

Date: \_\_\_\_\_

CFA Number: CFA \_\_\_\_\_

City Project Number: \_\_\_\_\_

IPRC Number: IPRC \_\_\_\_\_

### COMMUNITY FACILITIES AGREEMENT APPLICATION

<p><b>Are you requesting City participation in this project?</b></p> <p><input type="checkbox"/> Yes*                      <input type="checkbox"/> No</p> <p><b>If yes, by which department(s)?</b></p> <p><input type="checkbox"/> TPW                      <input type="checkbox"/> Water</p> <p><input type="checkbox"/> Other: _____</p> <p><b>*If yes, must provide vendor number:</b></p> <p>_____</p> <p><b>You may also register online at:</b>  <a href="http://fortworthtexas.gov/purchasing/register/">http://fortworthtexas.gov/purchasing/register/</a></p>	<p><b>Specify City Participation amounts:</b></p> <p><b>Water:</b>                      \$0.00</p> <p><b>Sewer:</b>                      \$0.00</p> <p><b>Paving:</b>                      \$0.00</p> <p><b>Storm Drain:</b>              \$0.00</p> <p><b>Street Lights:</b>              \$0.00</p> <p><b>Other:</b>                      \$0.00</p> <p><b>Note: A Developer-executed CFA, all fees and financial guarantee must be received and approved before a request for City participation will be presented to the Fort Worth City Council.</b></p>
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Is this project NEZ approved: \_\_\_\_\_ (If so, please upload the NEZ approval to the record)

Has there been a PDC on this project? (Y/N) \_\_\_\_\_ If Yes, provide date: \_\_\_\_\_

Has a facilitator been assigned to this project? (Y/N) \_\_\_\_\_ If Yes, provide name: \_\_\_\_\_

Is this a Phased CFA? (Y/N) \_\_\_\_\_ Is this a Concurrent CFA? (Y/N) \_\_\_\_\_

Is there a CAD file for this exhibit (Y/N) \_\_\_\_\_ If yes, please email it to [DEVCFAProjects@fortworthtexas.gov](mailto:DEVCFAProjects@fortworthtexas.gov).

If Phased or Concurrent CFA, provide related IPRC and/or CFA numbers: \_\_\_\_\_

**PROJECT TYPES – CHECK ALL THAT APPLY:**

- |                                       |                                      |  |
|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> COMMERCIAL   | <input type="checkbox"/> INDUSTRIAL  | <input type="checkbox"/> INSTITUTIONAL |
| <input type="checkbox"/> MULTI-FAMILY | <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> OTHER         |

**I. PROJECT INFORMATION** (Provide information for each box)

Project Name:		IPRC Project Manager:	
Project Address or Location:			
Other plats associated with this CFA:			
Subdivision Name:			
Block Number(s):			
Council District:		Lot Number(s):	

**II. APPLICANT/DEVELOPER INFORMATION**

Applicant/Developer Legal Name:							
Developer Type:	<input type="checkbox"/> Individual						<input type="checkbox"/> Entity
Contact Name:					Title:		
Street Address:		City:		State:		Zip:	
PO Box:		City:		State:		Zip:	
Phone Number:		E-mail:					

**III. SIGNATORY INFORMATION (Person who will sign the contracts)**

Applicant/Developer Legal Name: *Must match signatory documents							
Contact Name:					Title:		
Street Address:		City:		State:		Zip:	
Phone Number:		E-mail:					

**IV. AGENT/CONSULTANT INFORMATION**

Contact Name:					Title:		
Street Address:		City:		State:		Zip:	
Phone Number:		E-mail:					
Agent/Consultant:							

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**V. PROJECT EXHIBITS (Exhibits must be no bigger than 8 1/2" x 11" and must clearly define all proposed construction)**

**General – Required for all projects:**

- Vicinity Map
- Signature Authority Documentation
- One (1) Bid Proposal for each Infrastructure
- One (1) Exhibit for each infrastructure

**Select infrastructure pieces – Exhibits must be labeled as according to labels below**

- A – Water
- B – Paving
- C – Street Lights & Signs
- A1 – Sewer
- B1 – Storm Drain

**VI. COST ESTIMATES:**

**Fill in the Proposed Cost Estimates**

	Proposed Cost Estimates
Water	
Sewer	
Drainage	
Paving	
Street Lights/Signs	

Note: To be completed by Applicant

Construction Inspection Fee	\$300 per day
Administrative Material Testing Services Fee	\$24.50 per test
Water Testing Lab Fee	\$30.00 per test

Note: Days/Tests to be determined by TPW Construction Office

**VII. FINANCIAL GUARANTEE INFORMATION (Select One)**

<input type="checkbox"/>	<p><b>Cash Escrow</b> – Acceptable formats include Business Check or Cashier’s Check            1 @ 125% of total Water Construction Costs (Water and Sewer)            1 @ 125% of total TPW Construction Costs (Paving, Storm Drain, Street Lights, Signs and Traffic Signals)</p> <p><b>Vendor Number:</b> _____</p> <p>NOTE: You must provide vendor number. Feel free to register online at:  <a href="http://fortworthtexas.gov/purchasing/register/">http://fortworthtexas.gov/purchasing/register/</a>.</p>
<input type="checkbox"/>	<p><b>Escrow Pledge Agreement</b>            1 original @ 125% of construction costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>
<input type="checkbox"/>	<p><b>Development Bond</b>            1 original @ 100% of total construction costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals            Provide payment receipt or confirmation that bond premium has been paid for a minimum of 2 years.</p>
<input type="checkbox"/>	<p><b>Letter of Credit</b> – Must have minimum 2-year expiration term            Must be payable by fax or issued by a bank within the DFW region.            1 @ 125% of total construction costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>
<input type="checkbox"/>	<p><b>Completion Agreement</b> – <b>Plat(s) held until project completion and can only be used for on-site improvements</b>            1 original @ 100% of total construction costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>
<input type="checkbox"/>	<p><b>Statement of Appropriated Funding</b> – <b>FOR GOVERNMENTAL ENTITY CFAs ONLY</b>            Governmental entity to provide Board/’Council/Commission resolution or other action authorizing funding for the project            1 @ 100% of total construction costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>

**Financial Guarantee for CFA and How They Impact the Final Plat**

If a Development Bond, Cash Escrow, Escrow Agreement, Letter of Credit, or Statement of Appropriate Funding is used:

- The final plat can be recorded after the CFA has been executed and all other comments are addressed.
- Once the final plat is recorded, the building permit can be applied for.

If a Completion Agreement is used:

- The final plat cannot be recorded until AFTER all of the infrastructure necessary to serve the development is constructed, inspected, and accepted by the City.
- This can cause significant delay between initial final plat submittal and final plat recording.

**VII. FEE PAYMENTS:**

The non-refundable Administrative Fee of \$2,230.00 shall be paid at the time of application.

Material Testing and Inspection Fees must be paid before the CFA will be executed by the City.

Please include the City Project Number and fee type (administrative, inspection, testing, or cash escrow) in the check's memo line.

**Preliminary Use of Material Testing and Inspection Fees:**

Upon payment of the material testing and inspection fees, receipt of an executed CFA by the City and submittal of the distribution package to the City, the City may use these fees for any project-related costs, which may include charges by City contractors related to scheduling or attending pre-construction meetings. If this project is formally withdrawn, the City will retain an amount equal to any actual or outstanding costs incurred through the date of project withdrawal; the remaining material testing and inspection fees will be refunded to the Developer.

**IX. DEVELOPER CONSENT TO PRELIMINARY USE OF FEES**

I, \_\_\_\_\_ (name), an authorized signatory of the Developer Entity, hereby make application for a CFA for the above-referenced and titled project pursuant to the information contained in this application and specifically acknowledge the Preliminary Use of Fees statement in Section VII above.

Developer:

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Name:

Title:

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Date

**View the latest Community Facilities Agreement Ordinance and the new City of Fort Worth Administrative Guide for the Community Facilities Agreement Ordinance at <http://fortworthtexas.gov/standards/#communityfacility>**



### CFA PROCESS:

1. Project Submittal to IPRC, obtain IPRC project number and City Project Number
2. Completed CFA application and submittal documents are applied for online at <https://aca-prod.accela.com/CFW/Default.aspx>. CFA application payments can also be processed over the phone with a credit card or a check can be delivered to the office after the application has been applied for online.
3. When ready and notified by the city PM CFA Exhibit(s) and Bid Proposal(s) and Inspection and Testing Fee Worksheet are uploaded to the IPRC record in Accela by applicant and received, reviewed and approved by Project Manager.
4. Notification is sent to CFA Staff once final exhibit(s), bid proposal(s) and inspection and testing fee worksheets are uploaded into project folder via e-Mail from City Project Manager
5. Draft CFA will be sent to applicant from the CFA office. The draft will include the inspection/testing fees and the required amount of financial guarantee. Developer pays fees and provides financial guarantee to CFA office.
6. CFA office routes e-CFA Agreement for approval and/or signatures when the payment of fees and the financial guarantee is provided. The routing of the electronic contract is as follows:
  - a. Consultant approval
  - b. Signatory as signer
  - c. CFA office as signer
  - d. CFA office manager as signer
  - e. Legal as signer
  - f. City Manager Office as signer
  - g. City Secretary as signer
7. CFA office executes agreement once returned electronically from officials listed above
8. IPRC is notified of execution. **Please be advised that plats will be held for Completion Agreement guarantees.**
9. Letter of Acceptance / Green Sheet – upon final inspection, materials testing and inspection fee amounts will be reconciled using the actual construction cost (contract cost plus change orders). Should the fee amounts increase, the additional monies must be received prior to the issuance of the City's Letter of Acceptance.
10. Submittal of final lien waiver attesting that they have been paid in full by the developer and releasing the developer and City for all future claims. Refunds – are issued to the entity

paying the fees; to receive a refund or reimbursement requires registering as a Vendor. Instructions for registering can be found at: <http://fortworthtexas.gov/purchasing/register/>.

11. Financial Guarantee – is released upon receipt of any fees due, contractor's lien release and signed final pay sheets from the City's construction office. CFA Office releases hold on plat(s).

**CITY OF FORT WORTH  
DEVELOPMENT SERVICES DEPARTMENT  
CONTRACT MANAGEMENT OFFICE**

[zz DEVSVCS\\_CFA@fortworthtexas.gov](mailto:zz_DEVSVCS_CFA@fortworthtexas.gov)