

Notice of Funding Available (NOFA) Dallas Homebuyers Assistance Program

Introduction and Purpose

This Notice of Funding Availability (“NOFA”) is open to nonprofit subrecipients (“Applicants”) that are Texas-registered businesses or have authorization to work in Texas to act as the turn-key program administrator with the City of Dallas (“City”) Department of Housing & Community Development (“HCD”). HCD seeks proposals from qualified Applicants through this open application process to administer the Dallas Homebuyer Assistance Program (DHAP), which includes DHAP with federal funding and DHAP with non-federal funding through a two-year contract with 2 two-year renewal options for the City of Dallas. On February 22, 2023, by Resolution No. 23-0278, the City Council approved the Programs. The DHAP program statement is attached in Appendix 3.

This NOFA seeks proposals for all aspects of DHAP administration and implementation, including a budget detailing project costs and administrative costs to administer the DHAP. See Table 1 for all eligible administration items.

Applicant Name:						
Program Name: Administration of Dallas Homebuyers Assistance Program (DHAP)						
Expenses	HOME/CDBG	Non-Federal	Other**	Total	% HOME/CDBG	% Non-Federal
Salaries (See organizational budget for expense breakout						
Employee Health/Retirements						
Payroll Taxes						
Professional Services						
Rent						
Telephone						
Utilities						
Supplies						
Local Transportation						
Specific Assistance						
Capital Equipment						
Insurance						
Printing						
Other (Fee for DHAP Loan Closings) *						
Total						

Table 1 – Eligible Administration Items

*Reimbursements will be paid at a negotiated rate submitted by Applicant per successful loan closing to assist approximately XX households with income at or below 80% of area median income (AMI) and XX households above 80% with non-federal dollars with the purchase of a home.

**Other funding sources used to support the DHAP by Applicant including federal, non-federal, and private resources.

Program	Available City Funding	#Cases/
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		Status
DHAP HOME FY22/23	\$6,455.00	
DHAP HOME FY 23/24	\$4,859.24	
DHAP CDBG FY 24/25	\$24,012.00	
DHAP HOME FY 24/25	\$61,898.00	
DHAP CDBG-DR	\$325,000.00	
DHAP Oak Cliff Gateway TIF	\$450,000.00	
DHAP Deep Ellum TIF	\$453,050.00	
Equity Funds FY24/25	\$23,706.00	
Targeted Occupations Homebuyer Assistance	\$380.00	
DHAP HOME FY25-26	\$400,000.00	
DHAP CDBG FY 25-26	\$400,000.00	
Total Available for Direct Homebuyer Assistance	\$2,149,360.24	

A total of \$2,149,360.24 in federal and non-federal funding is available for homebuyers' assistance through DHAP. Applicants typically split fund HOME and CDBG for applicants assisted using solely federal funds. Approximately 50-55 households should be served annually in total. Applicants should include a breakdown of expenses necessary to administer the program, in addition to the program funds, to provide direct assistance.

Awards will be funded on a cost reimbursement basis. Under the cost reimbursement method of funding, applicants are required to finance operations with their own working capital, with reimbursements for actual, allowable, and allocable disbursements to be supported by source documentation. The proposer may identify an alternate funding method to prevent a slowdown in production caused by the reimbursement method.

Applicants must provide satisfactory evidence and a documented history of their ability to manage and coordinate the administrative functions listed in this solicitation. The successful applicant shall have experience working with federal funds intended for the delivery of services.

Responsibilities of the City and Applicant

The table below shows the relationship between program administration and the party responsible. There is further explanation of each step after the table.

Marketing the Programs	City & Applicant
Application Intake	Applicant
Eligibility Review – income and home eligibility	Applicant
Loan Application	Applicant
Environmental Review	City
Contract Execution	Applicant
HCD HQS Inspection	City
Reimbursement of Costs	City

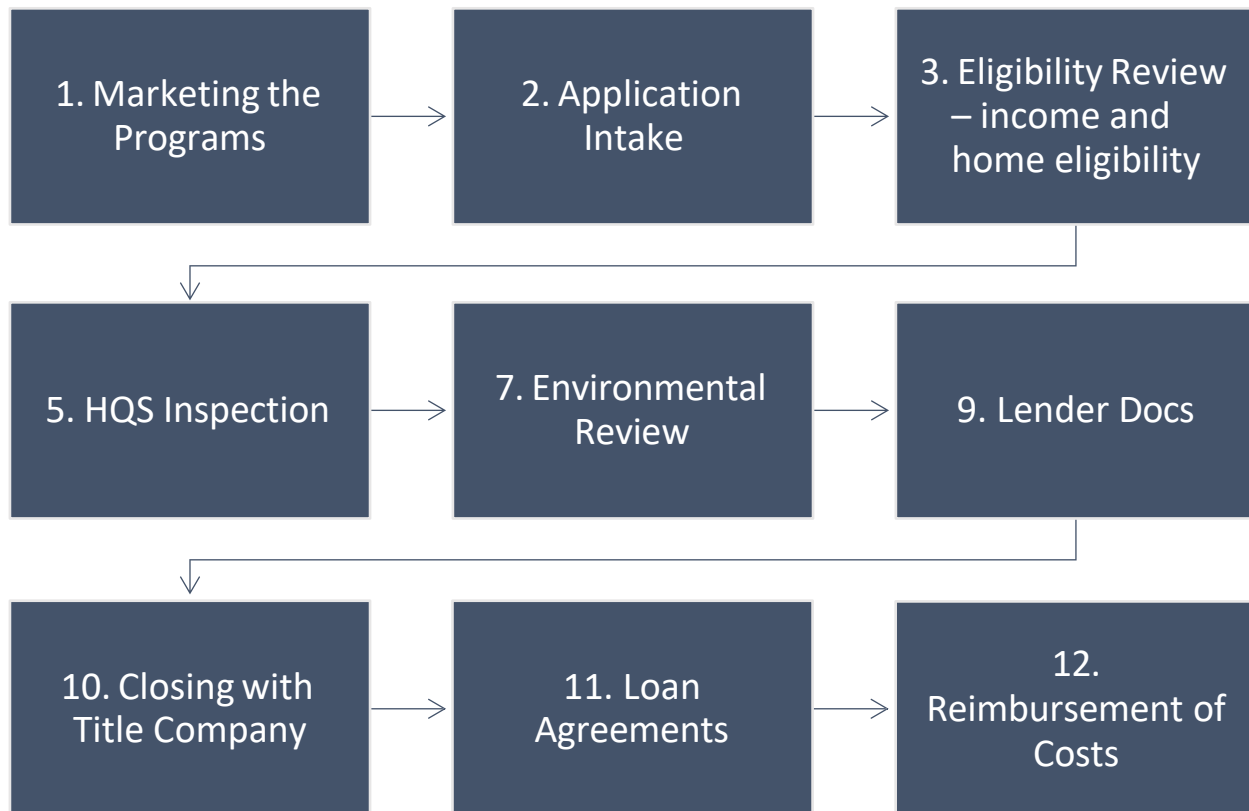
The City will implement partial administrative functions of the Programs under its grant obligations to HUD. This includes:

- Marketing the Programs: The City will do this in conjunction with the Applicant.
- Environmental Review: The City will conduct an environmental review of each property once a scope of work has been drafted. Work may not proceed until this ER report has been returned to the subrecipient. Scope of work may alter depending on the findings preparing the scope of work for the proposed repairs.
- Conducting inspections: The City will conduct inspections of properties where repairs are scheduled to begin, underway and/or completed.
- Reimbursement costs: The City will make reimbursable payments to the Applicant for work completed.
- IDIS: The City will log each person who has received assistance into IDIS.
- Training on the program: The City will train on how to do a part 5 income determination, monitoring the programmatic and financial components of the Program and troubleshooting as needed.
- Inspections: HQS inspections by City Staff

The Applicant's administrative functions of the Programs under its grant obligations are to manage, implement, and undertake the eligibility through home closing functions of the program. This includes:

- Marketing the Programs: The subrecipient will conduct sufficient advertisement of the Programs and other forms of outreach to ensure that enough eligible applicants participate in the program to fully expend awarded funds.
- Receive applications and conduct applicant and house eligibility review including Community Housing Development Organizations (CHDOs) or other developers who have development agreements with the City with built in direct homebuyer assistance with HOME/CDBG funds:

- Conduct an initial household interview and inspection if property address has been selected at the time of application,
- Conduct part 5 analysis and other eligibility review including underwriting guidelines,
- Minimum Housing Standards/HQS inspection
- Closing and Funding
- Prepare Homebuyer Written Agreement and other Loan Contracts: Applicant will be responsible for preparing loan agreements with the homebuyer. Contracts must include, at minimum, the following elements:
 - Loan terms
 - Promissory note
 - Deed restrictions
 - Deed of trust
 - Right to Cancel
- Minimum Housing Standards/HQS Inspections
- Submit Payment Requests: The Applicant will be responsible for submitting invoices for closings that have been fully completed along with required documentation.
- Maintenance of case files: Applicant will be responsible for maintaining records of all closings completed. Records should include all documentation, including but not limited to homebuyer eligibility, the agreement between the homebuyer and Applicant, inspection reports, closing documents and approved invoices for payment. Records must be kept for 7 years after IDIS closeout of the project.
- Monthly Reports: Applicant will submit monthly reports to the City describing the following: 1) number of applications received per month and cumulative; 2) number of applications denied/withdrawn; 3) number of applications pre-qualified; 4) number of applications under contract; 5) number of applications underway; 6) number of applications completed; 7) amount expended; 8) amount obligated; 9) expected commitments; and 10) include a form with details on each household for IDIS reporting. In addition, the subrecipient will provide the City with information as to any obstacles encountered that prevent them from meeting their established goal.
- Applicant will perform any other activities pursuant to the award.



Proposals

Prepare a concise but thorough proposal that demonstrates the ability to deliver administration of DHAP as listed above. Please be sure to highlight your experience through your proposal, which should include your staff/consultants, budgets, policy and procedures, income qualification, environmental reports, homebuyer underwriting/loan processing, loan closing, program qualification, and managing a reimbursable grant.

All submissions shall include the program name, Applicant name, legal registration, address, telephone number, and designated contact person. Proposal shall be typewritten and single-spaced, font style shall be in Arial, size 12 for normal text, and no less than size 10 for tables, graphs, and appendices. Please be thorough but concise.

Proposals shall contain a "Table of Contents" with appropriate page numbers for locating the required information and attachments. Applicants shall submit Proposals sequentially, page-numbered and include the Applicant's name at the top of each page.

Proposals shall be prepared in accordance with these instructions. The Proposal package shall include the following information and documents, preferably, in the following order.

Ideally, the submission will be one PDF with a table of contents, but if the file is too large, each document may be a PDF file and named according to the identified convention indicated below.

Section 1: Work Plan and Budget

Provide a narrative description of the Work Plan proposed. Include details regarding budget, expenditure plan, timelines for startup, and the estimated number of applicants to be served by month. Explain your ability to handle a reimbursable contract.

The budget needs to be in chart form with line-item expenses, corresponding amounts and total by program funds and administration funds.

Section 2: Experience and References

Provide experience and references for DHAP in this solicitation. Include the board of directors and articles of incorporation. Describe any participation with the City on past or present contracts. Discuss the performance and outcome measures for those past contracts. Provide information on how the goals were met or not met.

Section 3: Applicant Positions and Staffing

Provide the general structure in terms of hierarchy. If there are multiple offices in different locations, the chart for the office delivering the services should be provided. List staff names, titles and identify those that will work on this contract.

Section 4: Job Descriptions

Provide resumes of staff members who will carry out the operations of the Programs, including both service staff and administrative staff supporting the Programs. Describe how staff are uniquely qualified to provide the services. If staff positions need to be filled, explain when and how they will be filled. State whether any state and/or local licenses or permits are required for project staff and/or the agency to operate.

Section 5: Texas Secretary of State Business Search Database Screenshot

Provide a screenshot from the Texas Secretary of State Business Search database showing: (1) Applicant has an 'Active' status; (2) the registration date; (3) the entity type; and (4) the entity number.

Section 6: Insurance Requirements

Provide a copy of Certificate of Insurance or affirmation that Contractors or subrecipients meet or will meet prior to the Agreement execution, the insurance requirements as specified in Appendix 4.

Section 7: Audited Financial Statements and Bank Account Statements

Provide the most recent audited financial statements and Bank Account Statements to demonstrate financial capacity.

Selection of Reasonably Qualified Proposal

Proposals will be scored based on the following:

Items to be Scored	Points Value
Section 1: Work Plan and Budget	25
Section 2: Experience and References	25
Section 3: Staffing	20
Section 5: State Registration	2
Section 6: Insurance	3
Section 7: Audits & Bank Statements	25
Total Score	100

1. The City will review and evaluate the proposals submitted to determine if submitted proposals demonstrate the required experience and qualifications to fulfill the obligations of the services identified in this NOFA. Applicants will be notified by the City of Dallas representative as to the location and times of vendor presentations, if required.
2. The City may conduct all necessary inquiries or investigations, including but not limited to, contacting references to verify the statements, documents, and information submitted in connection with the Proposal. The City may also seek clarification from the Applicants about any financial and experience issues.
3. The City of Dallas may use sources of information not supplied by the Applicant concerning the Applicant's ability to perform this work. Such sources may include current or past customers of the Applicant, current or past suppliers, articles from industry newsletters or other publications, or from non-published sources made available to the City of Dallas.
4. The City will review all Proposals submitted for responsiveness. The Proposals determined to be Responsive will be further evaluated for experience, past and current City of Dallas agreement performance, outreach plan, funding amounts, and

proposed population served. The City is interested in previous experience in performing similar or comparable work; staffing and personnel experience and turnover; financial statements of resources for current and past periods; and other relevant information.

5. The City of Dallas may, at any time, investigate Applicant's ability to perform the work. The City may ask for additional information about an entity and its work on previous Contracts. Applicants may choose not to submit information in response to the City of Dallas' requests; however, if the City's questions are not addressed, the City will discontinue further consideration of a particular Proposal.
6. Follow-up interviews may be requested to get clarifying information, discuss alternative approaches, and refine the scope of work or budget.

Questions and Inquiries

Applicants are required to limit their communication regarding this NOFA to the staff referenced herein. All inquiries and requests for information regarding this NOFA shall be submitted in writing to the following email. All communication associated with this project shall be addressed to:

Email: dhaploans@dallas.gov

A Pre-proposal meeting is scheduled for August 21, 2025, at 3 pm via this WebEx Link.

<https://bit.ly/3cZKBzb>

Meeting Number 2499 475 4590

Password NOFA

Applicants will have an opportunity to ask questions and/or obtain clarification at this meeting. The preproposal meeting will be the only time when proposers will communicate directly, thereafter, all communication associated with this proposal shall be submitted electronically to the following email address: dhaploans@dallas.gov All questions shall be submitted electronically, the City will respond to all questions by way of addendum which will be posted on the City of Dallas website. The City, its agents, and employees shall not be responsible for any information given by way of verbal communication.

Error & Omission

During the initial review of the NOFA and preparation of Proposals, Applicant may discover certain errors, omissions or ambiguities. If this is the case, or if the meaning of any part of this NOFA is unclear, Applicant shall submit written questions to dhaploans@dallas.gov in time to allow the City to answer the questions and distribute written responses to all Applicants. Applicants shall not be allowed to take advantage of any error or omission in

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these specifications. Applicants are required to review these specifications carefully and notify the City Department of Housing & Community Development if errors are found.

APPENDIX 1 DISCLAIMERS

Disclaimers

The NOFA is subject to the federal U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) regulations at 24 CFR Part 570 and other applicable regulations including, but not limited to, 24 CFR Part 58 for environmental requirements; 24 CFR 92 for the HOME Investment Partnership Program funds; 2 CFR Part 200 for Uniform Administrative Requirements; and State of Texas, and City of Dallas regulations.

This NOFA does not commit the City to award any Contract. The City reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the City. The City shall not be liable for any costs incurred by any company responding to this NOFA.

The City will require the recommended proposer to sign the necessary Contract documents prepared by the City Attorney's Office. A contract shall not be deemed executed on behalf of the city nor shall it be binding upon the city unless it has first been signed by the city manager and approved as to form by the city attorney.

Right to Reject

This NOFA does not commit the City to award any agreement. The City reserves the right to reject any and all Proposals or parts of Proposals. The City, at its option, may consider and accept a Proposal, even though not prepared and submitted in strict accordance with the provisions hereof, by waiving informalities, minor irregularities, and/or technicalities as determined by the City. The City may reject the Proposal of a firm which is in litigation with the City or which has previously failed to perform properly on engagements of a similar nature and may reject the Proposal of a firm which is not, in the opinion of the City, in a position to satisfactorily perform the subrecipient agreement. The City reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the City that such Proposer is properly qualified to carry out the obligations of the contractors or subrecipients Agreement and to provide the services contemplated therein. The Proposer shall provide all information requested in order for the Proposal to be considered responsive.

Legal Status

Applicants are private nonprofit corporations that, when undertaking CDBG and HOME-funded activities, have employees (paid staff) with the demonstrated capacity to carry out agreed-upon, eligible activities.

The definition of a Subrecipient, as well as other regulations regarding the CDBG Program, can be found in the Code of Federal Regulations Title 24, Part 570.201(o) and 570.500(c). The definition is as follows:

Part 570.201(o) - Subrecipient shall mean a public or private nonprofit agency, authority, or organization, or a for-profit entity authorized under 24 CFR 570.201(o), receiving CDBG funds from the recipient or another subrecipient to undertake activities eligible for such assistance under subpart C of this part. The term excludes an entity receiving CDBG funds from the recipient under the authority of §570.204, unless the grantee explicitly designates it as a subrecipient. The term includes a public agency designated by a unit of general local government to receive a loan guarantee under subpart M of this part, but does not include subrecipients providing supplies, equipment, construction, or services subject to the procurement requirements in 2 CFR part 200, subpart D.

General Valuation Process

The Evaluation Committee shall conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this NOFA. Following the submittal of Proposals, the Evaluation Committee will meet to evaluate each Proposal based on the criteria stated in this NOFA. Initial evaluation will determine if submitted proposals demonstrate the required experience and qualifications to fulfill the obligations of the services identified in this NOFA. After completing this stage of the evaluation process, the Evaluation Committee will determine if it is necessary to invite Applicants to provide Oral Presentations.

The Evaluation Committee will evaluate the submitted proposals and will determine the Applicant(s) whose Proposal(s), are most advantageous to the Department of Housing and Community Development. The Evaluation Committee may request clarifications from to assist in gaining additional understanding of their Proposals. A response to a clarification request must be limited to clarifying or explaining portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

Discussions with Reasonably Qualified Applicants

After selection of reasonably qualified Applicant(s), the City of Dallas may enter into discussions with the Applicant(s). Discussions will be on an individual basis and closed to third parties. The City will review in detail all aspects of the City's requirements and the Proposal. During this review, the City may request clarifications which may lead to revisions to the Proposal submitted, prior to finalizing an Agreement.

Disqualification of Proposals

Applicants may be disqualified for any of the following reasons:

1. Reason to believe collusion exists among the Applicants;
2. Applicants are involved in any litigation against the City;
3. Applicants are or have been noncompliant on a current or prior agreement with the City;
4. Lack of financial stability; or
5. Reason to believe a conflict of interest exists under the City's Conflict of Interest policy or applicable federal regulations.

Proposal Selection

Award, if any, shall be to the responsible Applicant whose Proposal is determined to be the most advantageous to the City. Agreement award is subject to approval and funding by the City Manager or the City Council. The City reserves the right to begin agreement negotiation with one or more of the finalists. Applicant(s) shall be required to execute an agreement prepared by the City Attorney. This NOFA does not commit the City to award any agreement, and the City reserves the right to reject any and all Proposals or waive irregularities.

Exceptions

Minor exceptions, conditions, or qualifications to the provisions of the City's NOFA specifications or Ordinances shall be clearly identified as such with the reasons therefore, and alternate language proposed by subrecipients, if any, clearly stated and inserted in the appropriate place in the Proposal submission for this NOFA. Substantive exceptions may cause unqualified rejection of the Proposal. Exceptions, conditions, or qualifications to the City's specifications or Ordinances will be included, as appropriate, in the contractors' or subrecipients' Agreement documents. Items and matters not explicitly accepted in this manner shall be deemed to be in conformance with City's specifications and Ordinances. The City is the final judge of the acceptability of items quoted in this NOFA.

Proposal Evaluation Process

Each Proposal will be reviewed using the Responsiveness Checklist to determine if the Proposal is responsive. A Proposal may be declared non-responsive if any of the items listed on the Responsiveness Checklist are not received. Proposals that meet all requirements as outlined in this NOFA will be reviewed.

Acceptance of Evaluation Methodology

By submitting a Proposal in response to this NOFA, proposers accept the evaluation process as outlined and acknowledge and accept that determination of the most qualified firm(s) offering the most advantageous response to the City.

Suspension/Debarment

No Proposals will be accepted from entities that have been suspended, debarred, or otherwise prohibited from participation in federal awards. The city will not consider a proposal if the applicant has defaulted under any other City contract within the last 5 years. The City will verify the status of the Applicant(s) prior to an award.

Confidentiality

In accordance with state law, Proposals shall be opened so as to avoid disclosure of contents to competing proposers and shall be kept secret and confidential during the negotiation process. It is the responsibility of the proposer to clearly mark and identify all portions of the Proposal that contain trade secrets, confidential information and other proprietary information. Clearly marked and identified trade secrets and confidential information contained in the Proposals shall not be open for public inspection. Efforts will be made to keep the marked information confidential; however, the City cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act. If a third party challenges the trade secret or confidential nature of certain information, it will be the responsibility of the proposers to defend the challenge.

All Proposals will be open for public inspection after the award, but trade secrets and confidential information in the Proposals will not be open for public inspection; however, upon receipt of an open records request, the City will notify the Applicant of the request and submit the request and relevant Proposal to the Texas Attorney General's Office for review and consideration. Upon the decision of the Texas Attorney General's Office the City may have to disclose the information that the Texas Attorney General's Office determines to be open to the public.

APPENDIX 2 - DEFINITIONS AND GLOSSARY

The following definitions are provided for use in the federal and non-federal funded Dallas Homebuyer Assistance Program (DHAP):

Category 1 Subrecipients shall mean Subrecipients that have the capacity, whether in house or through sub-subrecipients, to administer the DHAP. The allowable expenses for the DHAP administration and implementation, including a budget detailing project costs and administrative costs to administer the DHAP program, are outlined in Table 1 of this NOFA.

CDBG funds means Community Development Block Grant funds, including funds received in the form of grants under subpart D, F, or §570.405 of this part, funds awarded under section 108(q) of the Housing and Community Development Act of 1974, loans guaranteed under subpart M of this part, urban renewal surplus grant funds, and program income as defined in §570.500(a).

City means the incorporated City of Dallas:

Consolidated plan means the plan prepared in accordance with 24 CFR part 91, which describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD programs, including the CDBG program. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

Consultant in the CHP means and third party that is authorized to administer this program including contractors and subrecipients

Contractor Obtains goods or provides services which generally create a procurement relationship. A contractor is paid CDBG funds as compensation for its services

Equipment Cost means the cost of equipment necessary to perform one unit of work of the line item, excluding any overhead and profit of the Subrecipient.

Family refers to the definition of “family” in 24 CFR 5.403 which reads as follows:

Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
- (2) A group of persons residing together, and such group includes, but is not limited to:

- (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
- (ii) An elderly family;
- (iii) A near-elderly family;
- (iv) A disabled family;
- (v) A displaced family; and
- (vi) The remaining member of a tenant family.

Household means all persons occupying a housing unit. The occupants may be a family, as defined in 24 CFR 5.403; two or more families living together; or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived, sexual orientation, gender identity, or marital status.

Income. For the purpose of determining whether a family or household is low- and moderate-income under the CDBG regulations found at 570.3, the City has selected to use the Part 5 income definition under 24 CFR Part 5.403 which reads as follows:

“Annual Income defined under the Section 8 program at 24 CFR 813.106 1, (except that if the CDBG assistance being provided is homeowner rehabilitation under §570.202, the value of the homeowner's primary residence may be excluded from any calculation of Net Family Assets).”

Low- and moderate-income household means a household having an income equal to or less than the Section 8 low-income limit established by HUD.

Low- and moderate-income person means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose.

Low-income household means a household having an income equal to or less than the Section 8 very low-income limit established by HUD.

Low-income person means a member of a family that has an income equal to or less than the Section 8 very low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.

Moderate-income household means a household having an income equal to or less than the Section 8 low-income limit and greater than the Section 8 very low-income limit, established by HUD.

Moderate-income person means a member of a family that has an income equal to or less than the Section 8 low-income limit and greater than the Section 8 very low-income

limit, established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.

Population means the total resident population based on data compiled and published by the United States Bureau of the Census available from the latest census or which has been upgraded by the Bureau to reflect the changes resulting from the Boundary and Annexation Survey, new incorporations and consolidations of governments pursuant to §570.4, and which reflects, where applicable, changes resulting from the Bureau's latest population determination through its estimating technique using natural changes (birth and death) and net migration, and is referable to the same point or period in time.

Subrecipient is defined under 24 CFR Part 570.500(c) as a public or private nonprofit agency, authority, or organization, or a for-profit entity authorized under §570.201(o), receiving CDBG funds from the recipient or another subrecipient to undertake activities eligible for such assistance under subpart C of this part. The term excludes an entity receiving CDBG funds from the recipient under the authority of §570.204, unless the grantee explicitly designates it as a subrecipient. The term includes a public agency designated by a unit of general local government to receive a loan guarantee under subpart M of this part, but does not include subrecipients providing supplies, equipment, construction, or services subject to the procurement requirements in 2 CFR part 200, subpart D.

Unit of general local government shall have the meaning provided in section 102(a)(1) of the Act.

APPENDIX 3 - DHAP PROGRAM STATEMENT

Dallas Homebuyer Assistance Program Pillars 1, 6, 7

Added/amended June 26, 2019 by Resolution No. 19-1041

Amended October 13, 2021 by Resolution No. 21-1656

Amended February 22, 2023 by Resolution 23-0278

Provides homeownership opportunities to low- and moderate-income homebuyers (defined as “Applicant” for this program) through the provision of financial assistance when purchasing a home, in accordance with federal, state and local laws and regulations.

Eligibility

Applicant must meet the following criteria:

- Property must be located in the city limits of Dallas.
- Household projected annual income must not exceed 80% of Area Median Income, but if the funding source allows, annual income may be increased to an amount not to exceed 120% of the Area Median Income, adjusted for household size, at the time of application to the program. Income eligibility shall be determined at the time of the application. Applicant household's income eligibility is only valid for six months from the date of the last application.
- Applicant must have acceptable credit. High cost or sub-prime loans, adjustable rate mortgages, interest only loans are not allowed.
- Applicant must demonstrate that Applicant has at least two months of cash available and equal to Applicant's projected monthly mortgage payment, including principal, interest, taxes, insurance, and any associated fees.
- Applicant(s) must meet the citizenship and/or immigration status guidelines set forth by the Department of Housing and Urban Development (HUD).
- City Council members, Department of Housing & Neighborhood Revitalization employees and any employee, official or agent of the City who exercises any policy or program decision-making function in connection with this program are ineligible for assistance under this program. This policy extends for a period of 12 months beyond an individual's disassociation with the City in such a capacity.
- When HOME funds are provided, the Conflict of Interest provisions at 24 CFR 92.356 shall be observed.
- Property to be purchased must be for the primary residence of Applicant. Applicant must certify that the home is not for sale and will be the primary residence of Applicant.
- Applicant must attend an 8-hour homeownership education class from a HUD-certified counseling agency within 12 months of application for assistance.
- Applicant must make a minimum initial cash investment of \$1,000 toward purchase of home.
- The property must meet federal and local requirements, including but not limited to Minimum Housing Standards, Environmental Review, and international residential code.

Eligible Properties

The property can be privately or publicly owned prior to sale to the Applicant. The property must be within the Dallas, Texas city limits and meet City building codes, lead based paint

requirements, and environmental standards at the time of initial occupancy. All liens must be paid off at or before closing.

The property must contain adequate living and sleeping space for the Applicant household as verified by the property appraisal, site visit, and/or Dallas Appraisal District Data.

The property can be an existing property, or it may be newly constructed. The property can be:

- Single-family property (one unit); or
- Condominium or cooperative unit

An appraisal is required and may be provided by the first mortgage lender or Applicant. The initial purchase price of an assisted property to be acquired for this activity cannot exceed the HOME Value Limit for Dallas. This limit is updated annually. The sale price of an assisted property may not exceed the “Appraised Value”.

Affordability Periods

The residence must remain affordable for a certain period of time, which is dependent on the amount of funds invested. The City’s recapture provisions will apply.

Amount of Funds	Required Affordability
Less than \$15,000	5 Years
\$15,000 to \$40,000	10 Years
Over \$40,000	15 Years

Eligible Expenses

Eligible expenses may include principle reduction, down payment and closing cost assistance. If the house is sold before the required affordability period has elapsed, the assistance funds must be recaptured on a pro-rated basis.

Terms of Assistance

- The assistance for the Dallas Homebuyer Assistance Program will be offered in the form of a deferred, forgivable loan, which shall be forgivable annually based on the affordability period, subject to the terms of the contract.
- In the event of any of the following occurring prior to the completion of the affordability period the balance is payable immediately on a pro-rated basis.
 - (1) The sale, conveyance, transfer, lease, rental, hypothecation of the security, or any part thereof, or any interest therein, or divestment of title or any interest therein in any manner or way, whether voluntarily or involuntarily, without the prior written consent of the City being first had and obtained; or
 - (2) Failure to adhere to the provisions of the contract; or
 - (3) Failure to adhere to the provisions under the City’s deed restrictions, deed of trust and/or the note, or any other lien encumbering the property.
- Applicant must certify annually that the home is not for sale and is the primary residence of the Applicant until the affordability period ends.

- If there is an underlying development agreement associated with the property, additional requirements may apply. Such determination is made by the City.

Credit and Underwriting Standards

Following are the credit and underwriting standards for Applicant:

- No Chapter 7 or Chapter 13 bankruptcy if primary or any mortgage is included as a secured creditor on the subject property for which the City will place a lien securing the loan.
- Predatory lending describes lending practices that take advantage of clients by charging usurious interest rates or excessive fees and penalties. Loans will not be made with an interest rate more than 2% above the prevailing market rate.
- The maximum assistance available for an Applicant in a High Opportunity Area (of the MVA) is \$60,000. In all other areas, the maximum assistance will be \$50,000 per household. Not all Applicants will qualify for the maximum assistance. The assistance available to any given Applicant is based on the City's assessment of the Applicant's need, taking into account the additional criteria outlined below.
- First mortgage amount must have a front-end ratio no higher than 35%
- First mortgage amount must have a back-end ratio no higher than 45%

Heirs

A loan may be transferred to the heir(s) of the borrower if the heir(s) are income qualified and utilize the assisted property as their primary residence for the remainder of the affordability period. If the heir(s) do not meet the income requirements of the program and the loan or does not utilize the property as their primary residence, and the loan is still within the period of affordability, then the prorated loan amount is due immediately and payable, in full, to the City.

Refinancing

Refinancing for better rate and term is permitted upon prior approval of the City. Refinancing of revolving loan accounts, vehicles, credit card debt, or property taxes are NOT allowable refinancing expenses. Cash out are also NOT allowed.

DHAP Targeted Homebuyer Incentive Program Pillars 1, 3, 4, 5, 6, 7

This program offers financial assistance for those in educational instruction and library occupations; healthcare practitioners and technical occupations; healthcare support occupations; and protective service occupations, including but not limited to fire fighters and police officers, who purchase a property in the City of Dallas. Applicants with an income up to 120% AMI who qualify for this program may receive down payment assistance funds up to \$50,000. Applicants who receive assistance using federal funds are subject to the rules of the "Dallas Homebuyer Assistance Program" (see above).

Eligibility

Applicant must meet the following criteria:

- Property must be located in the city limits of Dallas.
- Household projected annual income must not exceed 120% of the Area Median Income, adjusted for household size, at the time of application to the program. Income eligibility shall be determined at the time of the application. Applicant household's income eligibility is only valid for six months from the date of the last application.
- Applicant must have acceptable credit. High cost or sub-prime loans, adjustable rate mortgages, interest only loans are not allowed.
- Applicant must demonstrate that Applicant has at least two months of cash available and equal to Applicant's projected monthly mortgage payment, including principal, interest, taxes, insurance, and any associated fees.
- Applicant(s) must be U.S. Citizens or legal residents.
- City Council members, Department of Housing & Neighborhood Revitalization employees and any employee, official or agent of the City who exercises any policy or program decision-making function in connection with this program are ineligible for assistance under this program. This policy extends for a period of 12 months beyond an individual's disassociation with the City in such a capacity.
- Property to be purchased must be for the primary residence of Applicant. Applicant must certify that the home is not for sale and will be the primary residence of Applicant.
- Applicant must attend an 8-hour homeownership education class from a HUD-certified counseling agency within 12 months of application for assistance.
- Applicant must make a minimum initial cash investment of \$1,000 toward purchase of home.
- The property must meet federal and local requirements, including but not limited to Minimum Housing Standards and international residential code.

Eligible Properties

The property can be privately or publicly owned prior to sale to the Applicant. The property must be within the Dallas, Texas city limits and meet City building codes, lead based paint requirements, and environmental standards at the time of initial occupancy. All liens must be paid off at or before closing.

The property must contain adequate living and sleeping space for the Applicant household as verified by the property appraisal, site visit, and/or Dallas Appraisal District Data.

The property can be an existing property, or it may be newly constructed. The property can be:

- Single-family property (one unit); or
- Condominium or cooperative unit

An appraisal is required and may be provided by the first mortgage lender or Applicant. The sale price of an assisted property may not exceed the "Appraised Value".

Affordability Periods

The residence must remain affordable for a certain period of time, which is dependent on the amount of funds invested.

Amount of Funds	Required Affordability
\$50,000 or less	5 Years

Eligible Expenses

Eligible expenses may include principle reduction, down payment and closing cost assistance. If the property is sold before the required affordability period has elapsed, the assistance funds must be recaptured on a pro-rated basis.

Terms of Assistance

- The assistance for the DHAP Targeted Homebuyer Incentive Program will be offered in the form of a deferred, forgivable loan, which shall be forgivable annually based on the affordability period, subject to the terms of the contract. In the event of any of the following occurring prior to the completion of the affordability period the balance is payable immediately on a pro-rated basis.
 - The sale, conveyance, transfer, lease, rental, hypothecation of the security, or any part thereof, or any interest therein, or divestment of title or any interest therein in any manner or way, whether voluntarily or involuntarily, without the prior written consent of the City being first had and obtained; or
 - Failure to adhere to the provisions of the contract; or
 - Failure to adhere to the provisions under the City's deed restrictions, deed of trust and/or the note, or any other lien encumbering the property.
- Applicant must certify annually that the home is not for sale and is the primary residence of the Applicant until the affordability period ends.
- If there is an underlying development agreement associated with the property, additional requirements may apply. Such determination is made by the City.

Credit Underwriting Standards

Following are the credit and underwriting standards for Applicant:

- No Chapter 7 or Chapter 13 bankruptcy if primary or any mortgage is included as a secured creditor on the subject property for which the City will place a lien securing the loan.
- Predatory lending describes lending practices that take advantage of clients by charging usurious interest rates or excessive fees and penalties. Loans will not be made with an interest rate more than 2% above the prevailing market rate.
- The maximum assistance available for an Applicant will be \$50,000 per household. Not all Applicants will qualify for the maximum assistance. The assistance available to any given Applicant is based on the City's assessment of the Applicant's need, taking into account the additional criteria outlined below.
- First mortgage amount must have a front-end ratio of up to 35%
- First mortgage amount must have a back-end ratio no higher than 45%

Heirs

A loan may be transferred to the heir(s) of the borrower if the heir(s) are income qualified and utilize the assisted property as their primary residence for the remainder of the affordability period. If the heir(s) do not meet the income requirements of the program and the loan or does not utilize the property as their primary residence, and the loan is still within the period of affordability, then the prorated loan amount is due immediately and payable, in full, to the City.

Refinancing

Refinancing for better rate and term is permitted upon prior approval of the City. Refinancing of revolving loan accounts, vehicles, credit card debt, or property taxes are NOT allowable refinancing expenses. Cash out are also NOT allowed.

Anti-Displacement Assistance Program Pillars 1, 3, 4, 5, 6, 7

The Anti-Displacement Assistance Program (ADAP) is designed to assist low-and moderate-income homebuyers with homeownership opportunities through the provision of financial assistance when purchasing a home in the city limits of Dallas. The program will help eligible residents living in Dallas who are facing rising rental costs, rising home prices and increasing mortgage interest rates by providing an opportunity for them to continue to reside in the city limits. This program is for homebuyers with a Dallas residency of 10 years or more, living in Dallas as a current resident, with an income between 50-120% of Area Median Income. Eligible applicants may receive down payment assistance funds based on need up to \$50,000.00 per household.

Eligibility

Applicant must meet the following criteria:

- Property must be located in the city limits of Dallas.
- Applicant must be a resident living in the city limits of Dallas at the time of application.
- Applicant must have at least 10 cumulative years of Dallas residency.
- Household projected annual income must be between 50-120% of Area Median Income, but not to exceed 120% of the Area Median Income, adjusted for household size, at the time of application to the program. Income eligibility shall be determined at the time of the application. Applicant household's income eligibility is only valid for six months from the date of the last application.
- Applicant must have acceptable credit. High cost or sub-prime loans, adjustable-rate mortgages, interest only loans are not allowed.
- Applicant must demonstrate that Applicant has at least two months of cash available and equal to Applicant's projected monthly mortgage payment, including principal, interest, taxes, insurance, and any associated fees.
- Applicant(s) must meet the citizenship and/or immigration status guidelines set forth by the Department of Housing and Urban Development (HUD).
- City Council members, Department of Housing & Neighborhood Revitalization employees and any employee, official or agent of the City who exercises any policy or program decision-making function in connection with this program are ineligible for assistance under this program. This policy extends for a period of 12 months beyond an individual's disassociation with the City in such a capacity.
- Property to be purchased must be for the primary residence of Applicant. Applicant must certify that the home is not for sale and will be the primary residence of Applicant.
- Applicant must attend an 8-hour homeownership education class from a HUD-certified

- counseling agency within 12 months of application for assistance.
- Applicant must make a minimum initial cash investment of \$1,000 toward purchase of home.
- The property must meet federal and local requirements, including but not limited to Minimum Housing Standards and international residential code.

Eligible Properties

The property can be privately or publicly owned prior to sale to the Applicant. The property must be within the Dallas, Texas city limits and meet the City's minimum housing standards and lead based paint requirements at the time of initial occupancy. All liens must be paid off at or before closing.

The property must contain adequate living and sleeping space for the Applicant household as verified by the property appraisal, site visit, and/or Dallas Appraisal District Data.

The property can be an existing property, or it may be newly constructed. The property can be:

- Single-family property (one unit); or
- Condominium or cooperative unit

The sales price will be based on qualifying income and credit as determined by the mortgage lender.

Affordability Periods

The residence must remain affordable for a certain period of time, which is dependent on the amount of funds invested. The City's recapture provisions will apply.

Amount of Funds	Required Affordability
\$50,000 or less	5 Years

Eligible Expenses

Eligible expenses may include down payment, closing cost assistance and principal reduction. If the house is sold before the required affordability period has elapsed, the assistance funds must be recaptured on a pro-rated basis.

Terms of Assistance

- The assistance for the DHAP Anti-Displacement Assistance Program (ADAP) will be offered in the form of a deferred, forgivable loan, which shall be forgivable annually based on the affordability period, subject to the terms of the contract.
- In the event of any of the following occurring prior to the completion of the affordability period the balance is payable immediately on a pro-rated basis.
 1. The sale, conveyance, transfer, lease, rental, hypothecation of the security, or any part thereof, or any interest therein, or divestment of title or any interest therein in any manner or way, whether voluntarily or involuntarily, without the prior written consent of the City being first had and obtained; or
 2. Failure to adhere to the provisions of the contract; or

3. Failure to adhere to the provisions under the City's deed restrictions, deed of trust and/or the note, or any other lien encumbering the property.
- Applicant must certify annually that the home is not for sale and is the primary residence of the Applicant until the affordability period ends.
- If there is an underlying development agreement associated with the property, additional requirements may apply. Such determination is made by the City.

Credit and Underwriting Standards

Following are the credit and underwriting standards for Applicant:

- No Chapter 7 or Chapter 13 bankruptcy if primary or any mortgage is included as a secured creditor on the subject property for which the City will place a lien securing the loan.
- Predatory lending describes lending practices that take advantage of clients by charging usurious interest rates or excessive fees and penalties. Loans will not be made with an interest rate more than 2% above the prevailing market rate.
- The maximum assistance available will be \$50,000 per household. Not all Applicants will qualify for the maximum assistance. The assistance available to any given Applicant is based on the City's assessment of the Applicant's need, taking into account the additional criteria outlined below.
- First mortgage amount must have a front-end ratio no higher than 35%
- First mortgage amount must have a back-end ratio no higher than 45%

Heirs

A loan may be transferred to the heir(s) of the borrower if the heir(s) utilize the assisted property as their primary residence for the remainder of the affordability period. If the heir(s) do not utilize the property as their primary residence, and the loan is still within the period of affordability, then the prorated loan amount is due immediately and payable, in full, to the City.

Refinancing

Refinancing for better rate and term is permitted upon prior approval of the City. Refinancing of revolving loan accounts, vehicles, credit card debt, or property taxes are NOT allowable refinancing expenses. Cash out are also NOT allowed.

Insurance Requirements

SECTION A.

CONTRACTOR shall procure, pay for and maintain the following insurance written by companies approved by the State of Texas and acceptable to CITY. The insurance shall be evidenced by delivery to the CITY, at the address shown in **SECTION C** (a), certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. The CITY shall be named as an additional insured by endorsement to the policy and thus will be entitled to notice of cancellation of the policy in accordance with Section 1811 of the Texas Insurance Code. Upon request, the CITY shall be entitled to receive without expense, copies of the policies and all endorsements. CITY HAS NO DUTY TO PAY CONTRACTOR UNTIL SUCH CERTIFICATE HAS BEEN DELIVERED TO THE CITY.

SECTION B.

The CITY reserves the right to review the insurance requirements of this section during the effective period of the services or work performed by CONTRACTOR and to modify insurance coverages and their limits when deemed necessary and prudent by City's Office of Risk Management based upon changes in statutory law, court decisions or other relevant factors. The CONTRACTOR shall acquire and ensure execution of requests for deletions, revisions or modifications of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either CITY or CONTRACTOR).

SECTION C. REQUIRED PROVISIONS

The CONTRACTOR agrees, with respect to the required insurance as documented below, all certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a) The certificate of insurance or policy and endorsements shall be evidenced by delivery to:
 - (i) dhaploans@dallas.gov and
 - (ii) Director, Office of Risk Management, 1500 Marilla, 6A-South, Dallas, Texas 75201.
- b) All certificates of insurance shall identify the service or product being provided, by including the bid number and contract or solicitation name.
- c) All certificates of insurance shall name the City of Dallas as the Certificate Holder.

Insurance Requirements

SECTION D. INSURANCE COVERAGE REQUIRED

Subject to CONTRACTOR'S right to maintain reasonable deductibles, CONTRACTOR shall obtain and maintain in full force and effect for the duration of its engagement with the CITY and any extension hereof, at CONTRACTOR'S sole expense, insurance coverage in the following type(s) and amounts:

1. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage limits of \$1,000,000 per occurrence, \$2,000,000 products/completed operations aggregate, \$2,000,000 general aggregate.

The policy shall include:

- a) An endorsement naming the City of Dallas and its officers, employees and elected representatives as additional insureds.
- b) An endorsement to waive subrogation in favor of the City of Dallas, its officers and employees, for bodily injury (including death), property damage or any other loss.
- c) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.
- d) Provide that CONTRACTOR'S insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.
- e) If this insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than *twenty-four (24) months* following completion of the contract and acceptance by the City. Coverage, including any renewals, shall have the same retroactive date as the original policy.

2. Commercial Crime Insurance

Commercial Crime Insurance to provide coverage for a) Employee Dishonesty, blanket form and including Theft of Client's Property, b) Theft, Disappearance and Destruction of money and securities, c) Computer Fraud, d) Electronic Transfer of Funds and e) Forgery and Alterations. The minimum limit would be \$1,000,000 per occurrence and apply separately to each coverage.

The policy shall include:

- a) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.

Insurance Requirements

- b) If this insurance is written on a loss discovered form, coverage shall be continuous (by renewal or extended reporting period) for not less than *twenty-four (24) months* following completion of the contract and acceptance by the City. Coverage, including any renewals, shall have the same retroactive date as the original policy.

3. CYBER/TECHNOLOGY NETWORK LIABILITY AND RISK INSURANCE

Cyber/Technology Network Liability and Risk Insurance, inclusive of Information Security and Privacy (first and third party coverage) to provide coverage for any damage caused by a network risk, cyber act or breaches of data and privacy right, the rendering of, or the failure to properly perform professional services for, but not limited to, computer programming, management information systems, negligent system design, disclosure of confidential information, and copyright infringement with minimum limits with minimum limits of \$1,000,000 per claim.

The policy shall include:

- a) An endorsement to name the City of Dallas and its officers, employees and elected representatives as additional insureds for its Vicarious Liability. If the policy contains an Insured versus Insured exclusion, then such exclusion shall be amended so that City of Dallas may assert claims against CONSULTANT without being excluded under Insured versus Insured language. (i.e. Include a carve-back for the insured versus insured exclusion)
- b) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.
- c) If this insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than *twenty-four (24) months* following completion of the contract and acceptance by the City. Renewal policies shall have the same retroactive date as the original policy.

SECTION E. SELF-INSURED RETENTION (SIR)

Contractor may satisfy all or part of the insurance requirements under the Contract by means of self-insurance so long as:

- a) the SIR is permitted under all laws applicable to Contractor at the time Contractor submits its bid or proposal;
- b) Contractor maintains a net worth (as shown by its financial statements audited in accordance with generally accepted accounting principles) of not less than One Hundred Million Dollars (\$100,000,000);
- c) if the Contractor is using their balance sheet to back the SIR, the SIR cannot exceed 10% of their net worth;
- d) Contractor, not less than annually, provides the City an audited financial statement, prepared by an independent certified public accountant in accordance with generally accepted accounting principles consistently applied, showing the net worth requirements outlined herein; and

Insurance Requirements

- e) the SIR provides for loss reserves that are actuarially derived in accordance with accepted standards of the insurance industry and accrued (i.e., charged against earnings) or otherwise funded.

Any self-insured exposure shall be deemed to be an insured risk under the Contract. The beneficiaries of such insurance shall be afforded no less insurance protection than if such self-insured portion was fully insured by an insurance company of the quality and caliber required hereunder (including, without limitation, the protection of a legal defense, by attorneys reasonably acceptable to beneficiaries, and the payment of claims within the same time period that a third party insurance carrier of the quality and caliber otherwise required hereunder would have paid such claims).

The waiver of subrogation provided for hereunder shall be applicable to any self-insured exposure. All SIRs must be acceptable to and approved in writing by the City prior to implementation and the insurance required under the Contract must be maintained in excess of such SIRs. Any and all deductibles and/or SIRs for the insurance policies described in this Exhibit shall be assumed by and for the account of Contractor or any Contractor's subcontractors, as applicable, at its sole risk and expense.

SECTION F. SUBCONTRACTING LIABILITY

(1) Without limiting any of the other obligations or liabilities of the CONTRACTOR, the CONTRACTOR shall require each Subcontractor performing work under the contract, at the Subcontractor's own expense, to maintain during the engagement with the CITY, types and limits of insurance that are appropriate for the work being performed, comply with all applicable laws and are consistent with industry standards. The Subcontractor's liability insurance shall name CONTRACTOR as an additional insured.

(2) CONTRACTOR shall obtain and monitor the certificates of insurance from each Subcontractor. CONTRACTOR must retain the certificates of insurance for the duration of the contract and shall have the responsibility of enforcing insurance requirements among its subcontractors. The CITY shall be entitled, upon request and without expense, to receive copies of these certificates.

SECTION G. CONTRACTOR LIABILITY

Approval, disapproval or failure to act by the CITY regarding any insurance supplied by CONTRACTOR or its subcontractors shall not relieve CONTRACTOR of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall the bankruptcy, insolvency nor denial of liability by the insurance company exonerate CONTRACTOR from liability.

SECTION H. INDEMNITY

CONTRACTOR agrees to defend, indemnify and hold the CITY, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by CONTRACTOR'S breach of any of the terms or provisions of its engagement with the CITY, or by any negligent or strictly liable act or omission of CONTRACTOR, its

Insurance Requirements

officers, agents, employees, or subcontractors, in CONTRACTOR'S performance under its engagement with the CITY; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the CITY, its officers, agents or employees and in the event of joint and concurrent negligence or fault of CONTRACTOR and the CITY, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

CONTRACTOR (COMPANY NAME): _____

BY: _____
Signature of Authorized Representative

NAME: _____
Name of Authorized Representative (please print)

DATE: _____