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**WHEREAS**, on May 9, 2018, City Council adopted a Comprehensive Housing Policy (CHP) that set citywide production goals for homeownership and rental units for the next three years along with respective income bands that will be prioritized within the production goals and also set forth various programs, tools and strategies to be used to meet the production goals while also overcoming concentrations of poverty and racial segregation by Resolution No. 18-0704; and

**WHEREAS**, on June 26, 2019, City Council authorized amendments to the CHP to amend the DHAP, the HIPP Homeowner Program, and the HIPP Landlord Program by Resolution No. 19-1041; and

**WHEREAS**, On June 9, 2021, City Council authorized the adoption of the FY 2021-22 Consolidated Plan Budget by Resolution No. 21-0974; and

**WHEREAS**, on September 9, 2021, City Council authorized amendments to the HIPP, Subrecipient Minor Home Repair Grant Program, Housing Reconstruction Program, Landlord Rental Repair Program, Community Land Trust Program, and the TRP in the CHP by Resolution No. 21-1450; and

**WHEREAS**, on June 22, 2022, City Council authorized the adoption of the FY 2022-23 Consolidated Plan Budget by Resolution No. 22-1024; and

**WHEREAS**, on September 7, 2022 the City issued a Request for Proposal - Notice of Funding Available for the Home Improvement Preservation Program Major Home Rehabilitation Program Home Reconstruction Program (NOFA) in accordance with the CHP and the Community Development Block Grant Program Regulations (CDBG Regulations); and

**WHEREAS**, on September 28, 2022, City Council authorized an amendment to the City of Dallas Comprehensive Housing Policy (CHP), to amend the Home Improvement and Preservation Program to expand the type of third-party organizations that may administer the Major Home Rehabilitation Program and the Home Reconstruction Program (the Programs) by Resolution No. 22-1432; and

**WHEREAS**, on October 5, 2022 GrantWorks, Inc. submitted a proposal under the NOFA to administer, in accordance with the CHP and CDBG Regulations, the Programs; and

**WHEREAS**, City Council must approve any addition to, alteration of, or deletion of a strategy tool, or program in the CHP; and

**WHEREAS**, to assist with the goals of the preservation of home affordability and mitigation of community member displacement, as established in the CHP, the City desires to enter into a program administration services contract with GrantWorks, Inc. and/or its affiliates (Contractor) for the Programs in an amount not to exceed \$3,737,000.00 (the Contract to: provide administration functions, management and

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implementation of portions of the Programs, and establish material terms of such agreement; and

**WHEREAS**, it is in the best interest of the City to enter into this Contract with Contractor in connection with the Programs.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City Manager is hereby authorized to execute a one-year Contract with two one-year renewal options, approved as to form by the City Attorney, with GrantWorks, Inc. and/or its affiliate (Contractor) for the administration, management and implementation, pursuant to the City's Comprehensive Housing Policy (CHP) and the CDBG Regulations (as defined in the Contract), of portions of the Major Home Rehabilitation Program and the Home Reconstruction Program (the Programs) (collectively, the Services), in an amount not to exceed \$3,737,000.00 (the "Funds").

**SECTION 2.** That the terms of the Contract shall include, but are not limited to the following:

- a. The program administration services shall fall under project costs and include managing the Programs, implementing the Programs, and verifying participant eligibility for the Programs, as further described in the Contract.
- b. That up to 19.7% of the Funds may be utilized for project costs, including but not limited to all aspects to market, confirm eligibility, and produce agreements and a minimum of 80.3% of the Funds shall be used by Contractor for direct delivery of the Services.
- c. All project and direct delivery costs for the Programs shall be actual and defined in the Contract and comply with the CHP, CDBG Regulations, any other applicable federal regulations.
- d. All City funds shall be paid on a cost reimbursement basis and must be used for actual, allowable, allocable and direct delivery fees and Eligible Costs for the Programs and shall include only those identified in the budget for each program.
- e. In performing the Services, Contractor shall:
  - i. Coordinate with the City to conduct sufficient advertisement of the Programs and other forms of outreach to ensure that enough applicants participate in the Programs to enable Contractor the opportunity to perform Services that fully expend the Funds;

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- ii. Receive applications, perform initial applicant intake, and conduct participant income eligibility review, in accordance with the CHP and CDBG Regulations, to ensure the applicant qualifies as an Eligible Participant and the property qualifies as an Eligible Home;
  - iii. Conduct a property inspection and draft a detailed Scope of Work on behalf of participants to include a detailed description of the work to be performed, a schedule for completing the work, and a budget and cost estimate, and information regarding the construction materials to be used to ensure that the City's rehabilitation standards are being met;
  - iv. Prepare a loan contract with the participants and if applicable, subcontractor, to include the minimum elements identified in the NOFA; and
  - v. Perform or ensure the performance of the repairs listed in the Scope of Work, be responsible for obtaining all permits and inspections to complete the repairs, provide applicable material warranties and a 1-year warranty for all work performed, and perform or respond to warranty repairs requested by the participants, as necessary.
- f. Contractor shall meet reporting and recordkeeping requirements for the Programs.
  - g. Contractor shall adhere to the requirements of the CHP, the CDBG Regulations, any other applicable federal regulations, and any other applicable City regulations.
  - h. The City Manager or his or her designee may authorize minor modifications to the Contract so long as such modification complies with the CHP and CDBG Regulations.

**SECTION 3.** That the City Manager is hereby authorized to take all necessary actions to account for and report Contractor's use of the Funds.

**SECTION 4.** That the City Manager is hereby authorized to reimburse to the U.S. Department of Housing and Urban Development of any expenditure identified as an ineligible cost. The City Manager shall notify the appropriate City Council Committee of expenditures identified as an ineligible cost not later than 30 days after the reimbursement.

**SECTION 5.** That the City Manager or his designee is authorized to provide additional information, make adjustments, and take other actions related to the implementation of the Contract as may be necessary to satisfy the U.S. Department of Housing and Urban Development.

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**SECTION 6.** That the Chief Financial Officer is hereby authorized to encumber and disburse funds in a total amount not to exceed \$3,737,000.00 to Contractor for eligible expenditures as follows:

- (a) FY 2021-22 Community Development Block Grant,  
Fund CD21, Department HOU, Unit 505F,  
Object 3100, various Activity  
VC26144, \$1,670,646.15
  
- (b) FY 2022-23 Community Development Block Grant,  
Fund CD22, Department HOU, Unit 605G,  
Object 3100, various Activity  
VC26144, \$2,066,353.85

**SECTION 7.** That the City Chief Financial Officer is hereby authorized to record notes receivable – CDBG loan receivable in Balance Sheet Account 016D and allowance for doubtful accounts in Balance Sheet Account 022L in fund CDBG for the amount of the loan, and to deposit any funds returned due to disallowed costs in Revenue Code 9246.

**SECTION 8.** That this resolution does not constitute a binding agreement upon the City or subject the City to any liability or obligation with respect to this transaction, until such time as the Contract is duly approved and executed by the City and Contractor.

**SECTION 9.** That this contract is designated as Contract No. HOU-2023-00020664 as the City receives and reviews payments requested and related supporting documentation submitted by the Contractor, for actual, allowable and allocable administrative fees and program costs as defined the Contract.

**SECTION 10.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.