

Memorandum



CITY OF DALLAS

DATE January 24, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Housing Policy Task Force Structure and Process for Notice of Funding Availability**

Over the past few weeks, staff has fielded questions about the structure of the housing policy task force and its steering committee, particularly in relationship to the notice of funding availability (NOFA) issued May 16, 2019. This memo outlines the history of the Comprehensive Housing Policy, the creation of the housing policy task force and its steering committee, and the issuance of the single-family NOFA.

Comprehensive Housing Policy and Housing Policy Task Force Background

Staff drafted the Comprehensive Housing Policy during winter and spring of 2018. During that time, eight meetings were held to provide stakeholders an opportunity to understand the challenges of producing housing from the perspective of developers, banks, and city regulatory officials.

On May 9, 2018, by Resolution No. 18-0704, City Council adopted the Comprehensive Housing Policy and approved the design of a Housing Policy Task Force (the Task Force), along with recommended committees, chairpersons, and co-chairpersons. The committees were to be chaired by a volunteer appointee from the private sector who had relevant and substantial experience working in the design, development, construction, marketing or financing of housing and co-chaired by executive-level city staff members who would provide staff support to each committee.

The committees and working groups met for a year between late 2018 and early 2019. During the summer and fall of 2019, staff met with task force members, community leaders, Council members, and other stakeholders to consider a modified format for the task force that would improve meeting attendance and encourage a broader array of stakeholders to attend meetings and provide feedback.

On December 11, 2019, Council approved an update to the Comprehensive Housing Policy to modify the task force description to provide for a steering committee and a broader task force. In lieu of committees, the task force would provide feedback on initiatives grouped by focus areas. The task force now has more than 500 members, including developers, architects, planners, community leaders, faith leaders, residents, educators, community housing development organizations, real estate professionals, bankers, philanthropists, government officials, government staff, and attorneys.

DATE January 24, 2020

SUBJECT **Housing Policy Task Force Structure and Process for Notice of Funding Availability**

Task Force Authority and Responsibility

Although the task force was approved by City Council, the task force is not a city board because it was not created by ordinance or by the city's charter. Boards that are created by City Council ordinance are codified in the Dallas City Code. For example, the creation, terms, membership, meetings, functions, duties, and responsibilities of the Senior Affairs Commission, the Citizen Homelessness Commission, and the Arts and Culture Advisory Committee are all codified in Chapter 2 of the Dallas City Code. These codified boards and commissions act as advisory bodies to the city manager and the city council and provide recommendations as prescribed in the code. Therefore, task force members are not city officials under the Dallas City Code.

The housing policy task force, and its steering committee, were created by City Council resolution. Their functions are specified in a policy document – the Comprehensive Housing Policy - while the details of the steering committee are in the City Manager-controlled appendix to that policy document. The task force provides a wide variety of unofficial feedback to staff as part of a vital, but ad hoc process. This dialog, along with best practices research, internal staff conversations, and discussions with councilmembers, helps to form both program development and staff recommendations to City Council.

Because it is vital that the task force include business owners, developers, philanthropists, property owners, residents, and other stakeholders, it is likely that members of the task force will seek, from time to time, to do business with the City or use City programs. Members of the task force must follow standard application, review, and procurement processes, the same as any other member of the public. However, they are not made subject to the Chapter 12A Code of Ethics merely by serving on the task force because they are not city officials for purposes of Chapter 12A.

Single family NOFA procurement process

The portion of the Comprehensive Housing Policy that guides the single-family NOFA process has remained unchanged since the original approval in May 2018. However, because stakeholder input is absolutely vital to all functions of the Housing & Neighborhood Revitalization Department, staff held two information sessions in January and February of 2019. An invitation flyer was sent to the entire housing policy email list, and a combined 87 stakeholders, including community leaders, CHDOs, and developers, attended the two meetings. A follow-up email with the information session presentation was sent to the entire housing policy list on February 6, 2019.

After these well-attended information sessions, staff worked with the Office of Procurement Services to draft the NOFA and issued it on May 9, 2019.

Importantly, once the NOFA was issued, all communication with the applicant was directed through the Office of Procurement Services, and questions regarding the solicitation were answered solely through the Office of Procurement Services. Additionally, applicants were required to refrain from reaching out to the Department of Housing & Neighborhood Revitalization until after NOFA scores were published. During

DATE January 24, 2020

SUBJECT **Housing Policy Task Force Structure and Process for Notice of Funding Availability**

this time, the housing policy task force continued to meet on programs and policy concepts, excluding the NOFA.

Conclusion

Since the issuance of the NOFA, the housing policy task force has been instrumental in advising staff on proposed improvements to the Comprehensive Housing Policy. These improvements include updates to the Low-Income Housing Tax Credit recommendation guidelines, the Dallas Homebuyer Assistance Program, the Home Improvement and Preservation Program, the Title Clearing Program, the Community Land Trust Program, and the Neighborhood Empowerment Zone Program, as well as a proposed public facilities corporation. In each case, the amendments to the Comprehensive Housing Policy were written by staff or city contractors.

In early 2020, the task force will meet to talk about the items on the policy's 2020 work plan, including targeted neighborhood rehabilitation, marketable housing credits, a potential fee in lieu program, and tenants' rights initiatives. The input from the task force provides a sounding board for staff-led proposals before they are presented to Council for consideration.

David Noguera is currently scheduling one-on-one meetings with you to be held during the upcoming week. Should you have any questions before then, please contact Mr. Noguera at 214-670-3619.



Michael Mendoza
Chief of Economic Development and Neighborhood Services

Attachments

Flyer for single family NOFA information sessions
Presentation for single family NOFA information sessions
May 9, 2018 Resolution adopting the CHP and creating the task force
NOFA timeline
NOFA applicants and scores

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors



PLEASE JOIN US

We need your feedback regarding our upcoming Notice of Funding Availability for Development of Single Family Homes

On May 9, 2018, the City of Dallas adopted its first Comprehensive Housing Policy. The City will soon issue a competitive Notice of Funding Availability (NOFA) that specifically solicits proposals to construct **new single-family homeowner or rental developments** that: are within City limits, align with the strategies set forth in the comprehensive housing policy, and where such financial assistance is necessary. Come learn about the priorities adopted by the Dallas City Council and how you can help us meet our annual housing production goal of over 6,600 units. The City would like your feedback before issuing the final NOFA.

This funding opportunity will be available to both non-profit and for-profit developers.



**CITY OF DALLAS
DEPARTMENT OF HOUSING
AND NEIGHBORHOOD
REVITALIZATION**

**MEETING PURPOSE:
DISCUSSION OF UPCOMING
NOTICE OF FUNDING
AVAILABILITY FOR
DEVELOPMENT OF SINGLE
FAMILY HOMES**

**DATES AND TIME:
JANUARY 29
1:00-2:30 PM
OR
FEBRUARY 5
1:00-2:30 PM**

**LOCATION:
DALLAS CITY HALL
AUDITORIUM L1FN**

**FOR MORE INFORMATION
CONTACT:**

Department of Housing and
Neighborhood Revitalization

214-670-5988

HousingPolicy@dallascityhall.com

Single Family Residential Development in the City of Dallas: Overview and Discussion of Funding Opportunities

Department of Housing & Neighborhood Revitalization
City of Dallas, Texas



Road Map

- Brief recap of the Comprehensive Housing Policy
- Feedback received regarding H&NR's most recent Notice of Funding Availability (NOFA)
- Discussion of framework for NOFA
- Other resources
 - Land Bank
 - HB 110 lots
 - Dallas Housing Finance Corporation
- Housing Taskforce & public input
- Comments/questions



Recap of the Comprehensive Housing Policy

Three Broad Goals



Create and maintain affordable housing units throughout Dallas



Promote greater fair housing choices



Overcome patterns of segregation and concentrations of poverty through incentives and requirements



Recap of the Comprehensive Housing Policy

Analysis and Development of the Policy

- Market Value Analysis (MVA) was completed by the Reinvestment Fund in early 2018
- MVA is a data-driven tool that helps residents and policy makers analyze the local real estate market at a census block level
- MVA is built on local administrative data and validated by local experts
- View the MVA at: <http://dallascityhall.com/departments/pnv/Pages/MarketValueAnalysis.aspx>

MVA Category	Median Sales Price	Variation Sales Price	Percent Owner Occupied	Percent new Construction	Percent Rehabilitation	Percent Subsidized Units	Percent Code Violations	Percent of Vacant Homes	Percent Foreclosure Filings	Household Density (reference only)
A (29 areas)	\$1,037,300	0.57	81%	2.6%	3.6%	1%	1%	2.4%	>1%	3.0
B (97 areas)	\$463,900	0.48	85%	1.2%	4.4%	2%	>1%	1.2%	>1%	3.7
C (87 areas)	\$390,500	0.40	31%	1.8%	1.2%	4%	1%	1.7%	1%	8.5
D (96 areas)	\$267,100	0.42	69%	0.5%	2.9%	4%	1%	1.8%	>1%	4.9
E (245 areas)	\$140,300	0.32	13%	1.1%	0.3%	13%	2%	2.3%	3%	15.6
F (124 areas)	\$117,600	0.44	73%	0.3%	1.5%	8%	2%	1.8%	3%	5.0
G (61 areas)	\$91,300	0.41	26%	0.4%	0.6%	63%	4%	3.8%	7%	12.3
H (124 areas)	\$72,400	0.55	60%	0.4%	1.3%	8%	6%	3.7%	4%	5.7
I (55 areas)	\$41,500	0.76	46%	0.7%	1.0%	17%	21%	7.5%	5%	7.1
Avg. Dallas Block Group	\$133,300	0.44	48%	0.9	1.6	12%	3%	2.6%	1%	8.5



Recap of the Comprehensive Housing Policy

Geographic Focus

Redevelopment Areas (4)

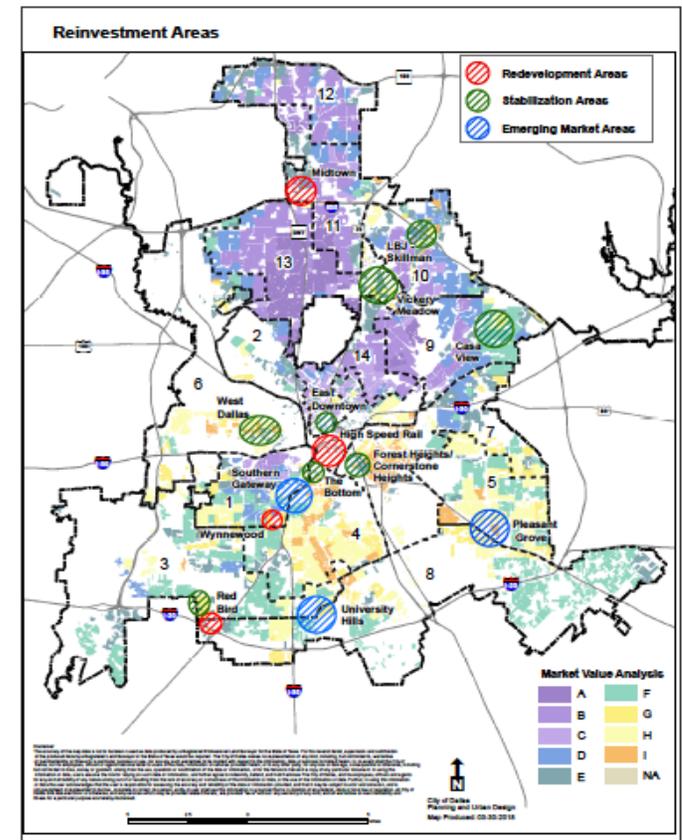
- Catalytic project scheduled to occur within the next 12 months that is supported by a third-party, independent market analysis. Project must include new housing production with affordable units offered for sale or rent to a mix of income bands.

Stabilization Areas (8)

- Weaker real estate markets (G,H,I) surrounded by stronger markets (A-E), and, as such, are at risk of displacement based on market conditions and scheduled redevelopment projects. New development and preservation of existing housing stock is prioritized.

Emerging Market Areas (3)

- A blend of middle markets (C,D,E) with mostly G,H,I markets. Needs intensive environmental enhancements, public infrastructure assessments and corrective plans, code enforcement, master planning and formalized neighborhood organizations to be prepared for real estate investment. Preservation of existing housing stock is prioritized.



Recap of the Comprehensive Housing Policy

Production Goals and Income Bands to be Served

Homeownership	% Total Units		HUD Area Median Income Dallas Metro	% Total Units	Rental
933	55%	Market Rate	120%	40%	587
1120			100%		587
1307	45%	Extremely Low, Very Low, Low Income	80%	60%	733
373			60%		440
			50%		293
			30%		293
Total: 3,733					Total: 2,933



Feedback Received Regarding 2018 Housing and Neighborhood Revitalization NOFA



Feedback Received Regarding 2018 NOFA

- The short timeframe between the release of the NOFA and its due date discouraged developers from applying
- It took too many resources (time and money) to submit a proposal
 - Lack of templates or fillable forms
 - High-costs associated with obtaining audited financial statements and market studies (especially when expedited)
 - Additional costs associated with preparing and submitting application package (printing, formatting, etc.)
- Some of the requested information was duplicative/not necessary
- The scoring system did not provide good guidance regarding whether a proposal would achieve a fundable score
- There was no process by which to submit missing items and/or appeal the decision



Discussion of Proposed 2019 NOFA for Single Family Housing Development



Discussion of Proposed 2019 NOFA for SF Housing Development

Funding Priorities Mandated by Comprehensive Housing Policy

- Projects that:
 - build 5 or more new construction, single-family homes (for sale or rental) or substantially rehabilitate rental housing greater than 5 units
 - are financially feasible (as outlined in the comprehensive housing policy)
 - can start construction in 12 months, complete construction within 2 years of funding commitment and be sold to an eligible homebuyer within 9 months of completion
 - serve a range of income bands (as outlined in the production goals)
 - have a minimum square footage of 1200 sq ft., at least 3 bedrooms and at least 1.5 bathrooms (preference, not requirement)
- Developers:
 - who can demonstrate the capacity and previous experience developing projects of the type presented in their proposal



Discussion of Proposed 2019 NOFA for SF Housing Development **Additional Funding Priorities Under Consideration**

- Projects that:
 - are close to amenities, such as high-frequency transit and full-scale grocery stores
 - propose to address an unmet need of 80% AMI (and below) households and use the market-value analysis to support the proposal
 - propose to develop on a large number of Land Bank or HB110 lots located within close geographic proximity of one another
 - in addition to creating affordable units, will create a significant number of market rate units (using a private funding source)
- Location in a Reinvestment Strategy Area could be a tie-breaker
- Development team must have relevant experience and track-record of success; priority given to development teams that include a CHDO
- City will provide gap financing



Discussion of Proposed 2019 NOFA for SF Housing Development Additional Funding Priorities Under Consideration

	1/4 mile or less	>1/4 mile and < 1/2 mile	1/2 mile and up to 1 mile
Amenity	Points	Points	Points
High Intensity Transit	5	3	1
Public Park	5	3	1
Full Scale Grocery Store	5	3	1
Community or Senior Center	5	3	1
Aging and Disability Resource Center	5	3	1
Amenity	1/2 mile or less	>1/2 mile and < 1 mile	1 mile and up to 2 miles
Qualifying Medical Clinic or Hospital	5	2	1
Amenity	20 minutes or less	>20 min. and < 40 min.	More than 40 min.
Transit time to Major Employment Center	5	2	0
Amenity	Services offered as defined in the Glossary		
Homeowner/Tenant Services	5		



Discussion of Proposed 2019 NOFA for SF Housing Development

Overview of Proposed NOFA Process

- NOFA is in the process of being drafted
- Staff are obtaining feedback from internal and external sources
- City plans to release NOFA in late-February/early-March 2019
 - Interested parties will have 30 days to submit a *pre-application*
 - Pre-applications will be scored by an evaluation team
 - High-scoring applicants will be invited to submit a full proposal & will have 30 days to submit full proposal including supporting documentation
- Full proposals will be referred for underwriting and will be scored by an evaluation team
- City will recommend awarding funding to the proposals that receive a fundable score, in order of score, and the recommended funding amount will be based on the funding gap validated by the underwriting process and subject to the availability of funds



Discussion of Notice of Funding Availability Framework

Terms of Funding for New Development and Substantial Rehabilitation

- New Development Program offers a 0%-3% loan, where such assistance is necessary
 - May be used for acquisition and construction financing
 - For single-family homebuyer units--Max term of loan is 2 years and is repayable in full upon sale, refinancing, transfer or upon maturity
 - Repayment is limited to the net proceeds of a City of Dallas-approved sale to a low-income buyer
 - City may require performance bond or irrevocable letter of credit acceptable to the City to ensure project completion
- During the period of affordability, units must be sold or rented to households at or below income levels specified in the contract
 - Mixed income projects are encouraged (but HOME funds can only pay for costs related to serving 80% AMI households and below)
- Funding source is HOME funds



Discussion of Notice of Funding Availability Framework

Proposal Requirements (not an exclusive list):

- Proposal should include:
 - Evidence of market demand (i.e. info from MLS pertaining to recent sales in the neighborhood, average time on the market for recent sales, availability of other product, average “months of supply,” and any known or planned projects)
 - Completed Affirmative Fair Housing Marketing Plan
 - Proforma (including development hard and soft costs by unit and costs related to the sales transaction to the qualified buyer)



Discussion of Notice of Funding Availability Framework

Specific Resources for Community Housing Development Organizations (CHDOs)

- 15% of City's annual HOME allocation is reserved for CHDOs
- CHDOs may exercise a "right of first refusal" to purchase Land Bank lots (i.e. first in line)
- Most CHDOs are eligible to purchase HB110 lots
- H&NR is planning to offer training opportunities exclusively for CHDOs
- **An organization may seek first-time CHDO certification when submitting a proposal in response to a NOFA**



Discussion of Notice of Funding Availability Framework

Mandatory Requirements for New Development and Substantial Rehabilitation Projects Seeking City Funding (depending on project type)

- Conflict of Interest
- Environmental Review
- Uniform Relocation Act (URA) and 104(d)
- Excluded Parties (Debarred Contractors)
- Site and Neighborhood Standards
- Lead Based Paint
- Davis Bacon and other Labor Standards
- Minority/Women Business Enterprises
- Section 3 Economic Opportunity
- Section 504
- Americans with Disabilities Act
- Fair Housing and Equal Opportunity
- Affirmative Marketing
- Recordkeeping



Other Resources

Land Bank and HB 110 Lot Sales

- *House Bill 110*—Allows the sale of real property to non-profits for the development of affordable housing
- *Land Bank statute*—Allows the sale of unimproved land that must be developed to provide units affordable to low-income persons (115% AMI or below) or for commercial development



Other Resources

Dallas Housing Finance Corporation (DHFC)

- May own property and enter into partnerships with developers



Housing Taskforce & Ongoing Public Input and Involvement

Housing Taskforce

- Council approved the creation of a Housing Taskforce with the following committees:
 - Steering, Development Process, Infrastructure, Marketing & Finance, and Neighborhood Quality of Life
- All meetings are open to the public. Meeting dates and agendas are posted on the Housing & Neighborhood Revitalization website.

Website

- Access the most recent version of the Comprehensive Housing Policy
- Learn more about housing programs and NOFAs
- Find meeting dates and agendas for Housing Taskforce, Land Bank, and Housing Finance Corporation
- Current Housing and Neighborhood Revitalization website:
<http://www.dallashousingpolicy.com>



Thank You



Department of Housing & Neighborhood Revitalization



O: 214-670-5988



housingpolicy@dallascityhall.com



<http://www.dallashousingpolicy.com>



May 9, 2018

WHEREAS, the City Council passed a 5-signature memo requesting the development of a comprehensive housing policy; and

WHEREAS, on March 12, 2017, the Dallas City Council Housing Committee established three goals for the development of a comprehensive strategy for housing: (1) create and maintain available and affordable housing throughout Dallas; (2) promote greater fair housing choices; and (3) overcome patterns of segregation and concentrations of poverty through incentives and requirements; and

WHEREAS, the City of Dallas (City) engaged The Reinvestment Fund to conduct a market value analysis, a tool used to assess the residential real estate market; and

WHEREAS, based on the results of the Market Value Analysis, city staff is proposing a geographic prioritization among 3 reinvestment areas - Redevelopment Areas are Midtown, High Speed Rail, Wynnewood, and Red Bird; Stabilization Areas are LBJ Skillman, Vickery Meadow, Casa View, Forest Heights/Cornerstone Heights, East Downtown, The Bottom, West Dallas, and Red Bird North; and Emerging Markets Areas are Southern Gateway, Pleasant Grove, and University Hills; and

WHEREAS, the geographic strategies for overcoming concentrations of poverty and segregation focus on families at various income levels to provide incentives for those families that choose to move to neighborhoods with more opportunity but simultaneously helping those who wish to remain where they live to revitalize their communities with intensive city services to help connect these emerging market areas to transportation, infrastructure and other assets; and

WHEREAS, there is a housing shortage of 20,000 units in Dallas driven by land and development costs; construction costs, including labor and materials shortages; rent growth; the effects of federal, state and local regulation; as well as, the single-family rental market; and

WHEREAS, citywide production goals for homeownership and rental units for the next three years along with respective income bands that will be prioritized within the production goals (**Exhibit A**) will guide the City's efforts in reducing the housing shortage; and

WHEREAS, to be responsive to current market conditions, allocation of funds for new construction or acquisition and substantial rehabilitation of homeownership and rental units shall be conducted through the deployment of Notices of Funding Availability or Requests for Applications; and

WHEREAS, the addition of the Home Improvement and Preservation Program for both single and multi-family rental will help preserve affordable housing; and

180704

May 9, 2018

WHEREAS, the City Council desires to allow unspent funds from home repair activities (Major Systems Repairs, Emergency System Repair, and Home Rebate Improvement) to be used in the new Home Improvement and Preservation Program; and

WHEREAS, the expansion of the owner-occupied rehabilitation program activities to include refinancing of home equity lines of credit and first or reverse mortgages will also preserve affordable housing; and

WHEREAS, the Targeted Homebuyer Assistance Program, which seeks to attract school teachers, police officers, emergency medical technicians and fire fighters into Reinvestment Strategy Areas will improve safety and perception of these areas and encourage additional reinvestment; and

WHEREAS, the designation of Neighborhood Empowerment Zones (NEZ) in Stabilization Areas and the use of specific strategies and tools in the NEZs will preserve affordability or deconcentrate racially and ethnically concentrated areas of poverty (RECAP); and

WHEREAS, the establishment of a Housing Trust Fund (HTF) and dedication of certain funds to the HTF will allow the HTF to originate loans or serve as credit enhancement to support the citywide production goals and create and preserve mixed income communities; and

WHEREAS, the creation of a non-contiguous Tax Increment Financing (TIF) District for areas not already located in an existing TIF District will leverage the use of the tool to support the development of additional for-sale and rental units; and

WHEREAS, the creation of a Housing Task Force to work on legislative issues, including state and federal issues, and to review the Low-Income Housing Tax Credit Qualified Allocation Plan (QAP) will assist the City in implementing the comprehensive housing policy; and

WHEREAS, the City recognizes the importance of having a comprehensive housing policy and desires to align the existing tools and programs with newly proposed strategies, tools, and programs that will ensure consistency amongst them and a baseline for a strategic approach for implementation; and

WHEREAS, the incorporation of existing housing strategies, tools and programs into the comprehensive housing policy, including Land Bank, which is administered by the Dallas Housing and Acquisition Corporation; the sale of lots to qualified non-profits pursuant to House Bill 110; Dallas Tomorrow Fund; Dallas Homebuyer Assistance Program and the Tenant Based Rental Assistance Program, will further the goals of the comprehensive housing policy; and

WHEREAS, the Department of Housing and Neighborhood Revitalization is not the only City department responsible for implementing the comprehensive housing policy and it is the desire of the City Council that all departments support the implementation of the comprehensive housing policy by taking all necessary measures to implement the strategies, tools and programs identified in the comprehensive housing policy; and

WHEREAS, the Community Development Commission (CDC) is responsible for submitting to the city manager and city council a recommended list of priorities for the consolidated application for HUD entitlement grant funds, specific recommendations as to the use and allocation of HUD entitlement grant funds, and making recommendations concerning the creation or elimination of projects that affect the HUD entitlement grant fund budget, among other duties, and it is the desire of the City Council that the CDC support the implementation of the comprehensive housing policy by using the comprehensive housing policy as a guide for developing all recommendations, including those related to HUD entitlement grants; and

WHEREAS, it is in the best interest of the of the City of Dallas to adopt a comprehensive housing policy;

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the documents attached hereto and made a part of this Resolution entitled Comprehensive Housing Policy Manual (**Exhibit B**) are hereby adopted as the comprehensive housing policy.

SECTION 2. That existing housing strategies, tools and programs are incorporated into the comprehensive housing policy, including Land Bank, which is administered by the Dallas Housing and Acquisition Corporation; the sale of lots to qualified non-profits pursuant to the City's Land Transfer Program and House Bill 110; Dallas Tomorrow Fund; Dallas Homebuyer Assistance Program and the Tenant Based Rental Assistance Program, and that the Department of Housing and Neighborhood Revitalization, other city departments and the Land Bank (DHADC) shall use the comprehensive housing policy as a guide for administering existing strategies, tools and programs and developing new strategies, tools and programs.

SECTION 3. That the City Council must approve any addition to, alteration or deletion of a strategy, tool, or program included in the comprehensive housing policy via a resolution to amend the comprehensive housing policy, unless such addition, alteration or deletion is purely administrative in form and does not alter the stated goals and foci of the comprehensive housing policy. "Administrative changes" includes grammatical and formatting changes, adjustments that bring program terms into compliance with state and federal regulations, and increases in the maximum amount of funding assistance

allowable in programs when such increases are due to increases in land and development costs or labor and material costs, but at no such time shall the maximum funding limits exceed funding limits allowable by federal or state law.

SECTION 4. That the City will recommend that the Community Development Commission (CDC) use the comprehensive housing policy as a guide for developing all recommendations, including those related to HUD entitlement grants.

SECTION 5. That the City Manager is hereby authorized to execute individual loan agreements (and other necessary documents), in accordance with the Dallas Homebuyer Assistance Program and Home Improvement and Preservation Program, which includes loans exceeding \$50,000, without additional Council approval. Funds that support these program activities are encumbered annually pursuant to the Consolidated Plan Budget.

SECTION 6. That the new Home Improvement and Preservation Program is hereby created pursuant to Exhibit B, and that the unspent funds estimated at approximately \$4.8M from home repair activities (Major Systems Repairs, Emergency System Repair, and Home Rebate Improvement) shall be used for the Home Improvement and Preservation Program.

SECTION 7. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

SECTION 8.

1. The Dallas Housing Policy Taskforce will report to the Economic Development and Housing Committee.
2. Combine function and expertise:
 - a. Steering Committee: Made up of all chairs and co-chairs of the other committees. The Chair of each committee is an external partner with industry expertise and the co-chair is a City Staff person who will provide the internal administrative support.
 - i. Chair: Bill Hall, retired CEO Habitat, Co-Chair: Raquel Favela, Chief of Economic Development & Neighborhood Services
 - b. Development Process Committee: Works with the Department of Sustainable Development and Construction (SDC) to review the development process and zoning requirements for single-family (SF) and multi-family (MF) developments and recommends changes to the development code.
 - i. Chair: Phil Crone & Linda McMahon, Co-Chair: David Cossum

May 9, 2018

- ii. Consists of at least one SDC staff person, Department of Housing and Neighborhood Revitalization (H&NR) staff person, Planning & Urban Design (P&UD) staff person (2), Builders Association representative, Texas Real Estate Council (TREC), and all interested builders.
 - c. Infrastructure Committee: Oversees planning and installation of infrastructure components; deals with infrastructure-related issues.
 - i. Chair: Jim Knight, Co-Chair: Mike Rogers
 - ii. Consists of at least one H&NR staff person, at least one Public Works (PW) staff person, Dallas Water Utilities (DWU), utility service providers, Texas Department of Transportation (TxDOT), Dallas Area Rapid Transit (DART), etc.
 - d. Marketing and Finance Committee: Works with all housing providers to develop a one-stop resource for housing resources to provide information to buyers and renters.
 - i. Chair: Romeo Arrieta, Co-Chair: David Noguera
 - ii. Membership must include: Dallas Housing Finance Corporation (DHFC) – Board Chair or designee (1), Community Development Commission (CDC) – Board Chair or designee, Dallas Development Fund (DDF) – Board Chair (1), Community Reinvestment Act (CRA) Lenders
 - iii. Consists of at least one H&NR staff person, at least one Metrotex, Lender, and Community Development Finance Institution (CDFI) representative
 - e. Neighborhood Quality of Life Committee: Works to review all state and federal policy recommendations related to housing, including, but not limited to, tax credit Qualified Allocation Plan.
 - i. Chair: Valerie Williams, Co-Chair: Maureen Milligan
 - ii. Membership must include: Dallas Housing Authority (DHA) – Board Chair and President (2), each Certified Community Housing Development Organization (CHDO) – Respective Board Chair and CEO or designee (5), Legal Aid Groups (3)
3. Committees will meet monthly and Taskforce will meet quarterly.
4. Taskforce will report quarterly to committee, beginning in Sept 2018.
5. Meetings will be open to the public.



HOUSING POLICY TASK FORCE

Added December 11, 2019

Summary

The Housing Policy Taskforce (taskforce) was established with the adoption of the comprehensive housing policy to solicit input from the general public and industry experts on the city's housing priorities and goals. It creates a forum for open dialogue and education on housing issues and progress updates on how the city is addressing the issues. Through Taskforce activities, the comprehensive housing policy will be tested, implemented and changed all in the interest of serving the residents of Dallas.

Structure

The housing policy task force is led by a steering committee with a chairperson, five focus area facilitators with industry expertise, and five focus area City staff representatives.

The task force itself is open to any member of the public who chooses to attend the meetings and/or submit feedback electronically. This open form of membership is a deliberate design component of the task force so that the City continues to build upon the significant public participation that occurred during the initial development of the comprehensive housing policy

Within the direction provided by City Council, the task force and its steering committee contribute stakeholder input and subject-matter expertise in the following focus areas and to further the following purposes:

- **Multifamily development:** Develop and refine policy, programs, strategies, and tools, and recommend amendments to the development code that maximize the production of new mixed-income multifamily and rental units by providing incentives for mixed income development.
- **Single family and ownership development:** Develop and refine policy, programs, strategies, and tools, and recommend amendments to the development code that maximize production of new mixed-income single family and ownership units from 60% to 120% AMI by providing incentives for mixed income development.
- **Affordability preservation:** Develop and refine policy, programs, strategies, and tools, that encourage rehabilitation and preservation of, and improve access to, existing affordable rental and homeownership housing units
- **Neighborhood investment:** Develop programs, strategies, and tools to invest funds and city support in neighborhoods in need of investment in preparation for future market-based investment in Reinvestment Strategy Areas while ensuring sustainable, equitable growth and promoting greater fair housing choices.
- **Support and funding:** Identify and secure new funding sources, maintain and support existing funding sources, minimize regulatory barriers, and review all state and federal policy recommendations related to housing while ensuring transparency and affirmatively furthering fair housing

The steering committee members will regularly communicate with each other, and the task force will engage a broad segment of the public in guiding the implementation of the CHP. See Appendix 1 for the housing policy task force structure and leadership.

APPENDIX 1

Housing Policy Task Force Structure and Leadership

Focus areas

Each focus area should be led by an expert or two in the field and supported by a member of staff from the Housing & Neighborhood Revitalization Department. The focus area should include input from a broad range of key stakeholders who are representatives from private and public sector entities whose activities have significant impact on the creation and preservation of affordable housing and City departments. Each representative should have enough experience and responsibility within the relevant organization to fully contribute to the committee.

- **Multifamily development**
 - External facilitator: real estate and/or finance expert in multifamily housing
 - At least one key stakeholder from each of the following groups: Sustainable Development and Construction staff, Department of Housing and Neighborhood Revitalization staff, Planning & Urban Design staff, associations of builders and contractors, organizations of real estate professionals, and at least one developer and/or builder.

- **Single family and ownership development**
 - External facilitator: real estate and/or finance expert in owner-occupied housing
 - At least one key stakeholder from each of the following groups: Sustainable Development and Construction staff, Office of Economic Development staff, Department of Housing and Neighborhood Revitalization staff, Planning & Urban Design staff, associations of builders and contractors, organizations of real estate professionals, associations of Realtors/Realtists, at least one developer and/or builder, and one Community Housing Development Organization executive.

- **Affordability preservation**
 - External facilitator: housing advocate
 - At least one key stakeholder from each of the following groups: the Office of Fair Housing and Human Rights staff, the Office of Welcoming Communities and Immigrant Affairs staff, the Office of Equity staff, the Office of Community Care staff, the Department of Code Compliance Services staff, the Office of Homeless Solutions staff, Dallas Housing Authority staff, associations of Realtors/Realtists, and at least two community leaders/advocates as recommended by the director of the Department of Housing and Neighborhood Revitalization.

- **Neighborhood investment**
 - External facilitator: community development professional
 - At least one key stakeholder from each of the following groups: Department of Housing and Neighborhood Revitalization staff, Department of Public Works staff, Dallas Water Utilities staff, Park and Recreation Department staff, representatives from at least one utility service provider, Texas Department of Transportation staff, Dallas Area Rapid Transit staff, real estate and civil engineering professionals, community planners, a certified Community Housing Development Organization, and at least one developer and/or builder.

- **Support and funding**

- External facilitators: one philanthropist and one capital markets/banking expert
- At least one key stakeholder from each of the following groups: Housing and Neighborhood Revitalization staff, Office of Economic Development staff, Office of Strategic Partnerships and Government Affairs staff, Dallas Housing Finance Corporation, Community Development Commission, Dallas Development Fund, Community Reinvestment Act lenders, associations of Realtors/Realists, Community Development Finance Institution representative, Dallas Housing Authority, at least one philanthropic organization, several certified Community Housing Development Organizations, and legal aid groups.

Communication and meetings

In order to encourage committee participation from a broad and diverse segment of the public, staff from the Department of Housing & Neighborhood Revitalization and task force facilitators engage in the following marketing efforts:

- staff will post a calendar of scheduled meetings and meeting agendas at <http://www.dallashousingpolicy.com>
- staff will schedule meetings at facilities that offer free parking and accessible meeting space
- staff will send out meeting notices and informational updates to a large list of individuals who have asked to be notified of housing task force meetings and other housing-related news
- the chairpersons of each committee will conduct outreach within their broad networks.

Meetings will be held as needed and the housing policy task force will report to the city council committee designated by the city manager.

This task force will be successful when it has stakeholder engagement that creates programs, strategies, and tools that catalyze equitable development, preserve affordability, and grow community investment.

The task force will:

- continue to increase the number of people who attend meetings
- broaden the variety and diversity of voices, organizations, and community members heard
- listen to stakeholders, elevate ideas, and communicate back to City leadership unmet needs as well as program, strategy, and tool ideas for improvement
- develop programs, strategies, and tools that respond to community needs and concerns on the ground, policies as listed in CHP, and future program ideas that come to light.

Modifications

The City Manager may modify Housing Policy Task Force structure and leadership focus areas, communication and meetings provisions in this Appendix 1 to increase its effectiveness and will notify by memorandum the City Council, the Housing Policy Task Force steering committee, and the city secretary of any changes.

Timeline - Single Family Notice of Funding Availability

Date	Council Action/Dept. of Housing & Neighborhood Revitalization Action
December 2017 through January 2018	Raquel Favela, Chief of Economic Development and Neighborhood Services held eight stakeholder engagement meetings on the topics of lack of housing inventory, aging housing stock, high concentration of vacant lots, and voucher acceptance
3/19/2018	Raquel Favela, Chief of Economic Development and Neighborhood Services briefs the Economic Development and Housing Committee on the proposed Comprehensive Housing Policy
5/2/2018	Raquel Favela briefed the full Council on the proposed Comprehensive Housing Policy
5/9/2018	Council adopts the Comprehensive Housing Policy (CHP) and creates the task force and steering committee with the passage of Resolution No. 18-0704
11/20/2018	First steering committee meeting - no discussion of NOFA
1/22/2019	Steering committee meeting - no mention of upcoming NOFA
1/27/2019	Flyer sent to entire Housing Policy email list to invite everyone to attend one of two information sessions regarding the upcoming single family NOFA
1/29/2019	Information session held - 47 attendees, including community leaders, CHDOs, and developers
2/5/2019	Information session held 40 attendees, including community leaders, CHDOs, and developers
2/6/2019	Information session presentation distributed to Housing Policy email list and all NOFA attendees: Comprehensive Housing Policy Developer Meet and Greet Single Family NOFA
3/5/2019	Steering committee meeting - brief mention of upcoming NOFA
Last week of April/ First week of May 2019	Procurement, in accordance with administrative directives and state law, publishes NOFA information in print media.
5/9/2019	Dept. of Housing & Neighborhood Revitalization issues a Notice of Funding Availability in accordance with the CHP
5/16/2019	NOFA Information Session - Beckley Saner Rec Center
5/22/2019	Council Authorizes amendments to the CHP to establish the Land Transfer Program with the passage of Resolution No. 19-0824
5/23/2019	NOFA Information Session - City Hall
5/28/2019	NOFA Information Session - Eloise Lundy Rec. Center (District 4)
5/30/2019	NOFA Information Session - Martin Luther King, Jr. Community Center
5/31/2019	NOFA Information Session - Fireside Recreation Center
6/4/2019	Questions from prospective NOFA applicants due to the City
7/5/2019	NOFA applications due to Procurement (Extended by 1 week due to volume of questions)
July 29 - August 2, 2019	Interviews with NOFA applicants
8/7/2019	NOFA Scoring Presentations with Housing & Multi-Department Review Panel Day #1
8/9/2019	NOFA Scoring Presentations with Housing & Multi-Department Review Panel Day #2
Aug. 12, 2019- Sep. 5, 2019	Independent Scoring by NOFA Review Panel
September 6, 2019 - Present	NOFA scoring announced to Council via Friday Memo
12/10/2019	NOFA presentation given to City Council in addition to 3 NOFA projects (Texas Community Builders, Dallas Area Habitat for Humanity, Confia Homes, LLC)

Developers and Project Scores - Single Family Notice of Funding Availability

Developer/Project Name	NOFA Score	Eligible for Underwriting (Y/N)	Clusters Requested	Council District(s)	Staff Recommendation for City Council
Builders of Hope - Revitalize West Dallas	125.75	Y	West Dallas	6	Approve
Texas Community Builders	120.75	Y	Jeffries-Meyers/Fair Park	7	Approve
City Wide CDC - Lisbon Villages Estates	115.25	Y	Developer-owned land	4	Approve
Dallas Area Habitat for Humanity	113.75	Y	Ideal #2 & #3 & Joppa	7	Approve
Dallas Housing Foundation	113.75	Y	Jeffries-Meyers/Fair Park	7	Approve
Muse Family Foundation	111.75	Y	Jeffries-Meyers/Fair Park	7	Approve
East Dallas Community Organization	110	Y	Developer-owned land	7	Approve
Good Urban Development	106.5	Y	Mill City Clusters 1-6	7	Approve
Notre Dame Place (Five Mile Infill & Bonton)	106	Y	Five Mile Clusters 1-6,Bonton #2	8, 7	Approve
Golden SEEDS	103.5	Y	The Bottom	4	Approve
Confia Homes - Cedar Crest	102.75	Y	Cedar Crest	4	Approve
Road Solutions	101	Y	West Dallas, Mill City #3, Jubilee, Oak Cliff #1	6,7,4	Do Not Approve
SG Blocks	97	N	West Dallas, Mill City #6, Bertrand, Bonton #1, Cedar Crest, Oak Cliff #1 & #2	6,7,4,8	Do Not Approve
Open Mindframe dba Cultivating Matters	87	N	Five Mile Clusters 3 & 4	8	Do Not Approve
Team Recon	79	N	Mill City Clusters 1-6, Jeffries-Meyers/Fair Park, St. Philip's, Zoo Area, Oak Cliff #1 & #2	7,4	Do Not Approve
OCON SRB	78.5	N	Paul Quinn	8	Do Not Approve
Juxta/Tekton	60	N	Zoo Area	4	Do Not Approve