

# Program Overview

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Case Id: 30306

Name: Test case for edits - PY2024 - PY2024

Address: \*No Address Assigned

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## Program Overview

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Please provide the following information.



City of Arlington  
HOME-ARP Program

City of Arlington  
101 West Abram St.  
P.O. Box 90231 MS 01-0330  
Arlington, TX 76004  
817-459-6232

### Background

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARP) of 2021 into law allocating \$1.9 trillion in relief to address the impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. Congress appropriated \$5 billion in ARP funds through the HOME Investment Partnership program (HOME-ARP) to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations.

On Sept. 20th, 2021, the U.S. Department of Housing and Urban Development awarded the City of Arlington \$4,583,064 of funds from the HOME-American Rescue Plan Act of 2021 ("HOME-ARP"). HOME-ARP funds are to be used to help communities create affordable housing and services for people experiencing or who are at risk of experiencing homelessness.

For additional information about the HOME-ARP program regulatory requirements, visit: [Final HOME-ARP Implementation Notice \(hud.gov\)](#)

### Purpose

The City of Arlington is seeking one or more respondents who will (1) create (26) permanent supportive housing (PSH) units through renovation/conversion or new construction and (2) collaborate to provide on-going supportive services for such households for a period of at least twenty (20) years. Units can be a part of a larger development to promote mixed income usage. All projects must meet regulatory requirements and eligibility criteria established by HUD and the City of Arlington.

Through this RFP, the City is seeking proposals that demonstrate the capacity to act quickly and have expertise/experience in multiple areas – facility development (either acquisition and renovation or construction), ownership, and provision of supportive services. Collaboration of expertise to provide wrap-around supportive services is required.

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Please reference the HOME-ARP Request for Proposals Guidebook found [here](#).

## A. Organizational Contact Information

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### A. Organizational Contact Information

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Please provide the following information.

#### ORGANIZATIONAL INFORMATION

A.1. Organization Name

A.2. Mailing Address

A.3. Physical Address

A.4. Organization Phone Number

A.5. Agency Type

A.6. Date of Incorporation

A.7. DUNS Number

A.8. IRS Tax Status

A.9. Tax ID Number

A.10. Unique Entity Identifier from [SAM.gov](https://sam.gov)

A.11. Unique Entity Qualifier Expiration Date:

A.12. Please upload confirmation of SAM.gov registration

#### PROJECT INFORMATION

A.23. Select the option below that best describes the Applicant. (If the applicant selects "Other," provide an explanation.)

A.24. Proposed Funding Request Amount  
\$0.00

A.25. Proposed Project Type, select one of the following:

A.26. Project Name

A.27. City Council District

A.28. Full Project Address

A.29. Is this a high poverty census tract (above 20% poverty)

A.30. If awarded funding under this RFA, will RFA funds be sole source of funding?

A.31. Has any member of the development team (including architect, contractor, management company) or the principals thereof been associated with a defaulted development or one that has been found to be in non-compliance with any federal, state, or local grant or loan program requirements in the last 5 years?

☐ SAM.gov Registration **\*Required**

*\*\*No files uploaded*

#### MAIN CONTACT INFORMATION

A.13. First Name

A.14. Last Name

A.15. Title:

A.16. Phone Number

A.17. E-Mail

#### ALTERNATE CONTACT INFORMATION

A.18. First Name

A.19. Last Name

A.20. Title:

A.21. Phone Number:

A.22. E-Mail

A.32. Does the applicant possess site control?

A.33. Is the request for federal funding for a construction or renovation project?

☐ [Davis Bacon link](#) **\*required**

By checking this box, you indicate “yes” that you have read and agree to comply with the Davis Bacon guidelines and implementation policies from the above link.

## B. Developer Organizational Capacity

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### B. Developer Organizational Capacity

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Please provide the following information.

**B.1. Provide an organizational overview. Include a description of the organization's history and services provided.**

**B.2. Identify all staff that will be involved in implementing the proposed project. Provide a summary of their qualifications and a list of roles and responsibilities for successful implementation of this project.**

**B.3. Has organization received audit findings or had to repay funds whether federal or local? If yes, please describe remedy.**

**B.4. Describe the applicant's past and current experience with projects utilizing HUD grant funds.**

**B.5. Provide a list of affordable and/or permanent supportive housing projects the applicant has sponsored or implemented in the last 5 years.**

**B.6. Describe the applicant's past and current experience serving chronically homeless households.**

**B.7. Describe experience in meeting M/WBE and Section 3 goals.**

## C. Support Services

*No data saved*

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**Address:** \*No Address Assigned

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### C. Support Services

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Please provide the following information.

**C.1. Provide a description of all collaborative partners for the purpose of providing supportive services.**

**C.2. Provide a description of the proposed services and a detailed plan for carrying out such services.**

**C.3. Have any collaborative partners received audit findings or had to repay funds whether federal or local? If yes, please describe remedy.**

# D. Project Design, Development and Delivery

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## D. Project Design, Development and Delivery

Please provide the following information.

D.1. Provide a description of the proposed project. Explain the current status, and how you plan to produce PSH units.

D.2. What is the cost per unit?  
\$0.00

D.3. Describe the project timeline from acquisition through final lease of units. Please include all major milestones.

### D.4. Production Schedule

Quarter	HOME Expended Amount	# of Housing Units Completed	# of Housing Units Occupied
Total	\$0.00	0	0

D.5. Provide a recruitment/marketing plan for potential tenants. Have rental assistance funds been secured?

D.6. Explain all Environmental Review concerns and mitigation measures required and how they will be addressed. Use this section to detail environmental review items, the results of any review or reports conducted thus far (noise study, Phase I environmental assessment, etc.) and any plans to address identified concerns for the future.

D.7. What is the current zoning of the project site? Is a zoning change required?

D.8. For rehabilitation projects, provide a detailed plan and budget for relocation of current tenants if tenants need to be moved during construction.

## E. Financial Capacity/ Project Budget

Case Id: 30430  
Name: TEST CASE - PY2024  
Address: \*No Address Assigned

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### E. Financial Capacity/ Project Budget

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Please provide the following information.

E.1. For this project, have you applied (or will you apply) for funding from other sources?

E.2. Has the project been awarded or received firm financial commitments?

E.3. If the full request for the proposed project is NOT awarded, how likely is the project to move forward? Explain.

E.4. Describe your organization's line of credit or working capital for this project. Indicate the source of the working capital.

All Letters of Commitment must: be on the funding organization's letterhead; include date, line of credit w/interest rate, leverage, authorized signature; be dated within 30 days of submission date; funding is applicable to this project:

☐ Letters of Commitment

*\*\*No files uploaded*

E.5. If there are unexpected expenses during construction, how does the applicant propose to cover those expenses?

E.6. Does the applicant have the capacity to pay operations and maintenance costs for the project over the long term, as applicable? What are the key project revenue assumptions including, but not limited to, projected rental rates, and occupancy rates.

E.7. Does the applicant have the capacity to continue providing permanent supportive housing services over a 20-year period?

E.8. Will the project be exempt from ad valorem taxes?

E.9 Are you requesting a loan?



E.9a. Please provide the loan interest rate:

E.10

Uses and Expenses of Proposed Project	Estimated Expense (HOME)	Estimated Expense (Other)
Total	\$0.00	\$0.00

## F. CHDO Certification

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### F. CHDO Certification

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In this section, the applicant should indicate which attached document(s) provide evidence for specific threshold criteria.

**NOTE: All documentation selected below will need to be uploaded in section G. Required Documents.**

#### F.1. Are you applying as a CHDO?

If yes,

F.1.

Are you applying as a CHDO?

Yes

No

#### PART A: LEGAL STATUS

F.2.

The nonprofit organization is organized under State or local laws [§92.2 CHDO definition paragraph (1)]

*Documentation submitted in section G to demonstrate this item:*

Certificate of Good Standing (if the organization is newly formed and has been existence for less than one year, a Certificate of Existence will suffice) AND one or more of the following:

Articles of Incorporation/Charter

Other:

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.3.

The organization must have among its purposes the provision of decent housing that is affordable to low- and moderate-income people [§92.2 CHDO definition paragraph (7)]

*Documentation submitted in section G to demonstrate this item:*

Articles of Incorporation/Charter

By-laws; OR

Resolutions

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.4.

No part of the organization's net earnings may inure to the benefit of any member, founder, contributor, or individual [§92.2 CHDO definition paragraph (2)]

*Documentation submitted in section G to demonstrate this item:*

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Articles of Incorporation/Charter

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.5.

The organization may not be controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization [§92.2 CHDO definition paragraph (3)]

*Documentation submitted in section G to demonstrate this item:*

Articles of Incorporation/Charter

By-laws

A Memorandum of Understanding (MOU) with any “parent” organization.

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.6.

The organization must be a recognized nonprofit by virtue of:

1. Having a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986; OR
2. Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code; OR
3. Is a wholly-owned entity that is a disregarded entity separate from its owner for tax purposes and is owned by entity with a tax exemption ruling from the IRS under Section 501(c)(3) or 501(c)(4).

[§92.2 CHDO definition paragraph (4)]

*Documentation submitted in section G to demonstrate this item:*

501(c)(3) or (4) ruling or current conditional designation from the IRS; or

A group exemption letter from the IRS under Section 905 that includes the organization.

F.7.

The organization may not be a governmental entity such as a participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, redevelopment authority, zoning board or commission [§92.2 CHDO definition paragraph (5)]

*Documentation submitted in section G to demonstrate this item:*

Articles of Incorporation/Charter

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

## **PART B: INDEPENDENCE**

F.8.

No more than one-third of the governing board members may be public officials or employees of a governmental entity [§92.2 CHDO definition paragraph (5)]

*Documentation submitted in section G to demonstrate this item:*

By-laws, OR

Articles of Incorporation/Charter, **AND**

Current Board Roster indicating which members, if any, are public officials or employees of government entities

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.9.

The officers (including elected or appointed officials) or employees of a governmental entity may not be employees of a CHDO. [§92.2 CHDO definition paragraph (5)]

*Documentation submitted in section G to demonstrate this item:*

By-laws, or

Articles of Incorporation/Charter

CHDO Staff Roster **AND**

Other:

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.10.

If the organization was created by a governmental entity provided:

a. The governmental entity may not appoint more than one-third of the membership of the organization's governing body; and

b. The board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members. [§92.2 CHDO definition paragraph (5)]

*Documentation submitted in section G to demonstrate this item:*

Organization was/was not created by a governmental entity as evidenced by:

By-laws,

Articles of Incorporation/Charter, **AND**

Current Board Roster indicating which members, if any, are public officials or employees of government entities along with certifications from all board members as to government official/employee status

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.11.

A CHDO may be sponsored or created by a for-profit entity, provided that

a. The for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and

b. The board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members

c. The officers or employees of the sponsoring for-profit entity may not be employees of a CHDO.

[§92.2 CHDO definition paragraph 3(i) and (ii)]

*Documentation submitted in section G to demonstrate this item:*

Organization was/was not created by a governmental entity as evidenced by:

By-laws,

Articles of Incorporation/Charter, **AND**

Current Board Roster indicating which members, if any, are appointed by a for-profit parent entity

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.12.

A CHDO may be sponsored or created by a for-profit entity, however, the for-profit entity's primary purpose does not include the development or management of housing **AND** the CHDO is free to contract for goods and services from vendor(s) of its own choosing [§92.2 CHDO definition paragraph (3)(i) and (iii)]

*Documentation submitted in section G to demonstrate this item:*

Organization was/was not created by a governmental entity as evidenced by:

For-profit organization profile and Articles/By-laws

CHDO's By-laws,

Articles of Incorporation/Charter, or

Other:

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

**Part C: ACCOUNTABILITY TO LOW INCOME COMMUNITY**

F.13.

The organization must have a designated service area (i.e. the "community" in which it produces housing). A community can be a neighborhood or neighborhoods, city, county, metropolitan area, or multi-county area (but not the entire State). [§92.2 CHDO definition paragraph (8)(i)]

*Documentation submitted in section G to demonstrate this item:*

By-Laws,

Articles of Incorporation/Charter, OR

Board Resolution

Map/description of service area; **AND**

Other:

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.14.

The organization must maintain at least one-third of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations [§92.2 CHDO definition paragraph (8)(i)]

*Documentation submitted in section G to demonstrate this item:*

By-Laws,

Articles of Incorporation/Charter, **AND**

Current Board Roster indicating which members meet this criterion along with documentation of each such board member's qualification (e.g. certification of low income status, documentation of home address in low income community, appointment by low income neighborhood organization)

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.15.

The organization must have a formally adopted process for low income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects [§92.2 CHDO definition paragraph (8)(ii)]

*Documentation submitted in section G to demonstrate this item:*

By-laws, OR

Resolutions, OR

A written statement of operating procedures approved by the governing body, **AND**

Statement signed by the president or chief executive officer describing input sought and received on the current project proposal

Other:

Add reference as necessary to identify location of citation(s) in document (i.e. page number, paragraph number, etc.) or highlight citation(s) and provide page number(s).

F.16.

**The organization must have a history of serving the community within which housing to be assisted with HOME funds is to be located [§92.2 CHDO definition paragraph (10)]**

The prospective CHDO or its parent organization must be able to show one year of serving the community prior to the date the PJ provides HOME funds to the organization. The organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.

*Documentation submitted in section G to demonstrate this item:*

A statement that documents at least one year of experience in serving the community by the organization, or if newly formed, by the organization's nonprofit parent organization

Other:

**PART D: CAPACITY**

F.17.

The organization must conform to the financial accountability standards of 2 CFR 200.302 and 200.303 [§92.2 CHDO definition paragraph (6)]

*Documentation submitted in section G to demonstrate this item:*

A notarized statement by the president or chief financial officer of the organization;

A certification from a Certified Public Accountant, OR

A HUD approved audit summary.

F.18.

The organization must have demonstrated capacity appropriate to the organization's role under §92.300 and to the nature of the proposed or anticipated project. This capacity must be satisfied by having paid employees with housing experience appropriate to the project or, for the first year of funding as a CHDO, by having a qualified consultant who will train the organization's paid employees. [§92.2 CHDO definition paragraph (9)]

*Documentation submitted in section G to demonstrate this item:*

Project description from proposal/application

CHDO Staff Roster, with attachments of:

- Resumes/description of experience for staff assigned to development project
- Include W-2s for identified staff, or in the absence of W-2s, copies of the employment contract between the CHDO and the employee (Social Security No. may be blacked out.)

**CERTIFICATION:**

As the Board President of the organization named in Section 1 of this application for CHDO Certification, I hereby certify that all the information contained in this application is true and correct and that accurate versions of required attachments have been provided as part of this application. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.

No save history

SaveComplete & Continue

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## G. Required Documents

No data saved

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### G. Required Documents

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Please provide the following information.

#### ALL APPLICANTS TO PROVIDE REQUIRED DOCUMENTS

☐ **G.1. Evidence of community support for project \*Required**

\*\*No files uploaded

☐ **G.2. Resolution or Minutes authorizing submission of proposal \*Required**

\*\*No files uploaded

☐ **G.3. 20 Year Development & Operating Pro Forma \*Required**

\*\*No files uploaded

☐ **G.4. Organization IRS W-9 Form \*Required**

\*\*No files uploaded

☐ **G.5. Organizational last two-year tax returns \*Required**

\*\*No files uploaded

☐ **G.6. Most recent financial audit \*Required**

\*\*No files uploaded

☐ **G.7. Current fiscal year operating budget \*Required**

\*\*No files uploaded

☐ **G.8. Construction Cost Estimate \*Required**

\*\*No files uploaded

☐ **G.9. Description of all previous home funded \*Required**

\*\*No files uploaded

☐ **G.10. Other Supporting Documentation**

\*\*No files uploaded

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☐ **G.11. Market Analysis \*Required G.18**

*\*\*No files uploaded*

☐ **G.12. Map and Description of Service Area \*Required G.19**

*\*\*No files uploaded*

☐ **G.13. Certificate of Good Standing or Existence (issued not less than 60 days prior to application) \*Required**

*\*\*No files uploaded*

☐ **G.14. Financing Plan Description \*Required**

*\*\*No files uploaded*

☐ **G.15. Site Plan and Elevations \*Required**

*\*\*No files uploaded*

☐ **G.16. Resumes/Biographies for staff assigned to proposed project (Required for all Collaborators) \*Required**

*\*\*No files uploaded*

☐ **G.17. Organizational last two-year tax returns (Required for all Collaborators) \*Required**

*\*\*No files uploaded*

☐ **G.18. Organization IRS W-9 Form (Required for all Collaborators) \*Required**

*\*\*No files uploaded*

☐ **G.19. Organizational Chart (Required for all Collaborators) \*Required**

*\*\*No files uploaded*

☐ **G.20. Organizations current roster of Board Directors (Required for all Collaborators) (if applicable)**

*\*\*No files uploaded*

☐ **G.21. Organization's most recent balance sheet and income expenditure statement (Required for all Collaborators) \*Required**

*\*\*No files uploaded*

**CHDO ORGANIZATION DOCUMENTS - NOTE: (If applying as a CHDO, the additional documents below are required.)**

☐ **G.22. Articles of Incorporation/Charter**

*\*\*No files uploaded*



☐ **G.23. Current Bylaws**

*\*\*No files uploaded*

☐ **G.24. IRS Nonprofit Designation letter**

*\*\*No files uploaded*

☐ **G.25. Current Board Roster, must indicate LI representatives and public official/employee status**

*\*\*No files uploaded*

☐ **G.26. Board Member Certifications of Governmental Official/Employee Status**

*\*\*No files uploaded*

☐ **G.27. Board Member Certifications of Low Income Representation Status**

*\*\*No files uploaded*

☐ **G.28. Adopted policy (e.g. board resolution) defining process for Low Income Beneficiary**

*\*\*No files uploaded*

☐ **G.29. Statement outlining results of input process, including documentation such as notes/minutes/reports of input received on proposed project(s)**

*\*\*No files uploaded*

☐ **G.30. Corporate profile for prospective CHDO describing at least one year history of providing service within the organization's service area; regional organizations should highlight service history in the specific local community where proposed CHDO project is located**

*\*\*No files uploaded*

☐ **G.31. W-2s for staff assigned to proposed project**

*\*\*No files uploaded*

☐ **G.32. Most recent IRS Form 990**

*\*\*No files uploaded*

☐ **G.33. Corporate profile of for-profit entity that created organization (if applicable)**

*\*\*No files uploaded*