



Housing and Economic Development Department

P.O. Box 2570
Waco, Texas 76702-2570
254 / 750-5656
Fax: 254 / 750-5604
www.waco-texas.com

March 10, 2017

Dear Citizen Organization,

We are pleased to make available the City of Waco's Program Year 2017/2018 HOME CHDO Request for Proposal (RFP) Packet.

PY2017/2018: Prosper Waco is a top priority for the City of Waco and our affiliates. Please pay special attention to Appendix H for information concerning Prosper Waco requirements.

We are releasing this RFP to allow interested CHDOs the opportunity to develop a project proposal within the guidelines of this RFP.

The Original and two copies of each proposal must be delivered or mailed to reach the address below **on or before 5:00 P.M. Central Standard Time, Wednesday, April 12, 2017.**

**City of Waco
Housing and Economic Development Department
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570**

If you have any questions regarding this RFP, please contact:
Christy Plemons at CPlemons@wacotx.gov (254) 750-5443 or
Mark Heitman at MHeitman@wacotx.gov (254) 750-5664

We look forward to working with the CHDOs to improve the housing conditions and revitalize our neighborhoods.

Sincerely,

Melett R. Harrison
Director of Housing and Economic Development
City of Waco



**Program Year 2017/2018 HOME CHDO
(Community Housing Development Organization)**

Request for Proposal

Date of Issue: **March 10, 2017**

Deadline for Proposal Submission: **April 12, 2017**
At 5:00 p.m. CST

NO APPLICATIONS WILL BE RECEIVED AFTER THE DEADLINE

Submit to:

**City of Waco
Housing and Economic Development Department
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570**



**Program Year 2017/2018 HOME CHDO
Community Housing Development Organization
REQUEST FOR PROPOSAL (RFP)**

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**Program Year 2017/2018 HOME CHDO
Community Housing Development Corporation
REQUEST FOR PROPOSAL (RFP)**

LIST OF APPENDICES

Appendix A:	HUD Income Guidelines for Program Year 2017/2018
Appendix B:	CHDO Checklist / Certification Form
Appendix C:	Regulations Applicable to New Construction of Single Family Units for Homeownership Assisted with HOME Funds
Appendix D:	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Appendix E:	Drug Free Workplace Act Certification
Appendix F:	City of Waco Religious Organization Certification
Appendix G:	Conflict of Interest Statement
Appendix H:	The Prosper Waco Initiative <ul style="list-style-type: none">1. The Prosper Waco Goals2. Data Indicators Aligned to the Prosper Waco Goals3. Assessment for Alignment of Program Data with the Prosper Waco Goals



HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT

REQUEST FOR PROPOSALS (RFP) FOR THE PROGRAM YEAR 2017/2018 HOME INVESTMENT PARTNERSHIPS PROGRAM

I. BACKGROUND

The HOME Program was established under Title II of the National Affordable Housing Act. In brief, the purposes of HOME are to:

1. Expand the supply of safe, decent, sanitary and affordable housing, for low and very low-income persons.
2. Mobilize and strengthen the abilities of nonprofit organizations to design and implement strategies for providing decent affordable housing.
3. Create and strengthen partnerships among all levels of government and the private sector, including for-profit and not for-profit organizations, to produce or manage affordable housing.

The HOME Program is administered by the U.S. Department of Housing and Urban Development (HUD). The City is a Participating Jurisdiction (PJ) in the HOME Program and receives funds under this program. To promote the above purposes, the HOME regulations require PJs to set aside funding for local Community Housing Development Organizations (CHDOs).

II. FUNDING

Under the HOME Program, the City of Waco is required to set aside at least 15% of its total HOME allocation for housing to be developed, sponsored, or owned by CHDOs for very low and low income households (HUD Income Guidelines are at Appendix A). This constitutes the City's **CHDO Housing Program Fund**. In addition, the City may set aside up to 10% of its allocation for CHDO operating cost, constituting the **CHDO Support Fund**. For the 2017/2018 HOME program year the maximum the City may allocate for Support Funds is 10%, the minimum for Program Funds is 15%.

Except for the required 15% CHDO Set Aside funding, City Council reserves the right to change funding priorities. City Council is the final authority on decisions regarding funding. Applicants will be responsible for proper use of funding in full compliance with HUD, federal, state and local regulations. If HUD determines that funds

have been improperly used, the applicant will be responsible for repayment of such funds to HUD and/or to repay the City of Waco for any funds that have to be repaid to HUD by the City of Waco.

III. PRIORITY NEEDS AND ACTIVITIES

In light of the limited amount of CDBG and HOME funds available to the City of Waco, the entire City's housing and community development needs cannot be addressed during the five-year Consolidated Plan period. Therefore, priorities must be established to ensure that scarce resources are directed to the most pressing housing and community development needs in the City.

A multi-step process was used to establish the priorities for the City. First, data relative to each need was collected and grouped into one of four major categories: housing needs, homeless needs, non-homeless special needs, and non-housing community development needs.

Second, the City of Waco consulted with a diverse group of public agencies, nonprofit organizations, and community development entities to determine the needs as perceived by the consumers of these groups.

Finally, the data were analyzed and priorities were established using the following definitions:

- **High** priorities are those activities that WILL be funded with CDBG/HOME funds
- **Medium** priorities are those activities that MAY be funded with CDBG/HOME funds, but only after high priorities have been funded.
- **Low** priorities are those activities that will NOT be funded with CDBG/HOME funds by the City; however, the City will consider providing certifications of consistency and supporting applications submitted for non-City funds by other entities.

Medium and low priority activities are still important and are not meant to be understood as being unnecessary in the City of Waco. Rather, it is perceived that those needs may have other, more appropriate funding sources. The City of Waco has identified a limited number of priorities to provide a focus for activities that will be funded in the next five years. If a high priority proposal is not received during the local HOME application process, a medium priority project may be funded. There are a sufficient number of medium priority needs to ensure that funds can be spent in a timely manner.

Based on our current five-year consolidated plan, the following is a list of the highest funding priorities for the City of Waco, based on funding history over the past two (2) years:

- Public facilities and improvements
- Public services including those that serve youth, homeless individuals or families, and provide employment training to the unemployed or underemployed
- Construction of housing

- Direct homeownership assistance
- Rehabilitation of owner-occupied housing
- Code enforcement

IV. ELIGIBLE APPLICANTS

- A. Only CHDOs certified by the City of Waco in good standing are eligible to apply for the 2017/2018 HOME CHDO funds. Information on CHDOs and an application form to be certified or recertified by the City as a CHDO. (Appendix B)
1. CHDOs that have been previously certified by the City but have **not** been awarded CHDO funds for the past three years need to be recertified prior to submitting a 2017/2018 CHDO application.
 2. CHDOs which have been in outstanding financial obligation with the City of Waco need to settle such obligation with the City before submitting an application for CHDO recertification or for 2017/2018 HOME funds.
 3. CHDOs that have not been submitting required reports in accordance with contract requirements during the period of affordability need to submit all outstanding financial and programmatic reports and keep these reports updated before submitting an application for recertification or for the 2017/2018 HOME funds.
- B. CHDOs that have current contracts with the City of Waco which have not accomplished their planned goals under contracts and have unexpended balances under these contracts shall be eligible to apply **only if it can be demonstrated to Housing staff's satisfaction that the planned goals will be completed by the time the 2017/2018 RFP contracts are executed, and all HOME grants currently open will be completed by September 30, 2018.**

V. HOME ELIGIBLE ACTIVITIES AND ELIGIBLE COSTS

A. Housing Program Fund

1. The following are the eligible activities for the Housing Program Fund, subject to the provisions in the HOME regulations (a complete copy of the HUD HOME regulations is available from Housing and Economic Development Department at no charge upon request):
 - ♦ Property acquisition
 - ♦ Site improvements
 - ♦ New construction, which includes conversion and entails adding one or more units beyond the existing walls

- ♦ Rehabilitation of properties owned by the CHDO, including conversion other than described under new construction
 - ♦ Reconstruction of properties owned by the CHDO
 - ♦ Lease/purchase program
 - ♦ Interim financing
 - ♦ Demolition as part of a housing project
 - ♦ Other activities eligible under the HOME regulations (except those specifically mentioned below), subject to approval by the Housing Department
2. Tenant-based rental subsidy is not an eligible activity in this RFP.
 3. The housing units must be for permanent or transitional housing, including permanent housing for disabled homeless persons, and single-room occupancy (SRO) housing.
 4. The **eligible costs** are those allowed under the HOME regulations, including costs incurred in predevelopment, acquisition, construction, renovation, and other development costs.
 5. The housing must be developed, sponsored, or owned by the CHDO (24 CFR 92.300).
 6. The housing must meet HOME affordability requirements and be occupied by low-income households (80% or below) as required by HOME regulations.

B. CHDO Support Fund

1. This fund is designed to assist CHDOs in building or increasing their capacity to provide affordable housing. Eligible uses include, but are not limited to: salaries, wages, and other employee compensation and benefits; supplies; utilities; rent; custodial services; office equipment rental; printing; fidelity bond; liability insurance; legal and accounting; private auto allowance; other reasonable and necessary costs approved by the Housing Department.
2. The grant under this Fund **shall not exceed 10% of the CHDO's total operating budget.**
3. Existing CHDOs who have received CHDO operating or support funds for the last three consecutive years are eligible to apply for the CHDO Support Fund only where one or more of the following initiatives or activities will be pursued:

- ♦ Expanding into an unserved or underserved area located in a HUD-eligible area or unserved or underserved special needs population; or
- ♦ Undertaking an innovative project.

VI. HUD OUTCOME PERFORMANCE MEASUREMENT SYSTEM

All applications must demonstrate a tie to one of three HUD designated objectives. In addition the proposed activity must demonstrate at least one HUD designated outcome. Please check below the Objective and Outcome that your project meets. Also, please provide additional details in the project narrative.

The HUD Objectives are:

- | | | |
|-------|--------------------------------------|--|
| _____ | Suitable Living Environment | In general this objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their environment. |
| _____ | Decent Affordable Housing | This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort. |
| _____ | Creating Economic Development | This objective applies to the activities related to economic development, commercial revitalization, or job creation. |

The HUD Outcomes are:

- | | | |
|-------|---|---|
| _____ | Availability/Accessibility | This outcome applies to activities that makes services, infrastructure, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. Accessibility does not refer to physical barriers, but also making the affordable basics of daily living available and accessible to low-and moderate-income people. |
| _____ | Affordability | This outcome applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. |
| _____ | Sustainability-Promoting Livable or Viable Communities | This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or |

by removing or eliminating slums and blighted areas through multiple activities or services that sustain communities or neighborhoods.

VII. THE PROSPER WACO COLLECTIVE IMPACT INITIATIVE

All applications must demonstrate a tie to at least one of the Prosper Waco's Initiative Goals. Refer to Appendix H. Please check below the Goal that your project meets. Also please provide additional details in the project narrative.

The Prosper Waco Initiative Goals are:

_____ **EDUCATION:** The Greater Waco community will build an environment that promotes lifelong educational attainment for all residents beginning at birth. The successful outcome of our work will be a 15 percent increase in the number of area residents who complete a post-secondary degree or certificate that prepares them for a successful career and productive citizenship by 2020.

_____ **GOAL 1:** *Kindergarten Readiness*

- ♦ Increase the percentage of Kindergarten-ready students by 50%.

_____ **GOAL 2:** *Post-Secondary Success*

- ♦ Double the percentage of economically-disadvantaged students who complete a workforce certificate or college degree.

_____ **HEALTH:** McLennan County will reach the top quartile (60th or better) of Texas counties in Quality of Life, currently 187th, and Health Behaviors, currently 116th, in Robert Wood Johnson Foundation County Health Rankings by 2020.

_____ **GOAL 1:** *Access to Care*

- ♦ Increase percentage of people covered by health insurance by 1% per year.
- ♦ Decrease percentage of people utilizing the ER as a source of primary care by 10%.

_____ **GOAL 2:** *Obesity*

- ♦ Decrease the percentage of Waco-area adults and children considered overweight or obese by 5%.

_____ **GOAL 3:** *Women's Health*

- ♦ Reduce disparities of poor birth outcomes by 50%.
- ♦ Increase percentage of women receiving annual preventative care by 10%.
- ♦ Reduce rate of teen pregnancy across all racial groups by 10%.

_____ **GOAL 4: *Mental Health***

- ♦ Decrease use of ER for mental health treatment by 25%.
- ♦ Improve “poor mental health days” component of RWJF rankings to Texas average.

_____ **FINANCIAL SECURITY:** At least 55% of Waco residents will live with income above 200% of the federal poverty level by 2020.

_____ **GOAL 1: *Employment***

- ♦ Increase employment of Waco residents ages 16-24 by 900 individuals.

_____ **GOAL 2: *Income***

- ♦ Increase median income of full-time workers by 10%.
- ♦ Increase median household income for all Waco residents by 10%.
- ♦ Decrease the number of Waco-area residents with incomes below 50% of the federal poverty level by 10%.

_____ **GOAL 3: *Wealth***

- ♦ Reduce the percentage of Waco-area households living without three months’ worth of savings if they were not able to work.
- ♦ More than 50% of Waco households will have a net worth above \$15,000.

VIII. Waco City Council Strategic Intents 2017-2018

Summary:

The Mayor, City Council and City Manager have selected a set of Strategic Intents. The purpose is to provide a set of values, goals and objectives by which city staff, the departments and their contractors, can measure their activities.

Strategic Intents:

High Quality Economical City Services and Facilities

- Develop regional water utility strategy for both quality & quantity
- Develop comprehensive maintenance & replacement strategy for facilities & equipment
- Develop land management plan
- Develop equitable Solid Waste programs in order to promote & maintain a clean City

Aggressively Competitive Economic and Community Development

- Create a regional airport that can service the competitive transportation needs of the Waco area for the next half century
- Strategize downtown & river development
- Develop improved strategies for economic development
- Create industrial and commercial development strategies
- Aggressively market the attractions & amenities of the greater Waco community
- Improve support strategies for small businesses & technology

Safe, Environmentally Sound, Pedestrian Friendly Community

- Develop and implement a plan for better traffic circulation throughout the city and calmer traffic in the residential areas
- Develop a pedestrian friendly infrastructure
- Implement effective community safety programs
- Improve the cleanliness and appearance of the city
- Develop a fire safety and prevention strategy
- Maintain quality ambulance service standards
- Increase the level of emergency management preparedness
- Improved Housing Options, Opportunities, and Conditions
- Increase the variety of housing options and opportunities for all Wacoans
- Expand access to homeownership
- Preserve the value of existing housing stock
- Adopt development strategies tailored to specific parcels and areas of the city
- Increase resources- especially financial-available for housing activities, deploy those resources strategically and measure success.

Enviably Culture and Quality of Life

- Make decision on the direction of library services
- Develop means of multi-cultural expression
- Explore ways of increasing multi-lingualism
- Upgrade the convention center services and facilities
- Work to eliminate racism and other forms of unlawful discrimination and harassment

Effective Policy and Administration

- Insure that each proposed or current City policy provides every citizen with equal access to all services, benefits and amenities
- Ensure that all boards and commissions are citizen directed and have a composition that reflects community demographics
- Develop a technologically advanced “common property database” with McLennan County, McCAD and other governmental entities
- Explore mutual advantages of close working partnerships with the McLennan County government and other incorporated municipalities within the county, school districts and area institutions of higher education
- Establish an agreed upon set of peer cities that shall serve as the initial benchmark in all comparative reviews.
- Adopt policies and procedures that ensure that we keep, attract and develop a superior staff
- Ensure the entire City staff is operating with a set of effectively communicated goals and objectives
- Have established policies in all areas for which results are to be monitored

Market Waco Internally and Externally

IX. SUBMISSION AND SELECTION PROCESS

The timeline below outlines the procedure in the selection of applicants to receive CHDO funds:

<u>Activity</u>	<u>Date of Completion</u>
‣ Issue RFP/Public Notice	March 10, 2017
‣ Submission Deadline	April 12, 2017
‣ Staff Review (may include site visits, meetings with proposers)	
‣ Housing Director review and approval of the staff recommendations/Assistant City Manager (ACM) Informed	

The original of the attached Proposal form, which contains the original signature(s), and two copies with the attachments must be mailed or delivered to reach the address below on or before 5:00 p.m., Central Time, Wednesday, April 12, 2017.

Proposals received after the deadline will not be considered.

City of Waco
Housing and Economic Development Department
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570

Staff may request additional information, make site visits, and invite the proposers to a meeting. Proposers will be notified of the City Council's decision.

Technical assistance may be requested by contacting City of Waco's Housing and Economic Development Department. Assistance should be requested prior to submission deadline allowing ample time to resolve technical issues and allow staff time to provide adequate assistance.

X. OTHER REQUIREMENTS FOR GRANTEES

- A. Contract** The grantees selected under this program shall sign a grant agreement with the City of Waco. Housing Department staff will work with the grantees on the details of the agreement, which are reviewed by the City's Legal Department.
- B. Compliance with Federal and City regulations** Grantees under this program shall conform with all Federal and City requirements, such as those pertaining to procurement, program and financial reporting, fair housing, wage rates, record keeping, and independent audit. The federal requirements are included in OMB circulars A-110, A-122, A-133 and 24 CFR part 92. The Housing Department will monitor and work with the CHDOs to ensure compliance with these requirements. HUD may conduct its own review of selected CHDOs during its periodic review of the City. **Applicant will be responsible for proper use of HUD Funds-including Federal, State and Local regulations.**
- C. Start and completion of program/projects** **CHDO Program Fund Grantees must complete the CHDO project/activity within 24 months (9/30/19).** Otherwise, CHDO Program funds allocated to the grantee under this RFP are subject to revert to the City's CHDO Program Fund Account and grantees receiving CHDO Support Fund will not be considered for renewal of support funding in subsequent years.
- D. Financial System** A CHDO applying for CHDO Program Funds shall demonstrate adequate financial, accounting and reporting capability in place.
- E. Leveraging** A CHDO applying for CHDO Program Funds will be required to leverage all projects. Leveraging amounts will be considered in the funding recommendations.

- F. Minimal Insurance Requirements** The Subrecipient will provide continuous enforcement of adequate insurance issued by companies authorized to conduct business in the State of Texas covering all employees employed by the Subrecipient. The Subrecipient shall keep in full force and effect during the term of this agreement insurance in the following types and minimum amounts:

<u>TYPE</u>	<u>AMOUNTS</u>
1. * Workers' Compensation	Statutory
2. * Employer's Liability	\$500,000/\$500,000/\$500,000
3. Commercial General Liability Insurance to include coverage for the following:	
a. Premises/operations	\$500,000 per occurrence;
*b. Independent contractors	\$1,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
c. Products/completed operations	
d. Personal Injury	
e. Contractual Liability	
f. Explosion, collapse, underground	
4. Business Automobile Liability	
a. Owned/leased vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
b. Non-owned vehicles	
c. Hired Vehicles	
5. Directors & Officers Liability	\$100,000 per occurrence; \$500,000 General Aggregate

* If applicable

XI. GENERAL INSTRUCTIONS

1. Your application must be received by the City of Waco on or before **5:00 p.m.**, Central Standard Time, **Wednesday, April 12, 2017**. *Applications received after this deadline will not be considered for funding.*
2. Please submit one *original* and two copies of the completed application to the:

City of Waco
Housing & Economic Development Department
300 Austin Avenue
P.O. Box 2570
Waco, Texas 76702-2570
3. Answer all questions in the application clearly and concisely. If a section or form is not applicable, mark it "NA", or "NONE".

4. Respond to the questions directly on the application form attached. Please DO NOT submit attachments unless specifically required.

XII. ATTACHMENT CHECKLIST

In addition to the forms attached to the application form, please submit the following:

- _____ 1. A copy of the CHDO Certification letter from the City of Waco.
- _____ 2. A copy of the Board minutes or resolution authorizing the submission of this Application and the person to sign the contract for the Board.
- _____ 3. List of current Board members, their office addresses and daytime phone numbers. Document which Board members represent the low-income community.
- _____ 4. Organizational chart; show how volunteers relate to staff.
- _____ 5. Resume of staff/consultants directly involved in project implementation.
- _____ 6. Most recent audited financial statement. A newly formed organization may submit an internal financial statement from the date of operation to date.
- _____ 7. Names, addresses, and phone numbers of accountant and auditors.
- _____ 8. Letters of commitment from other funding sources.
- _____ 9. Letters of support from community organizations or service providers.
- _____ 10. A copy of the CHDO's latest strategic, development or business plan.
- _____ 11. Debarment/suspension Certification (Appendix D)
- _____ 12. CHDO Checklist (Appendix B)
- _____ 13. A narrative explaining how your project meets the City of Waco's highest funding priorities (also refer to pages 11-13):
 - Public facilities and improvements
 - Public services including those that serve youth, homeless individuals or families, and provide employment training to the unemployed or underemployed
 - Construction of housing
 - Direct homeownership assistance
 - Rehabilitation of owner-occupied housing
 - Code Enforcement
- _____ 14. The **Prosper Waco** Assessment and evidence of written acceptance from Prosper Waco.

For Housing Program Fund Applications only (provide items below if applicable)

- _____ 15. Evidence of site control.
- _____ 16. Plans and specifications
- _____ 17. Written quotation from a qualified contractor or builder
- _____ 18. Letter of commitment for permanent financing
- _____ 19. For rental projects only:
 - _____ Management Plan
 - _____ Security Plan

**APPLICATION FOR
PY2017/2018 HOME CHDO
HOUSING PROGRAM AND SUPPORT FUNDS**

I. HOUSING PROGRAM FUNDS

APPLICANT INFORMATION:

Name of Organization:

Contact Person:

Address:

Telephone Number:

Fax Number:

DUN'S Number:

- A. Project Description, Problem Statement, and Program Goals:** Provide a brief description of the project and the specific problem your proposed project intends to address. Include in your description the following:
1. What is the magnitude of the problem?
 2. How will the activities affect or help the problem? You may refer to your strategic business or development plan.
 3. How this project avoids duplication of services by uniquely addressing the needs of the community in a way that is different from other similar projects or programs.
 4. How the project builds the financial, health and educational capacity of the homeowner or homebuyer.
 5. How the project promotes mixed income neighborhoods.
 6. To what extent the project compliments and enhances the existing neighborhood(s).
 7. To what extent the agency has been involved in successful collaborations.
 8. How your project meets the City Council's Strategic Intent including the "Improved Housing Options, Opportunities, and Conditions".
 9. The agency has to successfully complete the project no later than 9/30/2019.
 10. What is the total amount requested per unit or beneficiary?
 11. Are there unmet needs for this service?
 12. To what extent does the agency have the capacity to successfully complete this project?
 13. If reoccurring applicant, what has your track record been in the City?
 14. If in a revitalization area (CDBG), what other investments are there? (Parks, sidewalks, lighting, etc.)
 15. If in a high opportunity area (note CDBG-but in high performing schools) What other investments are there?
 16. Please provide the Prosper Waco Assessment and evidence of written acceptance from Prosper Waco staff.

B. Type and amount of assistance requested:

1. **Total Amount Requested:** \$ **No. Of Housing Units:**

2. **Subsidized loan**—If requesting a subsidized loan, please complete the following:

♦ Loan Amount Requested: \$

- ♦ Total Project Cost: \$
- ♦ Rate of Interest
- ♦ Terms: No. Of Years:
- ♦ Subsidy per Housing Unit \$

3. **Grant** – If requesting a grant, please complete the following:

- ♦ Total Amount Requested: \$
- ♦ Total Project Cost: \$
- ♦ Subsidy per Housing Unit \$

4. **Other**, please specify and describe briefly use of CHDO funds requested:

- ♦ Total Amount Requested: \$
- ♦ Total Project Cost: \$
- ♦ Subsidy per Housing Unit \$

C. Project Readiness (Provide the below if applicable):

1. Attach evidence of site control:
 - _____ Title to property
 - _____ Option to buy
 - _____ Long-Term Lease
 - _____ Other, specify:
2. Plans and specifications
3. Written quotation from contractor or builder
4. Letter of commitment for permanent financing

D. Project location for each property:

1. Address (attach map showing location)
2. Legal Description:
3. Census Tract/Block No.:
4. If located in a priority area, indicate which priority area.

E. Project targeting: Fill out the form below. The Median Family Income (MFI). (Appendix A)

Housing Activities	Total # of Units (All funding sources)	For Households w/income 30% or less of AMFI # of Units	For Households w/income over 30% - 50% or less of AMFI # of Units	For Households w/income over 50% - 80% of AMFI # of Units	Special Needs (Indicate category) Number of Units E=Elderly H=Homeless M=Mentally Challenged P=Physically Challenged L=Large family (5+ family) O=Other
Rehab – Single Family (SF) Owner					
Rehab – SF Rental					
Rehab – Multi-family (MF) Rental					
New Construction – SF Owner					
New Construction – SF Rental					
New Construction – MF Rental					
Lease – Purchase					
Acquisition					
Other, specify					

F. Project Implementation: Please fill out the following form.

TASK	RESOURCE Staff, Non-profit Organization, For Profit Firm, Consultant, etc. State the name of the org. if known	PROJECTED START & COMPLETION DATES
Predevelopment		
Acquisition		
Construction		
Construction Management		
Interim Financing		
Permanent Financing		
Marketing		
Client Intake & Prequalification		
Tenant/Homebuyer Counseling		
Property Management (Rental)		
Other, specify		

G. Development budget: Fill out the following form:

USE OF FUNDS

SOURCE OF FUNDS

ITEMS	TOTAL COST \$	2017/2018 CHDO \$	OTHER SOURCES *	AMOUNT \$
PREDEVELOPMENT				
1. Market Study				
2. Site Control				
3. Architectural Feasibility				
4. Other _____				
Total Predevelopment Cost				
DEVELOPMENT				
5. Land Acquisition				
6. Building Acquisition				
7. Site Preparation				
Total Acquisition cost				
8. Materials				
9. Labor				
10. Contingency				
Total Construction/Rehab Cost				
11. Appraisal				
12. Architect & Engineer Fees				
13. Construction Mgt. Fees				
14. City Permits				
15. Insurance				
16. Construction Loan Interest				
17. Property Survey				
18. Legal Fees				
19. Real Estate Fees				
20. Utility Hook-Up Fees				
21. Title & Recording Fees				
22. Developers Fees				
TOTAL DEVELOPMENT COSTS				

* Name other funding sources and describe status in next section – H.

- H. **Status of other funding sources:** Fill out the following form. Check appropriate column.

FUNDING	AMOUNT \$	POSTAL STAGE	APPLICATION SUBMITTED	APPROVED
Bank Loan, Name of Bank (s)				
Community Development Block Grant (CDBG)				
HOME (not CHDO Funds)				
Other Federal Funds, specify				
Foundation(s), name:				
Self-Support funds (e.g., fundraising)				
Emergency Shelter Grant				
In-kind contributions, source(s) * estimate \$ value				
Other, specify				

- I. **Long-term retention:** Please check the box for the legally enforceable mechanism to be used and indicate the term of the retention during the period of affordability.

<u>Mechanism</u>	<u>Term</u>
_____ Deed Restrictions*	_____
_____ Land Covenants	_____
_____ Recorded Liens**	_____
_____ Other, Specify:	_____

* Actual Deed Restrictions placed on the property by the seller.

** Second Liens, with Deeds of Trust, are valid only if they are recorded.

- J. **Community involvement:** Describe the extent and nature of participation, support, or commitment of the residents in the geographic target area or the special needs population to be served by the proposed CHDO project. Attach letters of support.
- K. **Community stability:** Describe how the project preserves community stability by minimizing the displacement of households. If the project involves any displacement, please provide a summary of the plans to deal with the relocation or resettlement of displaced households. How will the cost of relocation or resettlement be funded? If there is no displacement, please state “no displacement” on the space below.
- L. **Availability and proximity of services:** Identify the public services and facilities, such as schools, parks, public transportation, shopping, medical facilities, fire and police stations, community centers, etc., that are accessible to the project site or serve the area.
- M. **Amenities:** Describe the amenities in housing unit on the project site for rental units such as open space, landscaping, common areas, etc.

- N. **Leveraging of funds:** Please explain.
- O. **Innovation:** Describe how the project involves a particularly new or unusual approach, either financial or non-financial, that holds promise for successfully meeting the needs of the targeted households.
- P. **Prosper Waco:** Describe how the project meets the Prosper Waco goals, metrics gathered, and frequency of data collected. Include copies of written acceptance from Prosper Waco.
- Q. **Applicant's track record and projections in providing housing:**

PRODUCTION HISTORY/FUTURE PLANS	TOTAL # OF UNITS	TOTAL # OF UNITS SOLD	REHAB SINGLE FAMILY	REHAB MULTI-FAMILY	NEW CONSTR. SINGLE FAMILY #	NEW CONSTR. MULTI-FAMILY #	OTHER, SPECIFY
# Units completed 2013/2014							
# Units completed 2014/2015							
# Units completed 2015/2016							
#Units under construction 2016/2017							
# Units committed, not under construction 2016/2017							
Planned Units Other than the CHDO Proposal:							
2017							
2018							
2019							
Total 3 Years							

SIGNATURE:

Name of person authorized to sign this Application*:

Signature:_____ Date:_____

*Attach the minutes of the Board meeting or letter authorizing submission of this application and the persons authorized to sign the application.

II. SUPPORT FUND (Administration Fund)

APPLICANT INFORMATION:

Name of Organization:

Contact Person:

Address:

Telephone Number:

Fax Number:

DUN'S Number:

- A. **Problem Statement and Program Goals:** Provide a brief description of the specific problem your CHDO intends to address in developing a project proposal. What is the magnitude of the problem? How will your activities affect or help the problem? You may refer to your strategic or development plan.
- B. **CHDO Operating Budget for 2017/2018:** Fill out the attached CHDO Operating Budget form.
- C. **Budget Detail for 2017/2018: (Personnel Services that are proposed to be CHDO-funded).** Fill out the attached Budget Detail – Personnel Services form
- D. **Status of other funding sources:** Fill out the following form. Check appropriate column. Please attach firm letters of commitment or other written evidence of availability or support, in cash or in-kind.

FUNDING SOURCE	AMOUNT	PROPOSAL STAGE	APPLICATION SUBMITTED	APPROVED
Corporation, name	\$			
Foundations, name	\$			
Fundraising; other self-support	\$			
<u>Development Fees</u>	\$			
<u>Community Development Block Grant (CDBG)</u>	\$			
Other Federal Funds, Specify	\$			
Emergency Shelter Grant	\$			
<u>In-kind contributions, source(s)* estimate \$ value</u>	\$			
Other, specify	\$			

E. Applicant's track record and projections in providing housing:

PRODUCTION HISTORY/FUTURE PLANS	TOTAL # OF UNITS	TOTAL # OF UNITS SOLD	REHAB SINGLE FAMILY	REHAB MULTI- FAMILY	NEW CONSTR. SINGLE FAMILY #	NEW CONSTR. MULTI- FAMILY #	OTHER, SPECIFY
# Units completed PY2014/2015							
# Units completed PY2015/2016							
# Units completed PY2016/2017							
# Units under construction PY2016/2017							
# Units committed, not under construction PY2016/2017							
Planned Units Other than the CHDO Proposal:							
2017							
2018							
2019							
Total 3 Years							

SIGNATURE:

Name of person authorized to sign this Application*:

Signature:_____ Date:_____

*Attach the minutes of the Board meeting or letter authorizing submission of this application and the persons authorized to sign the application.

OPERATING BUDGET, Program Year 2017/2018

EXPENSE CATEGORY	TOTAL BUDGET*	CHDO BUDGET				
(1)	(2)	(3)	(4)**	(5)**	(6)**	(7)**
Personnel services						
Salaries						
FICA						
Life Insurance						
Health Insurance						
Unemployment – State						
Unemployment – Federal						
Workers' Compensation						
Retirement						
Supplies						
Office Supplies						
Postage						
Teaching Aids						
Office Furniture						
Other						
Contractual Services						
Telephone						
Electric						
Gas						
Water / Waste Disposal						
Rent						
Custodial Services						
Copier						
Other Equipment						
Printing						
Repairs						
Fidelity Bond						
Liability Insurance						
Legal & Accounting						
Private Auto Allowance						
Conferences & Seminars						
Other						
TOTAL						

* Should be the total of columns 3 to 7

** Indicate other funding sources in columns 4 to 7, e.g. foundations, corporations, fundraising, development fees, etc.

**BUDGET DETAIL (PERSONNEL SERVICES)
PROGRAM YEAR 2017/2018**

PERSONNEL SERVICES

Position / Title	Annual Salary	Fringe Benefits	Total Salary & Fringe Benefits	% of Time for CHDO Project Development	Total Amount from CHDO Support Fund
1.	\$	\$	\$		\$
2.	\$	\$	\$		\$
3.	\$	\$	\$		\$
4.	\$	\$	\$		\$
Total	\$	\$	\$		\$

Note: 2,080 hours annually comprise a full-time position.

APPENDICES

APPENDIX A



HUD Income Guidelines for Program Year 2017/2018

Family Size	Low Income (80% of MFI)	Very Low Income (50% of MFI)	Very Very Low Income (30% of MFI)
8	\$55,350	\$34,600	\$20,750
7	\$52,000	\$32,500	\$19,500
6	\$48,650	\$30,400	\$18,250
5	\$45,300	\$28,300	\$17,000
4	\$41,900	\$26,200	\$15,700
3	\$37,750	\$23,600	\$14,150
2	\$33,550	\$21,000	\$12,600
1	\$29,350	\$18,350	\$11,000

*New Income Guidelines for 2017/2018 were posted February 2017.

APPENDIX B

CHDO CHECKLIST / CERTIFICATION FORM

The information contained in the following checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, §92.2 of the HOME Rule. The checklist is a tool for the participating jurisdiction (City of Waco) concerning the documents they must receive from a nonprofit before it may be certified or recertified as a CHDO.

During the contracting process, organizations will be required to provide documentation regarding each applicable CHDO Requirement on the Checklist.

CHDO Requirements Checklist

Before committing CHDO set-aside funds to an organization, the PJ must certify that the organization:

1. Meets the definition of a "community housing development organization" in §92.2;
2. Has a project eligible for the set-aside that the organization will own, develop, or sponsor in accordance with §92.300(a); and
3. Has paid staff with demonstrated experience appropriate to the role the organization will play for the project being funded.

Additionally, before committing funds for CHDO predevelopment loans under §92.301 or CHDO operating expenses under §92.208, the PJ must certify that the organization meets the definition of a "community housing development organization" in §92.2 and that other requirements, outlined in Sections 6 (predevelopment) and 7 (operating) below, have been satisfied.

CHDO Requirements	Rule Citation	Requirement satisfied & documented
ORGANIZATIONAL REQUIREMENTS		
1. Legal structure		
1.1. The organization is organized under state or local law.	§92.2 CHDO Definition ¶ (1)	<input type="checkbox"/>
1.2. The organization has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons.	§92.2 CHDO Definition ¶ (7)	<input type="checkbox"/>
1.3. The organization has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.	§92.2 CHDO Definition ¶ (2)	<input type="checkbox"/>
1.4. The organization is not under the control or direction by any individual or entity seeking to derive profit or gain.	§92.2 CHDO Definition ¶ (3)	<input type="checkbox"/>
1.5. The organization has one of the following IRS tax exempt statuses: 1.5.1. Exemption under 501(c)(3) or 501(c)(4); 1.5.2. Subordinate of a central nonprofit under IRC Section 905; or 1.5.3. A private nonprofit that is a wholly owned subsidiary of an organization that has 501(c)(3) or (c)(4) status and meets the CHDO definition.	§92.2 CHDO Definition ¶ (4)	<input type="checkbox"/>
1.6. The organization is not a governmental entity (any of the following: participating jurisdiction, other jurisdiction, Indian tribe, public housing agency, Indian housing authority, housing finance agency, or redevelopment authority).	§92.2 CHDO Definition ¶ (5)	<input type="checkbox"/>
2. Independence		
2.1. Public officials & employees of a governmental entity may comprise no more than 1/3 of the board.	§92.2 CHDO Definition ¶ (5)	<input type="checkbox"/>
2.2. Officers and employees of a governmental entity cannot be officers (e.g. CEO, CFO, or COO) or employees of a CHDO.	§92.2 CHDO Definition ¶ (5)	<input type="checkbox"/>

CHDO Requirements	Rule Citation	Requirement satisfied & documented
2.3. If the organization was created by a governmental entity, then the governmental entity that created the organization may not appoint more than 1/3 of the board members and board members appointed by the governmental entity may not appoint remaining 2/3.	§92.2 CHDO Definition ¶ (5)	<input type="checkbox"/> Applicable
2.4. If the organization was created by a for-profit entity, then 2.4.1 through 2.4.4 apply:		<input type="checkbox"/> Applicable
2.4.1. The for-profit entity that sponsored or created the organization may not have as its primary purpose the development or management of housing, such as a builder, developer, or real estate management firm.	§92.2 CHDO Definition ¶ (3)(i)	<input type="checkbox"/>
2.4.2. The for-profit entity that created the organization may not appoint more than 1/3 board members, and for-profit-appointed members may not appoint remaining 2/3 of board.	§92.2 CHDO Definition ¶ (3)(ii)	<input type="checkbox"/>
2.4.3. Officers and employees of the for-profit entity that created the organization cannot be officers or employees of the CHDO.	§92.2 CHDO Definition ¶ (3)(iv)	<input type="checkbox"/>
2.4.4. The organization must be free to contract for goods & services with others.	§92.2 CHDO Definition ¶ (3)(iii)	<input type="checkbox"/>
3. Accountability to the Low Income Community		
3.1. 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 ¶ (8)(i)	<input type="checkbox"/>
3.2. At least 1/3 of the board members are: 1) low-income; 2) residents of a low-income neighborhood; or 3) elected representatives of a low-income neighborhood organization.	§92.2 CHDO Definition ¶ (8)(i)	<input type="checkbox"/>
3.3. The organization has a formally adopted process for low-income beneficiaries to advise it on decisions regarding design, siting, development, and management of housing.	§92.2 CHDO Definition ¶ (8)(ii)	<input type="checkbox"/>
3.4. The organization has at least 1 year of serving the community, or, if it is formed by local churches, service organizations, or neighborhood organizations, its parent organization meets this requirement.	§92.2 CHDO Definition ¶ (10)	<input type="checkbox"/>
4. Capacity		
4.1. The organization has financial management systems that conform to 2 CFR 200.302 and 200.303	§92.2 CHDO Definition ¶ (6)	<input type="checkbox"/>

CHDO Requirements	Rule Citation	Requirement satisfied & documented
4.2. The organization has paid employees with demonstrated experience relevant to the CHDO's role in undertaking the HOME activity to be funded. (Note: this does not include volunteers, board members, donated or shared staff, or consultants – except as described in 4.1.1. below.)	§92.2 CHDO Definition ¶ (9)	<input type="checkbox"/>
4.1.1. During the first year of an organization's funding as a CHDO only, capacity can be demonstrated through a contract with a consultant who has housing development experience to train appropriate key staff of the organization.	§92.2 CHDO Definition ¶ (9)	<input type="checkbox"/>
CHDO ROLE		
5. CHDO set-aside project CHDOs can undertake either homebuyer or rental projects, as described below, with CHDO set-aside funds:		<input type="checkbox"/> Applicable
5.1. Homebuyer projects in accordance with §92.254 To qualify under CHDO set-aside, must meet 5.1.1 and 5.1.2:		<input type="checkbox"/> Applicable
5.1.1. Developer: The organization is or will be the owner in fee simple and the developer of new or rehabilitated units for sale to low-income buyers	§92.300(a)(6)	<input type="checkbox"/>
5.1.2. The organization will control the development process including, at a minimum, arranging financing for the project and being in sole charge of construction.	§92.300(a)(6)(i)	<input type="checkbox"/>
5.2. Rental projects in accordance with §92.252 To qualify under CHDO set-aside, must meet one of the following:		<input type="checkbox"/> Applicable
5.2.1. Own: The organization is or will be owner in fee simple absolute (or will hold a long term ground lease) for at least the period of affordability. If project involves rehabilitation or construction, organization will <u>oversee</u> all aspects of development.	§92.300(a)(2)	<input type="checkbox"/>
5.2.2. Develop: The organization is or will be owner in fee simple absolute (or will hold a long term ground lease) for at least the period of affordability, and will <u>be in sole charge</u> of all aspects of the development process.	§92.300(a)(3)	<input type="checkbox"/>
5.2.3. Sponsor: Must meet one of the following:		<input type="checkbox"/> Applicable
5.2.3.1. The organization will own and develop project that it will convey at a predetermined time after completion to a designated private nonprofit (that was not created by a governmental entity).	§92.300(a)(5)	<input type="checkbox"/>

CHDO Requirements	Rule Citation	Requirement satisfied & documented
<p>5.2.3.2. The project will be owned and/or developed by an eligible CHDO affiliate, including:</p> <ul style="list-style-type: none"> • A wholly owned subsidiary of the CHDO; or • A limited partnership of which the CHDO or its wholly owned subsidiary is the sole general partner; or • A limited liability company of which the CHDO or its wholly owned subsidiary is the sole managing member. 	§92.300(a)(4)	<input type="checkbox"/>
CHDO PREDEVELOPMENT		
<p>6. CHDO pre-development loan If a project specific pre-development loan is being provided, in addition to meeting CHDO qualification listed in Items 1 – 4 above and having a set-aside eligible project under Item 5, the predevelopment loan must designated as one of following two loan types:</p>		<input type="checkbox"/> Applicable
<p>6.1. TA/site control loan: The loan is for allowable costs specified in §92.301(a)(2) for planning an eligible set-aside project.</p>	§92.301(a)	<input type="checkbox"/>
<p>6.1.1. Document the environmental exemption under 24 CFR 58.34(a) and/or 58.35(b).</p>	§92.352	<input type="checkbox"/>
<p>6.2 Seed money loan: The loan is for allowable preconstruction costs specified in §92.301(b)(1) for planning an eligible set-aside project.</p>	§92.301(b)	<input type="checkbox"/>
<p>6.2.1 Document the environmental exemption under 24 CFR 58.34(a) and/or 58.35(b).</p>	§92.352	<input type="checkbox"/>
CHDO OPERATING		
<p>7. CHDO operating expenses If CHDO operating expenses are being provided, the organization must meet the CHDO qualification requirements listed in Items 1 – 4 above, or the organization must meet requirements in 1-3 and item 4.1 above and be receiving the operating funds specifically to hire staff to meet the requirements in 4.2 above. In addition, the CHDO must meet the following requirements</p>	§92.208(c)	<input type="checkbox"/> Applicable
<p>7.1. The organization is funded from the set-aside for a project under development, or is reasonably expected to be funded from the CHDO set-aside within 24 months</p>	§92.300(e)	<input type="checkbox"/>
<p>7.2. The operating expense funds will be used for eligible operating costs that are reasonable and necessary</p>	§92.208(a)	<input type="checkbox"/>
<p>7.3. Operating expense funding (including from other PJs and any Pass-Through funding) in the fiscal year will not exceed the greater of \$50,000 or 50% of the organization's total operating expenses in that year</p>	§92.300(f)	<input type="checkbox"/>

CHDO CERTIFICATION	
8. CHDO Certification	
<input type="checkbox"/> The organization meets <u>all</u> CHDO regulatory thresholds, <u>AND</u> one or more of the following:	
<input type="checkbox"/> The organization has a project meets the project eligibility requirements of 92.300 for a reservation of CHDO set-aside funds.	
<input type="checkbox"/> The organization has a project that qualifies for a pre-development loan for eligible costs under 92.301.	
<input type="checkbox"/> The organization qualifies for Operating Expenses.	
Signature _____	Date _____
Name _____	
Title _____	

APPENDIX C



**Regulations Applicable to New Construction of Single Family Units for Homeownership
Assisted with HOME Funds**

1. Must meet the housing quality standards in 24CFR 982.401.
2. Must meet all applicable local codes, ordinances and zoning ordinances. (Sec. 92.251). Including the city's minimum property standards, which are standards in the International Property Maintenance Code.
3. Must meet the current edition of the Model Energy Code published by the Council of American Building Officials. (Sec. 92.251)
4. Must have prior environmental clearance by the City. (Sec.92.352)
5. Must conform with equal opportunity and fair housing provisions. (Sec. 92.350)
6. Homebuyers must have adjusted incomes at or below 80% of the area median income as established by the U.S. Department of Housing and Urban Development. (Sec. 92.203) Current income guidelines are attached.
7. The purchase price must not exceed 95% of the median purchase price for the type of single-family housing for the City of Waco as determined by HUD. The estimated appraised value shall not exceed this limit. (Sec. 92.254) The current mortgage limit established by HUD is \$224,000 for a family unit.
8. Must be used as the principal residence of the qualified homebuyer. (Sec. 92.252)
9. Is subject to recapture provisions as established by the City of Waco during the period of affordability as follows: (Sec. 92.254 and Sec. 92.258)
 - a. 5 years where the per unit amount of HOME funds provided is less than \$15,000;
 - b. 10 years where the per unit amount of HOME funds provided is \$15,000 to \$40,000;
 - c. 15 years where the per unit amount of HOME funds is more than \$40,000.

10. New construction is not an eligible activity with regard to a manufactured home. The reason for this is that a manufactured home is a unit constructed at the factory and transported to the site. Therefore, construction is an inapplicable activity in the context of manufactured units. A manufactured home differs from a modular home in that a manufactured unit is a complete package with its systems (for example, heating, electric and plumbing), and fixtures in place at time of delivery. Manufactured homes possess a permanent chassis (as defined at 24 CFR 3280.902(a), and must comply with the Manufactured Home Construction and Safety Standards (MHCHSS) in 24 CFR 3280 and the procedural and enforcement regulations of 24 CFR 3282. Modular homes do not possess a permanent chassis, and are often partially prefabricated at the factory with its systems added on site. Once assembled, the modular unit becomes permanently fixed to one site and must comply with applicable local building codes.

APPENDIX D



Housing and Economic Development Department

Post Office Box 2570
Waco, Texas 76702-2570
254 / 750-5656
Fax: 254 / 750-5604
www.waco-texas.com

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION**

Project Name: _____
Location: _____
Project #: _____

**TO: CITY OF WACO
HOUSING & ECONOMIC DEVELOPMENT DEPARTMENT
P.O. BOX 2570
WACO, TX 76702-2570**

This certification is required or may be required by the regulations implementing Executive Order 12549. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). For further assistance in obtaining a copy of the regulations, contact the City of Waco General Services Department.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

(1) The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

(2) Where the prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company

Printed Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant (BIDDER/PROPOSER/ SUBRECIPIENT) is providing the certification.
2. The certifications in this clause are a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant (BIDDER/PROPOSER/ SUBRECIPIENT) knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) shall provide immediate written notice to the person to whom this bid/proposal is submitted if at any time the prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant (BIDDER/PROPOSER/SUBRECIPIENT) further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction, "without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

APPENDIX E

DRUG-FREE WORKPLACE ACT CERTIFICATION

1. Applicant certifies that it shall provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the company's policy of maintaining a drug-free workplace;
 - (3) any drug counseling, rehabilitation, and employee assistance programs that are available; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
 - (1) abide by the terms of the statement; and
 - (2) notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
 - (e) notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
 - (f) taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:

- (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Name:
Street Address:
City: Waco
County: McLennan
State: Texas
Zip Code:

SIGNED BY:

Printed Name and Title of Authorized Representative

Signature

Date

APPENDIX F

CITY OF WACO
RELIGIOUS ORGANIZATION CERTIFICATION

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program activities pursuant to the HOME Investment Partnerships Program (HOME), the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
 - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
 - b. It will not use HOME funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

Printed Name

Title of Authorized Representative

Signature

Date

APPENDIX G



INSTRUCTIONS FOR CONFLICTS OF INTEREST QUESTIONNAIRE [Form CIQ]

Chapter 176 of the Texas Local Government Code requires vendors who wish to conduct business or be considered for business with a city to file a "conflict of interest questionnaire." The Texas Ethics Commission (TEC) created the conflict of interest questionnaire (Form CIQ).

Who must complete and filed CIQ form?

Every vendor doing business with the City or seeking to do business with the City must complete Box 1 and sign and date in Box 4. Whether or not a conflict exists determines the other information to include on the form.

Who is a vendor?

The term "vendor" includes a partnership, corporation or other legal entities, including those performing professional services. Partnerships or corporations act through individuals, but it is the partnership or corporation that is doing business with or seeking to do business with the City.

If the vendor seeking to do business with the City is a sole proprietorship, then just the name of the person who is the vendor is needed.

What triggers the requirement to file the Form CIQ?

When a vendor (or an agent of the vendor) begins (1) contract discussions or negotiations with the city or (2) submits an application, quote, response to request for proposals or bids, or anything else that could result in an agreement (contract or purchase order) with the City, Form CIQ must be completed. Whether the vendor initiates the discussion or the City initiates the discussions, Form CIQ must be completed. The monetary amount or value of the contract/purchase does not matter. The contract or purchase may involve the sale or purchase of property, goods, or services with the City of Waco.

When does a conflict requiring disclosure exist? What has to be revealed?

- A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with the City of Waco and the vendor:
 - (1) has an employment or other business relationship with an officer of the City of Waco, or a family member of an officer, that results in taxable income exceeding **\$2,500** during the 12 month period preceding the date a contract/purchase is executed or a contract/purchase is being considered; or
 - (2) has given an officer of the City of Waco, or a family member of an officer, one or more gifts with the aggregate value of more than **\$100** in the 12 month period preceding the date a contract/purchase is executed or a contract/purchase is being considered
 - (3) has a family relationship with an officer of the City of Waco.

What family relationships create a conflict?

A "family member" is a person related to another person within the first degree by consanguinity (blood) or affinity (marriage), as described by Subchapter B, Chapter 573, Texas Government Code. The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

"Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Texas Government Code.

Who are officers of the City of Waco?

Officers are the members of the Waco City Council, the City Manager, and any agent or employee who exercises discretion in the planning, recommending, selecting, or contracting with a vendor. An agent may include engineers and architects, as well as others, who assist the City is making a decision on some contract or purchase.

When must a vendor file the conflict of interest questionnaire?

No later than seven days after the date the vendor: (a) begins contract discussions or negotiations with the city, or (b) submits an application or response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with a city, or (c) becomes aware of an employment or other business relationship with an officer or family member of the officer that the vendor (i) has made one or more gifts of more than \$100 or (ii) has a family relationship with.

How do I go about filling out the Conflict of Interest Questionnaire form?

Section 1: Fill in the full name of the **person or company** who is trying to do business with the City. If the “person” is a corporation, partnership, etc., then it is the name of that corporation, partnership, etc., that is required on Form CIQ. If a sole proprietorship, then just the name of the individual is needed. If the “person” is an individual acting as an agent for some other person or a company, then it is the agent’s name. **Any time an agent is involved, two FORM CIQs must be completed and submitted:** one for the agent, and one for the person or company that the agent acted for. The agent’s FORM CIQ must note the vendor that the agent acted for.

Section 2: Check box if the form is an update to a form previously completed. Updates are required by the 7th business day after an event that makes a statement in a previously filed questionnaire incomplete or inaccurate. Updates are also required by September 1 of each year in which the person submits a proposal, bid or response to the City of Waco or begins contract discussions or negotiations with the City.

Section 3: Complete by listing the name of the City of Waco officer with whom there is an affiliation to or business relationship and check the “Yes” or “No” box in Section 3 A, B, or C. If there is more than one City officer with whom there is an affiliation or business relationship, a separate form should be completed for each officer.

3.A: State whether the officer named on the form receives or is likely to receive taxable income, other than investment income, from the vendor filing the questionnaire.

3.B: State whether the vendor receives or is likely to receive taxable income, other than investment income, from or at the direction of the officer named on the form AND the taxable income is not received from the City.

3.C: State whether the filer is employed by a corporation or other business entity with which the City officer serves as an officer or director or holds an ownership interest of 1% or more.

3.D: Describe each employment or business relationship with the local government officer named on the form.

Section 4. Person completing form must date and sign the form. If the form is being completed for a corporation, partnerships, etc., the person signing should be someone who is authorized to act on behalf of the corporation, partnership, etc.

A signature is required in box #4 regardless of any other entry on the form.

A copy of Chapter 176 of the Texas Local Government Code can be found at:

<http://www.statutes.legis.state.tx.us/SOTWDocs/LG/htm/LG.176.htm>

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

This includes the vendor name even if a conflict does not exist

1 Name of vendor who has a business relationship with local governmental entity.

Insert name of vendor seeking to do business with the City of Waco

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Insert name of officer with whom there is business, employment or family relationship. If no conflict, insert N/A.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

Complete A-C if a conflict exist

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes

☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

Identify and describe the relationship, if applicable

4

Signature required -- so sign and date, even if no conflict

Signature of vendor doing business with the governmental entity

Date

Adopted 8/7/2015

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes

☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the governmental entity

Date

Adopted 8/7/2015

APPENDIX H



4901 Bosque Blvd., Suite 290
Waco, Texas 76710
Matthew Polk, PhD, MBA
Executive Director
(P): 254-741-0081
(E): matthew@prosperwaco.org

2020 Initiative Goals

Prosper Waco Mission

To build an environment in which all members of our Waco community are able to measurably improve their education, health, and financial security.

EDUCATION

OVERARCHING: The Greater Waco community will build an environment that promotes lifelong educational attainment for all residents beginning at birth. The successful outcome of our work will be a 15 percent increase in the number of area residents who complete a post-secondary degree or certificate that prepares them for a successful career and productive citizenship by 2020*.

GOAL 1: Kindergarten Readiness

- Increase the percentage of Kindergarten-ready students by 50 percent over the current baseline.

GOAL 2: Post-Secondary Success

- Double the percentage of economically-disadvantaged students who complete a workforce certificate or college degree.

HEALTH

OVERARCHING: McLennan County will reach the top quartile (60th or better) of Texas counties in Quality of Life, currently 187th, and Health Behaviors, currently 116th, in Robert Wood Johnson Foundation County Health Rankings by 2020.

GOAL 1: Access to Care

- Increase percentage of people covered by health insurance by 1 percent per year.
- Decrease percentage of people utilizing the ER as a source of primary care by 10 percent.

GOAL 2: Obesity

- Decrease the percentage of Waco-area adults and children considered overweight or obese by 5 percent.

GOAL 3: Women's Health

- Reduce disparities of poor birth outcomes+ by 50 percent.
- Increase percentage of women receiving annual preventative care by 10 percent.
- Reduce rate of teen pregnancy across all racial groups by 10 percent.

GOAL 4: Mental Health

- Decrease use of ER for mental health treatment by 25 percent.
- Improve "poor mental health days" component of RWJF rankings to Texas average.

FINANCIAL SECURITY

OVERARCHING: At least 55 percent of Waco residents will live with income above 200% of the federal poverty level^A by 2020.

GOAL 1: Employment

- Increase employment of Waco residents ages 16-24 by 900 individuals, thereby decreasing unemployment by 50 percent.

GOAL 2: Income

- Increase median income of full-time workers by 10 percent.
- Increase median household income for all Waco residents by 10 percent.
- Decrease the number of Waco-area residents with incomes below 50 percent of the Federal Poverty Level by 10 percent.

GOAL 3: Wealth

- Reduce the percentage of Waco-area households living below the liquid asset poverty rate to the Texas average (~50 percent).
- More than 50 percent of Waco households will have a net worth above \$15,000.

*: Measured by assessment adopted by local ISDs

+: Pre-term deliveries and low birth weight

^A: \$48,500 for a family of 4

Education

Kindergarten Readiness: Increase the percentage of Kindergarten-ready students by 50 percent over the current baseline.	
Outputs	Outcomes
<ul style="list-style-type: none"> How many children were enrolled in and completed the program? What were the demographics of the children served (race/ethnicity, income, etc.)? What programs/services aligned to WISD's Kindergarten readiness assessment were provided? How many activities/sessions/etc. did each child participate in? 	<ul style="list-style-type: none"> How did children served by the program perform on WISD's Kindergarten readiness assessment (as reported by WISD)? How did children served by the program perform on 3+ grade reading/math STAAR exams?

Post-secondary Success: Double the percentage of economically-disadvantaged students who complete a workforce certificate or college degree	
Outputs	Outcomes
<ul style="list-style-type: none"> How many economically-disadvantaged students were served by the program? What services/activities/etc. does the program provide that prepare student for post-secondary success, facilitate student transition to post-secondary programs, and/or support student completion of post-secondary programs? 	<ul style="list-style-type: none"> How many students served by the program completed a post-secondary degree or workforce certificate (either while in high school or after)?



Health

Access to Care: Increase percentage of people covered by health insurance by 1 percent per year	
Outputs	Outcomes
<ul style="list-style-type: none"> How many uninsured people were served by the program? 	<ul style="list-style-type: none"> How many program participants achieved documented health coverage (private insurance, Medicaid/Medicare, etc.)? How many program participants have a documented source of primary healthcare other than the hospital emergency room?

Obesity: Decrease the percentage of Waco-area adults and children considered overweight or obese by 5 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> How many people were served by the program? What were the age and Body Mass Index (BMI) of each program participant? 	<ul style="list-style-type: none"> What was the post-program BMI for each program participant? What change did each participant show on pre- and post-measures of health education and level of physical activity?

Women's Health: Increase percentage of women receiving annual preventative care by 10 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> How many women were served by the program? What were the demographics of program participants? What programs/services related to women's health were provided to program participants? 	<ul style="list-style-type: none"> How many preventative health procedures (well-woman exams, mammograms, etc.) were provided to program participants? What percentage of pregnant program participants delivered full-term, healthy-weight babies?

Mental Health: Decrease use of ER for mental health treatment by 25 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> How many people with a diagnosed mental health condition were served by the program? How many of the program participants previously received mental health care in the hospital emergency room? How many people were trained in mental health first aid or a similar program? 	<ul style="list-style-type: none"> How many of the program participants who had previously received mental health care in the hospital emergency room were provided care in non-ER settings? How many program participants were connected with a provider for ongoing mental health treatment that would reduce the likelihood that they will seek mental health care in the ER? What change did program participants show on pre- and post-measures related to mental health education?

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Financial Security

Employment: Increase employment of Waco residents ages 16-24 by 900 individuals, thereby decreasing unemployment by 50 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> How many people aged 16-24 started your program? How many program participants were employed or enrolled in school at the beginning of the program? What were the wages of the employed individuals at the beginning of the program? How many people completed the program? How many certificates were awarded through the program? 	<ul style="list-style-type: none"> How many individuals secured jobs after completing your program? What were the wages of the individuals who secured jobs? How many individuals were employed at 6mos? 12mos? 24 months? How many individuals entered or re-entered a post-secondary degree or workforce certificate program after completing your program?
Income: Increase median income of full-time workers by 10 percent; Decrease the number of Waco-area residents with incomes below 50 percent of the Federal Poverty Level by 10 percent	
Outputs	Outcomes
<ul style="list-style-type: none"> How many people with incomes at or below 50% of the FPL started your program? What were the wages for each person who started the program? How many people completed the program? How many certificates were awarded? What other documentation of increased job skills did participants earn? 	<ul style="list-style-type: none"> How many of the program participants held employment after completing the program? How many participants earned a new job at a higher salary after completing the program? What were the wages of each person 6 months after completing the program? At 12 months? At 24 months?
Wealth: Reduce the percentage of Waco-area households living below the liquid asset poverty rate to the Texas average (~50 percent); More than 50 percent of Waco households will have a net worth above \$15,000	
Outputs	Outcomes
<ul style="list-style-type: none"> How many people started/completed your program? How many people were provided education related to savings and/or asset building? How many people accessed banking services (checking/savings account) and/or reduced their dependence on predatory loans? 	<ul style="list-style-type: none"> How many increased their savings after completing the program? How many people increased their net worth after completing the program? For those who purchased homes, what is the projected impact on the net worth of homeownership? What is the savings amount and net worth of program participants after one year?



Assessment for Alignment of Program Data with Prosper Waco Goals

This form will allow service organizations, City of Waco staff, and Prosper Waco staff to assess the degree to which data from various programs reflect each program's contribution toward the goals established by the Prosper Waco steering committees. See the attached summary of the measurable goals included within the Prosper Waco initiative. Also see the attached document of the questions that program providers can ask to generate data that reflects the program outputs and outcomes that are aligned with the Prosper Waco goals.

Outputs: work done by the program (e.g., # of people served, # of services performed, etc.)

Outcomes: measurable changes in the lives of program participants (e.g., # of participants obtaining jobs, participants' post-program income level, # of participants securing health coverage, etc.)

Name of Organization:

Name of Program:

Prosper Waco goal(s) to which program is aligned:

Outputs that program is currently reporting to City: (see attached document for examples)

—include either types of outputs (e.g., number of people served) or actual data

1)

2)

3)

4)

Outcomes that program is currently reporting to City: (see attached document for examples)
–include either types of outcomes (e.g., number of program participants who obtain jobs) or actual data

1)

2)

3)

4)

Outputs and outcomes that program collects but does NOT currently report to City: (see attached document for examples)
–include either types of outputs/outcomes or actual data

1)

2)

3)

4)

Which outputs and outcomes included in the attached examples would you find difficult to provide data for based on your current data collection capabilities?

1)

2)

Are there other outputs or outcomes that you collect (or could collect) that you think would help the City to determine whether your program was successful in contributing to the Prosper Waco goals?

1)

2)

3)