

# Memorandum



CITY OF DALLAS

DATE November 10, 2022

Honorable Members of the City Council Housing and Homelessness Solutions  
TO Committee: Casey Thomas II (Chair), Jesse Moreno (Vice Chair), Carolyn King Arnold,  
Paula Blackmon, Cara Mendelsohn, Paul Ridley, Jaynie Schultz

SUBJECT **Upcoming Agenda Item: HIPP Major Home Rehabilitation and Home  
Reconstruction Program NOFA Award**

## **SUMMARY**

An agenda item for a contract to award the administration of the Major Home Rehabilitation and Home Reconstruction Programs (Programs) as part of the Home Improvement and Preservation Program (HIPP) for the Department of Housing & Neighborhood Revitalization (Housing) will be considered by the City Council on December 14, 2022.

## **BACKGROUND**

The Home Improvement & Preservation Program is the most popular home repair program offered from Housing. HIPP is funded through Community Development Block Grants (CDBG) and follows all Housing and Urban Development (HUD) regulations.

HUD allows a contractor or subrecipient to administer programs on behalf of the City. A contractor is essentially a for-profit organization that is required to perform most but not all the same processes as the City to administer this program, whereas a sub-recipient is a non-profit organization and is required to perform all the same processes as the City. In either case, a contractor or sub-recipient is utilized to deliver services in a more streamlined manner.

On September 7, 2022, Housing released a Notice of Funding Available (NOFA) to administer the Programs. On September 22, 2022, a pre-submission meeting was held at 1 p.m. via Webex where the criteria for applying to administer the Programs was discussed. On September 28, 2022, City Council authorized an amendment to the City of Dallas Comprehensive Housing Policy (CHP), to amend HIPP to expand the type of third-party organizations that may administer the Major Home Rehabilitation Program and the Home Reconstruction Program to include contractor and sub-recipient.

On October 5, 2022, at 5 p.m. the NOFA closed and then the submissions were reviewed by an evaluation panel and Housing staff selected the most advantages.

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## **ISSUE**

Administration of HIPP is staff intensive across multiple departments and can take more than a year from time of application to construction completion given City processing requirements. This includes marketing, eligibility reviews, home inspections, procurement, and contract execution. As a result, service delivery and overall program capacity is constrained.

## **STAFF RECOMMENDATION**

Staff estimates that outsourcing HIPP can save time and potentially grow the program. Housing will use the first year to monitor performance with the selected organization and anticipates that the program will run more efficiently and grow over time.

On December 15, 2022, Housing staff will seek City Council approval of the selection of the highest scoring proposal and authorization for the City Manager (through the Department of Housing & Neighborhood Revitalization) to negotiate and execute a contract or sub-recipient agreement. **Please note that this solicitation is still ongoing, and further details cannot be discussed per the City's Code of Ethics and Administrative Directive 4-5 until a selection is approved by City Council.**

Should you have any questions please contact David Noguera, Director of Housing & Neighborhood Revitalization at [david.noguera@dallas.gov](mailto:david.noguera@dallas.gov) or (214) 670-3619.



Majed A. Al-Ghafry, P.E.  
Assistant City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager  
Jon Fortune, Deputy City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Dr. Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors