

**ADDENDUM NUMBER 4**

**July 8, 2021**

**RFP No. 2021-100 Permanent Supportive Housing (PSH) Project-Based Vouchers (PBV)**

**Fort Worth Housing Solutions  
Procurement Department  
1201 E. 13<sup>th</sup> Street  
Fort Worth, TX 76102**

---

Note: Proposals received are not publicly opened.

**Receipt of this Addendum is to be acknowledged by the Respondent by signing, dating and submitting with the proposal. Failure to do so may render the submission non-responsive.**

The following revisions, clarifications, additions and/or deletions are included in this Addendum No. 4 to the subject RFP and are to be fully incorporated into each Respondent's submission for work solicited therein.

Respondent acknowledges receipt of Addendum: \_\_\_\_\_  
Respondent's Signature Date

**Round 3 proposal due date is Monday, August 30, 2021 at 1:00 p.m. C.S.T**

**Please note: FWHS has revised the rental criteria for tax credit properties due to TDHCA's new requirements. (Exhibit A)**

---

**1. TDHCA's New Leasing Requirements**

- In RFP - on page 6, under D. Eligible Projects.

**NOTE:** New verbiage to read "FWHS is issuing this RFP for rental housing that": ("~~Existing~~" was ~~deleted~~)

**"2. Uses FWHS-PSH Tenant Selection Plan** in its leasing decisions (Attachment 1, in RFP). However, for tax credit properties, the property must comply with the Texas Department of Housing and Community Development current Tenant Selection Criteria".



*Note: Any prior submissions previously obtained in prior 2 rounds will be subject to the new "TDHCA's New Leasing Requirements" also.*

---

\*\*\*\*\* END OF ADDENDUM NO. 4 \*\*\*\*\*

*Kelvin Noble*

Kelvin Noble  
Director of Procurement

**Attachment:** Exhibit A- section (v) TDHCA's Tenant Selection Criteria (pages 17 & 18 of 179 pgs.)



assistance it may receive from the Department.

(119) Site Work--Materials and labor for the horizontal construction generally including excavation, grading, paving, underground utilities, and site amenities.

(120) State Housing Credit Ceiling--The aggregate amount of Housing Credit Allocations that may be made by the Department during any calendar year, as determined from time to time by the Department in accordance with applicable federal law, including Code, §42(h)(3)(C), and Treasury Regulation §1.42-14.

(121) Sub-Market--An area defined by the Underwriter based on general overall market segmentation promulgated by market data tracking and reporting services from which a proposed or existing Development is most likely to draw the majority of its prospective tenants or homebuyers.

(122) Supportive Housing--A residential rental Development and Target Population meeting the requirements of subparagraphs (A) - (E) of this paragraph.

(A) Be intended for and targeting occupancy for households in need of specialized and specific non- medical services in order to maintain housing or transition into independent living;

(B) Be owned and operated by an Applicant or General Partner that must:

(i) have supportive services provided by the Applicant, an Affiliate of the Applicant, or a Third Party provider if the service provider is able to demonstrate a record of providing substantive services similar to those proposed in the Application in residential settings for at least three years prior to the beginning of the Application Acceptance Period, or Application Submission Date for Multifamily Direct Loan Applications;

(ii) secure sufficient funds necessary to maintain the Supportive Housing Development's operations throughout the entire Affordability Period;

(iii) provide evidence of a history of fundraising activities reasonably deemed to be sufficient to address any unanticipated operating losses;

(iv) provide a fully executed guaranty agreement whereby the Applicant or its Affiliate assume financial responsibility of any outstanding operating deficits, as they arise, and throughout the entire Affordability Period; and

(v) have Tenant Selection Criteria that fully comply with §10.802 of this title (regarding Written Policies and Procedures), which require a process for evaluation of prospective residents against a clear set of credit, criminal conviction, and prior eviction history that may disqualify a potential resident. This process must also follow §1.204 of this title (regarding Reasonable Accommodations).

(l) The criminal screening criteria must not allow residents to reside in the Development who are subject to a lifetime sex offender registration requirement; and provide at least, for:

(-a-) Temporary denial for a minimum of seven years from the date of conviction based on criminal history at application or recertification of any

felony conviction for murder related offense, sexual assault, kidnapping, arson, or manufacture of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802); and

(-b-) Temporary denial for a minimum of three years from the date of conviction based on criminal history at application or recertification of any felony conviction for aggravated assault, robbery, drug possession, or drug distribution.

(II) The criminal screening criteria must include provisions for approving applications and recertification despite the tenant's criminal history on the basis of mitigation evidence. Applicants/tenants must be provided written notice of their ability to provide materials that support mitigation. Mitigation may be provided during initial tenant application or upon appeal after denial. Mitigation may include personal statements/certifications, documented drug/alcohol treatment, participation in case management, letters of recommendation from mental health professionals, employers, case managers, or others with personal knowledge of the tenant. In addition, the criteria must include provision for individual review of permanent or temporary denials if the conviction is more than 7 years old, or if the applicant/resident is over 50 years of age, and the prospective resident has no additional felony convictions in the last 7 years. The criteria must prohibit consideration of any previously accepted criminal history or mitigation at recertification, unless new information becomes available. Criminal screening criteria and mitigation must conform to federal regulations and official guidance, including HUD's 2016 Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records.

(III) Disqualifications in a property's Tenant Selection Criteria cannot be a total prohibition, unless such a prohibition is required by federal statute or regulation (i.e. the Development must have an appeal process for other required criteria). As part of the appeal process the prospective resident must be allowed to demonstrate that information in a third party database is incorrect.

(C) Where supportive services are tailored for members of a household with specific needs, such as:

- (i) homeless or persons at-risk of homelessness;
- (ii) persons with physical, intellectual, or developmental disabilities;
- (iii) youth aging out of foster care;
- (iv) persons eligible to receive primarily non-medical home or community-based services;
- (v) persons transitioning out of institutionalized care;
- (vi) persons unable to secure permanent housing elsewhere due to specific, non-medical, or other high barriers to access and maintain housing;
- (vii) Persons with Special Housing Needs including households where one or more individuals have alcohol or drug addictions, Violence Against Women Act Protections (domestic violence, dating violence, sexual assault, and stalking), HIV/AIDS, or is a veteran with a disability; or
- (viii) other target populations that are served by a federal or state housing program