



Minor Home Repair Program NOFA

Frequently Asked Questions

As of 1/7/21

Question: Will there be MBE requirements for this NOFA?

Answer: No

Question: Will we be provided with the names, etc. of previous people that have applied for the City of Dallas home repair program but did not get selected?

Answer: These names will not be given; however Housing staff will contact them letting them know that this program is open

Question: What is the process to handle homes that are in the Estate of (Name)?

Answer: Applicant needs to go www.texastapa.com to work with Cadillac Law to make sure title shows clear ownership

Question: How will equity be applied during the review of the NOFA?

Answer: Proposals will be reviewed and scored as received. Proposal should demonstrate that the amount of funds being requested can be managed by organization.

Question: Is a line of credit required? If so, what is minimum amount needed?

Answer: A line of credit is not needed, unless this is required by the subrecipient to manage a reimbursable grant.

Question: How should we verify if their mortgage is not delinquent?

Answer: You will ask applicant for most recent mortgage statement

Question: Are we checking any City of Dallas liens?

Answer: You are not, no lien may be placed on the property with this program

Question: How long will it take the City of Dallas to give an environmental clearance? Also, what is the process for this?

Answer: This can take up to 60 days.

Question: Some repairs estimate may exceed the \$4,999; Is the homeowner allowed to pay the difference or combine with other programs?

Answer: No, the total job must remain under \$4,999.

Question: Can the nonprofit hire their own inspector to ensure work is completed correctly?

Answer: Yes, the nonprofit can hire staff to oversee construction management.

Question: Is a developer fee allowed as part of this program? If not, is there any type of money allowed for administrative cost for administering this program?

Answer: There is not development happening, thus there is no developer fee for this program. Costs associated with directly administering the program can be included in the budget. There are no general administrative funds available.

Question: How does this work? I know getting contractors to bid on such a small job can be a challenge and getting 3 bids makes this harder.

Answer: Receiving at least 3 bids to complete the work or have procured a subrecipient through a competitive process consisting of at least 3 bids

Question: What type of purchase order is being referred to here?

Answer: This is a document telling the contractor to do work on the property that the subrecipient will authorize.

Question: What is considered lack of financial stability for this program? Grants are only up to 5k per household

Answer: Financial Capacity is determined based on work plan and total budget requested and funds available to manage a reimbursable project.

Question: What is the timeframe for reimbursement?

Answer: About 30 days once all required documentation has been submitted and reviewed by the city.

Question: Window replacement program for Dallas resident.

Answer: This program is open to window replacements and all eligible items on the list in the NOFA. Submitted proposal may include limited activities but may not score well. We are seeking subrecipients that can handle all activities listed.

Question: Is the subrecipient able to use other funding streams to make additional repairs on the same home?

Answer: At this time there's not, the cap at \$4999 allow us to do a Minor Home Repair (MHR) without triggering additional lead testing requirements as the funding sources from Community Block Grant Funds (CDBG) once we exceed the \$4999 threshold we go into the major home repair program that requires lead testing and correction of any lead paint deterioration items found on the property in addition to the minor repairs needed.

Question: Regarding the lien on property--did your comment mean that property must be lien free to be eligible?

Answer: No, our comment is that the subrecipient to administer this program may not place a lien on the property this program is a grant that should be free of liens.

Question: Why is the city seeking nonprofit administrators instead of administering the program itself?

Answer: We're seeking non-profit partners to administer this program as nonprofits can typically administer this program quicker than we can at the City of Dallas.

Question: Is the grant taxable to the homeowner or recipient?

Answer: it is not a taxable grant.

Question: Can you provide more info on inspection process? Will inspector be ensuring that the entire home is up to code or is inspector only focused on Cost Estimate and proposed repairs?

Answer: Our housing inspectors are only looking at the scope of work administered under this program, however if that work requires pulling a permit from the City of Dallas, the City of Dallas inspectors may look and find additional areas of improvement.

Question: How many subrecipients does the City of Dallas intend to select?

Answer: We're looking for subrecipients that can manage a portion or all the funds in an efficient manner, so we will be reviewing proposal received and awarding dollar amounts based on the proposals received.

Question: What does the City's environmental review process include?

Answer: The environmental review is a requirement of HUD, it includes a review of various environmental items including, 100 yr. flood plains, noise, railroads, and oil spills.

Question: Does an organization qualify if your organization is located out of the City of Dallas, but serves individuals in the City of Dallas?

Answer: Yes, that is fine if your serving individuals in the City of Dallas, this program is only open to the residents in the City of Dallas, however the nonprofit does not need to reside in the city.

Question: Does the city have guidance around how a scope of work is needs to be made/supporting documents?

Answer: We can provide examples of scopes of work; it is basically a line-item list of work to be done and cost per line item. In the training we can go through examples of work writeups, proceed orders and documentation.

Question: From past experience, what problems occurred that the administrators need to be aware of?

Answer: This is the 1st NOFA we have put out for the MHR, so problems that are foreseen are ensuring we follow the NOFA in qualifying the applicants and follow up with correct documentation for audit purposes.

Question: When you said proposals will be reviewed and scored as received, does that mean the funds are first come first serve rather than an app deadline?

Answer: Yes, we are looking to award the funds available as a NOFA, as more funds become available this gives us the ability to post that relatively quickly rather than a formal procurement process.

Question: Years ago, the program was difficult to administer because the dollars limit was so low. Now, after COVID, construction costs alone have gone up significantly. Why is there no inflation rider in this program to keep up with cost escalations?

Answer: This program is based on dollar limit and the different programs eligible under the CDBG activity. So as this is an MHR program to keep it within the minor limits, we restrict the total dollar limits to under \$4999.

Question: Is an audit mandatory?

Answer: We are looking to see that your organization has received an audit, if you have other documents that you think will be satisfactory for us to look at in terms of your profit and losses, 9-90 and that type of things we could consider that on a case-by-case basis.

Question: How much funding is available?

Answer: \$1,000,000 CDBG and \$100,000 General Funds, there is a statement posted to our website under the Minor Home Repair NOFA page that states the dollar amounts.

Question: Do you know the insurance requirements?

Answer: The insurance requirements are posted to the website; you can download those documents for full review.

Question: How does the minor repair program relate to the Housing Policy, and its repair funding for low-income communities that are graded G, H, I. in the policy?

Answer: This program is directly out of our comprehensive housing policy it's one of the 4 sub programs under the Housing Improvement Preservation Policy that was written to address the issues that the comprehensive housing policy addresses.

Question: We use volunteers, will the 3-bid requirement apply to our work?

Answer: You should outline how you vet/procure volunteers to do construction work in your proposal.

Question: Will the city reimburse the grantee organization for landscaping services?

Landscaping will be one of the primary services we deliver to clients.

Answer: Landscaping is not an eligible item under the Minor Home Repair Program

Question: Homeowner Eligibility: Will the City rely exclusively on the eligibility determination of the homeowner by the grantee contractor, or will the city provide a pool of vetted homeowners as well?

Answer: Yes, it will be the responsibility of the sub-recipient to determine eligibility of the homeowners. The city will not provide a list of vetted homeowners.

Question: Does the city have standard language that it prefers for an indemnification for insurance purposes?

Answer: The insurance requirements are posted to the website; you can download those documents for full review.

Question: What level of insurance will the City require for small volunteer nonprofits?

Answer: The insurance requirements are the same regardless of size of organization. The requirements are based on risk. The current requirements are posted to the website; you can download those documents for full review.

Question: What is the due date for proposals for this NOFA?

Answer: We have not set a date; however, we are currently reviewing proposals as received.