2019

FORT WORTH®

HUD GRANTS TRAINING

An opportunity for established nonprofit agencies/organizations to gain knowledge and information to prepare for the City of Fort Worth HUD Grant application (Request for Proposal) process

City of Fort Worth Neighborhood Services
908 Monroe St., Fort Worth, TX 76102
(817) 392-7540
www.fortworthtexas.gov/neighborhoods/grants

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9:40 A.M. – 10:15 A.M.   Grants Overview/
                                                         ZoomGrants
                Sharon Burkley, Senior Planner, Compliance & Planning

10:15 A.M. – 10:45 A.M.   Icebreaker Activity
                Yasminda Chambers, Administrative Technician, Compliance & Planning

10:45 A.M. – 11:15 A.M.   RFP Application Process
                Sharon Burkley, Senior Planner, Compliance & Planning

11:15 A.M. – 11:30 A.M.   Scoring Criteria
                LaDarica Harvey, Management Analyst, Compliance & Planning

11:30 A.M. – 12:30 P.M.   Financial Capacity/
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                Eric Vodicka, Management Analyst, Compliance & Planning

12:30 P.M. – 1:30 P.M.   Agency Spotlight

1:30 P.M. – 2:00 P.M.   Wrap Up/Questions

TRAINING AGENDA ~ THURSDAY, NOVEMBER 14

12:00 P.M. – 12:30 P.M.   Registration

12:30 P.M. – 12:40 P.M.   Welcome
          Sonia Singleton, Interim Director, Neighborhood Services Department

12:40 P.M. – 1:15 P.M.   Grants Overview/
                                                           ZoomGrants
          Sharon Burkley, Senior Planner, Compliance & Planning

1:15 P.M. – 1:45 P.M.   Icebreaker Activity
          Terrance Jones, Senior Contract Compliance Specialist, Compliance & Planning

1:45 P.M. – 2:15 P.M.   RFP Application Process
          Sharon Burkley, Senior Planner, Compliance & Planning

2:15 P.M. – 2:30 P.M.   Scoring Criteria
          LaDarica Harvey, Management Analyst, Compliance & Planning

2:30 P.M. – 3:30 P.M.   Financial Capacity/
                                                           Leveraging
          Eric Vodicka, Management Analyst, Compliance & Planning

3:30 P.M. – 4:30 P.M.   Agency Spotlight

4:30 P.M. – 5:00 P.M.   Wrap Up/Questions

NEIGHBORHOOD SERVICES DEPARTMENT OVERVIEW

Neighborhood Services Department was established in October 2015; it is a merger of the former Housing Department and the Community Services Division, formerly of Parks & Community Services Department (now Parks & Recreation). It is comprised of six (6) divisions: Administration & Loan Services, Community Development, Community Services, Compliance & Planning, Rehabilitation and Construction Management, and Neighborhood Improvement. The department is responsible for a number of programs including Community Action Partners, VITA (Volunteer Income Tax Assistance), Priority Repair Program, Weatherization Assistance Program, Homebuyer Assistance Program, and administers all U.S. Department of Housing and Urban Development (HUD) grant funds for the City of Fort Worth. Other grants operated by the department include Community Services Block Grant, Comprehensive Energy Assistance Program, Veterans Assistance grants, and Lead Hazard Reduction grant.

Our administrative office is located in the City Hall Annex building at 908 Monroe Street. Other offices are located at Hazel Harvey Peace Center for Neighborhoods, La Gran Plaza, seven local community centers (Andrew Doc Session, Como, Martin Luther King, Northside, North Tri-Ethnic, Southside, Worth Heights), and a county CAP office in Arlington.

NEIGHBORHOOD SERVICES DEPARTMENT

SENIOR MANAGEMENT

Sonia Singleton	Interim Director	817-392-7540
Amy Connolly	Assistant Director/Community Development	817-392-7540
Monique Hill	Interim Assistant Director/Community Services	817-392-7540

COMMUNITY DEVELOPMENT

Chad LaRoque	Housing Development Manager	817-392-2661
Leah Brown	Neighborhood Development Coordinator	
Diana Carranza	Neighborhood Development Coordinator	
Leticia Rodriguez	Neighborhood Development Coordinator	
Kelli Gregory	Neighborhood Development Specialist	
Laura Enlow	Neighborhood Development Specialist	
Dawn McNulty	Neighborhood Development Specialist	

COMPLIANCE & PLANNING

Barbara Asbury	Compliance & Planning Manager	817-392-7331
Sharon Burkley	Senior Planner	817-392-5785
Eric Vodicka	Management Analyst	817-392-7583
LaDarica Harvey	Management Analyst	817-392-2660
Terrance Jones	Senior Contract Compliance Specialist	
Charletta Moaning	Senior Contract Compliance Specialist	
Scott McDonald	Senior Contract Compliance Specialist	
Cylton Ewell	Contract Compliance Specialist	
Sylvia Flores	Contract Administrator	
Sheila Kuhl	Contract Administrator	
Yasminda Chambers	Administrative Technician	

TRAINING OVERVIEW

HUD GRANTS

The HUD Grants Training is designed to provide information, updates, and general overview of the City of Fort Worth grant application process for eligible non-profit agencies/organizations interested in seeking to apply for Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) grant funds. **[NOTE: Attendance at this training is not a guarantee of eligibility or award of grant funds.]**

City of Fort Worth receives federal entitlement grant funds from the U.S. Department of Housing and Urban Development to operate the following four (4) grant programs:

Community Development Block Grant (CDBG)

Proposed CDBG projects must be consistent with broad national priorities for CDBG: activities that benefit low-and moderate-income people, the prevention or elimination of slums or blight, or other community development activities to address an urgent threat to health or safety. CDBG funds may be used for community development activities (such as real estate acquisition, relocation, demolition, rehabilitation of housing and commercial buildings), construction of public facilities and improvements (such as water, sewer, and other utilities, street paving, and sidewalks), construction and maintenance of neighborhood centers, and the conversion of school buildings, public services, and economic development and job creation/retention activities. CDBG funds can also be used for preservation and restoration of historic properties in low-income neighborhoods.

HOME Investment Partnerships Program (HOME)

HOME funds may be used to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; or for "other reasonable and necessary expenses related to the development of non-luxury housing," including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development, and payment of relocation expenses. HOME funds may also be used to provide tenant-based rental assistance contracts of up to 2 years if the activity is consistent with the City's Consolidated Plan and justified under local market conditions.

Emergency Solutions Grant (ESG)

The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

Housing Opportunities for Persons With AIDS (HOPWA)

The Housing Opportunities for Persons With AIDS (HOPWA) program provides housing assistance and related supportive service for low-income persons living with HIV/AIDS and their families who are homeless, at risk of homelessness, or unstably housed. The program provides housing and other support to help the most vulnerable households with multiple health and life challenges to achieve housing stability.

2019-2020 CFW Grant Allocations $12,055,561

CDBG $7,276,678

REACH	Project Ramp	$ 100,000
City of Fort Worth NSD	Priority Repair Program	$1,100,000
Trinity Habitat for Humanity	Cowtown Brush Up	$ 455,000
	Preserve-A-Home (Northside)	$ 400,000
City of Fort Worth NSD	Rehab/Construction Management (Program Delivery)	$ 635,360
City of Fort Worth NSD	Housing Services (Program Delivery)	$ 172,425
City of Fort Worth NSD	General Administration	$1,454,136
Section 108 Loan		$ 740,680
Major Projects	Southside Comm. Ctr. – ADA Improvements	$ 370,500
	Worth Heights Comm. Ctr. – ADA Improvements	$ 524,000
	North Tri-Ethnic Comm. Ctr. – ADA Improvements	$ 227,679
Sixty and Better	Senior Transportation	$ 115,000
Housing Channel	Housing Counseling & Education	$ 125,000
Presbyterian Night Shelter	Moving Home Case Management/Diversion Services	$ 145,601
Girls, Inc.	Education, Prevention & Leadership Program	$ 70,000
Goodwill	City Works Employment Training/Job Placement	$ 90,000
AB Christian Learning Center	After-School Tutoring	$ 85,000
	Freedom School Summer Reading Program	$ 45,000
Guardianship Services	Elderly Financial Exploitation Prevention	$ 70,000
United Community Centers	Educational Enrichment	$ 70,000
Meals On Wheels	Home Delivered Meals	$ 70,000
Ladder Alliance	Computer Skills/Employment Training	$ 70,000
Camp Fire	After-School Program	$ 45,000
Stop Six Church of Christ	Fort Worth Reads & Rights	$ 45,000
Artes de la Rosa	Artes Academy	$ 45,000

HOME $2,662,983

City of Fort Worth NSD	General Administration	$ 266,298
Housing Channel	CHDO Operating Costs	$ 45,000
Development Corporation Of Tarrant County	CHDO Operating Costs	$ 45,000
Development Corporation Of Tarrant County	CHDO Set-Aside (Ash Crescent Single-Family Infill)	$ 399,448
City of Fort Worth NSD	Homebuyer Assistance Program	$ 907,237
Major Projects	Everly Plaza Senior Multifamily Housing	$1,000,000

ESG $616,266

City of Fort Worth NSD	Administrative Costs	$ 46,220
Presbyterian Night Shelter	Emergency Shelter Services	$ 145,000
True Worth Place	Day Shelter	$ 100,000
The Salvation Army	Prevention/Shelter	$ 125,046
Center for Transforming Lives	Rapid Re-Housing	$ 100,000
SafeHaven of Tarrant County	Emergency Shelter Services	$ 75,000

HOPWA   **$1,505,634**

City of Fort Worth NSD	Administrative Costs/Supportive Services/ Tenant-Based Rental Assistance	$ 648,135
Tarrant County Samaritan House	Supportive Services/Facility Operations/ Tenant-Based Rental Assistance/Administration	$ 671,499
AIDS Outreach Center	Supportive Services/STRMU/Administration	$ 186,000

CITY OF FORT WORTH PROGRAM GOALS & OBJECTIVES

1) **Preserve Aging Housing Stock**
   Preservation and rehabilitation of existing housing stock (Single Family/Multifamily Homes), including major repair, minor repair, acquisition/rehabilitation, lead hazard reduction and abatement, health and safety repairs, and related home repair or housing development activities.

2) **Improve Accessibility of Public/Private Spaces**
   Accessibility improvements in both public and private (housing) spaces through ADA improvements to community centers and other public facilities for low income special needs residents to ensure that physically disabled persons will have full access. Public facility improvements may include bathroom modifications, ramps, entryways, and related improvements to City-owned facilities such as community centers, parks, and older municipal buildings which serve large numbers of the general public.

3) **Poverty Reduction and Household Stabilization**
   Poverty-reduction programs that support self-sufficiency including adult basic education, employment training and job placement programming to low-income households designed to promote self-sufficiency and household stabilization. This may include activities such as purchase of employment-related equipment and supplies, removal of barriers to employment (transportation, temporary childcare), job-related certifications, resume preparation, job hunting support, and interview skills training.

4) **Promote Affordable Housing for Renters/Owners**
   Promote homeownership, affordable housing development, and Fair Housing (renter/owner); support single-family and multifamily housing development. This includes direct homebuyer assistance, homebuyer education and housing counseling. Fair Housing education and outreach, conversion of commercial and/or other facilities to housing, acquisition for development of affordable housing, development of Permanent Supportive Housing (PSH) for the homeless, operating costs for Community Housing Development Organizations (CHDOs), and related programs and activities.

5) **Children/Youth Training and Mentorship**
   Educational and support services/programs preparing children/youth and their families for success; includes reading/literacy support, tutoring, mentoring, training and enrichment support programming to children in low income households and/or neighborhoods. This includes programs that align with or support the City Council endorsement of Read Fort Worth, which has the goal of 100% of 3rd graders reading at grade level by 2025. This could also include after school programs offering homework assistance and tutoring, career-readiness programs targeting youth and teenagers, and related activities targeting service gaps for children and youth.

6) **Support programming for Aging-In-Place**
   Public service programming to support seniors aging in place in the homes in the neighborhood; including providing meals, transportation, and other support services

targeting persons ages 62 and older. This may include activities such as senior programming activities to encourage social engagement and reduce isolation, case management, programs to prevent elder abuse and exploitation, recreational and exercise programs, and related programs and activities.

7) **Targeted Neighborhood Revitalization**

Targeted neighborhood revitalization may include a diverse variety of activities including the following: improve neighborhood transportation infrastructure (streets, sidewalks, lighting, etc.); improve or make available neighborhood public facilities (parks, community facilities, etc.). This may also include activities such as acquisition/rehabilitation/demolition for redevelopment of a neighborhood facility (such as a childcare or early education facility to serve very low-income or poverty populations). This could also include projects to support affordable housing development or neighborhood-based public service programs serving a targeted clientele, or related programs or activities. This project also includes repayment of Section 108 Loan related to previously implemented revitalization efforts.

8) **Homeless Services**

This project includes all types of services and housing for the homeless and persons at risk of becoming homeless with a goal of achieving permanent housing. It includes operations, administration, and maintenance or repair of existing emergency shelters to maintain the safety net, case management, rapid rehousing and diversion services to prevent warehousing of the homeless, rental assistance for homelessness prevention, and operations and administration of shelters and services for victims of domestic violence. The activity also includes operations of housing facilities for persons with HIV/AIDs as well as rental assistance, emergency mortgage and utility assistance, and supportive services for this population.

ZOOMGRANTS

ZoomGrants is an online application management system that has been used by the City of Fort Worth since 2017 and is used for all stages of the grant application process. This includes the following:

APPLICATION PROCESS
    --User-Friendly
    --Individual access
    --Online applications
    --Available 24/7 (until deadline)
    --Review instructions, documents
    --Able to save and return as needed
    --Program Budget

DOCUMENT SUBMISSION
    --Resumes
    --Bank Statements
    --Insurance Certification

REIMBURSEMENT REQUESTS
    --Online Submissions
    --No Copies
    --Efficient payment process

CONTACT
    --Contract Administrator
    --Technical Assistance

FORT WORTH

Powered by ZoomGrants™

City of Fort Worth
Neighborhood Services
2019-2020 Public Service Agency Request for Proposals (PSA RFP)
03/15/2019 deadline

Print Preview Prop

Jump to: Statement of Intent   Application Questions   Program Budget   Required Worksheets   Required Attachments

USD$ 0.00 Requested

Additional Contacts
none entered

printpreview@printpreview.com
Tel:

Statement of Intent *top*

Statement of Receipt

1. Organization Name
Name of your agency or organization
-no answer-

2. Program/Service Name
Name of the program/service for which you are applying
-no answer-

3. RFP Contact Name/Title
Name of the primary contact and official title for all correspondence with the City
-no answer-

4. RFP Contact Email
Email address of RFP Contact
-no answer-

Statement of Intent

5. RFP Contact Phone
Phone number of RFP Contact
-no answer-

6. Proposed Funding Request Amount
Amount of grant funds requested from the City through this proposal; proposers must request a minimum of $75,000.
-no answer-

7. Please select the grant program for which you are applying.
A separate Statement of Intent is required for each funding source
☐ Community Development Block Grant (CDBG)
☐ Emergency Solutions Grant (ESG)
☐ Housing Opportunities for Persons with HIV/AIDS (HOPWA)

8. Please select an eligible CDBG activity for this proposal
A separate proposal must be submitted for each CDBG activity for which you are applying

☐ Senior Services (62 years of age or older)
☐ Child Care Services (0-12 years of age)
☐ Youth Services (13-19 years of age)
☐ Employment/Job Training Services
☐ Housing Counseling Services
☐ Removal of Architectural Barrier Services
☐ Homeless Services
☐ Services for Persons with HIV/AIDS
☐ Services for Special Needs Populations
☐ Other Social or Public Service (Please explain)

9. Please select an eligible ESG activity for this proposal
ESG proposals may contain more than one program; check all that apply

☐ Rapid Re-Housing Services for Homeless
☐ Short & Medium Term Rental Assistance for Homeless
☐ Homelessness Prevention Services
☐ Emergency Shelter Services/Shelter Diversion Services

10. Please select an eligible HOPWA activity for this proposal
HOPWA proposals may contain more than one program; check all that apply

☐ Supportive Services
☐ Short-Term, Rent, Mortgage, Utility (STRMU) Assistance Services
☐ Tenant-Based Rental Assistance (TBRA) Services
☐ Facility-Based Operational Services
☐ Administration

Documents Requested *	Required? Attached Documents *
Section 504 Self-Evaluation Questionnaire [download template](#)	✔

Application Questions *top*

Cover Sheet

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1. Applicant Common Name/DBA
-answer not presented because of the answer to #4-

2. Other Registered Names
List any other registered names that the organization has used to conduct business with outside entities (i.e. Secretary of State, Internal Revenue Service)
-no answer-

3. Licenses
List any applicable licenses or certifications (i.e. Child Care) and the licensing agency for each. Ensure that all licenses or certifications listed in this section are upload in the "Required Attachments" section of this application.
-no answer-

4. Please select the grant program for which you are applying
A separate application must be submitted for each funding source

☐ Community Development Block Grant (CDBG)
☐ Emergency Solutions Grant (ESG)
☐ Housing Opportunities for Persons with HIV/AIDS (HOPWA)

5. Please select an eligible CDBG activity for this proposal

-answer not presented because of the answer to #4-

6. Please select an eligible ESG activity for your proposal
-answer not presented because of the answer to #4-

7. Please select an eligible HOPWA activity for your proposal
-answer not presented because of the answer to #4-

Evaluation Criteria - Program Description

8. For CDBG Programs ONLY: How will the requested funding result in an increase in service or an expansion of services for clients?
-answer not presented because of the answer to #4-

9. Child Care Agencies ONLY: When and how often does the agency's fee schedule change? Will CDBG funds be used for direct financial subsidies? Attach a copy of the fee schedule that the agency will use for the upcoming program year.
-answer not presented because of the answer to #4-

10. Who will benefit from this program/service? What is the target population to be served with this proposal? What are the demographics? (i.e., age, gender, location/neighborhood, income, etc.)
Example: This program/service will serve families that are at or below 50% of Area Median Income (AMI) in the Ash Crescent, Stop-Six and Como Neighborhoods of Fort Worth.
-no answer-

11. What direct client services will be provided through the proposed program/service?
Types of services provided (i.e., case management, child care, job training) Provide information detailing how services will be provided to clients, including intake process and program summary.
-no answer-

12. When will the proposed program/services be provided?
Provide day(s)/time(s) program/services will be provided. Example: M/W/F, 9am-5pm
-no answer-

13. How is client eligibility determined for the program/service?
Attach a sample intake form or a copy of the application used to determine client eligiblity
-no answer-

14. What percentage of the overall program budget will be requested from the City? Describe the overall program and identify what percentage of the total program will be City funded.
Example: City funds will pay for 50% of total child care program costs
-no answer-

15. How many unduplicated clients were served by this program during the previous program year (Oct 1, 2017-Sept 30, 2018)? During the current program year (Oct 1, 2018-Sept 30, 2019)? During the upcoming program year (Oct 1, 2019-Sept 30, 2020)
Unduplicated counts are equal to the total number of unique persons served once in a contract year. Persons served multiple times throughout the program year are only counted once. Example: 2017-18: 150; 2018-2019: 175; 2019-2020: 185
-no answer-

16. Will the proposed program/service serve clients who live outside Fort Worth city limits? If so, how many Fort Worth residents and non-residents were served in prior program years? Estimate the number to be served for current and future years.
Example: 2017-18: 200 (50/CFW; 150/outside CFW); 2018-19: 200 (40/CFW; 160/outside CFW); 2019-20: 200 (60/CFW; 140/outside CFW)
-no answer-

17. Does the applicant follow up with clients to assess how the program benefited the client? If yes, describe the process of outcome measurement.
Identify measures used to determine program success
-no answer-

18. Is this a new program or a continuing program? If it is a continuing program, describe prior year accomplishments. If it is a new program, explain proposed accomplishments.

-no answer-

Agency Experience and Board Composition

19. What is the address or location(s) where the proposed services will be offered?
Example: 200 Texas Street, Fort Worth, TX 76102
-no answer-

20. Explain the agency's experience in managing grants, and list any federal or state grants that are currently being used for the agency's programs.
-no answer-

21. What types of performance or financial reports does the applicant prepare regularly? To whom are they submitted? How often? Who prepares these reports? Attach sample performance, client-tracking, and/or financial reports.
-no answer-

22. Indicate the current composition of the applicant's Board of Directors or governing body by completing the table below.
For each member of the Board, add one to the corresponding sex and racial/ethnic block in the table provided below. DO NOT double count Board members. Total authorized positions should equal total of all filled positions, plus vacancies.

	White, non-Hispanic male
	White, non-Hispanic female
	African-American/Black, non-Hispanic male
	African-American/Black, non-Hispanic femle
	Asian/Pacific Islander, non-Hispanic male
	Asian/Pacific Islander, non-Hispanic female
	Other, non-Hispanic male
	Other, non-Hispanic female
	White, Hispanic male
	White, Hispanic female
	African-American/Black, Hispanic male
	African-American/Black, Hispanic female
	Asian/Pacific Islander, Hispanic male
	Asian/Pacific Islander, Hispanic female
	Other, Hispanic male
	Other, Hispanic female
	Number of vacant positions
	Total authorized positions
0.00	**TOTAL**

23. What measures, if any, has the proposer taken to promote board diversity (racial/ethnic, geographic, occupational, etc.)? Does the proposer have a recruiting outreach plan or policy to increase diversity?
Attach a copy of the agency's board diversity policy or plan, if applicable
-no answer-

24. What experience does the agency and staff have in providing the program service(s)? Attach an organizational chart and employee resumes of key staff (supervisors, grant-funded staff, etc.) for the proposed program/service?
Example: Combined staff: 10 persons; Combined experience in related service provision: 50 years; Average experience: 50 years / 10 persons = 5 years
-no answer-

Consolidated Plan and Community Need

25. How does the proposed program meet one of the City's Council-Approved goals?
Identify the applicable City Goal and how the program helps to meet this goal.
-no answer-

26. Describe the community need addressed by the proposed program, providing data to support the need for services. Describe how the proposed program addresses this need, including outcomes from prior years?
Example: There are X children in poverty and Y% of these children are performing below grade level in school. This program will address this need with Z services by...
-no answer-

Financial Capacity and Leveraging

27. What portion of the proposed program budget will the City grant funds represent if funding is awarded?
Provide answers both as a fraction and as a percentage. Example: $25,000/100,000; 25%
-no answer-

28. How much is the per client cost to provide the proposed program/service(s)? Provide a detailed explanation (and calculations) to thoroughly document the cost reasonableness of the program.
(Additional attachments may be provided if necessary)
-no answer-

29. What will be the impact to the program/service if the proposal is partially funded or not funded?
Example: Program will have a proportional reduction in clients served due to reduced funding (i.e. 50% of proposed clients served for 50% of requested funds)
-no answer-

30. Describe the sources of any leveraging or required matching funds, explaining any restrictions on the use of these funds.
-no answer-

31. Are other funding sources available for this program? What will happen to the proposed program if the funding under this RFP is not provided?
-no answer-

Compliance and Auditing

32. In the past three years, has the agency received any findings or concerns on any of the federal or state grant funds it administers? If so, please explain the issue(s) and the outcome(s).
When explaining previous findings or concerns, be sure to include how internal processes have been improved to prevent future occurrences.
-no answer-

33. In the past three years, has the agency received any findings or concerns from the City of Fort Worth?
When explaining previous findings or concerns, be sure to include how internal processes have been improved to prevent future occurrences.
-no answer-

34. In the pat three years, has the agency received any findings or concerns from its financial auditors? If so, please explain the issue(s) and the outcome(s).
When explaining previous findings or concerns, be sure to include how internal processes have been improved to prevent future occurrences.
-no answer-

35. Does the applicant procure or contract professional services (i.e. accounting, legal, program-related services)? If so, provide details, including company name, address, type of professional service, etc.
Attach a copy of the agency procurement policy, and copies of the most recent contracts for professional services.
-no answer-

36. Does the agency have any overdue taxes, outstanding liens, or judgments? If yes, please explain the current status and plans for resolution.
-no answer-

Community Centers

37. Does the applicant intend to provide any of the proposed programs/services at one of the City of Fort Worth community centers? If yes, which services or programs?
Example: Yes, Youth Afterschool Reading Program [NOTE: Applicant must contact proposed community center staff prior to including location in proposal]
-no answer-

38. At which community center(s) will the agency provide program/services?
Example: Como, Northside, Martin Luther King, Southside [NOTE: Applicant must contact proposed community center staff prior to including location in proposal]
-no answer-

39. When, how long, and how often will the agency be providing services at the community center(s)?
Example: 10:00 am - 2:00 pm, 1st and 3rd Wednesdays of the month [NOTE: Applicant must contact proposed community center staff prior to including location in proposal]
-no answer-

40. How many staff members will the agency have on-site at the community centers delivering services for each program?
Community center staff will not be responsible for providing services or administering programs for public service agencies funded through this RFP; it is the responsibility of the agency to provide sufficient staff for program/services.
-no answer-

41. Does the agency have a background check policy for staff and volunteers?
Attach a copy of the agency personnel policy addressing background checks.
-no answer-

42. What certifications, state licenses, training, etc. are the agency staff assigned to the community centers required to have?
List all basic certification/license requirements for each position that will be assigned to provide services at a community center.
-no answer-

43. Are there supplies or curriculum involved in the delivery of the proposed community-based program?
If yes, attach copies of sample curriculum, handouts, etc.
-no answer-

44. What type of space is required for the proposed community center programs?
-answer not presented because of the answer to #4-

Program Budget *top*

Program Budget and Grant Funds Request	Grant Funds Requested	Other Funding Sources	Other Funding Sources	Other Funding Sources	Total Match
-none-	USD$ 0.00	USD$ 0.00	USD$ 0.00	USD$ 0.00	USD$ 0.00

Grant Funds Requested					USD$

Required Worksheets *top*

Financial Capacity

Month/Year	Beginning Balance	Total Expenses
January 2018		
February 2018		

March 2018	
April 2018	
May 2018	
June 2018	
July 2018	
August 2018	
September 2018	
October 2018	
November 2018	

Leverage of Funds

Funding Source (Specify)	Amount
Total	**0**

Salary Budget Worksheet

Position Titles to be Funded	Full-Time/Part-Time (FT/PT)	Annual Full-Time Salary Rate	Estimated % of Time Charged to Grant	Total Amount Charged to Grant
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	
			(%)	

ESG Match

Funding Source (Specify)	Amount
Subtotal - Match Contribution	
ESG Amount Requested from City	
Total 2018 - 2019 Program Budget	
Total	**0**

Required Attachments *top*

Documents Requested *	Required?	Attached Documents *
PSA RFP Self-Certification download template	✔	
CDBG Annual Program Budget and CDBG Funds Request download template		
ESG Annual Program Budget and ESG Funds Request download template		
HOPWA Annual Program Budget and HOPWA Funds Request download template		
Grant Specific Questionnaire (CDBG APPLICANTS ONLY) download template		
Grant Specific Questionnaire (ESG APPLICANTS ONLY) download template		
Grant Specific Questionnaire (HOPWA APPLICANTS ONLY) download template		
ORGANIZATIONAL CHART Attach an organizational chart of key staff such as supervisors and employees whose salary will be paid for, in part or in full, by the grant	✔	
RESUMES Attach employee resumes of key staff such as supervisors and employees whose salary will be paid for, in part or in full, by the grant. Resumes should describe years of experience and any special training, licensing or certifications		
LICENSES/CERTIFICATIONS Attach any listed		

licenses/certifications for key staff

ANNUAL ORGANIZATION BUDGET Proposers are required to submit a copy of their annual budget for the entire organization. The City of Fort Worth does not require a specific format.	✔
PERFORMANCE/FINANCIAL REPORTS If the agency prepares standard performance reports or client tracking reports for the proposed program, provide a sample.	
PROCUREMENT POLICY Attach a copy of the agency procurement policy and a copy of the most recent contract for any professional service for which funds are requested	
COST ALLOCATION PLAN Attach a copy of the proposers cost allocation plan and approved direct cost rates	
OTHER COSTS Please attach the methodology you used to determine which other costs (supplies, insurance, etc.) would be paid with grant funds, as well as how you determined what percent will be charged to the grant instead of other funding sources.	
BOARD DIVERSITY Does the proposer have an outreach plan or policy on how to recruit board members? If yes, please attach a copy of the plan or policy.	
AGENCY BACKGROUND CHECK POLICY Attach a copy of the agency's policy and process for conducting employee background checks	
INTAKE FORM Attach an Intake Form or a copy of the application being used to determine eligiblity	
FOR CHILD CARE AGENCIES ONLY: Provide documentation of the fee schedule the proposer intends to use during the 2019-2020 contract year.	
Additional Documentation that applies to program:	
Additional Documentation that applies to program:	
Additional Documentation that applies to program:	
Additional Documentation that applies to program:	
Additional Documentation that applies to program:	

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Application ID: 124545

SCORING CRITERIA

Evaluation Factor	Points
Organizational Capacity & Experience	25
Project Information	10
Project Results	20
Maximizes/Leverages Resources	25
Program Compliance	20
Total	**100**

SCORING CRITERIA

Organizational Capacity & Experience (25 pts.)
General experience providing public services (5 pts.)
Experience in a field similar to the proposed program (5 pts.)
Experience with grants management (5 pts.)
Agency board is diverse and resembles demographics of city (5 pts.)
Detailed plan to collect and utilize feedback from clients and community (5 pts.)

SCORING CRITERIA

Project Results (20 pts.)
Clear description of how program meets goal(s) of 2018-2022 Consolidated Plan (15 pts.)
Clearly defined program objectives that focus on results and measurable outcomes (5 pts.)

Project Information (10 pts.)
Proposal identifies the population/area served and program location (5 pts.)
Proposal describes the need for program, services provided and schedule of work (5 pts.)

SCORING CRITERIA

Maximizes/Leverages Resources (25 pts.)
Clear plan for continuation of program without grant funds, including identification of funding sources that will replace grant funds (10 pts.)
Applicant maximizes financial, staff and volunteer resources and in-kind donations to provide services to clients (10 pts.)
Financial capacity ratio and financial leverage percentage (5 pts.)

Program Compliance (20 pts.)	
If previously funded within the past three years: Applicant has strong record of managing previous HUD funds and maintaining regulatory compliance (10 pts.)	**If not previously funded within the past three years:** Applicant has performed well in managing grants from other funders for the program or a similar program (10 pts.)
Applicant has administrative and financial capacity to implement proposed program or continue existing program (10 pts.)	

FINANCIAL CAPACITY/LEVERAGING

Agency Contact Name _____
Agency Contact # _____

Financial Capacity & Financial Leveraging Worksheet

| Agency Name:			
Program Name:			
Grant:	CDBG	ESG	HOPWA
Grant Amount Requested:			

Applicant Information

Step 1: Calculate beginning monthly balance average - for each month, write down the agency's monthly beginning account balance. Agencies must provide a bank letter(s) or a bank statement(s) to support the information provided below:

January	February	March	April	May	June	July
August	September	October	November	December	Total	**Average**

Step 1: Average Beginning Monthly Balance

Step 2: Calculate operating expense average - for each month, write down the agency's actual monthly operating expenses. Agency will be required to provide financial statements and/or a most recent audit that clearly reflects the agency's monthly expenses to support the information provided below:

January	February	March	April	May	June	July
August	September	October	November	December	Total	**Average**

Step 2: Average Monthly Operating Expenses
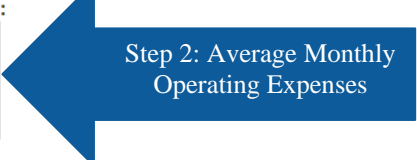
Step 3: Calculate financial capacity ratio - divide the beginning account balance average by the operating expense average.

Beginning Account Balance	÷	Operating Expense Average	=	Ratio
$ -	÷	$ -	=	$ -

Step 3: Financial Capacity Ratio

Step 4: Calculate Financial Leverage - divide the grant dollars requested by the budget for the proposed program. **Do not add the entire agency budget in this section**

CFW Grant Funds Requested	$ -
Total Program Budget	
Financial Leverage Percentage	

Step 4: Financial Leverage Percentage
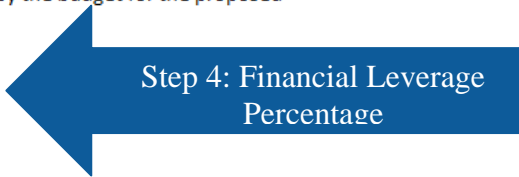
Notes:

Staff Reviewer Initials _____
Staff Reviewer Initials

AGENCY SPOTLIGHT

CHILDREN/YOUTH SERVICES
TRAINING & MENTORSHIP
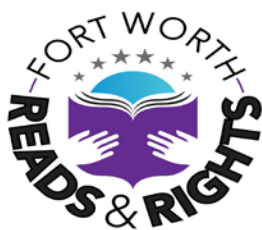UCC Educational Enrichment Program
www.UnitedCommunityCenters.org

YOUTH SERVICES
Artes Academy
www.ArteDeLaRosa.org

CHILDREN/YOUTH SERVICES
TRAINING & MENTORSHIP
After School Program
Children's Defense Fund Freedom School
Summer Reading Program
www.abchrist.org

CHILDREN/YOUTH SERVICES
TRAINING & MENTORSHIP
After School Program
www.CampFireFW.org

CHILDREN/YOUTH SERVICES
TRAINING & MENTORSHIP
Reading Program
http://eastpointecoc.org/fwrr/

CHILDREN/YOUTH SERVICES
TRAINING & MENTORSHIP
Whole Girl Approach for At-Risk Youth
www.GirlsIncTarrant.org

AGENCY SPOTLIGHT

**POVERTY REDUCTION &
HOUSEHOLD STABILIZATION**
Goodwill Community Works
www.GoodwillFortWorth.org

**POVERTY REDUCTION &
HOUSEHOLD STABILIZATION**
Computer Skills Training
www.LadderAlliance.org

AGING IN PLACE
Home-Delivered Meals
www.MealsOnWheels.org

AGING IN PLACE
Prevention of Financial Exploitation in
the City of Fort Worth
www.GuardianshipServices.org

AGING IN PLACE
Transportation Program
www.SixtyAndBetter.org

AGENCY SPOTLIGHT

AFFORDABLE HOUSING
Housing Counseling and Education
Program
www.HousingChannel.org

HOMELESS SERVICES
Moving Home Program
Shelter Services
www.JourneyHome.org

ACCESSIBILITY IMPROVEMENTS
Project Ramp
https://www.reachcils.org/reach-fort-worth

HOMELESS SERVICES
Homeless Prevention
www.SalvationArmy.org

HOMELESS SERVICES
Rapid Re-Housing
www.TransformingLives.org

HOMELESS SERVICES
Rapid Re-Housing
www.TrueWorthPlace.org

HOMELESS SERVICES
Shelter Services
www.SafeHavenTC.org

AGENCY SPOTLIGHT

HOMELESS SERVICES
HOPWA Services
www.SamaritanHouse.org

HOMELESS SERVICES
HOPWA Services
www.AOC.org

FOLLOW-UP

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Department

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Sharon.Burkley@fortworthtexas.gov

www.FortWorthTexas.gov/neighborhoods/grants