

Memorandum



CITY OF DALLAS

DATE March 15, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT Update on HUD OIG Audit of the City's HOME Program

This memorandum serves to provide an update regarding the Department of Housing and Urban Development (HUD) Office of Inspector General's (OIG) audit of the City of Dallas' Home Investment Partnerships Program (HOME).

HUD OIG Audit of the City's HOME Program

On January 8, 2019, the Housing and Neighborhood Revitalization Department (Housing) provided an update on the status of the outstanding recommendations that HUD OIG issued in an audit finding that Housing did not follow HOME regulations as outlined in 24 Code of Federal Regulations Part 92, its own policies and procedures under the reconstruction program, or appropriately administer its match contributions. In the letter, nine areas of deficiency were identified. As of this most recent update, six of the nine recommendations for improvement remain open for further information. HUD provided a response letter dated February 22, 2019 detailing the following:

- The recommendations that require (1) the hiring of a qualified entity to determine and correct deficiencies related to 13 reconstructed homes, including the structural integrity of the homes and (2) the potential for the City to repay its HOME program from non-federal funds which were misspent reconstructing homes, **remain open**.

Housing has provided HUD copies of the structural inspection reports and several updates on the repairs underway for the 8 homes that were determined to need repairs. The original builders completed some of the repairs, but not all. Housing will obtain a new contractor to complete the repairs and provide updates as appropriate. Housing anticipates the process of obtaining a new contractor and completing repairs to take four months.

- The remaining four recommendations propose that the City develop and adopt policies and procedures to address: (1) HOME match contributions, (2) a homeowner rehabilitation written agreement template, (3) contractor procurement and (4) determining homeowner income eligibility. These recommendations also **remain open**.

DATE March 15, 2019
SUBJECT Updates on HUD OIG Audit of the City's HOME Program

To address items 2-4 above, on February 4, 2019 Housing submitted to HUD the triparty homeowner rehabilitation written agreement; policies and procedures for home repair program for income eligibility; contractor manual to address procurement of contractors; and sign-in sheets for training staff on the policies and written agreements. Currently, HUD is reviewing the information. Housing is working with TDA Consulting, Inc. to draft the HOME Match policies and procedures and will provide it to HUD in 90 days.

Staff will continue to work in close collaboration with the Fort Worth CPD to close the remaining recommendations from the audit of the Home Program and provide additional information to reduce remaining repayment amounts. We will keep the Council abreast of our progress and update you throughout the process.

Should you have any questions, please contact Director of Housing and Neighborhood Revitalization David Noguera.



T.C. Broadnax
City Manager

c: Chris Caso, City Attorney (1)
Carol A. Smith, City Auditor (1)
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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 and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors



March 8, 2019

Ms. Shirley Henley, Director
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
801 Cherry Street, Unit 45-Suite 2500
Fort Worth, TX 76102

Dear Ms. Henley:

The City of Dallas is in receipt of your February 22, 2019 letter regarding management decisions for the nine recommendations in the HUD Office of Inspector General (OIG) audit report 2018-FW-1004. These management decisions address City of Dallas' HOME-funded homebuyer rehabilitation program and HOME match. This response provides an update on the plan of action for addressing the following management decisions.

HUD's Response for Recommendation 1A: The management decision requires the city to repay its HOME and CDBG programs from non-Federal funds for any of the subject properties that CPD determines are not adequately addressed by the city under Recommendation 1C. It also requires the city to conduct a new site-specific environmental review under 24 CFR Part 58 for 8309 Ryoak and complete any mitigation measures needed. The site-specific environmental review record received via email on December 2, 2018, was accepted by HUD's Field Environmental Officer. No further action is required by the city on this portion of the recommendation, it is **closed**. However, Recommendation 1A will remain **open** pending resolution of Recommendation 1C.

City's Response for Recommendation 1A: A status report of the repairs underway for the eight properties is addressed in the City's response to Recommendation 1C. The city will continue to provide the information as requested above on a monthly basis.

HUD's Response for Recommendation 1C: The management decision requires the city to hire a qualified third-party entity to complete a structural inspection of the 13 homes covered by the audit. The management decision requires that required repairs be completed by qualified contractors and inspected by the city's housing department. Based on the structural inspection reports and city inspections, five of 13 properties do not require repair. For the remaining eight properties, the city executed mediation agreements between the city, original contractor, and homeowner, identifying repairs to be made and the deadline for completion.

Our December 18, 2018 letter directed the city to submit the first monthly status report by address by January 10, 2019 for those eight properties that require repairs. The report was to identify progress towards completion, any additional work needed and timeframe for completion, along with certain source documentation. Due to the government shutdown, we extended the January 10, 2019 deadline to February 4, 2019.

The city submitted a status report for the eight properties on February 4, 2019, which indicated repairs had been completed on two of the properties. For the other six properties, the status report categorizes progress

into four columns: work completed, work underway, work not started, and estimated completion date. Although the city submitted the requested status report, it failed to submit the source documentation identified in our December 18, 2018 letter. Specifically, no work write ups or cost estimates were provided for work underway or not started. For repair work items completed, no contractor invoices or signed certification of completion were provided.

By March 8, 2019, the city must submit a second monthly status report on the progress toward completion of repairs to the eight properties. To support the information contained in the report, the city must also provide the following documentation:

- For work underway or not started, work write ups or cost estimates
- For completed repairs:
 - A signed certification that all required work has been completed and thoroughly inspected for compliance with HOME property standards; and
 - Contractor invoices or other appropriate documentation.

Recommendation 1C will remain **open** pending receipt and review of documentation showing completion of repairs to the eight properties or the repayment of funds as identified in the management decision for Recommendation 1A.

City's Response for Recommendation 1C: Attached as **Exhibit 1** is the city's March status report of the repairs underway or completed for the eight properties and the city housing inspection forms (**Exhibit 2**) for certification that the work complies with HOME property standards as indicated in each inspection form. Also attached are the work write-ups in **Exhibit 5** that had been previously provided with the city's letter dated October 10, 2018. The work write-ups provided in the City's October 10th letter were intended to be completed by Dry Quick at no cost to the City. To date, Dry Quick failed to meet the terms of the mediation agreements. The City will use the work write-ups to bid out the work and pay for the repairs with nonfederal funds. The city will continue to provide the status of the repairs as requested on a monthly basis.

HUD's Response for Recommendation 1D and 1E: As stated in our December 18, 2019 letter, these recommendations are **closed**.

HUD's Response for Recommendation 1F, 1G, 1H, 1I: These four management decisions require the city to develop and adopt policies and procedures to address HOME match contribution requirements (1F); homeowner rehabilitation written agreement template and implementation (1G); contractor procurement (1H); and determining homeowner income eligibility (1I). Our December 18th letter directed the city to submit the draft written standards and associated documents for review and approval by January 10, 2019. As previously mentioned, that deadline was extended to February 4, 2019.

On January 15, 2019, the city submitted by email a draft of the triparty written agreement for the Homeowner Improvement and Preservation Program (HIPP), and its February 4th letter transmitted the following documents.

- "Dallas Homebuyer Improvement Policies and Procedures" which contains sections on contracts/agreements (Recommendation 1G) and determining eligibility (Recommendation 1I)
- Sign-in sheet from January 16, 2019 staff training session on the process for executing the triparty agreement
- Sign-in sheet from staff training on the eligibility process held on August 2, 2018 (1I)

- The city's New Contractor Vetting and Certification manual (1H)

The information listed above is currently under review. The city failed to submit draft policies and procedures to address the HOME match contribution requirements for Recommendation 1F. According to the city's February 4th letter, the city has contracted with TDA Consulting to provide guidance on policies and procedures, internal controls, compliance and monitoring.

To meet our deadlines for response to OIG, we must have adequate time to review and potentially request revisions. Therefore, by March 8, 2019, the city must submit draft policies and procedures to address the HOME match contribution requirements.

City's Response for Recommendation 1F: On January 23, 2019, City Council approved an agreement with TDA Consulting to assist the City with compliance with federal grants, including drafting the policies and procedures for managing HOME match contributions. The draft policies and procedures will be submitted to your office in 90 days. The executed agreement (**Exhibit 3**) with TDA Consulting includes guidance on policies and procedures, internal controls, long term and short term compliance and monitoring, CHDO and staff training and CHDO certification.

If you have questions regarding this matter, please contact me at (214) 670-3619.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Noguera', with a long, sweeping horizontal flourish extending to the right.

David Noguera, Director
Housing and Neighborhood Revitalization

Cc: T.C. Broadnax, City Manager
Chan Williams, Assistant Director



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Fort Worth Regional Office, Region VI
Office of Community Planning and Development
801 Cherry Street, Unit #45, Suite 2500
Fort Worth, TX 76102
www.hud.gov

FEB 22 2019

T.C. Broadnax, City Manager
City of Dallas
Attention: David Noguera
1500 Marilla Street, Room 4EN
Dallas, Texas 75201-6390

SUBJECT: Inspector General Audit Report Number 2018-FW-1004

Dear Mr. Broadnax:

Thank you for the city's response to our December 18, 2018 letter, concerning the management decision for the nine recommendations in the subject OIG audit. Based on our review of the information received by email on January 15, 2019 and with your letter dated February 4, 2019, we have determined that the city's response is missing certain information identified in our December 18, 2018 letter. Our initial review of your response and the status of each recommendation are discussed in more detail below.

Recommendation 1A

The management decision requires the city to repay its HOME and CDBG programs from non-Federal funds for any of the subject properties that CPD determines are not adequately addressed by the city under Recommendation 1C. It also requires the city to conduct a new site-specific environmental review under 24 CFR Part 58 for 8309 Ryoak and complete any mitigation measures needed. The site-specific environmental review record received via email on December 2, 2018, was accepted by HUD's Field Environmental Officer. No further action is required by the city on this portion of the recommendation. However, Recommendation 1A will remain open pending resolution of Recommendation 1C.

Recommendation 1B

As stated in our December 18, 2018 letter, this recommendation is closed. Please be reminded that the city must provide this office with a copy of its draft reorganization plan upon its completion in mid-2019.

Recommendation 1C

The management decision requires the city to hire a qualified third-party entity to complete a structural inspection of the 13 homes covered by the audit. The

management decision requires that required repairs be completed by qualified contractors and inspected by the city's housing department. Based on the structural inspection reports and city inspections, five of 13 properties do not require repair. For the remaining eight properties, the city executed mediation agreements between the city, original contractor, and homeowner, identifying repairs to be made and the deadline for completion.

Our December 18, 2018 letter directed the city to submit the first monthly status report, by address, on January 10, 2019. The report was to identify progress toward completion, any additional work needed and timeframe for completion, along with certain source documentation. Due to the government shutdown, we extended the January 10, 2019 deadline to February 4, 2019.

The city submitted a status report for the eight properties on February 4, 2019, which indicates repairs had been completed on two of the properties. For the other six properties, the status report categorizes progress into four columns: work completed, work underway, work not started, and estimated completion date. Although the city submitted the requested status report, it failed to submit the source documentation identified in our December 18, 2018 letter. Specifically, no work write ups or cost estimates were provided for work underway or not started. For repair work items completed, no contractor invoices or signed certification of completion were provided.

By March 8, 2019, the city must submit a second monthly status report on the progress toward completion of repairs to the eight properties. To support the information contained in the report, the city must also provide the following documentation.

- For work underway or not started, work write ups or cost estimates
- For completed repairs:
 - a signed certification that all required work has been completed and thoroughly inspected for compliance with HOME property standards; and
 - contractor invoices or other appropriate documentation

Recommendation 1C will remain open pending receipt and review of documentation showing completion of repairs to the eight properties or the repayment of funds as identified in the management decision for Recommendation 1A.

Recommendations 1D and 1E

As stated in our December 18, 2018 letter, these recommendations are closed.

Recommendations 1F, 1G, 1H, and 1I

These four management decisions require the city to develop and adopt policies and procedures to address HOME match contribution requirements (1F); homeowner rehabilitation written agreement template and implementation (1G), contractor

procurement (1H); and determining homeowner income eligibility (1I). Our December 18th letter directed the city to submit the draft written standards and associated documents for review and approval by January 10, 2019. As previously mentioned, that deadline was extended to February 4, 2019.

On January 15, 2019, the city submitted by email a draft of the triparty written agreement for the Homeowner Improvement and Preservation Program (HIPP), and its February 4th letter transmitted the following documents:

- "Dallas Homebuyer Improvement Policies and Procedures" which contains sections on contracts/agreements (Recommendation 1G) and determining eligibility (Recommendation 1I)
- Sign-in sheet from January 16, 2019 staff training session on the process for executing the triparty agreement
- Sign-in sheet from staff training on the eligibility process held on August 2, 2018 (1I)
- The city's New Contractor Vetting and Certification manual (1H)

The information listed above is currently under review. The city failed to submit draft policies and procedures to address the HOME match contribution requirements for Recommendation 1F. According to the city's February 4th letter, the city has contracted with TDA Consulting to provide guidance on policies and procedures, internal controls, compliance and monitoring.

To meet our deadline for response to the OIG, we must have adequate time to review and potentially request revisions. Therefore, by March 8, 2019, the city must submit draft policies and procedures to address the HOME match contribution requirements.

If you have any questions about this letter, please contact Kristin Hadawi, Senior Community Planning and Development Representative, at 817-978-5959 or by email at kristin.d.hadawi@hud.gov.

Sincerely,



Shirley J. Henley
Director

cc: Chan Williams

Exhibit 1

Status of Repairs for Recommendation 1C

Address	Work Completed	Work Underway	Work Not Started	Estimated Completion Date
2311 Custer	All work complete	None	None	NA
2936 E Ann Arbor	All work complete	None	None	NA
4505 Bonnie View	<ul style="list-style-type: none"> - Replace 20x20 air grill - Install levered style handles - Swap light and fan switches - Sand down 2 cabinet doors 	<ul style="list-style-type: none"> - Install storm door on back door. - Supply vent in master bathroom 	<ul style="list-style-type: none"> - Tighten toilet seat. - Repair furnace so it turns off at set temperature. 	7/1/2019
3811 Elsie Faye	<ul style="list-style-type: none"> - Replace 20x20 air grill. - Replace pex extension in attic. - Connect phone wire in box in kitchen. - Secure dishwasher to countertop 	<ul style="list-style-type: none"> - Place wires on top of water back into housing. 	<ul style="list-style-type: none"> - Remove and repair 12x12 drywall patch in bedroom and paint the 12x12 patch with paint left at the house. - Secure countertop in hall bathroom 	7/1/2019
1205 Morrell	<ul style="list-style-type: none"> - Replace 20x20 air grill. - Install levered style handles. - Install correct air hammer arrestor. - Install new vanity sink and faucet in master bath 	<ul style="list-style-type: none"> - Reinstall fence along back alley 	<ul style="list-style-type: none"> - Repair dishwasher. - Adjust anti scald setting on shower. Clean and level terrain in front and back yards. - Repair kitchen circuit that keeps tripping. - Clean and level terrain on front and back yards 	7/15/2019

Status of Repairs for Recommendation 1C

8810 Briley	<ul style="list-style-type: none">- Seal around kitchen sink- Remove and resecure medicine cabinet in master bathroom- Secure vanity top and seal splash in master bath- Repair light switch in master bathroom- Level A/C drain pan- Re-grout hall and master bathroom showers- Remove and reinstall floor transition- Reattach face frame on kitchen cabinet	<ul style="list-style-type: none">- Adjust all doors- Sand all cabinets using 280-400 grit sandpaper and spray with clear coat in place	<ul style="list-style-type: none">- Rekey entry doors- Caulk around window frames	7/1/2019
-------------	---	--	--	----------

Status of Repairs for Recommendation 1C

510 E. Woodin	<ul style="list-style-type: none"> - Sand and finish cabinets in master bathroom - Repair living room ceiling patches - Seal bottom of baseboards in hall bathroom - Caulk floor tile in hall bathroom - Regrout joints in bathrooms - Install dryer vent - Secure dishwasher 	<ul style="list-style-type: none"> - Lever and anchor carport columns 	<ul style="list-style-type: none"> - Touch up chips in both bath tubs - Rake and remove large debris from front and back yards - Grade and finish lawn - Reattach toe kick on hall vanity - Replace arc fault breaker near TV in living room - Readjust anti scald in master shower - Touch up paint on outside of kitchen door - Supply and plant two 2" caliper trees - Provide appliance warranties - Adjust setting on master bedroom toilet - Check light switches in kitchen and living room - Install weep hole every four feet on brick sides of home 	8/1/2019
---------------	--	--	---	----------

Status of Repairs for Recommendation 1C

<p>8309 Ryoak</p>	<ul style="list-style-type: none"> - Seal around duck work and fix sharp bends - Reattach cabinet side panel next to refrigerator - Seal tub tile and soap dishes - Tighten bolts on hall bath toilet - replace 20x20 air grill - Add light switch left of stove - Seal countertops - Investigate slope of porch - Fix water damage ceiling - Cover exposed drywall tape - Cut extra barrier sticking out under house 	<ul style="list-style-type: none"> - Roof seal above vent-a-hood is still leaking - HVAC overflow drain has large bow (needs more support) - Fix garbage disposal plumbing - Remove utility pole 	<ul style="list-style-type: none"> - Install self-closing door in attic - Secure dishwasher end to floor - Touch up paint throughout - Install tempered, obscured glass in master bathroom window - Repair water damage to closet caused by overflow - Install TV cable in 2nd and 3rd bedrooms - Reinstall loose brick near front of garage - Fix porch to slant away from house - Fill cracks in driveway and sidewalks with silicon concrete - Replace cracked tile in laundry room and pantry - Level A/C slab - Replace damage caused by water intrusion 	<p style="text-align: center;">8/1/2019</p>
-------------------	--	--	---	---

Exhibit 2



**City of Dallas Housing and Neighborhood Revitalization
Multi-Purpose Inspection Checklist**

This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We **do not** move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer: <u>Janeal Potts</u>		Year Built:	Date:	Inspection Results	Inspector		
Address: <u>2311 Custer</u>		Unit #: <u>N/A</u>	<u>10/4/2018</u>	** FAIL **	Paul Moore		
Property Name:		Loan #:	<u>1/3/2019</u>	PASS	Paul Moore		
Contact Info: <u>Ph.</u>							

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 10/3/2018 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 10/3/2018 Signature of Owner/ Agent: Janeal Potts

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	PASS				
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	PASS				
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	PASS				
2.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	**FAIL**	PASS	Move 20x20 grill to living space	P.M.	1/4/2019
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	Car Port	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	POST CONDITION	PASS				
4.2	CEILING CONDITION	**FAIL**	PASS	W&W. Seal HVAC and secure to joists	P.M.	2/4/2019
4.3	FLOOR CONDITION	PASS				
4.4	ROOF CONDITION	PASS				
4.5	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

* ROOM CODES

1. BEDROOM OR ANY ROOM USED FOR SLEEPING

2. DINING ROOM OR DINNING AREA

3. SECONDARY LIVING ROOMS, DEN

4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

5. ADDITIONAL BATHROOM

6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6					
5.2	ADEQUATE LIGHTING					
5.3	ELECTRICAL HAZARDS/ GFCI					
5.4	WINDOW CONDITION					
5.5	DOOR CONDITION					
5.6	CEILING CONDITION					
5.7	WALL CONDITION					
5.8	FLOOR CONDITION					
5.9	SMOKE DETECTORS					
5.10	SECURITY					
5.11	OTHER POTENTIAL HAZARDS					
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT <input type="checkbox"/> YES <input type="checkbox"/> Heat <input type="checkbox"/> YES <input type="checkbox"/>	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	* * FAIL * *	PASS	12103 HVAC W&W. Level HVAC pan	P.M.	2/4/2019
7.7	HEATING: <input type="checkbox"/> (ELECTRIC) <input type="checkbox"/>	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						



CITY OF DALLAS
 City of Dallas Housing and Neighborhood Revitalization
 Multi-Purpose Inspection Checklist

This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer: Gwendolyn Harris		Year Built:	Date:	Inspection Results	Inspector		
Address: 510 E. Woodin		Unit #: N/A	10/4/2018	**FAIL**	Paul Moore		
Property Name:		Loan #:					
Contact Info:		Ph.					

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 2/3/2019 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 2/3/2019 Signature of Owner/ Agent: Gwendolyn Harris

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	**FAIL**	PASS	14105 Repair ceiling drywall patch	P.M.	2/4/2019
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	PASS				
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	**FAIL**	PASS	11100 W&W. Attach dishwasher to counter	P.M.	2/4/2019
2.14	VISUAL ASSESSMENT/ OTHER	**FAIL**	PASS	W&W. Supply dryer vent	P.M.	2/4/2019
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTILATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	**FAIL**	PASS	11104, WW Fix grout in shower	P.M.	2/4/2019
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	**FAIL**	PASS	16102 Repair finish on cabinet	P.M.	2/4/2019
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTILATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	**FAIL**	PASS	11104, WW Fix grout in shower	P.M.	2/4/2019
3.9	FLOOR CONDITION	**FAIL**	PASS	15100 W&W Caulk baseboard bottom fill tile	P.M.	2/4/2019
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	Car Port	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	POST CONDITION	PASS				
4.2	CEILING CONDITION	PASS				
4.3	FLOOR CONDITION	PASS				
4.4	ROOF CONDITION	PASS				
4.5	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

* ROOM CODES

1. BEDROOM OR ANY ROOM USED FOR SLEEPING

2. DINING ROOM OR DINNING AREA

3. SECONDARY LIVING ROOMS, DEN

4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

5. ADDITIONAL BATHROOM

6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6					
5.2	ADEQUATE LIGHTING					
5.3	ELECTRICAL HAZARDS/ GFCI					
5.4	WINDOW CONDITION					
5.5	DOOR CONDITION					
5.6	CEILING CONDITION					
5.7	WALL CONDITION					
5.8	FLOOR CONDITION					
5.9	SMOKE DETECTORS					
5.10	SECURITY					
5.11	OTHER POTENTIAL HAZARDS					
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT <input type="checkbox"/> YES <input type="checkbox"/> Heat <input type="checkbox"/> YES <input type="checkbox"/>	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	PASS				
7.7	HEATING: (ELECTRIC) <input type="checkbox"/>	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						



CITY OF DALLAS
 City of Dallas Housing and Neighborhood Revitalization
 Multi-Purpose Inspection Checklist


This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6: 0	# Sleeping rooms: 3	# of Exterior Walls: 4
Client/ Buyer: Willie Burks	Year Built	Date:	Inspection Results	Inspector
Address: 2936 E. Ann Arbor	Unit #: N/A	10/3/2018	**FAIL**	Paul Moore
Property Name:	Loan #:	1/3/2019	PASS	Paul Moore
Contact Info:	Ph.			

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 10/3/2018 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 10/16/2018 Signature of Owner/ Agent: Willie Burks

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	PASS				
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	**FAIL**	PASS	11100, W&W. Seal sink and splash & hot water	P.M.	1/3/2019
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	PASS				
2.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	**FAIL**	PASS	11104, W&W Fix grout in shower	P.M.	1/3/2019
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT					
3.2	ADEQUATE LIGHTING					
3.3	ELECTRICAL HAZARDS/ GFCI					
3.4	ADEQUATE VENTALATION					
3.5	WINDOW CONDITION					
3.6	DOOR CONDITION					
3.7	CEILING CONDITION					
3.8	WALL CONDITION	**FAIL**	PASS	11104, WW Fix grout in shower	P.M.	1/3/2019
3.9	FLOOR CONDITION					
3.10	FLUSH TOILET					
3.11	FIXED WASH BASIN OR LAVATORY					
3.12	TUB OR SHOWER PRESENT					
3.13	SHOWER DIVERTER					
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	**FAIL**	PASS	13100, W&W Fix bottom of door	P.M.	2/4/2019
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	**FAIL**	PASS	Move 20x20 grill to living space	P.M.	2/4/2019
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

* ROOM CODES

- 1. BEDROOM OR ANY ROOM USED FOR SLEEPING
- 4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

- 2. DINING ROOM OR DINNING AREA
- 5. ADDITIONAL BATHROOM

- 3. SECONDARY LIVING ROOMS, DEN
- 6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/ BUILDINGS (GARAGE)	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6	PASS				
5.2	ADEQUATE LIGHTING	PASS				
5.3	ELECTRICAL HAZARDS/ GFCI	PASS				
5.4	WINDOW CONDITION	PASS				
5.5	DOOR CONDITION	**FAIL**	PASS	8201, 8203, W&W. need levered handle	P.M.	2/4/2019
5.6	CEILING CONDITION	PASS				
5.7	WALL CONDITION	PASS				
5.8	FLOOR CONDITION	PASS				
5.9	SMOKE DETECTORS	PASS				
5.10	SECURITY	PASS				
5.11	OTHER POTENTIAL HAZARDS	PASS				
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT YES Heat YES	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	PASS				
7.7	HEATING: (ELECTRIC)	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						

ITEM#	8. WATER HEATER & PLUMBING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
8.1	WATER HEATER PRESENT	N/A				
8.2		N/A				
8.3	18 INCHES OFF FLOOR	N/A				
8.4	DIVERTER/ FLUE PIPE	N/A				
8.5	HIGH LOW VENTS	N/A				
8.6	PRESSURE RELIEF VALVE	N/A				
8.7	SECONDARY DRAIN PAN	N/A				
8.8	WATER PIPEING INSULATED	N/A				
8.9	WATER SHUT OFF VALVE	N/A				
8.10	ANTI-SIPHON VALVE/ HOSE BIBS	N/A				
ADDITIONAL INFORMATION:						

ITEM#	9. GENERAL HEALTH & SAFETY	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
9.1	GARAGE DOOR	N/A				
9.2	EVIDENCE OF INFESTATION	PASS				
9.3	GARBAGE & DEBRIS	PASS				
9.4	OTHER INTERIOR HAZARDS	PASS				
9.5	CARBON MONOXIDE MONITOR	PASS				
9.6	A F C I (NEW CONSTRUCTION)	PASS				
9.7	ADEQUATE GROUNDING (NEW)	PASS				
9.8						
9.9						
9.10						
ADDITIONAL INFORMATION:						
LEAD SAFE WORK PRACTICES FOR HOMES PRE- 1978						

- REQUIRED, Lead-based paint safe work practices and a visual clearance is required. Continue to visual clearance.
 NOT REQUIRED: Compliance with this section is complete

All peeling paint has been removed to the bare wood and unit has been re-painted with two coats of non-lead paint.

Signature _____

Date _____

ITEM#	INITIAL INSPECTION	FINAL INSPECTION	EXPLANATION



CITY OF DALLAS
 City of Dallas Housing and Neighborhood Revitalization
 Multi-Purpose Inspection Checklist


This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer: Mary Hollis		Year Built:	Date:	Inspection Results	Inspector		
Address: 8810 Briley		Unit #: N/A	10/3/2018	**FAIL**	Paul Moore		
Property Name:		Loan #:					
Contact Info:		Ph.					

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 10/3/2018 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 10/3/2018 Signature of Owner/ Agent: Mary Hollis

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	PASS				
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	**FAIL**	PASS	15101 Reinstall floor transition	P.M.	2/4/2019
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	**FAIL**	PASS	11100, W&W. Seal sink and splash & hot water	P.M.	2/4/2019
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	PASS				
2.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	**FAIL**	PASS	16100 W&W. Fix broken face frame on cabinet	P.M.	2/4/2019
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	**FAIL**	PASS	10103 W&W. Replace bad switch	P.M.	2/4/2019
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	**FAIL**	PASS	8103 Caulk around frames	P.M.	2/4/2019
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	**FAIL**	PASS	11104, W&W Fix grout in shower		
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	**FAIL**	PASS	16102 W&W. Attach counter and seal splash	P.M.	2/4/2019
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	**FAIL**	PASS	17101 W&W. Reinstall medicine cabinet	P.M.	2/4/2019
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	**FAIL**	PASS	8103 Caulk around frames	P.M.	2/4/2019
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

* ROOM CODES

1. BEDROOM OR ANY ROOM USED FOR SLEEPING

2. DINING ROOM OR DINNING AREA

3. SECONDARY LIVING ROOMS, DEN

4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

5. ADDITIONAL BATHROOM

6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/ BUILDINGS (GARAGE)	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6					
5.2	ADEQUATE LIGHTING					
5.3	ELECTRICAL HAZARDS/ GFCI					
5.4	WINDOW CONDITION					
5.5	DOOR CONDITION					
5.6	CEILING CONDITION					
5.7	WALL CONDITION					
5.8	FLOOR CONDITION					
5.9	SMOKE DETECTORS					
5.10	SECURITY					
5.11	OTHER POTENTIAL HAZARDS					
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT YES Heat YES	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	**FAIL**	PASS	12103 HVAC W&W. Level HVAC pan	P.M.	2/4/2019
7.7	HEATING: (ELECTRIC)	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						

ITEM#	8. WATER HEATER & PLUMBING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
8.1	WATER HEATER PRESENT	N/A				
8.2		N/A				
8.3	18 INCHES OFF FLOOR	N/A				
8.4	DIVERTER/ FLUE PIPE	N/A				
8.5	HIGH LOW VENTS	N/A				
8.6	PRESSURE RELIEF VALVE	N/A				
8.7	SECONDARY DRAIN PAN	N/A				
8.8	WATER PIPEING INSULATED	N/A				
8.9	WATER SHUT OFF VALVE	N/A				
8.10	ANTI-SIPHON VALVE/ HOSE BIBS	N/A				
ADDITIONAL INFORMATION:						

ITEM#	9. GENERAL HEALTH & SAFETY	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
9.1	GARAGE DOOR	N/A				
9.2	EVIDENCE OF INFESTATION	PASS				
9.3	GARBAGE & DEBRIS	PASS				
9.4	OTHER INTERIOR HAZARDS	PASS				
9.5	CARBON MONOXIDE MONITOR	PASS				
9.6	A F C I (NEW CONSTRUCTION)	PASS				
9.7	ADEQUATE GROUNDING (NEW)	PASS				
9.8						
9.9						
9.10						
ADDITIONAL INFORMATION:						
LEAD SAFE WORK PRACTICES FOR HOMES PRE- 1978						

- REQUIRED, Lead-based paint safe work practices and a visual clearance is required. Continue to visual clearance.
- NOT REQUIRED: Compliance with this section is complete

All peeling paint has been removed to the bare wood and unit has been re-painted with two coats of non-lead paint.

Signature _____

Date _____

ITEM#	INITIAL INSPECTION	FINAL INSPECTION	EXPLANATION



CITY OF DALLAS

City of Dallas Housing and Neighborhood Revitalization
Multi-Purpose Inspection Checklist

This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer: Jimmy & Deborah Isbel		Year Built:	Date:	Inspection Results	Inspector		
Address: 8309 Ryoak		Unit #: N/A	10/4/2019	**FAIL**	Paul Moore		
Property Name:		Loan #:					
Contact Info:		Ph.					

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 2/4/2019 Signature of Inspector: _____

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 2/4/2019 Signature of Owner/ Agent: Jimmy & Deborah Isbel

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	**FAIL**	PASS	14105 Repair ceiling drywall patch	P.M.	2/4/2019
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	**FAIL**	PASS	16100. Reattach cabinet side	P.M.	2/4/2019

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	**FAIL**	PASS	10103. Install light switch	P.M.	2/4/2019
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	PASS				
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	PASS				
2.14	VISUAL ASSESSMENT/ OTHER	**FAIL**	PASS	16102 W&W. Seal backlash	P.M.	2/4/2019
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	**FAIL**	PASS	11104. Seal tile and soap dish	P.M.	2/4/2019
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	**FAIL**	PASS	11107. Tighten bolts		
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	**FAIL**	PASS	11104. Seal tile and soap dish	P.M.	2/4/2019
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	**FAIL**	PASS	Move 20x20 grill to living space	P.M.	2/4/2019
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	Car Port	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	POST CONDITION	PASS				
4.2	CEILING CONDITION	PASS				
4.3	FLOOR CONDITION	PASS				
4.4	ROOF CONDITION	PASS				
4.5	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

* ROOM CODES

1. BEDROOM OR ANY ROOM USED FOR SLEEPING

2. DINING ROOM OR DINNING AREA

3. SECONDARY LIVING ROOMS, DEN

4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

5. ADDITIONAL BATHROOM

6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6	PASS				
5.2	ADEQUATE LIGHTING	PASS				
5.3	ELECTRICAL HAZARDS/ GFCI	PASS				
5.4	WINDOW CONDITION	PASS				
5.5	DOOR CONDITION	PASS				
5.6	CEILING CONDITION	PASS				
5.7	WALL CONDITION	PASS				
5.8	FLOOR CONDITION	PASS				
5.9	SMOKE DETECTORS	PASS				
5.10	SECURITY	PASS				
5.11	OTHER POTENTIAL HAZARDS	PASS				
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	**FAIL**	PASS	5102. Remove excess vapor barrier		
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT YES Heat YES	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	PASS				
7.7	HEATING: (ELECTRIC)	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	**FAIL**	PASS	12102. Fix sharrp bends	P.M.	2/4/2019
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						



CITY OF DALLAS
 City of Dallas Housing and Neighborhood Revitalization
 Multi-Purpose Inspection Checklist


This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer:	Mary Jones	Year Built:		Date:		Inspection Results	Inspector
Address:	1207 Morrell	Unit #:	N/A	10/3/2018	**FAIL**		Paul Moore
Property Name:		Loan #:					
Contact Info:	Ph.						

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 1/3/2019 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 1/3/2019 Signature of Owner/ Agent: Mary Jones

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	PASS				
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	**FAIL**	PASS	11100 W&W. Install air arrestor	P.M.	1/3/2019
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	PASS				
2.14	VISUAL ASSESSMENT/ OTHER	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	**FAIL**	PASS	11102 W&W. Install new sink and faucet	P.M.	1/3/2019
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	**FAIL**	PASS	Move 20x20 grill to living space	P.M.	1/3/2019
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	Car Port	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	POST CONDITION	PASS				
4.2	CEILING CONDITION	PASS				
4.3	FLOOR CONDITION	PASS				
4.4	ROOF CONDITION	PASS				
4.5	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

* ROOM CODES

1. BEDROOM OR ANY ROOM USED FOR SLEEPING

2. DINING ROOM OR DINNING AREA

3. SECONDARY LIVING ROOMS, DEN

4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

5. ADDITIONAL BATHROOM

6. UTILITY ROOM



**City of Dallas Housing and Neighborhood Revitalization
Multi-Purpose Inspection Checklist**

This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for finding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer: Damien Calico		Year Built:		Date:		Inspection Results	Inspector
Address: 3811 Elsie Faye Heggins		Unit #:	N/A	10/3/2018	**FAIL**		Paul Moore
Property Name:		Loan #:					
Contact Info:		Ph.					

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 1/3/2019 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 1/3/2019 Signature of Owner/ Agent: Damien Calico

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	PASS				
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	**FAIL**	PASS	11100, W&W. Install water hammer in attic	P.M.	1/3/2019
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	**FAIL**	PASS	11100 W&W. Attach dishwasher to counter	P.M.	1/3/2019
2.14	VISUAL ASSESSMENT/ OTHER	**FAIL**	PASS	10110. Install phone line	P.M.	1/3/2019
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTILATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTILATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	**FAIL**	PASS	Move 20x20 grill to living space	P.M.	1/3/2019
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

ITEM#	5. ALL SECONDARY ROOMS/	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6	PASS				
5.2	ADEQUATE LIGHTING	PASS				
5.3	ELECTRICAL HAZARDS/ GFCI	PASS				
5.4	WINDOW CONDITION	PASS				
5.5	DOOR CONDITION	**FAIL**	PASS	8201, 8203, W&W. need levered handle	P.M.	1/3/2019
5.6	CEILING CONDITION	PASS				
5.7	WALL CONDITION	PASS				
5.8	FLOOR CONDITION	PASS				
5.9	SMOKE DETECTORS	PASS				
5.10	SECURITY	PASS				
5.11	OTHER POTENTIAL HAZARDS	PASS				
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT YES Heat YES	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	PASS				
7.7	HEATING: (ELECTRIC)	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	Car Port	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	POST CONDITION	PASS				
4.2	CEILING CONDITION	PASS				
4.3	FLOOR CONDITION	PASS				
4.4	ROOF CONDITION	PASS				
4.5	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

* ROOM CODES

1. BEDROOM OR ANY ROOM USED FOR SLEEPING
 4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

2. DINING ROOM OR DINNING AREA
 5. ADDITIONAL BATHROOM

3. SECONDARY LIVING ROOMS, DEN
 6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6	PASS				
5.2	ADEQUATE LIGHTING	PASS				
5.3	ELECTRICAL HAZARDS/ GFCI	PASS				
5.4	WINDOW CONDITION	PASS				
5.5	DOOR CONDITION	PASS				
5.6	CEILING CONDITION	PASS				
5.7	WALL CONDITION	PASS				
5.8	FLOOR CONDITION	PASS				
5.9	SMOKE DETECTORS	PASS				
5.10	SECURITY	PASS				
5.11	OTHER POTENTIAL HAZARDS	PASS				
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT YES Heat YES	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	PASS				
7.7	HEATING: (ELECTRIC)	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				
ADDITIONAL INFORMATION:						



**City of Dallas Housing and Neighborhood Revitalization
Multi-Purpose Inspection Checklist**

This inspection from the City of Dallas Housing Inspection Services Division helps to ensure that the property meets the minimum qualifications for funding provided through various program. Please read statements carefully:

We **do not** make guarantees, warranties, representations, or insure the future performance or condition of any inspected item. We **do not** inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, painting, or other furnishings. We **do not** uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We **do not** dismantle equipment to inspect component parts.

INSPECTION TYPE:

RECON	Dry Quick	# of Children in Family Under 6:	0	# Sleeping rooms:	3	# of Exterior Walls:	4
Client/ Buyer: Bobbie Williams		Year Built:		Date:		Inspection Results	Inspector
Address: 4505 Bonnie View		Unit #:	N/A	10/3/2018	**FAIL**		Paul Moore
Property Name:		Loan #:					
Contact Info:		Ph.					

I Paul Moore as an inspector for the City of Dallas Housing and Neighborhood Revitalization Department, certify that this unit has been inspected and meets the Minimum Acceptable Property Standards (MAPS) for the City of Dallas.

Inspection Date: 1/3/2019 Signature of Inspector: 

I certify that I am the _____ for the mentioned property and I have received a copy of this inspection review.

Date: 1/3/2019 Signature of Owner/ Agent: Bobbie Williams

* All utilities must be turned on for and during the inspection. Units without utilities will fail the inspection and must be rescheduled. (INSPECTION GOOD FOR 30DAYS ONLY.) THIS IS NOT A RESIDENTIAL REAL ESTATE (TREC) HOME INSPECTION

ITEM#	1. LIVING ROOM	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
1.1	LIVING ROOM PRESENT	PASS				
1.2	ADEQUATE LIGHTING	PASS				
1.3	ELECTRICAL HAZARDS	PASS				
1.4	FRONT DOOR DEAD BOLT LOCKS	PASS				
1.5	WINDOW CONDITION	PASS				
1.6	CEILING CONDITION	PASS				
1.7	WALL CONDITION	PASS				
1.8	FLOOR CONDITION	PASS				
1.9	SMOKE DETECTOR	PASS				
1.10	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	1. KITCHEN	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
2.1	KITCHEN AREA PRESENT	PASS				
2.2	ADEQUATE LIGHTING	PASS				

2.3	ELECTRICAL HAZARDS/ GFCI	PASS				
2.4	REAR DOOR DEAD BOLT LOCKS	PASS				
2.5	WINDOW CONDITION	PASS				
2.6	CEILING CONDITION	PASS				
2.7	WALL CONDITION	PASS				
2.8	FLOOR CONDITION	PASS				
2.9	SINK	PASS				
2.10	GARBAGE DISPOSAL	PASS				
2.11	STOVE (ELECTRIC)	PASS				
2.12	REFRIGERATOR	PASS				
2.13	DISH WASHER	PASS				
2.14	VISUAL ASSESSMENT/ OTHER	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #1	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	**FAIL**	PASS	10103 W&W. Switch light and fan swiyches	P.M.	1/3/2019
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	**FAIL**	PASS	16102 Repair finish on cabinet	P.M.	1/3/2019
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	2. BATHROOM #2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
3.1	BATHROOM PRESENT	PASS				
3.2	ADEQUATE LIGHTING	PASS				
3.3	ELECTRICAL HAZARDS/ GFCI	PASS				
3.4	ADEQUATE VENTALATION	PASS				
3.5	WINDOW CONDITION	PASS				
3.6	DOOR CONDITION	PASS				
3.7	CEILING CONDITION	PASS				
3.8	WALL CONDITION	PASS				
3.9	FLOOR CONDITION	PASS				
3.10	FLUSH TOILET	PASS				
3.11	FIXED WASH BASIN OR LAVATORY	PASS				
3.12	TUB OR SHOWER PRESENT	PASS				
3.13	SHOWER DIVERTER	PASS				
3.14	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

4. OTHER ROOMS USED FOR LIVING AND HALLS

ITEM#	Master Bedroom	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 2	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Bedroom 3	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	PASS				
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

ITEM#	Entrance, Hall, Staircase	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING	PASS				
4.2	ELECTRICAL HAZARDS	PASS				
4.3	WINDOW CONDITION	PASS				
4.4	DOOR CONDITION	PASS				
4.5	CEILING CONDITION	**FAIL**	PASS	Move 20x20 grill to living space	P.M.	1/3/2019
4.6	WALL CONDITION	PASS				
4.7	FLOOR CONDITION	PASS				
4.8	SMOKE DETECTORS	PASS				

4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS			
ADDITIONAL INFORMATION:					

ITEM#		INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	ADEQUATE LIGHTING					
4.2	ELECTRICAL HAZARDS					
4.3	WINDOW CONDITION					
4.4	DOOR CONDITION					
4.5	CEILING CONDITION					
4.6	WALL CONDITION					
4.7	FLOOR CONDITION					
4.8	SMOKE DETECTORS					
4.9	VISUAL ASSESSMENT/ DETERIORATED PAINT					
ADDITIONAL INFORMATION:						

ITEM#	Car Port	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
4.1	POST CONDITION	PASS				
4.2	CEILING CONDITION	PASS				
4.3	FLOOR CONDITION	PASS				
4.4	ROOF CONDITION	PASS				
4.5	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				
ADDITIONAL INFORMATION:						

* ROOM CODES

- 1. BEDROOM OR ANY ROOM USED FOR SLEEPING
- 4. ENTRANCE, HALLS, CORRIDORS, STAIRCASE

- 2. DINING ROOM OR DINNING AREA
- 5. ADDITIONAL BATHROOM

- 3. SECONDARY LIVING ROOMS, DEN
- 6. UTILITY ROOM

ITEM#	5. ALL SECONDARY ROOMS/	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
5.1	NONE GO TO PART 6	PASS				
5.2	ADEQUATE LIGHTING	PASS				
5.3	ELECTRICAL HAZARDS/ GFCI	PASS				
5.4	WINDOW CONDITION	PASS				
5.5	DOOR CONDITION	**FAIL**	PASS	8201, 8203, W&W. need levered handle	P.M.	1/3/2019
5.6	CEILING CONDITION	PASS				
5.7	WALL CONDITION	PASS				
5.8	FLOOR CONDITION	PASS				
5.9	SMOKE DETECTORS	PASS				
5.10	SECURITY	PASS				
5.11	OTHER POTENTIAL HAZARDS	PASS				
5.12	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	6. BUILDING EXTERIOR	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
6.1	FOUNDATION (OPINION)	PASS				
6.2	STAIRS, RAILS & PORCHES	PASS				
6.3	ROOF & FLASHING	PASS				
6.4	EXTERIOR FLAT SURFACES	PASS				
6.5	PAINTED SURFACES	PASS				
6.6	FIREPLACE/ CHIMNEY	PASS				
6.7	WINDOW SCREENS	PASS				
6.8	ELECTRICAL/ GFCI	PASS				
6.9	ADEQUATE ELECTRICAL SERVICE	PASS				
6.10	RAIN GUTTERS	PASS				
6.11	VISUAL ASSESSMENT/ DETERIORATED PAINT	PASS				

ADDITIONAL INFORMATION:

ITEM#	7. HEATING & AIR CONDITIONING	INITIAL INSPECTION	FINAL INSPECTION	COMMENTS	INITIALS	DATE
7.1	A/C PRESENT <input type="checkbox"/> YES <input type="checkbox"/> Heat <input type="checkbox"/> YES <input type="checkbox"/>	PASS				
7.2	ADEQUATE CONDENSOR SPACING	PASS				
7.3	CONDITION OF CONDENSOR PAD	PASS				
7.4	CONDENSOR COOLING FINS/ COILS	PASS				
7.5	INSULATION ON SUCTION LINE	PASS				
7.6	UNUSUAL MOTOR/ PUMP NOISE	PASS				
7.7	HEATING: <input type="checkbox"/> (ELECTRIC) <input type="checkbox"/>	PASS				
7.8	GAS FLEX LINE	PASS				
7.9	HIGH/ LOW VENTING	PASS				
7.10	DIVERTER/ FLUE PIPE	PASS				
7.11	DUCT WORK	PASS				
7.12	FILTER	PASS				

ADDITIONAL INFORMATION:

Exhibit 3

CONSULTANT CONTRACT

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

THIS CONSULTANT CONTRACT is made and entered into by and between the CITY OF DALLAS, a Texas municipal corporation, of Dallas County, Texas, (hereinafter called "City") and TDA CONSULTING, INC., a Delaware corporation authorized to conduct business in the State of Texas, having its principal place of business at 131 Atkinson Street, Suite B, Laurinburg, North Carolina 28352 (hereinafter called "Consultant").

1. PURPOSE

The purpose of this Contract is to state the terms and conditions under which Consultant shall provide expert professional hands-on support to identify and eliminate compliance gaps in internal controls used to carry out housing programs and services at the City's Department of Housing and Neighborhood Revitalization (the "Services").

2. DESCRIPTION OF SERVICES

Consultant's Services hereunder shall include, but shall not be limited to, the following:

A. Consultant shall perform all the Services as set forth in City's Request for Competitive Sealed Proposals (RFCSP), attached as **Exhibit A**, as modified by Consultant's Proposal of November 15, 2018 and Consultant's Best and Final Offer, attached collectively as **Exhibit B**. The Exhibits are made a part of this Contract for all purposes; provided, however, should there be any conflict between the terms of the RFCSP, the Proposal, and the terms of this Contract, the terms of this Contract shall be final and binding.

B. Consultant shall work closely with City's Director of the Department of Housing and Neighborhood Revitalization, or Director's designee (hereinafter referred to as "Director"), and other appropriate City officials as directed and shall perform any and all related tasks required by the Director in order to fulfill the purposes of this Contract.

C. Consultant shall deliver to the Director all reports, and related documents, information, or other data which are required to be produced and given to City in performing Services under this Contract (hereinafter called "deliverables") in the format required by the Director.

3. PERFORMANCE OF SERVICES

Consultant and its employees or associates shall perform all the Services under this Contract. Consultant represents that all its employees or associates who perform Services under this Contract shall be fully qualified and competent to perform the Services described in Section 2.

4. TERM

The term of this Contract shall be for a period of three (3) years, commencing on February 1, 2019, and terminating on January 31, 2022. Consultant understands and agrees that time is of the essence. All deliverables are to be completed and delivered to City by the termination date, or by the milestone or completion date or dates provided in a performance schedule agreed upon between Consultant and the Director, unless an extension of time, based upon good reasons presented by Consultant, is approved by the Director.

5. PAYMENT FOR SERVICES AND PAYMENT TO CONSULTANT EMPLOYEES

A. Upon completion of periodic performance of the Services by Consultant, acceptance of the performed Services by the Director, and receipt and approval of Consultant's invoices, submitted periodically to the Director, City will pay Consultant in accordance with the Best and Final Offer, attached as **Exhibit B**. Consultant's periodic and final invoices shall be accompanied by sufficient backup information as required by the Director. Total payments by the City during the term of this Contract, subject to annual appropriations, however, shall not exceed ONE MILLION FOUR HUNDRED EIGHTY-ONE THOUSAND FOUR HUNDRED EIGHTY-FOUR AND 21/100 DOLLARS (\$1,481,484.21), subject to appropriation. If other conditions necessitate additional Services or a change in Services as provided in Section 6, any increase in compensation must be authorized and funded in advance by resolution of the City Council or, where applicable, by duly authorized administrative action signed by the City Manager and approved as to form by the City Attorney. Consultant's charges for its Services are not to exceed similar charges of Consultant for comparable Services to other customers. All Services shall be performed to the satisfaction of the Director and City shall not be liable for any payment under this Contract for Services which are unsatisfactory and which have not been approved by the Director. The final payment due under this Contract will not be paid until the required deliverables have been received in the required format and approved by the Director. City may, at its option, offset any amounts due and payable under this Contract against any debt (including taxes) lawfully due to City from Consultant, regardless of whether the amount due arises pursuant to the terms of this Contract or otherwise and regardless of whether or not the debt due to City has been reduced to judgment by a court.

B. This Contract requires two (2) Consultant employees to be embedded at Dallas City Hall in the Department of Housing and Neighborhood revitalization for the first year of the Contract Term. All persons assigned to perform Services under this Contract must be employees of Consultant, and not independent contractors. Consultant shall pay all employees assigned to perform Services under this Contract on a weekly or bi-weekly basis in accordance with the Fair

Labor Standards Act, and each payment shall be timely made to pay in full all wages and benefits due to Consultant's employee for Services performed. In accordance with Dallas City Council Resolution 152141, Consultant shall pay at least \$11.15 per hour to its employees performing work on this Contract.

C. Consultant shall report and pay the employer's share of applicable state and local taxes, federal taxes, workers' compensation, FICA, federal unemployment insurance, and the like, with respect to all compensation received by Consultant's employees assigned to perform Services under this Contract. **CONSULTANT AGREES TO INDEMNIFY AND HOLD HARMLESS CITY AGAINST ANY LIABILITY FOR PREMIUMS, CONTRIBUTIONS OR TAXES PAYABLE UNDER ANY WORKERS' COMPENSATION, UNEMPLOYMENT COMPENSATION, DISABILITY BENEFITS, HEALTH BENEFITS, RETIREMENT BENEFIT OR TAX WITHHOLDING LAWS WITH RESPECT TO ALL OF CONSULTANT'S EMPLOYEES.**

6. CHANGE IN SERVICES

City, acting through its Director, may request from time to time changes in the scope or focus of the activities, investigations and studies conducted or to be conducted by Consultant pursuant to this Contract. Any change in the scope or focus which varies significantly from the scope of Services set out in Section 2 and would entail a significant increase in cost or expense to Consultant shall be mutually agreed upon by Consultant and the Director. Changes in the scope which in the opinion of Consultant and the Director would justify an increase in compensation requiring additional funding by City must first be authorized as described in Section 5.

7. CONFIDENTIAL WORK

No deliverables or other information (including information given by City to Consultant to assist Consultant's performance under this Contract) developed by, given to, prepared by or assembled by Consultant under this Contract shall be disclosed or made available to any third-party individual or organization by Consultant without the express prior written approval of the Director.

8. OWNERSHIP OF DOCUMENTS

Upon acceptance or approval by City, all deliverables prepared or assembled by Consultant under this Contract, and any other related documents or items shall become the sole property of City and shall be delivered to City, without restriction on future use. Consultant may make copies of any and all deliverables and related documents or items for its files. By execution of this Contract and in consideration of the fee for Services to be paid under the Contract, Consultant hereby conveys, transfers and assigns to City all rights under the Federal Copyright Act of 1976 (or any successor copyright statute), as amended, all common law copyrights and all other intellectual property rights acknowledged by law in the project designs and other project data developed under this Contract.

9. CONSULTANT'S LIABILITY

Approval of City shall not constitute or be deemed a release of the responsibility and liability of Consultant, its employees, agents, associates, or subconsultants for the accuracy and competency of the deliverables prepared by Consultant, its employees, agents, associates, or subconsultants, as required under this Contract. In addition, approval of City shall not be deemed to be the assumption of any responsibility by City for any defect, error, or omission in the deliverables prepared by Consultant, its employees, agents, associates, or subconsultants.

10. COMPLIANCE WITH LAWS AND REGULATIONS

This Contract is entered into subject to and controlled by the Charter and ordinances of the City of Dallas, as amended, and all applicable laws, rules, and regulations of the State of Texas and the Government of the United States of America. Consultant shall, during the course of performance of this Contract, comply with all applicable City codes and ordinances, as amended and all applicable State and Federal laws, rules and regulations, as amended.

11. NOTICE OF CONTRACT CLAIM

This Contract is subject to the provisions of Section 2-86 of the Dallas City Code, as amended, relating to requirements for filing a notice of a breach of contract claim against City. Section 2-86 of the Dallas City Code, as amended, is expressly incorporated by reference and made a part of this Contract as if written word for word in this Contract. Consultant is expected to fully comply with the requirements of this ordinance in the event of a claim, in addition to all other requirements in this Contract related to claims and notice of claims.

12. INDEPENDENT CONTRACTOR

Consultant's status shall be that of an independent contractor and not an agent, servant, employee, or representative of City in the performance of the Services under this Contract. Consultant shall exercise independent judgment in performing Services under this Contract and is solely responsible for setting working hours, scheduling or prioritizing the work flow and determining how the work is to be performed. No term or provision of this Contract or act of Consultant in the performance of this Contract shall be construed as making Consultant the agent, servant or employee of City, or making Consultant or any of its employees eligible for the fringe benefits, such as retirement, insurance and worker's compensation, which City provides its employees.

13. INDEMNITY

CONSULTANT AGREES TO DEFEND, INDEMNIFY AND HOLD 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 CONSULTANT'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS CONTRACT, OR BY ANY NEGLIGENT OR STRICTLY LIABLE ACT OR OMISSION OF CONSULTANT, ITS OFFICERS, AGENTS, EMPLOYEES OR SUBCONSULTANTS, IN THE PERFORMANCE OF THIS CONTRACT; EXCEPT THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE SOLE NEGLIGENCE OR FAULT OF CITY, ITS OFFICERS, AGENTS, EMPLOYEES OR SEPARATE CONSULTANTS, AND IN THE EVENT OF JOINT AND CONCURRING NEGLIGENCE OR FAULT OF CONSULTANT AND CITY, RESPONSIBILITY AND INDEMNITY, IF ANY, SHALL BE APPORTIONED IN ACCORDANCE WITH THE LAW OF THE STATE OF TEXAS, WITHOUT WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO 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 TO THIS CONTRACT AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. CONSULTANT AND CITY ACKNOWLEDGE AND AGREE THAT THE PROVISIONS OF THIS SECTION 13 SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THE TERM OF THIS CONTRACT.

14. INSURANCE REQUIREMENTS

A. Consultant shall procure, pay for, and maintain during the term of this Contract, with a company authorized to do business in the State of Texas and otherwise acceptable to City, the minimum insurance coverage contained in **Exhibit C**, attached to and made a part of this Contract.

B. Approval, disapproval or failure to act by City regarding any insurance supplied by Consultant or its subconsultants shall not relieve Consultant of full responsibility or liability for damages, errors, omissions or accidents as set forth in this Contract. The bankruptcy or insolvency of Consultant's insurer or any denial of liability by Consultant's insurer shall not exonerate Consultant from the liability or responsibility of Consultant set forth in this Contract.

15. CONFLICT OF INTEREST

A. Consultant and its employees, agents or associates are required to make regular, timely, continual and full disclosures to the Director of all significant outside interests and responsibilities that may give rise to a direct or indirect conflict of interest, including, but not limited to, any and all significant outside interests and responsibilities that could reasonably be expected to impair independence of judgment in Consultant's performance of all of the Services under this Contract. Such disclosures must be made no later than ten (10) days following the event giving rise to the potential or actual conflict of interest for the duration of the Contract term. A potential or actual conflict of interest exists when commitments and obligations to the City or widely recognized professional norms are likely to be compromised in Consultant's performance of its duties under this Contract by the existence of Consultant's other professional

relationships, contracts, obligations, or commitments. Failure to disclose such a conflict of interest may result in the City's immediate termination of this Contract by the City Manager.

B. The following section of the Charter of the City of Dallas shall be one of the conditions, and a part of, the consideration of this Contract, to wit:

"CHAPTER XXII. Sec. 11. FINANCIAL INTEREST OF EMPLOYEE OR OFFICER PROHIBITED.

(a) No city official or employee shall have any financial interest, direct or indirect, in any contract with the city, or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or Services, except on behalf of the city as a city official or employee. Any violation of this section shall constitute malfeasance in office, and any city official or employee guilty thereof shall thereby forfeit the city official's or employee's office or position with the city. Any violation of this section, with knowledge, express or implied, of the person or corporation contracting with the city shall render the contract involved voidable by the city manager or the city council.

(b) The alleged violations of this section shall be matters to be determined either by the trial board in the case of employees who have the right to appeal to the trial board, and by the city council in the case of other employees.

(c) The prohibitions of this section shall not apply to the participation by city employees in federally-funded housing programs, to the extent permitted by applicable federal or state law.

(d) This section does not apply to an ownership interest in a mutual or common investment fund that holds securities or other assets unless the person owns more than 10 percent of the value of the fund.

(e) This section does not apply to non-negotiated, form contracts for general city Services or benefits if the city Services or benefits are made available to the city official or employee on the same terms that they are made available to the general public.

(f) This section does not apply to a nominee or member of a city board or commission, including a city appointee to the Dallas Area Rapid Transit Board. A nominee or member of a city board or commission, including a city appointee to the Dallas Area Rapid Transit Board, must comply with any applicable conflict of interest or ethics provisions in the state law and the Dallas City Code."

16. GIFT TO PUBLIC SERVANT

City may terminate this Contract immediately if Consultant has offered, or agreed to confer any benefit upon a City employee or official that the City employee or official is prohibited by law from accepting.

For purposes of this section, "benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct or substantial interest, but does not include a contribution or expenditure made and reported in accordance with law.

Notwithstanding any other legal remedies, City may require Consultant to remove any employee of Consultant from the Project who has violated the restrictions of this section or any similar state or federal law, and obtain reimbursement for any expenditures made as a result of the improper offer, agreement to confer, or conferring of a benefit to a City employee or official.

17. ASSIGNMENT

This Contract provides for unique professional Services. Consultant, therefore, shall not sell, assign, transfer or convey its interest or rights in the Contract, or any claim or cause of action related thereto, in whole or in part, without the prior written consent of the City Manager.

18. TERMINATION

City's Director may, at City's option and without prejudice to any other remedy City may be entitled to at law, in equity or elsewhere under this Contract, terminate further work under this Contract in whole or in part for failure to appropriate funds, cause or for the convenience of City by giving at least ten (10) days advance written notice of termination to Consultant, with the understanding that all performance being terminated shall cease as of a date to be specified in the notice. City also has the right to request that Consultant assign and transfer to City all of Consultant's rights and obligations under existing subcontracts it has to perform Contract work in the event of termination under this Section. City shall compensate Consultant in accordance with the terms of this Contract for Contract work properly performed prior to the date of termination specified in the notice, following inspection and acceptance of same by City's Director. Consultant shall not, however, be entitled to lost or anticipated profits should City choose to exercise its option to terminate.

19. NOTICES

Except as otherwise provided in Section 11, any notice, payment, statement, or demand required or permitted to be given under this Contract by either party to the other may be effected by personal delivery in writing or by mail, postage prepaid. Mailed notices shall be addressed to the parties at the addresses appearing below, but each party may change its address by written notice in accordance with this section. Mailed notices shall be deemed communicated as of three (3) days after mailing.

If intended for City, to:

David A. Noguera, Director
City of Dallas

Department of Housing and Neighborhood Revitalization
1500 Marilla Street, Room 6DN
Dallas, Texas 75201

If intended for Consultant, to:

Dionne L. Roberts, President and CEO
TDA Consulting, Inc.
131 Atkinson Street, Suite B
Laurinburg, North Carolina 28352

20. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

A. Consultant shall not discriminate against any employee or applicant for employment because of race, age, color, ancestry, national origin, place of birth, religion, sex, sexual orientation, gender identity and expression, military or veteran status, genetic characteristics, or disability unrelated to job performance. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, age, color, ancestry, national origin, place of birth, religion, sex, sexual orientation, gender identity and expression, military or veteran status, genetic characteristics, or disability unrelated to job performance. This action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. Consultant shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12101-12213, as amended. Consultant agrees to post in conspicuous places a notice, available to employees and applicants, setting forth the provisions of this non-discrimination clause.

B. Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of Consultant, state that all qualified applicants will receive consideration for employment without regard to race, age, color, ancestry, national origin, place of birth, religion, sex, sexual orientation, gender identity and expression, military or veteran status, genetic characteristics, or disability unrelated to job performance.

C. Consultant shall furnish all information and reports required by the City Manager or his designee and shall permit the City Manager or his designee to investigate its payrolls and personnel records which pertain to current contracts with City for purposes of ascertaining compliance with this equal employment opportunity clause.

D. Consultant shall file compliance reports with City as may be required by the City Manager or his designee. Compliance reports must be filed within the time, must contain information as to the employment practices, policies, programs, and statistics of Consultant, and must be in the form that the City Manager or his designee prescribes.

E. If Consultant fails to comply with the equal employment opportunity provisions of this Contract, it is agreed that City at its option may do either or both of the following:

- (1) Cancel, terminate or suspend this Contract in whole or in part;
- (2) Declare Consultant ineligible for further City contracts until it is determined to be in compliance.

21. RIGHT OF REVIEW AND AUDIT

City may review any and all of the Services performed by Consultant under this Contract. City is granted the right to audit, at City's election, all of Consultant's records and billings relating to the performance of this Contract. Consultant agrees to retain such records for a minimum of three (3) years following completion of this Contract. Any payment, settlement, satisfaction, or release made or provided during the course of performance of this Contract shall be subject to City's rights as may be disclosed by an audit under this section.

22. VENUE

The obligations of the parties to this Contract shall be performable in Dallas County, Texas, and if legal action is necessary in connection with or to enforce rights under this Contract, exclusive venue shall lie in Dallas County, Texas.

23. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws and court decisions of the State of Texas, without regard to conflict of law or choice of law principles of Texas or of any other state.

24. LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Contract, and this Contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this Contract.

25. COUNTERPARTS

This Contract may be executed, including electronically, in one or more counterparts, each of which when so executed shall be deemed to be an original and constitute one and the same instrument. If this Contract is executed in counterparts, then it shall become fully executed only as of the execution of the last such counterpart called for by the terms of this Contract to be executed.

26. CAPTIONS

The captions to the various clauses of this Contract are for informational purposes only and shall not alter the substance of the terms and conditions of this Contract.

27. SUCCESSORS AND ASSIGNS

This Contract shall be binding upon and inure to the benefit of the parties and their respective administrators, successors and, except as otherwise provided in this Contract, their assigns.

28. MISCELLANEOUS

A. Pursuant to Section 2270.002, Texas Government Code, the Consultant hereby (i) represents that it does not boycott Israel, and (ii) subject to or as otherwise required by applicable federal law, including without limitation 50 U.S.C. Section 4607, agrees it will not boycott Israel during the term of the Agreement. As used in the immediately preceding sentence, "boycott Israel" shall have the meaning given such term in Section 2270.001, Texas Government Code.

B. The Consultant hereby represents that (i) it does not engage in business with Iran, Sudan or any foreign terrorist organization and (ii) it is not listed by the Texas Comptroller under Section 2252.153, Texas Government Code, as a company known to have contracts with or provide supplies or Services to a foreign terrorist organization. As used in the immediately preceding sentence, "foreign terrorist organization" shall have the meaning given such term in Section 2252.151, Texas Government Code.

29. CERTIFICATION OF EXECUTION

The person or persons signing and executing this Contract on behalf of Consultant, or representing themselves as signing and executing this Contract on behalf of Consultant, do hereby warrant and certify that he, she or they have been duly authorized by Consultant to execute this Contract on behalf of Consultant and to validly and legally bind Consultant to all terms, performances and provisions herein set forth.

30. ENTIRE AGREEMENT; NO ORAL MODIFICATIONS

This Contract (with all referenced Exhibits, attachments, and provisions incorporated by reference) embodies the entire agreement of both parties, superseding all oral or written previous and contemporary agreements between the parties relating to matters set forth in this Contract. Except as otherwise provided elsewhere in this Contract, this Contract cannot be modified without written supplemental agreement executed by both parties.

[Remainder of page is intentionally blank. Signatures are on the following page.]

EXECUTED this the 5 day of February, 2019, by City, signing by and through its City Manager, duly authorized to execute same by Resolution No. 19-0184, adopted by the Dallas City Council on January 23, 2019, and by Consultant, acting through its duly authorized official.

APPROVED AS TO FORM:
CHRISTOPHER J. CASO
Interim City Attorney

CITY OF DALLAS
T. C. BROADNAX
City Manager

Handwritten initials

BY Barbara A. McAninch
Barbara A. McAninch (Feb 3, 2019)
Assistant City Attorney

BY Joey Zabala
Joey Zabala (Feb 4, 2019)
Assistant City Manager

CONSULTANT:
TDA CONSULTING, INC.
a Delaware corporation

BY Dionne Roberts
Dionne Roberts (Jan 2, 2019)

PRINTED
NAME Dionne Roberts
TITLE President & CEO

**Department of Housing and Neighborhood Revitalization
Program Compliance**

SECTION 1 - BACKGROUND

The primary purpose of the services solicited in this Request for Competitive Sealed Proposal (RFCSP) is to assist the City of Dallas Department of Housing and Neighborhood Revitalization (Housing) in managing program compliance. Housing is undergoing a reorganization process to better align staff with the City's recently adopted Comprehensive Housing Policy (dallashousingpolicy.com) and improve the internal controls used to carry out housing programs and services. Over the next three years, Housing will need a third party consult to provide hands on support in identifying and eliminating compliance gaps, creating and implementing internal controls and offering ongoing support to sustain changes made to Housing programs. It is expected that any respondent to this RFCSP will have extensive programmatic experience with the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME). Any contract resulting from this RFCSP will be for a Three (3) year term.

SECTION 2 – OVERVIEW

Year 1 of the Consultancy will be most intense with two embedded full-time staff who are supported by technical experts remotely. Year 1 will also focus on assessing the Department's shortcoming through onsite monitoring and interviews with city staff and non-profit development partners, followed by recommendations and implementation of intervention tools to address the shortcomings identified. Year 2 and 3 will be limited to remote technical assistance and follow up onsite training for Housing staff and non-profit development partners 3-4 times per year to reinforce previous trainings and adjust intervention tools as needed.

SCOPE OF SERVICES

The third-party consultant contracted under this RFCSP will be expected to carry out the following services related to housing development, housing rehabilitation and homebuyer assistance:

- 1) Assess Housing investment portfolio for compliance with Federal grant requirements. Factors of consideration should include eligibility, supporting documentation and monitoring.
- 2) Assess staffing knowledge, skills and abilities (3-4 staff) along with position descriptions for alignment with program compliance responsibilities.
- 3) Evaluate and certify Community Housing Development Organizations (CHDO).
- 4) Embed two staff for up to one year to serve in the City's Housing Compliance Division as City staff are recruited, hired and trained.
- 5) Prepare summary report of findings from assessment described above and develop recommendations. Train City staff on final work products.
- 6) Recommend monitoring schedule for city funded housing projects, frequency, and activities to ensure compliance with all applicable statutes and regulations. Train City staff on final work products.
- 7) Review and revise program policies and procedures to align with City's Comprehensive Housing Policy and comply with Federal grant requirements. Train City staff on final work products.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

- 8) Develop financial policies and procedures for CDBG and HOME funds management to **bridge the gap** between IDIS reports and the City's accounting system. Train City staff on final work products.
- 9) Develop protocols, templates, and reports required from housing developers, CHDOs, contractors and lenders to ensure compliance with federal grant reporting and recordkeeping requirements. Train City staff on final work products.
- 10) Train City staff and CHDOs on CDBG, HOME and NSP regulations through hands-on technical assistance in Year 1 of consultancy and quarterly classroom trainings in Years 2 and 3.

SECTION 3 - PRE-PROPOSAL MEETING

Proposers are encouraged to attend the Pre Proposal meeting to discuss any questions with the user department's representative(s). This will be the only contact between the proposer and the department during the bidding process. After the pre-proposal meeting, all correspondence shall go through the Buyer.

Bidders that are unable to attend the Pre Proposal in person, a conference call will be made available at the time of the Pre Proposal meeting:

Conference Call:
Number: 877-226-9790
Code: 569-0266#

If the proposer does not ask questions or clarify assumptions, the City will assume the bidder(s) agree(s) with, and understand(s), the City's requirements.

SECTION 4 - SUBMISSION OF QUESTIONS

Questions should be submitted in writing no later than **November 2, 2018** unless otherwise instructed by the Buyer. Please reference RFCSP number BPZ1902 in the subject line, company name and representative name on all correspondence to the City.

Contact ("Buyer") for questions for this solicitation is:

Loren Wilson, Buyer III
Loren.wilson@dallascityhall.com
RE: RFCSP #BPZ1902

SECTION 5 - GENERAL REQUIREMENTS

5.1 The vendor shall provide professional services consisting of compliance monitoring, program review, the development of written policies and procedures, and technical assistance related to the U.S. Department of Housing and Urban Development Community Development Block Grant Program and HOME Investment Partnership Program.

5.2.1 The vendor shall provide qualified personnel with extensive experience with HOME final rule, each person who will be involved in the provision of services described herein shall possess relevant experience and education/training in HOME program management for participating jurisdictions.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

SECTION 6 –PROPOSER QUALIFICATIONS

The vendor, at a minimum, will include the following information presented in a clear and concise format to demonstrate professional qualifications and experience for the satisfactory performance of the services outlined in the Scope of Services, Section 2 of this RFCSP.

1. A list of the most recent projects for which the vendor has performed services of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
2. A list of the principals, employees, agents, and sub-consultants which the vendor anticipates assigning to this RFCSP. This list shall include a summary of the qualifications, licenses, and experience of each individual; the approximate number of hours each will devote to the Project; and the type of work to be performed by each individual. The list will specify the lead person who will be in charge of the Project from the beginning through the end of the Project. The City will retain the right of approval of all persons performing under the agreement.
3. A detailed description of the methods by which the vendor intends to perform the work set forth in the Scope of Services.
4. Proposed terms for an agreement by which the work shall be performed.
5. The proposal must be signed by an authorized representative of the vendor.

SECTION 7 - PROPOSAL SUBMISSIONS

Proposals shall be sealed and delivered in person or by mail to Dallas City Hall, (1500 Marilla St. #3FN, Dallas, TX 75201) by 2:00 p.m. on the proposal due date. Starting at 2:01 p.m. on the proposal due date, submissions will not be accepted and will be returned to the bidder unopened. Questions regarding this bid shall be directed to the B in writing via e-mail.

SECTION 8 - METHOD OF AWARD

The term of this contract shall be for three (3) years. The City reserves the right to award by the method deemed most advantageous to the City.

The City shall require the selected proposers(s) to execute a contract in substantially the same form as the sample attached. The agreement shall commence with the signing of contracts by the successful proposers and the City of Dallas.

- 1) The successful proposer shall be required to execute a City contract specifying the scope of services to be provided and Performance Guarantees Agreement.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

- 2) No work shall commence until the contract document(s) are signed and proposer has provided necessary evidence of insurance as required. Insurance shall be in compliance with the insurance requirements before work shall commence.
- 3) In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected proposers and commence negotiations with another proposer.
- 4) If selected to provide the services, responses to the proposal shall be considered as part of the firm's contractual responsibilities.
- 5) Misrepresentation of the proposers' ability to perform as stated in the proposal may result in cancellation of the contract award
- 6) The City reserves the right to withdraw or reduce the amount of an award, or to cancel the contract resulting from this procurement if adequate funding is not available.
- 7) The City shall require the Contractor to sign the necessary contract documents prepared by the City Attorney's Office. Contract documents are not binding on City until approved by the City Attorney and executed by the City Manager or appointee.
- 8) Contract award shall be subject to approval by the Dallas City Council. **The City will require the awarded vendor Contractor to sign the necessary contract documents prepared by the City Attorney's Office prior to going to Council.**

Proposers understand and agree that if selected, it and persons designated by it to provide services in connection with a contract(s), is and shall be deemed to be an independent contractor of the City, responsible for its respective acts or omissions; and the City shall in no way be responsible for proposer's actions.

SECTION 9 – PROPOSAL PRICE

1. A performance and cost schedule for all services necessary to complete the Project. The proposal should specify the major components, the cost breakdown by major component or phase, and the expected time of completion for each component based on the scope of services outlined in the RFP.
2. A total proposed "Not to Exceed" cost of the services, including a Fee Schedule describing all charges and hourly rates for services.

The City shall not be liable for any expense or costs incurred by any Proposer associated with the preparation of the Proposal, the pre-proposal conference, or during any phase of the interview process. The price sheet automatically calculates the totals.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

SECTION 10 - PROPOSERS SUBMITTALS

General Proposal Packet Submittal Requirements: Please submit all original documents with blue wet signature. Below are the documents to be submitted in response to this RFCSP.

Remit: In a sealed envelope plainly identified by Proposal number and title one (1) original, one (1) copy, (5) duplicate proposal packets on flash drives. Proposal packet should also include the following documents:

- Signed "Proposal Signature Sheet"
- Proposal- Paper Submittal

(Failure to submit the above 2 items will make this Proposal automatically non-responsive (All documents listed within these bullets, above, below this note and within these specifications is due at the time of the RFP closing date. Submit bid in a sealed envelope plainly identified by Proposal number and title).

- Business information form
- Business Inclusion and Development Affidavit
- Environmental Record Affidavit
- Conflict of Interest Form - Completed
 - Representative's name in company name listed in box 1.
- BID Ethnic Workforce Form
- References from minimum of three municipalities per specifications
- RFCSP/RFQ Contractor's Affidavit History of M/WBE Utilization Form (BDPS-FRM-205)
- RFCSP/RFQ Contractor's Affidavit Type of Work by Prime and Subconsultant Form (BDPS-FRM-206)
- Affirmative Action Plan
- Any Additional Required information requested within these specifications

SECTION 11 - COMMUNICATION

It is essential that the awarded vendor respond clearly and quickly after receiving a telephone call or email from the City. Telephone messages left to the awarded vendor by the City's representative shall be responded to immediately, within two hours.

The City of Dallas or its representative reserves the right to cancel this agreement anytime if the products and/or services are deemed unsuitable.

SECTION 12 - TERM

The City will enter into a master agreement and contract with the vendor for a term of Three (3) years.

SECTION 13 - TERMINATION

The City may terminate this agreement in whole or in part by giving thirty (30) days written notice thereof to Proposer. The City will compensate Proposer in accordance with the terms of

**Department of Housing and Neighborhood Revitalization
Program Compliance**

the agreement for all goods and services delivered and accepted prior to the effective date of such notice.

Additionally, the master agreement and contract may be terminated by the City upon written notice to the vendor for just cause (failure to perform satisfactorily) with no penalties incurred by the City upon termination.

SECTION 14 - INVOICE REQUIREMENTS

The cost for providing service shall be billed at a fixed flat per-project rate in arrears, every 1st day of each month, on a form, approved by the City. No additional cost to the City will be allowed.

Invoices submitted for payment shall have the following information:

- Vendor's name and company address
- Name of the City of Dallas department for which services were conducted
- Name of project
- First and last name the City of Dallas staff member authorizing the service

Invoices for the Department of Housing and Neighborhood Revitalization shall be sent to City of Dallas Department of Housing and Neighborhood Revitalization, 1500 Marilla 6DN, Dallas, TX 75201, Attn: Billing Manager.

SECTION 15 - REPORTING

The vendor shall submit a monthly activity report to coincide with their submitted monthly invoice.

SECTION 16 – INSURANCE

1. The successful proposers shall be required to purchase and maintain, during the term of the contract, insurance as described in **Exhibit 1** and agrees to the indemnification agreement therein.
2. Failure to provide proof of required insurance to the City's representative within 15 days after award notification shall disqualify the selected vendor.
3. If the selected vendor allows required insurance coverage to lapse during the term of this agreement, they shall be found in default and this agreement may be terminated, depending on the type of insurance and the vendor's ability to reinstate coverage within a reasonable time.

SECTION 18 - ERROR & OMISSIONS

Proposers are expected to examine all documents that make up the solicitation. Proposers shall promptly notify the Buyer of any omission, ambiguity, inconsistency or error that they may discover upon examination of the solicitation documents. Proposers shall use the complete solicitation to prepare submittals. The City assumes no responsibility for any errors or misrepresentations that result from the use of incomplete bid solicitations.

SECTION 17 - SPECIFICATIONS FOR SERVICES

The successful Proposer must provide all salary and benefits for employee(s) and shall provide as many skilled personnel as necessary to handle the requested workflow. Additionally, such successfully bidder shall not assign its rights or delegate its duties, or both, whether in whole

**Department of Housing and Neighborhood Revitalization
Program Compliance**

or in part, without the prior written consent of the City, in its discretion, and any attempted assignment or delegation without such consent shall be null and void.

SECTION 18 - CONFIDENTIALITY OF ANALYSIS

Bidders shall keep confidential all information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the City.

SECTION 19 ADDENDA AND SUPPLEMENTAL INFORMATION

Corrections and/or changes to this RFCSP shall be posted on-line as an addendum on the City's website at <https://bids.dallascityhall.com>.

It may be necessary for the City to request supplemental information from individual Respondents after proposals have been submitted and reviewed. Such information shall be requested in writing to the specific Respondent and shall be used by the City in evaluating the proposal and shall not be shared with other Respondents during the evaluation and award process.

SECTION 20 LATE AND WITHDRAWN PROPOSALS

Proposals received by the City after the due date and time shall not be considered. Proposers are responsible for insuring that proposals are received on time and at the right location.

SECTION 21 OPENING AND ACCEPTANCE OF PROPOSALS

All proposals shall be received by The Office of Procurement Services no later than the due date and time.

Upon receipt, all proposals become the property of the City, which shall not be liable for any costs incurred by any firm responding to this RFCSP. All proposals submitted shall remain valid for one hundred and fifty (150) days following the proposal opening date. Any proposal submitted before the due date can be withdrawn before the proposal due date. Any proposals not so withdrawn shall constitute an irrevocable offer to provide the City services set forth in the specifications.

SECTION 22 MODIFICATIONS

Minor modifications or corrections of oversights in your proposal after the closing date may be allowed at the City's sole discretion; however, the City cannot guarantee that revised proposal elements shall be accepted.

SECTION 23 REJECTION OR ACCEPTANCE OF PROPOSALS

This Request for Competitive Sealed Proposals does not commit the City to award any contract.

The successful Proposer shall be qualified to transact business in the State of Texas and all proposals from companies not legally permitted to do business in Texas shall not be considered. Failure to submit a proposal in the required format on the required forms supplied in the RFCSP may cause the proposal to be rejected.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

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 firm responding to this RFCSP.

SECTION 24 NEGOTIATIONS

The proposal(s) submitted with the initial proposal shall be considered binding. Financial negotiations shall continue throughout the proposal process, and the City is free to request, receive and accept revised rates from any and all proposing vendors, at the City's sole discretion.

The City reserves the right throughout the proposal process to negotiate with proposers over any and all terms of their proposal, to waive any informality in the proposal process, to solicit additional information and accept any modifications at its sole discretion.

SECTION 25 SELECTION OF BEST QUALIFIED PROPOSALS

The City shall review the proposals submitted by all proposers. On the basis of the evaluation criteria, the City shall determine which proposals are best qualified for the award of the policy contract.

The City may at any time investigate a proposer's ability to perform work. The City may ask for additional information about a company and its work experience and performance on previous contracts. Proposers may choose not to submit such information in response to City's request; however, if failure to submit such information does not clarify the City's questions concerning the ability to perform, the City may discontinue further consideration of a particular proposal.

Please be aware that the City may use sources of information not supplied by the Proposer concerning the abilities to perform the specified services. Such sources may include current or past customers of the organization, current or past suppliers, articles from industry newsletters or other publications or from non-published sources made available to the City.

SECTION 26 DISCUSSION WITH REASONABLY QUALIFIED PROPOSALS

After selection of the best qualified proposers, the Evaluation Committee may determine that oral presentations are required before making a final decision. The City may invite the proposers with the highest evaluation scores to make such presentations. Discussions shall be on an individual basis and closed to third parties and other Proposers.

During the presentation, the City and the Proposer shall review in detail all aspects of the City's requirements and the proposal. During these reviews, the Proposer may offer revisions and the City may accept the revisions in the proposal. Similarly, the City may ask for revisions, and the proposer may accept.

The City expects to accept the "best and final offer" that most meets the City's criteria. The City may accept an initial proposal without additional presentations if the City judges such proposal to be far superior to all other competing proposals, the City also reserves the right to reject all proposals.

Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, such revisions shall be permitted after proposal submissions and prior to award for the purpose of obtaining best and final offers.

SECTION 27 DISQUALIFICATION OF PROPOSERS

Proposers may be disqualified for non-compliance with requirements for any, but not limited to the following reasons:

- 1) Reason to believe collusion exists among the proposers.
- 2) The proposer is involved in any litigation against the City of Dallas.
- 3) The proposer is in arrears on an existing contract and/or has failed to perform on a previous contract with the City.
- 4) The proposer demonstrates lack of financial stability.
- 5) Failure to use the City approved forms.

SECTION 28 WAGE FLOOR REQUIREMENT

On November 10, 2015 the Dallas City Council passed Resolution 15-2141 which requires prime contractors awarded general service contracts valued greater than \$50,000 and first-tier subcontractors on the contract to pay their employees rendering services on the contract a wage floor of not less than \$11.15 per hour.

Pursuant to Resolution 15-2141 the wage floor requirement for all general service contracts greater than \$50,000 shall be effective immediately on all new contracts awarded after November 10, 2015. Vendors bidding/proposing on general service contracts shall take into consideration such wage floor requirements in their bid/proposal. The wage floor requirement for the City's general service contracts shall be derived from the most current Massachusetts Institute of Technology Living Wage publication and shall remain fixed for the term of the respective contract. The City reserves the right to audit such contracts for compliance with the wage floor requirement as mandated by Resolution 15-2141. This requirement does not apply to construction contracts in which prevailing wage of employees is governed by the Davis-Bacon Act as defined in the Texas Local Government Code 2258, purchase of goods, procurements made with grant funds or procurements made through cooperative and/or inter-local agreements.

The purpose of this policy is to promote an acceptable wage floor for working families in the City of Dallas, increase the level of service delivered to the City through specific contracts and reduce turnover in such contracts thus maintaining a continuous and consistent level of service for vested parties.

The City Manager shall use the following definitions to administer the benefactors of the "wage floor" for purposes of the referenced resolution:

"City" means the City of Dallas, Texas.

"General Services Contract" means any agreement between the City and any other Person or business to provide general services through an awarded City contract valued greater than \$50,000. A General Services Contract for purposes of the Resolution does not include (i) a contract between the City and another governmental entity or public utility, (ii) a contract subject to federal or state laws or regulations that would preclude the application of the application of the wage floor, (iii) or a contract with all services under the contract performed outside of the City of Dallas.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

"Subcontractor" means any Person or business that has entered into its own contract with a prime contractor to perform services, in whole or in part, as a result of an awarded City general services contract.

"Employee" means any person who performs work on a full-time, part-time, temporary, or seasonal basis, including employees, temporary workers, contracted workers, contingent workers, and persons made available to work through services of a temporary services, staffing or employment agency or similar entity.

Wage Floor Reporting Requirements

Contractors awarded City general services contracts as described in the wage floor rate requirement section of this specification shall be required to provide the buyer the residential zip code and respective number of employees directly impacted by the wage floor requirement ten days after Council approval and on January 1st. but not later than January 31st. for the term of the contract. The Contractor shall submit the report to the contract administrator during the established period.

Wage Floor Compliance Requirements

Vendors submitting a response to a solicitation for general services shall comply with the wage floor requirement to be considered responsive. The City may request of vendors, at any time during the pre or post award process, to demonstrate compliance with the wage floor requirement. Vendors not compliant with the wage floor requirement shall be deemed nonresponsive and shall not be considered for award. Vendors awarded general service contracts shall comply with the wage floor policy and reporting requirements for the term of the contract, failure to remain in compliance may result in breach of contract.

SECTION 29 Certificate of Interested Parties (Form 1295)

All vendors recommended by City staff for a contract pursuant to this RFCSP shall be required to comply with Section 2252.908 of the Texas Government Code. Each vendor shall complete Form 1295-Certificate of Interested Parties- for every contract for which they're recommended. Vendor shall complete the form electronically at the Texas Ethics Commission website, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, and submit a copy to the buyer before the contract information shall be sent to the City Attorney's Office to draft the contract. Once the terms of the contract are fully negotiated; and the recommended vendor has signed the contract indicating agreement with the terms of the contract; and the Form 1295 is on file at the Texas Ethics Commission website with a copy provided to the buyer; the staff recommendation shall be placed on a City Council agenda to award the contract.

SECTION 30 EVALUATION PROCESS

A comprehensive, fair, and impartial evaluation shall be made of all proposals received in response to this RFCSP. Each proposal received shall be analyzed to determine overall qualifications under the RFCSP.

An Evaluation Committee, comprised of City staff, shall determine the responsiveness and acceptability of each proposal and recommend award be made to the firm whose proposal is determined to be in the best interest for the City of Dallas. Final selection shall be approved by the City Council. Each Proposal received shall be analyzed to determine overall qualifications under the RFCSP and experience and ability to perform to desired standards shall weigh heavily when making the award.

**Department of Housing and Neighborhood Revitalization
Program Compliance**

Evaluation for selection of the proposal(s) shall be based on the following criteria, which are valued as displayed to total 100 percentage points:

Overall Approach and Methodology **(Maximum 15 points)**

- 1) Developing training and administrative tools for housing development, rehabilitation and homebuyer assistance programs funded with CDBG and HOME grants.
- 2) Proposer description of turn-around time of results and methods used to accomplish it.

Functional/Technical Match to the City's Requirements **(Maximum 15 points)**

- 1) Proposers will be evaluated based on responsiveness to scope of services listed above.

Capability and Expertise **(Maximum 25 points)**

- 2) Background of the proposer and support personnel, including professional qualifications and length of time working in this field.
- 3) Ability to flex to accommodate changes
- 4) Quality Control and ethics policies
- 5) Proposer has sufficient staff to carry out the program
- 6) Support Services
- 7) Number of Public Entity Clients

Cost **(Maximum 30 points)**

Business Inclusion and Development Plan **(Maximum 15 points)**

Demonstrated inclusion and commitment to and understanding of the City's Business Inclusion and Development (BID) Plan – It is the policy of the City to involve Minority and Women Business Enterprises (M/WBE) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The following information shall be submitted with the proposal and shall include:

- 1) Submission of an Affirmative Action Plan or Policy – 1%
- 2) Submission of the Ethnic Workforce Composition Report – 1%
- 3) Submission of the RFCSP/RFQ Contractors Affidavit History of M/WBE Utilization Form documenting the history of M/WBE utilization on previous contracts – 4%
- 4) Submission of the RFCSP/RFQ Contractors Affidavit Type of Work by Prime and Sub-consultant Form which includes a significant number of diverse M/WBE firms in meaningful roles on the project – 7%
 - a) The name, address and telephone number of each M/WBE
 - b) The description of the work to be performed by each M/WBE; and
 - c) The approximate dollar amount/percentage of the participation
- 5) Submission of the Business Inclusion and Development Affidavit which demonstrates the intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project. The BID Affidavit exhibits evidence of acknowledgement of the City's BID Plan – 2%

EXHIBIT B BEST AND FINAL OFFER

BP21902 Housing and Neighborhood Revitalization Program Compliance	Est. Hours	Hourly Rate	Total
Assess Housing investment portfolio for compliance with Federal grant requirements. Factors of consideration should include eligibility, supporting documentation and monitoring.	390 hours	\$ 206.09	\$ 80,375.10
Assess staffing knowledge, skills and abilities (3-4 staff) along with position descriptions for alignment with program compliance responsibilities.	0	\$ 217.32	\$ -
Evaluate and certify Community Housing Development Organizations (CHDO).	340 hours	\$ 214.30	\$ 72,862.00
Embed two staff for up to one year to serve in the City's Housing Compliance Division as City staff are recruited, hired and trained. Consultant 1	2080 Hours	\$ 60.00	\$ 124,800.00
Embed two staff for up to one year to serve in the City's Housing Compliance Division as City staff are recruited, hired and trained. Consultant 2	2080 Hours	\$ 60.00	\$ 124,800.00
Prepare summary report of findings from assessment described above and develop recommendations. Train City staff on final work products.	240 hours	\$ 201.76	\$ 48,422.40
Recommend monitoring schedule for city funded housing projects, frequency, and activities to ensure compliance with all applicable statutes and regulations. Train City staff on final work products.	240 hours	\$ 183.26	\$ 43,982.40
Review and revise program policies and procedures to align with City's Comprehensive Housing Policy and comply with Federal grant requirements. Train City staff on final work products.	400 hours	\$ 190.39	\$ 76,156.00
Develop financial policies and procedures for CDBG and HOME funds management to bridge the gap between IDIS reports and the City's accounting system. Train City staff on final work products.	240 hours	\$ 198.12	\$ 47,548.64
Develop protocols, templates, and reports required from housing developers, CHDOs, contractors and lenders to ensure compliance with federal grant reporting and recordkeeping requirements. Train City staff on final work products.	350 hours	\$ 185.35	\$ 64,874.12
Train City staff and CHDOs on CDBG, HOME and NSP regulations through hands-on technical assistance in Year 1 of consultancy	500 hours	\$ 204.23	\$ 102,115.36
Train City staff and CHDOs on CDBG, HOME and NSP regulations through hands-on technical assistance- quarterly classroom trainings Years 2 and 3.	3200 hours	\$ 217.38	\$ 695,548.00

\$ 1,481,484.21



**City of Dallas
Department of Housing
and Neighborhood
Revitalization (Housing)**

Response to Request for Bids (BPZ 1902)
**Housing and Neighborhood
Revitalization Program
Compliance**

Submitted November 15, 2018
at 2:00 PM local time by
TDA Consulting, Inc.



California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.tdainc.org

Table of Contents

TRANSMITTAL LETTER.....	3
1. RECENT PROJECTS.....	5
2. PROPOSED TEAM.....	13
3. METHODOLOGY.....	24
4. PROPOSED TERMS.....	29
5. BID PRICE.....	29
REQUIRED FORMS:.....	30
# 1 BDPS-FRM-134 RECAP SIGNATURE PAGE.....	30
#3 Business Inclusion and Development Affidavit.....	40
#4 Conflict of Interest Questionnaire.....	42
#6 Contractors Affidavit History of MWBE Utilization.....	43
#7 Contracts Affidavit Type of Work by Prime and Subcontractor.....	44
#8 Contractors Affidavit Schedule of Work and Actual Payment.....	46
#9 Subcontractor Intent Form.....	48
#10 Business Inclusion and Development Documentation.....	50
SWMBE Email List.....	54
#11 Local Preference Affidavit.....	56
#12 Wage Floor Policy Affidavit.....	58
#13 Irrevocable Letter of Credit.....	60
#15 Insurance Requirement Form.....	61
#16 Business Information Form.....	65
#17 Wage Floor Policy Affidavit.....	67
#18 Ethnic Workforce Composition Report.....	68
#20 10/23/18 BPZ1902 Ins Requirements.....	70
#25 BPZ1902 Pricing Sheet.....	76
Environmental Record Affidavit.....	78
REFERENCE LETTERS.....	79
RESUMES.....	83



Transmittal Letter

November 13, 2018

City of Dallas
Office of Procurement Services
Attention: Loren Wilson
1500 Marilla St., Room 3FN
Dallas, TX 75201

RE: RFB BPZ1902 – Housing and Neighborhood Revitalization Program Compliance

Dear Ms. Wilson:

TDA is pleased to respond to the City's RFP for services. TDA is a Texas-based Historically Underutilized Business (HUB# 489108) and a South Central Texas Regional Certification Agency Small Woman Minority Business Enterprise (SWMBE# 217092553) that has earned a national reputation of excellence in providing technical assistance, training and consulting services around affordable housing and community development programs. For twenty years we have provided these and other services to a broad range of organizations, including state and local governments, nonprofit and for-profit entities, with a focus on helping communities develop their full potential. TDA delivers high-quality training and consulting services that enhance the capacity of our clients to achieve their community development goals while consistently exceeding their expectations.

TDA has assembled a team consisting of:

- **TDA Consulting Inc.** - a national HUD technical assistance provider for twenty years with a long and successful history of working with the Community Planning and Development Division of HUD at the national as well as the field office level;
- **National Development Council (NDC)** - the oldest national non-profit community and economic development organizations in the U.S;
- **Civitas LLC** - a national community development consulting firm based in Charleston, SC with offices in Wilmington, North Carolina and Glendale, California ; and
- **MDG Associates, Inc.** - providing regulatory consulting services for Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs and training, and management services.

TDA as a company prides itself on the fact that nearly all of our consulting staff are former practitioners, meaning they have worked at the local and state level, in nonprofits and government. We understand exactly the



challenges facing our clients and are able to combine this with our understanding of the regulatory and statutory environment to create solutions that are both responsive and practical.

When working with clients and communities dealing with audits and monitoring findings, we have successfully assessed expectations and provided guidance on developing effective responses. At times this has meant that we have recommended pursuing actions that clients would have otherwise not have taken. For example, in a recent technical assistance engagement, TDA worked with a city to allocate \$14 million in expenditures across 39 single family units and five funding sources. TDA was able to develop a solution that was approved by HUD, allowing the city to avoid a substantial anticipated Voluntary Grant Reduction (VGR) and enabling them to meet national objectives and other regulatory requirements within the reporting systems (IDIS and DRGR). At other times this has meant making recommendations on which findings to prioritize. For a city that had more than a dozen findings in a recent monitoring, TDA worked with them to write a 600+ page response that responded to each finding individually. In this instance TDA spoke directly with HUD about its concerns and priorities and was able to advise our client on the areas that required a higher level of attention and focus.

The TDA Team brings a full range of strategic and technical expertise from the perspective of both compliance requirements and sound management practices for program implementation and operation. We are sensitive to how strategies must adapt to changing markets while being mindful of updated and nuanced cross-cutting federal regulations. And perhaps, most importantly, we know how to finish a technical assistance engagement in a way that enables a City to continue operating its programs after the completion of our contract.

Ms. Dionne Roberts will serve as Executive-In-Charge for this project. If you have any questions, you may contact her at (202) 486.4781 or droberts@tdainc.org. We look forward to working with the City of Dallas on this effort.

Sincerely,

Dionne L. Roberts,
President and CEO



1. Recent Projects

The staff assigned to this project have more than 325 years of combined expertise with HUD programs, and have deep experience specifically with CDBG, HOME and NSP. Team Lead Dionne Roberts administered CDBG and HOME programs at the City of San Antonio, including homebuyer assistance and housing development. She has also provided interim oversight for CDBG grantees during periods of transition and has developed and trained communities on monitoring protocols across the country. Over the last ten years since she has returned to consulting, she has been identified by HUD as a "solver," and has been assigned to provide assistance to more than 30 communities with substantial regulatory issues. She has also most recently been involved with the two engagements cited in our cover letter and is adept at developing workable solutions. TDA's work in communities across the country has increased capacity while also resulting in direct outputs in terms of housing units and cost savings.

TDA has been a national HUD technical assistance provider for twenty years and has a long and successful history of working with the Community Planning and Development Division of HUD at the national as well as the field office level. Over the years HUD has awarded TDA more than \$65 million in technical assistance dollars, all to provide assistance for CPD programs. TDA is also the Lead Technical Assistance firm for Community Compass TA funds with HUD, which means that in addition to working directly with communities, we work directly with HUD to coordinate overall TA efforts, communications to other firms, and capacity building for all TA providers. This work has provided TDA with a deeper understanding of HUD's priorities and concerns and has strengthened our relationships within HUD as well as with grantees

Within our HUD work, and through private contracts, TDA regularly provides services similar to those sought by the City of Dallas. The following are similar in one aspect or another to the City's requested scope of work.

Alexandria, Louisiana: In 2016, TDA was engaged by Alexandria to provide training and ongoing consulting related to the City's HOME and CDBG programs. TDA has provided on site small-group training to City staff and works remotely with the City to assist in its efforts to resolve outstanding monitoring concerns from HUD and meet timeliness expectations. Additionally, TDA has updated or redrafted the City's HOME-funded owner-occupied rehabilitation program documents and provides ongoing demand/response advice on various other aspects of the City's management of its federal programs.

Contract Dollar Amount: \$133,482

Date of performance: July 2016 to August 2019

Contact: Shirley Branham, CBO, Assoc. AIA, *Community Development Administrator*, (318) 449-5070, shirley.branham@cityofalex.com

Commonwealth of Pennsylvania (State): In 2016, TDA conducted a staffing assessment of the Department of Community & Economic Development (DCED), the agency that administers and implements CPD program funds.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdajnc.org



We made recommendations about sufficient staffing levels, qualifications, roles, and responsibilities; completed an organizational assessment, including mapping of key processes, to determine if responsibilities for CPD-funded programs are arranged and assigned in an efficient and productive manner. We made recommendations for improving the administration of and compliance with CPD programs, including financial management and fiscal controls; developed process maps that could be used to reshape legislation to realign the allocations of funds with unmet needs. Recommendations included a timeline of activities, responsibilities of program operation from award to closeout, integration of grantee/advisory committee, expectations in award, grant management and TA for grantees, and an implementation plan. In addition to those services, TDA assisted DCED Management in creating systems to ensure resolution of past issues and that processes and policies achieve success. TDA identified gaps in timeliness, process management, and grantee oversight of the HOME and ESG programs; assisted DCED staff to clearly define processes for the administration of each grant program and assisted with aligning the roles and responsibilities in grant management.

Contract Dollar Amount: \$202,000

Date of performance: July 2016 to September 2017

Contact: Kathy Possinger, Director, PA Department of Community & Economic Development, Center for Community Development Operations Center for Compliance, Monitoring and Training, 400 North Street, 4th Floor, Harrisburg, PA 17120, (717) 720-7315, kapossinge@pa.gov

Lubbock, Texas, Community Development Department: In 2015-2016, TDA provided consulting services (following a HUD monitoring) related to the design and implementation of its HOME, CDBG, and ESG programs. This included redesign of the homeowner rehab program, development of new written agreements and streamlining of systems and processes. TDA also provided the City training on the CDBG program and was selected to prepare its AFH and Consolidated Plan in 2018, which is currently underway.

Contract Dollar Amount: \$204,3225

Date of performance: July 2015 to August 2019

Contact: Karen Murfee, Director Community Development, City of Lubbock, P.O. Box 2000/1611 10th Street, Lubbock, TX 79457, (806) 775-2282, kmurfee@mail.ci.lubbock.tx.us

West Virginia Housing Development Fund: In 2015, the West Virginia Housing Development Fund selected TDA via competitive proposals to provide a multi-phase series of services related to the Fund's HOME and HTF programs. During Phase I, TDA completed a comprehensive review of the Fund's HOME program – including reviews of program guidelines, transactional documents, and both internal and public-facing procedural documents – and provided a series of recommendations to the Fund in the spring of 2016. During Phase II, which continued into early 2017, TDA worked with the fund to develop a new transactional document set for HOME-funded rental housing projects, drafted similar documents for its national HTF projects, and reviewed and provided updates to other program documents such as the Fund's single-family lending guidelines. Phase III, which is ongoing, allows TDA to provide on-call assistance to the Fund related to its implementation of both programs.



Contract Dollar Amount: \$149,121

Date of performance: September 2015 to September 2019

Contact: Cathy Colby, Managing Director, HOME Program, West Virginia Housing Development Fund, (304) 391-8663, ccolby@wvhdf.com

Mobile County, Alabama: Since 2013, TDA has been directly engaged by Mobile County, Alabama to provide a range of consulting services related to the County's HOME program. TDA developed the County's Rental Housing Program Guidelines, serves as the County's contracted underwriter for multifamily projects, and assists the County in developing and negotiating project specific closing documents. To date, TDA has underwritten and closed six multifamily projects for the County. TDA's engagement also includes ongoing demand/response advice on various other aspects of the County's HOME program including CHDO issues, DPA program design and implementation, and the like.

Contract Dollar Amount: \$409,063

Date of performance: February 2013 to February 2019

Contact: Nayyer Mahdi, Director of Grants Management, Mobile County, Alabama, Mobile County Commission, (251) 574-5086, nmahdi@mobile-county.net

Buffalo, NY: TDA assessed the organizational structure of those departments and agencies involved in the administration of the grant programs (Planning Department, Finance Department, and Buffalo Urban Renewal Agency). It also reviewed existing project selection criteria, referred the grantee to HUD and OMB guidance related to project selection, identified best practices, and proposed refinements to the selection process, including a new application form and selection criteria – all intended to select fewer, better projects. Subrecipients were also encouraged to collaborate and make joint applications. The grantee faced resistance from subrecipients and political leaders, but it followed advice to stay the course. To address the organizational structure, TDA focused attention on conflicts of interest, offered balanced and reasonable recommendations to resolve them, and proposed changes in relationships designed to achieve clearer accountability to HUD. Upon careful consideration of the recommended changes, the City reorganized its program administration making its departments (not the former urban renewal agency) clearly responsible for program delivery. The grantee also selected fewer, stronger partners (approximately half the number in past years). Combined with the organizational changes, the streamlined program restored the continuing capacity of the grantee and enabled HUD to remove the sanctions.

Contract Dollar Amount: \$158,000

Date of performance: December 2013 to June 2014

Contact: Brendan Mehaffy, Executive Director, City of Buffalo, NY Office of Planning and Development, 65 Niagara Square, 920 City Hall, Buffalo, NY 14202, (716) 851-4769, bmeahffy@ch.ci.buffalo.ny.us

Mount Vernon, NY: In 2018, TDA began working with the City of Mount Vernon to assess their capacity to administer their CDBG and HOME programs and provide immediate support to staff in designing and implementing programs and projects. This has included the identification and certification of a new CHDO,



development and implementation of a related project, review of projects that are outside of compliance, and coordination with legal staff on negotiation of workout terms.

Contract Dollar Amount: \$47,500

Date of performance: June 2018 to May 2019

Contact: Sylvia Bolivar, Assistant Commissioner, Department of Planning and Community Development
1 Roosevelt Square, Mount Vernon, New York, 10550, 914-699-7230, SBolivar@ci.mount-vernion.ny.us

Glendale, AZ: In 2018, TDA was contracted to provide interim executive leadership for the Glendale Housing Authority, which is a unit of the City government. In the first 45 days of this engagement, TDA not only addressed multiple issues that we identified, but provided an assessment report to the City that assessed the overall health of the organization, provided for and implemented a structural realignment of staff and addressed program utilization issues.

Contract Dollar Amount: \$60,000

Date of performance: August 2018 to October 2018

Contact: Stephanie Small, Director, City of Glendale, 5850 West Glendale Avenue, Glendale, AZ 85301, (623) 930-2000, ssmall@glendaleaz.com

NHS of South Florida: From January 2017 through April 2018, TDA worked with Neighborhood Housing Services of South Florida, one of the largest nonprofit grantees of the NSP program, through a HUD-funded work plan to assist in addressing NSP monitoring findings and to begin the reconciliation process for data in the Disaster Recovery Grant Reporting System (DRGR). TDA helped NHS review documentation and provide responses to HUD's monitoring findings, which were successfully resolved. TDA also assisted NHS in reviewing its NSP portfolio to assess the status of each property and ensure that national objectives were met. TDA worked with NHS to reconcile data for those properties in DRGR and provided ongoing training and support in the DRGR system. Finally, TDA assisted NHS to obtain a HUD determination on how to treat a large sum of funds that were returned from an ineligible project.

Contract Dollar Amount: \$31,868.92

Date of performance: January 2018 to April 2018

Contact: Kim Henderson, President/CEO, NHS of South Florida, 300 NW 12th Ave., Miami, FL 33128, (305) 751-5511, kimH@nhssf.org

Hidalgo, TX: In 2016, TDA began working with Hidalgo, TX through a HUD-funded work plan to assist the City with addressing a number of concerns in its NSP program with the goal of closing its NSP grants. The primary assistance was three-part: (1) review projects to determine accuracy of subsidy allocation and subsequent treatment of program income; (2) reconcile data in DRGR; (3) assist with closeout process. To address the subsidy allocation concerns, TDA assisted the City in developing a template for organizing and re-analyzing the subsidies contributed to each property from various funding sources. Based on the results of the new analysis, program income receipted to each project was redistributed and adjustments were made in DRGR. TDA also



provided ongoing support and training so the City could complete and reconcile all beneficiary data in DRGR. After completion of these tasks, TDA guided the city through the closeout process with HUD. The City successfully closed their NSP 3 grant in September 2018 and is working toward closing its NSP 1 grant as well.

Contract Dollar Amount: \$54,509.31

Period of Performance: October 2018 to present

Contact: Steve de la Garza, Division Director, UCP Housing, County of Hidalgo, Urban County Program, 427 E. Duranta, Ste. 107, Alamo TX 78516, (956) 787-8127, steven.delagarza@co.hidalgo.tx.us

HUD Office of Block Grant Assistance: TDA has been a key partner of OBGA for many years and is often assigned to work with grantees with the greatest challenges. While TDA has a long history in CDBG, we are also recognized experts in CDBG-DR, and have assisted numerous grantees in action plans, ramp up, launch and implementation of CDBG-DR funded activities. TDA is also one of HUD's leading providers of NSP training and technical assistance. We have been extensively engaged in every NSP Problem-Solving Clinic. TDA's recent and ongoing assignments have included the development and delivery of trainings, on-site technical assistance in moving stalled projects, such as in the City of San Bernardino, California and Washoe County, Nevada, and conducting NSP Closeout Reviews for NSP grantees. TDA is also currently the lead TA firm for the NSP program, working directly with OBGA on the development of technical assistance strategies and approaches. TDA has also worked with the OBGA to conduct on-site IDIS training courses in locations identified by HUD and is currently developing a web-based curriculum for IDIS. The online curriculum is based on the IDIS manual and the on-site trainings that TDA has previously conducted for OBGA. The training curriculum will include on-line, self-paced modules which are impactful virtual training approaches that utilize technology and adult learning principles.

Note: To avoid the appearance of influencing local procurement decisions, HUD staff are unable to provide references for its TA providers associated with submissions to HUD grantees.

HUD Office of Affordable Housing Programs: TDA is one of HUD's leading providers of HOME training and technical assistance. We have been extensively engaged in the ongoing rollout of the 2013 HOME Final Rule. TDA's recent and ongoing assignments have included the development and delivery of trainings, peer reviews for training developed by other TA providers, drafting responses to inquiries submitted to the (now closed) HOME Ask-A-Question portal, and the development of guidance and supporting materials. TDA's assignments have included:

- Delivery of over 60 in-person deliveries of HOME-related training based on the 2013 HOME Final Rule, ranging from 2013 HOME Final Rule Briefings to Building HOME and from CHDO Opportunities in HOME to Rental Development for CHDOs;
- Supporting the issuance of CPD guidance on the project underwriting requirements, requirements for commitment of HOME funds, and the cost allocation process for projects involving HOME and non-HOME units;



- Supporting the issuance of pending guidance on the property standards, written rehabilitation standards, and the use of capital needs assessments;
- Supporting guidance on the HOME student rule and new utility allowance requirements;
- Providing training on updated CHDO requirements, including on how to structure CHDO-sponsored LIHTC projects to meet requirements for HOME's CHDO set-aside.

Note: To avoid the appearance of influencing local procurement decisions, HUD staff are unable to provide references for its TA providers associated with submissions to HUD grantees.

HUD Office of Special Needs Housing: TDA is one of several national TA firms that provide guidance to grant recipients of homeless and special needs funding through onsite and remote direct technical assistance and training. This guidance has included assistance in coordinated entry systems, rapid rehousing, CoC structure and governance, HMIS data collection and reporting, and compliance with both CoC and ESG program rules and regulations. TDA staff has partnered with HUD to deliver annual CoC Start-Up trainings and CoC Strengthening Your Skills sessions in local communities across the nation. TDA staff has also participated in national convening's of emergency shelter stakeholders to identify best practices in the design and role of emergency shelter in a local crisis response system. Most recently, TDA has provided embedded support to the SNAPs office, providing onsite support for the coordination and oversight of technical assistance.

Note: To avoid the appearance of influencing local procurement decisions, HUD staff are unable to provide references for its TA providers associated with submissions to HUD grantees.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



List of Similar Projects

CUSTOMER/ORGANIZATION NAME	ADDRESS	DESCRIPTION OF SERVICES
Tucson, AZ	P.O Box 27450, Tucson, AZ 85726	Training for Housing and Community Development
Contra Costa County, CA	30 Muir Rd, Martinez, CA 94553	Consolidated Plan, Action Plan and Analysis of Impediments
State of South Carolina	300-C Outlet Pointe Blvd., Columbia, SC 29210	Assessment of Fair Housing
Clayton County, GA	7994 N. McDonough St., Jonesboro, GA 30236	Assessment of Fair Housing
ABT Associates	450 Montgomery Ave. Ste. 800, North Bethesda, MD 20814	Develop materials-CDBG
Mobile County, AL	205 Government Street, Mobile, AL 36644	Remote technical assistance-HOME Program, Consolidated Plan HUD 2015 and 2016 Community Compass Awards
Dept. of Housing & Urban Development (HUD) Los Angeles, CA CDC	700 W. Main Street, Alhambra, CA 91801	Grants Management counseling services
Collaborative Solutions	PO Box 130159, Birmingham, AL 35213-0159	Remote training, assessments of peer network for Rural Capacity Building project
South Dakota HDA	PO Box 1237, Pierre, SD 57501	On-site Sessions on HOME Rental Agreement & Compliance
Housing Services, Inc.	1160 Galicia Lane, Dallas, TX 75217	On-Call Remote TA for HOME Program
Montgomery, AL	25 Washington Ave. Montgomery, AL 36104	Project Review Affordable Rental Housing, Remote & On-site Training Financial Mgmt. and Rental Underwriting
Georgia DCA	60 Executive Park S, NE, Atlanta, GA 30329	On-Call Remote TA for HOME Program Mgmt
Groundworks USA	22 Main Street, Yonkers, NY 10701	Webinars, Working Groups, On-line Resource Materials, Direct TA
Snohomish County, WA	3000 Rockefeller Avenue, M/S 3 Everett, Washington 98201	Consulting & On-site Training HOME Agreement Boilerplate Review Project
Community Housing Network	570 Kirts Blvd., Troy, MI 48084	Review of CHN's Space & Rent Calculations
Gainesville, FL	633 NW 8th Avenue, Gainesville, FL 32601	Remote TA for HOME Homebuyer Assistance
Fresno, CA	Silvercrest Inc. 1331 Fulton Mall Fresno, CA 93721-1630	Consulting Services for CDC Capacity Building
Charleston, SC	Accounts Payable, PO Box 853 Charleston, SC 29402	Consulting Services for AI to Fair Housing and Consolidated Plan
Oregon CHS	725 Summer St., Ste.B Salem, Oregon 97301-1266	Review & Revise HOME Program Documents; On-Call Consulting Services for HOME Program Mgmt.
State of Michigan	MSHDA 735 East Michigan Avenue, Lansing, MI 48912	Consulting for Fair Housing Impediments
West Virginia HDF	5710 MacCorkle Ave., SE Charleston, WV 25304	Evaluate & Recommend HOME Policies & Procedures
Housing Services Inc.	1160 Galicia Lane, Dallas, TX 75217	Home Training
National Council of State Housing Agencies	444 North Capitol, NW Sulte 438 Washington, DC 20001	HOME Training
Lake County, IL	18 North County 9th floor, Waukegan, IL 60085	Consolidated Plan
Richmond, CA	P.O. Box 4046, Richmond, CA 94804-0046	Consolidated Plan
Fall River, MA	1 Government Center Fall River, MA 02722	Housing Market Study
NCDA	211 Bridge Avenue Murfreesboro, TN 37129	Training
State of Hawaii	50 Wailuku Drive	IDIS Training

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdaine.org



	Hilo, HI 96720	
Washington DOC	Dept. of Commerce, 1011 Plum St. SE Olympia, WA 98504	Review of HOME Written agreements and On Call Consulting Services
Florida Housing Finance Corp	227 N. Bronough Street Tallahassee, FL 32301	Consulting
State of Connecticut	505 Hudson St., Hartford, CT 06106	Technical Assistance
State of Pennsylvania	PO Box 69180, Harrisburg, PA 17106	Analysis of Impediments
Knox County	400 Main Street, Ste.630 Knoxville, TN 37902	Consolidated Plan
Hattiesburg, MS	Dept. of F&S Prog, PO Box 1898 Hattiesburg, MS 39403-1898	HOME Training
Cardinal Engineering	1015 North Broadway Oklahoma City, OK 73102	CDBG Consulting
City of Passaic, NJ	330 Passaic Street, Passaic, NJ 07055	Consulting
Capital Access	325 Chestnut Street, Ste. 917 Philadelphia, PA 19106	NY State Disaster Recovery
Dallas County, TX	2377 N. Stemmons Freeway #724 Dallas, TX 75207	Technical Assistance
City of Irving, TX	825 W. Irving Blvd. Irving, TX 75060	Consulting
City of East Orange, NJ	44 City Hall Plaza, E. Orange, NJ 07019	Training
Housing Assistance Council	10100 Ambassador Drive Ste.310 Kansas City, MO 64153	Training
Hartford County, MD CDCD	319 South Main Street, Bel Air, MD 21014	Training
Columbia, MD	Daniel Boone Bldg.701E.Broadway Columbia, MO 65201	Training
Daly City, CA	333-90th St., Daly City, CA 94015-1895	HOME Training
Elizabeth, NJ	City of Elizabeth 50 Winfield Scott Plaza Elizabeth, NJ 07201-2462	Training
City of Passaic, NJ	330 Passaic Street, Passaic, NJ 07055	Consolidated Plan
Greenville, NC	201 W. Fifth Street, Third FL. Greenville, NC 27834	Training
Greater Lansing Housing Coalition	600 West Maple St., Lansing, MI 48906	Training
State of Maryland DHCD	100 Community Place Crownsville, MD 21032	Training
City of Peoria	419 Fulton, Ste. 207, Peoria, IL 61602	Consolidated Plan
McKeesport PHA	2901 Brownlee Avenue, 2nd Floor McKeesport, PA 15132	Training
Baltimore County, MD	400 Washington Avenue Room 148 Towson, MD 21204-4665	Training IDIS

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



2. Proposed Team

TDA is excited to bring to the City of Dallas a wealth of expertise that is both deep and broad, providing the City with national expertise in CDBG, HOME and NSP along with an understanding of best practices and pragmatic approaches to operationalizing HUD's requirements in a way that meets the needs of Dallas citizens.

Given the scope and duration of this engagement, TDA has elected to bring partners to the team that not only complement our core competencies but provide redundancies in areas of expertise to ensure that we can meet the City's needs over the course of the engagement and scale our efforts up and down based on the City's needs. Our three partners – Civitas, MDG and National Development Council – bring more than 85 years of organizational experience and are national experts in the housing and community development arena.

While we believe this approach brings tremendous value to the City, we understand that the City will reasonably expect to be able to coordinate with one entity, and in this regard TDA will serve as the lead firm and will ensure coordination amongst all team members and across firms. We have had success working in multi-firm environments in the past and bring with us partners whose values and priorities align with ours, ensuring a consistency of effort and quality. In our role as HUD's lead TA Provider, TDA coordinates across nearly 30 firms, and has existing systems in place to manage the coordination that will be utilized under this engagement.

TDA will provide a combination of onsite and remote resources to ensure that core services are provided on an ongoing basis and specialized tasks are effectively sourced in a timely manner. Under this approach, TDA will provide two staff that will work with the City team on a daily basis to meet ongoing needs as well as coordinate with the Team Lead on the expert resources available remotely and for onsite work. These team members will be identified following award, and ideally would be junior to mid-level team members who at the conclusion of the initial year could potentially (upon mutual agreement) transition to City service. Daily tasks for these team members may include:

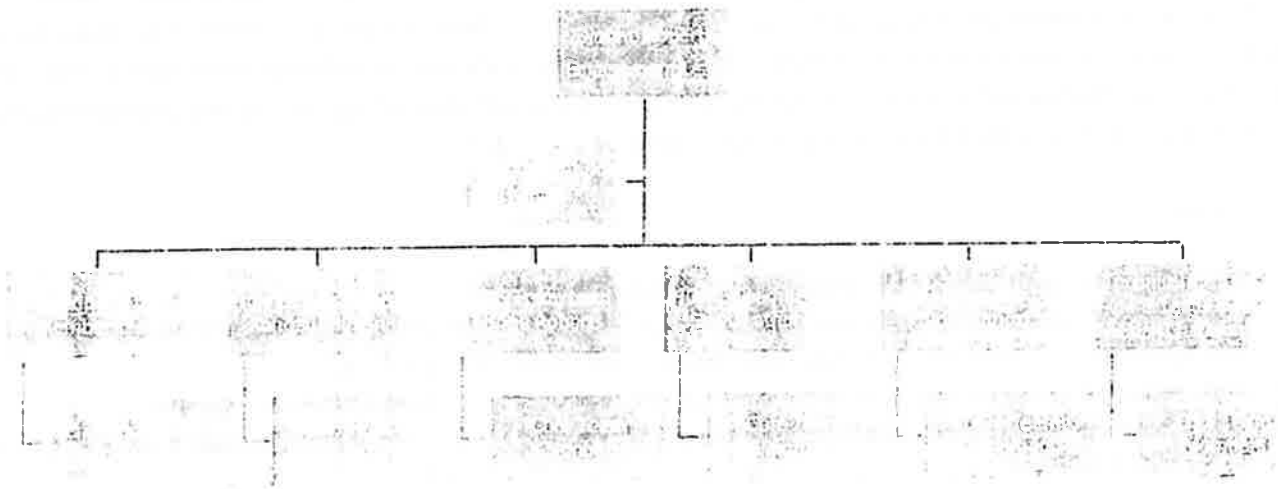
- File review and QC/Audit
- Desk and onsite monitoring of programs and projects
- Implementation support for programs
- Development and management of templates and tools for programs
- Development of reporting tools and monthly dashboard management, including monthly reports for leadership
- IDIS/DRGR support, including working with team on reconciliation between HUD's systems and City records
- Other duties as identified by the City and Team Lead

The City staff and TDA's onsite team members will be supported by an unparalleled cadre of national experts who are also pragmatic practitioners. These senior members will be key to the successful implementation of



Phases One and Two in an intensive way and will remain engaged during Phase Three to assist with ongoing training and capacity building efforts.

Below is an Organizational Chart that shows how the team for this specific engagement will be organized. Information on TDA, our partners and each individual team member is below.



TDA Consulting Inc. (TDA) is a national technical assistance and training provider that provides professional services, develops training curricula, and delivers workshops related to community development programs and activities. We also provide organizational, professional, and board development assistance to a broad range of organizations. To help communities develop their full potential, we deliver high-quality training and consulting services that enhance the capacity of our clients' organizations to achieve their community development goals while consistently exceeding their expectations. For 20 years, TDA has been providing its services throughout the United States on behalf of the federal government, private organizations, municipalities, and states. TDA provides its clients with consulting and training services in a variety of specialized areas that enhance the capacity of organizations and their leaders to achieve community development goals. Our services include:

- Change Management & Organizational Performance
- Distance Education
- Large Group Conferences and Work Sessions
- Project-specific Development and Implementation
- Research & Analysis
- Strategic Planning & Policy Development
- Traditional Face-to-face Training

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



Civitas, LLC – is a national community development consulting firm based in Charleston, SC with offices in Wilmington, North Carolina and Glendale, California. We are in the business of thinking and doing. We help government, non-profit and for-profit enterprises solve problems and implement solutions. Civitas is involved across the spectrum of community development. We have hands-on experience working with vulnerable populations, affordable housing, community resiliency & emergency management, and economic revitalization. When we are not professionally working with making the world a better place, we are lending a hand. Our knowledge and experience with social science research, economic development and community revitalization put us in a unique position to assist a consortium of public and private entities in better meeting their missions. Versed in quantitative and qualitative methods, we can help you with everything from developing partnerships and conducting impact analysis to making sense of data.

Civitas has:

- Regularly developed policies and procedures for HOME and CDBG.
- Managed a couple smaller grantees' CDBG programs turnkey - everything from the AAP to the CAPER; all IDIS functions including activity setup, draw downs, and beneficiary reporting
- Provided underwriting analysis, subsidy layering, pro forma development and/or assessments
- Erich Chatham just finished up a complete design, set up, and roll out of a Revolving Loan Fund for the City of Jacksonville, FL.
- In recent years we have done a good bit of financial reconciliation work - aligning financial data from housing & community development divisions with that of the finance departments, and then after reconciliation is complete developing protocols and policies to ensure timely and efficient interdepartmental communication.
- Established ourselves as experts in all things HUD environmental review - from completing ERs for all levels of projects, to developing ER policies and procedures, to staff training.

National Development Council (NDC) is the oldest national non-profit community and economic development organization in the U.S. It was founded in 1969 with one purpose: increasing the flow of capital for investment, jobs, and community development to underserved urban and rural areas across the country. Since that time, NDC has worked with thousands of communities in every one of the 50 states and Puerto Rico, providing technical assistance, professional training, investment in affordable housing, small business financing and direct developer services. NDC's work has taken many forms, but it has kept pace with the needs of its constituents, adding new programs and services or updating old ones.



NDC has:

- Raised over \$450 million in equity from private investors that has been invested in affordable housing and historic preservation projects, leveraging an additional \$500 million of private sector investments.
- Developed and financed over \$2.0 billion in tax-exempt bond financed projects that have included affordable housing, public office buildings, historic structures, education, recreation transportation and non-profit facilities.
- Trained more than 60,000 practitioners in the art and science of economic and housing development finance through local training programs and a biennial NDC Training Academy.
- Loaned more than \$161 million to over 468 small businesses (of which 49 percent are minority or women-owned businesses), creating and retaining nearly 13,000 permanent jobs and increasing investment in many underserved neighborhoods.
- Financed 87 projects using New Markets Tax Credits (NMTCs), leveraging an additional \$1.7 billion in financing for public facilities, mixed-use real estate projects and growing businesses
- And through Technical Assistance, NDC's client communities have generated hundreds of millions of dollars of additional private and public investment for their community and economic development projects and programs.
- NDC's staff of former bankers, developers, entrepreneurs, community and economic development officials and government agency lenders understands the needs and concerns of both the private and public sectors, helping its client communities bridge the differences.
- Like private investment bankers, NDC matches the best sources of capital with project needs. But NDC does it for Main Street, not Wall Street
- Like private developers, NDC organizes all that's needed to build high quality projects, efficiently and at the lowest possible cost, and then it builds them. But NDC does it for public and community benefit.
- Like private lenders, NDC provides SBA-backed credit for small businesses. But it lends for community development purposes

NDC has offices in Arizona (Tucson), California, Colorado, Connecticut, Georgia, Indiana, Massachusetts, Michigan, New York, North Carolina, Ohio, Oregon, Texas and Washington .

MDG Associates, Inc. - With more than 33 years of experience in the community development field, MDG's main focus is on assisting municipalities with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.tdaine.org



190184

MDG has:

- Provided day-to-day CDBG administration for the California Cities of Agoura Hills, Calabasas, Compton, Corona, El Monte, Hot Springs, Irvine, Lawndale, Newport Beach, Paramount, Rancho Palos Verde, Rialto, San Fernando, Temecula, Upland, Walnut, and Westminster.
- Provided day-to-day HOME Investment Partnership (HOME) administration for the California Cities of Compton, El Monte, Fontana, Hawthorne, Hesperia, Irvine, Ontario, Palmdale, and Upland.
- Provided Consolidated Plans for the Cities of Baldwin Park, Landcaster, Redlands, and Riverside.
- Provided Analysis of Impediments for the California Cities of Baldwin Park, Redlands, and Riverside.
- Provided administration of Housing Programs for the California Cities of Agoura Hills, Calabasas, Carson, Claremont, El Segundo, Hawthorne, Irvine, La Canada Flintridge, La Puente, Lawndale, Monterey Park, Orange, Rancho Verdes, Walnut, and Westminster.
- Provided administration of Commercial Housing Programs for the California Cities of Carson, Hawthorne, Lawndale, La Puente, Montebello, Paramount, and Rialto.
- Provided administration of Labor Monitoring (Davis Bacon) for California Cities of Agoura Hills, Corona, El Monte, Fontana, Hesperia, Irvine, Laguna Niguel, Lawndale, Rialto, Torrance, and Upland.
- Provided administration of First Time Homebuyer Program(s) for the California Cities of Agoura Hills, Calabasas, El Monte, Hawthorne, Irvine, San Fernando, Walnut.
- Provided affordable housing studies for the California Cities of Agoura Hills, Calabasas, Newport Beach, and Walnut.

Team Lead Bios:

Dionne Roberts, TDA's President, CEO and owner, will serve as the Team Lead for this engagement and provide direct consulting services and training as appropriate. Roberts has 25 years of experience in the affordable housing and community development field. She has extensive experience with and knowledge of a wide variety of programs, allowing her to identify innovative solutions for her clients. A former practitioner, Roberts has a strong background in housing program analysis and development; technical assistance and training; and public policy analysis. She is an experienced consultant with both technical and managerial skills and has assisted more than 135 organizations around the country with assessing and enhancing their programs and organizations. She has also personally trained more than 4,000 housing and community development professionals, frequently delivering CDBG and Financial Management related training. She has also worked with Cities and States on developing and implementing monitoring policies for CPD programs, and has directly monitoring CDBG, ESG, HOME and McKinney-Vento funding recipients. She has a Master's Degree in Organization Development from American University and numerous related certifications.

Randall Mullen, TDA Vice-President, will serve as the Finance Team Lead for this engagement and has over 25 years of experience advising organizations on inner city and rural development. He provides a wide range of services covering community planning, housing development, economic development, public services and

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



grant/financial management. Those services include both consulting services to local and state governments and technical assistance for the U.S. Department of HUD related to community planning and grant management. His delivery of such services and assistance has contributed to the effective execution of hundreds of community development projects and activities nationwide – from helping to implement the 2013 HOME Final Rule to improving the management of disaster recovery under the CDBG-DR program. Mr. Mullen has led comprehensive consulting and technical assistance engagements that helped cities and states address significant grant administration challenges which threatened the loss of tens of millions of dollars in funding. He has also designed related training courses for both HOME and CDBG, including a course on CDBG Financial Management. Mr. Mullen earned a MPA in Urban Affairs from the American University and a BA in Political Science from the University of Missouri.

Stephen Lathom, TDA Senior Consultant, will serve as the HOME Team Lead for this engagement. Lathom has over 20 years of experience in affordable housing and community development. He provides training and consulting services covering housing development, underwriting and financial structuring, program design, and delivery of both online and in-person training. He has delivered technical assistance for local government, state housing agencies, and HUD under the HOME, CDBG, NSP, TCAP, LIHTC, and Section 1602 Tax Credit Exchange Programs. Well respected in the industry, he has been a speaker or trainer for NCSHA, the Affordable Housing Investor's Council, Novogradac & Company, NCDA, and the Housing Assistance Council. He is a HOME Certified Specialist—Regulations and an expert on HOME, with ongoing assignments from the Office of Affordable Housing Program to help PJs implement the 2013 HOME Final Rule. In particular, Lathom provides underwriting and transaction structuring assistance to various local PJs including Alexandria, Louisiana; Birmingham, Alabama; San Antonio, Texas; Clark County, Nevada; and Mobile County, Alabama. He has also drafted or reviewed HOME transaction documents for the States of Florida, Kansas, South Dakota, Washington, and West Virginia and maintains on-call program support roles with several other states including Georgia and Kentucky.

Erich Chatham, Civitas – will serve as the Technical Systems Lead for this engagement. He has recently worked on economic and community development projects with local governments, for-profits, and non-profits throughout South Carolina, North Carolina, Florida, Utah, Georgia, and Texas, to name a few. He serves as a national technical assistance provider for the US Department of Housing and Urban Development and is a HOME Certified Specialist. In his role as a HUD TA Provider, Erich provides technical assistance to HUD grantees related to CDBG, CDBG-DR, HOME, and ESG program management. He has also conducted numerous IDIS and DRGR training workshops throughout the country. Erich serves on numerous non-profit boards of directors including the Palmetto Community Land Trust, Grand Strand Housing and Community Development, the South Carolina Interagency Council on Homelessness and the Lowcountry Continuum of Care where he serves as the Chairman of the Governing Council. Erich received a Bachelor of Arts in History and Secondary Education Certification from Oglethorpe University in Atlanta, Georgia. He then taught high school economics and government and coached several sports for four years. He also holds a Master of Public Administration from the College of Charleston, with a focus on Economic Development and Urban Planning.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



Rudy Muñoz is the President and founder of MDG Associates, Inc. and will serve as the NSP Lead on this engagement. With more than 33 years of experience in the community development field, Mr. Muñoz' main focus is on assisting municipalities with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs. He has provided TA and training to municipalities throughout the U.S. for CDBG, HOME, NSP (1, 2, and 3) and CDBG-DR, the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). In addition, he has provided training and TA through the initiatives in cross-cutting elements including Financial Management Systems (Uniform Administrative Systems), Davis-Bacon and Related Acts (DBRA), and Assessment of Fair Housing (AFH). Mr. Munoz is fluent in Spanish, and he has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities. Mr. Munoz received a Bachelor of Architecture (BArch) from California Polytechnic University in Pomona.

Subject Matter Expert Bios:

Jennifer Alpha, TDA Senior Consultant, has 20 years of diverse experiences in managing projects related to a range of affordable housing and community development initiatives. Formerly, as a partner at a law firm that represented public and nonprofit organizations, Ms. Alpha represented clients in structuring the legal and transactional framework of housing and community development programs, which included financing sources such as the Low Income Housing Tax Credit (LIHTC) program, HOME, CDBG, NSP, Public Housing Capital and Operating Funds, Section 8, and the Affordable Housing Program and others. In this role she drafted, reviewed, and negotiated long-term development agreements between public agencies and their partners; lending documents such as mortgages, promissory notes, and assignments; and real estate contracts, including ground leases, purchase agreements, and land use restrictions. While Ms. Alpha does not act as legal counsel to TDA clients, she provides guidance for redrafting CDBG, NSP, and HOME written agreements to HUD grantees and uses her legal and evaluation background to assist grantees with compliance matters. Ms. Alpha also works closely with HUD's NSP team to develop implementation and closeout guidance, create training opportunities for NSP grantees and coordinate TA providers around grantee needs. Ms. Alpha also manages the development of Analyses of Impediments to Fair Housing and Consolidated Plans, policies and procedures, and needs assessments by providing procedural guidance, data analysis, and drafting assistance. Ms. Alpha is an expert on the Disaster Recovery Grant Reporting (DRGR) System and provides DRGR trainings across the country, serves on HUD's DRGR Ask-A-Question team, and delivers DRGR technical assistance to grantees.

Madeline Fraser Cook, TDA Senior Consultant, has 20 years of experience working with diverse communities and local governments. As a native Spanish speaker, she has worked with Hispanic communities across the country in a variety of capacities, from translation services to community organizing. As a Senior Consultant at TDA Consulting, she provides technical assistance to HUD Community Planning and Development (CPD) grantees and leads various research and training projects. Fraser Cook has worked with grantees on various issues

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



including program compliance, financial management, and has recently been working with HUD headquarters on their IDIS training curriculum. She has worked with clients on a variety of CPD programs including CDBG, CDBG-DR, and has assisted with HOME assignments. She has worked closely with community developers on project planning and implementation. Her areas of expertise include green affordable housing, environmentally sustainable neighborhood planning, and resilience. Fraser Cook graduated with degrees in Political Science and Economics from Swarthmore College, and holds a Masters of City Planning with a focus on Housing and Community Economic Development from the Department of Urban Studies and Planning at MIT where she was a HUD Fellow. She is a LEED Accredited Professional.

David Cramer, TDA Senior Consultant, will serve as the NSP and HOME CHDO subject matter expert. Cramer has over 40 years of community development experience, including 35 years as a consultant working independently and with a national intermediary and nine years as a director of nonprofit organizations. He provides affordable housing related technical assistance and training for local governments and nonprofit housing development organizations in capacity building, business/strategic planning, merging, executive transition management, marketing, program design and implementation, housing development, and affordable housing financing. Training is delivered f2f and remotely in various web-based formats both synchronously and asynchronously. Cramer is HOME program regulations certified and has worked extensively with NSP and HOME from their inception and is up-to-date on programmatic changes including the 2013 New HOME Rules and guidance for NSP close-outs. He has provided training and TA in various modes in-person and on-line for HOME, NSP and CDBG. He has worked previously with HUD programs as HOPE VI and more recently with the National Housing Trust Fund. In particular, Cramer has recently specialized in NSP close-outs by addressing various impediments such as updating and standardizing underwriting in Hidalgo to better determine NSP Program Income, assisting Surprise, AZ and the State of New Mexico to reprogram their remaining NSP dollars to complete their programs, to name a few. Mr. Cramer earned his BA from Towson State University and Masters from the University of Maryland in social work.

Pamela Paige, Senior Associate, has eight years of experience providing administrative, procedural, and systems support for TDA, Inc. and will provide overall support for this engagement. The support includes ensuring contract and audit compliance related to invoice and billing management, report management, and records maintenance for TDA's portfolio of HUD grants and non-HUD contracts. She participates in the AI/AFH public participation and community engagement process involving stakeholder interviews, on-site community meetings, and data collection. She also manages Ask-A-Question databases, peer network kick-offs, and training registrations. Paige came to TDA with 15 years of experience as program manager within Baltimore City grassroots community development organizations working with residents and other stakeholders to increase community participation and self-advocacy to improve quality of life, self-sufficiency, and economic outcomes. Paige has managed comprehensive community outreach and public engagement initiatives including multi-tiered outreach and public meetings. She has a history of developing a strong rapport with all levels of internal and external stakeholders. Paige has also managed private sector real estate development and property



management/rental firms. She earned a Bachelor of Science degree in Business Management, concentrating in Accounting and Human Resources, from the University of Baltimore in Baltimore, Maryland.

Henry Alvarez - TDA Business Development Manager/Affordable Housing Subject Matter Expert, has spent his career meeting the affordable housing needs of communities and will be part of the Grants Management and Housing Finance core teams. As a leader in the public housing industry for more than 30 years, Henry has overseen the management and operations of more than 13,000 public housing units and the administration of 20,000 Housing Choice Vouchers. He was also responsible for the development of more than 2,500 affordable housing units, and in 2008 was named "Affordable Housing Developer of the Year" by Affordable Housing Finance Magazine. He holds the NAHRO Senior Public Housing Manager and Public Housing Manager certifications. He earned a Master of Public Administration from Lewis and Clark College, and Bachelor of Arts From San Diego State University.

Jimmy Ardis - Civitas, is a housing consultant, project manager, and policy researcher working with local governments big and small across the United States. He has extensive experience across the community development field, including: grant management, public-private partnerships, regulatory compliance, and financial reconciliation. Jimmy is a national technical assistance provider for the US Department of Housing and Urban Development and is a HOME Certified Specialist. Jimmy specializes in HUD program management -CDBG, HOME, NSP, ESG, CDBG-DR - and is a nationally sought-after expert in the HUD Environmental Review process. Jimmy has a particular interest in sustainable, human-scaled urbanism and brings a passion for creating healthy living environments to all projects. Prior to working as a community development consultant, Jimmy worked as a policy analysis at The Riley Center for Livable Communities at the College of Charleston. He began his career in the United States Air Force, working in the aviation and emergency management fields. Jimmy studied Business as an undergraduate at UMUC while living in Turkey and went on to earn a Master of Public Administration at the College of Charleston

Chuck Depew is a Senior Director and West Team Leader for the National Development Council. For more than 30 years, Chuck has worked with local jurisdictions on multiple housing and economic development efforts. Chuck provides technical assistance in project finance, development negotiation and housing finance to communities throughout the Northwest, including Utah and Wyoming and Northern California. In addition, he teaches commercial and housing real estate finance nationwide in NDC's leading training program. Prior to his tenure at NDC, Chuck was Deputy Director of the Office of Economic Development for the City of Seattle. He has over 30 years of experience in public finance, housing, economic and community development. Mr. Depew has a Bachelor's degree in Environmental Planning from the University of California at Santa Cruz and a Master's degree in Urban Planning from the University of Washington.

Stephanie Dugan is a Senior Director and head of NDC's Training Division. Stephanie has over 25 years' experience economic development, small business lending, and NMTC, TIF, LIHTC, HOME, CDBG, RTC and mixed-finance development projects. Stephanie is an expert in the field of development finance and has considerable

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



experience in leveraging private investment with public funds. Ms. Dugan recently assumed all responsibilities of transitioning NDC's training curriculum to an online platform but still provides technical assistance to clients in the Western United States.

Kwaku C George (KC) is a Director of the National Development Council based in Atlanta, Georgia and provides advisory client services to municipalities, nonprofit housing organizations and universities throughout the Eastern United States, including Puerto Rico. Prior to joining NDC, KC was the Senior Director of Housing Finance and Administration for the Atlanta Neighborhood Development Partnership, Inc. George directed the housing finance department, managed the CDFI's revolving housing loan fund and managed the day to day operations of the organization. He has held positions with private financial institutions, the U.S. Department of Housing and Urban Development, county governments and the Environmental Protection Agency.

Lily Gray is a West Team Field Director based in Salt Lake City, Utah. Ms. Gray has more than a decade of experience in affordable housing development and financing in both the private and public sectors. Prior to joining NDC in 2018, Ms. Gray was the Deputy Director of Salt Lake City's Housing and Neighborhood Development Division where she directed city land development and disposition opportunities, structuring of RFP/RFQs and negotiations with developers. Her division also managed the City's Housing Trust Fund and implementation of the City's Housing Plan. Prior to her work in Salt Lake City, Lily led business development activities for MidPen Housing Corporation, a non-profit affordable housing developer in the Bay Area. Lily has a Bachelor's degree in Political Economy from Williams College and a Master in Urban Planning from Harvard University.

Jeff Jewell is a West Team Field Director based in New Braunfels, Texas. Mr. Jewell has more than 12 years of experience in economic development and city administration, 380 agreements, TIF incentives, community development and urban planning and financial underwriting. Since joining NDC in 2017, Jeff has evaluated and underwritten real estate development proposals for multiple communities throughout the United States. Additionally, Jeff teaches Real Estate Finance and Development in NDC's Economic Development Finance Professional Series. Prior to joining NDC, Jeff was the Economic Development Manager for the City of New Braunfels, Texas and has extensive experience assisting local governments evaluate and structure financing packages for companies and real estate projects requesting public incentives. Mr. Jewell has a Bachelor's degree in Political Science from Texas A&M-Kingsville and a Master's Degree in Public Service and Administration from Texas A&M University.

Clint Whited, MDG Associates, brings more than 16 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development. Mr. Whited is a Certified HOME Specialist (Regulations) and is a national technical assistance provider through HUD's OneCPD technical assistance initiative. Mr. Whited assists municipalities with all aspects of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) management. Mr. Whited work includes 25 Consolidated Plans,

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



15 Analysis of Impediments to Fair Housing Choice, two (2) Assessments of Fair Housing (AFH) and numerous program policy and procedure documents to facilitate the implementation of the housing and community development projects resulting from these plans. Mr. Whited was a Contract Compliance Specialist for the Los Angeles County Community Development Commission – the second largest Urban County CDBG program in the nation. His responsibilities included contract development, monitoring the implementation of CDBG funded activities implemented by participating cities and non-profit organizations. His work with the Urban County included the development of labor standards policies and procedures covering the Davis-Bacon Act, Minority and Women's Business Enterprise and Section 3 of the Housing and Community Development Act. Mr. Whited received a Bachelor of Science in Public Policy and Management from the University of Southern California's School of Policy, Planning and Development, with an emphasis on organizational management and public sector accounting.



3. Methodology

The TDA team has extensive experience as has been described above. This expertise and experience will allow our team to effectively provide comprehensive technical services for the City of Dallas across the CDBG, HOME and NSP programs as well as their related HUD systems (IDIS and DRGR). The team will also provide services related to overall federal grants management, including financial management requirements that are in 2 CFR Part 200 as well as the individual program regulations. Given the length of the proposed engagement, TDA recognizes that there are substantial unknowns at this point. As a result, we have not attempted to micro-engineer the engagement in our response, but rather to provide the City with a sense of our expertise and capacity, and the broad strokes of how an engagement such as this may be undertaken. We have provided this outline below and anticipate working with the City upon award to refine the approach, schedule and phasing.

Phase One – The First 90 Days

During the first 90 days following contract execution, TDA will provide services on two parallel tracks. First, the TDA team will undertake an assessment of both the grants management system as well as the individual programs. TDA has conducted many such assessments in the past for other clients and will conduct this assessment through a combination of remote document review and intensive onsite interviews and systems review. This assessment will provide the roadmap for the remaining nine months of the initial year of service.

Secondly, TDA recognizes that the City is also seeking an immediate infusion of expertise and will provide onsite staff support within three weeks of contract execution. TDA intends to provide two team members who will be imbedded with the City and will operate on a full-time basis from City offices. These staff will provide day-to-day support to the City team and will coordinate the remote efforts as well as onsite services of subject matter experts. TDA also anticipates that the City will identify a list of up to 10 urgent items where work will need to begin prior to Phase Two. Of the ten items in the scope, TDA anticipates the following activities will occur during Phase One:

- Begin assessment of Housing investment portfolio for compliance with Federal grant requirements. Factors of consideration should include eligibility, supporting documentation and monitoring.
- Assess staffing knowledge, skills and abilities (3-4 staff) along with position descriptions for alignment with program compliance responsibilities.
- Evaluate and certify current Community Housing Development Organizations (CHDOs).
- Prepare summary report of findings from assessment described above and develop recommendations.
- Begin recommendations around monitoring schedule for city funded housing projects, frequency, and activities to ensure compliance with all applicable statutes and regulations.
- Begin reviewing and revising program policies and procedures to align with City's Comprehensive Housing Policy and comply with Federal grant requirements.



- **Begin** development of financial policies and procedures for CDBG and HOME funds management to **bridge the gap** between IDIS reports and the City's accounting system.
- **Begin** development of protocols, templates, and reports required from housing developers, CHDOs, contractors and lenders to ensure compliance with federal grant reporting and recordkeeping requirements.

Phase Two – Months 4-12

TDA will work with the City to implement the roadmap developed as a result of the assessment process. This roadmap will have three components:

- **Operational Support** – TDA will provide ongoing onsite operational support through the embedded staff, as well as through remote and onsite expertise provided by Subject Matter Experts. The assessment will allow TDA to finetune this approach and identify the best use of these resources.
- **Systems, Processes and Protocols Development** – TDA will continue to work on the items identified in the RFP scope, as well as other needs identified through the assessment. TDA will work with the City to prioritize items and time efforts in a way that maximizes efficiencies while meeting the City's key objectives.
- **Staff Capacity Building**- TDA will utilize the assessment to develop a plan for group training as well as individualized capacity building based on the roles and responsibilities of team members and their assessed capacity. This plan will not be static, but rather will adjust to changing needs and circumstances while ensuring that key needs are not lost in the process.

It should also be noted that the scope items that are notated as beginning in Phase One will be continued during Phase Two. In addition, TDA will address the following scope items:

- Provide recommendations around monitoring schedule for city funded housing projects, frequency, and activities to ensure compliance with all applicable statutes and regulations. Train City staff on final work products
- **Complete** review and revision of program policies and procedures to align with City's Comprehensive Housing Policy and comply with Federal grant requirements. Train City staff on final work products.
- **Complete** development of financial policies and procedures for CDBG and HOME funds management to **bridge the gap** between IDIS reports and the City's accounting system. Train City staff on final work products.
- **Continue** development of protocols, templates, and reports required from housing developers, CHDOs, contractors and lenders to ensure compliance with federal grant reporting and recordkeeping requirements.
- Provide training to City staff and CHDOs on CDBG, HOME and NSP regulations through hands-on technical assistance



Phase Three – Months 13-36

While Phase One and Phase Two are focused on assessment and development of systems and protocols, Phase Three begins the pivot towards an ongoing focus on implementation of the systems and protocols developed and ensuring consistency through ongoing training and individualized support. TDA anticipates that by the end of year one we will adjust our staffing, phasing out the embedded team members while providing onsite and remote support through our senior consultants. We believe this makes sense as the embedded staff are being brought on at a level where they may be able transition over to the City team.

During Phase Three we will continue group training and individualized TA, with a focus on knowledge transfer and ensuring that City team members are fully mastering the content related to their roles and responsibilities.

The chart below is based on the level of effort provided by the City in the pricing sheet for this procurement. TDA anticipates that the true level of effort required will be less than that outlined in the pricing sheet and will be the subject of negotiation with the City.

	Phase One	Phase Two	Phase Three	Phase Four
Focus	Assessment & Intensive Support	Priorities & Systems Support	Capacity Building	Capacity Building and Transition
Number of Embedded Staff (FTE)	2	2	0	0
Subject Matter Expertise FTE	.84	2.35	2.12	2.12
Average Numbers of Hours Per Month (combined Embedded Staff and SMEs)	933	891	370	370
SME Average Days Onsite per month	30	25	12	11

Deployment of Team Members

TDA has developed an initial estimate of how resources will be deployed over the term of the engagement based on our current understanding of the need and the level of effort listed in the Pricing Sheet for this procurement. Table 1 below identifies each team member and the level of effort estimated for them during each phase of the engagement. Table 2 provides key information on the areas of expertise of each team member, and therefore the items they will be working on during the engagement. You will note that not all team members currently have assigned levels of effort. We have provided their qualifications and expertise to demonstrate our ability to meet the City's needs across the term of the engagement even in the event of staff changes.



Table 1. Levels of Effort by Team Member and Phase

Staff Person	Phase 1 Assessment	Phase 2 Intensive Support	Phase 3 Capacity Building	Phase 4 Capacity Building /Transition	Total Hours
Embedded Staff 1	520	1560			2080
Embedded Staff 2	520	1560			2080
Alpha, Jennifer	168	352	156	156	832
Alvarez, Henry					
Depew, Chuck					
Munoz, Rudy	122	311	175	175	783
Ardis, Jimmy	224	210	682	600	1716
Chatham, Erich	116	512	240	236	1104
Cook, Madeline					
Cramer, Dave	60	39			99
Dugan, Stephanie	64	200			264
George, KC					
Gray, Lily					
Jewell, Jeff	100	181	19	19	319
Lathom, Stephen	214	948	1000	1000	3162
Mullen, Randall	142	440	457	457	1496
Roberts, Dionne	315	466	416	416	1613
Whited, Clint	175	635	566	566	1942
Paige, Pamela	134	554	751	751	2190
	2874	7968	4462	4376	19680



Table 2. Team Members Areas of Expertise and Focus for Engagement

Staff Person	Year of Experience and Areas of Focus for Engagement								
	CDBG	HOME	NSP	Financial Management	Grants Management	Monitoring	Housing Finance	IDIS	DRGR
Embedded Staff 1	x			x		x		x	
Embedded Staff 2		x			x		x		
Embedded Staff 3			x		x	x			x
Embedded Staff 4	x	x		x				x	
Alpha, Jennifer	20	17	9	17	17	17	17		7
Alvarez, Henry	25	21		25	25	25	30		
Depew, Chuck	25	24			25		25		
Munoz, Rudy	30	24	9	25	25	25		20	9
Ardis, Jimmy	10	10	8	10	10	10	9	9	3
Chatham, Erich	10	10	8	10	10	10	9	9	7
Cook, Madeline	5	1		5	10		2	2	
Cramer, Dave		24	9		15		20		
Dugan, Stephanie	30	24					24		
George, KC	13			15	10		15		
Gray, Lily	6	6					11		
Jewell, Jeff					8		8		
Lathom, Stephen	20	18	9	18	18	18	20		
Mullen, Randall	35	24	9	35	35	35	25	20	
Roberts, Dionne	25	21	9	20	20	20	15	20	9
Whited, Clint	10	15		15	15	10		8	
Paige, Pamela				10	10	10			
	251	239	70	190	243	180	215	88	35



4. Proposed Terms

Upon notice of award, TDA proposes to enter into a contract with the City of Dallas to provide the services requested. TDA would expect that this process would provide an opportunity for the City to clarify expectations and timing and for the City and TDA to refine the terms and methodology appropriately. Based on our reading of Section 15 of the RFP, TDA expects this contract to be a firm fixed price contract. TDA will invoice the City on the first of each month as follows:

- TDA will submit three equal invoices to cover the Cost of Phase 1 as identified below.
- TDA will submit nine equal invoices to cover the Cost of Phase 2 as identified below.
- TDA will submit twenty-four equal invoices to cover the Cost of Phase 3 as identified below.

The initial invoice will be provided, along with a written report (per Section 17) on the 1st day of the first month following contract execution. All invoices will follow chronologically after this initial submission. Given the size of this engagement and the fixed rate nature of the contract, TDA would expect the City to pay each invoice within 15 days of receipt.

5. Bid Price

TDA has provided below a performance and cost schedule for all services necessary to complete the Project. Given the nature of this solicitation, our breakdown has been provided by the three Phases outlined in the methodology. The pricing below is based on the Bid Pricing Sheet provided for this solicitation which is included in this proposal. It should be noted that TDA expects the cost to be a subject of negotiation and does not anticipate that the full level of effort outlined in the Bid Sheet will be required to meet the requirements of this scope.

Phase	Timing	Cost of Phase
One	Months 1-3	\$ 458,186.71
Two	Months 4-12	\$ 1,280,891.29
Three	Months 13-36	\$ 1,734,107.17

The total not to exceed for this contract based on the proposed methodology and the statements above is \$3,473,185.17 for three years.



Required Forms:

1 BDPS-FRM-134 RECAP SIGNATURE PAGE

SOLICITATION NUMBER: BPZ1902



RFCS Name: Housing and Neighborhood Revitalization Program Compliance


DUE DATE/TIME: 11/08/2018 at 2:00 P.M. in Dallas

Office of Procurement Services
1500 Marilla, Room 3FN; Dallas, Texas 75201
Loren Wilson, 214-670-3413, loren.wilson@dallascityhall.com
Solicitation meeting(s) 10/26/2018 at 3:00 P.M.
Solicitation meeting will be held at Dallas City Hall, 1500 Marilla St., RM 3FS, Dallas, TX
Conference Call: 877-226-9790 Code: 5690266#

The purpose of this solicitation is to seek interested and qualified parties that can provide project underwriting of developments seeking financial assistance from the City of Dallas. Award will be made to the lowest responsive and responsible bidder meeting the specifications. The City reserves the right to award by method deemed most advantageous to the City.

By submitting a solicitation response and signing this document, the signee attests to have read all associated documents related to this solicitation and agrees to the terms and conditions outlined throughout this request for bid. The undersigned hereby offers to furnish and deliver the goods or services as specified at the prices and terms there stated herein and in strict accordance with the RFB and conditions of bidding, all of which are made a part of this offer. After RFB closing date, this offer is not subject to withdrawal without written consent of the City's Purchasing Agent.

To be considered for award, a business entity must be registered to do business in the state of Texas with the Texas Secretary of State. Bidders shall also comply with Dallas City Code Sec. 12A-15.8-- Lobbying by bidders and proposers on City Contracts. Refer to page 8, No. 43.

<u>11/01/2018</u>	<u>TDA Consulting Inc.</u>	
Date	Full Legal Company Name (as registered with the Texas Secretary of State)	
<u>17 Caleb Cir, San Antonio, TX 78258</u>		
(Address, City, State and ZIP Code) Note: No Post Office Box		
<u>202.486.4781</u>		<u>droberts@tdainc.org</u>
Telephone No.	Fax No.	Email Address
	<u>Dionne L Roberts</u>	<u>President & CEO</u>
Authorized Signature	Print Name	Title



Note: DALLAS CITY CHARTER, CHAPTER XXII, SEC. 11, FINANCIAL INTEREST OF EMPLOYEE OR OFFICER PROHIBITED, (a) No city official or employee shall have any financial interest, direct or indirect, in any contract with the city, or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or services, except on behalf of the city as a city official or employee.

Cooperative Purchasing: Should other governmental entities decide to participate in this contract, would you, the vendor, agree that all terms, conditions, specifications, and pricing would apply? Yes X No _____

If you checked "yes," the following will apply: Governmental entities utilizing Inter-Governmental Contracts with the City of Dallas will be eligible, but not obligated, to purchase material/services under a contract(s) awarded as a result of this solicitation. All purchases by governmental entities other than the City of Dallas will be billed directly to that governmental entity and paid by that governmental entity. The City of Dallas will not be responsible for another governmental entity's debts. Each governmental entity will order its own material/services as needed.

Proposer Instructions

Failure to follow these instructions may result in your bid being declared non-responsive and not considered.

Proposal CHECKLIST: (Documents to be submitted in response to this RFCSP)

- X Proposal: Including RFCSP SIGNATURE PAGE (BDPS-FRM-134)
X SEALED PROPOSAL RESPONSE (Proposal and Pricing)

Proposal checklist: The following documents shall be submitted with the proposal response or upon request.

- X Evidence the entity is registered with the Texas Secretary of State if entity was organized in another state.
X Business Inclusion and Development Affidavit (BDPS-FRM-203)
X Ethnic Workforce Composition Report (BDPS-FRM-204)
X RFCSP/RFQ Contractor's Affidavit History of M/WBE Utilization Form (BDPS-FRM-205)
X RFCSP/RFQ Contractor's Affidavit Type of Work by Prime and Subconsultant Form (BDPS-FRM-206)
X Affirmative Action Plan

- To be considered responsive, a hard copy solicitation response, and any other method as described in the specification, shall be submitted in a sealed package. The solicitation response must be submitted in person or by mail to the address listed above. All solicitation responses shall be received at the address listed above no later than the due date and time indicated in the solicitation; late submissions will not be accepted.
- All questions, interpretations or clarifications desired must be requested in writing. Oral statement(s) regarding the meaning or intent of the contents of this solicitation by any person other than the listed Buyer are unauthorized and invalid. All clarifications and answers to questions will be address in writing and posted online as an addendum to the solicitation and therefore, interested parties should frequently check the solicitation website,



<https://bids.dallascityhall.com/webapp/VSSPROD/AltSelfService>, to ensure that the latest and complete information has been obtained before submitting a response.

3. All requests for exceptions to the specifications and/or insurance requirements shall be addressed in writing (e-mail), unless otherwise stated in the specifications, to the buyer listed on the solicitation no later than one week following the pre-solicitation conference. Any changes to the specifications shall be addressed in writing in form of an addendum and will be posted online for all interested parties to view. Any changes or exceptions submitted without prior written approval from the listed buyer may cause the proposal to be non-responsive, unless the bidder withdraws the exceptions. This section does not apply to alternative solicitation response submittals; if an alternative solicitation response is being submitted, the responder shall mark the response "alternative solicitation response". Responses not marked accordingly and are intended as such, may be considered non-responsive.
4. Except for the pre-solicitation conference, there is to be no contact between proposers, user departments or City officials during the RFCSP process and evaluation process without prior approval from the listed buyer.
5. **Bidder's Acknowledgement of Prohibition on Contracts with Companies Boycotting Israel**
Effective September 1, 2017, Bidder acknowledges, in accordance with Chapter 2270 of the Texas Government Code, that Bidder does not boycott Israel and will not boycott Israel during the term of any contract with the City of Dallas to provide goods and services to the City. Bidder further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Bidder for goods and services.
6. **Bidder's Acknowledgement of Prohibition on Contracts with Companies Boycotting Israel**
Effective September 1, 2017, Bidder acknowledges, in accordance with Chapter 2270 of the Texas Government Code, that Bidder does not boycott Israel and will not boycott Israel during the term of any contract with the City of Dallas to provide goods and services to the City. Bidder further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Bidder for goods and services.

Bidder's Acknowledgement of Prohibition on Contracts with Foreign Terrorist Organizations

Effective September 1, 2017, Bidder acknowledges, in accordance with Chapter 2252 of the Texas Government Code, that (a) Bidder does not engage in business with Iran, Sudan or any foreign terrorist organization and (b) Bidder is not listed by the Texas Comptroller as a terrorist organization as defined by Chapter 2252 of the Texas Government Code. Bidder further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Bidder for (1) professional or consulting services subject to the Professional Services Act - Chapter 2254 of the Texas Government Code, (2) general construction, (3) an improvement, (4) a service, (5) a public works project, or (5) for a purchase of supplies, materials or equipment.



By submitting a response and signing the signature page, the bidder acknowledges the Prohibition on Contracts with Companies Boycotting Israel and the Prohibition on Contracts with Foreign Terrorist Organizations and agrees to comply with these prohibitions throughout the term of resulting agreement.

7. It is the Proposer's sole responsibility to review the list of current City Council, Committee, Board and Commission members to determine employment or business relationship conflicts; a complete listing is available at City Secretary's web page at <http://dallascityhall.com/government/citysecretary/Pages/default.aspx>
8. Before submitting a solicitation response, please check all lines carefully to ensure proper and accurate information submittal; bids cannot be modified or corrected after the bid closing date/time.
9. Protest procedures - Bidders are advised that protests of specifications, terms, conditions or any other aspect of this solicitation, must be made prior to the bid due date. Protest of specifications and solicitation terms and conditions made after the due date and time will not be considered by the Purchasing Agent.

Protest of award must be made immediately, and in no event, later than five (5) days after the aggrieved party has received notice of the City's intent to award. All protests must include the following information:
 1. A formal protest letter on company letterhead, detailed statement of the legal and/or factual ground of the protest.
 2. The name, address and telephone number of the protestor.
 3. The signature of the protestor or protestor's representative.
 4. If protesting on a client's behalf, an affidavit as evidence of representation.
 5. The solicitation or contract number.
 6. The form of relief/result requested.
10. Protests shall be mailed to Office of Procurement Services, 1500 Marilla St., Room 3FN, Dallas, TX 75201. Attention: the listed Buyer. Award will be made in the best interest of the City.
11. The day following the due date Proposer's names will be read publicly, no other content of the submission will be announced so as to avoid disclosure of the contents to competing proposers ; the public bid opening can be viewed via internet at http://www.dallascityhall.com/council_briefings/agendas/index_video-view.html. Persons may also attend the public bid opening at Dallas City Hall, 1500 Marilla St. Express Business Center, Room L2ES.



**City of Dallas General Terms and Conditions For Request for Bid (RFB)
CITY OF DALLAS GENERAL WARRANTY REQUIREMENTS**

- (A) THE GENERAL WARRANTY REQUIREMENTS APPLY TO THE CITY'S PROCUREMENT OF GOODS UNDER THIS RFCSP. FOR PURPOSES OF THE GENERAL WARRANTY REQUIREMENTS, THE TERM "GOODS" MEANS ANY EQUIPMENT, MACHINES, TOOLS, VEHICLES, HARDWARE, SUPPLIES, COMPONENT PARTS OR OTHER TANGIBLE PERSONAL PROPERTY. THE TERM "CITY" MEANS THE CITY OF DALLAS, ACTING THROUGH ITS OFFICERS, EMPLOYEES, DEPARTMENTS, AGENCIES, BOARDS, COMMISSIONS, COMMITTEES AND INSTRUMENTALITIES.
- (B) BY SUBMITTING A PROPOSAL, THE BIDDER AWARDED THE CONTRACT UNDER THIS RFCSP (ALSO REFERRED TO HEREIN AS "VENDOR"), FURNISHES THE FOLLOWING WARRANTY AS PROVIDED BELOW:
- (1) VENDOR WARRANTS THAT THE GOODS DELIVERED ARE NEWLY MANUFACTURED, FREE FROM DEFECTS IN MATERIALS AND WORKMANSHIP AND CONFORM IN EVERY RESPECT TO CITY'S SPECIFICATIONS. VENDOR ALSO WARRANTS THAT IF, DURING THE WARRANTY PERIOD, ALL OR ANY PORTION OF THE GOODS: (A) FAIL FOR ANY REASON, (B) ARE DISCOVERED TO BE NONCONFORMING, OR ARE DEFECTIVE IN MATERIALS OR WORKMANSHIP, VENDOR WILL REPLACE SUCH FAILED, NONCONFORMING OR DEFECTIVE GOODS AT NO COST TO CITY WITHIN THE SAME TIME LIMIT AS THE DELIVERY PERIOD SHALL BEGIN ON THE DATE OF OFFICIAL ACCEPTANCE OF THE GOODS BY CITY, WHICH DATE IS EITHER THE INSTALLATION DATE OR IN-SERVICE DATE AS SHOWN ON CITY RECORDS OR THE DATE OF FORMAL ACCEPTANCE OF THE GOODS IN WRITING BY AN AUTHORIZED CITY OFFICIAL, WHICHEVER OCCURS FIRST, AND ENDS ONE (1) YEAR AFTER THE DATE OF THE OFFICIAL ACCEPTANCE. THIS WARRANTY SHALL BE UNCONDITIONAL, EXCEPT THAT IT SHALL NOT APPLY TO OBVIOUS ABUSE, MISUSE OR DAMAGE CAUSED BY CITY.
 - (2) AS BETWEEN VENDOR AND CITY, THE EXPRESS WARRANTY GIVEN IN SUBPARAGRAPH (B) (1) IS IN LIEU OF ANY OTHER EXPRESS WARRANTIES. SHOULD THIS WARRANTY FAIL OF ITS ESSENTIAL PURPOSE, CITY WILL CONTINUE TO HAVE RECOURSE UNDER APPLICABLE TEXAS LAW. THIS WARRANTY IS INTENDED FOR THE EXCLUSIVE BENEFIT OF CITY, ITS OFFICERS AND EMPLOYEES, AND DOES NOT CREATE ANY WARRANTIES (EXPRESS OR IMPLIED) OR CAUSES OF ACTION IN FAVOR OR ANY THIRD PARTIES.
 - (3) IF A MANUFACTURER OF THE GOODS OR OF COMPONENT PARTS OF THE GOODS PROVIDES A SPECIAL OR INDEPENDENT WARRANTY WHICH IS LONGER THAN THE PERIOD PROVIDED FOR THIS WARRANTY, OR WHICH PROVIDES TERMS MORE FAVORABLE TO CITY THAN THOSE CONTAINED IN THIS WARRANTY, THE PROVISIONS OF THIS WARRANTY SHALL NOT BE CONSTRUED TO DIMINISH OR CONFLICT WITH THE SPECIAL OR INDEPENDENT WARRANTY GIVEN BY SUCH MANUFACTURER.
- (C) **THE SUCCESSFUL BIDDER, BY SUBMITTING THE PROPOSAL, AGREES TO GIVE THE FOLLOWING INDEMNITY WITH RESPECT TO THE GOODS:**

VENDOR SHALL DEFEND, INDEMNIFY, AND SAVE HARMLESS CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, FROM ALL SUITS, ACTIONS OR CLAIMS OF ANY CHARACTER, TYPE OR DESCRIPTION BROUGHT OR MADE ON ACCOUNT OF ANY PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM FOR WHICH RECOVERY OF DAMAGES IS SOUGHT, SUFFERED BY ANY PERSON OR PERSONS, ARISING OUT OF OR OCCASIONED BY ANY BREACH OF ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE GOODS OR THE FAULT SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACT, PURCHASE ORDER OR PRICE AGREEMENT; PROVIDED, HOWEVER, THAT THIS INDEMNITY SHALL NOT APPLY TO ANY PERSONAL INJURY INCLUDING (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM CAUSED SOLELY BY THE NEGLIGENT USE, MISUSE OR ABUSE OF THE GOODS BY CITY, OR CAUSED SOLELY BY ANY NEGLIGENT ACT OR OMISSION OF CITY UNRELATED TO THE USE OF THE GOODS, IN THE EVENT OF JOINT OR CONCURRING RESPONSIBILITY OF VENDOR AND CITY, RESPONSIBILITY AND INDEMNITY, IF ANY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW. THIS PROVISION SHALL NOT BE CONSTRUED FOR THE BENEFIT OF ANY THIRD PARTY, NOR DOES IT CREATE OR GRANT ANY RIGHT OR CAUSE OF ACTION IN FAVOR OF ANY THIRD PARTY AGAINST CITY OR VENDOR, THIS PROVISION BEING SOLELY INTENDED TO PROVIDE FOR INDEMNIFICATION OF CITY FROM LIABILITY FOR DAMAGE TO THIRD PERSONS OR PROPERTY AS SET FORTH IN THIS PARAGRAPH.



1. **REQUIREMENTS:** BY SUBMITTING A PROPOSAL, BIDDER AGREES TO SUPPLY TO THE CITY OF DALLAS ("CITY") THE GOODS OR SERVICES DESCRIBED IN THIS RFCSP IN ACCORDANCE WITH THESE GENERAL CONDITIONS AND CITY'S SPECIFICATIONS AS ATTACHED TO AND MADE A PART OF THIS RFCSP, AND ANY WRITTEN ADDENDUMS TO THIS RFCSP ISSUED BY CITY PRIOR TO THE DATE OF PROPOSAL OPENING.
2. **RECEIPT OF PROPOSALS:** ALL PROPOSALS RESPONDING TO THIS RFCSP MUST BE RECEIVED AND LOGGED-IN IN THE OFFICE OF PROCUREMENT SERVICES OFFICE IN ROOM 3/F/NORTH, 1500 MARILLA, DALLAS, TEXAS 75201 BY THE TIME AND DATE SPECIFIED IN THIS RFCSP.
3. **PROPOSAL AWARD:** AWARD WILL BE MADE TO THE MOST ADVANTAGEOUS BIDDER/PROPOSER(S). CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE MINOR IRREGULARITIES OR DISCREPANCIES IN ANY PROPOSAL AS MAY BE IN THE BEST INTEREST OF CITY. LATE PROPOSALS DO NOT COMPLY WITH CONDITION #2 AND WILL NOT BE ACCEPTED.
4. **SIGNATURE:** ALL PROPOSALS MUST BE SIGNED IN INK, BY HAND, IN THE SPACE MARKED "AUTHORIZED SIGNATURE."
5. **CONFLICT OF INTEREST:** IN ACCORDANCE WITH CHAPTER XXII SECTION 11 OF THE CHARTER OF THE CITY OF DALLAS, NO OFFICER OR EMPLOYEE OF CITY SHALL HAVE A FINANCIAL INTEREST, DIRECT OR INDIRECT, IN ANY CONTRACT WITH THE CITY OR BE FINANCIALLY INTERESTED, DIRECTLY OR INDIRECTLY, IN THE SALE TO CITY OF ANY LAND, MATERIALS, SUPPLIES OR SERVICES.
6. **PROPOSAL SUBMISSION:** WHEN RESPONDING TO A PROPOSAL, IT IS THE BIDDER'S RESPONSIBILITY TO IDENTIFY THE PROPOSAL SUBMISSION BY PLAINLY INDICATING THE PROPOSAL NUMBER AND PROPOSAL OPENING DATE ON THE FRONT OF A SEALED ENVELOPE. "NO BIDS" SHOULD BE RETURNED BY THE PROPOSAL OPENING DATE WITH "NO BID" INDICATED ON THE ENVELOPE IN ADDITION TO THE PROPOSAL NUMBER AND PROPOSAL OPENING DATE. CITY ASSUMES NO RESPONSIBILITY FOR PROPOSALS NOT PROCESSED DUE TO THE FAILURE OF THE BIDDER TO IDENTIFY THE ENVELOPE AS A PROPOSAL RESPONSE.
7. **FIRM PRICES:** UNLESS OTHERWISE STATED IN CITY'S SPECIFICATIONS, ALL PRICES WILL BE CONSIDERED FIRM FOR ACCEPTANCE WITHIN ONE HUNDRED FIFTY (150) DAYS AFTER PROPOSAL OPENING. THESE PRICES MAY BE EXTENDED BY WRITTEN AGREEMENT OF THE BIDDER.
8. **SUBSTITUTIONS:** ANY CATALOG OR MANUFACTURER'S REFERENCE IN THIS RFCSP IS DESCRIPTIVE, BUT NOT RESTRICTIVE, AND IS USED ONLY TO INDICATE TYPE AND GRADE, UNLESS THE SPECIFICATIONS STATE "NO SUBSTITUTIONS." IF THE SPECIFICATIONS ARE SILENT OR ALLOW SUBSTITUTIONS, OTHER ITEMS OF SIMILAR AND EQUAL QUALITY WILL BE CONSIDERED PROVIDED THE BIDDER STATES IN THE PROPOSAL EXACTLY WHAT THE BIDDER INTENDS TO FURNISH; OTHERWISE THE BIDDER SHALL BE REQUIRED TO FURNISH THE ITEMS AS SPECIFIED IN THIS RFCSP.
9. **METHOD OF AWARD:** PRICES SHOULD BE ITEMIZED AS REQUESTED IN THIS RFCSP. CITY RESERVES THE RIGHT TO AWARD BY LINE ITEM, BY GROUP, IN ITS ENTIRETY, OR BY METHOD DEEMED MOST ADVANTAGEOUS TO THE CITY, UNLESS OTHERWISE SPECIFICALLY STATED IN THE SPECIFICATIONS. THE CITY SHALL BE THE FINAL AUTHORITY AS TO THE METHOD OF AWARD.
10. **DELIVERY TERMS:** UNLESS OTHERWISE STATED IN THE SPECIFICATIONS, ALL GOODS DELIVERED UNDER A CONTRACT AWARDED THROUGH THIS RFCSP SHALL BE CONSIDERED AS FOB DALLAS DELIVERY SITE OR ADDRESS.
11. **DISCREPANCIES AND ERRORS:** IN CASE OF A DISCREPANCY BETWEEN THE UNIT PRICE AND THE EXTENDED TOTAL FOR A BID ITEM, THE FIGURE THAT IS MOST ADVANTAGEOUS TO THE CITY WILL BE TAKEN, PROVIDED THE OVERALL RESULTS OF BIDDING ARE NOT CHANGED. A PROPOSAL THAT HAS BEEN OPENED MAY NOT BE CHANGED FOR THE PURPOSE OF CORRECTING AN ERROR IN THE BID PRICE.
12. **ACCEPTABILITY:** CITY IS THE FINAL JUDGE OF PRODUCT ACCEPTABILITY FOR GOODS OR SERVICES QUOTED UNDER THIS RFCSP.
13. **REMOVAL:** CITY RESERVES THE RIGHT TO REMOVE A COMPANY FROM ANY VENDOR OR COMMODITY LIST FOR (1) CONTINUED FAILURE TO RESPOND TO RFCSPs, (2) FAILURE TO DELIVER GOODS OR SERVICES WITHIN THE PROMISED TIME.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



(3) DELIVERY OF SUBSTANDARD GOODS OR SERVICES, OR (4) FAILURE TO PROVIDE GOODS OR SERVICES AT THE SUBMITTED BID PRICE.

14. **OPEN RECORDS:** TRADE SECRETS AND CONFIDENTIAL INFORMATION CONTAINED IN A PROPOSAL ARE NOT OPEN TO PUBLIC INSPECTION (BID PRICING, HOWEVER, IS NOT CONSIDERED TO BE CONFIDENTIAL UNDER ANY CIRCUMSTANCES). BIDDERS WHO INCLUDE INFORMATION IN A PROPOSAL THAT IS LEGALLY PROTECTED AS TRADE SECRET OR CONFIDENTIAL MUST CLEARLY INDICATE WHAT INFORMATION CONSTITUTES A TRADE SECRET OR CONFIDENTIAL INFORMATION BY MARKING THAT PART OF THE PROPOSAL "TRADE SECRET" OR "CONFIDENTIAL" AT THE APPROPRIATE PLACE. CITY WILL NOT BE RESPONSIBLE FOR ANY PUBLIC DISCLOSURE OF THE TRADE SECRET OR CONFIDENTIAL INFORMATION IF IT IS NOT MARKED AS PROVIDED ABOVE. IF A REQUEST IS MADE UNDER THE TEXAS OPEN RECORDS ACT TO INSPECT INFORMATION DESIGNATED AS TRADE SECRET OR CONFIDENTIAL IN A PROPOSAL, THE BIDDER SHALL, UPON REQUEST, IMMEDIATELY FURNISH SUFFICIENT WRITTEN REASONS AND INFORMATION AS TO WHY THE INFORMATION DESIGNATED AS A TRADE SECRET OR CONFIDENTIAL SHOULD BE PROTECTED FROM DISCLOSURE, IN ORDER FOR THE CITY ATTORNEY TO PRESENT THE MATTER TO THE ATTORNEY GENERAL OF TEXAS FOR FINAL DETERMINATION.
15. **VENUE:** THE OBLIGATIONS OF THE PARTIES UNDER A CONTRACT AWARDED THROUGH THIS RFCSP ARE PERFORMED IN DALLAS COUNTY, TEXAS, AND IF LEGAL ACTION IS NECESSARY TO ENFORCE SAME, EXCLUSIVE VENUE SHALL BE WITHIN DALLAS COUNTY, TEXAS.
16. **GOVERNING LAW:** ALL SEALED PROPOSALS SUBMITTED IN RESPONSE TO THIS RFCSP AND ANY RESULTING CONTRACT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE CHARTER AND ORDINANCES OF THE CITY OF DALLAS AND THE LAWS AND COURT DECISIONS OF THE STATE OF TEXAS.
17. **DELIVERIES:** DELIVERIES WILL BE MADE ONLY BY AUTHORIZATION OF THE CITY'S PURCHASING AGENT OR AUTHORIZED DESIGNEE, AS REQUIRED AND ORDERED BY CITY. SUPPLIER MUST RECORD FOR EACH ORDER RECEIVED THE FOLLOWING INFORMATION: CITY'S DEPARTMENT OR DIVISION, EMPLOYEE'S NAME, PHONE NUMBER, DELIVERY/BILLING ADDRESS, AGENCY NUMBER, AND REQUISITION NUMBER INFORMATION IN ORDER TO BILL THE PROPER CITY DEPARTMENT AT THAT DESIGNATED ADDRESS. BIDDER MUST OBTAIN THE CITY EMPLOYEE'S SIGNATURE AND CITY EMPLOYEE NUMBER ON DELIVERY/SALES TICKETS WHEN MERCHANDISE IS PICKED UP OR DELIVERED AND MAY REQUIRE EMPLOYEE IDENTIFICATION CARD OR DRIVER'S LICENSE. BIDDERS SHALL STATE THE DELIVERY DATE ON ALL ORDERS.
18. **INSPECTION:** BIDDER WARRANTS THAT ALL DELIVERIES UNDER THIS RFCSP WILL BE OF THE TYPE AND QUALITY SPECIFIED. CITY MAY REJECT OR REFUSE ANY DELIVERY WHICH FALLS BELOW THE QUALITY REQUIRED IN THE SPECIFICATIONS AND CITY SHALL NOT BE HELD TO HAVE ACCEPTED ANY DELIVERY UNTIL AFTER IT HAS MADE AN INSPECTION OF SAME AND HAS HAD AN OPPORTUNITY TO EXERCISE THIS RIGHT OF REJECTION.
19. **TRANSPORTATION CHARGES:** BIDDER SHALL BE RESPONSIBLE FOR ALL CHARGES WHICH RELATE TO THE DELIVERY OF THE GOODS TO CITY'S PLACE OF BUSINESS AND FOR THE RETURN TO BIDDER OF ANY GOODS REJECTED AS BEING NONCONFORMING UNDER THE SPECIFICATIONS.
20. **UNIT PRICE/ESTIMATED QUANTITY:** IF THIS RFCSP CALLS FOR LINE ITEM UNIT PRICE BIDS, THE QUANTITIES DESCRIBED IN EACH LINE ITEM ARE BASED UPON THE BEST AVAILABLE INFORMATION, THE CITY'S BEST ESTIMATE OF ANTICIPATED NEEDS AND ORDERS. THIS ESTIMATE IS *NOT* A GUARANTEE; THE QUANTITIES ACTUALLY ORDERED MAY BE MORE OR LESS THAN ESTIMATED. PAYMENT UNDER THE CONTRACT WILL BE BASED SOLELY ON THE UNIT PRICE OR PRICES QUOTED FOR THE ACTUAL NUMBER OF LINE ITEM UNITS PROPERLY PERFORMED OR DELIVERED UNDER THE CONTRACT, AND NO EXTRA COSTS OR CLAIMS FOR EXTRA COSTS BEYOND THE BID UNIT PRICE WILL BE ALLOWED. ALL REASONABLE COSTS OF LABOR, MATERIALS AND OTHER REASONABLE AND NECESSARY COSTS, INCLUDING REASONABLE OVERHEAD AND PROFIT, REQUIRED TO SUPPLY THE GOODS OR PERFORM THE PARTICULAR QUANTITIES OF WORK REQUIRED IN THE SPECIFICATIONS SHALL BE INCLUDED IN THE BID QUOTATION FOR THE LINE ITEMS STATED IN THE PROPOSAL. ***COSTS NOT INCLUDED OR CALCULATED IN THE APPLICABLE UNIT PRICES AS BID WILL NOT BE PAID BY THE CITY, REGARDLESS OF THE INTENTIONS OF THE BIDDER WHEN THE BID WAS SUBMITTED AND REGARDLESS THAT THOSE COSTS WERE ACTUALLY INCURRED.***
21. **MSDS:** PROPOSERS MUST SUBMIT MATERIAL SAFETY DATA SHEETS WITH THE PROPOSAL FOR ANY HAZARDOUS CHEMICAL QUOTED OR SUPPLIED UNDER THIS RFCSP.
22. **FAILURE TO DELIVER:** BY SUBMISSION OF A SEALED PROPOSAL, PROPOSER AGREES THAT IF THE PROPOSER IS UNABLE TO MAKE A DELIVERY OF THE QUANTITIES ORDERED AT THE QUALITY REQUIRED UNDER THE SPECIFICATIONS, OR FAIL



TO CURE THE PROBLEM WITHIN A REASONABLE LENGTH OF TIME AFTER NOTIFICATION, THEN CITY SHALL BE AUTHORIZED TO PURCHASE QUANTITIES WHEREVER AVAILABLE, AND PROPOSER MAY BE DEBARRED AND REMOVED FROM CITY'S VENDOR OR COMMODITY LIST.

23. **ASSIGNMENT:** BIDDER SHALL NOT ASSIGN, TRANSFER, PLEDGE OR HYPOTHECATE A CONTRACT AWARDED UNDER THIS RFCSP IN WHOLE OR IN PART WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF CITY'S PURCHASING AGENT. ASSIGNMENT OF THE CONTRACT, IF APPROVED BY CITY, SHALL NOT RELIEVE BIDDER FROM BIDDER'S OBLIGATIONS UNDER THE CONTRACT. APPROVAL BY CITY OF ONE ASSIGNMENT SHALL NOT CONSTITUTE APPROVAL OF ANY FUTURE ASSIGNMENT OF THE CONTRACT.
24. **TERMINATION:** CITY MAY TERMINATE A CONTRACT AWARDED UNDER THIS RFCSP IN WHOLE OR IN PART FOR CAUSE OR CONVENIENCE BY GIVING TEN (10) DAYS WRITTEN NOTICE THEREOF TO BIDDER. CITY WILL COMPENSATE BIDDER IN ACCORDANCE WITH THE TERMS OF THE CONTRACT FOR ALL GOODS OR SERVICES PROPERLY DELIVERED AND ACCEPTED PRIOR TO THE EFFECTIVE DATE OF SUCH NOTICE.
25. **GOOD FAITH EFFORT:** BIDDERS ARE REQUIRED TO ABIDE BY THE PROVISIONS OF CITY'S GOOD FAITH EFFORT PLAN, A COPY OF WHICH IS ATTACHED TO AND MADE A PART OF THIS RFCSP.
26. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** IF THE PROVISIONS OF CHAPTER 15B OF THE DALLAS CITY CODE ARE APPLICABLE TO THIS RFCSP: ALL CONSTRUCTION CONTRACTS ENTERED INTO BY THE CITY INVOLVING THE EXPENDITURE OF MORE THAN \$10,000 OF CITY FUNDS AND ALL COMPETITIVELY BID CONTRACTS FOR THE PROCUREMENT OF GOODS AND SERVICES INVOLVING AN EXPENDITURE OF MORE THAN \$50,000 OF CITY FUNDS MUST INCORPORATE AN EQUAL EMPLOYMENT OPPORTUNITY CLAUSE, WHICH READS AS FOLLOWS:
 (1) THE CONTRACTOR SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, OR NATIONAL ORIGIN. THE CONTRACTOR SHALL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO RACE, AGE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, OR NATIONAL ORIGIN. THIS ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:
 (A) EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER;
 (B) RECRUITMENT OR RECRUITMENT ADVERTISING;
 (C) LAYOFF OR TERMINATION;
 (D) RATES OF PAY OR OTHER FORMS OF COMPENSATION; AND
 (E) SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP;
 ANY PERSON WHO BELIEVES A CONTRACTOR HAS VIOLATED ITS OBLIGATIONS UNDER CHAPTER 15B SHOULD CONTACT THE CITY MANAGER, CITY OF DALLAS, 1500 MARILLA STREET, ROOM 4/E/NORTH, DALLAS, TEXAS 75201.
- 26A. "THE CITY OF DALLAS, IN ACCORDANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, 78 STAT. 252, 42 U.S.C. 2000d TO 2000d-4 AND TITLE 49, CODE OF FEDERAL REGULATIONS, DEPARTMENT OF TRANSPORTATION, SUBTITLE A, OFFICE OF THE SECRETARY, PART 21, NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS OF THE DEPARTMENT OF TRANSPORTATION ISSUED PURSUANT TO SUCH ACT, HEREBY NOTIFIES ALL BIDDERS THAT IT WILL AFFIRMATIVELY ENSURE THAT IN ANY CONTRACT ENTERED INTO PURSUANT TO THIS ADVERTISEMENT, MINORITY BUSINESS ENTERPRISES WILL BE AFFORDED FULL OPPORTUNITY TO SUBMIT BIDS IN RESPONSE TO THIS INVITATION AND WILL NOT BE DISCRIMINATED AGAINST ON THE GROUNDS OF RACE, COLOR, OR NATIONAL ORIGIN IN CONSIDERATION FOR AN AWARD."
27. **CONTRACT:** IN CASE OF A DISCREPANCY BETWEEN THIS RFCSP AND THE FORMAL CONTRACT, THE FORMAL CONTRACT WILL CONTROL.
28. **ESCALATOR CLAUSE:** UNLESS SPECIFICALLY REQUESTED IN THIS RFCSP, THE SUBMISSION OF ESCALATOR CLAUSES, INDEXES, OR FACTORS WILL NULLIFY THE ASSOCIATED PROPOSAL.
29. **TAXES:** CITY IS EXEMPT FROM ALL FEDERAL EXCISE TAXES AND STATE AND LOCAL SALES AND USE TAXES. PROPOSERS SHOULD THEREFORE NOT INCLUDE THESE TAXES IN THEIR SEALED PROPOSALS. PROPOSERS CONTRACTING WITH CITY CANNOT USE CITY'S TAX EXEMPTION STATUS AND NUMBER TO PURCHASE GOODS OR SERVICES RELATED TO THE CONTRACT. IF THIS RFCSP IS FOR CONSTRUCTION SERVICES OR FACILITY CONSTRUCTION, DISREGARD THIS CONDITION AND REFER TO THE APPLICABLE CONSTRUCTION SPECIFICATIONS.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



30. **PAYMENT:** INVOICES MUST BE SUBMITTED TO THE APPROPRIATE CITY BILLING ADDRESS WITH OR AFTER DELIVERY OF GOODS OR PERFORMANCE OF SERVICES. ALL CONDITIONS PREVIOUSLY STATED REGARDING INSPECTION AND DELIVERY MUST BE MET IN ORDER FOR PAYMENT TO BE MADE. NO CONTRACTOR OF THE CITY SHALL BE ENTITLED TO INTEREST ON ANY LATE PAYMENT CAUSED BY ANY CLAIM OR DISPUTE, OR AS A RESULT OF THE WITHHOLDING OF MONEY THE CITY HAS A LEGAL RIGHT OR OBLIGATION TO WITHHOLD UNDER THE CONTRACT OR STATE LAW.
31. **WARRANTIES:** BY SUBMITTING A SEALED PROPOSAL, THE PROPOSER AGREES TO COMPLY WITH THE CITY'S GENERAL WARRANTY REQUIREMENTS FOR GOODS PROCUREMENTS OR OTHER APPLICABLE CITY WARRANTY REQUIREMENTS FOR GOODS OR SERVICES AS DESIGNATED IN THIS RFCSP OR THE FORMAL CONTRACT.
32. **TAXPAYER IDENTIFICATION:** A BIDDER THAT DOES NOT HAVE A CURRENT W-9 "REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION" FORM ON FILE WITH CITY WILL BE REQUIRED TO PROVIDE SUCH PRIOR TO AWARD OF ANY CITY CONTRACT.
33. **DISQUALIFICATION OF BIDDER:** BIDDERS MAY BE DISQUALIFIED AND THEIR BIDS NOT CONSIDERED FOR ANY OF THE FOLLOWING REASONS:
- COLLUSION AMONG BIDDERS AND NON-BIDDERS BY ENGAGING IN, COLLUSION, CONSULTATION, COMMUNICATION, OR AGREEMENT WITH ANY OTHER BIDDER, NON-BIDDER OR COMPETITOR, INCLUDING A SUBSIDIARY OR RELATED COMPANY OF BIDDER UNDER COMMON OWNERSHIP WITH BIDDER, FOR THE PURPOSES OF RESTRICTING COMPETITION, PREVENTING A BID OR FOR THE SAKE OF APPEARANCE THAT SEVERAL OTHER PARTIES ALSO PRESENT A BID.
 - BIDDER'S HISTORY OF FILING FREQUENT, EXCESSIVE, AND MERITLESS OR FRAUDULENT CLAIMS AGAINST THE CITY, OR AGAINST OTHER CONTRACTORS ON A CITY PROJECT
 - BIDDER'S ARREARAGE OR DEFAULT ON AN EXISTING OR PREVIOUS CONTRACT WITH THE CITY
 - BIDDER'S LACK OF FINANCIAL STABILITY AS REVEALED BY FINANCIAL STATEMENT, EXPERIENCE OR EQUIPMENT, QUESTIONNAIRES, REFERENCES, BANKRUPTCY OR RELATED CONDITIONS
 - BIDDER'S PENDING PROJECTS WHICH, IN THE SOLE JUDGMENT OF CITY, WILL PREVENT OR HINDER THE PROMPT COMPLETION OF ADDITIONAL WORK IF AWARDED
 - ANY FACTORS CONCERNING THE BIDDER'S QUANTITY OR QUALITY OF THE WORK TO BE PERFORMED OR OTHER FACTORS AS DEEMED APPROPRIATE BY THIS RFCSP.
34. **CONTACT WITH CITY STAFF:** DURING THE RFCSP PROCESS, BIDDERS SHALL NOT CONTACT ANY CITY STAFF EXCEPT THOSE DESIGNATED IN THE TEXT OF THIS RFCSP OR IN SUBSEQUENT ADDENDUMS OR CORRESPONDENCE. ANY QUESTIONS OR CONCERNS SHOULD BE ADDRESSED IN WRITING TO CITY'S PURCHASING AGENT OR DESIGNEE, 1500 MARILLA, ROOM 3/F/NORTH, DALLAS, TEXAS 75201. NON-COMPLIANCE WITH THIS PROVISION MAY RESULT IN REJECTION OF THE SEALED PROPOSAL.
35. **OFFSET:** CITY MAY, AT ITS OPTION, OFFSET ANY AMOUNTS DUE AND PAYABLE UNDER A CONTRACT AWARDED UNDER THIS RFCSP AGAINST ANY DEBT (INCLUDING TAXES) LAWFULLY DUE TO CITY FROM A VENDOR, REGARDLESS OF WHETHER THE AMOUNT DUE ARISES PURSUANT TO THE TERMS OF THE CONTRACT OR OTHERWISE AND REGARDLESS OF WHETHER OR NOT THE DEBT DUE TO CITY HAS BEEN REDUCED TO JUDGMENT BY A COURT.
36. **MODIFICATIONS:** THIS RFCSP CAN ONLY BE MODIFIED OR REVISED BY WRITTEN ADDENDUM PREPARED BY CITY AND ISSUED OR DISTRIBUTED BY CITY'S OFFICE OF PROCUREMENT SERVICES DEPARTMENT. ORAL MODIFICATIONS SHALL NOT BE PERMITTED AND ARE NOT AUTHORIZED.
37. **PROPER FORMS:** FAILURE TO USE CITY'S BID BOND FORM, IF BID SECURITY IS REQUIRED IN THE FORM OF A BID BOND, OR CITY'S BID RESPONSE FORM MAY RESULT IN DISQUALIFICATION OF THE SEALED PROPOSAL.
38. **COST OF PROPOSAL:** CITY WILL NOT BE LIABLE FOR ANY COSTS INCURRED BY A BIDDER IN RESPONDING TO THIS RFCSP.
39. **OUTSTANDING LIABILITIES:** BIDDERS SHALL NOT HAVE OUTSTANDING, UNPAID LIABILITIES OWED TO CITY SUCH LIABILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO, PROPERTY TAXES, LOCAL OR ARENA HOTEL/MOTEL OCCUPANCY TAXES, LICENSES/PERMITS FEES AND UTILITY BILLS. ANY BIDDER THAT HAS SUCH LIABILITIES MAY BE DEEMED NON-RESPONSIBLE, AND THE SUBMITTED SEALED PROPOSAL WILL NOT BE GIVEN FURTHER CONSIDERATION UNLESS THE SUBMITTER CAN PROVIDE EVIDENCE WITHIN A REASONABLE TIME CONFIRMING THE LIABILITY HAS BEEN SATISFIED. THE



CITY SHALL BE THE SOLE AUTHORITY DETERMINING THE LENGTH OF TIME PROVIDED TO EACH SUBMITTER. TIME CONSIDERATION MAY VARY ACCORDING BY PROJECT.

40. **LOBBYING BY BIDDERS AND PROPOSERS ON CITY CONTRACTS.** (DALLAS CITY CODE SEC. 12A-15.8, SUBSECTION G) A PERSON RESPONDING TO A REQUEST FOR BIDS OR REQUEST FOR PROPOSALS ON A CITY CONTRACT SHALL NOT LOBBY A CITY COUNCIL MEMBER EITHER DIRECTLY OR INDIRECTLY (THROUGH A REPRESENTATIVE, EMPLOYEE, OR AGENT) FROM THE TIME THE ADVERTISEMENT OR PUBLIC NOTIFICATION OF THE REQUEST FOR BIDS OR REQUEST FOR PROPOSALS IS MADE UNTIL THE TIME THE CONTRACT IS AWARDED BY THE CITY COUNCIL. THIS SUBSECTION DOES NOT PROHIBIT A BIDDER OR PROPOSER FROM SPEAKING AT THE CITY COUNCIL MEETING WHERE THE AWARD OF THE CONTRACT IS CONSIDERED. (ORD. 27748)
41. **BIDDER'S ACKNOWLEDGEMENT OF PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL** EFFECTIVE SEPTEMBER 1, 2017. BIDDER ACKNOWLEDGES, IN ACCORDANCE WITH CHAPTER 2270 OF THE TEXAS GOVERNMENT CODE, THAT BIDDER DOES NOT BOYCOTT ISRAEL AND WILL NOT BOYCOTT ISRAEL DURING THE TERM OF ANY CONTRACT WITH THE CITY OF DALLAS TO PROVIDE GOODS AND SERVICES TO THE CITY. BIDDER FURTHER ACKNOWLEDGES THAT THIS PROVISION IS HEREBY INCORPORATED BY REFERENCE, AS IF WRITTEN WORD FOR WORD, INTO ANY SUBSEQUENT CONTRACT ENTERED INTO BETWEEN CITY AND BIDDER FOR GOODS AND SERVICES.
42. **BIDDER'S ACKNOWLEDGEMENT OF PROHIBITION ON CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS** EFFECTIVE SEPTEMBER 1, 2017. BIDDER ACKNOWLEDGES, IN ACCORDANCE WITH CHAPTER 2252 OF THE TEXAS GOVERNMENT CODE, THAT (A) BIDDER DOES NOT ENGAGE IN BUSINESS WITH IRAN, SUDAN OR ANY FOREIGN TERRORIST ORGANIZATION AND (B) BIDDER IS NOT LISTED BY THE TEXAS COMPTROLLER AS A TERRORIST ORGANIZATION AS DEFINED BY CHAPTER 2252 OF THE TEXAS GOVERNMENT CODE. BIDDER FURTHER ACKNOWLEDGES THAT THIS PROVISION IS HEREBY INCORPORATED BY REFERENCE, AS IF WRITTEN WORD FOR WORD, INTO ANY SUBSEQUENT CONTRACT ENTERED INTO BETWEEN CITY AND BIDDER FOR (1) PROFESSIONAL OR CONSULTING SERVICES SUBJECT TO THE PROFESSIONAL SERVICES ACT - CHAPTER 2254 OF THE TEXAS GOVERNMENT CODE, (2) GENERAL CONSTRUCTION, (3) AN IMPROVEMENT, (4) A SERVICE, (5) A PUBLIC WORKS PROJECT, OR (5) FOR A PURCHASE OF SUPPLIES, MATERIALS OR EQUIPMENT.

BY SUBMITTING A RESPONSE AND SIGNING THE SIGNATURE PAGE, THE BIDDER ACKNOWLEDGES THE PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL AND THE PROHIBITION ON CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS AND AGREES TO COMPLY WITH THESE PROHIBITIONS THROUGHOUT THE TERM OF RESULTING AGREEMENT.



#3 Business Inclusion and Development Affidavit
CITY OF DALLAS
Business Inclusion and Development Affidavit

It is the policy of the City of Dallas to involve qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts.

M/WBE Participation Goals

The BID Plan establishes subcontracting goals and requirements for all prospective bidders to ensure a reasonable degree of M/WBE meaningful business inclusion and participation in City contracts. It is the goal of the City of Dallas that a certain percentage of work under each contract be executed by one or more M/WBEs. For the purpose of participation percentages, the City of Dallas does not include amounts paid to the prime by the sub contractor.

On May 14, 1997 the City Council adopted the following M/WBE participation goals without consideration for a specific ethnicity or gender (Resolution Number 97-1605):

Other

Other

<u>Construction Services</u>	<u>Architectural & Engineering Goods</u>	<u>Professional</u>
25.00%	25.66%	36.30%
18.00%		23.80%

The apparent low bidder/most advantageous proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include M/WBEs in subcontracting opportunities. The apparent low bidder/most advantageous proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from M/WBEs may be denied award of the contract by the City based on the contractor's failure to be a "responsive" or "responsible" bidder.

By signing below, I agree to provide the City of Dallas, Business Development & Procurement Services department with a completed copy of all required forms provided within the Business Inclusion and Development document package. I understand that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed "non-responsive" and I may be denied award of the contract.




(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Bid Number: BPZ-1902

Company Name: TDA Consulting Inc.

Dionne L Roberts
Typed or Printed Name of Certifying Official of Company

11/01/2018
Date


Signature of Certifying Official of Company

President and CEO
Title



#4 Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">TDA Consulting Inc.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p style="text-align: center;">N/A</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p>7</p> <p style="text-align: center;"> _____ Signature of vendor doing business with the governmental entity Date </p>	

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdaine.org



#6 Contractors Affidavit History of MWBE Utilization



**CITY OF DALLAS
RFCSP/RFQ CONTRACTOR'S AFFIDAVIT
HISTORY OF M/WBE UTILIZATION FORM**

Project Name: Housing and Neighborhood Revitalization Program Compliance Bid/Contract #: BPZ1902

Has your company sub-contracted with M/WBE firms in the past? Yes No If yes, please complete the section below.
Historical utilization is not limited to City of Dallas contracts. Please include historical M/WBE utilization with other entities as well for projects completed in the last five years.

Name of the Entity Contact Name Phone Number	Project Name/ Contract Type	Total Contract Amount	M/WBE Goal	M/WBE Actual Participation (\$)	M/WBE Actual Participation (%)	# of M/WBE Firms Utilized
TDA Consulting Inc is a Texas HUB and SWMBE	ALL	Various	100%	All	100%	1

I certify that the information included in this History of M/WBE Utilization Form is true and complete to the best of my knowledge and belief. I further understand and agree that all information will be reviewed and verified by the Business Inclusion and Development Compliance staff.

Company Name: TDA Consulting Inc.

Officer's Signature:

Title: President and CEO

Printed Name: Dionne L Roberts

Date: 11/11/2018

#7 Contracts Affidavit Type of Work by Prime and Subcontractor



CITY OF DALLAS

RFCSP/RFO CONTRACTOR'S AFFIDAVIT

TYPE OF WORK BY PRIME AND SUBCONSULTANT FORM

Bid/Contract #: BPZ 1902
Project Name: Housing and Neighborhood Revitalization Program Compliance
Company Name: TDA Consulting, Inc.
 Is your company a certified M/WBE firm? Yes
(If yes, please complete the Section A)

Section A - M/WBE Certification			
Certifying Entity	Ethnicity	Gender	Certification Number
South Central Texas Regional Certification Agency	Black	Female	217092553
Dallas Fort Worth Minority Supplier Diversity Council			
Women's Business Enterprise Council			
Disadvantaged Business Enterprise			

Section B - Team Make Up							
Name of Firm	City of Dallas Vendor #	M/WBE Certification (If Applicable)	Contact Name Address, City, State, Zip Phone, Number	Ethnicity/Gender	Local or Non-Local	Types of Work	Percent (%) Range
TDA Consulting	VC17181	SCTRCA MBE/WBE	Dionne Roberts 17 Caleh Circle, San Antonio, TX 78258, 202-486-4781	BW	Non-Local	Consulting Services	45-91%
National Development Council	VC000007269		Janet Thomas, One Battery Park Plaza, 24 Whitehall Street, Ste. 710, New York, NY 10004, 212-682-1106	NON	Non-Local	Consulting Services	3-15%
Civitas, LLC	VS99009		Erich Chatham - 1150 Wexford Park, Mt Pleasant, SC 29466 404-408-1256	NON	Non-Local	Consulting Services	3-15%

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Alkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainsc.org



MDC Associates, Inc.

VS99004

Rudy E. Monoz, 10722 Arrow Route, Suite 822, Rancho Cucamonga, CA 91730 909-476-9696

HM	Non-Local	Community Development Consulting Services	3-15%
Total Proposal Percentage:			100.00%

Note: Percentages will automatically calculate.

The undersigned intends to enter into a formal agreement with the subcontractors listed, conditioned upon being awarded the City of Dallas contract. If any changes are made to this list, the Prime contractor must submit to the City for approval a revised schedule with documented explanations for the changes. Failure to comply with this provision could result in termination of the contract, sanctions against the Prime contractor, and/or ineligibility for future City contracts. Intentional misrepresentation could result in criminal prosecution.

Officer's Signature:

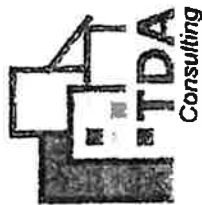
[Handwritten Signature]

Title: President & CEO

Printed Name:

Deanne Roberts

Date: 11/01/2018



#8 Contractors Affidavit Schedule of Work and Actual Payment

**CITY OF DALLAS
CONTRACTOR'S AFFIDAVIT
SCHEDULE OF WORK AND ACTUAL PAYMENT
FORM**

Project Name: Housing and Neighborhood Revitalization Program Compliance **Bid/Contract #:** BPZ1902

Instructions:

- Column 1:** List type of work to be performed by Prime and 1st tier subcontractors.
- Column 2:** City of Dallas Vendor Number for Prime and Subcontractors/Suppliers (If none, register online: www.bids.dallascityhall.org). ALL Prime and Subcontractors/Suppliers must be registered with the City of Dallas.
- Column 3:** List name of firm; MWBE Certification Number (if applicable).
- Column 4:** List firm(s); contact name; address; telephone number.
- Column 5:** List ethnicity of firm(s) owner as B=African American; H=Hispanic; I=Asian Indian; N=Native American; P=Asian Pacific; W=Woman; NON=other than MWBE.
- Column 6:** Indicate firm's location as L=local (within Dallas county limits); N=Non-local (Outside Dallas county limits).
- Column 7:** Indicate dollar amount of value of work for the Prime contractor, subcontractors, and suppliers.
- Column 8:** Indicate percentage of total contract amount.
- Column 9:** Indicate total payments to date.
- Column 10:** Indicate payments during current pay period.

Type of Work	City of Dallas Vendor Number	Name of Firm & MWBE Certification (if Applicable)	Contact Name Address, City, State, Zip & Tel. Number	Type of Firm	L or N	Value of Work (\$)	Percent (%)	Payments to Date (\$)	Payment this Period (\$)
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
Consulting	VC17181	TDA Consulting Inc	Dionne Roberts 17 Caleb Circle, San Antonio, TX 78258, 202-486-4781	BW	N	\$ 2,902,920.16	70.00%	TBD	\$ -
Notes:									

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.tdainsc.org



Consulting	VC000000726 9	National Development Council	Janet Thomas, One Battery Park Plaza, 24 Whitehall Street, Ste. 710, New York, NY 10004, 212-682-1106			\$	414,703.00	10.00%			
Notes:											
Consulting	VS99009	Civitas, LLC	Erich Chatham, 1150 Wexford Park, Mt Pleasant, SC 29466 404-408-1256			\$	414,703.00	10.00%			
Notes:											
Consulting	VS99004	MDG Associates, Inc.	Rudy E. Munoz, 10722 Arrow Route, Suite 822, Rancho Cucamonga, CA 91730			\$	414,703.00	10.00%			
Notes:											
[Note: Totals and Percentages will automatically calculate.]											
				Total Bid Amount:	\$	4,147,029.16	100.00%	\$	-	\$	-

The undersigned intends to enter into a formal agreement with the subcontractors listed, conditioned upon being awarded the City of Dallas contract. If any changes are made to this list, the Prime contractor must submit to the City for approval a revised schedule with documented explanations for the changes. Failure to comply with this provision could result in termination of the contract, sanctions against the Prime contractor, and/or ineligibility for future City contracts.

Officer's Signature: _____
Title: President & CEO

Printed Name: Dionne Roberts

Company Name: TDA Consulting, Inc.

Date: 11/01/2018

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC
 Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.com

#9 Subcontractor Intent Form

CITY OF DALLAS
SUBCONTRACTOR INTENT FORM

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

TO: City of Dallas

DATE: 11/01/2018

Business Development and Procurement Services

Housing and Neighborhood

Project Name: Revitalization Program Compliance

Bid# BPZ1902

TBD Upon Award of Prime Contract will provide the following
good(s)/service(s): _____
MWBE Subcontractor on the project

to _____
Prime Contractor on the Project

M/WBE subcontractor is currently certified by the following agency: _____

M/WBE Certification Number: # _____
Certification must be kept current/valid for the entire duration of this contract. Failure to comply with this provision could be removal from contract.

For the purpose of M/WBE subcontracting participation, the City of Dallas does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for the Prime \$ _____

NCTRCA
DFWMSDC

MWBE/DBE Sub Participation Amount \$ _____

WBCSW

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the City of Dallas contract. The undersigned understands that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, before any subcontractor changes are made, the prime contractor must submit to the Business Inclusion and Development Group for approval, a Change of M/WBE subcontractor/supplier form prior to any changes. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.

Officer's Signature (Prime Contractor)

Officer's Signature (M/WBE/DBE Subcontractor)

Printed Name (Prime Contractor)

Printed Name (M/WBE/DBE Subcontractor)

Title (Prime Contractor)

Title (M/WBE/DBE Subcontractor)

Date (Prime Contractor)

Date (M/WBE/DBE Subcontractor)



Please select or list all Chambers or Advocacy groups you are a member of:

- | | | | | | |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Greater Dallas Asian American Chamber of Commerce | <input type="checkbox"/> | <input type="checkbox"/> | Asian Contractors Association | <input type="checkbox"/> | <input type="checkbox"/> |
| Greater Dallas Black Chamber of Commerce | <input type="checkbox"/> | <input type="checkbox"/> | Regional Black Contractors Association | <input type="checkbox"/> | <input type="checkbox"/> |
| Greater Dallas Hispanic Chamber of Commerce | <input type="checkbox"/> | <input type="checkbox"/> | Regional Hispanic Contractors Association | <input type="checkbox"/> | <input type="checkbox"/> |
| U.S. Pan Asian American Chamber of Commerce | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Other _____



**CITY OF DALLAS
Business Inclusion and Development Documentation Form**

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please *DO NOT* use the "Enter" key.)

Project Name

**Housing and Neighborhood
Revitalization Program Compliance**

Bid #: BPZ1902

Firm Name and Address:

TDA Consulting Inc is a Texas HUB (489108) and SWTRCA SWMBE (217092553)

17 Caleb Cir, San Antonio, TX 78258

1. Did you meet with a staff member of Business Development and Procurement Services (BDPS)?

Please make a selection: **NO**

Name of staff member: **Yes, Loren A Wilson**

2. Did you utilize a current M/WBE directory from the City's BDPS ResourceLINK Team for this project?

Please make a selection: **NO**

Date of Listing: **Yes, 10/30/18**

3. Did you provide plans and specifications, bids or proposals to potential M/WBEs or information regarding the location of plans and specifications, bids, or proposals for this project?

Please make a selection: **NO [YES]**

4. If M/WBE bids and proposals were received and rejected, you must attach documentation of the received bid and the reason for rejection? (i.e. letters, memos, telephone calls, meetings, etc.)

N/A



5. Complete the attached Documentation Form(s) to further explain good faith efforts to obtain M/WBE participation on this project. If there is written documentation of efforts with the M/WBEs who responded affirmatively to the bidder's written notice please attach documentation (i.e. quotes, or e-mails).

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.etainc.org



CITY OF DALLAS
Business Inclusion and Development Documentation Form

(Note: Please use the Tab button, arrows or mouse to move from one section to the next. Please DO NOT use the "Enter" key.)

Project Name #: _____ **Housing and Neighborhood Revitalization Compliance Program** **Bid #:** **BPZ1902**

Firm Name and MWBE Certification Number	Person Contacted and Date	Telephone Number and Email Address	Type of Work	Method of Communication (Telephone/Email)	Response
See Attached Email List		-			
		-			
		-			
		-			
		-			

Please use the form(s) below if additional space is needed. Intentional misrepresentation could result in criminal prosecution.

Officer's Signature: _____

Title _____ **President and** _____ **Date** **11/01/2018**
: **CEO** **e:** _____

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC
 Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28362 910.277.1275 • 910.277.2816 Fax • www.tdaimc.org

190184



Printed Name:

Dionne L Roberts

Date: 11/01/2018

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC
Administrative Office: 131 Arkhison Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.idalinc.org

SWMBE Email List

 Sunday, November 11, 2018 at 10:49:57 AM Central Standard Time

Subject: City of Dallas RFP BPZ1902 - Neighborhood Revitalization Program SWMBE Requirements
Date: Sunday, November 11, 2018 at 10:49:08 AM Central Standard Time
From: Henry Alvarez
To: Henry Alvarez
BCC: rochelle.webb@3wconsultinggroup.com, esteserika@gmail.com, esteserika@gmail.com, carmen@aplusfii.com, carmen@aplusfii.com, ajc@legalshieldassociate.com, info@allenenviro.com, saundra@apmallc.com, vstevenson@allied-scss.com, yolanda@alphadiscoverygroup.com, yolanda@alphadiscoverygroup.com, flor.ruiz@apeironinc.com, jjima@appliedoperationsinc.com, debbie@assuredtrainingcourses.com, ZAMBRANOGFJ@ICLOUD.COM, doctor@awardsolutions.com, zain.ali@azvantage.com, diana@beacontraining.com, elopez@bilingualtrainingworks.com, james@internationalsuccessacademy.com, rhopkins@blackbridgeconsulting.com, michelle.allen@blackstarcompanies.com, gene@abridgegroup.com, cheryldavenport31@yahoo.com, ccseenvironment@gmail.com, mtaylor@usaviation.aero, Admin@Fisher-Partnering.com, Admin@Fisher-Partnering.com, karan@complianceresourcesinc.com, pattie@conflictconnections.com, dbishop@csisecurityinc.com, royalyn@thecmiteam.com, royalyn@thecmiteam.com, jssafety@cs.com, cprinstituteinc@att.net, ctalliestx@gmail.com, pmontana@culturalawareness.com, cuttingedge_6@hotmail.com, diann@dashrconsulting.com, ann@favorconsultinginc.com, ann@favorconsultinginc.com, doremaceille@gmail.com, jatun@drjatun.com, paulkelly@drannekconsulting.com, diana.rose@eps-talent.com, educationresourcesteam@gmail.com, educationresourcesteam@gmail.com, info@edwardsproholdings.com, cmirza@akorbi.com, president@emresources.net, stephanie@empowerbookkeeping.com, stephanie@empowerbookkeeping.com, info@squarebusinesssecurity.com, info@squarebusinesssecurity.com, etty@ettyhorowitz.com, safetyadvs@aol.com, beverly@excellian.com, beverly@excellian.com, beverly@excellian.com, acobb@excitestaffing.com, info@softwheresolutions.com, rsgraves@prodigy.net, ggmediate@gmail.com, hedgefordmgmt@gmail.com, hedgefordmgmt@gmail.com, hoggauto@sbcglobal.net, mary@houstonchemsafe.com, dhowell@howellconsultinggroup.net, hsohrwardy@hztechnologies.com, contact@ideatoprofit.co, aggie.danyelle@gmail.com, sowmya@intellisofttech.com, kaylyn@ipgstate.com, kaylyn@ipgstate.com, jerri@jgrgroup.com, jerri@jgrgroup.com, christinegarraway.jolt@gmail.com, beverly@commandingyourlife.com, beverly@commandingyourlife.com, ranga@ksourceinc.com, keepitfitwithlynee@gmail.com, ester@lantekavc.com, ester@lantekavc.com, levingsstoncj@gmail.com, ijgeller@aol.com, ichurch@luster.com, maritawreiley@hotmail.com, tarsha@themarketinglady.com, srichard@mckinleyellis.com, medaudsolutions@aol.com, micmartin@mtcyberc.com, micmartin@mtcyberc.com, jshankar@mindurgaps.com, jshankar@mindurgaps.com, info@mindingyob.com, info@mindingyob.com, manager@nsiamerica.com, staff@nerdhill.com, ostaylor@aol.com, bdaugherty@newedgeservices.com, ngoel@newtglobal.com, Paul@njassociates.com, emmanuel.nuvaga@nuemman.com, knarcisse@nsourcecg.com, keith.potter@oexconsultingllc.com, anuj.jain@orchestratec.com, jefferson0123@sbcglobal.net, support@parkerandjamison.com, support@parkerandjamison.com, delliot42@gmail.com, ram@peritusinc.com, hr@perksys.com, hr@perksys.com, Positive.pursuits15@gmail.com, precisionbookkeeping@charter.net, precisionbookkeeping@charter.net, ansari@pricesenz.com, quinniewright@yahoo.com, quinniewright@yahoo.com, ravir4level@verizon.net, ravir4level@verizon.net, remser97@aol.com,

Page 1 of 2



baranniam@gmail.com, rgreer@rrccgllc.com, Robert@dallashdfilms.com,
 hussain@dhdffilms.com, alonda.massey@yahoo.com, alonda.massey@yahoo.com,
 davidt@salestrac.net, savaheart@sbcglobal.net, hjhidalgo@sig-auto.com,
 info@signs2gointerpreting.com, darlena@simidigi.com, starlangston@sbcglobal.net,
 ss@staceyspencer.com, sjackson@straightwaysolutions.com,
 sjackson@straightwaysolutions.com, kara.sutton@hotmail.com,
 tjafetyconsulting@gmail.com, tracy.smith@taylorsmithconsulting.com,
 tracy.smith@taylorsmithconsulting.com, tawanna@tbeyconsultinggroup.com,
 tawanna@tbeyconsultinggroup.com, ashley@techsafetylines.com,
 gurpreet@teletechteam.com, texqual@gmail.com, info@tjts14.com,
 gurpreet@thei4group.com, lisa@lemastergroup.com, trudy@cweleader.com,
 bparks@robinark.com, psullivan@wrightresourcegroup.com, chiefdr@drtlbowman.com,
 jtillman@trainup.com, tsosa@gsolutionsinc.com, B.bibles@truegreenmgmt.com, ikhan@tx-
 mil-vet.com, SRIDHAR@W3GLOBAL.COM, SRIDHAR@W3GLOBAL.COM,
 william.garner@wagnerpublic.com, stephanie@wbteessentials.com, selma@wiseflex.com,
 patty@wordsmooth.com

Attachments: #2 Housing Program Compliance RFP 101718.pdf

All:

TDA Consulting Inc is bidding on RFP BPZ1902 – Neighborhood Revitalization Program Compliance, Minority and Women Business Enterprises (M/WBE). The general requirements are indicated below. I have attached the RFP for your review.

Please provide any interest you may you may have by email to the above email address.

SECTION 5 - GENERAL REQUIREMENTS

5.1 The vendor shall provide professional services consisting of compliance monitoring, program review, the development of written policies and procedures, and technical assistance related to the U.S. Department of Housing and Urban Development Community Development Block Grant Program and HOME Investment Partnership Program.

5.2.1 The vendor shall provide qualified personnel with extensive experience with HOME final rule, each person who will be involved in the provision of services described herein shall possess relevant experience and education/training in HOME program management for participating jurisdictions

Thank you.

Henry A

Henry A. Alvarez III
 TDA Consulting, Inc. | Business Development
 (360) 597-9920 Phone | (360) 491-8290 Fax | www.tda-inc.org

Administration & Finance | 131B Atkinson Street, Suite B, Laurinburg, NC 28352

Page 2 of 2

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tda-inc.org



#11 Local Preference Affidavit

**Business Development and Procurement Services
Local Preference Affidavit**

Sections 2-32(h)(2) and (h)(3) of the Dallas City Code (adopted pursuant to Sections 271.905 and 271.9051 of the Texas Local Government Code) authorize the City of Dallas to grant a preference to a local business (a business with a principal place of business in the City of Dallas) in awarding certain competitively bid contracts with the city when the local business bid is within a specified percentage from the lowest responsible bid (5% for construction services or facility construction contracts of less than \$100,000; 5% for goods or general services contracts of less than \$500,000; 3% for goods contracts of \$500,000 or more). Section 2-27 of the city code defines a bidder's "principal place of business" as:

- (A) the headquarters of a business or the primary executive or administrative office of a business from which the operations and activities of the business are directed, controlled, and coordinated by its officers or owners; or
- (B) an established office, plant, store, warehouse, or other facility where the majority of the business' operations and activities are conducted and located, except that a location solely used as a message center, post office box, mail drop, or similar service or activity that provides no substantial function to the business is not a principal place of business.

In granting a local preference, the city council must determine that the bid submitted by the local business offers the best combination of contract price and additional economic development opportunities for the city (including employment of city residents and increased tax revenue). Exclusions to the local preference authorization are expenditures of \$50,000 or less, construction contracts greater than \$100,000, competitive sealed proposals, and purchases that are: federally-funded, sole source, emergency, cooperative agreements, telecommunication services, or information services.

A business interested in being considered for a local preference in a bid award shall complete, sign, and submit this affidavit with its bid. Only a business meeting the local preference requirements may be considered.

SECTION I. PRINCIPAL PLACE OF BUSINESS

According to the definitions above, is your business a local business? NO.

Name of Business: _____	Name of Owner: _____
Address: _____	E-Mail: _____
City: _____ State: _____ Zip: _____	Phone: _____ Fax: _____
Phone: _____ Fax: _____	Website: _____
Number of employees at this location: _____	

SECTION II. ECONOMIC DEVELOPMENT OPPORTUNITIES (use additional pages if needed)

- 1) Number of jobs created and/or retained within the City of Dallas if the bidder is awarded the city contract. N/A
- 2) Information about local subcontractors to be used, if applicable:

Company Name: _____	Company Name: _____
Address: _____	Address: _____
Contact Name: _____	Contact Name: _____
Phone: _____	Phone: _____
- 3) Economic development opportunities for the City of Dallas if the bidder is awarded the city contract:



Local Preference Affidavit

The undersigned swears/affirms that the foregoing information and statements are true and correct and that the business meets all of the requirements for being granted a local preference. Furthermore, the undersigned agrees to notify the City of Dallas within 30 days after any change in its principal place of business or in any other information provided to obtain a local preference.

Dionne L Roberts

Owner Name (Print)

Owner Signature

President and CEO

Owner Title

11/01/2018

Date



#12 Wage Floor Policy Affidavit

**Wage Floor Policy Confirmation Affidavit**

On November 10, 2015 the Dallas City Council passed Resolution 15-2141 which requires prime contractors, awarded general service contracts valued greater than \$50,000, and first-tier subcontractors on the contract to pay their employees rendering services on the contract no less than the "living wage" rate. The current living wage rate is \$10.94.

By signing this Affidavit, the officer of contractor, attests to be authorized to legally bind the representing business entity and acknowledges the City's wage floor policy and reporting requirements. The contractor agrees to pay employees employed to execute services specified in the terms and conditions of awarded contract not less than \$10.94 per hour for the duration of time committed in executing specified services on the contract. Additionally, upon the execution of awarded contract, the contractor agrees to notify in writing each employee involved in providing services on the contract of the wage floor requirement and the benefit to the employee.


Contractor shall make a copy of this Affidavit available to all employees involved in a City of Dallas general service contract. Staff involved in such contract(s) shall be informed by the contractor to contact the City of Dallas' Office of Procurement Services office (214-670-3326) if the employee is not receiving a wage floor as specified in the wage floor policy.

Through this Affidavit, the contractor agrees to allow the City to audit all pertinent information relative to the City contract to determine compliance as described herein.

The signee must be a company officer and shall be authorized to legally bind the business entity referenced herein.

Legal Company Name
TDA Consulting Inc
Address, City, State and Zip Code (No Post office Box)
17 Caleb Cir, San Antonio, TX 78258



Officer Signature 	Date 11/01/2018
Officer Printed Name Dionne L Roberts	Officer title President and CEO



#13 Irrevocable Letter of Credit

NOT APPLICABLE



#15 Insurance Requirement Form

CITY OF DALLAS

INSURANCE REQUIREMENT AFFIDAVIT

To Be Completed By Insurance Agent/Broker And Bidder

I, the undersigned Agent/Broker, reviewed the insurance requirement contained in this bid document. If the Bidder shown below is awarded this contract by the City of Dallas, I will be able to, within fifteen (15) days of notification of such award, furnish a valid insurance certificate to the City of Dallas meeting all of the insurance requirements in this bid.

Insurance Coverages Reviewed: See Attachment _____

Agent's Name: _____

Agency Name: _____

Address: _____

City/State/ZIP: _____

Telephone No: () _____

Fax No: () _____

Bidder's Name and Company: _____

Project/Bid No. and Title: _____

Insurance Agent/Broker Signature: _____

Date: _____

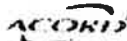


By submitting a bid and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will provide a valid insurance certificate meeting all requirements within fifteen days of notification of award.

If the above fifteen day requirement is not met, the City of Dallas has the right to reject this bid and award the contract to the next lowest bidder meeting specifications. If you have any questions concerning these requirements, please contact the City of Dallas' Risk Management Division at (214) 671-9041.

Bidder's Signature:

Date: 11/01/2018



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE HEREIN. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy must be produced. If SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY, THE POLICY MAY REQUIRE AN ASSIGNMENT. A STATEMENT ON THIS MATTER DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN ANY OF THE POLICY'S BENEFITS.

Name of Insured 1234 Main Street Anytown, CA 90210 555-123-4567	Name of Insurer 10101 600-0150 12345 Main Street Anytown, CA 90210
Certificate Number 1234567890	Revision Number 1

COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER
A. General Liability	1234567890	1
B. Automobile Liability	1234567890	1
C. Professional Liability	1234567890	1
D. Products and Completed Operations	1234567890	1
E. Contractual Liability	1234567890	1
F. Pollution Liability	1234567890	1
G. Directors and Officers Liability	1234567890	1
H. Employment Practices Liability	1234567890	1
I. Fidelity and Bonding	1234567890	1
J. Other	1234567890	1

CERTIFICATE HOLDER 1234567890	CANCELLATION CHECK TO SEE IF THE POLICY IS SUBJECT TO CANCELLATION BY THE ISSUING INSURER. THE EXPIRATION DATE, PREMIUM RATES, AND COVERAGE ARE SUBJECT TO THE POLICY.
----------------------------------	---

ACORD 25 (09/14/01) 1/02/07 © 1999-2014 ACORD CORPORATION. All rights reserved. For ACORD name and logo use, register marks of ACORD.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



CERTIFICATE OF LIABILITY INSURANCE

Form No. 1000 (Rev. 12/15/14)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY OR POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURE(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed if COERCION IS WAIVED, subject to the terms and conditions of the policy. Certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER Name: Address: City: State: Zip:</p>	<p>CERTIFICATE NUMBER Revision Number: Policy Number: Policy Effective Date: Policy Expiration Date: Policy Type: Policy Form: Policy Description:</p>
--	--

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER	AMOUNT	EXPIRATION DATE
General Liability				
Professional Liability				
Umbrella Liability				
Automobile Liability				
Workers Compensation				
Employers Liability				
Health Insurance				
Life Insurance				
Disability Insurance				
Retirement Plans				
Other Coverages				

<p>CERTIFICATE HOLDER Name: Address: City: State: Zip:</p>	<p>CANCELLATION STATE: ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THEREOF, NOTICE WILL BE FURNISHED TO EACH PARTY WITHIN THE POLICY PROVISIONS. ACORD 1000 (REV. 12/15/14) <i>Ron Risk Services, Inc of Florida</i> © 1968-2015 ACORD CORPORATION All rights reserved</p>
--	--

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

10/1/2015



#16 Business Information Form



CITY OF DALLAS

BUSINESS INFORMATION FORM

Complete Legal Name of Business

TDA Consulting Inc.(address) 17 Caleb Cir(city/state/ZIP) 78258(phone number) 202.486.4781(email address) droboterts@tdainc.org**Form of Business Entity (check one)**

- Texas corporation Texas non-profit corporation Out-of-State corporation
 Texas professional corporation

Delaware state of incorporation

(check one) profit non-profit

- Texas general partnership Texas limited partnership
 Out-of-State partnership

_____ state where partnership is legally registered

Individual doing business as _____

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



() Texas limited liability company

() Other (describe) _____

List the full name of each Officer of the Company:

PRESIDENT: Dionne L Roberts

VICE PRESIDENT: _____

SECRETARY: Dionne L Roberts

TREASURER: Dionne L Roberts

Who is legally authorized to sign and execute contracts: Dionne L Roberts

Who, if anyone, is required to witness contract signatures: None.



#17 Wage Floor Policy Affidavit

CITY OF DALLAS

Wage Floor Policy Confirmation Affidavit


On November 10, 2015 the Dallas City Council passed Resolution 15-2141 which requires prime contractors, awarded general service contracts valued greater than \$50,000, and first-tier subcontractors on the contract to pay their employees rendering services on the contract a wage floor of not less than \$10.37 per hour.

By signing this Affidavit, the officer of contractor, attests to be authorized to legally bind the representing business entity and acknowledges the City's wage floor policy and reporting requirements. The contractor agrees to pay employees employed to execute services specified in the terms and conditions of awarded contract not less than \$10.37 per hour for the duration of time committed in executing specified services on the contract. Additionally, upon the execution of awarded contract, the contractor agrees to notify in writing each employee involved in providing services on the contract of the wage floor requirement and the benefit to the employee.

Contractor shall make a copy of this Affidavit available to all employees involved in a City of Dallas general service contract. Staff involved in such contract(s) shall be informed by the contractor to contact the City of Dallas' Business Development & Procurement Services office (214-670-3326) if the employee is not receiving a wage floor as specified in the wage floor policy.

Through this Affidavit, the contractor agrees to allow the City to audit all pertinent information relative to the City contract to determine compliance as described herein.

The signee must be a company officer and shall be authorized to legally bind the business entity referenced herein.

Legal Company Name	
TDA Consulting Inc.	
Address, City, State and Zip Code (No Post office Box)	
17 Caleb Cir	
Officer Signature	Date
	11/01/2018
Officer Printed Name	Officer title
Dionne L Roberts	President and CEO

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



#18 Ethnic Workforce Composition Report



**CITY OF DALLAS
ETHNIC WORKFORCE COMPOSITION REPORT**

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Company name: TDA Consulting Inc.

Address: 17 Caleb Circle

Bid #: BPZ1902

Telephone Number: 202.486.4781 - - Ext.

Email Address: droberts@tdainc.org

For Goods/Services
Please complete the following sections based on the ethnic composition of the (location) entity which is listed on the signature page, for RFB form BDPS-FRM-116, for RFCSP form BDPS-FRM-134
For Construction/Architectural & Engineering the referenced forms do not apply.

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
Administrative/ Managerial	2	3	1	2	1	1				
Professional	3	5	3	2		2		1		
Technical	1	1	1							1
Office/Clerical		1				1				
Skilled										



Semiskilled										
Unskilled										
Seasonal										
Totals:	6	10	5	4	1	4		1		1

Officer's Signature

Dionne L Roberts

Typed or Printed Name

President and
CEO

Title
11/01/2018

Date



#20 1012318 BPZ1902 Ins Requirements

Insurance Requirements

SECTION A.

CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT).

SECTION C. REQUIRED PROVISIONS

The CONSULTANT 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) Office of Procurement Services, Attention: Loren Wilson, Project Manager, 1500 Marilla, 3F-North, Dallas, Texas 75201 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.

SECTION D. INSURANCE COVERAGE REQUIRED

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

1. WORKERS' COMPENSATION and EMPLOYERS LIABILITY

Workers' Compensation within the regulations of the Texas Workers' Compensation Act. The minimum policy limits for Employers Liability are:

Bodily Injury by Accident: \$500,000 Each Accident Bodily Injury by Disease: \$500,000
Each Employee Bodily Injury by Disease: \$500,000 Policy Limit

The policy shall include:

- 1. a) An endorsement to waive subrogation in favor of the City of Dallas, its officers, employees and elected representatives, for bodily injury (including death) or any other loss.
- 2. 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.

NOTES:

- iii. If CONSULTANT will not be providing services under the contract at a City



facility, has no employees and/or is operating as a sole owner and single operator, CONSULTANT shall provide a signed letter, with the current date, on official letterhead stating such to meet the requirement.

If CONSULTANT is a non-subscriber or is self-insured, CONSULTANT shall provide a copy of its Certificate of Authority to Self-Insure from the Texas Department of Insurance, Division of Workers' Compensation Self Insurance Regulation Program, evidence of alternative coverage and internal safety and injury coverage policies and procedures.

2. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business Automobile Liability Insurance covering owned, hired, and non- owned vehicles, with a minimum combined single limit for bodily injury (including death) and property damage limit of \$500,000 per occurrence.

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 of 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 CONSULTANT'S insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.

NOTES:

i. If CONSULTANT has no owned, hired and non-owned autos or vehicles and/or no autos or vehicles will not be used in the performance of services under the contract, CONSULTANT shall provide a signed letter, with the current date, on official letterhead stating such to meet the requirement for owned autos.

3. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Consultants and Contractual Liability with minimum combined bodily injury (including death) and property damage limits of \$1,000,000 per occurrence, \$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 of 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 CONSULTANT'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,

4. PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance to provide coverage against any claim which the CONSULTANT becomes legally obligated to pay as damages arising out of the performance of professional services caused by any negligent error, omission or act with minimum limits of \$1,000,000 per claim, \$1,000,000 annual aggregate.

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.
- b) 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



SECTION E. SUBCONTRACTING LIABILITY

(1) Without limiting any of the other obligations or liabilities of the CONSULTANT, the CONSULTANT 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 services/work being performed, comply with all applicable laws and are consistent with industry standards. The Subcontractor's liability insurance shall name CONSULTANT as an additional insured.

(2) CONSULTANT shall obtain and monitor the certificates of insurance from each Subcontractor. CONSULTANT 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 F. CONSULTANT LIABILITY

Approval, disapproval or failure to act by the CITY regarding any insurance supplied by CONSULTANT or its subcontractors shall not relieve CONSULTANT 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 CONSULTANT from liability.

SECTION G. INDEMNITY

CONSULTANT 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 CONSULTANT'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 CONSULTANT, its officers, agents, employees, or subcontractors, in CONSULTANT'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 CONSULTANT 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.

CONSULTANT (COMPANY NAME): TDA Consulting Inc.

BY: 

Signature of Authorized Representative

NAME: Dionne L Roberts

Name of Authorized Representative (please print)

DATE: 11/01/2018



#25 BPZ1902 Pricing Sheet

BPZ1902 Housing and Neighborhood Revitalization Program Compliance	Est. Hours	Hourly Rate	Total
Assess Housing investment portfolio for compliance with Federal grant requirements. Factors of consideration should include eligibility, supporting documentation and monitoring.	560 Hours	\$ 232.07	\$ 129,959.20
Assess staffing knowledge, skills and abilities (3-4 staff) along with position descriptions for alignment with program compliance responsibilities.	60 Hours	\$ 217.32	\$ 13,039.20
Evaluate and certify Community Housing Development Organizations (CHDO).	180 Hours	\$ 217.65	\$ 39,177.00
Embed two staff for up to one year to serve in the City's Housing Compliance Division as City staff are recruited, hired and trained. Consultant 1	2080 Hours	\$ 106.76	\$ 222,060.80
Embed two staff for up to one year to serve in the City's Housing Compliance Division as City staff are recruited, hired and trained. Consultant 2	2080 Hours	\$ 85.73	\$ 178,318.40
Prepare summary report of findings from assessment described above and develop recommendations. Train City staff on final work products.	560 Hours	\$ 201.69	\$ 112,946.40
Recommend monitoring schedule for city funded housing projects, frequency, and activities to ensure compliance with all applicable statutes and regulations. Train City staff on final work products.	560 Hours	\$ 182.36	\$ 102,121.60
Review and revise program policies and procedures to align with City's Comprehensive Housing Policy and comply with Federal grant requirements. Train City staff on final work products.	560 Hours	\$ 190.60	\$ 106,736.00
Develop financial policies and procedures for CDBG and HOME funds management to bridge the gap between IDIS reports and the City's accounting system. Train City staff on final work products.	560 Hours	\$ 199.51	\$ 111,725.60
Develop protocols, templates, and reports required from housing developers, CHDOs, contractors and lenders to ensure compliance with federal grant reporting and recordkeeping requirements. Train City staff on final work products.	6240 Hours	\$ 186.19	\$ 1,161,825.60



Train City staff and CHDOs on CDBG, HOME and NSP regulations through hands-on technical assistance in Year 1 of consultancy	2080 Hours	\$ 210.95	\$ 438,776.00
Train City staff and CHDOs on CDBG, HOME and NSP regulations through hands-on technical assistance- quarterly classroom trainings Years 2 and 3.	4160 Hours	\$ 205.89	\$ 856,502.40



Environmental Record Affidavit

This form does not appear to be a part of the attachments.



Reference Letters

community council

September 14, 2011

Ms. Patricia ...
205 ...
TDA Consulting, Inc.
11 ...
of ...

...

...

...

...

The staff provided ...

...





City of Charleston

City Center

100 North Market Street, Charleston, SC 29401

September 24, 2018

Ms. Dionne C. Roberts
President and Chief Executive Officer
TDA Consulting, Inc.
17 Coleb Circle
San Antonio, Texas 78268

Subject: Reference - Charleston, SC Consulting Services Engagement

Dear Ms. Roberts:

We are pleased to provide TDA Consulting, Inc. (TDA) with a letter of reference related to the consulting services our department received. TDA has provided a number of services to the City of Charleston including the Five-Year Consolidated Plan (FCP) and the Analysis of Impediments to Fair Housing Choice (AI). The consulting services provided by TDA met all of our expectations. The methodology used to provide the services were appropriate, the knowledge, ability and retention levels of the consulting team were excellent, and the provision of all services was delivered in a high quality and timely manner.

As a HUD grantee, the City of Charleston was responsible for preparing a five-year Consolidated Plan that required a great deal of community outreach and follow-up. The strategy for outreach through an electronic-based survey was very effective. The City of Charleston in partnership with Charleston County and the City of North Charleston also needed to prepare updates to our regional AI. Given the magnitude of coordination that would be required and the amount of data that needed to be analyzed, we hired TDA to assist us in this process to ensure we developed an AI that would be approved by HUD and addressed identified needs in a coordinated manner.

TDA's staff was able to effectively coordinate with the three jurisdictions to prepare an AI. TDA assisted with identifying needs and established priorities, strategies, and goals covering the entire region. The TDA team reviewed key data points related to market conditions and assessed the performance and progress of our existing program activities. Throughout the process, TDA met with our staff to present findings, review the data analysis, and compare its assessment with the experience of local staff in carrying out programs within the respective jurisdictions. TDA staff worked with us to understand how the data pointed to key community needs and used that information to help us develop recommendations to address needs related to affordable housing, neighborhood revitalization, and job creation, as well as strategies to remove impediments to fair housing choice.



TDA prepared and shared drafts of the AI throughout the process to obtain feedback and input, ensuring our final recommendations resulted in better coordinated programs among the three jurisdictions. At key points in the process, TDA staff also made presentations to an advisory body, which needed to approve the updated AI before they were submitted to HUD.

As a result of the consulting services, the City of Charleston adopted a new 2015 Consolidated Plan that was approved by HUD, which enables us to better align our formula grant programs with identified community needs and submitted an updated Analysis of Impediment to Fair Housing Choice which serves as the framework for addressing impediments to fair housing choice. Since the Consolidated Plan was adopted, the City has been able to allocate resources that better meet community needs and address impediments to fair housing.

It was great to work with a team of people with such a strong understanding of the entitlement grant programs and fair housing issues. That level of knowledge, along with an understanding of how programs operate at the local level and access to relevant resources, resulted in a very useful and successful engagement. We would definitely recommend TDA and this type of consulting services to other grantees.

Should you require any additional information, please do not hesitate to contact me at (843) 724-3766 or johnsorg@charleston-sc.gov.

Sincerely,


 George Wade Johnson
 Department of Housing and Community Development

cc: Kendall Malen



[Faint, illegible text, likely bleed-through from the reverse side of the page]



Resumes

DIONNE ROBERTS
PRESIDENT & CEO, TDA Consulting

Professional Summary

Dionne Roberts serves as the President and Chief Executive Officer of the TDA Family of Companies, which includes four entities focused on supporting the provision of housing and community development consulting services – Training and Development Associates; TDA Consulting. TDA Community Partners; and TDA Securities. With 25 years of experience in the affordable housing and community development arena, she has extensive experience with and knowledge of a wide variety of programs, allowing her to identify innovative solutions for her clients. Ms. Roberts has a strong background in housing program analysis and development; technical assistance and training; and public policy analysis. She is an experienced consultant with both technical and managerial skills, and has assisted more than 175 organizations around the country with assessing and enhancing their programs and organizations. She has also personally trained more than 4000 housing and community development professionals

Professional Experience**TDA Consulting, Inc.*****President & CEO******2014 – Present***

Following acquisition of TDA Consulting, Inc. by Porchlight Consulting, Inc. in 2014, became the President & CEO. Provides daily oversight of all business functions for a 24-person organization with \$6 million in annual revenue. Conducts direct relationship management with key clients, including the U.S. Department of Housing and Urban Development. Also provides leadership for TDA Family of Companies, including Training and Development Associates, TDA Community Partners and TDA Securities.

Key Accomplishments

- Increased revenue more than 300% in first six months of ownership.
- Led processes to consolidate and upgrade financial systems.
- Pursued key partnerships resulting in more than \$1,000,000 in funding.

Vice President***2009 – 2014***

Provided direct oversight and management of \$24 million in technical assistance funded through the U.S. Department of Housing and Urban Development involving multiple teams and more than 50 staff/consultants. Acted as leader of OneCPD TA practice, including prime relationship manager for TDA's role as Lead TA Provider for HUD's OneCPD Initiative which focuses on strategic and systems solutions to increasing the capacity of communities to meet local needs. Delivered training and technical assistance nationally on a variety of programs, including CDBG, HOME, NSP and Homeless programs.

Key Accomplishments

- Launched OneCPD comprehensive assessments in 23 communities in first 18 months of award.
- Worked with HUD to develop business processes and launch OneCPD TA Portal to enhance

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



communication, reporting and outcome assessment across all TA firms and HUD staff.

- Ensured timely and effective delivery of assistance to assigned communities through development of internal systems and processes appropriate to expanded level of effort.
- Led Disaster Recovery efforts in Connecticut, New York City, New York State and Oklahoma to assist CDBG-DR grantees in developing systems, programs and processes to meet their local recovery needs.

Porchlight Consulting

2009 – 2014 Principal

Provided housing and

community development related expertise to communities across the country. Engagements ranged from serving as a technical expert for operational areas to providing national training on HOME, CDBG, NSP and other housing related programs.

Key Accomplishments

- Led development of business over first two quarters to exceed projected revenue by 30%. Second year exceeded first year by 125%
- Provided critical and time sensitive operational assistance to agencies administering the Disaster Housing Assistance Program (DHAP) in a post-Hurricane Gustav environment.
- Delivered more than 20 training sessions reaching more than 500 practitioners on HOME, CDBG, DHAP and Homeless programs over first six months of corporate existence.
- Provided organizational assistance to more than 20 housing authorities and community development agencies across the country in first 18 months of corporate existence.

McConnell Jones Lanier and Murphy LLP

2008 – 2009

Director, Housing Practice

Led efforts related to practice development including market analysis and staff development. Managed primary client relationship and \$3.2 million contract related to the Disaster Housing Assistance Program.

City of San Antonio

2007 – 2008

Assistant Director, Department of Housing & Neighborhood Services

Executive Team member of 12,000 employee organization, providing leadership and direction for revitalization programs serving the citizens of San Antonio. Key responsibilities include oversight of 22 staff and the Tax Increment Financing program, Homebuyer/Homeowner Assistance programs; Neighborhood Commercial Revitalization corridors; Extreme Neighborhood Sweeps efforts; the Affordable Showcase of Homes and all efforts related to the San Antonio Development Agency.

Key Accomplishments

- Led evaluation of Tax Increment Finance program policy and oversight of program with 23 Zones and \$435 million in revenue. Program received 2008 Award of Merit from the National Association of Housing and Redevelopment Officials.
- Completed acquisition and funding for infill Affordable Showcase of Homes to create 32 home subdivision in distressed area.



- Doubled funding for down payment assistance program in one year through grants and partnerships and generated new revenue for pre- and post-purchase classes.
- Led staff-driven creation and implementation of Annual Plan and internal Communication Plan.
- Developed and provided leadership for Good Neighbor Initiative partnership with the San Antonio Spurs.
- Increased visibility of programs and services through media events, mailings and City Council communications.

Transpire, Inc.

2003 – 2007

Chief Executive Officer

Provided leadership and daily operational direction for mission-based national non-profit dedicated to providing enhanced services to housing and community development agencies and professionals. Responsible for growth and direction setting related to three business lines: development financing; capacity building; and procurement, as well as identifying new opportunities.

Key Accomplishments

- Led debt restructure and financial management reorganization resulting in organization's first year-end operating gain and continuing financial strength.
- Expanded business lines from two to six over 18 months, resulting in 200% increase in gross revenues for organization.
- Developed and led branding initiative of Transpire (previously known as NAHRO, Inc.) resulting in increased member recognition, web-site traffic and cementing of organization's mission focus.
- Wrote applications for Community Development Technical Assistance resulting in \$2.4 million in HOME national technical assistance awards over two years.

Leadership

- Led initiatives, including serving as Administrator of the National Affordable Housing Training Institute (NAHTI) and development and implementation of Gulf and Colonias initiatives.
- Ensured integration of mission in all areas of organization, modeling key expectations and values.
- Promoted fiscal integrity of organization through open reporting of financial indicators to Board of Directors and key stakeholders.
- Represented and promoted organization with external stakeholders, including housing and community development agencies, foundations, financial institutions, commercial businesses and national organizations.
- Identified trends and opportunities within related sectors, including housing development, financial and philanthropic sectors.

Additional Professional Experience

- Community Development Policy Analyst, National Association of Housing and Redevelopment Officials – 2002 to 2003
- Senior Project Director, TONYA, Incorporated – 1997 to 2002
- Social Model Detoxification Specialist, Volunteers of America, Chesapeake – 1997 to 1999
- Housing Specialist, Volunteers of America, Chesapeake - 1995 to 1997

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



- Transitional Housing Program Manager, Volunteers of America, Chesapeake- 1995 to 1996
- Housing Advocate, Crossroads Transitional Family Shelter – 1993 to 1995
- Grievance Officer. Crossroads Transitional Family – 1993 to 1995
- Stabilization Specialist, Crossroads Transitional Family – 1993 to 1994

Education and Professional Certifications

- M.S., Organization Development, American University, School of Public Affairs
- African-American Studies & International Relations, 104 semester credits completed, Syracuse University
- Housing Choice Voucher Financial Management & Reporting Certification
- Housing Choice Voucher Executive Management Certification
- Certified HOME Specialist – Regulations
- National HOME IDIS Certified Trainer
- Certified HOME Specialist – Rental Housing Compliance

Professional Affiliations

- **National Association of Housing and Redevelopment Officials (NAHRO)**
 - Board of Governors – Member (2013-2015 and 2017-2019)
 - National Community Revitalization & Development Committee - Member (2007-present); Vice-Chair (2011-2013); Chair (2013-2015); Member (2015-2017)
 - National Strategic Planning Group – Presidential Appointee (2011-2013)
 - National Conference Planning Committee – Organization Management Track Chair (2010); Community Development Track Chair (2016)
 - Pacific Southwest Regional Council Community Revitalization & Development Committee - Member (2009-2011 & 2011-2013)
- **American Society of Training & Development** – Member (2008-present)

Publications, Manuals and Guidebooks

- “Rethinking Rental Housing”, HUD, 2010
- “Managing Budgets for SHP Grantees”, HUD, 2010
- “Let’s Get Technical: The Technical Submission”, HUD, 2002
- “Shelter + Care”, HUD, 2001
- “Telling Your Story: Annual Progress Report”, HUD, 2001
- “Succeeding from the Start: SHP Program and Financial Management” manual, HUD, 2000
- “Financial Management for Non-financial Managers”, HUD, 2000
- “Consolidated Plan Symposium”, HUD, 1999
- “The Supportive Housing Program: Back to the Basics”, HUD, 1999
- “IDIS Live”, HUD’s monthly Integrated Disbursement and Information System newsletter, HUD, 1998-1999.
- “Continuum of Care Technical Assistance Manual”, HUD, 1997



- "Building the Continuum of Care: Rebuilding Lives" training manual, HUD, 1997



RANDALL MULLEN
TDA, VICE-PRESIDENT

Professional Summary

Randal Mullen has over 25 years of experience advising organizations on inner city and rural development. He provides a wide range of services covering community planning, housing development, economic development, public services and grant administration. He has assisted cities, counties and states address a wide range of grants management issues as well as delivered technical assistance for the U.S. Department of HUD related to financial and grants management. He has also pioneered early development of the eConPlan suite as an integrated platform for grant planning, implementation and reporting. He led the preparation of CDBG-specific guidance and updated the IDIS manual for CDBG Entitlement Communities in support of HUD following issuance of the 2014 memorandum. Mr. Mullen previously gained experience by directing top rated community development agencies across the country. Mr. Mullen earned an MPA in urban affairs from the American University and a BA in political science from the University of Missouri.

Professional Experience

Community Planning

- Advised Department of HUD on consolidated planning initiative at request of former Secretary Henry Cisneros
- Prepared strategic plan for Atlanta Development Authority
- Completed Consolidated Plan for Lake County, IL and Analysis of Impediments to Fair Housing Choice for State of Pennsylvania
- Conducted training and technical assistance on topic as part of CDBG and HOME CDTA

Affordable Housing Development

- Initiated nationally award winning affordable housing and special needs housing programs in Portland, OR
- Managed financing and construction of single-family housing development for City of Memphis and Memphis Housing Authority
- At request of former President Jimmy Carter, created housing demonstration program for the Carter Center
- Conducted training and technical assistance on topic for grantees and developers as part of CDBG, HOME, SHP and NSP CDTA

Economic Development Programs

- Prepared Enterprise Community Action Plan for Indianapolis, IN
- Assisted with creation of nation's first One Stop Capital Shop in Atlanta
- Established new business loan pool for Upstate South Carolina
- Helped create Neighborhood Revitalization Strategy Area to foster economic development on eastside of San Antonio, TX
- Conducted both CDBG and EZ/EC training on topic for grantees as part of CDTA

Subrecipient, CHDO and CBDO Initiatives

- Established one of first competitive grant programs for sub-recipients in Memphis, TN



- Provided technical assistance to cutting edge non-profit corporations, including national award winners in Portland, OR
- Managed nationwide CHDO Development Academy
- Conducted CDBG training on topic for entitlement grantees as part of CDTA

Grant Administration or Monitoring

- Received best practices recognition for general administration of Upstate South Carolina's community development programs
- Turned around slow spending Memphis CD Program with use of model performance monitoring system
- Assisted New Orleans in reconciliation of local accounting system with IDIS and necessary work out plans to bring CDBG program into compliance
- Lead the preparation of CDBG-specific guidance and updated the IDIS manual for CDBG Entitlement Communities in support of HUD following issuance of a related 2014 CPD Memorandum
- Conducted training and technical assistance on topic for grantees and subrecipients as part CDBG and HOME CDTA

Employment History

- Vice-President, TDA, Inc., Atlanta, GA 2009-Present
- Senior Project Manager, TDA, Inc., Atlanta, GA 1999-2009
- Principal, RDM & Associates, Atlanta, GA 1993-1999
- Director of Housing, City of Portland, Portland, OR 1990-1992
- Executive Director, Redevelopment Authority, Greenville, SC 1986-1990
- Assistant Director, Housing & Community Development, City of Memphis, Memphis, TN 1977-1986
- Administrator, Community Development Program, City of Rockville, Rockville, MD 1977-1977

Education

- MPA, Urban Affairs, American University, Washington, DC, 1977
- BA, Political Science, University of Missouri, Columbia, MO, 1975
- Executive Director Certification, NAHRO



**STEPHEN LATHOM
TDA, SENIOR CONSULTANT**

Professional Summary

Stephen Lathom has over 18 years of experience in affordable housing and community development. At TDA, he provides variety of consulting services covering program planning and design, housing development, underwriting and financial structuring, training product development, and delivery of both online and in-person training. Lathom regularly works with direct state and local clients, currently providing ongoing consulting services for program design and implementation to the states of Florida, South Dakota, Georgia, and West Virginia among others. He also has ongoing consulting relationships with local government clients such as Mobile County, Alabama and Alexandria, Louisiana.

Lathom's prior experience includes working for a small community development corporation, local government, and in various management positions at Michigan State Housing Development Authority where he was a member of the Authority's Loan Committee and Asset Review Committee. He also structured the Authority's homebuyer development programs and was the primary author of Michigan's plan to implement the multifamily housing provisions of the American Recovery and Reinvestment Act (ARRA), particularly the TCAP and Section 1602 Tax Credit Exchange programs. Well respected in the industry, he has been a speaker or trainer for various statewide housing conferences, NCSHA, the Affordable Housing Investor's Council, Novogradac & Company, National Community Development Association, and the Housing Assistance Council.

He is a HOME Certified Specialist-Regulations and one of the country's foremost experts on the HOME program, with several ongoing assignments from the Office of Affordable Housing Program related to developing guidance to help PJs implement the 2013 HOME Final Rule. Lathom holds a BA in American Social Policy, Albion College, Summa Cum Laude, 1998.

Experience

**TDA CONSULTING (2011 to present)
*Senior Project Manager***

Provide assistance to state and local governments, nonprofit organizations, and other agencies in the design, structure, finance, and implementation of housing and community development programs. Provide underwriting services to state and local governments evaluating the viability of both for-sale and rental affordable housing. Develop and deliver both training series and one-on-one assistance to overcome organizational, procedural, and technical challenges that present barriers to effective program performance in state and federally funded programs including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program, Neighborhood Stabilization Program (NSP), Housing Trust Fund, and Low Income Housing Tax Credit (LIHTC).



Nationally recognized expert on the HOME program, providing ongoing support to HUD's Office of Affordable Housing Programs in the rollout of guidance and training related to the 2013 HOME Final Rule. HUD approved senior trainer on HOME program.

Serve as subject matter expert for multifamily underwriting, structuring of written agreements, rental housing compliance and asset management, and coordination of HUD resources with Low Income Housing Tax Credit (LIHTC) transactions. Provide technical assistance to HUD grantees on workout strategies to address troubled projects.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (2000 to 2011)
Senior Policy Specialist, Executive Office (2011)

Provided executive office counsel across the agency for policy development, especially around coordination of state and federal incentives, complex financing transactions, mixed-use developments, and urban redevelopment projects.

Strategic oversight, policy development, and coordination for \$225 million Michigan NSP Consortium.

Development Operations and Policy Manager, Rental Development & Homeless Initiatives Division (2008 to 2010)

Managed policy development and agency approach to the implementation of nearly \$350 million in American Recovery and Reinvestment Act funding for affordable multifamily housing development. Primary author of the State's policy and program statements for the implementation of the Tax Credit Assistance Program and the Section 1602 Tax Credit Exchange Program.

Provided oversight of and managed staff assigned to Authority multifamily direct lending projects from closing on construction loan to successful lease-up and permanent debt closing for taxable and tax-exempt/4% LIHTC transactions. Directed staff including closing specialists, equal employment opportunity and federal labor standards group, and construction inspectors.

Negotiated loan terms and restructurings of troubled projects with both for-profit and non-profit housing developers.

Supported development of and provided ongoing support to the Authority's \$500 million federal TARP funded Hardest Hit Housing Markets foreclosure prevention program and contributed to ongoing development and updating of the State's Qualified Allocation Plan.

Acting Housing Resource Fund Manager, Office of Community Development (2007 to 2008)

Provided policy interpretations and implementation decisions for the Office of Community Development's statewide portfolio of state and federally funded grants to local units of government and Community Housing Development Organizations (CHDOs).

Managed field staff of a dozen community development specialists, ensuring they had access to the tools and resources needed to maintain local relationships and effectively implement grant investments.



Assessed, negotiated, and implemented interventions with troubled governmental or CHDO grantees.

Homebuyer Development Specialist (2004 to 2007)

Provided statewide policy development and programmatic support to internal staff and external partners, particularly CHDOs, developing homeownership opportunities for low and moderate income households. Provided extensive training and technical assistance to CHDO grantees on issues such as real estate development, financing, and project management issues both one-on-one and through Authority-sponsored workshops and training sessions.

Responsible for development and operation of a mezzanine construction loan program for market rate, mixed-use condominium developments in urban markets. Underwrote and managed business relationship for MSHDA's investment in the \$180 million redevelopment of Detroit's historic Book Cadillac Hotel and Residences.

Developed and maintained project proformas to track the flow of funding and ensure compliance with state and federal standards.

Community Development Specialist (2000 to 2004)

Responsible for the day-to-day management of grants to local units of government and non-profit organizations, including CHDOs, in a sixteen county area. Assisted grant recipients with regulatory compliance and implementation issues.

Maintained familiarity with state and federal regulations pertaining to the CDBG, HOME, ESG, and other funding sources.

CAPITAL ACCESS

Affiliate Consultant (2005 to 2010)

Developed and delivered trainings on real estate development and finance and community development and revitalization including the Homeownership Development Toolbox and the Rental Development Toolbox. Clients included state housing finance agencies and community development trade associations; typical attendees were CHDO staff and local PJ staff.

Developed and customized proformas for use by state and local funders and nonprofit developers and completed various other consulting contracts related to federal affordable housing programs. Completed overhaul of Kentucky Housing's multifamily proforma for LIHTC, HOME, and state funding.

CITY OF ALBION

Community Development Planner (1998 to 2000)



Designed and administered all aspects of the City's Home Improvement Program serving low and moderate income homeowners through a partnership with MSHDA and local lenders. Duties included client intake, home inspections, contractor solicitation, and construction management.

Oversaw code enforcement staff and various planning and zoning activities.
Provided staff support to the Planning Commission and Zoning Board of Appeals.

ALBION NEIGHBORHOOD CONNECTIONS
Executive Director (1997 to 1998)

Responsible for the day-to-day management of a non-profit community development organization. While still a full-time college student, worked with organization board and community supporters to attempt to establish a revolving loan fund to provide non-conventional mortgage financing designed to promote neighborhood revitalization.

Organized several neighborhood improvement projects in cooperation with the Neighborhood Watch.

Outreach, planning, education, and fund-raising duties were included in this position.

Professional Involvement

Frequent panelist for industry conferences and association meetings including the Affordable Housing Investors Council (AHIC), National Housing & Rehabilitation Association (NH&RA), the National Council of State Housing Agencies (NCSHA), the National Housing Trust (NHT), the Housing Assistance Council (HAC), the National Community Development Association (NCDA), and Novogradac & Company.

Contributing Writer, *Novogradac Journal of Tax Credit Housing*, "Michigan Breaks New Ground: Innovative Policies Reinvigorate Affordable Housing," November 2009

NCSHA Executive Development Program, "Leading in an Era of Complexity," Mendoza College of Business, University of Notre Dame, 2009

HUD HOME Certified Specialist—Regulations
Predevelopment Loan Advisory Committee, Invest Detroit/Detroit Investment Fund

Education

ALBION COLLEGE
Bachelor of Arts in American Social Policy, Summa Cum Laude, 1998

Member of Phi Beta Kappa, Honors Program, and Gerald R. Ford Institute for Public Service.



Jenkins Award for Outstanding Honors Thesis: *Structured Inequality, Limited Choices: Understanding the Ghetto.*

Rhodes Scholarship Semi-Finalist; Trustee Scholarship Recipient; Sleight Scholarship in Mathematics



JENNIFER ALPHA
TDA, SENIOR CONSULTANT

Professional Summary

Jennifer Alpha has 15 years of diverse experiences in managing projects related to a range of affordable housing and community development initiatives. Formerly, as a partner at a law firm that represented public and nonprofit organizations, Ms. Alpha assisted clients with legal representation and transactional management of housing and community development programs, which included financing sources such as the Low Income Housing Tax Credit (LIHTC) program, Public Housing Capital and Operating Funds, Section 8, HOME, CDBG, NSP, and the Affordable Housing Program and others. She has also managed projects for local governments, including recent work with the City of Greenville, NC, to develop their Analyses of Impediments to Fair Housing and with the City of Passaic to develop their Consolidated Plan by providing procedural guidance, data analysis, and drafting assistance. With a background in both law and policy, she works with clients to ensure their AIs and Consolidated Plans meet requirements, address fair housing issues, include relevant data, and present meaningful recommendations based on sound analysis of each client's unique circumstances. Ms. Alpha has also assisted clients in the development of policies and procedures manuals, guidebooks, and needs assessment reports. Ms. Alpha is a HOME-certified Specialist and has provided trainings across the country on a range of HOME topics. Ms. Alpha also worked in the federal government where she managed teams analyzing and evaluating federal housing programs with a special emphasis on the LIHTC and HUD-assisted housing programs.

Professional Experience

- **Consolidated Plans and Analysis of Impediments to Fair Housing (AI)** - Ms. Alpha assists local governments with the development of Consolidated Plans and Analyses of Impediments to Fair Housing by providing procedural guidance and data analysis. With a background in both law and policy, she works with clients to ensure these documents meet requirements, address housing issues, include relevant data, and present meaningful recommendations and strategies based on sound analysis of each client's unique circumstances.
- **Chicago's Plan for Transformation** - Ms. Alpha served as special counsel to the Receiver of the Chicago Housing Authority to assist with the legal and program management of the largest and most comprehensive redevelopment of public housing in the nation's history involving the planned redevelopment of 25,000 units and nine public housing sites into revitalized, mixed-income communities. Using the HOPE VI program as a catalyst for redevelopment, the Plan for Transformation brought together stakeholders across the city and the country to effect changes in distressed neighborhoods. As special counsel, Ms. Alpha managed the affordable housing development teams consisting of dozens of public and private partners, conducted weekly meetings with teams to ensure progress toward deadlines, and guided transactions through the HUD approval processes.
- **Mixed Income, Mixed Finance, Mixed Use** - Ms. Alpha has worked on complex transactions that combine a range of financing sources into single projects that provide diverse living environments as well as on-site amenities. These projects often provide the important retail and community resources that were previously lacking in a distressed community. In addition to ensuring affordability requirements for low income residents, incorporating these features into residential construction requires careful legal and

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



planning considerations to protect the rights of tenants, establish the responsibilities of the parties, and ensure proper documentation of agreements. Ms. Alpha has also helped structure mixed-income, integrated condominium projects involving rental public housing, affordable rental and homeownership units, and market rate for-sale units, with a bifurcated construction/operations ownership structure and phased regulatory releases.

- **HOPE VI Across the U.S** - Ms. Alpha has assisted public housing authorities across the country in a dozen states from California to Connecticut with the structuring and implementation of their of HOPE VI grants to improve neighborhoods through leveraging public and private funds. This assistance has included guidance on financing mechanisms and private financing options, local government approvals and participation, resident engagement, HUD-assisted housing program requirements, and federal cross cutting requirements such as Davis Bacon and Environmental Review.
- **Housing Data Analysis**- Ms. Alpha spent two years at the U.S. Government Accountability Office where she reviewed housing programs including the Low Income Housing Tax Credit program, the Neighborhood Stabilization Program (NSP), and the Public Housing Program. Through these reviews, she collected original data on housing development outcomes and analyzed existing data collected by HUD and Treasury to assess progress toward program goals. This experience provided a unique insight into how both federal agencies and Congress use, evaluate, and value data on outcomes related to housing and community development programs.
- **In Person Training Deliveries** - Ms. Alpha is a HOME-Certified Specialist- Regulations and has delivered trainings across the country to HUD grantees and their subrecipients. Training topics have included Building Home, Financial Management for Participating Jurisdictions, HOME Income Determination, Effective Written Agreements, and the Disaster Recovery Grant Reporting system
- **Needs Assessments and TA Delivery** – Ms. Alpha participates on the One CPD and NSP Needs Assessments teams to assess grantee capacity related to compliance with regulatory requirements, policies & procedures, project development skills, management & staffing, and organizational resources. Ms. Alpha also engages in onsite and remote delivery of targeted technical assistance with emphasis on written agreements, cross cutting federal requirements, and project structuring.

Education

- J.D., University of Pittsburgh School of Law
- M.P.A, Public Management & Policy, University of Pittsburgh Graduate School of Public and International Affairs (GSPIA)
- Certification in Nonprofit Management, University of Pittsburgh, GSPIA
- B.A., Political Science/English Writing, University of Pittsburgh

Employment History

- TDA, Project Manager & General Counsel - 2011 to Present
- U.S. Government Accountability Office, Senior Analyst, Financial Markets & Community Investments – 2009 to 2011
- Reno & Cavanaugh, Associate – 2001 to 2006; Partner – 2006 to 2009
- Allegheny County Housing Authority, Researcher – 1999 to 2001

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B. Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.tdainc.org



- Wilkinsburg Intra-Community Network, Consultant – 1999



**MADLINE FRASER COOK
PROJECT MANAGER, TDA**

Professional Summary

Madeline Fraser Cook, TDA Project Manager, is a national expert in providing technical assistance to community-based organizations on a variety of housing and community development topics. She specializes on green design and sustainable community development techniques. She is a LEED accredited professional and has extensive experience with incorporating smart growth strategies into community development plans with an emphasis on equity issues. She also has experience in community process and issue-based organizing related to neighborhood planning as well as non-profit fundraising, organizational networking, and information dissemination. In addition, Ms. Fraser Cook has extensive experience working with community-based organizations on engagement processes that ensure active, meaningful involvement from community members.

Professional Experience

Affordable Housing and Community Development

- **Project Manager, TDA Consulting** – Provide technical assistance to HUD grantees on a variety of topics including financial management, specific HUD programs (e.g. CDBG, CDBG-DR, HOME) and provide assistance to HUD's Office of Economic Resilience through their Better Buildings Challenge program. Develop curricula for various HUD programs and offices including the latest Financial Management Curriculum and the Small Contractor Initiative Curriculum.
- **Analyst, Abt Associates, Inc.** - Implemented program management for HOPE VI grants and assisted housing authorities with HOPE VI HUD Expeditor projects. Also, developed viability assessments of housing authorities' public housing stocks, and conducted interim assessment of EZ/EC national program design features and experiences of the individual EZ/EC sites.
- **Consultant, Oxfam America** - Logistics Coordinator and member of the Design Team for the Oxfam America U.S. Program National Conference held in May 2000. Participated in the design of session content for the workshops on housing, health, poverty issues and workers' rights in the context of globalization and coordinated travel and accommodations for all participants.
- **Intern, The Community Builders** - Assisted in operating cost analysis for affordable housing developments. Goal was to establish a benchmark per unit operating cost figure for different types of developments. Conducted a social services needs assessment of Heritage Common, Lawrence, MA. Helped organize residents of Heritage Common into a tenants group in order to improve communications with management.
- **Intern, Working Capital** - Researched different types of minority owned small businesses in Lawrence, MA. Interviewed entrepreneurs in Spanish to determine how they financed their businesses and what the incentives were for going into business on their own. Wrote a report for use in a foundation evaluation of the program.



- **Principal/Financial and Data Consultant, Triad Resources** - Analyzed, developed, and implemented strategic applications and plans for financial and real estate markets. Member of a team of specialists that developed technological and web-based applications. Conducted on-line and institutional research.
- **Data Analyst, Hamilton Securities Group** - Assisted in the procurement of data and place-based information, and the creation of tools to analyze and model results and impacts of policy changes. Wrote business plans and pro formas for small businesses. Provided information to Hamilton decision-makers on issues related to current projects and contracts.

Education

- **Translator/Interpreter, Fairfax County Public Schools** - Translated in English and Spanish for parent/teacher conferences. Arranged meetings between school staff and interpreters of various languages. Conducted data entry for the home schooling department. Translated documents from English to Spanish and interpreted for Latino students during developmental testing.
- **Teacher, Fox Valley School** - Taught Spanish to pre-K - 12th grade students with learning disabilities and behavioral problems. Also taught sixth grade English.

Environmental Sustainability

- **Program Director, Green Development Center, Local Initiatives Support Corporation** - Headed the Green Development Center which provided technical and financial resources to LISC local offices and their community partners around affordable housing and community development. Advocated for national policies that facilitate implementation of green development. Forged national partnerships to bring experts on sustainability and smart growth to the table around community development projects. Coordinated fundraising efforts for the GDC as well as partnerships with other LISC national programs and local offices.
- **Vice President, New Ecology, Inc.** - Managed greening of affordable housing developments, shepherding developers through the Leadership in Energy and Environmental Design (LEED) certification process. Developed, coordinated and presented training seminars on costs and benefits of greening affordable housing. Designed and built web-based social networking and information dissemination tools. Supervised research initiative and co-authored *Costs and Benefits of Green Affordable Housing* report, an international resource for community developers. Co-directed New Ecology's strategic planning and research initiatives. Planned, administered, and implemented fundraising efforts.
- **Director of Special Projects, New Ecology, Inc.** - Director of NEI's Green CDCs Initiative. Initiated statewide educational efforts around green affordable housing and sustainable development targeted at community developers. Project work focused on green affordable housing, community development, community organizing, public health and environmental policy.

Education and Professional Certifications

- Masters of City Planning, Department of Urban Studies and Planning, Housing and Community Economic Development Program Group, Massachusetts Institute of Technology, HUD Fellow
- B. A., Swarthmore College. Swarthmore, PA, Political Science and Economics



- Leadership in Energy and Environmental Design (LEED) Accredited Professional

Employment History

- Project Manager, TDA, Belmont, MA – 2012 to Present
- Program Director, Green Development Center, Local Initiatives Support Corporation, Boston, MA – 2008 to 2012
- Vice President, New Ecology, Inc., Cambridge, MA – 2004 to 2008
- Director of Special Projects, New Ecology, Inc., Cambridge, MA – 2001 to 2004
- Analyst, Abt Associates, Inc., Cambridge, MA – 2000 to 2001
- Consultant, Oxfam America, Boston, MA - 2000
- Intern, The Community Builders, Boston, MA – 1999 to 2000
- Intern, Working Capital, Cambridge, MA - 1998
- Principal/Financial and Data Consultant, Triad Resources, Alexandria, VA – 1997 to 1998
- Data Analyst, Hamilton Securities Group, Washington, D.C. – 1996 to 1997
- Translator/Interpreter, Fairfax County Public Schools, VA – 1995 to 1996
- Teacher, Fox Valley School, Bethesda, MD - 1995

Professional Memberships

- Board member, Conservation Law Foundation, MA Board, Boston, MA – 2012 to present
- Board member, Smart Growth America, Washington, D.C. – 2010 to Present
- Member, Town of Belmont, MA Energy Committee – 2013 to 2014
- Board member, Emerald Cities Collaborative, Washington, D.C. – 2010 to 2012
- Board member, ZUMIX, Inc., Boston, MA – 2004 to 2010
- Board member, Boston GreenSpace Alliance, Boston, MA – 2003 to 2005



DAVID G CRAMER
TDA Senior Consultant

Professional Summary

Over forty years of community development experience, 25 years as an independent consultant, 12 years as a program director for a national intermediary, nine years directing nonprofit organizations and five years as a neighborhood organizer.

Professional Experience

Affordable Housing and Community Development

- Training and Development Associates (TDA) – Provide TA, training in capacity building, affordable housing development, and HUD program requirements to numerous HUD CPD grantees and nonprofit housing developers (often CHDOs). SME in HOME, NHTF and NSP regulations.
- Cramer•Crystal – Provide housing development, financing, capacity building and program compliance technical advice and facilitation to nonprofit and HUD grantees.
- The Enterprise Foundation – Created five regional public/private development organizations in Maryland, Delaware, Tennessee and Kansas. Provided financing, technical assistance and training to numerous nonprofit developers in affordable housing development, financing, and capacity building.
- COIL Community Economic Development Corp. (CEDC) – Financed, counseled and rehabbed 200 tenant conversion opportunities, developed affordable rental, homeownership and lease-purchase housing and commercial buildings.
- Northeast Community Organization (NECO) – Developed a Neighborhood Housing Service program and a neighborhood-based comprehensive marketing program. Organized major issue campaigns.

Training & Technical Assistance

- TDA – Developed and delivered HUD CPD program training workshops f2f, on-line webinars and asynchronous executive leadership course on Sakai platform in NSP and HOME/CHDO regulations and skill development topics including underwriting, business/strategic development and capacity building. Developed proficiency in NSP and HOME regulations and course development/delivery in various modes of delivery.
- NeighborWorks Training Institute – Faculty member for over 20 years developing and delivering various f2f workshops at national and regional institutes on such topics as: CDBG, HOME, NHTF, Lease-Purchase, Marketing, Affordable Housing Development, REO Solutions: Strategies for Selling, Leasing or Renting REO Rehabbed Properties, Community Engagement: Accountability and Responsibility. Developed skills in course development and delivery.
- Other training delivery venues included: LISC, ICF, NAHRO, Tufts University, National American Indian Housing Council, Citizens Planning & Housing Assn./Mid-Atlantic Region Policing Institute of the Johns Hopkins University, Development Training Institute, MD Center for Community Development. Developed and delivered f2f workshops in a variety of topics including: HOME/CHDO regulations, Business Planning, Budgeting, Community Policing, Community Organizing, Lease-Purchase and Affordable Housing Development/Financing.



Project and team management

- Cramer•Crystal – Managed team of organizations in designing a court mandated housing mobility program in Baltimore as part of a HOPE VI development. Managed several consultants and collaboration of 12 organizational representatives in Cleveland’s Westside Affordable Rental Collaborative which has succeeded in developing over 500 units of supportive housing. Managed a team of firms to assist Frederick County, MD in the design and implementation of their inclusionary zoning (MPDU) program.
- TDA – Managed team of NSP TA providers to produce the NSP Lease-Purchase Toolkit. Led teams of TDA staff and subcontractors on various NSP and OneCPD needs assessments and TA implementation assignments to a variety of CPD grantees. Developed model documents and progress reports on a variety of issues including: program policies and procedures, agreements, financial workouts, marketing, lease-purchase structuring and construction. SME in NSP closeout procedures.
- The Enterprise Foundation – Managed internal staff, 10 field-staff personal, and a pool of 20 subcontracts in implementing a HOME funded CHDO training and TA program covering over 20 HUD Field Offices. Developed contractual templates, automated reporting system and training workshops. Managed teams to undertake affordable housing assessments and development of local public/private partnerships for developing affordable housing in Maryland urban and rural communities, Knoxville, TN, and Topeka, KS.
- COIL CEDC – Recruited, trained and supervised staff of housing counselors and construction/project managers for housing and commercial ventures.

Financing and financial packaging

- Cramer•Crystal – Assisted organizations with their successful NMTC and LIHTC applications.
- TDA – Assisted a local government in restructuring a Section 108 loan. Assisted CHDOs in Maryland, Mississippi, California and Florida in developing financial budgets for homeownership, rental and lease-purchase housing projects.
- The Enterprise Foundation – Assisted nonprofit housing developers in Maryland, Virginia and Pennsylvania in constructing financing budgets. Underwrote a variety of Foundation loans for nonprofit housing developers undertaking homeownership, rental and lease-purchase affordable housing projects.
- COIL CEDC – Developed financial pro formas and secured government and private financing for rental and homeownership affordable housing and commercial projects. Managed and expanded the organization’s in-house loan fund for tenant conversions.

Business and Strategic Planning

- Cramer•Crystal – Assisted a number of nonprofits in addressing particular challenges as well as broader strategic concerns including: AIRS, Baltimore, focusing on their business model of supporting support services with housing development. EDEN, Cleveland, focusing on developing income producing ventures in housing development and property management, Interfaith Housing Alliance, Frederick (MD), focusing on territorial expansion (into PA and W VA), NHS of Lackawanna County, Scranton, PA, focusing on territorial and programmatic expansion.
- The Enterprise Foundation – Developed business plans for housing financing programs and housing development organizations.



Mergers

- Cramer•Crystal – Assisted several organizations to merge and are thriving today. They include: Susquehanna Housing Initiatives and Tri-County Housing Development Corporation, Harrisburg, PA. Over-the Rhine Housing Network and RESTOCK , Cincinnati, OH (now called Over-the-Rhine Community Housing), and Lackawanna Housing Development Corporation and Scranton Neighbors, Scranton, PA.

Neighborhood revitalization

- Cramer•Crystal – Facilitated a neighborhood revitalization planning process including specific housing development and marketing efforts for Scranton, PA's Historic Hill neighborhood; organized a collaboration of three hospitals, Scranton University, local nonprofit housing organizations, the city and a neighborhood association. This five-year effort transformed a neighborhood from one where banks were giving away their foreclosed properties to one where properties are no longer affordable for the housing group to purchase and rehab.
- COIL CEDC – Used a targeted neighborhood approach to housing and commercial development to compliment areas where tenant conversions were taking place.
- NECO – Stabilized transitioning neighborhoods by preserving or enhancing critical institutions. Developed revitalization programs including a Public/Private/Community partnership marketing program and a Neighborhood Housing Service.

Education and Professional Certifications

- 1983 Development Training Institute, Community Economic Development
- 1972 University of Maryland, Masters in Social Work
- 1970 Towson State University, BA in Psychology

Employment History

- President, Cramer•Crystal, 1996 – present
- Sr Consultant, TDA, 2009 – present
- HUD TA Project Director, The Enterprise Foundation, 1993 – 1996
- Sr Program Director, The Enterprise Foundation, 1991 – 1993
- Field Officer, The Enterprise Foundation, 1985 – 1991
- Director, COIL Community Economic Development Corporation, 1982-1984
- Director, COIL Housing Services, 1979-1982
- Executive Director, Northeast Community Organization, 1976-1978
- Community Organizer, Associated Catholic Charities, 1972-1975

Professional Affiliations and Awards

- Certified HOME Program Regulation
- NeighborWorks Kenneth Jones Excellence in Training Award



Publications, Manuals and Guidebooks

NSP Lease-Purchase Toolkit, 2010, "A Merger of Equals", Shelterforce, Winter 2006, Principle author of assessment and strategic planning reports for Frederick County, MD, Wayne County, PA, Howard County, MD, Harford County, MD, Topeka, KS, Knoxville, TN, and Peoria, IL. Authored "Assessing Apartment Complexes: Liberty Road Corridor, a Case Study".



**PAMELA J. PAIGE
SENIOR PROJECT ASSOCIATE, TDA**

Professional Summary

Pamela Paige has over fifteen years of experience as program manager within a variety of organizations including grassroots community development organizations dedicated to improving quality of life. Responsibilities evolved into expertise in project management, project support, capacity building, and public engagement. Managed comprehensive community outreach and public engagement initiatives including multi-tiered outreach and public meetings. Spent twenty years managing tenant relations for real estate rental businesses.

Professional Experience

Project Support

- **TDA, Inc.** – Currently in the seventh year of conducting activities to support HUD grant contract compliance for billing and reporting; providing support for technical assistance projects including populating the HUD online database (WASS) for the AFHs; providing logistical and registration management for HUD trainings and workshops; and managing assignments for HUD Ask-A-Question database.
- **Greater Northwest Community Coalition, Inc.** - As only paid staff for three years, prepared the federal, state, local, and foundation grant reports, published monthly newsletter, compiled and distributed Board of Directors and committee agendas, reports, and minutes. Worked with federal and state auditors. Responded directly to hundreds of people per year.
- **Paige Real Estate Management** – For nearly 20 years, managed accounts receivable and accounts payable, drafted and monitored asset management budgets, worked with tax preparer. Managed tenant lease processes and relations.

Public Engagement

- **TDA, Inc.** – Provided support during focus groups and stakeholder interviews for the Clayton County, GA Assessment of Fair Housing project.
- **Greater Northwest Community Coalition, Inc.** – Managed two-year comprehensive Strategic Neighborhood Action Plan Initiative, provided administrative, marketing, and logistical support, which covered quality of life, academic, economic development, and housing. Facilitated collaboration of 26 neighborhoods associations, 300 community members, business partners, and government officials during a combined 50 forum, committee, and neighborhood meetings. Managed the moveable parts; worked with a diverse population of volunteers; researched best methods for holding various types of public meetings to ensure desired outcomes, planned and facilitate events; made attendees feel confident that their voices will be heard and that their suggestions will be considered as part of the process. Practiced public advocacy as representative during neighborhood, city/state and funding agency meetings.



- **Making The Connection** – Contracted with Baltimore City Public Schools to provide Family Engagement Services to a middle school challenged with low parent and family participation, and high truancy and discipline rates.
- **Coppin State University** – As an Adult Learning Instructor, developed four computer-based workforce development courses and delivered them free to adult students during forty public training sessions.

Capacity Building

- **Greater Northwest Coalition** - Developed proposals that secured funding; administered federally, state and privately funded public safety, neighborhood revitalization, and senior housing repair programs.
- **TuTTie's Place** – Developed and implemented strategies for increasing the organization's image and online presence, seeking funding, developing youth-based programs, applying for grants, and seeking donations from individuals and businesses.

Education and Professional Certifications

- Bachelor of Science, Business Management, University of Baltimore, Maryland

Employment History

- Senior Project Associate, TDA Consulting, Inc. – 2010 to Present
- Program Director, Making The Connection – 2010 to Present
- Adult Learning Instructor, Coppin State University – 2010 to 2013
- Marketing Specialist, TuTTie's Place – 2006-2009
- Program Director, Greater Northwest Community Coalition, Inc. – 2002-2005
- Secretary/Treasurer, Paige Real Estate Management – 1993-2005
- Administrative Specialist, Garwyn Oaks Housing, Inc. – 2001-2002
- Technical Support Manager, St. Paul Companies, Inc. – 1980-1999

Professional Affiliations and Awards

- Baltimore Cash Campaign. Financial Coach, 2 years



**HENRY ALVAREZ, TDA
BUSINESS DEVELOPMENT MANAGER
AFFORDABLE HOUSING SUBJECT MATTER EXPERT**

Professional Summary

Accomplished housing professional meeting the affordable housing needs of communities. As a leader in the public housing industry for more than 25 years, Henry has overseen the management and operations of more than 13,000 public housing units and the administration of 20,000 Housing Choice Vouchers. He was also responsible for the development of more than 2,500 affordable housing units, and in 2008 was named "Affordable Housing Developer of the Year" by Affordable Housing Finance Magazine. He holds the NAHRO Senior Public Housing Manager and Public Housing Manager certifications.

EXPERIENCE

TDA Consulting Inc.

2014 - present

Business Development Manager

Responsible for overall business development, marketing, and sales of TDA consulting services.

- Increased gross sales from \$220k to \$1.2M in first year.
- Developed new web presence, marketing, and trade show materials.
- Responsible for more than 150 responses to RFPs, RFQs, solicitation and invitations to bids annually.

City and County of San Francisco Housing Authority

2008-2013

Executive Director

Led the San Francisco Housing Authority comprised of 6200 public housing units and 10,000 housing choice vouchers, serving more than 35,000 low income citizens. Managed workforce of more than 400 employees represented by 10 distinct labor unions. Responsible for an asset portfolio valued at more than \$2.5 billion, including the repositioning of more than 2500 units.

- Resolved court ordered judgment of \$18M in six months.
- Resolved operational deficit of \$10M in six months.
- Implemented \$50M in ARRA funding.
- Managed HOPESF product, \$1B in redevelopment activity.
- Managed ten major bargaining units, successfully producing cost saving of \$3.5M in first year.
- Restructured entire operation to meet HUD requirements, including first improvement in REAC scores since the inception of the evaluation process.
- Received HUD San Francisco Field Office's "Most Improved" recognition after first year.



- Created more than 100 resident jobs by developing a “concierge program” utilizing residents, at residential facilities to provide ongoing customer service.

City of San Antonio Housing Authority
President and CEO

2004-2008

Led largest Housing Authority in state of Texas, comprised of 6,400 public housing units, 12,000 housing choice vouchers, and 3,200 affordable housing units. Managed workforce of more than 600 employees. Responsible for an asset portfolio valued at more than \$300 million and led efforts to develop new funding strategies and development activities to improve the authority’s ability to help low-income families break the cycle of poverty. Collaborated with city, state and federal governments on all aspects of public housing policy.

- Reduced budget deficit by 50% resulting in savings of \$7M.
- Resolved congressionally requested Office of Inspector General audit in one year, resulting in saving of \$3M.
- Resolved languishing construction contract disputes in one year, resulting in saving of \$3.5M.
- Initiated affordable housing development program providing more than 2500 residential units with total development cost of \$405M.
- Initiated comprehensive capital improvement program of existing portfolio of \$24M.
- Transformed stalled homeownership program resulting in \$4.3M in sales in one year.
- Developed “Capital Fund Financing” of \$25M to create investment capital for real estate development.
- In 2008 was named “Affordable Housing Developer of the Year” by Affordable Housing Finance Magazine

Washington County (OR) Department of Housing Services

1992-2004

Assistant Director

2001-2004

Manager, Housing and Tenant Services

1992-2001

Chief architect of systematic program turnaround designed to improve the performance and financial viability of the virtually bankrupt housing authority to fiscal prosperity. Resolved \$500,000 deficit in one year while preparing and administering short and long-range budgets and programs, managing an \$81 million annual budget, including \$24 million annual operating budget and \$57 million capital budget.

- Secured more than \$65 million in project financing to support development of 1258 housing units. Generated \$386,000 in additional revenue through 700 additional housing choice vouchers.
- Secured \$4.4 million in Supportive Housing and Shelter plus Care funding, of which \$314,000 was organizational revenue.



- Established and operated Section 8 Existing Certificate, Voucher, Rental Rehabilitation, Low Rent Public Housing, Public Housing Maintenance, Comprehensive Improvement Assistance Program, Comprehensive Grant Program, bond monitoring and development of new units.
- Key programs created include: Welfare to Work Voucher program (worth \$4 million); Ranking/Local Preference Forum; Gateway Project (an English as Second Language program); Restitution Project to utilize minor offenders for community service projects.
- Added more than 1,600 units to housing authority inventory, including mixed-income and single homes.
- Accomplishments include: Standard Performer Agency, 2001, 2002 and 2003; High Performing Agency, 1994 through 2000; Increased PHMAP score 46 percent (from 68.4 to 100 percent).

City of San Diego Housing Commission

Program Analyst

Voucher Coordinator

Housing Inspector

Senior Housing Assistant

Housing Assistant

1988-1992

1991-1992

1990-1991

1989-1990

1988-1989

1988

Conducted professional research and analysis of technical and complex housing topics, including project feasibility analysis, real estate transactions, review of real estate documents, site identification, acquisition for development, construction site monitoring, grant application preparation, project funding applications, requests for proposals, board of director reports and public information.

- Developed public housing application and proposal submission resulting in \$2.5 million and 124 units.
- Purchased \$1.1 million apartment complex for conversion to public housing.
- Developed and implemented \$2.5 million request for proposal for 18 single family detached homes.

EDUCATION

Lewis and Clark College, Portland, OR

Master of Public Administration

San Diego State University, San Diego, CA

Bachelor of Arts, Afro-American Studies with Distinction

National Association of Housing and Redevelopment Officials (NAHRO)

Senior Professional Housing Manager (SPHM)

Certified Public Housing Manager (PHM)



**ERICH CHATHAM
MANAGING PARTNER, CIVITAS, LLC**

Professional Summary

Erich Chatham, managing partner of Civitas, a community and economic development consulting firm based in Charleston, SC, that regularly partners with TDA, has been a key part of TDA's team across the country on regional and statewide AIs and more recently on AFHs. He has gained nearly 10 years' experience working on economic and community development projects with local governments, for-profits and nonprofits across South Carolina, North Carolina, Louisiana, Florida, Georgia, California and Texas. Chatham works with local governments on urban revitalization initiatives utilizing CDBG program funding. He also recently worked with several OneCPD grantees to overhaul HOME and CDBG policies and procedures manuals to conform to updated HUD regulations. Chatham also has extensive experience working with the new eCon Planning suite and serves as an IDIS trainer. Chatham holds an MPA from the College of Charleston, and a BA in history from Oglethorpe University.

Professional Experience

- Managing Partner, Civitas, LLC – 2008 to Present: As Managing Partner Erich has served a wide range of client's technical assistance needs including:
- Training and Development Associates (TDA) Subcontract technical assistance providers for national level HUD One CPD programs including CDBG, HOME, NSP, eCon Planning, DRGR, IDIS, & ESG.
- Consolidated Planning & Analysis of Impediments to Fair Housing Choice
- NALCAB – National Association for Latino Community Asset Builders to Subcontract technical assistance providers for national level HUD One CPD programs including CDBG, HOME, NSP, eCon Planning, DRGR & IDIS
- The NRP Group Low Income Housing Tax Credit (LIHTC) project development
- Multi-family Residential Development Feasibility
- Front Porch Strategies Affordable Housing Development Consulting
- HUD One CPD program monitoring and grantee technical assistance including IDIS training
- City of Spartanburg, South Carolina Consolidated Planning, Analysis of Impediments to Fair Housing Choice HOME & CDBG policies and procedures development.
- Horry County, South Carolina o Consolidated Planning & Analysis of Impediments to Fair Housing Choice
- Waccamaw Regional Council of Governments Consolidated Planning, Regional Housing Needs Assessment O Analysis of Impediments to Fair Housing Choice
- Charleston County, SC & City of North Charleston, SC Consolidated Planning Assistance & Data Collection

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



- Myrtle Beach Housing Authority NSP project monitoring and compliance reporting
- Grand Strand Housing & CDC HOME & LIHTC rental housing project development
- Town of Bluffton, SC NSP project monitoring and compliance reporting
- Homes of Hope
- HOME rental housing project development Charleston County, SC & City of North Graduate Intern, Urban Land Institute South Carolina – 2008
- Graduate Assistant, College of Charleston – 2006 to 2007
- Teacher, Economics & Government, Department Chair and Head Coach, Our Lady of Mercy Catholic High School – 2002 to 2006

Education and Professional Certifications

- M.P.A., The College of Charleston
- B.A., History, Oglethorpe University
- Georgia Secondary Education Certificate, Social Studies, Oglethorpe University
- Member, National Association of Housing & Redevelopment Officials
- GIS Technician & Analyst
- HUD - Certified Housing Counselor (as certified by The Association of Housing Counselors) HUD – HOME Program Certified Specialist: Rules & Regulations



**JIMMY ARDIS
PARTNER, CIVITAS, LLC**

Professional Summary

Jimmy Ardis, a partner of Civitas, a community and economic development consulting firm based in Charleston, SC, that regularly partners with TDA, has been a key part of TDA's team across the country on regional and statewide AIs and more recently on AFHs. He has gained nearly 10 years' experience working with public, nonprofit and private organizations throughout the United States in the areas of community economic development and urban revitalization planning. As an established researcher, Ardis brings a powerful mix of collaborative and analytical skills. He has experience across the community development field, including: partnership building, non-profit capacity building, GIS analysis, as well as program compliance, operation and administration. Jimmy has worked across the spectrum of the CDBG program; from assisting non-profits develop projects to providing program management and compliance assistance to local government grantees. He has developed Consolidated Plans for grantees across the Southeast, aiding them in strategic planning and aligning program priorities with national objectives. Ardis holds an MPA from the College of Charleston, and a BS in business administration from the University of Maryland.

Professional Experience

- Founding Partner, Civitas, LLC – 2008 to present: As Founding Partner Jimmy has served a wide range of client's technical assistance needs including:
 - Training and Development Associates
 - City of Harrisonburg Assessment of Fair Housing & 5-yr Consolidated Plan 39
 - Subcontract technical assistance providers for national level HUD CPD programs including CDBG, HOME, NSP and OneCPD; Environmental Review Specialist
 - Front Porch Strategies
 - Affordable Housing Development Consulting
 - Waccamaw Regional Council of Governments
 - Consolidated Planning, Housing Needs Assessment & Analysis of Impediments
 - Charleston County, SC & City of North Charleston, SC
 - Consolidated Planning Assistance & Data Collection
 - Myrtle Beach Housing Authority
 - Grand Strand Housing & CDC
 - Coastal Carolina CDC
 - Charleston Renovation Group
 - SC Association of Community Development Corporations
 - Lowcountry Housing Trust
 - Town of Bluffton, SC



- Jasper County Neighbors United
- Research Associate, Joseph P. Riley Jr. Center for Livable Communities – 2007-2009
- Urban Planning Intern, Ion Group - 2007 to 2008
- Emergency Manager/Aviation Technician, United States Air Force – 2000 to 2006

Education and Professional Certifications

- M.P.A., The College of Charleston
- B.S., Business Administration, University of Maryland University College
- Associate of Applied Science in Aviation Technology, Community College of the Air Force
- Expert in ArcGIS (geographic information systems)
- Certified user of FEMA HAZUS-MH (risk assessment program)
- HUD HOME Program Certified Specialist: Rules & Regulations
- Experience with SPSS (statistical analysis software)



CHUCK DEPEW
NDC, DIRECTOR

Professional Summary

- *Community economic development professional with over thirty years of experience in community economic development, particularly with real estate and small business development finance.*
- *Full working knowledge of financial underwriting for business credit, commercial real estate, and residential development.*

1999-Present

National Development Council, New York, NY

Director

- Provide financial underwriting, project as well as program development services to government, foundation and other non-profit agencies related to community economic development projects. Specific areas of work included:
- Assisted City of Seattle NMTC CDE source, underwrite and close NMTC investments in the City of Seattle. NMTC investments have totaled \$51 million and include a medical clinic, historic performance hall, the Bullitt Building and recently the Pacific Tower project housing Seattle Community College medical services programs and additional non-profit agencies. Two investments were "twin" credit deals involving NMTC and HTC investments.
- Worked with Morgan Stanley, other NDC staff and Salt Lake County community development stakeholders create a new community development loan fund. Initially funded at \$10 million with capital provided by Morgan Stanley, Zions Bank, GE Capital and Salt Lake City Redevelopment Agency resources, the Fund is available to finance small business and community development financing needs in the greater Salt Lake basin.
- Worked with the Town of Jackson, WY acting as an "owner's rep" for a mixed income home ownership project and a downtown parking structure.
- Managed a consultant team to amend redevelopment strategies and urban design guidelines for transit-oriented development within the West Temple Gateway/Granary District redevelopment area in Salt Lake City.
- Established an \$15 million small business loan fund for Seattle and King County.
- Provide financial advising services for New Markets Tax Credit investments including the Boys and Girls Club of King County, Central Area Development Association, Puget Sound Educational Services District, Recovery Café, Greenbridge Early Learning Center, FareStart and NW Harvest.
- Program development and financial modeling for the establishment of a \$50 million community development investment fund for the Rainier Valley. Work included creation of loan products, initial financial underwriting and work program.



- Managed placement of NMTCs for several investment in Salt Lake City including: an affordable housing artist live/work and commercial project, community center, public library, and solar panel investment in Salt Lake City, Utah.

Other responsibilities include teaching commercial and housing real estate finance in the National Development Council's leading finance training certification program, as well as bank-sponsored community development finance courses for non-profit agencies.

1992 - 1999

***City of Seattle – Office of Economic Development
Deputy Director***

- Managed the full range of community economic development activities funded through the Office of Economic Development including the supervision of approximately 15 - 18 professional and administrative staff focused on community, industrial, business, and downtown development.
- Directly responsible for private and intergovernmental redevelopment projects such as the Pacific Place project; "brownfields" efforts; real estate financing related to the acquisition of the Fred Hutchinson Cancer Research Center; financial and project support totaling \$15 million for neighborhood retail and mixed use housing developments in Seattle inner city neighborhoods. Other duties included representing the City in a multi-million dollar foundation-led effort to fund inner city development activities (became the Seattle Community Development Collaborative), managing \$5 million in annual economic development funding, and \$15 million in short-term as well as \$54 million in long-term real estate financing.
- Functions further included policy and project development, presentations / briefings of the Mayor's Office and City Council, managing legal work, community reviews, administering contracts and reports required to meet state and federal funding guidelines, legal requirements, in addition to executive / legislative reviews.

February, 1999 – August, 1999 - On Loan Executive – Seattle Community Development Collaborative (SCDC)

- Served, on loan from the Office of Economic Development, as the last executive director of the Seattle Community Development Collaborative. The Collaborative was funded by local Seattle foundations, local government and the Ford Foundation to provide capacity building technical assistance and organizational funding for Seattle community development corporations. SCDC was one of the three nonprofits which merged to create Impact Capital.
- Duties included staffing the SCDC Board of Directors, managing organization finances, directing staff, managing CDC investment decisions as well as further development of the business planning outcome based funding system for investments in community development corporations. Participated in a national workshop on CDC capacity building hosted by LISC's ODI work group as well as a capacity

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.tdainc.org



building exercise sponsored by LISC – SF Bay Area and carried out by The Rensselaerville Institute. Finally, organized board decision-making which led to the decision to merge with Puget Sound LISC, and the Washington Community Development Loan Fund.

1985 - 1992

City of Seattle – Department of Community Development

Director, Finance and Economic Development Division

- Served in various professional positions ending as the Acting Finance and Economic Development Director with leadership responsibility for City-wide economic development projects. In this role is managed the Division and represented the City in city-wide and regional interest groups and coordinating work with other agencies. The Department was dismantled with elements transferred to the Department of Human Services and the establishment of the Office of Housing. Assisted the Mayor's Office in establishing a new Executive Office of Economic Development. Additional duties included:
- Served as a project manager, responsible for high impact redevelopment projects in low-income Central Area, International District and Southeast neighborhoods. Duties included managing project financing, assisting legal counsel in reviewing and finalizing documentation, managing closing, construction draw processes, and occupancy requirements.
- Duties included management of appraisals, environmental remediation and mitigation studies, urban design and architectural contracts, and general property management. Other duties included assisting companies in siting selection, policy reviews, as well as the preparation of market feasibility reports, economic analyses and community background reports.

Education

University of California, Santa Cruz
Santa Cruz, California

Bachelor of Arts Environmental Planning, 1982

University of Washington
Seattle, Washington

Masters in Urban Planning, 1993

University of Washington Extension

Certificate in Commercial Real Estate Development, 1990

190184



National Development Council
Certified Economic Development Finance Professional, 1995
Certified Housing Development Professional, 1998

Professional Memberships

Member Urban Land Institute (ULI)



STEPHANIE DUGAN
NDC, SENIOR DIRECTOR AND DIRECTOR OF TRAINING

Professional Summary

- *Economic development professional with over thirty years of experience in community economic development, particularly with real estate and small business development finance.*
- *Full working knowledge of financial underwriting for business credit, commercial real estate, and residential development.*
- *Skilled in structuring creative financial packages that bridge the gap between development costs and private sector investment, utilizing a broad range of financial resources.*

1996-Present

National Development Council, New York, NY

Senior Director

- Coordinate and deliver multi-disciplined set of economic and housing development services, including technical assistance, training, and financial services to public and private sector clients,
- Represent and deliver NDC financial products, including New Markets and Low-Income Housing Tax Credits, HUD 108 Loans, tax abatements, rehabilitation tax credits, public housing mixed finance, HOME cost allocation, subsidy layering analysis and other public financing mechanisms.
- Provide entrepreneurs and developers in NDC client communities with small business and real estate finance assistance - structuring, packaging and securing public, private and equity funding for projects that create jobs and investment.
- Develop training materials and teach multiple professional training classes in commercial credit analysis, real estate finance, and rental and single-family housing development finance. All of the classes are part of nationally renowned economic development finance professional certification program.

1989-1996

Department of Economic Development, City of Abilene, TX

Assistant Director

- Assisted Department's director with supervision and operation of activities, including CDBG and HOME Investment Partnership, Business Loan, Enterprise Zone, and Tax Abatement programs.
- Provided financial and technical assistance to the Development Corporation of Abilene, Inc. (a corporation created to administer a \$6 million per year economic development program).
- Supervised administration of Business Innovation Center, a small business incubator that provided start-up business assistance and technical assistance to incubator tenants.
- Administered a small business loan program funded through Community Development Block Grant funds and local option one-half cent sales tax.



- Negotiated financial incentive packages with prospects, bankers, and allies for the benefit of the City of Abilene and several city boards.
- Project manager for restoration of historic Windsor Hotel in Abilene, Texas into 80 units of affordable housing for elderly. Total project costs \$6 million. Project financed with Section 108 Loan Guaranty, CDBG, HOME Investment Partnership, LIHTC Tax Credit Equity, and conventional bank loan. The building is listed on the National Register of Historic Places.

1982-1988

First National Bank Abilene, TX

Assistant Vice President, Loan Administration

- Managed note and credit departments, including the functions of loan documentation, exception reporting, loan processing, compliance monitoring, note teller transactions, credit reporting, maintenance of credit files, and notes and collateral documents. Prepared daily Loan Committee reports and served as loan committee's secretary. Analyzed financial statements for loan officers and loan review staff.

Education

Texas Tech University

Bachelor of Arts, Economics

Minor in Finance

National Development Council

Economic Development Finance Professional Certification

Housing Development Finance Professional Certification



**KW AKU C. GEORGE (KC)
NDC, SENIOR EXECUTIVE**

EXECUTIVE SUMMARY

Senior executive with a strong legacy of promoting economic and real estate development based on creation of mixed-income, mixed-use development. In-depth expertise in economic development, financing housing and real estate development, successful fundraising, and insight into shaping new business practices to improve the bottom line. Highly regarded locally, regionally and nationally with an outstanding reputation for personal and professional integrity.

PROFESSIONAL EXPERIENCE

NATIONAL DEVELOPMENT COUNCIL, New York, NY
present

2011 -

Responsible for the delivery of NDC's core services, including technical assistance and capacity building, to local governments and non-profit corporations.

- Design, evaluate and implement economic and housing development programs on behalf of client communities.
- Structure incentives and financing packages for real estate and operating businesses.
- Represent NDC's programs and services including but not limited to: Grow America Fund, Corporate Equity Fund, HEDC New Market Tax Credits, Housing and Economic Development Corporation.
- Train public sector and non-profit staff in development finance ranging from small business credit analysis, commercial real estate development and affordable and market rate rental housing.
- Expertise with economic development resources from federal agencies to promote redevelopment.

ATLANTA NEIGHBORHOOD DEVELOPMENT PARTENSHJP, INC. -Atlanta, GA

2001 -2011

COMMUNITY REDEVELOPMENT LOAN AND INVESTMENT FUND, INC

SENIOR DIRECTOR OF HOUSING FINANCE AND ADMINISTRATION

**\$35M Not-for-Profit Real Estate Development Company*

General management and oversight for housing finance, housing development and public policy departments. Lead the Community Redevelopment Loan and Investment Fund a certified Community Development Financial Institution. Responsible for solicitation of loans, fundraising, project underwriting, approvals, closings and board liaison. Advocate for public policies supporting housing, through local and state agencies, municipalities, developer and financial partners. Support CEO and supervise administration and human resources, lending and underwriting teams.

- Chosen to serve as Chairman of the Board for Atlanta based multifamily developer.



- Marketed and co-managed Atlanta Equity Fund, a \$29M equity pool chartered with increasing supply of affordable housing in Atlanta region.
- Spearheaded strategic planning process that streamlined lending operations and improved ROI.
- Revolved over \$40M in loans yielding \$500M in project value in Metro Atlanta.
- Closed 80% of new loans while increasing volume by 150% and reducing overall delinquencies from 25% to under 5% in 5 years.
- Reduced operating expenses by 22% and cost of funds by 25% through implementation of capital management mechanism designed to standardize policies and streamline lending processes.
- Increased investor participation by 70% to include local, regional and national financial institutions, foundations and corporations and bring more for-profit partners to the table.
- Sourced equity and debt investment opportunities to increase the depth and breadth of loan fund.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, Atlanta, GA 1999-2001
REGIONAL ECONOMIC DEVELOPMENT MANAGER

Technical advisor to the Assistant Secretary of Community Planning and Development in addition to serving as representative of the Office of the Secretary. Served the Southeast Region, including the Virgin Islands and Puerto Rico. Partnered with federal, state and regional agencies to address Economic Development, Welfare Reform Initiatives, Urban Sprawl, and Mixed Income Housing.

- Chaired meetings with representatives of Federal agencies, Financial Executives and Developers to outline policies, program requirements and funding criteria.
- Initiated round table sessions to share best practices and provide technical assistance to entitlement and Non-entitlement cities for Brownfield/Economic Development Initiative Grants and Section 108 Loan Guarantee applications.
- Served as primary contact for the Community Planning and Development department on environmental justice and Brownfield programs.
- Coordinated citywide Empowerment Zone/Enterprise Community and Brownfield initiatives.
- Represented the agency and educated clients and general public on relevant economic concerns to enjoin the community with programs and services.
- Coordinated development of regional office Business and Operating Plan, monitored and project managed cross-program implementation in field offices.
- Worked directly with developers, lenders and corporate entities to gauge effectiveness of HUD's economic development programs to facilitate commercial and residential development.

ATLANTA NEIGHBORHOOD DEVELOPMENT PARTNERSHIP, INC - Atlanta, GA 1999-
1999
SENIOR LENDER/LOAN PROGRAM MANAGER

Financial analysis and underwrote transactions on behalf of the CFO, COO and CEO. Managed program related investment funds in underserved neighborhoods. Originated loans for pre-development, acquisition and rehab, new construction and bridge loans for local non-profits and for-profit developers.

- Supervised team consisting of Loan Portfolio Analyst, Loan Underwriter, Administrative Assistant and

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



seasonal interns.

- Originated loans ranging from \$45K to \$2M to fund development of affordable housing.
- Directed due diligence required to achieve Community Development Financial Institution designation from the U.S Department of the Treasury.
- Conducted feasibility studies and made recommendations for affordable housing development projects based on proforma and credit/risk analysis.
- Monitored draw process, site inspections, negotiated contract terms and conditions with construction lenders. Project-managed 115-unit subdivision in Cobb County, GA and 200-unit senior housing development.

**SUNTRUST BANKS, INC - Atlanta, GA
CORPORATE/COMMERCIAL BANKER**

1995.- 1997

Analyzed financial statements, credit returns, risk assessment and projected performance, cash flow and repayment probability in corporate, commercial and credit departments.

- Prospect generation for Corporate Atlantic Region including Delaware, Pennsylvania, Connecticut, Virginia, the Carolinas, and Northwest Atlanta market.
- Assisted with recruitment of college and executive level employees. Identified emerging talent, trained and mentored new associates.
- Worked with Credit Trainer to design curriculum for financial statement and cash flow analysis for new hire training program.
- Prepared and presented credit memorandum reports to Executive Loan Committee/Officer's Loan Committee entailing comprehensive financial statement analysis, sensitivity, risk and projected performance analysis, cash flow and repayment probability analysis.
- Conducted due diligence including property inspection, banking services, relationship management and sourced new business opportunities.

**BARNETT BANK OF SOUTH FLORIDA, -Miami, FL
CREDIT ANALYST**

1994-1995

Analyst in the Credit Policy Department. Conducted credit analysis for Large Corporate, Middle Market, Small Business Lending Unit and Commercial Real Estate Lending Divisions. Prepared credit memorandum reports analyzing statements, sensitivity, risk assessment, projected performance, cash flow and repayment probability analysis. Presented credit memorandum reports with recommendations in Officer's Loan Committee Senior Management.

- Credit authority included recommendations up to \$100M+ for Large Corporate Division; up to \$25M in Middle Market; Small Business \$25M; Real Estate Lending up to \$25M.
- Client contact due diligence included facilities inspection, real estate and environmental checklists and new business development.
- Taught financial analysis and managerial accounting modules to management associates.

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Lanrinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



**UNIVERSAL SUN DEVELOPMENT CORPORATION - Miami, FL
ASSISTANT OFFICE MANAGER**

1993-1994

Managed day to day activities in leasing office. Prepared and submitted rent rolls and monitored cash flow via formulated spreadsheets. Assisted with purchase orders, bookkeeping tasks and general ledger account entries.

INTERNSHIPS

**ENVIRONMENTAL PROTECTION AGENCY, REGION IV - Atlanta, GA OFFICE
OF POLICY AND MANAGEMENT/BUDGET DEPARTMENT, 1992**

Prepared financial correspondence and assisted in reconciliation of expense accounts and reports, data compilation and analysis.

**METROPOLITAN DADE COUNTY AVIATION DEPARTMENT - Miami, FL
ACCOUNTING AND FINANCE DIVISION, 1991**

Processed payroll for Fire and Police Departments and served as Revenue Manager's Liaison.

**MIAMI DADE COUNTY HOUSING AGENCY ACCOUNTING
AND FINANCE DEPARTMENT, 1990**

Managed journals for small vendors. Imported data into Financial Accounting Managerial System.

EDUCATION

Morehouse College – BA Business Administration, Banking and Finance with minor in Economics
Harvard University – MA, John F Kennedy School of Government, Community Fellow

AFFILIATIONS

- Leadership Atlanta
- Greater Atlanta Community Foundation Loan Fund Committee
- Regional Leadership Institute (RLI)
- Opportunity Finance Network
- Atlanta Housing Summit
- Urban Land Institute, Housing Committee
- National Conference of Community Economic Development
- Housing Partnership Network
- Progressive Redevelopment, Inc., former Board Chair and Member
- Atlanta Regional Commission, Social Equity Committee

CIVIC/VOLUNTEER

190184



- Wallace Park Football Assistant Coach and Volunteer
- 100 Black Men. South Metro Atlanta Chapter
- Providence Missionary Baptist Church Men's and Youth Ministry
- Mableton Improvement Coalition

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910. 277.1275 • 910.277.2816 Fax • www.tdainc.org



LILY GRAY
NDC, WEST TEAM FIELD DIRECTOR

2018-Present

National Development Council

Field Director

- Skilled housing professional with varied experience in the public, non-profit and private sectors
- Coordinate and deliver multi-disciplined set of economic and housing development services, including technical assistance, training, and financial services to public and private sector clients.

2017-2018

Salt Lake City Housing and Neighborhood Development Division

Deputy Director

- Oversaw programs across the division's business lines, consisting of real estate services, capital asset management, federal funds administration and housing rehabilitation and development (26 FTE)
- Directed the real estate services team in the evaluation of city land development opportunities, disposition of city land, structuring of RFP/RFQs and negotiation with developers
- Managed the city's Housing Trust Fund, a financing tool for affordable housing development. Management involves deal sourcing, underwriting, due diligence, coordination of citizen board, presentation of projects to Mayor and City Council for approval, preparation and review of legal documents and closing coordination
- Implemented the city's Housing Plan, including coordination and collaboration with internal and external stakeholders, policy and economic research and analysis, preparation of materials for Mayor and City Council and community engagement
- Directed the city's Housing Innovation Lab, a community-based effort to advance innovation in affordable housing design, construction and finance, including leadership of collaboration with the University of Utah on a design studio

2015-2017

MidPen Housing Corporation

Sr. Business Development Manager

- Designed and implemented business development strategy to source new opportunities for affordable housing, consisting of RFP/RFQ responses, inclusionary partnerships, land acquisitions and fund development, among others
- Oversaw a diverse real estate pipeline through feasibility analysis, acquisition, planning processes, design and financial structuring with the mission of creating more vibrant, socially and economically diverse communities in Silicon Valley



- Managed and cultivated relationships with public and private-sector partners to generate private sector investments, educate, build technical capacity and engage in long-range planning to meet and exceed affordable housing obligations including mixed income and preservation

2014-2015

Philz Coffee

Project Manager

- Managed new store design and construction for a rapidly expanding retail company, which has raised \$75M from premier Silicon Valley venture capitalists and has approximately 40 locations
- Implemented best practices to create a scalable and repeatable new store development process, with a focus on improving the approach to public approvals and coordination with internal and external partners

2012-2014

MidPen Housing Corporation

Project Manager

- Led project teams of consultants and internal staff through feasibility, design, entitlements, financing, construction and lease-up.
- Managed affordable housing development projects from initial feasibility analysis through construction; projects included new construction and rehabilitation ranging from 40 units to over 200 units

2007-2009

The Concord Group

Engagement Manager

- Assessed redevelopment sites; provided strategic land use, community design and planning input and provided tailored market analyses to affordable housing and city agency clients
- Provided development recommendations for a wide array of real estate clients, geographies and product types
- Evaluated large asset portfolios for major buy-side clients, including private equity funds and investment banks

EDUCATION

Harvard University

Urban Development and Real Estate concentration

California • Delaware • Georgia • Louisiana • Maryland • Massachusetts • Michigan • North Carolina • Pennsylvania • South Carolina • Texas • Vermont • Washington, DC

Administrative Office: 131 Atkinson Street, Suite B, Laurinburg, NC 28352 910.277.1275 • 910.277.2816 Fax • www.tdainc.org



Master in Urban Planning, with distinction, 2012

Williams College

Bachelor of Arts in Political Economy, cum laude, 2007



Jeff Jewell
NDC, West Team Field Director

Professional Summary

Jeff Jewell is a West Team Field Director based in New Braunfels, Texas, serving client communities in Texas and the mid-west. Mr. Jewell is an economic development professional with more than a decade's experience in community and economic development. He has a full working knowledge of financial underwriting for commercial real estate and business credit and is skilled in utilizing a wide range of resources to layer capital sources that bridge the gap between development costs and private sector investment.

2017-Present

National Development Council
Field Director

- Assists community development organizations, non-profits and governments in achieving a wide variety of community development goals
- Evaluates and underwrite real estate development proposals requesting public incentives
- Structures incentives and financing packages for real estate and operating businesses
- Represents NDC's programs and services for practical application in client communities to include small business lending, syndicated fund for the purchase of housing and historic tax credits and a Community Development Entity (CDE) that has received several allocations of New Markets Tax Credits (NMTCs)
- Teaches public sector and non-profit staff in economic development and housing development finance including small business credit analysis and financing, commercial and industrial real estate development and affordable and market rate rental and for-sale housing development

2010-2017

City of New Braunfels
Economic Development Manager

- Developed, implemented and oversaw City's underwriting process for business prospects and real estate development projects requesting economic development incentives
- Undertook quantitative and qualitative research and analysis of companies and development projects requesting economic development incentives and present findings to multiple public entities
- Lead negotiator for economic development and incentive agreements creating more than 1,000 jobs and \$200 million of private capital investment
- Created a public-private partnership policy that helped develop more than 600,000 ft² of industrial and manufacturing space



- Educated stakeholders that resulted in community support and financial commitments that led to the development and rehabilitation of 135 units of low income housing
- Provided analysis and contributed to the creation of the City's first Five Year Financial Forecast
- Coordinated City staff in negotiations for the creation of a 2,400 acre special district in the City's extra-territorial jurisdiction
- Facilitated the creation of the City's first Economic Development Strategic Plan and subsequent update

2007-2010

City of Schertz

Economic Development Director

- Provided professional technical direction and guidance in the organization, formulation, coordination and execution of economic development and redevelopment programs
- Analyzed tax and non-tax revenue implications of proposed business developments and expansions
- Provided complete and competent research, analysis, and proposals for economic development programs to the Economic Development Corporation Board, Schertz City Council, City Planning Commission, and other boards and commissions as necessary
- Assisted City leadership in negotiation of economic development incentives for new business attraction
- Oversaw the administration and monitoring of existing economic development agreements

Education

Texas A&M University-Kingsville
Kingsville, TX
Bachelor of Arts, Political Science, 2003

Texas A&M University
College Station, TX
Master of Public Service and Administration, 2005

National Development Council
Economic Development Finance Professional Certification, 2008



190184

**RUDY E MUNOZ
MDG, PRESIDENT**

PROFESSIONAL EXPERIENCE:

**MDG Associates, Inc. – Rancho Cucamonga, CA
President: 1991 - Present**

President of MDG Associates, Inc., a community development consulting firm that provides services to municipal agencies. Focus on assisting municipal agencies with all aspects of the administration and implementation of HUD funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs; provides training for the HUD CPD Programs; if requested provides day-to-day implementation functions of the programs. This includes the development of Consolidated Plans and Action Plans for various programs through programmatic and financial closeout of projects and grants. Assists grantees in developing HUD mandated Policies and Procedures for the management and oversight of various CPD Programs as well as implementation of individual activities such as Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs.

Works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. Through the initiative, provides TA and staff capacity building to municipalities throughout the U.S. in the CDBG, HOME, NSP (1, 2, and 3) and CDBG-DR. Provides in class training and TA in two of HUDs reporting systems; the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). Assists HUD Headquarters as a beta tester for the updates to the Disaster Recovery Grant Reporting system.

Provides training and TA in federal cross-cutting elements including Financial Management Systems (Uniform Administrative Systems), Davis-Bacon and Related Acts (DBRA), and Assessment of Fair Housing (AFH). Has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.



City of Huntington Park – Huntington Park, CA
Ass. Director of Comm. Development/Redevelopment: 1986 – 1991

Assisted the Director of Community Development in the administration of the department. Directly responsible for the day-to-day administration and management of municipal staff on the CDBG and HOME programs, current and advanced planning functions and code enforcement activities. Acted as Secretary to the City's Planning Commission.

City of Montclair – Montclair, CA
Associate Planner (started as Assist. Planner): 1985 – 1986

Assisted in the day-to-day planning functions including, but not limited to, California Environmental Quality Act (CEQA) review, Design Review, Subdivisions, Annexations, and Development proposals. Responsible for reviewing and processing Zone Changes, Variances, Conditional Use Permits, and other entitlements.

Booth-Good Architects: Walnut, CA
Project Assistant 1982-1985

Under the direction of the Project Architect, assisted in the design development, and preparation of design development and construction drawings for a variety of building types including single-family residential, multi-family residential and commercial developments.

EDUCATION:

Bachelor of Architecture (5-Year Degree)
 California State Polytechnic University, Pomona

AFFILIATIONS/ REGISTRATIONS:

ICBO - International Conference of Building Officials
 NAHRO- National Association of Housing and Redevelopment Officials
 AIA - Prior Associate member of the American Institute of Architects
 Licensed California General Contractor – California License No.681042
 ICBO – Earthquake Retrofit of Wood Frame Homes Certification
 Certified HOME Program Regulations, HUD (Technical Assistance Provider)



**CLINT D WHITED
MDG, VICE PRESIDENT**

PROFESSIONAL EXPERIENCE:

**MDG Associates, Inc. – Rancho Cucamonga, CA
Vice-President: 2006 - Present**

Vice-President of MDG Associates, Inc., a community development consulting firm that provides services to municipal agencies. Focus on assisting municipal agencies with all aspects of the administration and implementation of HUD funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Serves as the lead consultant with assigned clients and is responsible to coordinate the work of assigned consultants to ensure work flow efficiency and quality. Provides technical assistance to clients including cities, counties, and housing developers to enhance client capacity to administer federal and state grant programs. Areas of specialization include compliance monitoring (prevailing wage/labor standards, affordable housing, grant programs, subrecipients), audit preparation, CDBG and HOME technical assistance, policy and procedure development and the implementation of housing programs including all phases of acquisition, rehabilitation and/or development, resale or rental.

Works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. Through the initiative, provides technical assistance to HUD grantees on all phases of HOME program planning, grants management, program design, implementation, monitoring and reporting. Provides in class training in the CDBG Program through HUD's "Basically CDBG" curriculum and is a reviewer for HUDs CDBG and HOME program Ask a Question (AAQ) teams.

Responsible for the preparation of Five-Year Consolidated Plans, Assessment of Fair Housing (AFH), Analysis of Impediments to Fair Housing Choice (AI), Annual Action Plans and Consolidated Annual Performance and Evaluation Reports in connection with U.S. Department of Housing and Urban Development (HUD) programs including but not limited to the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and Emergency Solutions Grant (ESG).



**L.A. County Community Development Commission, Monterey Park, CA
Contract Compliance Officer / Program Management: 2001-2006**

Developed and implemented comprehensive online construction contract compliance guidelines for Davis-Bacon and Section 3. Provided training and technical assistance to subrecipient agencies on contract and labor compliance. Monitored and provided contract compliance oversight to 63 contracts worth approximately \$49.3 million. Developed and reviewed interagency agreements, RFPs and bid documents. Prepared comprehensive procurement guidelines for external agencies. Participated in Commission-wide strategic planning process for internal policy and procedure development.

EDUCATION:

Bachelor of Science – Public Policy and Management
University of Southern California, Los Angeles

AFFILIATIONS/ REGISTRATIONS:

Certified HOME Program Regulations, HUD (Technical Assistance Provider)

Insurance Requirements

SECTION A.

CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT).

SECTION C. REQUIRED PROVISIONS

The CONSULTANT 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) Office of Procurement Services, Attention: Loren Wilson, Project Manager, 1500 Marilla, 3F-North, Dallas, Texas 75201 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 CONSULTANT'S right to maintain reasonable deductibles, CONSULTANT shall obtain and maintain in full force and effect for the duration of its engagement with the CITY and any extension hereof, at CONSULTANT'S sole expense, insurance coverage in the following type(s) and amounts:

1. **WORKERS' COMPENSATION and EMPLOYERS LIABILITY**

Workers' Compensation within the regulations of the Texas Workers' Compensation Act. The minimum policy limits for **Employers Liability** are:

- Bodily Injury by Accident: \$500,000 Each Accident
- Bodily Injury by Disease: \$500,000 Each Employee
- Bodily Injury by Disease: \$500,000 Policy Limit

The policy shall include:

- a) An endorsement to waive subrogation in favor of the City of Dallas, its officers, employees and elected representatives, for bodily injury (including death) or any other loss.
- 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.

NOTES:

- i. If CONSULTANT will not be providing services under the contract at a City facility, has no employees and/or is operating as a sole owner and single operator, CONSULTANT shall provide a signed letter, with the current date, on official letterhead stating such to meet the requirement.
- ii. If CONSULTANT is a non-subscriber or is self-insured, CONSULTANT shall provide a copy of its Certificate of Authority to Self-Insure from the Texas Department of Insurance, Division of Workers' Compensation Self Insurance Regulation Program, evidence of alternative coverage and internal safety and injury coverage policies and procedures.

2. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**

Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined single limit for bodily injury (including death) and property damage limit of \$500,000 per occurrence.

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 of subrogation in favor of the City of Dallas,

Insurance Requirements

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 CONSULTANT'S insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.

NOTE:

- i. If CONSULTANT has no owned, hired and non-owned autos or vehicles and/or no autos or vehicles will not be used in the performance of services under the contract, CONSULTANT shall provide a signed letter, with the current date, on official letterhead stating such to meet the requirement for owned autos.

3. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Consultants and Contractual Liability with minimum combined bodily injury (including death) and property damage limits of \$1,000,000 per occurrence, \$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 of 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 CONSULTANT'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 applicable to this contract.

Insurance Requirements

4. PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance to provide coverage against any claim which the CONSULTANT becomes legally obligated to pay as damages arising out of the performance of professional services caused by any negligent error, omission or act with minimum limits of \$1,000,000 per claim, \$1,000,000 annual aggregate.

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.
- b) 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

SECTION E. SUBCONTRACTING LIABILITY

(1) Without limiting any of the other obligations or liabilities of the CONSULTANT, the CONSULTANT 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 services/work being performed, comply with all applicable laws and are consistent with industry standards. The Subcontractor's liability insurance shall name CONSULTANT as an additional insured.

(2) CONSULTANT shall obtain and monitor the certificates of insurance from each Subcontractor. CONSULTANT 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 F. CONSULTANT LIABILITY

Approval, disapproval or failure to act by the CITY regarding any insurance supplied by CONSULTANT or its subcontractors shall not relieve CONSULTANT 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 CONSULTANT from liability.

Insurance Requirements**SECTION G. INDEMNITY**

CONSULTANT 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 CONSULTANT'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 CONSULTANT, its officers, agents, employees, or subcontractors, in CONSULTANT'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 CONSULTANT 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.

CONSULTANT (COMPANY NAME): _____

BY: _____
Signature of Authorized Representative

NAME: _____
Name of Authorized Representative (please print)

DATE: _____

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
TDA Consulting Inc.
San Antonio, TX United States

Certificate Number:
2018-433726

Date Filed:
12/13/2018

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
City of Dallas

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
HOU-2019-00009040
RFP BPZ1902 - Housing and Neighborhood Revitalization Program Compliance Consulting

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Dionne L Roberts and my date of birth is [REDACTED]

My address is 17 Caleb Cir San Antonio TX 78258 USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Bexar County, State of Texas, on the 13 day of December, 2018
(month) (year)



Signature of authorized agent of contracting business entity (Declarant)

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



190184
David Whitley
Secretary of State

Office of the Secretary of State

CERTIFICATE OF FILING OF

TDA Consulting Inc.
File Number: 803197739

The undersigned, as Secretary of State of Texas, hereby certifies that an Application for Registration for the above named Foreign For-Profit Corporation to transact business in this State has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing the authority of the entity to transact business in this State from and after the effective date shown below for the purpose or purposes set forth in the application under the name of

Training and Development Associates Inc.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 12/30/2018

Effective: 12/30/2018



A handwritten signature in black ink, appearing to read "David Whitley".

David Whitley
Secretary of State

Signature: Loren Wilson
Loren Wilson (Feb 4, 2015)

Email: loren.wilson@dallascityhall.com

Phone: (512) 463-5555
Prepared by: Tiffany Garcia

Come visit us on the internet at <http://www.sos.state.tx.us/>
Fax: (512) 463-5709
TID: 10308

Dial: 7-1-1 for Relay Services
Document: 858162140005

EXHIBIT 5
CITY INSPECTOR WORK
WRITE-UPS

2507

Here is the punch list for Harlandale

- 1) Install peep holes in front and side doors
- 2) Install weather strip at front and side doors
- 3) Remove temp electric pole
- 4) Plant tree in front yard
- 5) Install grab bars in both bathrooms
- 6) Clean marks on carpet from appliance delivery
- 7) Install vent cover in laundry room
- 8) Remove concrete debris from front and back yards
- 9) Provide city of Dallas all warranty documentation including 10 third party foundation warranty
- 10) Provide a storm door or 4'x4' roof covering on exterior door on side of house

**RECONSTRUCTION
DESCRIPTION OF SERVICES
WITH CONTRACT PRICE**

(Proposal)

Case #:	201301064		
Contractor Name:	Dryquick Restoration	Bid Amount	\$ 1,407.00
Job Address:	2311 Custer	Phone #	214-372-6187
Homeowner:	Janel Potts	LSR	Faye N.
Inspector	Kris Mitchell	Mapco 65-O	Zipcode 75216
Walk- thru date/ time:		Bid due date	by 10:00 am

In order to make the said improvements conform to the codes and ordinances of the City of Dallas, applicable Federal Codes, and the City of Dallas General Specifications for the Major System Repair Program, of "General Specifications" The following materials and or units measure, equipment will be provided and installed to industry and manufactures standards.

Any units of measure listed in the "Description of Services" are for estimating purposes only. Contractors are responsible to verify actual measurements and take-offs before submitting bids. Units and amounts listed on the Contractors submitted bid will be viable for 45 days from the day the bids are due and will encompass the full completion of the scope of work described below.

Bid according to the defined scope of work below

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
00-000	GENERAL CONDITION	Replace existing return air grill with 20x20 air vent filter type grill.	PU	1	\$212.00	\$212.00
00-000	GENERAL CONDITION	Caulk and seal around secondary drain at penetration.	PU	1	\$15.00	\$15.00
00-000	GENERAL CONDITION	Carport ceiling substrate needs to be secured to ceiling joist	PU	1	\$85.00	\$85.00
00-000	GENERAL CONDITION	Install seamless gutters and downspouts around entire home with splash blocks	PU	1	\$1,095.00	\$1,095.00
Total						\$1,407.00

**RECONSTRUCTION
DESCRIPTION OF SERVICES
WITH CONTRACT PRICE**

(Proposal)

Case #:	201400155		Bid Amount \$		2,532.00
Contractor Name:	Dryquick Restoration		Phone #		
Job Address:	4505 Bonnie View		214-477-4154		
Homeowner:	Shane D Williams		LSR		Faye N.
Inspector:	Kris Mitchell		Mapscs	66-B	Zipcode
Walk- thru date/ time:			Bid due date		75216 by 10:00 am

In order to make the said improvements conform to the codes and ordinances of the City of Dallas, applicable Federal Codes, and the City of Dallas General Specifications for the Major System Repair Program, of "General Specifications". The following materials and or units measure, equipment will be provided and installed to industry and manufactures standards.

Any units of measure listed in the "Description of Services" are for estimating purposes only. Contractors are responsible to verify actual measurements and take-offs before submitting bids. Units and amounts listed on the Contractors submitted bid will be viable for 45 days from the day the bids are due and will encompass the full completion of the scope of work described below

Bid according to the defined scope of work below

ID	Description	Details	Per-Unit Type	unit measurement	Unit Cost:	Total Cost
00-000	GENERAL CONDITION	Replace existing return air grill with 20x20 air vent filter type grill.	PU	1	\$212.00	\$212.00
00-000	GENERAL CONDITION	Install levered style door handles on front and back door.	PU	1	\$135.00	\$135.00
00-000	GENERAL CONDITION	Remove light switch covers in hall bathroom and bedroom # 1 and switch position of the light and fan switch.	PU	1	\$125.00	\$125.00
00-000	GENERAL CONDITION	Tighten down toilet seat in master bath	PU	1	\$20.00	\$20.00
00-000	GENERAL CONDITION	Repair furnace so that it turns off at the set temperature.	PU	1	\$250.00	\$250.00
00-000	GENERAL CONDITION	Sand down the cabinet doors in the master bath, laundry and kitchen and stain and seal.	PU	1	\$350.00	\$350.00
00-000	GENERAL CONDITION	Install storm door on back door.	PU	1	\$250.00	\$250.00
00-000	GENERAL CONDITION	Install seamless gutters and downspouts around entire home with splash blocks	PU	1	\$2,060.00	\$2,060.00
Total:						\$3,402.00

**CITY OF DALLAS
EMERGENCY REPAIR PROGRAM**

HOMEOWNER:
ADDRESS:
ZIP CODE:
PHONE #
INSPECTOR:

Pickins Harris
510 E. Woodin
75216
214-417-4852
P. Moore

MAPSCO:
YEAR BUILT:
ERP#

55-N
1935
RECON

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
07-420	GENERAL CONDITION:	Sand and finish cabinets in bathroom	PU	42.5	\$10.00	\$425.00
02-214A	GENERAL CONDITION:	Touch up chips in bath tub	PU	2.5	\$10.00	\$25.00
02-214B	GENERAL CONDITION:	Level and attach carport columns to concrete and install 3/4" 6x6 cedar base	PU	40	\$10.00	\$400.00
07-465D	GENERAL CONDITION:	Rake and remove large debris from yard	PU	28.5	\$10.00	\$285.00
02-210	GENERAL CONDITION:	Remove soil to create a swell on "B" side of house to allow storm water to flow to street	PU	16	\$10.00	\$160.00
02-233	GENERAL CONDITION:	Install storm door at back porch	PU	16	\$10.00	\$160.00
06-112C	GENERAL CONDITION:	Remove concrete from yard (near street)	PU	12	\$10.00	\$120.00
06-410B	GENERAL CONDITION:	Repair living room ceiling patches	PU	9	\$10.00	\$90.00
06-412B	GENERAL CONDITION:	Reattach toe kick on hall vanity	PU	2	\$10.00	\$20.00
06-210E	GENERAL CONDITION:	Seal bottom of baseboards in hall bathroom	PU	1.5	\$10.00	\$15.00
10-800	GENERAL CONDITION:	Caulk floor tile near strike side of door in hall bath	PU	1.5	\$10.00	\$15.00
15-455A	GENERAL CONDITION:	Replace arc fault breaker for plug near living room tv	PU	20.5	\$10.00	\$205.00
15-454	GENERAL CONDITION:	Readjust scald protection for master bathroom shower	PU	17.5	\$10.00	\$175.00
15-454	GENERAL CONDITION:	RegROUT joints in both bathrooms	PU	4	\$10.00	\$40.00
16-720	GENERAL CONDITION:	Secure dishwasher	PU	2	\$10.00	\$20.00
10-210D	GENERAL CONDITION:	Install missing dryer vent	PU	12.5	\$10.00	\$125.00
06-112E	GENERAL CONDITION:	Snake master bathroom toilet	PU	7.5	\$10.00	\$75.00
06-112E	GENERAL CONDITION:	Touch up paint on inside of exterior doors	PU	15	\$10.00	\$150.00
06-112E1	GENERAL CONDITION:	Supply and plant 2 trees	PU	15	\$10.00	\$150.00

\$2,655.00

**RECONSTRUCTION
DESCRIPTION OF SERVICES
WITH CONTRACT PRICE**

(Proposal)

Case #:	201501114		
Contractor Name	Dryquick Restoration	Bid Amount \$ 1,032.00	
Job Address	2936 E. Ann Arbor	Phone #	214-371-6945
Homeowner	Willie Burks	LSR	Faye N.
Inspector	Kris Mitchell	Mapco 56-X	Zipcode 75216
Walk- thru date/ time		Bid due date	by 10:00 am

In order to make the said improvements conform to the codes and ordinances of the City of Dallas, applicable Federal Codes, and the City of Dallas General Specifications for the Major System Repair Program, of "General Specifications". The following materials and or units measure, equipment will be provided and installed to industry and manufactures standards

Any units of measure listed in the "Description of Services" are for estimating purposes only. Contractors are responsible to verify actual measurements and take-offs before submitting bids. Units and amounts listed on the Contractors submitted bid will be viable for 45 days from the day the bids are due and will encompass the full completion of the scope of work described below

Bid according to the defined scope of work below

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
00-000	GENERAL CONDITION	Replace existing return air grill with 20x20 air vent filter type grill.	PU	1	\$212.00	\$212.00
00-000	GENERAL CONDITION	Seal around kitchen sink and back splash.	PU	1	\$15.00	\$15.00
00-000	GENERAL CONDITION	Adjust Master and hall bath scald protection so the proper amount of hotwater can come out. Master shower need bolts for flange.	PU	1	\$200.00	\$200.00
00-001	GENERAL CONDITION	Fill in bath tile grout where it is missing.	PU	1	\$30.00	\$30.00
00-002	GENERAL CONDITION	Caulk and seal hall bath vanity back splash.	PU	1	\$15.00	\$15.00
00-003	GENERAL CONDITION	Glue back the wood that fell out of bottom of interior door	PU	1	\$25.00	\$25.00
00-004	GENERAL CONDITION	Install 5 splash blocks at the end of the down spouts.	PU	1	\$65.00	\$65.00
00-005	GENERAL CONDITION	Install levered style door handles on front and back door.	PU	1	\$135.00	\$135.00
00-006	GENERAL CONDITION	Install weather stripping to create proper seal on front and back door.	PU	1	\$70.00	\$70.00
00-007	GENERAL CONDITION	Create no step entry ramp transition on front entry.	PU	1	\$140.00	\$140.00
00-007	GENERAL CONDITION	Cut city tap and lower to soil to correct trip hazard.	PU	1	\$125.00	\$125.00
Total:					\$1,032.00	

**CITY OF DALLAS
EMERGENCY REPAIR PROGRAM**

HOMEOWNER:
ADDRESS:
ZIP CODE:
PHONE #
INSPECTOR:

Mary Hollis
8810 Briley Dr.
75217
214-213-2802
P. Moore

MAPSCO:
YEAR BUILT:
RECON

59-J
1951
201200806

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
08-730	DOOR, REPAIR & MAKE OPERABLE, COMPLETE		PU	11	\$26.25	\$288.75
00-000	GENERAL CONDITION	Install tin angle or Z flashing under protruding exterior walls	PU	13	\$10.00	\$130.00
00-000	GENERAL CONDITION	Caulk around window frames	PU	3	\$10.00	\$30.00
00-000	GENERAL CONDITION	Sand and refinish cabinets	PU	42.5	\$10.00	\$425.00
00-000	GENERAL CONDITION	Seal around kitchen sink	PU	1.5	\$10.00	\$15.00
00-000	GENERAL CONDITION	Remove and resecure medicine cabinet in master bathroom	PU	1.5	\$10.00	\$15.00
00-000	GENERAL CONDITION	Secure vanity top to cabinet and seal counter and backsplash joints and seams in master bathroom	PU	3.5	\$10.00	\$35.00
00-000	GENERAL CONDITION	Secure vanity top to cabinet and seal counter and backsplash joints and seams in master bathroom	PU	3.5	\$10.00	\$35.00
00-000	GENERAL CONDITION	Install new screens for all windows	PU	13.5	\$10.00	\$135.00
00-000	GENERAL CONDITION	Replace light switch in master bathroom	PU	1.5	\$10.00	\$15.00
00-000	GENERAL CONDITION	Adjust all door frames	PU	27.5	\$10.00	\$275.00
00-000	GENERAL CONDITION	Level A/C drain pan	PU	1	\$10.00	\$10.00
00-000	GENERAL CONDITION	RegROUT tile in hall and master bathroom showers	PU	4	\$10.00	\$40.00
00-000	GENERAL CONDITION	Remove and reinstall floor transition between dining room and living room	PU	3.5	\$10.00	\$35.00
00-000	GENERAL CONDITION	Rekey door locks to match one key	PU	30	\$10.00	\$300.00
00-000	GENERAL CONDITION	Reattach faceframe on kitchen cabinet	PU	5	\$10.00	\$50.00
00-000	GENERAL CONDITION	Clip nails in cabinets	PU	2	\$10.00	\$20.00
00-000	GENERAL CONDITION	Install center pole supports in all closets	PU	12	\$10.00	\$120.00

\$1,973.75

**RECONSTRUCTION
DESCRIPTION OF SERVICES
WITH CONTRACT PRICE**

(Proposal)

Case #:	201300786		
Contractor Name:	Dryquick Restoration	Bid Amount: \$ 1,942.00	
Job Address:	1207 Morrell	Phone #:	214-948-3467
Homeowner:	Mary Jones	LSR:	Faye N.
Inspector:	Kris Mitchell	Mapco 55-F:	Zipcode 75216
Walk-thru date/ time:		Bid due date:	by 10:00 am

In order to make the said improvements conform to the codes and ordinances of the City of Dallas, applicable Federal Codes, and the City of Dallas General Specifications for the Major System Repair Program, of "General Specifications". The following materials and or units measure, equipment will be provided and installed to industry and manufactures standards.

Any units of measure listed in the "Description of Services" are for estimating purposes only. Contractors are responsible to verify actual measurements and take-offs before submitting bids. Units and amounts listed on the Contractors submitted bid will be viable for 45 days from the day the bids are due and will encompass the full completion of the scope of work described below.

Bid according to the defined scope of work below

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
00-000	GENERAL CONDITION	Replace existing return air grill with 20x20 air vent filter type grill.	PU	1	\$212.00	\$212.00
00-000	GENERAL CONDITION	Install levered handles on front and back storm doors	PU	1	\$135.00	\$135.00
00-000	GENERAL CONDITION	Carport ceiling substrate needs to be secured to ceiling joist	PU	1	\$85.00	\$85.00
00-000	GENERAL CONDITION	Install correct air hammer arrestor on the water heater.	PU	1	\$245.00	\$245.00
00-000	GENERAL CONDITION	Install new vanity sink and install faucet in Master bath.	PU	1	\$265.00	\$265.00
	GENERAL CONDITION	Repair kitchen circuit that keeps tripping.	PU	1	\$300.00	\$300.00
	GENERAL CONDITION	Repair dishwasher	PU	1	\$200.00	\$200.00
	GENERAL CONDITION	Adjust anti scald setting on the shower faucets.	PU	1	\$50.00	\$50.00
00-000	GENERAL CONDITION	Clean and level terrain on front and back yard, remove pipe sticking out of the ground.	PU	1	\$1,000.00	\$1,000.00
Total:						\$2,492.00

**CITY OF DALLAS
EMERGENCY REPAIR PROGRAM**

HOMEOWNER:
ADDRESS:
ZIP CODE:
PHONE #
INSPECTOR:

Debra Calico
3811 Elsie Faye Higgins
75210
214-484-7447
P. Moore

MAPSCO:
YEAR BUILT:
ERP

47-S
1941
201200806

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
00-000	GENERAL CONDITION	Replace return air grill with 20x20 air vent filter grill	PU	10	\$10.00	\$100.00
00-000	GENERAL CONDITION	Remove and repair 12x12 drywall patch in bedroom	PU	17	\$10.00	\$170.00
00-000	GENERAL CONDITION	Grout around soap dish in master bath	PU	2.5	\$10.00	\$25.00
00-000	GENERAL CONDITION	Replace PEX extension in attic with water hammer	PU	30	\$10.00	\$300.00
00-000	GENERAL CONDITION	Connect phone wire to phone box through wall in kitchen	PU	13	\$10.00	\$130.00

TOTAL \$725.00

**CITY OF DALLAS
EMERGENCY REPAIR PROGRAM**

HOMEOWNER: Debra Isbell
 ADDRESS: 8309
 ZIP CODE: 75217
 PHONE #: 469-576-0418
 INSPECTOR: P. Moore

MAPSCO: 58-Z
 YEAR BUILT: 1955
 ERP#: RECON

ID	Description	Details	Per Unit Type	unit measurement	Unit Cost	Total Cost
00-000	GENERAL CONDITION:	Seal around ductwork and fix sharp bends	PU	15.5	\$10.00	\$155.00
00-000	GENERAL CONDITION:	Install self closing attic door between garage attic and house attic	PU	37.5	\$10.00	\$375.00
00-000	GENERAL CONDITION:	Reattach cabinet side panel next to refrigerator	PU	4.5	\$10.00	\$45.00
00-000	GENERAL CONDITION:	Level cabinet above stove and skin back and lower to 25" above stove top	PU	40	\$10.00	\$400.00
00-000	GENERAL CONDITION:	Secure dishwasher end panel to	PU	14	\$10.00	\$140.00
00-000	GENERAL CONDITION:	Lower 4 upper kitchen cabinets to 18" above counter	PU	23.5	\$10.00	\$235.00
00-000	GENERAL CONDITION:	Touchup paint throughout house	PU	13	\$10.00	\$130.00
00-000	GENERAL CONDITION:	Install 36" x 36" shower with faucets, shower head, and soap and shampoo shelves	PU	265	\$10.00	\$2,650.00
00-000	GENERAL CONDITION:	Relocate closet light switch in master bathroom to inside closet	PU	18.5	\$10.00	\$185.00
00-000	GENERAL CONDITION:	Touch up chips in both bath tubs	PU	3	\$10.00	\$30.00
00-000	GENERAL CONDITION:	Install tempered glass above tub in master bathroom	PU	40	\$10.00	\$400.00
00-000	GENERAL CONDITION:	Seal tub tile and soap dishes in bathrooms	PU	5	\$10.00	\$50.00
00-000	GENERAL CONDITION:	Clear main HVAC drain and relocate secondary drain away from porch	PU	20	\$10.00	\$200.00
00-000	GENERAL CONDITION:	Repair water damage caused by HVAC overflow on porch	PU	32.5	\$10.00	\$325.00
00-000	GENERAL CONDITION:	Tighten bolts on hall bath toilet	PU	1	\$10.00	\$10.00
00-000	GENERAL CONDITION:	Install cable in 2nd and 3rd bedrooms	PU	16.5	\$10.00	\$165.00
00-000	GENERAL CONDITION:	Replace existing return air grill with 20X20 return air vent filter grill	PU	22	\$10.00	\$220.00
00-000	GENERAL CONDITION:	Install weatherstripping to properly seal back door	PU	5.5	\$10.00	\$55.00
00-000	GENERAL CONDITION:	Install seamless gutter with downspouts and splash blocks	PU	206	\$10.00	\$2,060.00
00-000	GENERAL CONDITION:	Remove and properly reinstall brick at lower front of garage	PU	11	\$10.00	\$110.00
00-000	GENERAL CONDITION:	Install tin angle or Z flashing under protruding exterior walls	PU	13	\$10.00	\$130.00
00-000	GENERAL CONDITION:	Relocate kitchen light switch	PU	16	\$10.00	\$160.00
00-000	GENERAL CONDITION:	Skim back porch with concrete to allow water to drain away from house	PU	120	\$10.00	\$1,200.00

05-720B	GENERAL CONDITION:	Seal kitchen and hbathroom counter tops	PU	10	\$10.00	\$100.00
---------	--------------------	---	----	----	---------	----------

\$9,530.00

