

Memorandum



CITY OF DALLAS

DATE July 12, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **2024 Major Systems Repair Program Application Launch**

The Department of Housing & Neighborhood Revitalization (Housing) is pleased to announce the Home Improvement & Preservation Program (HIPP) Major Systems Repair Program (MSRP) 2024 application season.

The application season kicks off Monday, July 15. Housing will host a series of virtual and in-person summer workshops from July 15 to August 16, 2024, to inform residents on how the program works, what is needed to apply, and to provide hands-on assistance to help residents complete their applications. This year residents will have 2 weeks to submit their applications, from August 19-30, 2024.

On March 27, 2024, the HIPP was amended to better serve homeowners seeking home repair assistance. HIPP offers the MSRP providing eligible low- and moderate-income homeowners with forgivable loans up to \$24,000 to address mechanical, electrical, and plumbing systems and exterior cladding or roof repairs.

Eligible residents must be low-to-moderate-income homeowners. Assistance is provided as a forgivable loan with a 5-year Deed of Trust. To simplify the application process, applicants will only need to submit the documents below at the time of application:

¹ MSRP

- **Completed and signed application**
- **Proof of Identification**
 - Texas Driver's license or state identification card for those 18+
 - Birth certificate(s) for all minor children
 - Social Security Card (or permanent resident card¹) for all household members
- **Proof of Ownership**
 - Copy of Deed

Incomplete applications or those missing any of the information above will be canceled immediately upon review. Housing will use all the applications received in August to serve residents throughout the year. As funding becomes available, Housing will develop a pool of applications and select residents at random from that pool. Depending on the funding being used, the target population or geography being served, and whether the applicant resides in Housing's three [Equity Strategy Target Areas](#), applicants will receive more entries into a pool as different criteria are met. Because there is a higher demand for home

¹ *MSRP is primarily CDBG funded which requires citizenship or legal alien status for compliance*

repair than there are resources, selecting applicants at random from pools throughout the year ensures a fair process that achieves the City’s policy objectives.

Once an applicant is selected to move forward, they will need to submit the following:

- Copy of current mortgage statement (if applicable)
- Income supporting documents, including paycheck stubs, supplemental income statements, unemployment statements, etc. for all household members
 - Bank statements for all checking/savings accounts (1 month)
- Property insurance (required by the time of contract closing)
- Proof of school registration (if applicable for children attending college)
- If applicable, an Affidavit of Heirship, Will, or divorce decree that conveys property ownership

Housing staff will also verify the applicant has no title issues, past due property taxes or if there is a payment plan in place, and that the requested repairs are necessary.

To support residents with their applications, Housing staff will host both virtual and in-person workshops:

Virtual Workshops	Date	Time	Event Details <small>(Unless noted, workshop is in English)</small>
Virtual Home Repair Workshop	20-Jul	10-11:30 am	English and Spanish
Virtual Home Repair Workshop	30-Jul	8:30-9:30 am	
Virtual Home Repair Workshop	31-Jul	6-7:30 pm	English and Spanish
Virtual Home Repair Workshop	6-Aug	12-1 pm	
Virtual Home Repair Workshop	10-Aug	11am -12 pm	English and Spanish
Virtual Home Repair Workshop	15-Aug	6:30-7:30 pm	
Virtual Home Repair Workshop	16-Aug	11:30-1pm	English and Spanish

(Visit bit.ly/DHP33 to sign in for virtual workshops)

In-Person Workshops	Date	Time	Event Details <small>(Unless noted, workshop is in English)</small>
Hiawatha Williams Recreation Center 2976 Cummings St, Dallas, TX 75216	15-Jul	6-7 pm	Spanish translations will be available
Hampton-Illinois Library 2951 S Hampton Rd, Dallas, TX 75224	17-Jul	12-1 pm	
Exall Recreation Center 1355 Adair St, Dallas, TX 75204	17-Jul	6-7 pm	
MLK Library 2922 Martin Luther King Jr. Blvd, Dallas, TX 75215	18-Jul	11-12 noon	
West Dallas Multipurpose Center 2828 Fish Trap Rd, Dallas, TX 75212	18-Jul	6-7 pm	Spanish translations will be available
North Oak Cliff Library 302 West Tenth Street Dallas, TX 75208	19-Jul	12-1 pm	Spanish translations will be available
Fretz Recreation Center 6950 Belt Line Rd, Dallas, TX 75254	22-Jul	6:30-7:30 pm	
Singing Hill Recreation Center 6805 Patrol Way, Dallas, TX 75241	23-Jul	1-2 pm	
Renner Frankford Branch Library 6400 Frankford Rd, Dallas, TX 75252	23-Jul	6-7 pm	
Skillman Southwestern Library 5707 Skillman St, Dallas, TX 75206	24-Jul	12-1 pm	Spanish translations will be available
Park Forest Branch Library 3421 Forest Ln, Dallas, TX 75234	25-Jul	12:30-1:30 pm	
Lake Highland North Recreation 9940 White Rock Trl, Dallas, TX 75238	25-Jul	6-7 pm	
Bachman Lake Branch Library 9480 Webb Chapel Rd, Dallas, TX 75220	26-Jul	10-11 am	
Arcadia Recreation Center 5420 N Arcadia Dr, Dallas, TX 75211	30-Jul	4-5 pm	Spanish event (English translation available)

In-Person Workshops	Date	Time	Event Details (Unless noted, workshop is in English)
Pleasant Grove Library 7310 Lake June Rd Dallas, TX 75217	30-Jul	6-7 pm	Spanish translations will be available
K Polk Recreation Center 6801 Roper, Dallas, TX 75209	31-Jul	10:30-11:30 am	
White Rock Hills Library 9150 Ferguson Rd, Dallas, TX 75228	1-Aug	6-7 pm	
Beckley-Saner Recreation 114 W. Hobson Ave, Dallas, TX 75224	7-Aug	6-7 pm	Spanish event (English translation available)

Full details on program eligibility and application requirements are available at www.dallascityhall.com/hipp. All materials are available in English and Spanish.

Applications open on August 19, 2024, at 8 am and close at 5 pm August 30, 2024. Applications can be submitted in person at Housing’s walk-up window at City Hall (1500 Marilla, 2CN Dallas, Texas 75201), or via email at hipp@dallas.gov. For email submissions, proof of receipt must be received by the applicant to complete the process. Residents can call the Department of Housing & Neighborhood Revitalization at 214-670-3644 or email hipp@dallas.gov with any questions or concerns.

Should you have any questions or require any additional information, please contact Cynthia Rogers-Ellickson, Director, Department of Housing & Neighborhood Revitalization at Cynthia.Rogersellic@dallas.gov or 214-670-3601.

Service First, Now!



Robin Bentley
 Assistant City Manager (I)

- c: Kimberly Bizer Tolbert, City Manager (I)
- Tammy Palomino, City Attorney
- Mark Swann, City Auditor
- Biliera Johnson, City Secretary
- Preston Robinson, Administrative Judge
- Dominique Artis, Chief of Public Safety (I)
- Dev Rastogi, Assistant City Manager

- M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
- Alina Ciocan, Assistant City Manager
- Donzell Gipson, Assistant City Manager (I)
- Jack Ireland, Chief Financial Officer
- Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
- Directors and Assistant Directors