



July 16, 2009

NSP2 Applications  
U.S. Department of Housing and Urban Development  
Room 7286, Office of Block Grant Assistance  
451 Seventh St., SW  
Washington, DC 20410

To Whom It May Concern:

The City of Arlington is pleased to submit its application for the Neighborhood Stabilization Program - 2 (NSP2). Funds will be used to provide targeted assistance to neighborhoods most impacted by high foreclosure and vacancy rates.

The draft NSP2 amendment was made available for public comment from July 6 to July 15, 2009 at <http://www.arlingtontx.gov/housing/index.html>. Questions about the attached application may be directed to Mindy Cochran at 817-276-6755 or to Aaron Pierce at 817-459-6232. We look forward to working with you to make this a successful program in Arlington.

Sincerely,

David Zappasodi  
Assistant Director, Community Services  
City of Arlington

Enclosures

## **NSP2 APPLICATION**

Jurisdiction(s): <a href="#">City of Arlington</a>	NSP2 Contact Person: <a href="#">David Zappasodi</a>
Jurisdiction Web Address: <a href="http://www.arlingtontx.gov">www.arlingtontx.gov</a>	Address: <a href="#">501 W. Sanford St., Suite 20 Arlington, TX 76011</a>
Application ID: 739236230	Telephone: <a href="#">817-276-6790</a>
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### **PROGRAM SUMMARY**

The City of Arlington proposes to implement the Neighborhood Stabilization Program-2 in a manner consistent with the Neighborhood Stabilization Program 1. The City will target funds to areas with greatest need, striving to maximize utilization of program funds to rapidly arrest decline in target areas and stabilize neighborhoods while ensuring the longest feasible affordability period.

Threshold requirements B.1 through B.6 are addressed as follows.

- B.1. Eligible applicant – The City of Arlington, a unit of general local government, is the applicant for Neighborhood Stabilization Program-2 funding.
- B.2. Amount – The City of Arlington is applying for \$5,064,000 to provide significant and measurable neighborhood stabilization in the target areas.
- B.3. Eligible fund use – The City of Arlington intends to undertake the following eligible activities, correlated with CDBG eligible activities.

**1. Activity: Acquisition/Rehabilitation/Resale**

NSP Eligible Activity - Acquisition and rehabilitation of residential properties that have been abandoned or foreclosed on in order to sell, rent, or redevelop such homes and properties

CDBG Correlated Activity - Acquisition, disposition, direct homeowner assistance

National Objective - Low-, moderate-, and middle-income housing (LMMH)

**2. Activity: Homebuyer Assistance**

NSP Eligible Activity - The City of Arlington will establish financing mechanisms for purchase and redevelopment of foreclosed on homes and residential properties, including such mechanisms as soft-second, loan

loss reserves, and shared-equity loans for low- and moderate-income homebuyers

CDBG Correlated Activity - Direct homeownership assistance

National Objective - Low-, Moderate-, and Middle-Income Housing (LMMH)

**3. Activity: Acquisition / Demolition / Redevelopment of New Single Family Housing Units and/or Public Facility**

NSP Eligible Activity - Redevelop demolished or vacant properties

CDBG Correlated Activity - Acquisition, demolition, public facilities and improvements and/or new construction of single family housing

National Objective - Low-, Moderate-, and Middle-Income Area Benefit (LMMA) and/or LMMH

In support of proposed activities above, all funds shall be used with respect to individuals and families whose income does not exceed 120 percent of area median income and will meet the low-, moderate-, middle-income national objective.

B.4. A minimum of 25 percent of the funds available will be used for the purchase and redevelopment of abandoned or foreclosed homes, or residential properties that will be used to house individuals or families whose incomes do not exceed 50 percent of area median income.

B.5. A public comment period was held from July 6 through July 15, 2009. A summary of comments received and the City of Arlington's response is attached as Appendix B.

B.6. Following are the definitions required by this threshold.

(a) Definition of "blighted structure" in context of state or local law.

*The City of Arlington will define "blighted structure" as a property that is deteriorated, deteriorating or otherwise determined to be a substandard structure that constitutes a threat to human health, safety, and/or public welfare.*

(b) Definition of "affordable rents."

*In the event that activities involving rental units are carried out as part of this grant, the City of Arlington will adopt the HOME affordable rent standards located at 24 CFR 92.252(a) (c) and (f).*

*For the purposes of homeownership, the City of Arlington will adopt the HOME affordability requirements located at 24 CFR 92.254 which will be imposed through deed restrictions and will ensure affordability by imposing recapture requirements as defined in the City of Arlington’s Consolidated Plan. Direct assistance to the homebuyer is subject to affordability requirements.*

<i>Homeownership Assistance</i>	<i>Minimum period of Affordability in Years</i>
Under \$15,000	<b>5</b>
\$15,000 to \$40,000	<b>10</b>
Over \$40,000	<b>15</b>

(c) Describe housing rehabilitation standards that will apply to NSP assisted activities.

*For the purposes of housing rehabilitation activities performed in the NSP-2 grant, the City of Arlington will adopt the housing rehabilitation standards utilized in its CDBG and HOME funded Housing Rehabilitation Program. The housing rehabilitation standards require dwelling units to meet applicable local code. Activities will be prioritized according to the Housing Rehabilitation Program standards that are required to meet code requirements, improve long term affordability, and provide for neighborhood stabilization.*

*In the event that gut rehabilitation is undertaken, rehabilitation will meet the standards for Energy Star Qualified New Homes. In addition, other rehabilitation work undertaken to replace older obsolete products and appliances will be done with Energy Star-labeled products and/or products with the WaterSense label.*



<b>Application for Federal Assistance SF-424</b>	Version 02
<b>*9. Type of Applicant 1: Select Applicant Type:</b> C. City or Township Government Type of Applicant 2: Select Applicant Type:  Type of Applicant 3: Select Applicant Type:  *Other (Specify)	
<b>*10 Name of Federal Agency:</b> U.S. Department of Housing and Urban Development	
<b>11. Catalog of Federal Domestic Assistance Number:</b> 14.256  CFDA Title: Neighborhood Stabilization Program	
<b>*12 Funding Opportunity Number:</b> FR – 5321 – C – 01  *Title: Neighborhood Stabilization Program	
<b>13. Competition Identification Number:</b>  Title:	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> City of Arlington, Texas; Tarrant County, Texas	
<b>*15. Descriptive Title of Applicant's Project:</b> City of Arlington Neighborhood Stabilization Program – 2	

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**\*a. Applicant: 6<sup>th</sup>,24<sup>th</sup>\*b. Program/Project: 6<sup>th</sup>,24<sup>th</sup>**17. Proposed Project:**

\*a. Start Date: 1/1/2010

\*b. End Date: 12/31/2012

**18. Estimated Funding (\$):**

*a. Federal	_____	\$5,064,000
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	\$1,280,000
*g. TOTAL	_____	\$6,344,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 7/16/2009
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes       No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: Mr. \_\_\_\_\_ \*First Name: Trey \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: Yelverton \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title: Deputy City Manager

\*Telephone Number: 817-459-6100

Fax Number: 817-459-6116

\* Email: Trey.Yelverton@arlingtontx.gov

\*Signature of Authorized Representative:

\*Date Signed: 7/16/09

## **NSP2 RATING FACTOR NARRATIVES**

### **RATING FACTOR 1: NEED/EXTENT OF THE PROBLEM**

#### **a. Target Geography**

The target areas for the proposed activities that have been identified as the highest foreclosure/vacancy risk areas include the following census tracts in Arlington: 1113.03, 1114.01, 1114.02, 1115.14, 1115.16, 1115.18, 1115.19, 1115.21, 1115.22, 1115.25, 1115.32, 1115.34, 1115.40, 1115.41, 1115.42, 1115.44, 1115.46, 1217.04, 1219.02, 1220, 1221, and 1228. See map in Appendix A. Tarrant County has the third highest number of NSP2-qualifying census tracts in the State of Texas<sup>1</sup>. At least 79% of actual residential foreclosures in Arlington during the past six months have occurred within the target area<sup>2</sup>. During the first six months of 2009, 74% of the City's water utility shut-offs occurred within the target area<sup>3</sup>.

In January 2009, the unemployment rate in Arlington hit a peak of 7.1% and remained at 6.3% as of May 2009<sup>4</sup>. The current economic crisis has had a significant impact on major employers in Arlington. For example, National Semiconductor is in the process of closing its Arlington plant that employs 340 workers. Two other major employers, General Motors and Six Flags Over Texas, recently declared bankruptcy. Additionally, both the City of Arlington and the Arlington Independent School District, Arlington's largest employer, are in the process of deciding how to make multi-million dollar budget cuts to balance their ledgers. Rising unemployment rates and economic troubles for several of Arlington's largest employers exacerbate the problem of foreclosures as families are forced to decide between buying groceries and paying the mortgage.

Not surprisingly, the housing market in these hard-hit areas of Arlington has also struggled. As of May 2009, year-over-year home sales were down 32.25% on average within the target geography compared with a 9.6% average drop in sales elsewhere in Arlington<sup>5</sup>. A recent article in the Star-Telegram newspaper cited a lack of access to credit, except for those with spotless credit histories and a 20 percent down payment, and the lengthy process to obtain an FHA loan as significant factors in the lagging sales numbers<sup>6</sup>. Average sale prices in the target area also dropped 36.75% versus 16.4% in the rest of Arlington. With sales down and access to credit limited, new residential construction permitting has also dropped significantly to 45% below the mid-year numbers for 2008.

The number of high interest home loans originated in recent years indicates poor credit among area homebuyers. Over 29% of loans reporting pricing data in the Arlington-Fort

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<sup>1</sup> NSP2 Application, Texas Department of Housing and Community Affairs, July 2009

<sup>2</sup> Foreclosure report, City of Arlington Community Services Department, June 2009

<sup>3</sup> Water lock-off report, City of Arlington Water Information Services, July 2009

<sup>4</sup> U.S. Department of Labor Bureau of Labor Statistics, July 1, 2009

<sup>5</sup> NTREIS MLS Area Housing Activity Report – Single Family Part I, Texas A&M University Real Estate Center, June 2009

<sup>6</sup> "Most of Tarrant sees decline in June home sales", p.3C, Star-Telegram, July 13, 2009

Worth area had Annual Percentage Rates at least six percentage points above the Treasury rate from 2005 through 2007<sup>7</sup>. Anecdotally, local realtors report that the selected tracts in South and Southeast Arlington have seen a high number of sub-prime mortgages accompanying increased building activity in recent years.

**b. Market Conditions and Demand Factors**

In a recent study conducted by the City of Arlington, 15% of residential properties that were foreclosed upon in March 2008 remained unoccupied by the end of March 2009<sup>2</sup>. Given this rate and current market conditions, at least 405 foreclosed properties will remain unoccupied in the target area alone after the next three years.

Available data indicate that housing demand is likely to increase during the next three years. Projected over that time, Arlington's current annual population growth rate of 1% would yield an increase of 11,147 residents<sup>8</sup>. This increase equates to 4,363 households at the current average of 2.55 residents per household. Approximately 2,400 of those households would be homeowners if current trends continue. Meanwhile, Champion Arlington, an economic development initiative, has set a goal of attaining a 1% job growth rate through 2011 for a total of 5,874 new jobs created<sup>9</sup>.

Median incomes vary widely within the target area. According to the 2000 Census<sup>10</sup>, tract 1217.04 has the lowest median income at \$26,568 whereas the highest is found in tract 1113.03 at \$100,906. The median age of homes also varies significantly ranging from a low of 11 years in tract 1115.19 to a high of 58 years in tract 1221. Three of the selected tracts, 1219.02, 1228, and 1217.04, have high poverty rates of 27%, 26% and 21% respectively.

Arlington's Area Median Income (AMI) for a household of four as of April 2009 is \$66,000 according to the U.S. Department of Housing and Urban Development (HUD). The standard real estate guidance regarding acceptable housing cost burden is up to 2.5 times a buyer's household income. Based upon the average sale price throughout the target area<sup>11</sup>, the housing cost burden for households making 50%, 80%, and 120% AMI is 3.1, 1.9 and 1.3, respectively. This would not indicate affordability for households at or below 50% AMI. However, the East Arlington region of the target area has a much more affordable housing stock which could result in a housing cost burden as low as 1.8 for very low-income homebuyers.

Loan originations for home purchases indicate that local institutions are willing to lend to households below the 50% AMI threshold. Ten large financial institutions in Arlington

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<sup>7</sup> Home Mortgage Disclosure Act Aggregate Table 3-2, Federal Financial Institutions Examination Council, 2005-2007

<sup>8</sup> Quarterly Growth Profile, City of Arlington Community Development and Planning Department, April 2009

<sup>9</sup> Economic Development Strategy, Champion Arlington, 2006; jobs projection derived from U.S. Department of Labor Bureau of Labor Statistics, July 1, 2009

<sup>10</sup> 2000 Census Summary File 3, U.S. Census Bureau

<sup>11</sup> NTREIS MLS Area Housing Activity Report – Single Family Part I, Texas A&M University Real Estate Center, June 2009

made a combined 1,090 home loans to Arlington-Fort Worth homebuyers whose income was below 50% AMI in 2007<sup>12</sup>. Aggregate data for all lenders indicates that 3,396 loans were sold to this same demographic in the Arlington-Fort Worth region that year. Although these numbers are likely lower for 2008 and 2009, they demonstrate sufficient demand among buyers and willingness among lenders for Arlington to meet its 25% service threshold for individuals at or below 50% AMI.

Several of the East Arlington census tracts coincide with an area that is seeking federal Weed and Seed funding to remedy the effects of both a high crime rate and a high number of code violations relative to the rest of the city. High unemployment rates and poor credit referenced above have contributed to a 9% increase in water utility shut-offs over the past two years to a monthly average of over 1850 households. High school dropout rates are also high in this region in comparison with district-wide and statewide averages<sup>13</sup>. For the 2007-2008 academic year, Sam Houston High School reported a 6.8 percent annual dropout rate versus 4.4 percent and 3.9 percent for the district and state respectively. The school's four-year dropout rate was 24.9 percent versus 11.5 percent and 11.4 percent for the district and state respectively.

Remedial activities such as acquisition/rehabilitation/resale, homebuyer assistance, and clearance and demolition are likely to provide solutions to the foreclosure and vacancy problems experienced within the chosen target area. The acquisition/rehab/resale activity will repair foreclosed and vacant properties throughout the target area and restore their value which has a stabilizing effect on neighboring property values. The homebuyer assistance will enable and encourage homebuyers to purchase a foreclosed home that otherwise would remain unoccupied due to a lack of economic viability. Participants in this program will receive homebuyer counseling which will promote responsible homeownership. The assistance will also increase equity and minimize debt for the homebuyer contributing to more economically stable households. The clearance and demolition activity will remove many older, dilapidated structures that have been abandoned in East Arlington. Reconstruction on those sites will create safer, more attractive neighborhoods with better housing stock and will make those properties more likely to be quickly reoccupied. Program income would fund additional uses of cleared sites such as pocket parks or community gardens that would contribute to the quality of life within the target area.

**RATING FACTOR 2: DEMONSTRATED CAPACITY OF THE APPLICANT AND RELEVANT ORGANIZATIONAL STAFF**

**a. Past Experience of the Applicant**

The City of Arlington is currently administering the Neighborhood Stabilization Program-1 with activities identical to those proposed in this application. Activities have

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<sup>12</sup> Home Mortgage Disclosure Act Disclosure and Aggregate Tables 3-1, Federal Financial Institutions Examination Council, 2007

<sup>13</sup> 2007-2008 School Report Card, Texas Education Agency, 2008

only recently begun and two homebuyer assistance activities are in process. The City has developed a team of experts to assist with implementation of NSP-1 including contractual relationships with a non-profit organization, appraisers, and independent contractors.

The City has considerable experience related to the activities proposed under this application. The City's experience with the three proposed activities is described below. The City of Arlington has administered programs similar to those intended to be implemented with NSP2 for a cumulative 61 years experience. Specifically, the City of Arlington proposes to implement a homebuyer's assistance program with NSP2. The City has provided homebuyer's assistance through the Arlington Homebuyers' Assistance Program (AHAP) for **14 years**. In the two most recent program years, the City has produced **109** units through the provision of homebuyer's assistance funded by HOME Investment Partnership Program funds and American Dream Downpayment Initiative funding from the U.S. Department of Housing and Urban Development (HUD). The City has utilized non-profit partners to administer AHAP, but retains the environmental review process, Integrated Disbursement and Information System reporting, monitoring, and funding activities to be performed by City staff.

In addition to direct assistance to the homebuyer, the City intends to implement a rehabilitation component to the homebuyer assistance activity to bring acquired homes up to the applicable housing standards. The City proposes to utilize the framework and expertise from its existing Owner-Occupied Housing Rehabilitation Program to provide this portion of the NSP2 program. The City, through an agreement with the Arlington Housing Authority, has successfully operated the Owner-Occupied Housing Rehabilitation Program for the **past 33 years**. In the two most recent program years, 74 and 75 units respectively have been successfully rehabilitated, providing safe decent housing, continued affordability, and neighborhood improvement to **149 households** through this program funded by Community Development Block Grant and HOME funds. Staff provides support including determinations of eligibility, feasibility and environmental review requirements, lead testing and clearance, and work write-ups. Work write-ups are provided to eligible contractors for bid and the homeowner selects a contractor. Staff secures contracts, grant agreements and lien documents which are recorded to secure the City's investment of federal funds. Activities are monitored for the applicable affordability periods. Staff also maintains a waiting list for this program and manages selection from the waiting list to ensure recipients are served in compliance with program policies. Active marketing by staff ensures an extensive waiting list so that the City can utilize all available funds during each program year.

Working with a Community Housing Development Organization (CHDO), the City has provided **acquisition/rehabilitation/resale activities** for the past **14 years** funded through the HOME Investment Partnership Program. In the two most recent program years, the City has provided **10** units through this activity. In addition, the City has partnered with CHDOs and for-profit developers to provide **8** units of **new housing** in the most recent two year period. This outcome, combined with the above **149 units** of rehabilitation activity, demonstrates the City's capacity to undertake activities proposed in this application. Units described above were developed either on vacant land or on

property acquired where the existing units were not feasible for redevelopment and demolition/redevelopment was the most viable option.

In transactions with for-profit and non-profit developers, the City provides subsidy layering analysis to ensure that grant funds are used to support development activities, but that projects are not over-subsidized.

In addition to specific activity-related experience, the City has **broad city and regional planning experience**. The City's Community Development and Planning department encompasses comprehensive planning for the City and the downtown area, essential transportation planning, and localized neighborhood planning. The City's Community Development and Planning department utilizes tax increment financing districts and tax increment reinvestment zones to facilitate development and infrastructure investment, and to encourage the highest, best use of land resources. Complementing City planning, the City is an active participant with the North Central Texas Council of Governments which coordinates local governments in planning for common needs and providing sound regional development.

#### **b. Management Structure**

Management of NSP2 will be a joint initiative between two City of Arlington departments. The Community Services (CS) Department will provide daily support of NSP2 activities. CS may procure consultant/independent contractor services to provide additional programmatic support. CS staff will provide support for the rehabilitation component of NSP2 activities as previously described. In addition, CS will provide marketing, outreach, Disaster Recovery Grant Reporting system reporting, and financial management. Key staff members and responsibilities include:

David Zappasodi, Assistant Director, CS – provides program management and oversight.

Amy Trevino, Financial Manager – provides financial management, financial procedures, and financial reporting for NSP-2 activities

Medria Browhow, Grants Accountant – program accounting, payment documentation review and processing

Mindy Cochran, Acting Housing Operations Manager – day to day program oversight, procurement of resources

John Redmon, NSP Program Coordinator – daily operations, marketing, coordination of activities program partners, DRGR reporting

Jeb Barr, Housing Rehabilitation Program Specialist – feasibility testing, rehabilitation work write-up, oversight of rehabilitation work, inspections during rehabilitation work, final inspections

Paul Shaffer, Housing Rehabilitation Program Specialist – feasibility testing, rehabilitation work write-up, oversight of rehabilitation work, inspections during rehabilitation work, final inspections

Marisa Loera, Housing Rehabilitation Program Secretary/Intake – solicit bids for rehabilitation work, contract for rehabilitation work, process payment requests, process rehabilitation work change orders, schedule interim and final inspections

The Community Development and Planning (CD&P) Department will also provide support to NSP2 funded activities. The role of CD&P staff includes grants planning, environmental review processes, and compliance monitoring. Key staff members and responsibilities include:

Michelle Hardin, Assistant Director, CD&P

Sheryl Kenny, Grants Manager – general program oversight

Aaron Pierce, Grants Planner – prepare grant applications, coordinate community input processes, prepare amendments as needed

Angela Norman, Grants Coordinator-Compliance – provide compliance monitoring, perform environmental review reports

**References:**

The following homebuyer purchased a home rehabilitated by Arlington's acquisition/rehab activity and was assisted by the Homebuyer Assistance Program.

Halli Adams

[Halli.adams@aa.com](mailto:Halli.adams@aa.com)

903 W. Austin Street

Arlington, TX 76012

817-7995-8586

817-967-2990

The following had owner-occupied homes rehabilitated using the Owner-Occupied Housing Rehabilitation Program.

Irma Partida

[Imsplit90@hotmail.com](mailto:Imsplit90@hotmail.com)

2103 Melissa Street

Arlington, TX 76010

817-265-1043

Magali Nadurath

[Magali\\_nadurath@hotmail.com](mailto:Magali_nadurath@hotmail.com)

5902 Guildwood Drive

Arlington, TX 76017  
817-932-3017

Michael Lee Owens  
[Michael.leeowens@att.net](mailto:Michael.leeowens@att.net)  
1818 Ruth Street  
Arlington, TX 76010  
817-299-0522

### **RATING FACTOR 3: SOUNDNESS OF APPROACH**

#### **a. Proposed Activities**

##### *(1) Overall neighborhood stabilization program*

The City of Arlington proposes to expand an existing effort to stabilize neighborhoods experiencing high levels of foreclosure. The existing effort consists of HOME funds to assist first-time homebuyers with down payment and closing costs and the NSP1 program, which provides the following activities for foreclosed properties: housing counseling, acquisition, rehabilitation, homebuyer assistance, and demolition/reconstruction as necessary and appropriate.

NSP2 activities will be consistent with NSP1 and will focus on homebuyer assistance, housing counseling, housing rehabilitation, and limited demolition/reconstruction. The target geography for the NSP2 program is complementary to the high risk areas for NSP1, in that additional areas are identified as high risk for NSP2. NSP1 is planned to focus on two priority neighborhoods: East Arlington and Southeast Arlington. NSP2 will focus on South Arlington and the areas connecting East Arlington to South Arlington (see map in Appendix A). The NSP2 program will result in stabilization of the housing market in South and East Arlington by identifying foreclosed properties in need of repair and undesirable for a variety of reasons through the typical housing market. Properties will be rehabilitated as needed and marketed to eligible homebuyers, including households that are below 50 percent of Area Median Income.

At least eight hours of housing counseling will ensure that homebuyers who qualify will be equipped and educated about the responsibilities of homeownership and can maintain their home during the affordability period and for years to come. Arlington has had particular success with its HOME-funded homebuyer assistance program in terms of longevity of ownership and low foreclosure rates. Housing counseling is provided by an experienced and qualified non-profit organization that provides thorough counseling and ongoing support to homebuyers.

(2) *Uses of funds and firm commitments*

*a. Budgeted funds*

<b>NSP2 Activity</b>	<b>Responsible Entity</b>	<b>Households Served</b>	<b>Funds Budgeted</b>
Homebuyer Assistance	City of Arlington	90	\$ 2,980,000
Acquisition/Rehabilitation	City of Arlington	12	\$ 1,084,000
Demolition/Reconstruction	City of Arlington	4	\$ 500,000
Administration	City of Arlington	n/a	\$ 500,000
<b>TOTAL</b>		<b>106</b>	<b>\$ 5,064,000</b>

*b. Activity descriptions*

**ACTIVITY #1: Acquisition/Rehabilitation**

Activity Type: NSP2 Eligible Use - Acquisition and rehabilitation of residential properties that have been abandoned or foreclosed on in order to sell, rent, or redevelop such homes and properties

CDBG Eligible Activity - Acquisition, disposition, direct homeowner assistance

National Objective: Low-, Moderate-, and Middle-Income Housing (LMMH)

Activity Description:

The areas of greatest need for acquisition and rehabilitation of foreclosed properties includes the highest risk census tracts in East Arlington and South Arlington. The expected benefit to income-qualified persons is homebuyer assistance for an affordable housing unit. A portion of the funds for this activity will be used to assist households below 50 percent of Area Median Income. Of 12 planned units developed under this activity, four units will be provided for households below 50 percent AMI.

Location Description: Acquisition and rehabilitation will be targeted in areas of greatest need as illustrated in Appendix A. Targeted census tracts include 1113.03, 1114.01, 1114.02, 1115.14, 1115.16, 1115.18, 1115.19, 1115.21, 1115.22, 1115.25, 1115.32, 1115.34, 1115.40, 1115.41, 1115.42, 1115.44, 1115.46, 1217.04, 1219.02, 1220, 1221, and 1228.

Performance Measures

<i>Household Income</i>	<i>Housing Units Acquired, Rehabilitated, and Sold</i>
< 50% AMI	4
51-80% AMI	4
81-120 AMI	4
<b>Total</b>	<b>12</b>

Total Budget: \$1,084,000

Responsible Organization: The City of Arlington will implement this program.

City of Arlington Community Services Department  
Contact: David Zappasodi, Assistant Director  
501 W. Sanford St., Ste. 20  
Arlington, TX 76011  
Phone: 817-276-6790  
Fax: 682-367-1020  
Email: David.Zappasodi@arlingtontx.gov

Projected Start Date: 1/1/2010

Projected End Date: 12/31/2012

Specific Activity Requirements:

Discount Rate: The discount rate will be a minimum of 1% per home.

Range of Interest Rates: See Homeownership Assistance Activity.

Term of Assistance: See Homeownership Assistance Activity.

Tenure of Beneficiaries: Acquisition and rehabilitation will be used to assist income-eligible households with homeownership. Rental units may be considered in the event that duplexes or small apartment complexes are identified in the target area that need to be acquired, rehabilitated, and managed by a non-profit organization, such as Tarrant County Housing Partnership.

Continued Affordability: The City will adopt the minimum HOME standards for affordability.

**ACTIVITY #2: Homebuyer Assistance**

Activity Type: NSP2 eligible use - The City of Arlington will establish financing mechanisms for purchase and redevelopment of foreclosed homes and residential properties, including such mechanisms as soft-seconds, loan loss reserves, and shared-equity loans for low- and moderate-income homebuyers.

CDBG eligible activity - Direct homeownership assistance including counseling services.

National Objective: Low-, Moderate-, and Middle-Income Housing (LMMH)

Activity Description:

Homebuyer assistance will be provided to qualified, income-eligible households for the homes acquired and rehabilitated in the highest risk census tracts in East and South Arlington. The City will connect the NSP2 funds to programs for very low income households such as the Family Self-Sufficiency Program, Safe Haven Domestic Violence Shelter, and transitional housing programs for homeless persons. The expected benefit to income-qualified persons is homebuyer assistance for an affordable housing unit. Persons who have defaulted on a mortgage are not eligible for this program.

Location Description: This activity will be made available to individuals and families who will reside within the areas of greatest need as illustrated in Appendix A. Targeted census tracts include 1113.03, 1114.01, 1114.02, 1115.14, 1115.16, 1115.18, 1115.19, 1115.21, 1115.22, 1115.25, 1115.32, 1115.34, 1115.40, 1115.41, 1115.42, 1115.44, 1115.46, 1217.04, 1219.02, 1220, 1221, and 1228.

Performance Measures

<i>Household Income</i>	<i>Homebuyer Assistance</i>
< 50% AMI	35
51-80% AMI	30
81-120 AMI	25
Total	90

Total Budget: \$2,980,000

Responsible Organization: The City of Arlington will contract with a non-profit entity to implement the down payment and closing cost assistance program.

City of Arlington Community Services Department  
 Contact: David Zappasodi, Assistant Director  
 501 W. Sanford St., Ste. 20  
 Arlington, TX 76011  
 Phone: 817-276-6790  
 Fax: 682-367-1020  
 Email: David.Zappasodi@arlingtontx.gov

Projected Start Date: 1/1/2010

Projected End Date: 12/31/2012

Specific Activity Requirements:

Discount Rate: The discount rate will be based on the NSP2 requirement of a minimum of 1% discount from the appraised value per home.

Range of Interest Rates: Interest rates will be no more than two points over the Fannie Mae 30 year market rate.

Term of Assistance: Homebuyer assistance will be provided in the form of a zero interest forgivable loan for the applicable affordability period.

Tenure of Beneficiaries: Homeownership.

Continued Affordability: The City will adopt the minimum HOME standards for affordability.

**ACTIVITY #3: Acquisition / Demolition / Redevelopment of New Single Family Housing Units and/or Public Facility**

Activity Type: NSP2 eligible use - Redevelop demolished or vacant properties

CDBG eligible activity - Acquisition, demolition, and new construction of single family housing

National Objective: Low-, Moderate-, and Middle-Income Area Benefit (LMMA) and/or LMMH

Activity Description: The areas of greatest need for demolition activities will be the highest risk census tracts in East Arlington. The expected benefit to income-qualified persons is homebuyer assistance for an affordable housing unit.

Location Description: Housing units for demolition will be targeted in the areas of greatest need as identified in Appendix A. Targeted census tracts include 1113.03, 1114.01, 1114.02, 1115.14, 1115.16, 1115.18, 1115.19, 1115.21, 1115.22, 1115.25, 1115.32, 1115.34, 1115.40, 1115.41, 1115.42, 1115.44, 1115.46, 1217.04, 1219.02, 1220, 1221, and 1228.

Performance Measures

<i>Household Income</i>	<i>Housing Units Demolished, Followed by New Construction of Housing</i>
< 50% AMI	0
51-80% AMI	4
81-120 AMI	0
Total	4

Total Budget: \$500,000

Responsible Organization: The City of Arlington will implement this activity.

City of Arlington  
 Contact: David Zappasodi, Assistant Director  
 501 W. Sanford St., Ste. 20

Arlington, TX 76011  
Phone: 817-276-6790  
Fax: 682-367-1020  
Email: David.Zappasodi@arlingtontx.gov

Projected Start Date: 1/1/2010

Projected End Date: 12/31/2012

Specific Activity Requirements:

**Discount Rate:** The discount rate will be based on the NSP2 required minimum of 1% per home.

**Range of Interest Rates:** See Homeownership Activity.

**Duration of Assistance:** See Homeownership Activity.

**Tenure of Beneficiaries:** In the case of demolition followed by construction of new housing, the tenure of beneficiaries will be homeownership.

**Continued Affordability:** The City will adopt the minimum HOME standards for affordability.

*c. Commitment of other funds*

No other funds are committed to this activity. Until NSP2 funds are awarded, it is challenging to secure commitments from non-profits and for-profit organizations. The City will continue to develop relationships with for-profit, non-profit and Community Housing Development Organizations for this purpose. The City manages the HOME Investment Partnership Program and acquires the required match for this program annually.

*d. Demolition and preservation*

(i) The City of Arlington plans to target limited properties for demolition based on condition, age of unit, and a feasibility study. If the City determines that preservation is feasible, then demolition will not occur. Market conditions in Arlington indicate that the stock of vacant, substandard housing units that do not have historic significance is substantial and indicative of the need to keep demolition as an activity for approximately four housing units.

(ii) The City will not demolish or convert any low- and moderate-income dwelling units with NSP2 activities.

(iii) The City will expend no more than 10 percent of NSP2 funds to assist demolition activities.

**b. Project completion schedule.**

<b>December 2009</b>	<b>Receive Grant Agreement</b>
<b>Year 1</b>	
<b>Q1 January – March 2010</b>	Environmental clearance achieved, Expend 8% of program funds, complete 8% of total units or 8 units
<b>Q2 April – June 2010</b>	Expend 15% of program funds, complete 16% of total units or 17 units, DRGR quarterly reporting
<b>Q3 July – Sept 2010</b>	Expend 25% of funds, complete 25% of units or 26 units, quarterly DRGR reporting
<b>Q 4 Oct – Dec 2010</b>	Expend 30% of funds, complete 32% of units or 34 units, quarterly DRGR reporting
<b>Year 2</b>	
<b>Q1 January – March 2011</b>	Expend 37% of funds, complete 40% of units or 42 units, quarterly DRGR reporting
<b>Q2 April - June 2011</b>	Expend 50% of funds, complete 50% of units or 53 units, quarterly DRGR reporting
<b>Q3 July – Sept 2011</b>	Expend 52% of program funds, complete 56% of units or 59 units, quarterly DRGR reporting
<b>Q4 Oct – Dec 2011</b>	Expend 60% of program funds, complete 64% of units, or 68 units, monthly DRGR reporting
<b>Year 3</b>	
<b>Q1 January – March 2012</b>	Expend 75% of program funds, complete 75% of units or 79 units, monthly DRGR reporting
<b>Q 2 April - June 2012</b>	Expend 75 percent of funds, complete 80% of units or 85 units, monthly DRGR reporting
<b>Q3 July - Sept 2012</b>	Expend 82 percent of funds, complete 88% of units or 93 units, quarterly DRGR reporting
<b>Q4 Oct - Dec 2012</b>	Expend 100% of program funds, complete 100% of units or 106 units.

**c. Income targeting for 120 percent and 50 percent of median**

A total of \$1,584,000 in NSP2 funds will be targeted to households with incomes below 50 percent of AMI, which is 31 percent of the total NSP2 request. The remaining funds will be targeted to families making no more than 120 percent of AMI. Details regarding the breakout of income levels for each activity are listed in the performance measure tables in Rating Factor 3, section a(2)b.

**d. Continued affordability**

For the purposes of homeownership, the City of Arlington will adopt the HOME affordability requirements located at 24 CFR 92.254 which will be imposed through deed restrictions and will ensure affordability by imposing recapture requirements as defined in the City of Arlington’s Consolidated Plan. Direct assistance to the homebuyer is subject to affordability requirements shown in the table below.

<i>Homeownership Assistance</i>	<i>Minimum period of Affordability in Years</i>
Under \$15,000	<b>5</b>
\$15,000 to \$40,000	<b>10</b>
Over \$40,000	<b>15</b>

In addition, the rehabilitation and new construction performed in conjunction with homebuyer activities includes features designed to improve long term affordability by addressing both incipient code violations and installation of Energy Star appliances/systems when needed.

**e. Consultation, outreach, communications**

(1) The City of Arlington has consulted with the City of Fort Worth Housing Department and the Tarrant County Community Development Department regarding NSP2 coordination. Discussions will continue regarding interested program participants, participant and target area needs, and other issues as necessary. The City of Arlington also submitted its NSP2 program summary to the North Central Texas Council of Governments for review and comment.

(2) The City of Arlington’s NSP2 outreach plan will be consistent with its current NSP1 outreach efforts. These efforts include the City website and local newspaper and television ads. Other marketing efforts occur at libraries and the Arlington Board of Realtors. The City’s Section 8 Homeownership Program will be utilized to recruit very low income participants.

(3) The City website will be updated with program news, policies, forms, and Recovery Act reports. This same information will be available to the public at the Arlington Housing Authority. The Citizen Notification system will be utilized to inform interested citizens of program updates via email. Arlington Housing Authority staff will respond to citizen complaints within 15 working days whenever possible. Coordination with the Arlington Board of Realtors will ensure that members of the local real estate industry remain informed and cooperative with regard to NSP2 program design, progress, opportunities and results. Outreach to the board of realtors may include seminar presentations, email updates, and other coordination meetings.

**f. Performance and monitoring**

(1) The City of Arlington’s monitoring plan is contained in the Grants Sub-recipient Monitoring Policy and Procedure. Briefly, the monitoring plan includes a combination of desk monitoring and on-site visits, based on results of a risk assessment. Desk

monitoring will include a review of quarterly Disaster Recovery Grant Reporting (DRGR) reporting of expenditures and program activities and will be conducted by the Grants Management Division, which is separate from the department operating the program. Technical assistance will be provided as needed. Grants Management will also perform on-site visits for program operators within the first year of contract execution. Monitoring includes performance tracking, financial monitoring, income eligibility, compliance with national objectives, consistency with HUD requirements, and contract compliance.

Compliance with stated affordability periods is enforced through lien documents for the Homebuyers' Assistance Program, acquisition/rehabilitation, and new construction activities. Inspections are performed and documented for these programs in project files. Program requirements include an annual verification of occupancy. All units are inspected according to the federal regulations.

Housing rehabilitation projects occur only when projects meet a feasibility test. A scope of work is prepared after an inspection of the property. After all work is completed, it is determined that all permits were satisfactorily secured before a final inspection occurs. Photos are taken before and after rehabilitation for documentation purposes.

(2) The City Auditor's Office provides internal audit of grant funded programs based on a risk analysis. The Auditor's Office is currently in the process of conducting a risk assessment to develop the 2010 internal audit plan. If NSP2 funds are received, this program will be considered high risk and recommended to be placed on the audit schedule.

Patrice Randle, City Auditor  
City Auditor's Office  
101 W. Abram St.  
Arlington, TX 76010  
817-459-6144

**RATING FACTOR 4: LEVERAGING OTHER FUNDS, OR REMOVAL OF SUBSTANTIAL NEGATIVE EFFECTS**

**a. Leverage**

The City of Arlington does not propose any leveraged funds at this time.

**b. Removal of negative effects**

The City of Arlington plans to remove 14 vacant units through either rehabilitation or demolition; therefore, the removal of negative effects rubric does not apply.

**RATING FACTOR 5: ENERGY EFFICIENCY IMPROVEMENT AND SUSTAINABLE DEVELOPMENT FACTORS**

**a. Transit Accessibility**

Residents living in Arlington's target geography have multiple transit options that provide access to jobs, health care services, child care, education and a variety of social service agencies. Mission Metroplex provides over 30,000 free passenger van trips to Arlington residents each year for each of the activities mentioned above. The City of Arlington operates a citywide public transit service called Handitran that transports elderly and disabled residents by appointment. This service also connects to the Trinity Railway Express (TRE), a regional light rail system, which passes through North Arlington. The TRE provides commuter rail service connecting Dallas, Fort Worth, and Denton. Additionally, Fort Worth Transit Authority buses provide commuter transit to Fort Worth from three Park & Ride locations in Arlington.

The City of Arlington has also applied to the North Central Texas Council of Governments for funding for a Job Access Reverse Commute (JARC) program which would further increase the transit options available to Arlington's low- to moderate-income citizens. This proposed program would offer transportation services to work and work-related destinations including local Texas Workforce Development centers. The City has committed a portion of its CDBG-R allocation to the proposed JARC program which will receive a funding decision in September 2009.

The City of Arlington has a Transportation Planning Division staffed by two full-time planners. The new Comprehensive Plan is in progress and will include transportation planning.

**b. Green Building Standards**

All reconstruction activities performed in conjunction with demolition will exceed the standards for Energy Star Qualified New Homes. In the event that gut rehabilitation is undertaken, this activity will also meet the standards for Energy Star Qualified New Homes. In addition, other rehabilitation work to replace older, obsolete products and appliances will be done with Energy Star-labeled products and/or products with the WaterSense label. Examples of eligible products include, but are not limited to, windows, toilets, faucets, refrigerators, stoves, ovens, dishwashers, air conditioners, furnaces, and water heaters.

**c. Re-Use of Cleared Sites**

The City of Arlington will reuse all sites cleared with NSP2 funding for NSP- or CDBG-eligible activities. The primary objective will be to build new homes in place of demolished structures. This will serve to help revitalize the affected neighborhood. One current example includes a project recently approved for HOME funding in partnership with Trinity Habitat for Humanity. The project includes demolition and reconstruction of a dilapidated home within East or Central Arlington. In addition, the City intends to utilize CDBG funds to construct a foster youth facility. The City is currently seeking an appropriate location for the facility which would likely be placed either in or near the

NSP2 target area. Residents who have expressed interest in starting a community garden and are in search of suitable land could also be assisted.

**d. Deconstruction**

The City of Arlington’s current policy is to use all new materials for housing rehabilitation activities.

**e. Other**

The City of Arlington’s building code currently requires all new construction to use masonry products. During procurement for construction projects, the City of Arlington will give added weight to bids proposing energy efficient, green building elements consistent with those mentioned in Appendix 2 of the NSP2 NOFA.

**RATING FACTOR 6: NEIGHBORHOOD TRANSFORMATION AND ECONOMIC OPPORTUNITY**

1) The City of Arlington certifies that the proposed NSP activities are consistent with the Comprehensive Plan and the Champion Arlington Economic Development Plan. A primary focus of the Comprehensive Plan is neighborhood stabilization, including the following goals and objectives:

- i. maintain and enhance the quality of life in residential areas;
- ii. implement strategies that expand economic, social, and cultural vitality of neighborhoods;
- iii. promote redevelopment and infill of existing under-utilized residential lots and commercial areas;
- iv. promote neighborhood stability; and
- v. encourage redevelopment that creates lasting value.

The Champion Arlington Plan sets forth the following goals, which are consistent with NSP activities:

- i. foster revitalization of existing neighborhoods; and
- ii. increase homeownership levels and improve housing options.

More information about the Comprehensive Plan and the Champion Arlington Plan can be found at the following websites:

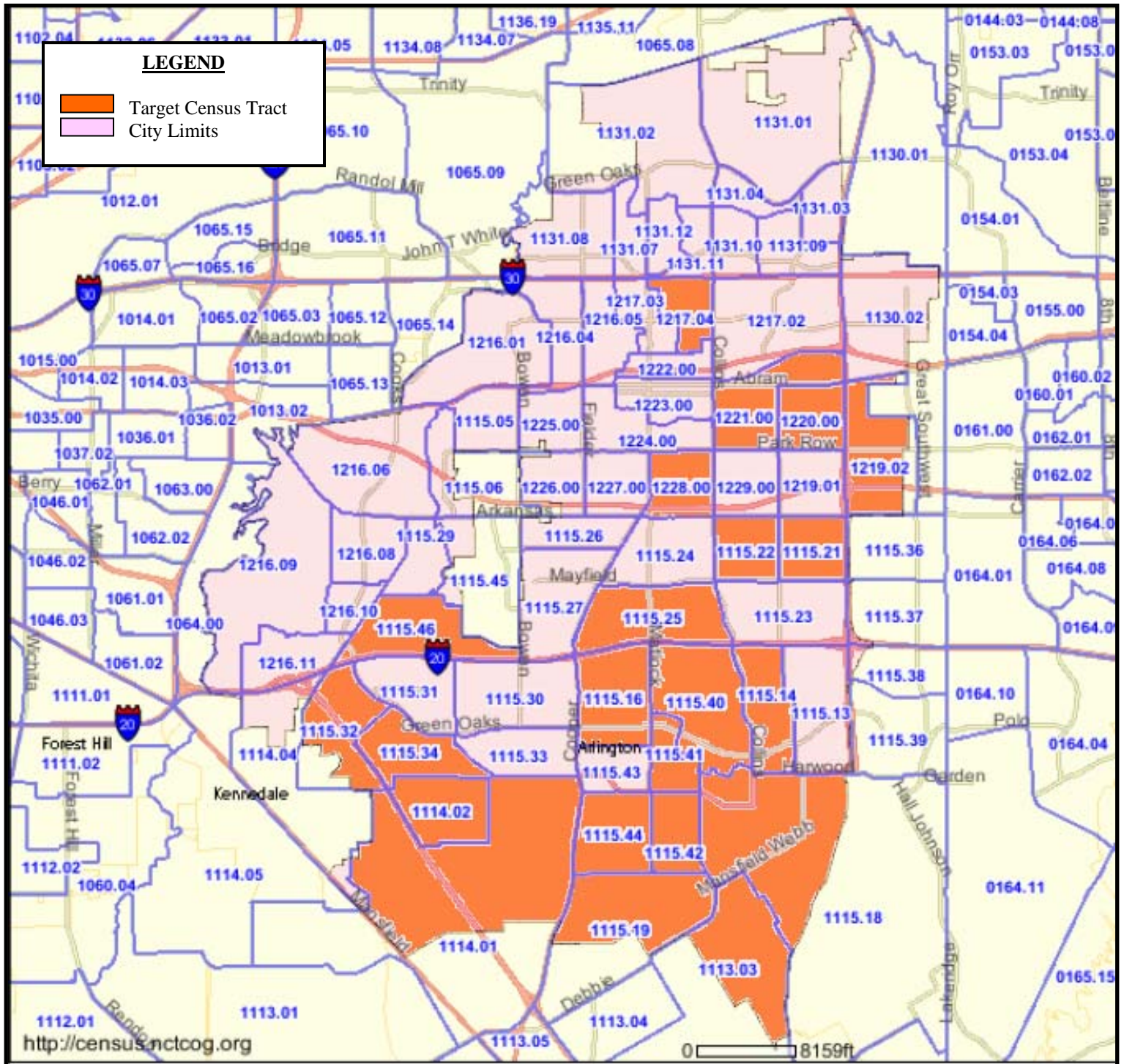
- ✓ <http://www.arlingtontx.gov/planning/arlington2025.html>
- ✓ [www.championarlington.com](http://www.championarlington.com).

2) Proposed NSP2 activities include homebuyer assistance, acquisition and rehabilitation of foreclosed properties, and demolition of blighted foreclosed properties. Each of these activities will lead to neighborhood stabilization and improved housing through increased homeownership, preservation of existing housing stock, and removal of neighborhood blight.

**APPENDICES**

APPENDIX A

Targeted Census Tracts



APPENDIX B

**Public Notices and Summary of Comments**

12H Sunday, July 5, 2009 www.star-telegram.com

Legal Notices	Legal Notices	Legal Notices																																								
<p><b>JULY 5, 2009 NOTICE OF INTENT TO APPLY FOR RECOVERY ACT FUNDING FOR THE NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2) IN THE CITY OF ARLINGTON, TEXAS</b></p> <p>The City of Arlington intends to apply for a minimum of \$5,000,000 in Recovery Act funding from the U.S. Department of Housing and Urban Development (HUD) for the Neighborhood Stabilization Program competitive grant, also known as NSP2. The purpose of the program is to stabilize neighborhoods whose viability has been, and continues to be, damaged by the economic effects of properties that have been foreclosed upon or are abandoned.</p> <p>Proposed program activities include, but are not limited to: acquisition, rehabilitation, and resale of vacant and foreclosed properties; homebuyer assistance for income-qualifying individuals; clearance and demolition of blighted structures; and related administrative costs. At least 100 Arlington households will be assisted through this program.</p> <p>The target areas for the proposed activities that have been identified as high foreclosure/vacancy risk areas include the following census tracts in Arlington:</p> <table border="0"> <tr><td>1113.03,</td><td>1114.01,</td></tr> <tr><td>1114.02,</td><td>1115.14,</td></tr> <tr><td>1115.16,</td><td>1115.18,</td></tr> <tr><td>1115.19,</td><td>1115.21,</td></tr> <tr><td>1115.22,</td><td>1115.25,</td></tr> <tr><td>1115.26,</td><td>1115.28,</td></tr> <tr><td>1115.32,</td><td>1115.34,</td></tr> <tr><td>1115.40,</td><td>1115.41,</td></tr> <tr><td>1115.42,</td><td>1115.44,</td></tr> <tr><td>1115.46,</td><td>1217.04,</td></tr> </table>	1113.03,	1114.01,	1114.02,	1115.14,	1115.16,	1115.18,	1115.19,	1115.21,	1115.22,	1115.25,	1115.26,	1115.28,	1115.32,	1115.34,	1115.40,	1115.41,	1115.42,	1115.44,	1115.46,	1217.04,	<p>1219.02, 1220, 1221, and 1228. Additional information regarding the City of Arlington's NSP2 plans, including a map of the target geography, can be found online at <a href="http://www.arlingtontx.gov/housing">www.arlingtontx.gov/housing</a>.</p> <p>Public comments and questions will be received by the City of Arlington from July 6 to July 15. Please contact John Redmon, NSP Program Coordinator at 817-276-6701 or <a href="mailto:John.Redmon@arlingtonhousing.us">John.Redmon@arlingtonhousing.us</a>.</p> <p><b>AVISO DEL INTENTO DE SOLICITAR FUNDOS DE LA LEY DE RECUPERACION PARA FINANCIAR EL PROGRAMA 2 DE LA ESTABILIZACION DE LA VECINDAD (NSP2) EN LA CIUDAD DE ARLINGTON, TEXAS</b></p> <p>La ciudad de Arlington se propone solicitar un mínimo de \$5,000,000 de la Ley de Recuperación del Departamento de Vivienda y del Desarrollo Urbano de los Estados Unidos (HUD) para la concesión competitiva del programa de la estabilización de la vecindad, también conocido como NSP2. El propósito del programa es estabilizar las vecindades que ha sido viabilidad, y continúa siendo, dañado por los efectos económicos de las propiedades que se han ejecutadas o se han abandonadas.</p> <p>Las actividades propuestas del programa incluyen, pero no se limitan, adquisición, rehabilitación, y reventa de propiedades vacantes y ejecutadas; ayuda del comprador de casa para los</p>	<p>individuos rentafinanciamiento, despeje y demolición de estructuras marchitadas; y costes administrativos relacionados. Por lo menos cientos de casas de Arlington serán asistidas con este programa.</p> <p>Las áreas apuntadas para las actividades propuestas que se han identificadas como altas áreas del riesgo de la ejecución de una hipoteca o de abandono incluyen las zonas siguientes del censo en Arlington:</p> <table border="0"> <tr><td>1113.03,</td><td>1114.01,</td></tr> <tr><td>1114.02,</td><td>1114.02,</td></tr> <tr><td>1115.14,</td><td>1115.16,</td></tr> <tr><td>1115.18,</td><td>1115.19,</td></tr> <tr><td>1115.21,</td><td>1115.22,</td></tr> <tr><td>1115.25,</td><td>1115.28,</td></tr> <tr><td>1115.34,</td><td>1115.40,</td></tr> <tr><td>1115.41,</td><td>1115.42,</td></tr> <tr><td>1115.44,</td><td>1115.46,</td></tr> <tr><td>1217.04,</td><td>1219.02,</td></tr> </table> <p>1220, 1221, y 1228. La información adicional con respecto a la ciudad de los planes de NSP2 de Arlington, incluyen un mapa de la geografía apuntada, se puede encontrar en el sitio web de la ciudad <a href="http://www.arlingtontx.gov/housing">www.arlingtontx.gov/housing</a>.</p> <p>Los comentarios del público y las preguntas serán recibidas por la ciudad de Arlington del 6 de julio al 15 de julio. Entre en contacto con, por favor a John Redmon, coordinador del programa de NSP en 817-276-6701 o <a href="mailto:John.Redmon@arlingtonhousing.us">John.Redmon@arlingtonhousing.us</a>.</p>	1113.03,	1114.01,	1114.02,	1114.02,	1115.14,	1115.16,	1115.18,	1115.19,	1115.21,	1115.22,	1115.25,	1115.28,	1115.34,	1115.40,	1115.41,	1115.42,	1115.44,	1115.46,	1217.04,	1219.02,
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City of Arlington, TX :: Government :: Neighborhood Services :: Arlington Housing Authority - Microsoft Internet Explorer provi


http://www.arlingtontx.gov/housing/index.html


Arlington, Texas 76011  
Fax: 682-367-1000  
Email: [waiting@arlingtontx.gov](mailto:waiting@arlingtontx.gov)

- ▶ [View the Housing Choice Voucher Program requirements video](#)
- ▶ [Ver video de Programa de Vale Para Eleccion de Viviendas EN ESPANOL](#)
- ▶ [View the Public Comment Version FSS Fair Housing \(pdf\)](#)
- ▶ [Public Notice - Waiting List Closure \(pdf\)](#)
- ▶ [Landlord & PHA Access Portal NOW AVAILABLE](#)
- ▶ [Landlord & PHA Access Portal FAQs \(pdf\)](#)
- ▶ [Arlington Housing Authority Overview - Lana Wolff's Town Hall Meeting June 11, 2007 \(pdf\)](#)
- ▶ [Affordable Homes For Sale \(pdf\)](#)

**ARLINGTON HOUSING AUTHORITY HIGHLIGHTS**

 **Neighborhood Stabilization Program - 2**  
The City of Arlington is proposing to apply for Neighborhood Stabilization Program - 2 (NSP-2) funding. Click this link to view the public notice and view the proposed target areas for funding.  
▶ [Neighborhood Stabilization Program - 2 information and Target Area map](#)

 **Neighborhood Stabilization Program**  
The Neighborhood Stabilization Program (NSP) was established by the Housing and Economic Recovery Act of 2008 on July 30, 2008.  
▶ [Neighborhood Stabilization Program information and Target Area maps](#)

 **Seeking Qualified Investment Services**  
The Housing Authority of the City of Arlington (AHA) is seeking qualified professionals to provide investment services. Interested Investment Services professionals should review the AHA Investment Policy, and submit a completed Certification Letter and Broker Questionnaire to Amy Trevino, Financial Manager, 501 W. Sanford Street, Suite 20, Arlington, TX 76011. Questions should also be

http://www.arlingtontx.gov/housing/pdf/NSP2.pdf

## Summary of Comments

No public comments were received.

## APPENDIX C

### Certifications

1. **Affirmatively furthering fair housing.** The applicant certifies that it will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.
2. **Anti-displacement and relocation plan.** The applicant certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan.
3. **Anti-lobbying.** The applicant must submit a certification with regard to compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.
4. **Authority of applicant.** The applicant certifies that it possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and other program requirements.
5. **Acquisition and relocation.** The applicant certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24, except as those provisions are modified by the notice for the NSP2 program published by HUD.
6. **Section 3.** The applicant certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.
7. **Citizen participation.** The applicant certifies that it is carrying out citizen participation in accordance with NSP2 requirements.
8. **Use of funds.** The jurisdiction certifies that it will comply with Title III of Division B of the Housing and Economic Recovery Act of 2008, as modified by the American Reinvestment and Recovery Act by spending 50 percent of its grant funds within 2 years, and spending 100 percent within 3 years, of receipt of the grant.
9. **Financial Responsibility.** The applicant certifies:
  - a. that all of the NSP2 funds made available to it will be used with respect to individuals and families whose incomes do not exceed 120 percent of area median income; and
  - b. The applicant will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed

funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if NSP funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with NSP funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than NSP funds if the jurisdiction certifies that it lacks NSP or CDBG funds to cover the assessment.

- 10. **Excessive force.** The applicant, if an applicable governmental entity, certifies that it has adopted and is enforcing:
  - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
  - b. A policy of enforcing applicable state and local laws against physically barring entrance to, or exit from, a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
  
- 11. **Compliance with anti-discrimination laws.** The applicant certifies that the NSP grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.
  
- 12. **Compliance with lead-based paint procedures.** The applicant certifies that its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K, and R.
  
- 13. **Compliance with laws.** The applicant certifies that it will comply with applicable laws.

\_\_\_\_\_/Trey Yelverton  
Signature/Authorized Official

\_\_\_\_\_  
Date

Deputy City Manager  
Title

## APPENDIX D

(excerpted from the City of Arlington Personnel Manual)

### 201.00 PERFORMANCE AND CONDUCT STANDARDS

#### 201.01 POLICY/PURPOSE

All employees are expected to maintain acceptable standards of conduct, efficiency, and economy in the performance of their work for the City. Acceptable standards of conduct should be maintained both on and off duty in order to promote impartial, objective, and effective performance of duty, avoid activities that adversely affect the City's reputation or interest, ensure safe and efficient operations, and engender a high degree of confidence in and support for City operations.

This Chapter, which describes standards of employee conduct and performance, is not intended to be an all-inclusive list of prohibited or expected conduct.

#### 201.02 GENERAL PROVISIONS

A. **Conformance to Laws.** An employee shall obey and shall not engage in any conduct prohibited by the laws of the United States, Texas, or any other state or any political subdivision wherein the conduct of the employee occurred. Conduct in violation of such laws may be cause for disciplinary action without regard to whether charges are filed or prosecuted.

B. **Violation of Rules:** An employee shall not commit any act contrary to good order and discipline, or constituting a violation of any of the provisions of the rules and regulations of the City.

1. Ignorance of the rules and regulations does not excuse or justify any violation.

2. An employee is responsible for his or her personal actions. No employee shall attempt to shift to another the employee's responsibility for executing or failing to execute assigned instructions or responsibilities.

C. **Attempts and Conspiracy.** Any employee who by act or conduct attempts to violate, or conspires with any person to violate City or department policies, rules, or regulations shall be subject to the same discipline as though the actual violation had been accomplished.

D. **Responsibility for Conduct of Another.** An employee is responsible for and chargeable with the rule, policy, or regulation violation by another if:

1. Acting with the kind of culpability required for the violation, the employee causes or aids an innocent or non-responsible person in engaging in conduct prohibited by the definition of the violation;

*Nothing in this Manual is to be construed to create a contract between the City and its employees or create a contractual entitlement to any benefit. Any benefit provided in this Manual may be modified or withdrawn at any time without notice, except as provided by federal or state laws.*

- 1 Acting with intent to promote or assist in the commission of the violation, the employee solicits, encourages, directs, aids, or attempts to aid the other person in committing the violation; or
- 2 Having a legal duty to prevent commission of the violation and acting with intent to promote or assist its commission, the employee fails to make a reasonable effort to prevent commission of the violation.

### **201.03 ATTENTION/DERELICTION**

A. **Attention to Duty.** An employee shall remain awake, alert, observant, and occupied with City business when on the job. When at work an employee shall devote his or her time and attention to the business of the City. An employee shall not read unauthorized material, play games, watch television or movies, or otherwise engage in entertainment while on the job, or have such items on his or her person or at the assigned work location, except as may be required for the performance of assigned duties. The employee shall not engage in any activity which would cause the employee to neglect or be inattentive to assigned duties.

B. **Dereliction of Duty.** Employees shall perform their job duties fully and without undue delay. Employees shall perform their job duties professionally, efficiently, and without unnecessary supervision. Employees shall ensure they are engaged productively at all times or as directed. Employees shall not perform their job duties negligently or with inappropriate/deliberate slowness. Employees shall demonstrate appropriate initiative and dependability in the quality, volume, and prioritizing of their job duties. Dereliction of duty also includes, but is not limited to:

- 1 Failure of an employee to immediately report to the supervisor (or other supervisor not involved) when a violation by either employees or citizens of laws, policies, rules, or regulations comes to the employee's attention;
- 2 Failure of a supervisor to immediately take appropriate action when a violation by employees or citizens of laws, policies, rules, or regulations comes to the supervisor's attention, regardless of the supervisor's or violator's assignment or position in the City;
- 3 Failure to observe and follow the rules or standard operating procedures of the employee's department or the City; and
- 4 Failure to secure or report the loss of City property.

C. **Personal Business.** No employee shall engage in personal business while on duty.

## **201.04 COMPETENCE, JUDGMENT, AND SUPERVISION**

A. **Competence.** An employee shall maintain sufficient competence to properly perform the assigned duties and responsibilities of the position. The employee's efforts shall be directed and coordinated in a manner that will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the City. The fact that an employee was deemed competent at the time of employment does not preclude a judgment of incompetence as the result of job performance deficiencies. Incompetence includes, but is not limited to:

- 1 Failure to achieve and maintain acceptable job proficiency;
- 2 Failure to accept and execute duties, responsibilities, instructions, and orders with a minimum of supervision;
- 3 A written record of repeated disciplinary actions for infractions of policies, rules, regulations, manuals, or directives; and
- 4 Repeated adverse counseling reports and/or evaluations reflecting need for improvement, or indicating performance inadequacies.

B. **Judgment.** An employee shall exercise appropriate judgment relevant to the conduct and performance of duty.

C. **Supervision.** A supervisor shall, in accordance with department management's expectations:

- 1 Demonstrate qualities of leadership necessary for the position;
- 2 Exercise appropriate supervision of subordinates and responsibilities;
- 3 Effectively plan, develop, and coordinate supervision and training of subordinates;
- 4 Observe and appropriately counsel subordinates;
- 5 Take appropriate action when a subordinate fails to perform; and
- 6 Properly account for all funds and property under his/her control.

## **201.05 HEALTH FITNESS**

A. **Fitness for Duty.** An employee must be physically and mentally fit to perform essential job functions.

**B. Evaluation for Fitness.** When it is suspected that the physical or mental impairment of an employee constitutes a hazard to individuals or property or may prevent the employee from effectively performing the essential job functions of the position, the employee may be required to authorize the City to have access to existing medical records and subsequently created records. The employee may also be required to submit to an evaluation of health fitness for duty, and/or undergo a program of treatment. Such testing should be coordinated with the Workforce Services Department.

1 The employee will be paid for the time required to take such examination. A licensed practitioner selected by the City will conduct the exam at no cost to the employee.

2 Correction or treatment of conditions diagnosed during this examination and/or a program of treatment are the responsibility of the employee.

3 If unable or unfit to perform the essential job functions of the position, an employee is subject to the provisions of the Health Fitness Impairment Chapter (305.00).

**C. Periodic Exams and/or Treatment.** An employee may be required to take periodic special examinations and/or undergo a program of treatment to qualify for continued employment in the same classification or position.

**D. Disclosure Required.** An employee who becomes aware of a physical or mental impairment that may affect the employee's ability to perform the essential job functions of the position must inform the department. The department, in coordination with the Workforce Services Department, may require an examination pursuant to Section B above, and/or authorization for access to and review of medical records.

**E. Status During Evaluation.** Pending completion of the health fitness evaluation, the employee may be required to use accrued paid leave, may be placed in an unpaid leave status, or may be temporarily reassigned.

## **201.06 OBEYING ORDERS**

**A. Insubordination.** An employee shall promptly obey and execute any and all lawful orders of a supervisor, including those relayed from a supervisor by another employee. A "lawful order" is any order in keeping with the performance of any duty, issued either verbally or in writing by the Department Head or any other supervisor, prescribed by the various rules and regulations of the City, and necessary for the preservation of good order, efficiency, or proper discipline of the City and its employees. The willful disobedience of any order lawfully issued by a supervisor or any mutinous, insolent, or abusive language or conduct toward a supervisor shall be insubordination. For the purposes of this paragraph, "supervisor" includes any employee designated to exercise authority in a given situation.

B. **Conflicting Orders.** An employee who is given a proper order that is in conflict with a previous order or regulation shall respectfully call attention to such conflict. If the supervisor giving the order does not alter or retract the conflicting order, then the order shall stand and, under these circumstances, the responsibility shall be the supervisor's. In such situations the employee shall obey the conflicting order unless it is a violation of the law. The employee shall not be held responsible for disobedience of any order previously issued, and shall thereafter submit a written report stating the facts and circumstances to the Department Head, via the immediate supervisor.

C. **Examinations and/or Tests:** Upon order of the department head for matters related to duty performance and investigations authorized by law, an employee shall submit to any medical, chemical, drug, alcohol, ballistics, or other test, photograph, fingerprinting, or counseling program, and shall sign any related authorization forms.

#### **201.07 REPORTING FOR DUTY**

A. **Unauthorized Absence.** No employee may be absent without authorization. This includes failure to report for work at the assigned time and place or leaving a place of duty or assignment without proper authorization. This rule applies to any scheduled activity for which the employee is compensated by the City of Arlington.

B. **Reporting for Work.** An employee shall report for work physically and mentally fit at the time and place specified by the supervisor and remain physically and mentally fit throughout the work day. The employee must be properly prepared to immediately assume and continue the duties, which includes being aware of information required for proper performance of that work.

C. **Reporting Absence.** An employee who cannot report for work must notify the immediate supervisor within the time limits established by the department and give a telephone number and address where the employee can be located during the absence.

D. **Personal Appearance.** All employees must maintain a neat, well-groomed appearance and hair style and wear any uniform or other apparel in accordance with individually established department standards.

E. **Suspension.** No employee may wear a City uniform, or carry a City identification card, or use any City issued or authorized vehicle or equipment while under disciplinary suspension.

#### **201.08 RESPONDING**

A. **Failure to Respond.** No employee shall fail to timely respond to official calls for service, dispatched calls, notices of assignments, or any other method of direction to perform at a designated place or by a designated time.

B. **Responding to Calls for Service.** An employee must not respond to any dispatched call for service without authorization.

C. **Requests for Assistance.** When the public requests assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established procedures.

D. **Citizen Complaints.** An employee shall courteously and promptly accept a complaint made by a citizen against any employee of the City, or against any City policy or procedure, and attempt to resolve the complaint if possible. If an employee is unable to resolve the complaint, it must be immediately reported to the supervisor. An employee must immediately notify the supervisor if the complaint involves loss or destruction of property, personal injury, alleged criminal or civil law violation, or any other circumstance the employee determines to justify the immediate notice.

E. **Testimony and Answering Questions.** An employee shall truthfully answer all questions put to him or her by a supervisor and render material requested related to the employee's duty and conduct and also to the operations and efficiency of the department and its personnel. For purposes of this paragraph, "supervisor" includes any employee designated to exercise authority in a given situation.

F. **Identification.** An employee must furnish name, job title, and department name to any person requesting that information as a result of actions taken by the employee in the performance of official City business.

## **201.09 TRUTHFULNESS**

A. **Departmental Reports, Truthfulness.** No employee may knowingly enter, or cause to be entered, any inaccurate, false, or improper information, or misrepresent the facts in any City records or reports, whether such reports are oral or written. Employees must be truthful at all times in oral or written reports, whether under oath or not, and no material facts may be omitted or cause to be omitted from any report.

B. **Fictitious Illness or Injury Reports/Deception.** An employee must not feign illness or injury, falsely report to be ill or injured, or otherwise deceive or attempt to deceive any official of the City as to the condition of personal health.

C. **Abuse of Process/Withholding Evidence.** An employee shall not, at any time, intentionally manufacture, falsify, destroy, or withhold evidence or information, nor knowingly or intentionally make any false accusation or criminal charge.

D. **Fraudulent Employment.** No employee shall procure or maintain employment in the City by means of willful misrepresentation or omission of any fact concerning the employee's personal history, qualifications for employment, or physical condition.

E. **False Report.** No employee shall make a false oral or written report or statement, nor by any means induce another person to do so.

A. **Interference with Judicial Process.** Employees shall not attempt, recommend, or cause a dismissal, reduction of charges, canceling of a subpoena, or other disposition of a pending criminal case that has been filed in any criminal court or before any grand jury, except by written approval of their supervisor. Employees shall not communicate in any manner, either directly or indirectly, any information which may assist persons guilty or accused of criminal or quasi-criminal acts to escape arrest or punishment, or which may enable them to dispose of or hide evidence of unlawful activity, money, merchandise, or other property unlawfully obtained.

B. **Debts.** An employee shall not impair his or her ability to perform as a City employee, tend to impair efficient City operations, or cause the City to be brought into disrepute by undertaking any financial obligation which the employee knows, or should know, cannot be personally met. An employee shall pay all just debts when due.

C. **Incurring Expenses.** No expenditure of money may be made or liability incurred in the name of the City of Arlington or an employee's department unless approved by an authorized representative of the City.

D. **Evidence/Found Property.** No employee may fail to promptly deliver any evidence, abandoned property, or confiscated property to the proper authority as designated by department procedure or City regulation. An employee may not convert to personal use, destroy, or remove, except in accordance with established departmental procedure, any property found in connection with official business. No employee is authorized to keep or claim such evidence or property.

E. **Misuse or Theft of City Property.** No employee shall steal, sell, willfully or negligently damage, destroy, misuse, lose, or have unauthorized possession of owned or leased City property, or use any City property, services, or information in an unauthorized manner for monetary gain.

## **201.11 PROFESSIONAL CONDUCT**

A. **Unbecoming Conduct and Conduct Prejudicial to Good Order.** An employee's conduct at all times, on and off the job, shall reflect favorably on the employee and the City. The subjective intent of the speaker or actor is not relevant in the determination of whether this standard of conduct is violated. Unbecoming conduct includes but is not limited to:

1. Acts that tend to bring the city into disrepute or discredit the employee, or tend to impair or disrupt the operation of the City or the employee.
2. Word(s) or action(s) which can reasonably be construed to convey discriminatory or biased opinion, attitude or belief about race, color, national origin, gender, sexual orientation, disability, age or religion.
3. Verbal conduct, jokes, gestures physical conduct of a sexual nature.

B. **Reporting of Arrests and Convictions.** An employee shall immediately (or by the next working day at the latest) notify his or her direct supervisor if the employee has been arrested. An employee shall immediately (or by the next working day at the latest) notify the direct supervisor in writing of any charges or complaints being filed, conviction, probation, adjudication, or deferred adjudication of any criminal or traffic offense. "Criminal offense" specifically includes, but is not limited to any offense involving the use, or attempted use of physical force, or the threatened use of a deadly weapon against a current or former spouse or their parent or guardian, against a person with whom the employee shares a child, or against a person with whom the employee is cohabiting or has cohabited.

C. **Courtesy.** An employee shall be courteous to the public and fellow employees. An employee's conduct and deportment shall always be quiet, civil, orderly, and courteous. The employee shall be diplomatic and tactful, controlling temper and exercising utmost patience and discretion. An employee shall at all time refrain from using coarse, violent, profane, or insolent language.

D. **Fighting.** An employee shall not engage in argumentative discussions or fighting, except where authorized by law, even in the face of provocation.

E. **Horseplay/Rough Play.** No employee shall engage in "horseplay/rough play" or the playing of pranks while on the job or in any City facility.

F. **Gambling.** An employee shall not engage or participate in gambling in any form while on duty, in uniform, while in any municipal facility, or in violation of any law or regulation.

G. **Immoral Conduct.** An employee shall maintain high standards of moral conduct in personal affairs and shall not be a participant in any incident involving moral corruption which tends to or does impair the employee's ability to perform as a City employee or cause the City to be brought into disrepute.

H. **Unauthorized Memberships.** No employee shall become a member with intent to further its aims of any organization, association, movement, or group which advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unlawful means.

I. **Visiting Prohibited Establishments.** An employee, while on duty or in uniform, shall not frequent, visit, or enter a house of prostitution, gambling house establishment wherein the laws of the United States or Texas are violated, or a place whose primary purpose is the sale of alcoholic beverages for consumption on premises, except in the performance of duties as directed by a supervisor.

## **201.12 LABOR ACTIVITIES**

A. **Labor Activities.** No employee shall engage in any form of labor organization or association activities while on duty or on City property.

B. **Strike.** An employee shall not engage in any strike. "Strike" includes, but is not limited to any of the following when engaged in for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligation of employment:

- The concerted failure to report for duty, willful absence from one's position;
- Unauthorized holidays;
- Sickness unsubstantiated by a physician's statement in accordance with personnel policies;
- The stoppage of work or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment; or
- An acceleration of work performance resulting in an unreasonable and substantial increase in City activity.

### 201.13 OTHER STANDARDS

A. **City Auctions.** No City employee or City official or relative of a City employee or official shall be allowed to bid in City auctions, either personally or by representative.

B. **Firearms and Lethal Weapons.** Except for employees commissioned by the City of Arlington as police/peace officers, City employees are prohibited from possessing firearms while on duty or in any City building or City vehicle, regardless of whether the employee possesses a Texas handgun license. However, employees with a valid handgun license may retain the licensed handgun in their personal vehicle parked on City property during their duty hours or before reporting to or after departing from duty. (Terms used are as defined in Chapter 46 of the Texas Penal Code.)

C. **National Courtesies.** While on duty or in uniform employees shall render proper honors to the United States flag and national anthem at appropriate times.

D. **Solicitation.** Solicitation is not permitted of or by City employees during working hours or within any City facility without advance approval in writing of the appropriate department head, Deputy City Manager, or the City Manager. "Solicitation" is any act or attempt to advertise, market, or sell any product or service, or to seek employee membership in any organization, or to obtain a donation/contribution.

E. **Soliciting Co-Signers.** An employee shall not solicit any subordinate or supervisory employees to co-sign or endorse any promissory note or other loan.

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F. **Telephone and Address.** An employee shall report any change of telephone number or address to the supervisor and the Workforce Services Department within 48 hours of such change.