



City of Fort Worth Neighborhood Services Department

**HOME-ARP (American Rescue Plan)
Notice of Funding Availability (NOFA)
Pre-Proposal Conference**

March 23, 2022



**Introductions
Name, Title, Organization**



General Information

- Please sign in
- Please silence your cellphones
- Limit outside conversation
- Questions will be taken at the end of the presentation
- Powerpoint Presentation will be available online and emailed to attendees
- Pre-Proposal Conference attendance (one per agency) is required to submit application

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Agenda

Welcome/Overview	Sharon Burkley, Senior Planner
Compliance Requirements	Neighborhood Services Department
Section 3 Requirements and Business Equity Goals	Gwen Wilson, Assistant Director
Neighborhoodly Software Overview	Diversity & Inclusion Department
NOFA Application Process	Sean Stanton, Planner
Scoring Criteria	Neighborhood Services Department
	Sharon Burkley, Senior Planner
	Neighborhood Services Department

Questions/Comments

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FORT WORTH

CFW Website Location

<https://www.fortworthtexas.gov/departments/neighborhoods/services/grants>



HOME / Departments / Neighborhood Services / Grant Fund Proposals and Reports

Grant Fund Proposals and Reports

Use of Federal Funds

The following provides information related to the City of Fort Worth's use of federal grant funds from the United States Department of Housing and Urban Development (HUD).

- [2022-2023 Action Plan](#)
 - [2022-2023 Public Service - Services Request for Proposals](#)
- [2021-2022 Action Plan](#)
 - [2021-2022 HUD Annual Action Plan - Final](#)
- [2020-2021 CAPER](#)
 - [2020-2021 Confidential Annual Performance & Evaluation Report \(CAPER\)](#)
- [HOME ARP](#)
 - [Notice of Funding Availability](#)

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FORT WORTH

Neighborhood Services Department

- NSD mission is to strengthen families and neighborhoods through social services, community development and affordable housing
- NSD issues a NOFA biennially (based on the availability of funds) to competitively award federal and state funds for the construction of community development and affordable housing projects
- NSD staff provides technical support and assistance to the Community Development Council (CDC)

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COMMUNITY DEVELOPMENT COUNCIL

Description: The Community Development Council was established for the purpose of assisting the City Council in setting priorities for projects to be initiated with Federal funding and complying with Federal grant requirements and limitations of the United States Department of Housing and Urban Development. It reviews the various proposed Federal projects and plans for community development and makes recommendations to the City Council with regard to such projects and plans toward the goal of providing decent, safe and sanitary housing for low and moderate income families in Fort Worth. The Council serves as an advisory board appointed by the Council.

Meeting Time and Place Meets on second Wednesday of each month at 6:30 p.m. Meetings are held in City Hall, 200 Texas Street, Council Conference Room 2020, Fort Worth, Texas 76102. For meeting agendas, please see the city calendar for upcoming meetings <https://www.fortworthtexas.gov/calendar/boards-commission>



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COMMUNITY DEVELOPMENT COUNCIL

Size: 9 Members

Method of Appointment: Appointed by the City Council. Each member shall be a citizen of the City.

Term Limit: Two years. Members appointed to odd-numbered places shall have terms which expire in odd-numbered years, and members appointed to even-numbered places shall have terms which expire in even-numbered years. No member shall serve more than three consecutive two-year terms.

FORT WORTH

COMMUNITY DEVELOPMENT COUNCIL



Council District	City Council Member	Community Development Council Member	District Contact Information	
1	Mayor Mattie Parker	Ebony Rose	817-392-6118	Mattie.Parker@fortworthtexas.gov
2	Carlos Flores	Deborah Gallardo	817-392-8802	District2@fortworthtexas.gov
3	Michael Crain	Eva Williams	817-392-8803	District3@fortworthtexas.gov
4	Cary Moon	Nancy Ellen Soteriou*	817-392-8804	District4@fortworthtexas.gov
5	Gyna Bivens	Sharon Armstrong	817-392-8805	District5@fortworthtexas.gov
6	Jared Williams	Willie Tedoe	817-392-8806	District6@fortworthtexas.gov
7	Leonard Firestone	Kemmiko Grant	817-392-8807	District7@fortworthtexas.gov
8	Chris Nettles	Malik Cook	817-392-8808	District8@fortworthtexas.gov
9	Elizabeth Beck	Daniel Villegas	817-392-8809	District9@fortworthtexas.gov

Visit the City of Fort Worth website for more information
<https://www.fortworthtexas.gov/government/boards/list-boards-commissions#section-18>

*Chair

FORT WORTH

COMMUNITY DEVELOPMENT COUNCIL

Agency Name:

Program Name:

Amount Requested: \$

Number of Clients to be served:

Council District(s):

Location(s):

Grants Funds Requested For:

Program Description:

City Goal(s) Met:

NSD Staff/CDC Comments:



Notice of Funding Availability Overview

- American Rescue Plan Act (ARPA) of 2021
 - March 2021
 - \$5B for homeless assistance
 - HOME Investment Partnership Program
 - \$10,537,030.00 allocated to the City of Fort Worth

- Funds to be allocated to affordable housing developers
 - Non-profit and for-profit affordable housing and Permanent Supportive Housing (PSH) developers
 - Community Housing Development Organizations (CHDOs)
 - Quickly create PSH units through renovation/conversion or new construction
 - At least 125 units of PSH
 - Provide on-going supportive services for chronically homeless households for at least twenty (20) years
 - Eligible Locations – City of Fort Worth

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Chronically Homeless Households

- An individual experiencing homelessness or family with a disability, who:
 - Lives in a place not meant for habitation, a safe haven, or in an emergency shelter, and
 - Has been homeless and living as described for at least 12 months or on at least 4 separate occasions in the last 3 years

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Funding Available

Funding Source	Amount
Directions Home Capital Funds	\$1,262,801.00
Fort Worth Housing Finance Corporation*	\$2,550,000.00
HOME funds for Homelessness (HOME-ARP)	\$8,956,476.00
TOTAL CITY FUNDING	\$12,769,277.00
Required Matching Foundation Funds	\$2,550,000.00
TOTAL PROJECT FUNDING	\$15,319,277.00

**All FWHFC funds require a \$1 for \$1 match with a foundation.*

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HOME-ARP Program (\$8.9M)

Awards to for-profit and non-profit developers and Community Housing Development Organizations (CHDO) to provide affordable housing to LMI households

Eligible Projects

- Rental Rehabilitation
- New Construction
- Multi-family: rents must be at or below levels established by HUD at least annually
- High HOME Unit – A HOME unit eligible for High HOME rent limits and occupied by an income eligible tenant (at or below 80% AMI)
- Low HOME Unit – A HOME unit eligible for Low HOME rent limits and occupied by an income eligible tenant (at or below 50% AMI)

Eligible Activities

- Acquisition and other related costs to support new construction
- Hard costs associated with new construction or rehabilitation of an existing structure
- Architectural or engineering services and other related soft costs

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Directions Home (\$1.2M)

Awards to for-profit and non-profit developers and Community Housing Development Organizations (CHDO) to provide affordable housing to chronically homeless households

- To promote the development of PSH
- To address chronic homelessness in Fort Worth

Activities

- Acquisition and other related costs to support new construction
- Hard costs associated with new construction or rehabilitation of an existing structure
- Architectural or engineering services and other related soft costs

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Fort Worth Housing Finance Corporation (\$2.5M)

Awards to for-profit and non-profit developers and Community Housing Development Organizations (CHDO) to provide affordable housing to chronically homeless households

- Voted to allocate up to \$5M for the development of at least 200 units of PSH
- All funds require a \$1 for \$ match with a foundation

Activities

- Acquisition and other related costs to support new construction
- Hard costs associated with new construction or rehabilitation of an existing structure
- Architectural or engineering services and other related soft costs

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Compliance Requirements

Federal regulatory requirements apply to any contract resulting from a NOFA award of HOME-ARP funds

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Fair Housing

Federal, state and local fair housing laws prohibit discrimination based on the following:

- Race
- Color
- Religion
- Sex
- Disability
- Familial Status
- National Origin

Affirmative Marketing

- Affirmative marketing plans will be required if there are five (5) or more HOME-assisted units.
- The plans must also include steps to be used to inform and solicit applications from persons in the housing market area who are not likely to apply without such special outreach.

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Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits recipients of Federal funds from excluding any qualified persons from participating or receiving benefit from, any federally funded program or activity based solely on his or her disability.

As part of the requirement to comply with Section 504:

- New multi-family housing projects must include the following accessible unit types:
 - Mobility impairment: $\geq 5\%$ of the total units or ≥ 1 unit, whichever is greater
 - Hearing or vision impairment: 2% of the total units (but not less than one unit)
 - All units must meet universal design standards

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Universal Design Standards

The Disability Act of 2005 defines Universal Design, or UD, as:

- The design and composition of an environment so that it may be accessed, understood and used
 - To the greatest possible extent
 - In the most independent and natural manner possible
 - In the widest possible range of situations
 - Without the need for adaptation, modification, assistive devices or specialized solutions, by any persons of any age or size or having any particular physical, sensory, mental health or intellectual ability or disability, and
- Means, in relation to electronic systems, any electronics-based process of creating products, services or systems so that they may be used by any person.

Example: If more than one option is available for a design feature, choose the more inclusive feature. For example, when installing a handle on a door, it is always better to opt for a lever handle, rather than a door knob, as the lever handle can be opened using the elbow or a closed fist, benefiting people carrying shopping bags as well as people with limited strength in their hands.

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Davis-Bacon Act

Any contract for the construction of affordable housing will be subject to the Davis-Bacon Act that mandates minimum wage requirements based on the following project criteria:

- HOME funds: ≥ 12 units assisted

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Conflict of Interest

No person who is an employee, agent, consultant, officer or elected/appointed official of the City of Fort Worth, or who has family or business ties with such employees, agents, consultants, officers or elected/appointed officials, who exercises or have exercised within the past year any functions or participated in decision-making or were in a position to gain inside information with respect to CDBG or HOME funds, may receive any financial benefit from a CDBG- or HOME-assisted activity.

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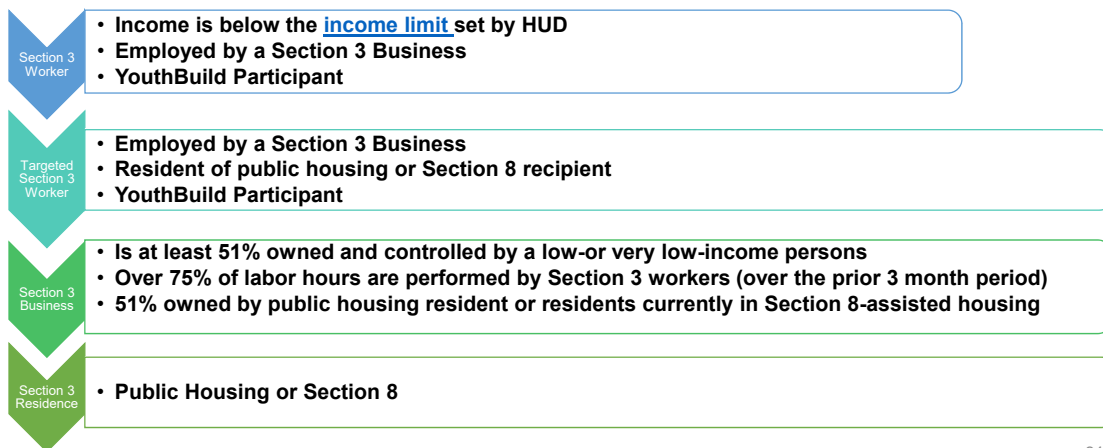
Section 3 and Business Equity Requirements

Gwen Wilson, Assistant Director
Business Equity Division
Department of Diversity and Inclusion

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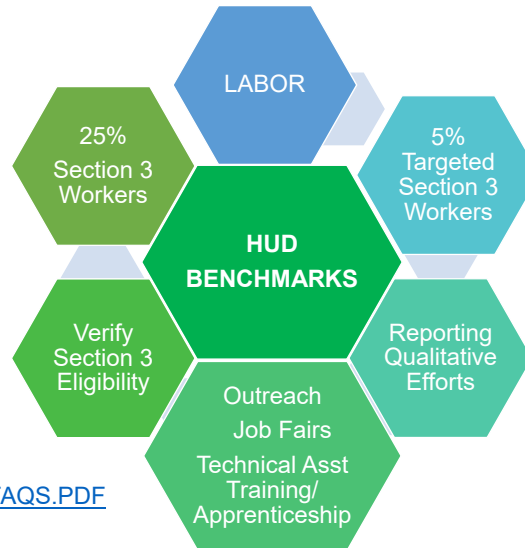


Section 3 Requirements



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HUD Benchmarks



Questions & Answers:

<https://www.hud.gov/sites/documents/11SECFAQS.PDF>

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Business Equity Firm(certified "M/WBE") 25% Goal

Definition:

- Minority Business Enterprise (MBE) means a business equity firm that is at least 51% owned and controlled by one or more minority or socially and economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or other similar causes.
- Women's Business Enterprise (WBE) is an independent business equity firm that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the U.S. or its territories; and whose management and daily operation is controlled by a woman with industry expertise.



Business Equity Firm(certified “M/WBE”) 25% Goal

Definition:

- Marketplace means the geographic area as defined by the City's most current Disparity Study (Tarrant, Dallas, Denton, Johnson, Parker and Wise counties).
- Significant Business Presence (1) which has its principal place of business located inside the Marketplace; (2) which has its principal place of business located outside the Marketplace but has been verified to be in existence for a minimum of 24 months and from which at least 20% of the business's workforce is based in the Marketplace; or (3) which has cumulative business receipts greater than \$1,000,000 for work done in the Marketplace since January 1, 2013.

https://www.hud.gov/program_offices/sdb



Section 3 Business Vs. Business Equity Firm

Section 3 Business

- Race neutral
- Low-to-lower Income
- Must meet requirements on Slide #2

Business Equity Firm

- Race & Gender Conscious
- Business Equity Ordinance Compliance
- Certified Minority or Women-owned Business (M/WBE)

City's Six-County Marketplace

- Tarrant, Dallas, Denton, Johnson, Parker and Wise, or
- Significant Business Place presence



Resources

Request for Business Equity Firm (M/WBE) Listing Form

- **Website:** <https://www.fortworthtexas.gov/departments/diversity-inclusion/business-equity>, or
- **Email:** DVIN_BEOffice@fortworthtexas.gov, or
- **Phone:** (817) 392-2674

HUD Section 3 Directory:

https://www.hud.gov/program_offices/sdb
[American Fact Finder](#)
<https://data.census.gov/cedsci>

Section 3 Resident Registry

Section 3 Business Registry

Q&A Thank You!

Contact Us:
Business Equity Division
Department of Diversity & Inclusion
818 Missouri Avenue | Fort Worth, TX | 76104
Phone: 817-392-2674 | Fax: 817-392-7529
Email: DVIN_BEOffice@fortworthtexas.gov





Neighborly Software Overview

Sean Stanton, Planner
Compliance & Planning



WHAT IS NEIGHBORLY?

Neighborly Software is a purpose driven company that provides a cloud based **software** solution to improve the administrative efficiency and regulatory compliance of Housing, Economic and Community Development programs.





BENEFITS OF NEIGHBORLY

- User Friendly
- Electronic Application Submissions
- Complete Accomplishment Reports
- Manage/Track Budgets
- Make Draw Requests



NEIGHBORLY SOFTWARE APPLICATION PROCESS

STEP 1: ACCESS PARTICIPANT PORTAL

- 🔗 Go to City of Fort Worth Neighborly Software Participant Portal
<https://portal.neighborlysoftware.com/fortworthtx/Participant>
- 🔗 Click on the link



NEIGHBORLY SOFTWARE APPLICATION PROCESS



Welcome to City of Fort Worth
Neighborhood Services
Participant Portal

New users must first register their account
before signing in to the portal

Sign In Register

Email Address

Re-enter Email Address

First Name


Last Name

Password

Re-enter Password

[Continue](#)

STEP 2: REGISTER ACCOUNT



NEIGHBORLY SOFTWARE APPLICATION PROCESS

STEP 3: CONFIRM EMAIL ACCOUNT

City of Fort Worth Neighborhood Services: Please confirm your account Inbox x


Neighborly Software <no-reply@neighborlysoftware.com>
to me ▾

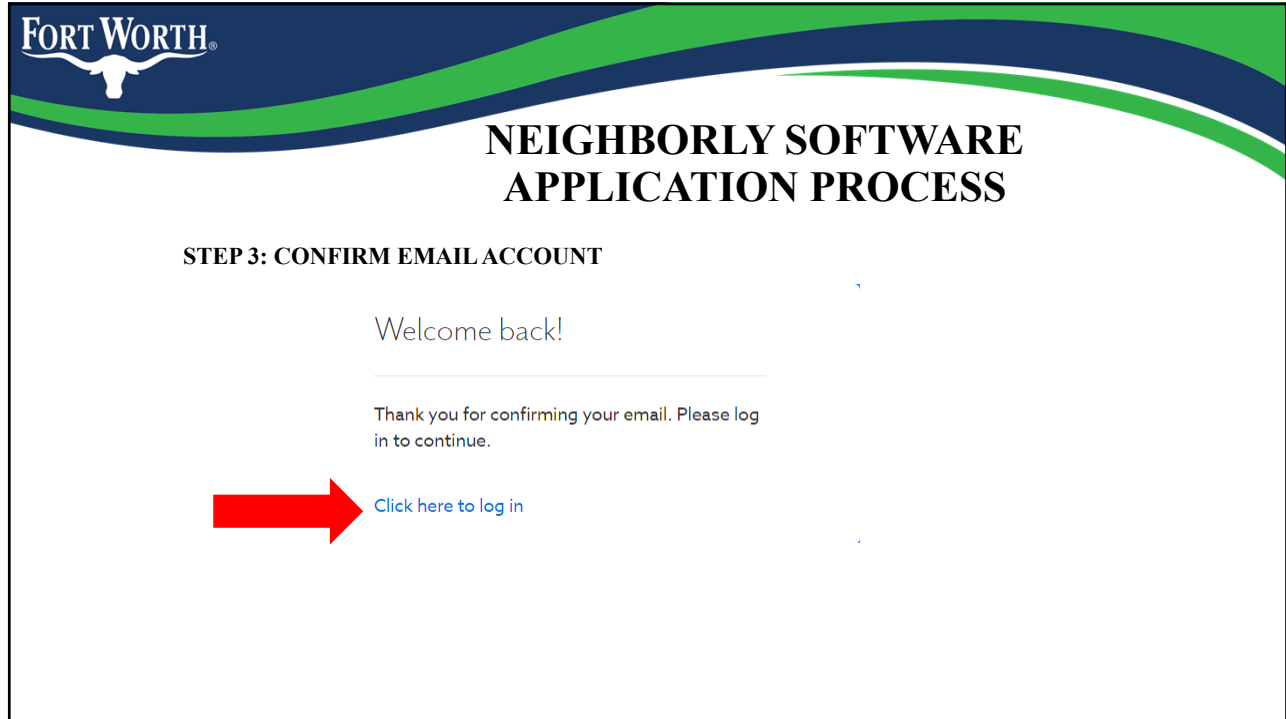
Thank you for registering your account with City of Fort Worth Neighborhood Services. Please confirm your account by [clicking here](#).

Note: The confirmation link above will expire after use. To log back into the site after confirmation, please bookmark this link: <https://https://portal.neighborlysoftware.com/FORTWORTHX/participant/login>

If you are unable to use the confirmation link above, you can copy and paste this link into your browser: <https://prod-01.neighborlysoftware.com/fortworthx/participant/Account/ConfirmEmail?userId=5fed64b5-99a3-4fd0-a08c-7ad31c7d5c68&code=XTsIh11FReRMbQmu9SHvYqAb7ofnu3b5ttMQ6idSyyKiaISq8M3VvVFPFhZ4IAhZNPfS7%2FEYXk6ez%2FuYtz%2FZBx34mAwX%2Bh5SBoe5Wwq41y80JzsJbF7WboN54tWVpHNIZ74gUIFcBoaSB%2BmUxQMr3Nggg%2BMhwuitLG%2BVQwUKHHuehQ2UAYEuY2YoNEPvbl>

If you did not register this account or believe you have received this email in error, please contact support@neighborlysoftware.com.






FORT WORTH

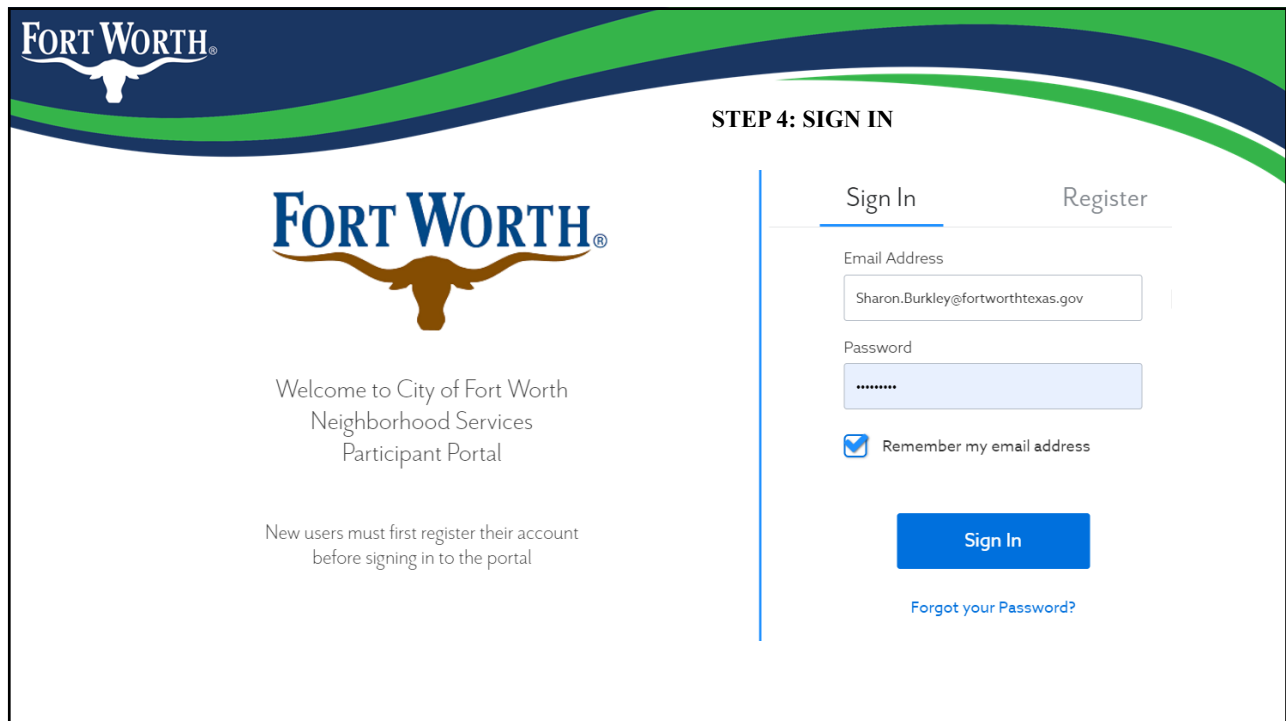
NEIGHBORLY SOFTWARE APPLICATION PROCESS

STEP 3: CONFIRM EMAIL ACCOUNT

Welcome back!

Thank you for confirming your email. Please log in to continue.

 [Click here to log in](#)



FORT WORTH

STEP 4: SIGN IN

FORT WORTH

Welcome to City of Fort Worth
Neighborhood Services
Participant Portal

New users must first register their account
before signing in to the portal

Sign In Register

Email Address

Password

Remember my email address

[Forgot your Password?](#)

FORT WORTH


STEP 5: START APPLICATION

Good Morning, Sharon!

FORT WORTH Welcome to the City of Fort Worth Neighborhood Services Portal
The City of Fort Worth is committed to accessibility for all applicants. If you require this material in an alternate format, please contact us at 817-392-7548

Start a New Application

Lead Safe	Select this option if you are applying for the LeadSafe program. For questions regarding this program please contact 817-392-7444.	Click here to start a new application
Priority Repair	Select this option if you are applying for the Priority Repair program. For questions regarding this program please contact 817-392-7548	Click here to start a new application
Weatherization	Select this option if you are applying for the Weatherization program. For questions regarding this program please contact 817-392-7554	Click here to start a new application
Multi Family Weatherization	Select this option if you are applying for the Multi Family Weatherization program. For questions regarding this program please contact 817-392-7554	Click here to start a new application
HOME-ARP NOFA	Select this option if you are an affordable housing developer and/or contractor seeking to apply for the HOME-ARP (American Rescue Plan) Notice of Funding Availability (NOFA) funding opportunity. <i>*Expires 4/9/2022 12:01:00 AM Central Standard Time</i>	Click here to start a new application




FORT WORTH

STEP 6: ENTER AGENCY NAME

NEW APPLICATION FOR HOME-ARP NOFA

Please provide a name for the application

[Start Application](#)



STEP 7: BEGIN APPLICATION

HOME-ARP NOFA Application
Id: 37769

Applications must be submitted by
4/9/2022 12:01:00 AM
Central Standard Time

[View Users \(1\)](#) [Print Application](#)


- Program Overview
- A. Organization Information
- B. Project Description
- C. Agency Experience
- D. Project Delivery/Occupancy
- E. Financial Capacity/Leveraging
- F. M/WBE and Section 3 Utilization Plan
- G. Supporting Documents
- Submit


Application

Please use the link below to continue the application process.

For program related information please contact, Sharon A. Burkley, Senior Planner by phone at (817) 392-5785 or by email at Sharon.Burkley@fortworthtexas.gov.

[Click here to continue](#)







TECHNICAL ASSISTANCE

Start a New Application

Lead Safe	Select this option if you are applying for the LeadSafe program. For questions regarding this program please contact 817-392-7444.	Click here to start a new application
Priority Repair	Select this option if you are applying for the Priority Repair program. For questions regarding this program please contact 817-392-7548	Click here to start a new application
Weatherization	Select this option if you are applying for the Weatherization program. For questions regarding this program please contact 817-392-7554	Click here to start a new application
Multi Family Weatherization	Select this option if you are applying for the Multi Family Weatherization program. For questions regarding this program please contact 817-392-7554	Click here to start a new application
HOME-ARP NOFA	Select this option if you are an affordable housing developer and/or contractor seeking to apply for the HOME-ARP (American Rescue Plan) Notice of Funding Availability (NOFA) funding opportunity. <i>*Expires 4/9/2022 12:01:00 AM Central Standard Time</i>	Click here to start a new application



Click on ? Button for HELP


FORT WORTH


TECHNICAL ASSISTANCE


General Questions:
Sean Stanton, Planner
Sean.Stanton@fortworthtexas.gov

Technical Questions:
support@neighborlysoftware.com

Help



- Weatherization
- Public Service Agencies
- Multi Family Weatherization
- HUD Notice of Funding Opportunities (NOFA)
- HOPWA
- ESG
- CDBG
- Confirmation Email
- Password Reset
- Error Message
- Account Locked
- Other

FORT WORTH


Application Review

Sharon Burkley, Senior Planner
Compliance & Planning



1. Start preparing the application early.
2. Follow the instructions in the NOFA carefully; answer all questions.
3. Keep your audience in mind.
4. Be brief, concise, and clear. Make your points understandable.
5. Be organized and logical
6. Show evidence of fiscal stability and sound fiscal management.
7. Attend to technical details. (Major in the minor...)
8. Be sure to include all required attachments.
9. Print out, and carefully proofread and review your application.
10. Submit all information on time (11:59 p.m.)

BONUS TIP: Prepare for technical difficulties! Start EARLY....

NOFA Application Process

1. Applicant's mandatory attendance at a pre-proposal conference
2. Electronic submission of a full application
3. City staff review and make funding recommendations to the CDC
4. CDC provides final recommendations to City Council for official approval
5. Fort Worth City Council and Fort Worth Housing Finance Corporation make final decisions regarding award of funds



PROGRAM OVERVIEW

Program Overview

Please provide the following information.



CITY OF FORT WORTH
Permanent Supportive
Housing for Chronically
Homeless Persons

City of Fort Worth, Texas
908 Monroe Street
City Hall Annex
Fort Worth, TX 76102
817-392-5785

sharon.burkley@fortworthtexas.gov

PURPOSE OF NOTIFICATION OF FUNDING AVAILABILITY (NOFA)

The City of Fort Worth Neighborhood Services Department is seeking one or more proposers who will (1) quickly create permanent supportive housing units through renovation/conversion or new construction and (2) provide on-going supportive services for such households for a period of at least twenty (20) years.

Permanent supportive housing (PSH) is defined as long term rental assistance coupled with long term case management and low barriers to entry for households experiencing chronic homelessness – meaning they are disabled and also have more than one year of homelessness. Based on local need, all PSH units should be either efficiencies or one-bedroom units. Given the target population, units are required to meet universal design standards.

Each selected proposer will be responsible for identifying one or more potential properties; evaluating, purchasing, renovating or constructing and leasing PSH units on or before December 1, 2023, and owning, operating and providing supportive services for such PSH units for a period of at least twenty (20) years. Through this NOFA, the City is seeking proposals that demonstrate proposers have capacity to act quickly and have expertise/experience in multiple areas – facility development (either acquisition and renovation or construction), ownership, and provision of supportive services. Collaborations of experts are highly encouraged.

The goal is to create and lease at least 125 new units of PSH in 2-4 dispersed projects by December 1, 2023. Proposers will not specify which funding source they are applying for – the City will determine funding sources when projects are awarded.



ORGANIZATION INFORMATION

A. Organization Information

Please provide the following information.

A.1. Organization Name (Provide the full legal name)

A.2. Organization DUNS

NOFA POINT OF CONTACT INFORMATION

A.3. Applicant Name

A.4. Applicant Title

A.5. Applicant Email Address

A.6. Applicant Contact Number

A.7. Which date did the organization attend the 2022 NOFA Pre-Proposal Conference?

A.8. Select the option below that best describes the Applicant. (If the applicant selects "Other," provide an explanation.)

A.9. Proposed Funding Request Amount
\$0.00

A.10. Proposed Project Type, select one of the following:

A.11. Project Name

A.12. City Council District



ORGANIZATION INFORMATION (cont'd.)

A.13 Full Project Address

A.14. If awarded funding under this NOFA, will NOFA funds be sole source of funding?

A.15 Has any member of the development team (including architect, contractor, management company) or the principals thereof been associated with a defaulted development or one that has been found to be in non-compliance with any federal, state, or local grant or loan program requirements in the last 5 years?

A.16 Does the applicant possess site control?



PROJECT DESCRIPTION

B. Project Description

Please provide the following information.

B.1. Provide a brief narrative description of what the proposed Project will consist of, the current status of the Project and how it meets the established 2022 NOFA criteria.

B.2. Provide a brief narrative answering the following questions:

B.2A. Will the project produce new affordable housing units?

B.2B. If not, is the project proposing to rehabilitate existing affordable housing units?

B.3. Describe the type of project (tiny homes, apartments, motel conversion, duplexes, quadplexes etc).

B.4. What is proposed site proximity to public transportation?

B.5. Have rental assistance funds been secured?



PROJECT DESCRIPTION (cont'd.)

B.6. What is the cost per unit?
\$0.00

B.7. List the census tract(s) in which the project is located.

B.7A. Is this a high poverty census tract (above 20% poverty)?

B.8. What is the current zoning of the project site?

B.8A. Is a zoning change required?



PROJECT DESCRIPTION (cont'd.)

B.9. Do any of these Environmental Review circumstances apply to the proposed project/project site. Check all that apply. If the applicant has any supporting documentation for the proposed project pertaining to Environmental Review, upload the relevant documents in the Required Documents Section.

- Airport Hazards: subject property is within 15,000 feet of a Military/Commercial, or 1,500 feet for private airports, Runway Clear Zone (RCZ) or Accident Potential Zone (APZ)
- Flood Insurance: subject property is located within a FEMA floodway or floodplain (<https://msc.fema.gov/portal/search>)
- Contamination and Toxic Substances: subject property has known contamination and/or toxic substances that affect the project site
- Endangered Species: subject property is the critical habitat of any federally protected species
- Explosives and Flammables Hazards: subject property has known explosive or flammable hazards that adversely affect the human environment of the project site
- Historic Preservation: subject property is eligible or has been listed in the National Register for Historic Places or subject property is within any City Historic Overlay
- Noise Abatement and Control: subject property is located in close proximity to noise generators that produce noise levels greater than 75 decibel (dB) measured at the façade of the property
- Other



PROJECT DESCRIPTION (cont'd.)

B.10. Provide an overview of the project to include a description of the site and current or future improvements, unit amenities, services to be provided to tenants and any other relevant details. For rehabilitation project, what additional or improved amenities will be provided to tenants?

B.11. Proposed Project Activities (check all that apply):

- Acquisition
- Rehabilitation
- Preservation of Affordable Units
- New Construction
- Other

B.12. List all partners involved

Partners	Names	Description of Services/Activities
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AGENCY EXPERIENCE

C. Agency Experience

Please provide the following information.

C.1. Identify all staff that will be involved in implementing the proposed project. Provide a summary of their qualifications and a list of roles and responsibilities for successful implementation of this project.

C.2. Describe the applicant's past and current experience with projects utilizing HUD grant funds.

C.3. Describe any HUD-funded projects for which the applicant has contracted with the City of Fort Worth Neighborhood Services Department.

C.4. Provide a list of affordable and/or permanent supportive housing projects the applicant has sponsored or implemented in the last 5 years.

C.5. Describe the applicant's past and current experience serving chronically homeless households.



PROJECT DELIVERY/OCCUPANCY

D. Project Delivery/Occupancy

Please provide the following information.

D.1. Provide a timeline for the proposed project with major milestones.

D.2. Explain all Environmental Review concerns and mitigation measures required and how they will be addressed. Use this section to detail environmental review items, the results of any review or reports conducted thus far (noise study, Phase I environmental assessment, etc.) and any plans to address identified concerns for the future.

D.3. For rehabilitation projects, provide a detailed plan and budget for relocation of current tenants if tenants need to be moved during construction.



FINANCIAL CAPACITY/LEVERAGING

E. Financial Capacity/Leveraging

Please provide the following information.

E.1 Does the applicant have the capacity to pay operations and maintenance costs for the project over the long term, as applicable? What are the key project revenue assumptions including, but not limited to, projected rental rates, and occupancy rates,.

E.2 Does the applicant have the capacity to continue providing permanent supportive housing services over a 20-year period?

E.3 Has the project been awarded or received firm financial commitments?

E.4. If the full request for the proposed project is NOT awarded, how likely is the project to move forward? Explain.

E.5. If there are unexpected expenses during construction, how does the applicant propose to cover those expenses?

E.6 Will the project be exempt from ad valorem taxes?

E.7. Provide development and operating proformas below.

Development & 20 Year Operating Proforma *Required

**No files uploaded



M/WBE and Section 3 Utilization Plan

F. M/WBE and Section 3 Utilization Plan

Please provide the following information.

F.1. Describe the applicant's ability to meet M/WBE and Section 3 goals.

F.2. Describe experience in meeting M/WBE and Section 3 goals.

F.3. Describe the applicant's plan to meet these goals.



SUPPORTING DOCUMENTATION

Documentation

- Development & 20 Year Operating Proforma ***Required**
***No files uploaded*
- Certificate of 501c3 status
***No files uploaded*
- Organizational last two-year tax returns ***Required**
***No files uploaded*
- A copy of the organization's most recent balance sheet and income and expenditure statement. ***Required**
***No files uploaded*
- A current roster of the organization's officers and members of its Board of Directors, which includes their name, address, position held, and current employer(s). ***Required**
***No files uploaded*



SUPPORTING DOCUMENTATION (cont'd.)

The organization's operational budget for current fiscal year and proposed budget for fiscal year 2022-2023.

***Required**

***No files uploaded*

Board authorizing resolution to apply and accept funding, if applicable

***No files uploaded*

Construction Cost Estimate ***Required**

***No files uploaded*

Developer organizational chart ***Required**

***No files uploaded*



SUPPORTING DOCUMENTATION (cont'd.)

Development Team Experience and Resume ***Required**

***No files uploaded*

Financing Plan Description ***Required**

***No files uploaded*

Site Plan and Elevations, if applicable

***No files uploaded*

Sources and Uses Budget ***Required**

***No files uploaded*



Submission of Proposal

- Facsimile transmittals **will not** be accepted or considered. Proposal information that is not submitted in Neighborly Software **will not** be considered.
- **Proposals must be submitted in Neighborly Software no later than Friday, April 8, 2022 at 11:59 P.M.**
- The following shall be completed in Neighborly Software:
 - A complete version of the narrative responses in the **Application Questions** section;
 - A complete version of the **fillable forms** in the Required Attachments section;
 - A complete version of all **tables** in the Required Worksheets section; and
 - A scan of all the required **supporting documents referenced** in the proposal instructions and narratives, **in PDF format.**



Submission of Proposal

- **Completion of Responses**
 - Responses shall be completed in accordance with the requirements of this NOFA.
 - Statements made by a proposer shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.
- **Clarifications & Issuance of Addenda**
 - Any explanation, clarification, or interpretation desired by a proposer regarding any part of this NOFA must be requested from Senior Planner Sharon Burkley **no later than Friday, March 25, 2022 at 11:59 P.M.**
 - Contact information for Ms. Burkley is provided at the beginning of the NOFA document as well as at the end of this presentation.
 - **Responses to all questions will be published by close of business on Friday, April 1, 2022** on the City of Fort Worth Neighborhood Services Department website, which can be found at <https://www.fortworthtexas.gov/departments/neighborhoods/services/grants>
 - Any changes to the NOFA will be communicated to all potential applicants. Any addenda issued shall require the applicant to acknowledge receipt of all addenda within their responses.



Summary of Disqualification Factors

- Failure to attend a Pre-Proposal Conference
- Incomplete application
- Conflict of Interest in violation of the City's Code of Ethics, City Charter, or the applicable federal or other funding source
- Prior history of unsatisfactory performance on the part of the applicant with past City awards and/or contracts
- Project site triggers an Environmental Impact Statement as a part of the HUD-required Environmental Review process
- Non-compliance with applicable HUD regulations
- Failure to be current on local or other jurisdictional taxes; or significant and uncorrected non-compliance with City Codes and Ordinances
- Incomplete or inadequate M/WBE and Section 3 Utilization Plan



Evaluation Factors

Evaluation Factor	Points
Project Description	30
Agency Experience	10
Project Delivery/Occupancy	25
Financial Capacity/Leveraging	25
M/WBE and Section 3 Utilization Plan	10
Total	100



NOFA Schedule	Date
Notice of Funding Availability Opens	Tuesday, March 8, 2022
Pre-Proposal Conference	Wednesday, March 23, 2022, 10 a.m.
Pre-Proposal Conference	Wednesday, March 23, 2022, 2 p.m.
Last Day to Submit Questions	Friday, March 25, 2022
Responses to Questions Posted to Website	Friday, April 1, 2022
Application Due	Friday, April 8, 2022
Underwriting Review Period	April 11-25, 2022
Cure Period/Developer Responses	April 25-29, 2022
Final Staff Recommendations	Wednesday, May 4, 2022
Community Development Council Meeting	Wednesday, May 11, 2022
Fort Worth Housing Finance Corporation Approval (Funds Awarded)	Thursday, May 24, 2022
City Council Approval (Funds Awarded)	Tuesday, June 14, 2022
Project Completion (Certificate of Occupancy)	24 months after contract execution
Project Lease-Up	3 months after receiving Certificate of Occupancy

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Questions?

**Application Process or
Use of HOME-ARP Funds**

Sharon Burkley

Senior Planner

Sharon.Burkley@fortworthtexas.gov

Project Eligibility

Chad LaRoque

Housing Development and Grants Manager

Chad.LaRoque@fortworthtexas.gov

Thank you for coming!!!

