



NEIGHBORHOOD SERVICES DEPARTMENT APPLICATION INFORMATION PACKET

2022 NOTICE OF FUNDING AVAILABILITY

**U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT FUNDING AVAILABLE FOR:**

**HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
GENERAL AMERICAN RESCUE PLAN ACT (ARPA)**

APPLICATIONS DUE: AUGUST 19, 2022

IMPORTANT: The federal funds involved in this NOFA require a high degree of dedication to detail and reporting, along with very specific requirements. If you are unfamiliar with these federal regulations and grant management requirements or have not received HUD funds in the past, please review the guidance for each program and the documents associated with this Notice of Funding Availability to determine if your agency is willing, and has the institutional capacity, to comply with the required terms and conditions.

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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 single room occupancy, 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 and/or constructing PSH units within 24 months of contract execution date, 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 at least 37 new units of PSH within 24 months of contract execution date. Proposers will not specify which funding source they are applying for – the City will determine funding sources when projects are awarded.

ABOUT THE CITY OF FORT WORTH NEIGHBORHOOD SERVICES DEPARTMENT

The mission of the Neighborhood Services Department is to strengthen families and neighborhoods through social services, community development and affordable housing programs. The Department receives federal, state and local funding in order to execute its mission. Department staff provides technical support and assistance to the Community Development Council (CDC) that was established for the purpose of assisting the City Council in setting priorities for projects toward the goal of providing decent, safe and sanitary housing for low- and moderate-income families in Fort Worth. The CDC serves as an advisory board appointed by City Council.

FUNDING AVAILABLE

The Neighborhood Services Department is issuing a competitive Notice of Funding Availability (NOFA) to award approximately \$4.6M in federal funds for the development of at least 37 units of Permanent Supportive Housing (PSH) in the City of Fort Worth. Funding sources include HOME Investment Partnerships Program (HOME) and General ARPA (American Rescue Plan Act) funds. All projects must meet regulatory requirements and eligibility criteria established by HUD and the City. Funds awarded are either on hand or expected to become available within the next 6 months.

HOME Grant Funds (2022-2023 Action Plan) \$ 1,057,963.00

General ARPA \$3,578,001.00

TOTAL PROJECT FUNDING: \$4,635,964.00

Operating – Each selected proposer will determine its operating expenses based on the particular property or properties identified and acquired. As PSH, tenants cannot be asked to pay more than 30% of their income and lack of income cannot disqualify a tenant.

Proposer is responsible for identifying operating funds. Operating funds are not part of this NOFA.

It is the proposer’s responsibility to identify and secure potential sources of operating revenue. Under certain circumstances, there may be consideration of a capitalized reserve fund.

Supportive Services – Services should be funded through revenue from rental assistance or another source. **Supportive services are not part of this NOFA.**

HOME

The purpose of HOME Investment Partnerships Program funds is to expand the supply of decent, safe, affordable housing and strengthen public-private housing partnerships between units of general local governments, public housing authorities, nonprofits, and for-profit entities.

GENERAL ARPA

On April 12, 2022, City Council approved the allocation of \$5,000,000.00 from the American Rescue Plan Act, Subtitle M (Coronavirus State and Local Fiscal Recovery Funds) for the development of at least 40 units of PSH.

ELIGIBLE APPLICANTS

Non-profit and for-profit affordable housing and PSH developers and certified Community Housing Development Organizations (CHDOs) are encouraged to apply under this NOFA.

ELIGIBLE ACTIVITIES

Acquisition and/or development of property by renovation or construction PSH units.

ELIGIBLE HOUSEHOLDS

Households referred through Tarrant County Homeless Coalition.

Tarrant County Homeless Coalition is the HUD lead agency, HMIS lead and collaborative applicant for the community. The target population is chronically homeless individuals, defined by the U.S. Department of Housing and Urban Development (HUD) as:

- A homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)), who:
 - Lives in a place not meant for human 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, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described.
- An individual who has been residing in an institutional care facility for less, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria of this definition before entering that facility**; or
- A family with an adult head of household (or, if there is no adult in the family, a minor head of household) who meets all of the criteria of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

*A “break” in homeless is considered to be 7 or more nights.

**An individual residing in an institutional care facility does not constitute a break in homelessness.

If there are no more chronically homeless households for TCHC to refer to project, then TCHC will refer those experiencing homelessness who are disabled.

COMPLIANCE

Units must remain PSH for at least 20 years and will be subject to annual monitoring and inspections conducted by Neighborhood Services Department

Projects will be subject to reporting and record-keeping requirements. There are a number of regulatory requirements that can have a substantial impact on project scheduling, project costs, and project beneficiaries. Specific regulatory requirements are listed in Attachment B— Acknowledgement and Certification of HUD Requirements for HOME Funds. Failure to sign and submit this certification with the full application will result in disqualification.

CONSOLIDATED PLAN GOALS

All projects must address at least one of the following relevant 2018-2022 Consolidated Plan goals.

Goal 1: Homeless Services

Goal 2: Preserve and rehabilitate Fort Worth's aging housing stock

EVALUATION CRITERIA

The NOFA is a competitive award process. Projects must meet all applicable eligibility criteria in order to be recommended for funding.

EVALUATION FACTOR	POINTS AVAILABLE
PROJECT DESCRIPTION: Capacity to quickly identify, put under option, purchase and renovate or build new units	30
AGENCY EXPERIENCE: Overall Organizational Capacity	15
PROJECT DELIVERY/OCCUPANCY: Capacity to Provide Supportive Services	25
FINANCIAL CAPACITY/LEVERAGING: Capacity to Manage and Financially Support Project	30
TOTAL MAXIMUM POINTS	100

PREFERRED PROJECTS

Preference will be given to projects that:

- Have an option on or own property for project
- Are in close proximity (less than ¼ mile) to public transportation
- Have secured a commitment for rental assistance or vouchers
- Cost per unit is reasonable

DISQUALIFICATION FACTORS

- Incomplete applications. Proposals will be considered incomplete if they are missing any of the required elements, or if the project description and other information provided is insufficient to determine whether the project is eligible under HOME regulations of the applicable federal or other funding source.
- Conflict of Interest in violation of the City’s Code of Ethics, City Charter, or the applicable federal regulations
- 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
- Unauthorized communications

NOFA APPLICATION PROCESS

APPLICATION PROCESS OVERVIEW

All applications submitted under this NOFA will be received and reviewed using the following process. These steps are described in more detail below.

1. Applicant’s attendance at pre-proposal conference

2. Electronic submission of a full application
3. City staff review and make funding recommendations to the Community Development Council and City Council
4. Fort Worth City Council makes final decisions regarding award of funds

PRE-PROPOSAL CONFERENCES

Applicants interested in applying **should attend a pre-proposal conference**. These conferences will be held at the City Hall Annex building, 3rd floor Conference Room, 908 Monroe St, Fort Worth Texas, 76102, at the following dates/times:

- July 20 @ 10am
- July 20 @ 2pm

These conferences will provide an overview of program eligibility requirements and detailed explanations of how to apply via Neighborly, the software that the City uses to administer the NOFA process. Applicants will have the opportunity to ask questions about the funding contemplated under this NOFA and applicable federal and city requirements.

QUESTION AND ANSWER PERIOD

Any explanation, clarification, or interpretation desired by applicant regarding any part of this NOFA must be submitted via email to Chad LaRoque, Housing Development Manager by close of business on Monday, July 25, 2022. Contact information for Mr. LaRoque is provided in the Contact Information section on page 11. Responses to all questions will be published by close of business on Friday, July 29, 2022 on the City of Fort Worth Neighborhood Services Department website - <http://www.fortworthtexas.gov/departments/neighborhoods/services/grants>

SUBMISSION OF FULL APPLICATION

The full application will request information necessary to determine how well the project meets the evaluation criteria. **Attachment C** has the narrative for evaluation.

FULL APPLICATION DEADLINE

The full application deadline is Friday, August 19 at 11:59 pm. Late submissions will not be accepted nor considered.

APPLICATION REVIEW AND SELECTION

A review panel will evaluate all eligible NOFA applications, and applications will be ranked based on the criteria associated with the funding requested. Based on the rankings, the panel will make funding recommendations to the Community Development Council and City Council. All decisions regarding funding by the Fort Worth City Council shall be final.

The application review process and final recommendations will consider the location of projects to ensure funds are geographically distributed throughout the City when making final recommendations to City Council and Fort Worth Housing Finance Corporation. Projects recommended for funding are intended to maximize impact on neighborhood revitalization in areas with the greatest need, while ensuring funds are distributed across multiple areas of the City. This principle ensures the City's compliance with federal requirements to Affirmatively Further Fair Housing and is consistent with the City's goals of neighborhood revitalization and de-concentration of poverty.

In regards to the execution of this NOFA award process, the City reserves the right to:

- amend or withdraw this NOFA at any time;
- base funding decisions on factors associated with best achieving the goals of the funding programs included in this NOFA;
- disqualify any submission that may present a conflict of interest between the City of Fort Worth, applicant, or parties identified in the application;
- not fund an application from an applicant that has demonstrated marginal or unsatisfactory performance with past awards and/or contracts;
- reject and disqualify any incomplete applications;
- determine to fund all or only parts of an application and may offer to fund less than the requested amount;
- not fund any project applications submitted through this NOFA and reserve the remaining funds in a subsequent NOFA; and
- de-obligate funds if an awarded project is not initiated in a timely manner consistent with the goals stated in this NOFA.

ISSUANCE OF ADDENDA

Any changes to the NOFA will be communicated via email to all potential applicants who have attended a pre-proposal conference. Such changes will also be published on the Neighborhood Services Department webpage on the City of Fort Worth Website at <http://fortworthtexas.gov/departments/neighborhoods/services/grants>. Sole issuing authority of addenda shall be vested with the City of Fort Worth Neighborhood Services Department. Applicants shall acknowledge receipt of all addenda within their application.

GRANT ADMINISTRATION

All project funding will be provided on a reimbursement basis. Specific loan terms will be negotiated based on an underwriting review.

Successful applicants will be notified in writing of their selection and the amount of funds awarded. Entities selected to receive funding will be required to enter into a written agreement with the City of Fort Worth. A written agreement will take the form of a contract with external entities and letters of agreement with other City Departments. Entities are obligated to fulfill the requirements of the written agreement, including complying with all applicable federal requirements as well as Neighborhood Services Department standard policies based on the type of activity under consideration. All projects are subject to HUD Environmental Review Requirements which (dependent upon the activity and number of projects awarded through this NOFA) may take from 60 to 180 days to complete. Completion of a Phase I environmental site assessment may be required but cannot be substituted for the HUD-required review process. In addition, all services or work carried out under a written agreement awarded as a result of this Notice of Funding Availability must be completed within the scope, time frames, and funding limitations specified by the written agreement. Upon signature and execution of the written agreement by the Neighborhood Services Department, a copy of the executed written agreement will be returned to the applicant.

UNAUTHORIZED COMMUNICATIONS

After release of this solicitation, applicants' contact regarding this NOFA with members of the NOFA evaluation, interview or selection panels, employees of the City or officials of the City other than the Housing Development Manager, the Senior Planner, or as otherwise indicated is prohibited and may result in disqualification from this procurement process. No officer, employee, agent or representative of the applicants shall have any contact or discussion, verbal or written, with any members of the City Council, members of the NOFA evaluation, interview, or selection panels, City staff or City's Consultant, or directly or indirectly through others, seek to influence any City Council member, City staff, or City's Consultant regarding any matters pertaining to this solicitation, except as herein provided. If a representative of any applicants violates the foregoing prohibition by contacting any of the above listed parties with whom contact is not authorized, such contact may result in the applicants being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding with regard to this NOFA.

NOFA SCHEDULE

The dates listed below are anticipated and may be subject to change.

Notice of Funding Availability Opens	Monday, July 11, 2022
Pre-Proposal Workshop: City Hall Annex – 3 rd Floor	Wednesday, July 20, 2022, 10am
Pre-Proposal Workshop: City Hall Annex – 3 rd Floor	Wednesday, July 20, 2022, 2pm
Last Day to Submit Questions	Monday, July 25, 2022
Responses to Questions Posted to Website	Friday, July 29, 2022
Applications Due	Friday, August 19, 2022
Underwriting Review Period	August 22-September 2, 2022
Cure Period/Developer Responses	September 6-16, 2022
Final Staff Recommendations	Wednesday, September 21, 2022
Community Development Council Meeting	Wednesday, September 28, 2022
City Council Approval (Funds Awarded)	Tuesday, October 11, 2022
Project Completion (Certificate of Occupancy)	24 months after contract execution
Project Lease-Up	3 months after receiving Certificate of Occupancy

CONTACT INFORMATION

WEBSITE: <http://fortworthtexas.gov/departments/neighborhoods/services/grants>

QUESTIONS REGARDING:

APPLICATION PROCESS

Sharon Burkley, Senior Planner
(817) 392-5785

Sharon.Burkley@fortworthtexas.gov

PROJECT ELIGIBILITY

Chad LaRoque
Housing Development Manager
(817) 392-2661

ATTACHMENT A—INCOME AND RENT LIMITS

2021 HUD Income Limits (HOME)* effective June 15, 2022

2022 Median Family Income - Fort Worth/Arlington, TX								
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% AMI	\$19,000	\$21,700	\$24,400	\$27,100	\$29,300	\$31,450	\$33,650	\$35,800
50% AMI	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450	\$56,050	\$59,700
60% AMI	\$37,980	\$43,440	\$48,840	\$54,240	\$58,620	\$62,940	\$67,260	\$71,640
80% AMI	\$50,650	\$57,850	\$65,100	\$72,300	\$78,100	\$83,900	\$89,700	\$95,450

2021 HOME Program Rent Limits**

	Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms
Low Home Rent Limit	\$791	\$848	\$1,017	\$1,175	\$1,311	\$1,446	\$1,582
High Home Rent Limit	\$939	\$1,064	\$1,269	\$1,492	\$1,645	\$1,797	\$1,949

* HUD Income and Rent Limits are established and published at least annually.

** For all HOME projects, the maximum allowable rent in any HOME-assisted unit is the HUD High HOME Rent Limit or Low HOME Rent Limit; 20% of all HOME assisted units must be designated for households at 50% of AMI or below paying no more than the Low HOME Rent.

**FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE
SUBMITTED VIA NEIGHBORLY**

ATTACHMENT B—ACKNOWLEDGEMENT AND CERTIFICATION OF HUD REGULATORY REQUIREMENTS FOR HOME FUNDS

Any contract resulting from a NOFA award will be subject to the following federal requirements as applicable by project type:

I. SITE AND NEIGHBORHOOD STANDARDS

To be considered for HOME-ARP funding, all applicants submitting proposals for new construction of rental housing must adhere and meet 24 CFR Part 983.6 for Site and Neighborhood Standards Review to meet the neighborhood standards requirements.

II. FAIR HOUSING

Federal, state and local fair housing laws prohibit discrimination based on race, color, religion, sex, disability, familial status, and national origin. The City of Fort Worth prohibits discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable because of sex, race, national origin, age, disability, religion, color, familial status, sexual orientation, transgender, gender identity or gender expression. Developers who partner with the City of Fort Worth and who engage in any real estate transaction in the City limits of Fort Worth may not discriminate against anyone on the bases of their sex, race, national origin, age, disability, religion, color, familial status, sexual orientation, transgender, gender identity or gender expression.

III. AFFIRMATIVE MARKETING

Proposer acknowledges that if the proposed project contains 5 or more HOME-assisted units, affirmative marketing steps will be required. These steps must include actions to provide information and attract eligible persons without regard to race, color, national origin, sex, religion, familial status or disability. The steps 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.

IV. 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 multifamily housing projects must have a minimum of five percent (5%) of the total units or at least one unit, whichever is greater, be made accessible for persons with mobility impairments. An additional two percent (2%) of the units (but not less than one unit) in such a project will be made accessible for persons with hearing or vision impairments. Also, single-family units constructed or rehabilitated with HOME funds shall be made accessible upon request of a prospective disabled buyer. The cost of such accommodations may be included in the buyer's mortgage amount. Projects assisted with CDBG must also meet Section 504 accessibility requirements.

FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE SUBMITTED VIA NEIGHBORLY

V. SECTION 3

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very low-income residents in connection with projects and activities in their neighborhoods. Section 3 is applicable if construction contracts are equal to or exceed \$200,000 or if a subcontract is equal to or exceeds \$100,000. In the event where this contract results in the hiring of new employees, ten percent (10%) of new hires should be Section 3 residents (people living in public housing or people who are low-moderate income); OR ten percent (10%) of the total dollar amount for any construction contract (plumbers, carpenters, etc.) on the project AND three percent (3%) of the total dollar amount for any other non-construction contract (engineers, appraisers, etc.) on the project should be awarded to a Section 3 Business.

VI. DAVIS BACON REQUIREMENTS

Proposer acknowledges that any contract for the construction of affordable housing with 12 or more units assisted with HOME funds will be subject to the Davis-Bacon Act.

VII. CONFLICT OF INTEREST

Proposer acknowledges that 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 HOME funds, may receive any financial benefit from a HOME-ARP-assisted activity.

VIII. LEAD-BASED PAINT

Proposer acknowledges that any housing unit constructed prior to 1978, which assisted with HUD grant funds for rehabilitation, must be inspected and/or assessed to determine the presence or absence of lead-based paint hazards. Such inspections and/or assessments must be conducted by qualified personnel, and all applicable records retained. Proposer acknowledges that any rehabilitation performed with HUD grant funds will be done in accordance with 24 CFR Part 35.

I certify that I have read this information and understand that these federal requirements may apply to my project.

TYPED NAME:

TITLE:

SIGNATURE:

DATE:

FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE SUBMITTED VIA NEIGHBORLY

ATTACHMENT C – NOFA APPLICATION

The following questions should form the narrative of your application in Neighborly. Applicants should respond directly to questions being asked. It is anticipated teams of experts will collaborate. The lead applicant must be the owner of the property. Please clearly define other team members who will have a role in the project.

The proposals will be evaluated and scored based on points listed below.

- A. Organization Information
- A.1. Organization Name (Provide the full legal name.)
 - A.2. Organization DUNS
 - A.3. CEO/Executive Director Name
 - A.4. CEO/Executive Director Contact Number
 - A.5. CEO/Executive Director Email Address
 - A.6. NOFA Point of Contact Name
 - A.7. NOFA Point of Contact Title
 - A.8. NOFA Point of Contact Email Address
 - A.9. NOFA Point of Contact Number
 - A.10. Which date did the organization attend the 2022 PSH NOFA Pre-Proposal Conference?
 July 20 @ 10am
 July 20 @ 2pm
 - A.11. Select the option below that best describes the Applicant.
 For-Profit affordable housing developer
 Non-Profit entity serving low-income populations
 Other, provide an explanation
 - A.12. Proposed Funding Request Amount
 - A.13. Proposed Project Type, select one of the following:
 New Construction
 Rehabilitation
 - A.14. Project Name
 - A.15. Full Project Address
 - A.16. City Council District/City Council Member Name
 - A.17. Has Council Member been notified?
 - A.18. 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.19. Does the applicant possess site control? If yes, what evidence of site control does the applicant possess, or will possess, within 90 days of proposed award?

FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE SUBMITTED VIA NEIGHBORLY

B. Project Description – 30 points

- 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 PSH 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?
- B.6. What is the cost per unit?
- 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?
- 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
If Other, please explain

- 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

FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE SUBMITTED VIA NEIGHBORLY

details. For rehabilitation projects, 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.9. List all partners involved

Partners	Names	Description of Services/Activities
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C. Agency Experience – 15 points

- 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.

D. Project Delivery/Occupancy – 25 points

- 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.

E. Financial Capacity and Leveraging – 30 points

- 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?

FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE SUBMITTED VIA NEIGHBORLY

- 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 using attached template.

F. Supporting Documents

Form 1295 – Certificate of Interested Parties*
Development & 20 Year Operating Proforma*
Certificate of 501(c)(3) Status
Organization Tax Returns (last two years)*
Organization Balance Sheet (most recent)*
Organization Income/Expense Statement*
Organization Officers (name, address, position held)*
Organization Board of Directors (name, address, position held, current employer)*
Organization Operational Budget (2021-2022)/Proposed Budget (2022-2023)*
Board authorizing resolution to apply and accept funding, if applicable
Construction Cost Estimate*
Developer Organizational Chart*
Development Team Experience and Resumes*
Financing Plan Description*
Site Plan and Elevations (if applicable)
Sources and Uses Budget*
Acknowledgement and Certification of HUD Regulatory Requirements for HOME Funds*

**FOR EXPLANATORY PURPOSES ONLY; ALL COMPONENTS OF PROPOSAL MUST BE
SUBMITTED VIA NEIGHBORLY**

ATTACHMENT D - RESPONSIBILITIES

RELATIONSHIP/RESPONSIBILITIES OF CITY AND SELECTED PROPOSER –

The City will:

- Approve the proposed sites
- Provide public notice as required for purchase of sites
- Provide funding for purchase of approved sites at closing
- Provide funding for renovation or construction of approved projects on a draw basis
- Place a deed of trust on properties specifying they must be used for at least 20 years as permanent supportive housing

Each selected proposer will:

- Identify site and notify City of basic site information (address, size of lot, number of units if existing facility, zoning, condition of property, proximity to transportation/grocery store etc)
- Upon City approval and after necessary due diligence, acquire approved property
- Renovate or construct PSH units
- Develop a sustainable operating budget
- Own and operate property as permanent supportive housing for at least 20 years
- Lease up PSH tenants within 3 months of project completion
- Provide supportive services to tenants

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ATTACHMENT E – COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS

Proposer will acknowledge and agree to comply fully with all applicable laws and regulations. These laws include, but are not limited to:

- Requirements for Use of Funds in the HOME-American Rescue Plan Program (Notice CPD-21-10)
- HOME Investment Partnerships Act
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Sections 2000d *et seq.*) including provisions requiring recipients of federal assistance to ensure meaningful access by person of limited English proficiency
- The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Sections 3601 *et seq.*)
- Executive Orders 11063, 11246 as amended by 11375 and 12086 and as supplemented by Department of Labor regulations 41 CFR, Part 60
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975 (42 U.S.C. Sections 6101 *et seq.*)
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Sections 4601 *et seq.* and 49 CFR Part 24) (“URA”)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sections 794 *et seq.*) and 24 CFR Part 8 where applicable
- National Environmental Policy Act of 1969, as amended, 42 U.S.C. sections 4321 *et seq.* (“NEPA”) and the related authorities listed in 24 CFR Part 58.
- The Clean Air Act, as amended, (42 U.S.C. Sections 1251 *et seq.*) and the Clean Water Act of 1977, as amended (33 U.S.C. Sections 1251 *et seq.*), related Executive Order 11738 and Environmental Protection Agency Regulations at 40 CFR Part 15. In no event shall any amount of the assistance provided under this Contract be utilized with respect to a facility that has given rise to a conviction under the Clean Air Act or the Clean Water Act.
- Immigration Reform and Control Act of 1986 (8 U.S.C. Sections 1101 *et seq.*) specifically including the provisions requiring employer verifications of legal status of its employees
- The Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101 *et seq.*), the Architectural Barriers Act of 1968 as amended (42 U.S.C. sections 4151 *et seq.*) and the Uniform Federal Accessibility Standards, 24 CFR Part 40, Appendix A
- Regulations at 24 CFR Part 87 related to lobbying, including the requirement that certifications and disclosures be obtained from all covered persons
- Drug Free Workplace Act of 1988 (41 U.S.C. Sections 701 *et seq.*) and 24 CFR Part 23, Subpart F
- Executive Order 12549 and 24 CFR Part 5.105(c) pertaining to restrictions on participation by ineligible, debarred or suspended persons or entities

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- Regulations at 24 CFR Part 882.708(c) pertaining to site and neighborhood standards for new construction projects
- Regulations at 24 CFR Part 983.6 for Site and Neighborhood Standards Review
- Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act
- Guidelines of the Environmental Protection Agency at 40 CFR Part 247
- For contracts and subgrants for construction or repair, Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in 29 CFR Part 5
- For construction contracts in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers, Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327A 300) as supplemented by 29 CFR Part 5
- Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations related to housing and community development financial assistance at 24 CFR Part 75
- Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq.*), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 *et seq.*) and implementing regulations at 24 CFR Part 35, subparts A, B, M, and R
- Regulations at 24 CFR Part 92, Home Investment Partnerships Program Final Rule
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 *et seq.*
- Federal Funding Accountability and Transparency Act of 2006, (**Pub.L. 109-282, as amended by Section 6205(a) of Pub.L. 110-252 and Section 3 of Pub.L. 113-101**)
- **Federal Whistleblower Regulations**, 10 U.S.C. 2409, 41 U.S.C. 4712, 10 U.S.C. 2324, 41 U.S.C. 4304 and 41 U.S.C. 4310
- Broadband Infrastructure Requirements, 24 CFR Part 5.100 and Section 706 of the Telecommunications Act of 1996, 47 U.S.C. 1302
- HOME

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