



**2019
HUD GRANTS
TRAINING**

City of Fort Worth Neighborhood Services

Wednesday, November 13, 2019

Thursday, November 14, 2019



Welcome

we're glad you're here

TRAINING AGENDA

Wednesday, November 13

- | | |
|-------------------------|--|
| 9:00 A.M. – 9:30 A.M. | Registration |
| 9:30 A.M. – 9:40 A.M. | Welcome
Sonia Singleton, Interim Director, Neighborhood Services Department |
| 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/Leveraging
Eric Vodicka, Management Analyst, Compliance & Planning |
| 12:30 P.M. – 1:30 P.M. | Agency Spotlight
CDBG Public Service Agencies |
| 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
CDBG Public Service Agencies |
| 4:30 P.M. – 5:00 P.M. | Wrap Up/Questions |

TRAINING PURPOSE

HUD Grants Training Workshop was designed to provide basic grant training and general information regarding the City of Fort Worth Public Service Agency (PSA) Request for Proposal (RFP) applications, including process, scoring and timeline.

During the application period, applicants are provide limited access to staff members and have only forty-five (45) days from application availability date to application due date. This workshop allows potential applicants to receive direct training from staff responsible for preparing, reviewing and scoring the applications. It also provides an opportunity for applicants to ask questions, seek guidance and assess likelihood of eligibility prior to submitting an application.

Target Audience: established social service agencies and nonprofits

NEIGHBORHOOD SERVICES

Department Overview

- ~ Established October 2015
- ~ Formerly Housing & Economic Development Department
- ~ Merged with Community Services division of Park & Community Services
- ~ Six Divisions:
 - Administration & Loan Services
 - Community Development
 - Community Services
 - Compliance & Planning
 - Neighborhood Improvement & Education
 - Rehabilitation & Construction Management

NEIGHBORHOOD SERVICES

Department Overview

Office Locations:

Administrative Offices (908 Monroe St.)
Hazel Harvey Peace Center for Neighborhoods
LaGran Plaza (Central CAP/Central Intake Unit)
Andrew Doc Session Community Center
Como Community Center
Martin Luther King Community Center
Northside Community Center
North Tri-Ethnic Community Center
Southside Community Center
Worth Heights Community Center
Southeast CAP

COMMUNITY DEVELOPMENT COUNCIL

The Community Development Council was established for the purpose of assisting the City Council in setting priorities for projects to be initiated with federal funding and complying with federal grant requirements and limitations of the United States Department of Housing and Urban Development. It reviews the various proposed federal projects and plans for community development and makes recommendations to the City Council with regard to such projects and plans toward the goal of providing decent, safe and sanitary housing for low- and moderate-income families in Fort Worth. The Community Development Council serves as an advisory board appointed by the City Council.

COMMUNITY DEVELOPMENT COUNCIL

Council District

Member

1

Ebony Rose

2

Deborah Gallardo

3

Eva Williams

4

Nancy Ellen Soteriou

5

Dante Williams

6

Willie Tedoe

7

Jessica Morrison

8

Jerome Johnson*

9

Jeremy Raines

**Chair*

Visit the City of Fort Worth website

www.fortworthtexas.gov/boards/CDC

for more information

HUD Entitlement Grants

Community Development Block Grant (CDBG)

Community development activities

Construction of public facilities and improvements

Public services

Preservation and restoration of historic properties in low-income neighborhoods

HOME Investment Partnerships Program (HOME)

Home purchase or rehabilitation financing assistance

Build or rehabilitate housing for rent or ownership

Site acquisition or improvement

HUD Entitlement Grants

Emergency Solutions Grant (ESG)

Shelter Operations

Rapid Re-housing

Homelessness Prevention

Diversion Services

Housing Opportunities for Persons With AIDS (HOPWA)

Housing assistance and supportive services for
low-income persons living with HIV/AIDS

2019-2020 CFW Grant Allocations

\$12,055,561

CDBG	\$7,270,678
HOME	\$2,662,983
ESG	\$ 616,266
HOPWA	\$1,505,634

City of Fort Worth

Program Goals & Objectives

- 1) Preserve aging housing stock.
- 2) Improve accessibility of public/private spaces.
- 3) Poverty reduction and household stabilization.
- 4) Promote affordable housing for renters/owners.
- 5) Children/youth training and mentorship.
- 6) Support programming for aging-in-place.
- 7) Targeted neighborhood revitalization.
- 8) Homeless services.

Ineligible Activities

- Major construction projects such as public facilities, new multifamily and single-family housing, or multifamily housing acquisition and rehabilitation
- Construction rehabilitation of buildings for the general conduct of government
- Supplanting of funds for existing programs or activities
- Purchase of equipment, furniture and fixtures, and operational or maintenance expenses of facilities
- Applications from for-profit entities
- Demolition/code enforcement
- Anything that is listed as ineligible or unallowable in the applicable grant regulations

ZoomGrants

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

- **Application Process**
- **Document Submission**
- **Reimbursement Requests**
- **Staff Contact**



PSA REQUEST FOR PROPSAL

Helpful Hints

ANTICIPATED RFP CYCLE:

PSA RFP Application Release Date February 1, 2020

Pre-Proposal Conferences mid- to late February 2020
(*MUST attend one to be considered for funding*)

PSA RFP Application Due Date March 15, 2020

Agency Presentation to Community
Development Council April/May 2020

Funding Recommendations June 2020

Funding Approvals by City Council August 2020

TOP 10 TIPS FOR APPLICANTS

1. Start preparing the application early.
2. Follow the instructions in the RFP carefully; answer all questions.
3. Keep your audience in mind.
4. Be brief, concise and clear; make your points understandable.
5. Be organized and logical.
6. Show evidence of fiscal stability and sound fiscal management.
7. Attend to technical details. (Major in the minor...)
8. Be sure to include all required attachments.
9. Print out and carefully proofread and review your application.
10. Submit all information on time (by 11:59 p.m.)



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](#) [Extram Budget](#) [Revised Worksheet](#) [Required Attachments](#)

USD\$ 0.00 Requested

Additional Contacts
none entered

printreview@printreview.com

Tel:

Statement of Intent 

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 *

Section 504 Self-Evaluation Questionnaire

[download template](#)

Required? Attached Documents *



Cover Sheet

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

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 eligibility

-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.

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.

<input type="text"/>	White, non-Hispanic male
<input type="text"/>	White, non-Hispanic female
<input type="text"/>	African-American/Black, non-Hispanic male
<input type="text"/>	African-American/Black, non-Hispanic female
<input type="text"/>	Asian/Pacific Islander, non-Hispanic male
<input type="text"/>	Asian/Pacific Islander, non-Hispanic female
<input type="text"/>	Other, non-Hispanic male
<input type="text"/>	Other, non-Hispanic female
<input type="text"/>	White, Hispanic male
<input type="text"/>	White, Hispanic female
<input type="text"/>	African-American/Black, Hispanic male
<input type="text"/>	African-American/Black, Hispanic female
<input type="text"/>	Asian/Pacific Islander, Hispanic male
<input type="text"/>	Asian/Pacific Islander, Hispanic female
<input type="text"/>	Other, Hispanic male
<input type="text"/>	Other, Hispanic female
<input type="text"/>	Number of vacant positions
<input type="text"/>	Total authorized positions
<input type="text" value="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 past 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		

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 *

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

Required? Attached Documents *



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 eligibility

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:

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 124545

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RFP APPLICATION

Program Description, Agency Experience & Board Diversity

Write a clear and complete description of the program, covering at a minimum the following:

- History of service to low-moderate income residents in Fort Worth.
- Specific qualifications for performing the proposed service.
- How agency measures the effectiveness of the proposed service.
- How the proposed program fits the needs of the targeted population and service area.
- How many clients will be served weekly, monthly, through the contract period.
- How often the proposed service will be provided / made available.
- Agency's experience in managing federal and other grant funds.
- Agency's history of performance in meeting proposed contract goals for City-awarded grant funds, and other programs/funding sources.
- How agency tracks client status and how agency reports progress / outcomes.
- Explanation of Board make-up for agency (how many, vacancies, demographic makeup, marketing efforts, etc.)
- How the nature of the service provided is responsive to community / customer needs.

RFP APPLICATION

Level of Community Need / Highest Priority Service Area

Write a clear and complete narrative describing the level of need for the program throughout Fort Worth and in the location where the program is proposed to be provided:

- Where will the program be located; what/where are the neighborhoods the program will serve?
- What is the level of need for the program in those areas?
- Will services be provided to, or located in, a CDBG-eligible service area?
- Will services be provided to, or located in, an area designated by HUD as a Racially and Ethnically Concentrated Area of Poverty (R/ECAP)?
- Will services be provided in a Fort Worth Community Center or other public facility located in or near a CDBG-eligible area?
- How will the agency document the HUD grant eligibility of the clients served? (Income eligibility, homelessness status, presumed benefit status as elderly or disabled, etc.)
- How will the program be marketed to those least likely to apply or participate?

RFP APPLICATION

Budget

- Cost eligibility evaluated based OMB requirements located at 2 CFR part 200.
- Applicants must complete a grant specific annual program budget.
- Each applicant must submit both an organizational budget and a program budget.
 - City does not have a specific form for organizational budget submission.
- ‘Other Sources’ must be identified.
- ‘Federal/HUD Funds’ is not sufficient.
- Must request a minimum of **\$75,000**.

Compliance and Audit History

Proposals will be rated on a combination of the following factors:

- History of City’s Compliance monitoring over the past three grant periods.
- History of compliance or audit findings/concerns from any other source.
- Compliance with federal, state, and local laws and ordinances.
 - SAM violations
 - Overdue taxes
 - Outstanding liens or judgments
 - Etc.

RFP APPLICATION

Financial Capacity & Financial Leveraging

Proposals will be rated on a combination of the following factors:

- Financial capacity ratio based on the agency's annual average beginning monthly balance and the average monthly operation expense.
 - The annual average will be based on the agency's monthly account balance from 1/1/19 through 12/31/19.
- Financial leveraging ratio based on the ratio of City funds to non-City funds making up the total program budget.
- Extent of program's dependency on City funds.
- Cost per unit of service/cost per client relative to the same or similar services provided by like agencies/programs.

RFP APPLICATION

Summary Disqualification

- Failure to submit Statement of Intent and Section 504 Self-Evaluation Questionnaire by February 15, 2020 at 11:59 p.m.
- Failure to attend a Pre-Proposal Conference.
- Late proposal submission to Neighborhood Services Department via ZoomGrants – No Exceptions.
- Alteration or modification to any of the required forms.
- Failing to meet the requirements of the RFP.
- Proposal involves an activity that is ineligible or does not meet City funding objectives.
- Ambiguous or incomplete responses.
- Failure to attend/present proposal at CDC meeting.

PSA RFP Scoring Criteria

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

Organizational Capacity & Experience

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.)

Project Information

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.)

Project Results

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.)

Maximizes/Leverages Resources

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

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

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%

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)

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)

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?



Maximum characters: 3500. You have 3500 characters left.

Compliance and Auditing

33. In the past three years, has the agency received any findings or concerns from the City of Fort Worth?

36. Does the agency have any overdue taxes, outstanding liens, or judgments? If yes, please explain the current status and plans for resolution.

Program Budget

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- [Application Questions](#)
- [Program Budget](#)**
- [Required Attachments](#)

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Your Statement of Intent must be submitted AND approved before continuing.

Program Budget

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Instructions [Show/Hide](#)

Annual Program Budget – Proposers are required to submit a copy of their annual program budget. The budget will reflect the dollar amount that is necessary to run the daily operations of the proposed program.

Proposers must use the format represented below for a summary of the annual program budget. If necessary, the proposer may add line items to be able to demonstrate the proposer's entire budget, even though such added line items may not be approved to be funded with City-awarded Grant funds.

A complete and detailed Annual Program Budget must also be submitted with proposals as an attachment. A budget template for each grant type is available under the 'Required Attachments' tab.

All Proposers Requesting Grant Funds Must Complete The Following Worksheet:

City reserves the right to decline funding for any particular line item listed under 'Grant Funds Requested' Column based on grant eligibility and administrative feasibility.

Proposers must request a minimum of \$75,000. Proposals requesting less than \$75,000 will be disqualified. Additional lines can be inserted in this form in order to appropriately illustrate full budget details.

Item Description	Grant Funds Requested		Other Funding Sources		Total Match	
Personnel Salaries and Benefits	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Supplies and Services	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Facility Operations and Utilities	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Legal, Financial, and Insurance	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Direct Assistance	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Supportive Services	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Shelter Operations	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Homeless Prevention	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Rapid Re-Housing	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Street Outreach	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Short Term Rent, Mortgage, and Utility Assistance	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>
Tenant-Based Rental Assistance	USD\$	<input type="text"/>	USD\$	<input type="text"/>	USD\$	<input type="text"/>

Program Budget – Narrative

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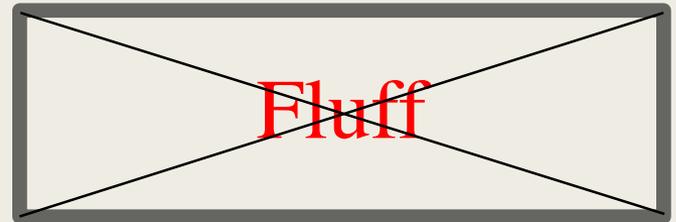
Answer the following questions and provide the following information:

How will the proposer spend the requested grant dollars?

For example, grant dollars will be used to pay 15% of the salary of an Educational Mentor to teach an additional GED class.

Does the proposer have a cost allocation plan and approved direct cost rate?

Attach a copy of the proposer's cost allocation plan and approved direct cost rates.



**NOTE: This is NOT the place for “Fluff”
Be detailed, yet concise in this narrative.**

Required Attachments

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Your Statement of Intent must be submitted AND approved before continuing.

Required Attachments

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REQUEST FOR PROPOSAL (RFP) APPLICATION FORMS AND REQUIRED ATTACHMENTS – This section contains forms that must be submitted for this RFP. Please see all required attachments, and all of the required supporting documents referenced in the proposal instructions and summary based on program.

Documents Requested *	Required?	Uploaded Documents *	
PSA RFP Self-Certification Download template: PSA RFP Self-Certification	Required	-none-	Upload
CDBG Annual Program Budget and CDBG Funds Request Download template: CDBG Annual Program Budget and CDBG Funds Request		-none-	Upload
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	Required	-none-	Upload
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		-none-	Upload

ESG Match

- ESG funds must be matched dollar for dollar.
- Match can be all or a portion of the leveraged funds listed in the Leverage of Funds section.
- Dollars used as match can only be committed to one ESG award (no double dipping).
- Write down specific funding sources, i.e. fundraising; amounts.
- Must attach documentation of commitment letters or agreements already executed.
- Must submit all backup for the dollars identified in the ‘TOTAL PROGRAM BUDGET’ line.

ESG Match

ESG funds must be matched dollar for dollar. For instance, if \$100,000 is requested in ESG funds, an additional \$100,000 in other non-ESG funds must be documented as expended during the contract period. Match can be all or a portion of the leveraged funds listed above and in the Program Budget Worksheets completed in Section III. Dollars used as match can only be committed to one ESG award. For example, funding used as match for a Tarrant County ESG contract cannot be used as match for a City ESG contract. Funds counted as match must be used for ESG-eligible activities and may only be counted as match after expenses have been incurred. Match reports and documentation must be submitted to the City on a monthly basis.

Funding Source (Specify)	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
Subtotal - Match Contribution	\$
ESG Amount Requested from City	\$
Total	\$ 0

Agency Spotlight

Success Stories

This will be an opportunity for attendees to benefit from the knowledge and experience of Public Service Agencies that have successfully been funded through the RFP application process.



For Questions/Additional Information:

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