



Request for Proposals (RFP)

American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) for Affordable Housing Development

Released October 3, 2022

Introduction

Tarrant County announces the availability of federal funding under the [American Rescue Plan Act \(ARPA\) State and Local Fiscal Recovery Funds \(SLFRF\)](#) to facilitate a localized response to a wide array of negative socioeconomic impacts resulting from the COVID-19 pandemic. Of this funding, \$32.5 million has been allocated by the Tarrant County Commissioners Court to increase the number of units of affordable housing available for people experiencing homelessness, including permanent supportive housing (PSH), supportive housing (SH), and deeply affordable housing.

All organizations responding to this RFP must submit their proposal(s), including Request Form (Exhibit A) and Statement of Certification (Exhibit B) in [ZoomGrants](#) as outlined in the RFP. Each proposal will be considered on a case-by-case basis. Due to the nature of the program and the amount of funding available, this RFP will remain open until all funds are committed.

Background

The SLFRF program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories: (1) Replacing lost public sector revenue; (2) public health and economics impacts; (3) premium pay for essential work; and (4) water, sewer, and broadband infrastructure. Affordable housing falls under public health and economics impacts.

The Tarrant County Commissioners Court, the governing body of Tarrant County, is determined to ensure the resources provided through the SLFRF program are expended in the most effective, efficient, and equitable manner possible. To that end, the Commissioners Court engaged Innovative Emergency Management (IEM), an experienced consultant, to conduct a COVID-19 Needs and Resources Assessment. Under the [final report](#), the Assessment recommended affordable housing investments be

made under the Strengthen the Community pillar. On August 16, 2022, the Commissioners Court approved \$32.5 million for affordable housing, as recommended by the Continuum of Care (CoC) ARPA Workgroup.

The Community Development Department, a Division of the County Administrator’s Office, will administer the funds described in this RFP on behalf of Tarrant County.

More information about ARPA funding, including policy guidance, applicable laws and regulations, frequently asked questions (FAQs), and other useful information can be found online: [U.S. Treasury ARPA SLFRF Resources](#).

Timeline

While this RFP will remain open until all funds are committed, the first round of complete proposals will be reviewed, scored and awarded by the end of the calendar year according to the milestone schedule below. Complete proposals received after November 4, 2022 will be held and evaluated by March 31, 2023.

Milestone	Deadline
Call for proposals opens	October 3, 2022
Pre-proposal workshop posted	October 12, 2022
Last day to submit questions	October 24, 2022
Responses to questions posted on website	October 31, 2022
Last day for 2022 proposals	November 4, 2022
2022 proposals awarded	December 6, 2022
SLFRF expended*	December 31, 2024

Eligible Activities

Tarrant County will fund eligible activities in accordance with the [SLFRF Final Rule](#) and as outlined in this RFP. Proposals must address how the eligible activities will respond to the negative impacts of COVID-19 and ensure the needs of impacted residents are met with an equitable outcome. Only complete proposals for developments within Tarrant County will be considered.

The goal of this RFP is to produce at least 254 affordable housing units for people who have experienced or are currently experiencing homelessness. Of the 254 housing units, 175 housing units are targeted for supportive housing, 45 housing units for deeply affordable housing, and 34 housing units for permanent supportive housing under the following definitions:

Supportive Housing is defined as medium- to long-term rental assistance coupled with case management for the same term. Housing is expected to be low barrier for households who qualify, especially those with a disability. Based on local need, supportive housing should be primarily efficiency or one- (1-) bedroom housing units.

Deeply Affordable Housing is defined as housing units for households that have earned income but have experienced homelessness due to the inability to pay market rent. No rental subsidy is required for these housing units; however, rent and utilities should not exceed more than 30 percent of the household’s

income.¹ Based on local need, deeply affordable housing should be an appropriate mix of efficiency, one- (1-) bedroom, and multi-bedroom housing units.

Permanent Supportive Housing is defined as long-term rental assistance coupled with case management for the same term. Housing is expected to be low barrier for households that qualify, especially those experiencing chronic homelessness. Based on local need, permanent supportive housing should be primarily efficiency or one- (1-) bedroom housing units.

Proposals are being solicited for the following Eligible Activities:

- 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 (e.g., architecture, engineering)

It should be noted that development teams are responsible for identifying operating and supportive services funds; neither are part of this RFP. Under special circumstances, there may be consideration for a capitalized reserve fund, rental assistance, or another source; however, this is not guaranteed.

All development teams are advised to view the U.S. Treasury's [Reporting and Compliance Guidance](#) for additional information specific to eligible uses in reporting, required programmatic data, project expenditure reporting requirements, and any other required information as well as applicability of the Uniform Guidance.

Ineligible Uses

Development teams must not use funds for programs or capital expenditures that undermine any effort to stop the spread of COVID-19; to violate the conflict-of-interest requirements to include a violation of ethics; and must ensure that funds will not be used for costs that will be reimbursed by other federal or state 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 orientation and gender identity), religion, disability, age, or familial status (including having children), and any applicable environmental laws, must be followed.

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¹ It should be noted that affordable housing, by definition, means no household should pay more than 30 percent of its income on rent and utilities.

Priority Populations

While all renters residing in SLFRF-funded housing units must qualify, Tarrant County has established additional priority populations for Supportive Housing and Permanent Supportive Housing units based on local need:

Supportive Housing

- People with a physical or mental disability
- Adults over 50 years old

Permanent Supportive Housing

- Ex-offenders
- Individuals who have an acute mental health diagnosis

Coordinated Entry

Eligible households for the affordable housing development priorities described above are referred through the Tarrant County Homeless Coalition (TCHC), the lead Continuum of Care (CoC) Agency for Tarrant County, through Coordinated Entry. Coordinated Entry is a centralized assessment process that helps communities ensure assistance is allocated as effectively as possible. More information on Coordinated Entry can be found here: [Coordinated Entry – Tarrant County Homeless Coalition \(ahomewithhope.org\)](http://ahomewithhope.org).

Monitoring

Tarrant County will conduct monitoring reviews in accordance with the aforementioned [Compliance and Reporting Guidance](#). Tarrant County may contract additional reporting requirements in alignment with Audit, Budget and Risk Management, and/or Community Development needs and objectives, including any extension of the affordability and/or compliance period as detailed in the Development 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 and Awards

This RFP will guide the award of \$32.5 million in SLFRF for affordable housing development. Funding decisions will be made on factors associated with best achieving the goals outlined in this RFP. Tarrant County reserves the right to reject proposals for any reason and/or may choose to fund only parts of a proposal and/or may offer less than the requested amount. If development stalls, Tarrant County reserves the right to reallocate funding from one proposal to another in order to meet spending deadlines.

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 Development Agreement. It should be noted that the maximum per-unit subsidy limit will be in alignment with the HOME Investment

Partnerships Program (HOME) limits. For more information on subsidy limits, please visit [HUD Publishes New 2022 Limits for HOME Maximum Per-Unit Subsidies - HUD Exchange](#).

Additional Considerations

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

- Tarrant County does not guarantee funding at any level and may increase or decrease funds at any time through December 31, 2024.
- 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 Development Agreement has been executed.
- Development applications must be site-specific as funds cannot be committed without an address.
- In certain cases, a preliminary or firm financing commitment from a private lender or other financing source may be required prior to award.
- Every contract for construction (rehabilitation or new construction) of housing that includes 12 or more units assisted federal 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, but not limited to 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.
 - Agree to be responsible for submitting all programmatic and fiscal reports as well as maintaining all records and reports and making them available for monitoring.
 - 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 uploaded in [ZoomGrants](#) as appropriate.

File names should be in the following form: YYMMDD_ARPA_Housing_DevelopmentName_Description (e.g, 221003_ARPA_Housing_HarvardCourt_Site_Plan).

The organization must be available and able to present the proposal to Tarrant County staff if requested.

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, site plans, elevations, 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 eligible and priority populations. 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 of funds should be identified and be efficient in use of SLFRF 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 necessary services for permanent supportive housing; debt coverage ratio, and anticipated operating and maintenance reserves should be detailed for the entire affordability period of 20 years.

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 Federal Funds – 10 Points

Tarrant County is seeking proposals showcasing extensive affordable housing experience, especially serving people experiencing homelessness, 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 skill sets. 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 development must demonstrate a positive impact on the community. Distance to public transit, high quality schools, grocery stores, parks, services, and other amenities provided on site 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, <https://www.hudexchange.info/programs/home/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 90 days of the commitment date. Developments must be completed within two (2) years and if not, any awarded funds must be repaid back to the U.S. Treasury. To ensure timeliness, development teams should evidence:

- Site control (includes option)
- Appropriate zoning and/or plans for a zoning change
- Complete preliminary project design
- City Council and Commissioner support
- Acquire neighborhood 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) and related laws and regulations, including airport hazards, flood zones, contamination and toxic substances, endangered species, explosives and flammable materials, historic preservation, noise abatement and control, and related

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

Community Collaboration – 5 Points

Development teams are encouraged to partner with community organizations, local partners, and service providers. Development teams should describe the organizations and formal partnerships and/or agreements in place that will ensure long-term success of the proposed development.

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

As previously stated, 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 ARPAHousing@tarrantcountytexas.gov. Answered questions will be posted on the [Tarrant County Recovery](#) website. The last day to submit questions for the first round of funding is October 24, 2022.

Exhibit A | Request Summary Form

Please type your responses below.

Organization Name	
Organization Address	
Organization Unique Entity Identifier (UEI)	
Organization Tax ID #	
Contact Name, Title	
Contact Email	
Contact Phone	
Date of Application Submittal	
Project Type/Brief Description	
Development Address	
City Council District/Commissioners Court Precinct	
Total Project Cost/Proposal Budget	
Federal Funding Request (% of Proposal Budget)	
Uses of SLFRF Funding	
Proposal Timeline, incl. Start Date	
# of Households Assisted (i.e., # of Housing Units funded by SLFRF)	

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.

Signature

Title

Printed Name

Date