



City of Dallas

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

Housing Preservation Team
Department of Housing and Community Development

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.

