



# Request for Proposals (RFP) HOME Funds – Homebuyer

*Released on April 12, 2024*

## Introduction

Tarrant County announces the availability of up to \$2,436,242 in federal funding under the HOME Investment Partnerships Program (HOME) to increase the amount of affordable and attainable housing ownership options for residents residing within the county, *outside* the cities of Arlington, Fort Worth, and Grand Prairie.<sup>1</sup>

Proposals are being solicited specifically for a qualified partner to design, establish, and administer a downpayment and closing cost assistance grant program for low- to moderate-income households that may be able to afford a conventional mortgage payment, but lack of sufficient savings for downpayment and/or closing costs. Funding may be used for grants for homebuyer assistance as well as reasonable administrative costs.

All organizations responding to this RFP must submit their funding proposal(s), including Request Form (Exhibit A) and Statement of Certification (Exhibit B). Each proposal will be considered on a case-by-case basis.

Tarrant County Community Development will review all proposals it receives and determine whether it will form an exclusive partnership with one entity or enter subrecipient agreements with more than one and offer residents the option of choosing between various partners. Due to the demand for services under the HOME program and the amount of funding available, this RFP will remain open until all HOME funds are committed.

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<sup>1</sup> Consortium cities: Azle, Bedford, Benbrook, Blue Mound, Burleson, Colleyville, Crowley, Dalworthington Gardens, Euless, Everman, Forest Hill, Grapevine, Haltom City, Haslet, Hurst, Keller, Kennedale, Lakeside, Lake Worth, Mansfield, North Richland Hills, Pantego, Richland Hills, River Oaks, Saginaw, Sansom Park, Southlake, Watauga, Westworth Village, and White Settlement

## Background

The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use – often in partnership with local nonprofit groups – to fund a wide range of activities including building, buying, and/or rehabilitating affordable and attainable housing for rent or homeownership. HOME is the largest Federal block grant to state and local governments designed exclusively for this purpose. The U.S. Department of Housing and Urban Development (HUD) manages HOME, and the Community Development Department administers these funds on behalf of Tarrant County. From time to time, Tarrant County may enlist help from community partners to carry out certain activities as a subrecipient.

More information about HOME, policy guidance, applicable laws and regulations, waivers and suspensions, rent and income limits, frequently asked questions (FAQs), and other useful information can be found online: [HOME: HOME Investment Partnerships Program - HUD Exchange](#).

*Please note that this RFP is for HOME entitlement funding and does not include funding under HOME- ARP. HOME-ARP funding will be advertised in a separate request.*

## Eligible Activities

Tarrant County will fund eligible activities in accordance with the [HOME Final Rule 24 CFR Part 92](#) and Tarrant County's Action Plan as outlined in this RFP. These activities and associated costs are eligible only if the housing meets the property standards in § 92.251 and the homebuyer qualifies for assistance. Only proposals within the Tarrant County consortium *outside* of Arlington, Fort Worth, and Grand Prairie will be considered.

## Ineligible Activities

Applicants may not request funding for activities that are not listed in this RFP or activities outside the scope specified in the previous section. Applicants must ensure that funds will not be used for costs that will be reimbursed by other federal funding streams. In addition, applicants should be aware of federal, state, and local laws outside of program requirements. For example, federal civil rights and nondiscrimination laws that prohibit discrimination based on race, color, national origin, sex (including gender and gender identity), religion, disability, age, or familial status (including having children), and any applicable environmental laws, must be followed.

## Monitoring

Tarrant County will conduct monitoring reviews in accordance with the aforementioned [HOME Final Rule 24 CFR Part 92](#). Tarrant County may contract additional reporting requirements in alignment with Audit, Budget and Risk Management, and/or Community Development needs and objectives as detailed in the written agreement. Applicants must cooperate fully in any review conducted by Tarrant County, its authorized representatives, and/or the federal government. If it is determined

corrective actions must be taken, Tarrant County will request a written Corrective Action Plan (CAP) detailing actions that will be taken to remedy the deficiencies.

## Funding Details

This RFP will allocate \$1,124,308 from Program Year (PY) 2023 and \$1,311,934 from PY 2024. As terms are committed through written agreements, these amounts may be reduced. Applicants are encouraged to confirm funding availability.

All grant funding will be paid on a reimbursement basis within 30 days of an approved invoice. Specific grant terms for selected proposals will be negotiated and outlined in a written agreement.

## Additional Considerations

Please note this is not a comprehensive list of all project requirements; however, it does provide guidance on some common components.

- Eligible property types include single-family homes.
- Homes must be located within Tarrant County, outside of the areas of Fort Worth, Arlington, and Grand Prairie.
- The value of any homebuyer assisted property may not exceed 95% of the median purchase price for that type of single-family housing for the Tarrant County area, as published by HUD, or in accordance with the Final Rule, as determined locally through market analysis. For the purposes of this RFP, PY 2023 limits should be used: \$289,750 for existing homes and \$304,950 for new homes.
- The homebuyer must qualify as a low-income family at the time the contract is signed. Low-income is defined as with an annual gross income that does not exceed 80% of median household income for the area.
- The homebuyer must occupy the property as a principal residence.
- The property must meet all appropriate codes, accessibility requirements, and Manufactured Home Construction and Safety Standards (if applicable).
- The HOME program does set affordability periods that relate to the resale of the property. This program is designed for long-term, not short-term, home ownership. HOME funds are subject to recapture if the property is sold to a non-qualifying homeowner. The length of the affordability period is determined by the amount of assistance provided.
- Organizations must be prepared to meet the following conditions and execute a contract including these provisions:
  - Certify that their insurance coverage is in accordance with Texas law and such coverage will remain in effect throughout the period of the contractual agreement.
  - Agree to maintain financial records in accordance with Generally Accepted Accounting Principles (GAAP), to substantiate all expenditures made in connection with this proposal and/or amendments.

- Certify that their organization will comply with all federal, state, and local laws and services will be rendered without discrimination.
- Demonstrate evidence of organizational and financial stability and the ability to fund eligible activities prior to seeking reimbursement.

## Contents of the Proposal

To receive full consideration for funding, proposals must include Exhibits A and B included in this document, as well as clearly answer all the narrative questions outlined in the Selection Criteria. Additional documentation is welcome and encouraged and should be included, as appropriate.

File names should be in the following form: YYMMDD\_HOME\_Homebuyer\_Name\_Description (e.g., 230701\_HOME\_HarvardCourt\_Site\_Plan).

Please provide a jump drive with all contents of your proposal to: Tarrant County Community Development, Attn: Marguerite Allen, Assistant Director, 2501 Parkview Dr., Ste. 420, Fort Worth, TX 76102.

The organization must be available and able to present the proposal to Tarrant County staff if requested. This presentation would cover topics related to the proposal and may be expanded.

## Selection Criteria

All proposals will be evaluated based on the following criteria. Please ensure each of these items are addressed in the proposal. Applicants are encouraged to include qualitative and quantitative data, as well as letters of support in their proposals. Proposals must score at least 75 points to be considered for funding.

### Program Design – 35 Points

Applicants should describe the homebuyer program in detail, including how many households will be served and how they will qualify, program requirements, maximum assistance provided, and any educational or workshop opportunities that will be provided to residents seeking homebuyer assistance. Applicants should also describe how they will work with non-qualifying residents through alternative products or programs.

At a minimum, applicants should identify the target market, design a simple and efficient program, centralize key functions, and establish realistic program goals.

### Financial Feasibility – 15 Points

The subrecipient will assume all the costs associated with this program, which will be reimbursed on an approved fee schedule as outlined in the written agreement. Applicants should demonstrate their ability to pay for these costs upfront with reimbursement expected within 30 days of an

approved invoice. The applicant should also demonstrate how the 25% match requirement will be met (e.g., cash, homebuyer counseling, supportive services, professional services).

Applicants should describe what the implications would be if the proposal does not receive full funding as presented. Additionally, applicants should describe how unexpected costs will be covered and/or remedied.

## Experience with HOME Funds and Homebuyer Programs – 15 Points

Tarrant County is seeking proposals showcasing extensive experience with programs that were delivered on time and on budget. A summary of past programs, including program design, is welcome and encouraged. Applicants should have adequate capacity with diverse skillsets.

Applicants should include organizational charts, staff resumes, leadership (including Boards of Directors, if applicable), and operating budgets for each partner entity involved in the program.

## Community Impact – 15 Points

Applicants should include a narrative that showcases a positive impact on the community, including how the program will increase access to opportunity and build a stronger community through investments in Tarrant County neighborhoods. Applicants are welcome and encouraged to include examples of past success stories.

## Program Partnerships and Marketing – 10 Points

Applicants should include a marketing plan describing the marketing efforts of the proposed program. This plan should include how the program will be marketed not only to Tarrant County residents, but also to potential financial partners and community organizations. Applicants should outline how they will meet this objective.

## Project Readiness – 10 Points

Tarrant County requires that all homebuyer programs commence within 90 days of the executed contract date. HOME funding must be spent within four (4) years and if not, HOME funds may be repaid to HUD without opportunity for an extension.

Proposals should provide an estimated timeline needed to roll out the program upon agreement and should provide reasonable milestones for spending deadlines. Applicants should anticipate any potential roadblocks to readiness.

## Invalid Proposals

Submission of proposals from all qualified applicants is encouraged. Proposals will be automatically rejected for any of the following:

- Proposed project is not an eligible activity;
- Proposed project is not in alignment with Tarrant County's Action Plan, as amended;

- Applicant is not in good standing with local governments;
- Applicant team has unresolved monitoring issues or has been found to be in noncompliance with any federal, state, or local grant or loan program requirements in the last five (5) years;
- Proposal is incomplete or does not meet the submission requirements; or
- Proposal includes false, misleading, or inaccurate information.

Additionally, Tarrant County also reserves the right to reject any or all proposals and/or to fund only a portion of a proposed project.

## Additional information

The prospective applicant certifies by submission of their proposal that neither it nor its principals are presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local department or agency. Any party conducting business with HOME funds as part of the eligible activities cannot be listed on the federal debarred list of contractors. The online debarred list can be found on the System Award Management (SAM) website: <http://www.sam.org>. Any agencies currently out of compliance with any Tarrant County contracts are ineligible to apply.

## Questions

Questions regarding this RFP should be directed to Marguerite Allen, [meallen@tarrantcountytx.gov](mailto:meallen@tarrantcountytx.gov).

# Exhibit A | Request Summary Form

Please print or type your responses below.

<b>Organization Name</b>	
<b>Organization Address</b>	
<b>Organization Unique Entity Identifier (UEI)</b>	
<b>Organization Tax ID #</b>	
<b>Contact Name</b>	
<b>Contact Email</b>	
<b>Contact Phone</b>	
<b>Date of Application Submittal</b>	
<b>Project Category/Description</b>	
<b>Total Project Cost/Proposal Budget</b>	
<b>HOME Funding Request (% of Proposal Budget)</b>	
<b>HOME Match Contribution (25% of HOME Funding Request, not including Administration)</b>	
<b>Uses of HOME Funds</b>	
<b>Proposal Timeline, incl. Start Date</b>	
<b># of Households Assisted</b>	

# Exhibit B | Statement of Certification

I hereby certify that all statements I have provided on this application and in the attachments herein are true; that I am authorized to sign this application and to make these statements on behalf of the applicant organization and that the organization understands that any representation which leads to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds and appropriate penalties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date