



**Date: April 4, 2023**

**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**MINOR HOME REPAIR PROGRAM**

**SUMMARY**

The Austin Housing Finance Corporation (AHFC) announces the upcoming availability of **\$1,000,000** in funding for the Minor Home Repair Program, and currently seeks proposals from experienced non-profit organizations to provide repairs that modifies or retrofits the living quarters of eligible, low-income homeowners.

**PURPOSE**

The purpose of the Minor Home Repair Program (MHR), herein referred to as the Program, is to provide grant funds to enable healthy, safe, affordable, and sustainable housing to owner occupied homes located in the City of Austin. Services provided under the program are designed to alleviate actual risk to life, health, or safety for eligible homeowners and their families. The program seeks to preserve the existing housing stock and improved the quality of life for low-income homeowners, thereby allowing them to remain in their homes.

**ELIGIBLE CLIENTS**

Eligible income is at or below 80 percent of Median Family Income (MFI) based upon the United States Department of Housing and Urban Development (HUD) income limits published annually. All services are provided at no cost to qualified families. Repairs are limited to the housing unit that is a part of the structure and permanently affixed and listed in the Program Guidelines. Each homeowner receiving assistance through this program must occupy the home and the home must be the owner's homestead.

**PROGRAM ASSISTANCE**

The program provides up to **\$7,500** of assistance per home per fiscal year. It is estimated that 106 homes will be rehabilitated during the program year. In addition, this assistance does not include any other assistance from the participant organization using its regular programs and funding. The program provides **20%** per project to cover program delivery and overhead costs for the organization.

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and will provide reasonable modifications and equal access to communications upon request.*

## ELIGIBLE ACTIVITIES:

Program services provided must be related to this Program as defined under HUD 24 CFR 58.35(b)(3). The Program is not intended to address any other type of repair or service. The MHR Program is not a rehabilitation program. Additional program activities not mentioned in the program guidelines will require Treasurer's Approval case by case. Allowable services include but are not exclusively limited to: Page | 7 MHR Guidelines Revised March 2023 1. Defective sewage system repair; 2. Electrical systems repair; 3. Roof repair and replacement; 4. Heating/Cooling (HVAC) systems repair; 5. Carpentry.

## ELIGIBLE NOFA APPLICANTS

Eligible NOFA applicants should be non-profit organizations that have experience with home repair services. Organizations must have an active Franchise Tax Account Status from the Texas Comptroller of Public Accounts, and they should not be on the City of Austin's debarment list.

## CONTRACT TERMS:

The contract term is estimated to begin October 1, 2023, and end on September 30, 2024, and AHFC retains the right to extend the contract.

## NOFA APPLICATION PROCESS

The funds being released under this NOFA are not subject to a pre-determinate allocation. Applications received will be reviewed and scored on a competitive basis according to organizational capacity and experience as well as published evaluation criteria for Program participation. To be considered, applications must be complete, contain all the required documentation and meet the minimum threshold criteria as stated in the Program Guidelines and Scoring Criteria. A score above the minimum score does not guarantee funding.

**NOTE:** The funding will be distributed to projects on a first come, first served basis after the Program applicant and property has been determined to be eligible for the Program and a Delivery Order Number (DO#) has been requested.

NOFA packets may be obtained by visiting the HPD web site at: <https://www.austintexas.gov/department/housing-and-planning>. The program guidelines, proposal format and scoring criteria can also be found at the HPD website.

A non-mandatory Pre-Submittal meeting will be held at **10:30 a.m. on Tuesday, April 18, 2023**, via Microsoft TEAMS. To register to attend this meeting, please email your **NAME, FIRM and EMAIL ADDRESS** to Alan Fish at [alan.fish@austintexas.gov](mailto:alan.fish@austintexas.gov) A TEAMS meeting invite will be sent directly to your email address.

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**Sealed applications relating to this NOFA are due prior to 3:00 p.m., May 9, 2023, at the office of AHFC, 1000 East 11th Street, 2nd Floor, Austin, TX 78702. Applicants shall submit one (1) original and one (1) electronic copy of the application. The paper copy of the Application shall be printed on standard 8 ½ x 11 paper, double-sided, have consecutively numbered pages, and clearly labeled “ORIGINAL” and contain the signature of the person authorized to sign on behalf of the Applicant. The electronic copy of the Application shall be in Portable Document Format (.pdf) and submitted on a flash drive and shall be exact replicas of the original paper copy with bookmarks that correspond with Submittal tab numbers.**

**ALL APPLICATIONS NOT RECEIVED PRIOR TO THE DATE AND TIME SET FORTH ABOVE WILL NOT BE ACCEPTED FOR CONSIDERATION. The time stamp clock in Suite 200 Reception Area is the time of record.**

Questions regarding the NOFA process or program requirements may be directed to: Edward Blake, Program Manager at [edward.blake@austintexas.gov](mailto:edward.blake@austintexas.gov), Alan Fish, Procurement Representative at [alan.fish@austintexas.gov](mailto:alan.fish@austintexas.gov), and Sarah Ramos, Procurement Specialist at [sarah.Ramos@austintexas.gov](mailto:sarah.Ramos@austintexas.gov)

*The City of Austin does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. Lee Nguyen is the City's Acting ADA/Section 504 Coordinator. If you have any questions or complaints regarding your ADA/Section 504 rights, please call him at 974-1897. The City of Austin is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request.*

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