City of Dallas

Request for Applications (RFA)
Project Title: Minor Home Repair Grant Program – Addendum No. 2, September 26, 2019

1. The solicitation has been changed from a Request for Proposals (RFP) to a Request for Applications (RFA). Except for the changes noted below, the solicitation and requirements for submission remain the same.

2. The submission deadline for questions related to the RFA has changed from September 26, 2019 at 2:00 PM to September 27, 2019 at 2:00 PM

3. The Responsibilities of the City and Subrecipient(s) on Page 5 of the RFA is amended to include the following language related to determination of income eligibility:

The City will implement the administrative functions of the CDBG grant funds allocated to the Program under its grant obligations to HUD. This includes:

- marketing the Program in conjunction with the Subrecipient;
- performing initial household intake or conducting intake for households referred to the City by the Subrecipient,
- compile complete documentation required for income determination, subsequent information will be provided to Subrecipient,
- conducting the environmental reviews for each property prior to repair work being conducted,
- reviewing and approving the scope of work submitted by the Subrecipient per property,
- conducting randomized inspections of properties where repairs are scheduled to begin, underway and/or completed,
- making payments to the Subrecipient(s) for work completed, and
- monitoring the programmatic and financial components of the Program.
The City will utilize the services of one or more qualified Subrecipient to manage, implement, and undertake the repair/construction functions of the program. This includes:

- conducting marketing and outreach related to the Program in conjunction with the City,
- using income documents compiled by the City of Dallas, determine income eligibility of homeowner,
- for households deemed eligible by the City and who are referred specifically to the Subrecipient, conducting secondary intake and an inspection of each property,
- preparing the scope of work for the proposed repairs,
- preparing the cost estimate,
- timely notifying the City of any referred properties for which the Subrecipient declines to make repairs,
- preparing and ensuring the execution of the construction contract with each eligible household,
- performing authorized repairs and obtaining permits, as necessary,
- submitting reimbursement requests,
- maintaining project records,
- timely responding to all inspection and monitoring requests,
- timely responding to questions and concerns submitted by households who are receiving repairs conducted by the Subrecipient via the Program,
- performing warranty repairs, as necessary, and
- performing any other activities pursuant to the Subrecipient award.