



# Request for Proposals (RFP)

## Tarrant County HOME Funds

*Released on July 15, 2022. Revised August 18 and October 7, 2022.*

### Introduction

Tarrant County announces the availability of up to \$3,596,000 in federal funding under the HOME Investment Partnerships Program (HOME) to increase the amount of affordable and attainable housing options for residents residing within the county, *outside* the cities of Arlington, Fort Worth, and Grand Prairie. Proposals are being solicited for the following:

- New construction of affordable and attainable housing (single-family or multifamily)
- Acquisition\* and rehabilitation to preserve affordable and attainable housing (single-family or multifamily)
- Conversion of an existing structure from another use to affordable rental housing
- Demolition as it relates to the new construction, acquisition, or rehabilitation of above
- Project-related soft costs as reasonable and necessary
- Community Housing Development Organization (CHDO) operating funds in concert with development of above

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. Due to the demand of services under the HOME program and the amount of funding available, this RFP will remain open until all HOME funds are committed.

*\*Acquisition-only proposals will not be accepted.*

### 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.

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 after the Allocation Plan has been completed and approved.*

## Eligible Activities

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

## Ineligible Activities

Development teams must ensure that funds will not be used for costs that will be reimbursed by other federal funding streams. In addition, development teams 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 Commitment Agreement. Development teams 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 funding from multiple program years (PYs). The release includes \$152,617 in unallocated funds from PY 2017, \$411,163 from PY 2018, and \$385,975 from PY 2019; \$872,459 from PY20 due to changes in project scope and CHDO Operating Reserves not needed as anticipated; \$822,864 from PY21 due to a change in development priorities; and an anticipated \$950,922 in funding for PY22.

All grant funding will be paid on a reimbursement basis. Specific grant terms for selected proposals will be negotiated based on an underwriting review and outlined in a Commitment Agreement. The maximum per-unit subsidy will vary depending on the number of bedrooms and the program year funding source (i.e., PY18 funding will need to use 2018 subsidy limits). For more information on subsidy limits, please visit [HOME Maximum Per-Unit Subsidy Limits - HUD Exchange](#). Per-unit subsidy limits for PYs 2017 through 2022 are included as Exhibit C.

## Additional Considerations

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

- Applicants are restricted from undertaking any physical or choice-limiting actions, including but not limited to property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction until satisfactory completion of an environmental review, evaluation by Tarrant County staff, and a receipt of Release of Funds from HUD under CFR Part 58.
- Development applications must be site-specific as funds cannot be committed without an address. Evidence the proposed development is permitted under existing zoning and other development-related documentation may be required.
- Requirements for the development and implementation of HOME underwriting and subsidy layering must be followed.
- In certain cases, a preliminary or firm financing commitment from a private lender or other financing source may be required prior to award.
- A recent tenant survey detailing the socioeconomic characteristics of current tenants, particularly in the case of acquisition and/or rehabilitation projects.
- Every contract for construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141) to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701).
- Developments that involve temporary relocation must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Projects requiring permanent relocation will not be considered for funding.
- Acquisition and/or rehabilitation of existing housing developments are subject to lead-based paint testing, particularly in units built prior to 1978.
- 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\_DevelopmentName\_Description (e.g., 221003\_HOME\_HarvardCourt\_Site\_Plan).

Please provide a jump drive with all contents of your proposal to: Tarrant County Community Development, attn: Maggie Jones, 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. Development teams are encouraged to include maps, photos, 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.

### Quality of Development – 15 Points

Tarrant County is seeking proposals for safe, high-quality, affordable housing development that compliments the community, existing assets, and neighborhoods and serves the targeted population. The development should be well-designed, aesthetically pleasing, and “fit” the neighborhood. Choice of materials, amenities, environmental sustainability, and energy efficiency should be considered. Development teams should describe the development in detail, including number of units, how many are affordable, and affordability type.

### Financial Feasibility – 15 Points

Proposals should provide a market analysis specific to the property. Sources and uses should be identified and be efficient in use of HOME funds. Budgets should be detailed and clearly identify any funding shortfalls. The proforma should be reasonable and include contingencies as expected or necessary. Operating income and expenses, including rental rates and any necessary services, debt coverage ratio, and anticipated operating reserves should be detailed for the entire affordability period.

Development teams should describe what the implications would be if the proposal does not receive full funding as presented, including whether the development would move forward. Additionally, development teams should describe how unexpected costs will be covered and/or remedied.

### Development Capacity and Experience with HOME Funds – 10 Points

Tarrant County is seeking proposals showcasing extensive affordable housing experience with projects that were delivered on-time and on budget. A summary of past projects is welcomed and encouraged. Development teams should have adequate capacity with diverse skillsets. Tarrant County is looking for development teams that have a strong interest in becoming part of the community and long-term ownership and management is expected.

Development teams should include organizational charts, staff resumes, leadership (including Boards of Directors), and operating budgets of each partner entity involved in the project, including management if different from the owner.

### Community Impact – 15 Points

The proposal should include a market study that demonstrates a positive impact on the community. Distance to public transit, high quality schools, grocery stores, parks, services, and other amenities should be evidenced. How the development will address health and education disparities, increase access to opportunity, and build a stronger community through an investment in the neighborhood should be detailed, especially to Tarrant County residents that have been negatively impacted in the past due to inequity.

### Community Participation – 15 Points

Development teams are required to communicate with Tarrant County residents, neighborhood organizations, community members, elected officials, city staff, Tarrant County staff, and other partner agencies throughout the process. Development teams should outline how they will meet this objective.

### Economic and Community Inclusion (e.g., DBEs/HUBs) – 15 Points

Tarrant County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government and seeks to encourage the use of certified historically underutilized businesses (HUBs), also known as disadvantaged business enterprises (DBEs). It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the procurement of goods, equipment, services, and construction projects while maintaining competition and quality of work standards.

Commissioners Court has established a 20 percent (20%) good faith target goal for Tarrant County. Development teams should outline how they will meet this target in their proposal.

### Section 3

Section 3 contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities generated by federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. Additional information about Section 3 requirements can be found on HUD's website, [HOME and Section 3](#). Development teams should outline how they will meet Section 3 requirements.

### Project Readiness – 10 Points

Tarrant County requires that all projects commence within 12 months of the commitment date. HOME projects must be completed within four (4) years and if not, HOME funds must be repaid back to HUD. To ensure timeliness, development teams should evidence:

- Site control (includes option)
- Appropriate zoning and/or plans for zoning change
- Complete preliminary project design
- City Council and Commissioner support
- Secure financing and demonstrate how funding is leveraged
- Secure rental assistance and/or supportive services (if applicable)
- Compliance with National Environmental Policy Act (NEPA), related laws and regulations, including airport hazards, flood zones, contamination/toxic substances, endangered species, explosives and flammable materials, historic preservation, noise abatement/control, and related

Proposals should clearly indicate how each of these objectives has been met and anticipate any potential roadblocks to readiness.

### Community Housing Development Organization (CHDO) Participation – 5 Points

Development teams are encouraged to partner with Community Housing Development Organizations (CHDOs). A CHDO is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. To qualify for a designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. Typically, at least 15 percent (15%) of HOME funds are to be set-aside for CHDOs. While the commitment deadline for this set-aside is waived until December 2023, the set-aside itself is not. Development teams that do not partner with CHDOs should reduce their requested amount to account for the set-aside if applying for PY21 and/or PY22 funding.

There are two (2) active CHDOs in Tarrant County, Development Corporation of Tarrant County and Housing Channel, should you choose to partner with a CHDO.

### 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 Consolidated Plan
- Development team is not in good standing with local governments
- Development 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
- 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 Maggie Jones, [mejones@tarrantcounty.com](mailto:mejones@tarrantcounty.com).

# Exhibit A | Request Summary Form

Please 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)</b>	
<b>Uses of HOME Funds</b>	
<b>Proposal Timeline, incl. Start Date</b>	
<b># of Households Assisted</b>	
<b><i>To be completed by eligible CHDOs only:</i></b>	
<b>CHDO Operating Expenses</b>	
<b>CHDO Operating Fund Request</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.

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Signature

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Title

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Printed Name

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Date



# Exhibit C | Per-unit Subsidy Limits

<b>PY 2017</b>	
<i>Bedrooms</i>	<i>Max Per-unit Subsidy Limit</i>
0	\$137,882
1	\$158,063
2	\$192,204
3	\$248,652
4+	\$272,941
<i>Effective November 7, 2017</i>	

<b>PY 2021</b>	
<i>Bedrooms</i>	<i>Max Per-unit Subsidy Limit</i>
0	\$153,314
1	\$175,752
2	\$213,718
3	\$276,482
4+	\$303,490
<i>Effective September 9, 2021</i>	

<b>PY 2018</b>	
<i>Bedrooms</i>	<i>Max Per-unit Subsidy Limit</i>
0	\$137,882
1	\$158,063
2	\$192,204
3	\$248,652
4+	\$272,941
<i>Effective June 4, 2018</i>	

<b>PY 2022</b>	
<i>Bedrooms</i>	<i>Max Per-unit Subsidy Limit</i>
0	\$159,754
1	\$183,132
2	\$222,694
3	\$288,094
4+	\$316,236
<i>Effective March 17, 2022</i>	

<b>PY 2019</b>	
<i>Bedrooms</i>	<i>Max Per-unit Subsidy Limit</i>
0	\$149,868
1	\$171,802
2	\$208,913
3	\$270,266
4+	\$296,666
<i>Effective July, 2019</i>	

<b>PY 2020</b>	
<i>Bedrooms</i>	<i>Max Per-unit Subsidy Limit</i>
0	\$152,114
1	\$175,752
2	\$213,718
3	\$276,482
4+	\$303,490
<i>Effective June 4, 2020</i>	