & 4: Staffing & Job Descriptions	20
Section 5: State Registration	2
Section 6: Insurance	3
Section 7: Audits & Banks Statements	25
Total Scoring	100



- Does the City require that the Contractor/Subrecipient track their costs separately for direct delivery and administration?
 - Yes
- To provide fair and equitable pricing, will the anticipated duties and responsibilities of the Contractor/Subrecipient be associated with the marketing of the program?
 - The subrecipient/Contractor will conduct sufficient advertisement of the Programs and other forms of outreach to ensure that enough eligible applicants participate in the program.

- Would the City consider using different methods for determining homeowner income eligibility instead of Part 5?
 - A contractor may submit an alternative method as part of their proposal
 - A subrecipient must use the Part 5 method

- The NOFA references a master contract for construction. Can you please define the Master Contract?
 - If the contractor or subrecipient has a method for procuring contractors outside of the individually bid houses, they should outline how they will manage the construction aspects of program administration.
- Will the City provide the template for the loan contract for construction work?
 - Yes

- Will the City be providing the templates for the Promissory Note and the Deed of Trust?
 - The City of Dallas will provide templates of all loan documents needed as well as a work write up, change order, and construction close out documents.
- The NOFA does not address assessments for lead paint and asbestos? Who will be providing those services? If they are to be provided by the Contractor/Subrecipient, is the cost included in the Project Costs (loans to homeowners) or Direct Delivery Costs?
 - Projects are at different stages. Lead paint is assumed in properties built before 1978, so a lead test should be included in the work write-up. The scope of work may need to be adjusted based on the test results. For projects under \$24,999, we will apply safe work practices.

- Audited Financial Statements – Since for-profit entities are not typically required to have audited financials, is it acceptable to provide a reviewed financial statement that demonstrates the Contractor's ability to cash/flow a reimbursement program of this size?
 - Yes
- What are the responsibilities of the awarded contractor or subrecipient, and how is the funding determined?
 - The awarded contractor or subrecipient will be responsible for managing all three programs. The exact amount of funding for construction-related costs (called direct delivery costs) will be decided at the time the contract is awarded. However, proposals must still include a complete budget, along with the administrative costs required to operate and oversee all of the programs.

- If the responding entity is a Contractor and not a Subrecipient, procurement and auditing requirements under the Uniform Administrative Requirements under 2 CFR 200, are not applicable. Is the City in agreement with this?
 - Yes, but there will be some requirements added
- Will the City allow the use of Xactimate estimating software to determine the costs of the rehabilitation services?
 - Yes

- It states that all services are to be rendered to the homeowner as a grant. Elsewhere in the document, there are references to promissory notes and loans. Can the City provide clarification?
 - The Emergency Home Repair Program and Dallas Tomorrow Fund programs are grants, while the Major System Repair Program is a forgivable loan.

- If there is an issue on a title search, and the homeowner does not meet the HIPP homeownership criteria, does the City have the ability to pay for the cost of the title search?
 - This should be part of the services the proposer anticipates as costs to administer the program.
- Is there any requirement for the Contractor/Subrecipient to assist the Homeowner with clearing their title?
 - There is no requirement. An applicant would be ineligible at the time of application.

- Is there funding available if the total rehab cost exceeds the limit?
 - No work is permitted if it exceeds the total amount allowed under the program guidelines.
- Is the City planning to award multiple small contracts?
 - The City will only award 1 contract to administer the programs.
- Are entities required to register with SAM.gov to conduct business with the City?
 - Entities must maintain an active SAM registration to qualify for federal awards.
- Does the City require that closings be held at or provided by a title company?
 - Loan closings should be conducted by qualified organizations.

Additional Q&A



- Will the process for obtaining the proceed order and DO numbers still go through the same City approval process?
 - No. The subrecipient or contractor will manage that process. In your proposal to the City, you must describe your plan for overseeing it. The City of Dallas does not directly issue proceed orders or DO numbers. You will be responsible for working with your own contractors to manage proceeds and begin work after receiving environmental clearance.
- How many projects do you expect we'll have? Is there a ballpark number so we can estimate how much title work will be required?
 - There are projects currently in various stages of development. The exact number is still to be determined. However, we do have funding available in the NOFA, which covers approximately 176 projects.



Additional Q&A



- Do we create our own scope of work for that property?
 - The City of Dallas will create the initial inspection Work Write Up (WWU) in accordance with the specifications for each program.
- How many contractors are you seeking with this program? Roughly?
 - With this NOFA, we are only seeking one contractor or subrecipient. There will be just one award made under this NOFA.



Additional Q&A



- When talking about admin costs and it being aligned with the CDBG requirements, can you give some context for that? Is that like a percentage of the overall contract or how do you see admin costs being covered?
 - The proposer is responsible for determining and including their own administrative costs in the proposal. We are not specifying what the administrative costs should be. Proposers should refer to the first page of the NOFA, where examples are provided.
- In the presentation, it notes that non-profit and for-profit organizations were able to administer things differently. Can you provide additional context?
 - No, we are not providing additional context. It is the responsibility of the proposer to explain their method for administering the program in their proposal. If you are a subrecipient, you will be required to carry out the same processes and procedures that the City has in place.



Additional Q&A



- As far as administration of the program, it is everything from the marketing to the underwriting of potential homeowners, versus actually doing the work of renovating the home, is that correct?
 - That is correct. You will be responsible for administering the full program
- Are the City Attorney's still evaluating every single contract that comes through and before we proceed with the project?
 - The City Attorney will no longer review every contract before projects proceed, but we will provide templates for you to use



Additional Q&A



- Is this NOFA to oversee the entire program basically stepping into the City's shoes to oversee the entire program?
 - That's correct. This is a turnkey program where the selected contractor will step into the role of the City of Dallas. If a general contractor has the capacity to handle the entire scope of work, they can submit a proposal.
- After this call will you be emailing the FAQs and submission of general contractors to put proposals in?
 - Once we have added the new questions that were asked, along with the PowerPoint, we will upload them to the website.



Additional Q&A



- What is the City's goal for a repayment or reimbursement of this?
 - The payment terms remain the same. You will submit your invoice, and the City has a set period of time to process those invoices. There will be no retainage held.
- Will the state or the government body require a DO number?
 - No, a DO (Delivery Order) number will no longer be required for every project.
- Who will be in charge of enforcing the long-term (5 years) hold for loan forgiveness, the City or the contractor?
 - The contractor will be in charge of enforcing the long-term (5 years) hold for loan forgiveness, as they are acting on behalf of the City. If a lien is in place, the contractor is responsible for ensuring that the lien is filed appropriately.



Additional Q&A



- When will the contractor begin?
 - The NOFA is open until April 30, 2025. Once the proposals are submitted, the staff/committee will review for scoring, and a decision will be made thereafter to award.
- Would the awarded contractor use the City of Dallas Neighborly System (Current System)? This would allow for the program to be centrally monitored with secure records access and financial/bid information.
 - Yes, the Neighborly system will be used
- What are these programs: Ft Worth TIF, Fee-In-Lieu, Deep Ellum TIF, and Oak Cliff?
 - They are **funding sources**, not actual programs.



Additional Q&A



- Will this Program do Reconstructions(Demo /New Builds)?
 - No, reconstruction (demolition and new builds) is not part of this NOFA. However, there are projects in various stages that will need to be completed, and some of those might include reconstruction.
- Will the City inspector continue to complete the Final Inspection Walk-Through Form for final payment, or will the Prime Contractor handle the inspection and submit the signed form?
 - The City Inspector will still be part of the final inspection process.
- What does the Environmental Review (ER) consist of?
 - An Environmental Review (ER) is necessary for all projects when using federal funds. The City of Dallas will conduct this process to ensure that the project is environmentally compliant.



- Please email any additional questions to hipp@dallascityhall.com
- We will post all answers received in the Q&A document posted at www.dallashousingpolicy.com
- What Questions do you have for us today?