January 6, 2012

TO: **Tarrant County based Non-Profit Affordable Housing Agencies**

FROM: **Patricia Ward**
Community Development Director
Tarrant County

SUBJECT: **Request for Proposals (RFP) for Tarrant County *HOME* Funds**

Enclosed please find a **Request for Proposals (RFP)** from non-profit organizations for the Tarrant County *HOME* Program. In order for your organization to be eligible for funding under this program, your service delivery area must either include Tarrant County in its entirety, or primarily serve areas located in the urban county (outside the city limits of Fort Worth, Arlington and Grand Prairie). Tarrant County *HOME* funds can only be expended within the urban Tarrant County area. The purpose of this RFP is to seek funding proposals/requests for Tarrant County *HOME* funds by CHDO's. In order to secure these funds, your organization must presently be a certified Tarrant County Community Housing Development Organization (CHDO) and be able to **meet at least a twenty-five (25) percent match.**

All proposals ***must be received no later than*** **4:00 p.m. Friday, February 10, 2012.** Please deliver or mail your proposals to the Tarrant County Community Development Division office at 1509-B SOUTH UNIVERSITY, SUITE 276, FORT WORTH, TEXAS 76107, to my attention.

Should you have any questions concerning this Request for Proposals or Tarrant County's *HOME* grant program in general, do not hesitate to call me at 817-850-7940, or Brian Cramer, HOME Administrator, at the same number.

REQUEST FOR PROPOSALS and QUALIFICATIONS
FOR THE
TARRANT COUNTY HOME PROGRAM
2012 HOME FUNDS

◆◆◆

January 6, 2012

INTRODUCTION

Tarrant County receives HOME Investment Partnership Program funds annually from HUD. The purpose of the HOME program is to expand the availability of decent, safe and affordable housing for low income households in the urban Tarrant County area. Tarrant County will **award up to $300,000** in HOME funds to CHDO's in this RFP for 2011 which includes CHDO operational expense funding of $100,000. CHDO operating funding is available per 24 CFR Part 92.208. Tarrant County is availing funds to certified Tarrant County Community Housing Development Organizations (CHDO's.) on the following activities.

- Acquisition (with rehab if needed) for resale
- Acquisition (with rehab if needed) for rental
- New Construction for rental or resale
- CHDO operating cost expenses

Tarrant County intends to expend all HOME funds to provide housing opportunities to low income residents of Tarrant County through certified Tarrant County Community Housing Development Organizations (CHDO's). Proposed projects must be consistent with the most recent Tarrant County Consolidated Plan. All organizations responding to this RFP must submit their funding proposal(s), as amended no later than **4:00 p.m. Friday, February 10, 2012.**

BACKGROUND

Tarrant County administers its HOME Grant Funds through the Tarrant County Community Development Division (TCCDD). Tarrant County has previously funded a wide range of affordable housing activities within the County's jurisdiction utilizing HOME funds. Requests for "Administrative" and/or "Capacity Building" funds will not be considered as part of this RFP.

ELIGIBLE ACTIVITIES

Tarrant County will fund activities described below and in compliance with the HOME Investment Partnership Program - 24 CFR Part 92, Final Rule, as published in the Federal Register September 16, 1996 (updated through December 22, 2004). All activities must be consistent with the Tarrant County Consolidated Plan.

- Acquisition (with rehab if needed) for resale
- Acquisition (with rehab if needed) for rental
- New Construction for rental or resale
- CHDO operating cost expenses

MATCH

Under 24 CFR 92.218, each applicant must make **at least a 25% match** contribution to the funds requested under the HOME program, throughout a fiscal year. For a list of recognized match contributions that is acceptable, please review 24 CFR § 92.219 Recognition of matching contribution and § 92.220 Form of matching contribution.

SCOPE OF SERVICES

Selected CHDO's shall provide housing opportunities and services to low income households and individuals in the urban Tarrant County entitlement area which excludes the City's of Arlington, Fort Worth and Grand Prairie. Selected CHDO's must demonstrate administrative capacity to provide the services described in their proposals and to meet all contractual obligations as set out in this Request for Proposals.

CONTENTS OF THE PROPOSAL

To receive full consideration for funding, proposals are to be typed, double-spaced, on 8-1/2" x 11" paper, with pages collated, numbered and stapled. Please **provide three (3) copies** of each proposal. All proposals must contain the following elements:

1. Name, address, and qualifications of the certified Tarrant County Community Housing Development Organization (CHDO) for the completion of the contract. The organization's qualifications should include a brief history of its experience and its expertise with housing activities, including project development, management, and financing for low income households and individuals in the urban Tarrant County area.

2. Identification including current home address of the agency's current principals, the current Board of Directors, administrators and senior staff.

3. A description of all affiliations with sponsoring organizations or agencies (providing funding or other support), including, but not limited to, affiliations with religious organizations.

4. A brief listing of principal sources of funding being received by the organization along with the organizations most current audited financial statement.

5. An overview of the current general service delivery system, to include geographic area (map indicating site location(s)), capacity, specific services and housing opportunities provided by the organization for the past 24 months (include geographic areas and a brief description of the project) and the organization's goals and objectives for the future. The proposal must also describe proposed methods of outreach and marketing in the cities to be assisted.

6. A description of the proposed housing project(s), including a proposed schedule for the use of funds and a projection of how many individuals/households will be assisted either directly or indirectly. Also include a brief description of the client base to be served by the funding of the proposed project.

7. If applicable a pro-forma for each project to be considered must be submitted, and must include all other funding sources by name and the amount committed by each source and the use of the funding to be received.

8. If the project creates HOME Match, provide a full description of the source of the match and the estimated amount to be created by the project/activity.

If requested, the organization must be available and able to present the proposal orally to the TCCDD staff. This presentation would cover the topics as outlined above but may not necessarily be all that is discussed during the session. The request for an oral presentation would be made prior to committing funds based on any of the responses to the RFP.

CONDITIONS AND OBLIGATIONS

Selected organizations must be prepared to meet the following conditions and enter into a final contract containing these provisions:

1. Selected organizations shall certify that their insurance coverage, including liability, errors and omission and workers' compensation is in accordance with Texas law and that such coverage will remain in effect throughout the period of the proposed contractual agreement.

2. Selected organizations shall agree to maintain financial records in accordance with Generally Accepted Accounting Principles, so as to substantiate all expenditures made in connection with this proposal and/or any subsequent contract.

3. Selected organizations will certify that their agency will comply with all federal and state laws applicable to employment and that services will be rendered without invidious discrimination.

4. Selected organizations must be able to show evidence of organizational and financial stability and the ability to fund activities and request HOME funding reimbursement for described activities from Tarrant County.

SELECTION CRITERIA

All proposals will be evaluated on the basis of the following criteria:

Organizational Stability	**25**
Knowledge of HOME Regulations	**20**
Organizational Capacity	**15**
Match Contribution (beyond 25%)	**15**
Cost Effectiveness	**10**
Previous activity in the County's jurisdiction	**5**
Past experience with HOME projects	**5**
Timeliness	**5**
TOTAL	**100**

ADDITIONAL INFORMATION

Submission of proposals from all qualified applicants is encouraged. Due to limited grant funding, Tarrant County reserves the right to fund only a portion of a proposal/project. **Tarrant County also reserves the right to reject any and all proposals.**

The prospective Sub-recipient certifies by submission of their proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency. Also, all contractors/vendors funded with HOME funds as part of the proposed activities cannot be listed on the Federal debarred list of contractors. The following GSA web site is available and should be utilized to check all contractors' eligibility: http://www.hud.gov/offices/olr/olrmk1.cfm

Please Note: Agencies currently out of compliance with any TCCD contracts are ineligible to apply.

The **deadline** for submitting proposals **is 4:00 p.m. Friday, February 10, 2012**, at the Tarrant County Community Development Division Office, 1509-B South University Drive, Suite 276, Fort Worth, Texas 76107. Any questions about this Request for Proposals should be directed to Patricia Ward, Director - Community Development Division or Brian Cramer, HOME Administrator, at 817-850-7940.