



## Legislation Text

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File #: 22-2701, Version: 1

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**STRATEGIC PRIORITY:** Housing & Homelessness Solutions  
**AGENDA DATE:** December 14, 2022  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Department of Housing & Neighborhood Revitalization  
**EXECUTIVE:** Majed Al-Ghafry

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### **SUBJECT**

Authorize the City Manager 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 - Not to Exceed \$3,737,000.00 - Financing: Community Development Block Grant Funds

### **BACKGROUND**

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

HUD allows a contractor or subrecipient to administer programs on behalf of the city. A contractor is 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.

A three-member committee from the Department of Housing & Neighborhood Revitalization reviewed and evaluated the qualifications of four (4) proposals. The committee selected the successful respondent based on demonstrated competence and qualifications for financial capacity, staff and organizational experience, and workplan. As part of the NOFA process the department used its Housing Policy Task Force list to spread the word about this opportunity and posted it on the Housing website at [www.dallashousingpolicy.com](http://www.dallashousingpolicy.com)

For this contract a for-profit organization, GrantWorks, was selected, and this contract will provide for full administration of the Major Home Rehabilitation and Home Reconstruction Programs.

This action will encumber funds, establish firm pricing for services, and establish specific terms following HUD regulations. The City and Grant Works will work together on Environmental Review, Contracting, Inspection and Compliance tasks, as detailed in the Contract.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 9, 2018, City Council adopted the CHP by Resolution No. 18-0704, as amended.

On November 28, 2018, City Council authorized amendments to the CHP, to make technical changes to the Home Improvement Preservation Program (HIPP), the Dallas Homebuyer Assistance Program (DHAP), and the New Construction and Substantial Rehabilitation Program by Resolution No. 18-1680.

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

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

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.

On June 22, 2022, City Council authorized the adoption of the FY 2022-23 Consolidated Plan Budget by Resolution No. 22-1024.

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).

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.

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

The Housing and Homelessness Solutions Committee was briefed by memorandum regarding this matter on November 15, 2022.

[City Council was briefed by memorandum regarding this matter on December 2, 2022.  
<https://dallascityhall.com/government/citymanager/Documents/FY%2022-23%20Memos/HIPP%20Major%20Home%20Rehabilitation%20and%20Home%20Reconstruction%20Program%20NOFA%20Award\\_12022022.pdf>](https://dallascityhall.com/government/citymanager/Documents/FY%2022-23%20Memos/HIPP%20Major%20Home%20Rehabilitation%20and%20Home%20Reconstruction%20Program%20NOFA%20Award_12022022.pdf)

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
CD21/HOU/505F/3100	\$1,670,646.15	\$0.00	\$0.00
CD22/HOU/605G/3100	\$2,066,353.85	\$0.00	\$0.00
Total	\$3,737,000.00		

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$3,737,000.00	Construction	32.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
32.00%	32.00%	\$1,195,840.00
<ul style="list-style-type: none"> <li>• This contract meets the M/WBE goal.</li> <li>• GrantWorks, Inc. - Non-local; Workforce - 0.00% Local</li> </ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

NOFA	Housing uses a Notice of Funds Available to advertise funding available for contractors or subrecipients to administer programs or for awarded contracts or agreements to carry out housing specific activities such as this NOFA to administer portions of the Home Improvement & Preservation Program (HIPP).
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The Department of Housing & Neighborhood Revitalization received the following proposals from NOFA due by October 5, 2022, at 5:00pm. We recommend the City Council award this contract in its entirety to the most advantageous proposer.

**Proposers**

**Address**

REKJ Builders

9025 Royal Burgess Dr.  
Rowlett, TX 75089

Southern Dallas Progress

1134 Oak Meadows Dr

