

QUESTIONS Received with Answers

1. Does the City require that the Contractor/Subrecipient track their costs separately for direct delivery and administration?
 - Yes
2. In order to provide fair and equitable pricing, can the City provide more details on what the anticipated duties and responsibilities of the Contractor/Subrecipient will be associated with marketing of the program?
 - Duties would be to share any City of Dallas advertising for the HIPP programs with any local networks or organizations that may have potential applicants – if proposer has additional details on how they would do that, please include it in the proposal
3. HUD allows that entities may use the IRS definition of income and income verification process to determine income eligibility. This is a more streamlined approach than using the Part 5 methodology, and is less burdensome on homeowners to provide documentation. Would the City consider using this method for determining homeowner income eligibility instead of Part 5?
 - A contractor may submit this alternative method as part of their proposal
 - A subrecipient must use the part 5 method
4. On Page 4 under Bidding, the NOFA references a master contract for construction. Can you please provide a definition for Master Contract?
 - If contractor or subrecipient has a procurement method to hire 1 or more contractors outside of the houses being individually bid, then they should include this method of how they will handle construction aspects of program administration
5. Will the City be providing the contract template for the loan contract that will be executed for construction work?
 - Yes
6. Will the City be providing the templates for the Promissory Note and the Deed of Trust?
 - The City of Dallas will provide templates of all loan documents needed as well as a work write up, change order, and construction close out documents.
7. The NOFA does not address assessments for lead paint and asbestos? Who will be providing those services? If they are to be provided by the Contractor/Subrecipient, is the cost included in the Project Costs (loans to homeowners) or Direct Delivery Costs?
 - Lead paint is assumed to be found on all properties older than 1978, a lead test should be part of the work write up and the scope of work should be altered based on the lead report findings

8. Page 8, Section 7: Audited Financial Statements – since for-profit entities are not typically required to have audited financials, is it acceptable to provide a reviewed financial statement that clearly demonstrates the Contractor's ability to cash/flow a reimbursement program of this size?
 - Yes
9. Page 9 – Work Plan – the content being requested here appears to focus primarily on program outreach. However, information elsewhere in the NOFA indicates that the City will be doing the marketing/outreach with assistance from the Subrecipient/Contractor. Can the City please clarify the role and responsibilities that the Subrecipient/Contractor will have in regards to the program outreach?
 - Please see addendum 1 for update language on this
10. If the responding entity is a Contractor and not a Subrecipient, procurement and auditing requirements under the Uniform Administrative Requirements under 2 CFR 200, are not applicable. Is the City in agreement with this?
 - Yes, but there will be some requirements added
11. Will the City allow the use of Xactimate estimating software to determine the costs of the rehabilitation services?
 - Yes.
12. Page 23 refers to a Model Construction Agreement to be submitted by Subrecipients. Is this applicable to Contractors as well? If yes, does the City have a template that can be made available for review?
 - The City of Dallas will provide templates of all loan documents needed as well as a work write up, change order, and construction close out documents.
13. On Page 25, #2 – it states that all services are to be rendered to the homeowner as a grant. Elsewhere in the document, there are references to promissory notes and loans. Can the City provide clarification?
 - This will be a forgivable loan. Please see addendum 1 for update language on this.
14. If there is an issue on a title search, and the homeowner does not meet the HIPP homeownership criteria, Does the City have the ability to pay for the cost of the title search?
 - This should be part of the services the proposer anticipates as costs to administer the program.
15. Is there any requirement for the Contractor/Subrecipient to assist the Homeowner with clearing their title?
 - There is no requirement. Applicant would be ineligible at time of application. City does have a program open to assist individuals with this. www.texastapa.com
16. Is there a mechanism in place / funding available if the walls are opened up and items not found during the Estimated Cost of Repairs Inspection takes the total cost to rehab above \$60,000?
 - There is no work allowed over the total amount available under the program guidelines.
17. Does the City require that closings be held at or provided by a title company?

- Loan closings should be performed by qualified organizations
18. Can the City provide a sample of a recent work write-up (with all PII removed) that demonstrates a typical scope of work?
 - Yes, see attachment on website.
 19. Will the city help determine eligibility when there is a title issue?
 - Yes
 20. When contractor/subrecipient determines that house is a Reconstruction, is it then transferred back to the city to manage?
 - This NOFA is seeking contractor/subrecipient's who can administer both programs.
 21. Does the City have SPEC's for construction?
 - Yes, see HANR Specifications posted on website.
 22. Is asbestos inspection required?
 - It is not required on residential rehab
 23. Who is responsible for building plans?
 - Typically, this will be the construction contractor.
 24. Who pays for title searches?
 - This should be part of the budget to administer the program.
 25. If a homeowner has no place to relocate during construction or reconstruction what happens?
 - There are no funds for relocation, contractor/subrecipient can try and find support for them during construction or they would not be eligible for assistance.
 26. Will the City allow a purchased third-party warranty on all completed construction?
 - Yes
 27. Does the City of Dallas have a Section 3 Plan that would be applicable to the HIPPP? If yes, can you please provide a copy of that document.
 - Section 3 is not required for this project
 28. Can the City provide the reconstruction standards to include requirements for square footage for each bedroom size, allowable budget per bedroom size, and material selections, and any other relevant factors to consider?
 - These are posted to the website - HANR Specifications
 29. For reconstructions, are upgrades allowed to be purchased by homeowners? Such as additional square footage, material upgrades, additional bedrooms, etc.
 - No. The contractor can however build a larger house at no cost to the homeowner. The city requires at least a 1200sqft. Home.
 30. Does HIPPP allow MHUs (Manufactured Housing Units) as eligible housing units? If Yes, are the MHUs eligible for both rehabilitation and reconstruction services? Are they replaced with new MHUs or with site-built stick homes?
 - MHU's are not permitted with this program – Please refer to HANR Specifications for all requirements.
 31. Will the entire amount of money be awarded to one entity? If not, how many entities will be awarded the money?

- The city will review proposals and make that decision based on the proposals received.
32. How many total repairs under the HIPP program were completed in 2021 and 2020?
- The 2020 program approved 42 applicants. The 2021 program approved 44 applicants.
33. Does this program have any MBE requirements? Also, will MBE be given additional points on the scoring card?
- There are no MBE requirements or additional points given.
34. Can entities propose to hire additional staff to demonstrate increased capacity if awarded this program?
- Yes.
35. Will contractors still have to bid on the same project?
- If contractor or subrecipient has a procurement method to hire 1 or more contractors outside of the houses being individually bid, then they should include this method of how they will handle construction aspects of program administration