



City of Fort Worth Neighborhood Services

**Public Service Agency (PSA)
Request for Proposals (RFP)
Pre-Proposal Conference**

February 8-11, 2021





GENERAL INFORMATION

- ~ Please silence your mics
- ~ Please include your questions in the Chat or email them to Sharon.Burkley@fortworthtexas.gov
- ~ Powerpoint Presentation will be available online and emailed to attendees
- ~ Pre-Proposal Conference attendance (one per agency) is required to submit application



AGENDA

Welcome/Overview	Sharon Burkley, Senior Planner
Neighborly Software Overview	Terrance Jones, Senior Contract Compliance Specialist
Application Review	Sharon Burkley, Senior Planner
Scoring Criteria	Sean Stanton, Planner
Wrap Up/Questions/Comments	

FORT WORTH

CFW Website Location

<https://www.fortworthtexas.gov/departments/neighborhoods/services/grants>

Grant Fund Proposals and Reports

Use of Federal Funds

The following provides information related to the City of Fort Worth's use of federal grant funds from the United States Department of Housing and Urban Development (HUD).

Plans

- 2020-2024 HUD Annual Action Plan
- 2019-2022 Consolidated Plan & 2019-2022 Action Plan
- Citizen Participation Plan

Reports

- 2020 HUD Impact Book
- 2019-2020 Consolidated Annual Performance and Evaluation Report (CAPER)
- 2017 Analysis of Impediments to Fair Housing Choice

HUD Grants Training

On Nov. 13-14, 2019, the Compliance & Planning Division hosted a HUD Grants Training Workshop at Trinity Habitat for Humanity. The workshop provided nonprofit organizations with an opportunity to gain knowledge and information to prepare for the City of Fort Worth HUD Grant application process.

- 2019 HUD Grants training manual
- 2019 HUD Grants training presentation

News

- VITA offers free help filling your taxes
- Mixed-income community forms Phase I of Stop Sign Choice Neighborhood
- COVID-19 assistance programs help residents businesses nonprofits

Contact

Physical Address
 908 Monroe Street
 Fort Worth, TX 76102
Administration
 817-392-7540 (phone)
 817-392-7328 (fax)

FORT WORTH

HUD Entitlement Grants

COMMUNITY DEVELOPMENT BLOCK GRANT
Building Strong Communities

- Community development activities
- Construction of public facilities and improvements
- Public Services
- Preservation and restoration of historic properties in low income neighborhoods



HUD Entitlement Grants

Emergency Solutions Grant

Homelessness Prevention Street Outreach Emergency Shelter Rapid Re-housing



HUD Entitlement Grants

HOPWA
HOUSING OPPORTUNITIES
FOR PERSONS WITH AIDS
U.S. Department of Housing and Urban Development

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



FUNDING ALLOCATION

2021-2022 Estimated CFW Grant Allocations \$3,347,806*	
CDBG	\$1,111,814
ESG	\$ 590,944
HOPWA	\$1,645,048

**based on prior year grant allocations*



FUNDING ALLOCATION

PSA Funding Thresholds <i>*subject to availability</i>		
TIER I	\$45,000 or more	First-time applicants; in operation less than three years; not funded through the PSA RFP in the past three years
TIER II	\$60,000 or more	3+ years in operation; funded through the PSA RFP 1-3 consecutive years; in good standing
TIER III	\$75,000 or more	5+ years in operation; funded through the PSA RFP 3+ consecutive years; in good standing

**Minimum request amount - \$45,000*



COMMUNITY DEVELOPMENT COUNCIL

Description: 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 Council serves as an advisory board appointed by the Council.

Meeting Time and Place Meets on second Wednesday of each month via WebEx, 6:30 p.m. For meeting agendas, please see the city calendar for upcoming meetings
<https://www.fortworthtexas.gov/calendar/boards-commission>



COMMUNITY DEVELOPMENT COUNCIL

Size: 9 Members

Method of Appointment: Appointed by the City Council. Each member shall be a citizen of the City.

Term Limit: Two years. Members appointed to odd-numbered places shall have terms which expire in odd-numbered years, and members appointed to even-numbered places shall have terms which expire in even-numbered years. No member shall serve more than three consecutive two-year terms.

FORT WORTH

COMMUNITY DEVELOPMENT COUNCIL



Council District	City Council Member	Community Development Council Member	District Contact Information	
1	Mayor Betsy Price	Ebony Rose	817-392-6118	Betsy.Price@fortworthtexas.gov
2	Carlos Flores	Deborah Gallardo	817-392-8802	District2@fortworthtexas.gov
3	Brian Byrd	Eva Williams	817-392-8803	District3@fortworthtexas.gov
4	Cary Moon	Nancy Ellen Soteriou*	817-392-8804	District4@fortworthtexas.gov
5	Gyna Bivens	Will Mitchell	817-392-8805	District5@fortworthtexas.gov
6	Jungus Jordan	Willie Tedoe	817-392-8806	District6@fortworthtexas.gov
7	Dennis Shingleton	Jessica Morrison	817-392-8807	District7@fortworthtexas.gov
8	Kelly Allen Gray	Robyne Kelly	817-392-8808	District8@fortworthtexas.gov
9	Ann Zadeh	Jeremy Raines	817-392-8809	District9@fortworthtexas.gov

Visit the City of Fort Worth website for more information
<https://www.fortworthtexas.gov/government/boards/list-boards-commissions#section-18>

*Chair

FORT WORTH

COMMUNITY DEVELOPMENT COUNCIL

Agency Name:	
Program Name:	
Amount Requested: \$	
Number of Clients to be served:	
Council District(s):	
Location(s):	
Grants Funds Requested For:	
Program Description:	
City Goal(s) Met:	
NSD Staff/CDC Comments:	



CITY OF FORT WORTH PROGRAM GOALS & OBJECTIVES



**Preserve Aging
Housing Stock**



**Improve Accessibility of
Public/Private Spaces**



CITY OF FORT WORTH PROGRAM GOALS & OBJECTIVES



**Poverty Reduction and
Household Stabilization**



**Promote Affordable Housing
for Renters and Owners**



**Children/Youth
Training and Mentorship**

FORT WORTH

CITY OF FORT WORTH PROGRAM GOALS & OBJECTIVES



**Support Programming For
Aging In Place**



**Targeted Neighborhood
Revitalization**



Homeless Services

17

FORT WORTH

COMPLIANCE & PLANNING PSA CYCLE



Victor Turner, Director

Barbara Asbury, Compliance & Planning Manager

PLANNING SECTION
Sharon Burkley, Senior Planner
Sean Stanton, Planner

COMPLIANCE SECTION
Charletta Moaning, Senior Contract Compliance Specialist
Terrance Jones, Senior Contract Compliance Specialist
Cylton Ewell, Contract Compliance Specialist
Sylvia Flores, Contract Compliance Specialist
Jose Alvarez, Neighborhood Development Specialist
Josh Hezlep, Neighborhood Development Specialist
Gail Duncan, Senior Administrative Assistant

**handled by Planning Team*

18



Neighborly Software Overview

Terrance Jones, Senior Contract Compliance
Specialist
Compliance & Planning



WHAT IS NEIGHBORLY?

Neighborly Software is a purpose driven company that provides a cloud based **software** solution to improve the administrative efficiency and regulatory compliance of Housing, Economic and Community Development programs.





ZOOMGRANTS REPLACEMENT

Neighborly will be used to manage the following programs:


- Public Service Agencies
- HOPWA
- ESG
- Housing Assistance Programs
 - Rental Payments
 - Mortgage Payments
 - Utilities
- Non Governmental Grant (NGO)

ZOOMGRANTS



BENEFITS OF NEIGHBORLY

- User Friendly
- Electronic Application Submissions
- Complete Accomplishment Reports
- Manage/Track Budgets
- Make Draw Requests



NEIGHBORLY SOFTWARE APPLICATION PROCESS


STEP 1: ACCESS PARTICIPANT PORTAL

- Go to City of Fort Worth Neighborly Software Participant Portal
<https://portal.neighborlysoftware.com/fortworthtx/Participant>
- Click on the link



NEIGHBORLY SOFTWARE APPLICATION PROCESS

STEP 2: REGISTER ACCOUNT



Welcome to City of Fort Worth
Neighborhood Services
Participant Portal

New users must first register their account
before signing in to the portal.

[Sign In](#) [Register](#)

Email Address

Re-enter Email Address

First Name

Last Name

Password


Re-enter Password

[Continue](#)

FORT WORTH

NEIGHBORLY SOFTWARE APPLICATION PROCESS

STEP 3: CONFIRM EMAIL ACCOUNT

City of Fort Worth Neighborhood Services: Please confirm your account 


Neighborly Software <no-reply@neighborlysoftware.com>
to me *

Thank you for registering your account with City of Fort Worth Neighborhood Services. Please confirm your account by [clicking here](#).

Note: The confirmation link above will expire after use. To log back into the site after confirmation, please bookmark this link: <https://https://portal.neighborlysoftware.com/FORTWORTHX/participant/login>

If you are unable to use the confirmation link above, you can copy and paste this link into your browser: <https://prod-01.neighborlysoftware.com/fortworth/participant/Account/ConfirmEmail?userId=5fed64b5-99a3-4fd0-a08c-7ad31c7d5c68&code=XTsH11FReRMbQmu9SHvYqAb7ofnu3b5ttMQ6idSywKiaIsp8M3VVVEPEhZ4IAhZNPfa7%2FFyXk6ez%2FuYtr%2FZBx34rnAwx%2Bh5SBoe5Wwq4Ty8DzsbJb7WboN54tWVqHNIz74qUJfcBoaSB%2BmLxQM:3Nggp%2BMhwvtIG%2BVQwUKHHuehQ2UAYEuY2YoNEPvbl>

If you did not register this account or believe you have received this email in error, please contact support@neighborlysoftware.com.




FORT WORTH

NEIGHBORLY SOFTWARE APPLICATION PROCESS

STEP 3: CONFIRM EMAIL ACCOUNT

Welcome back!

Thank you for confirming your email. Please log in to continue.

 [Click here to log in](#)

FORT WORTH

STEP 4: SIGN IN

FORT WORTH

Welcome to City of Fort Worth
Neighborhood Services
Participant Portal

New users must first register their account
before signing in to the portal

Sign In Register

Email Address
Sharon.Burkley@fortworthtexas.gov

Password

Remember my email address

Sign In

[Forgot your Password?](#)

FORT WORTH


STEP 5: START APPLICATION

Good Morning, Sharon!

FORT WORTH Welcome to the City of Fort Worth Neighborhood Services Portal
The City of Fort Worth is committed to accessibility for all applicants. If you require this material in an alternate format, please contact us at 817-392-7548

Start a New Application

Lead Safe	Select this option if you are applying for the LeadSafe program. For questions regarding this program please contact 817-392-7444.	Click here to start a new application
Priority Repair	Select this option if you are applying for the Priority Repair program. For questions regarding this program please contact 817-392-7548	Click here to start a new application
Weatherization	Select this option if you are applying for the Weatherization program. For questions regarding this program please contact 817-392-7554	Click here to start a new application
Public Service Agencies	Select this option if you are a nonprofit organization or social service agency seeking to apply for the 2021-2022 Public Service Agency (PSA) Request for Proposal (RFP). <i>*Expires 3/15/2021 11:59:00 PM Central Standard Time</i>	Click here to start a new application



FORT WORTH

STEP 5: ENTER AGENCY NAME

NEW APPLICATION FOR PUBLIC SERVICE AGENCIES

Please provide a name for the application

Start Application

FORT WORTH

STEP 6: BEGIN APPLICATION

Applications must be submitted by 3/15/2021 11:59:00 PM Central Standard Time

View Users (1) Print Application

- Grant Overview
- Pre-Application Questionnaire
- Pre-Application Review
- A. Organization Information
- B. Program Description
- C. Board Composition
- D. Agency Experience
- E. Financial Capacity/Leveraging
- F. Compliance and Auditing
- G. Supporting Documents
- Submit

Application

Please use the link below to continue the application process.

For program related information please contact, Sharon A. Burkley, Senior Planner by phone at (817) 392-5785 or by email at Sharon.Burkley@fortworthtexas.gov.

Click here to continue


Application Sections; will open once Pre-Application is approved

FORT WORTH

TECHNICAL ASSISTANCE

Start a New Application

Lead Safe	Select this option if you are applying for the LeadSafe program. For questions regarding this program please contact 817-392-7444.	Click here to start a new application
Priority Repair	Select this option if you are applying for the Priority Repair program. For questions regarding this program please contact 817-392-7548	Click here to start a new application
Weatherization	Select this option if you are applying for the Weatherization program. For questions regarding this program please contact 817-392-7554	Click here to start a new application
Public Service Agencies	Select this option if you are a nonprofit organization or social service agency seeking to apply for the 2021-2022 Public Service Agency (PSA) Request for Proposal (RFP). <small>*Expires 3/15/2021 11:59:00 PM Central Standard Time</small>	Click here to start a new application




Click on ? Button for HELP

FORT WORTH

TECHNICAL ASSISTANCE

Help



- Application Status
- Program Questions
- Confirmation Email
- Password Reset
- Error Message
- Account Locked

General Questions:
 Terrance Jones, Senior Contract Compliance Specialist
Terrance.Jones@fortworthtexas.gov

Technical Questions:
support@neighborlysoftware.com



Application Review

Sharon Burkley, Senior Planner
Compliance & Planning



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 (11:59 p.m.)

BONUS TIP: Prepare for technical difficulties! Start EARLY....



RFP Application

- Grant Overview
- Pre-Application Questionnaire
- Organization Information
- Program Description
- Board Composition
- Agency Experience
- Financial Capacity/Leveraging
- Compliance and Auditing
- Supporting Documents



GRANT OVERVIEW



City of Fort Worth, Texas
 2021-2022 Request for Proposals Summary
 & Instructions
 Grant Application Instructions

City of Fort Worth, Texas
 908 Monroe Street
 City Hall Annex
 Fort Worth, TX 76102
 817-392-5785
sharon.burkley@fortworthtexas.gov

Introduction

The City of Fort Worth (City) Neighborhood Services Department (NSD) is inviting nonprofit and social service agencies and City departments offering similar direct social services to respond to this Request for Proposals (RFP) for public service and architectural barrier removal programs providing benefits to eligible households.

Eligible Activities under this RFP include:

- Community Development Block Grant (CDBG) Program: Public services including but not limited to job training and employment services, child care services, housing counseling services, youth services, tutoring and educational services, senior services, and substance abuse services. Also includes housing architectural barrier removal programs for single family, owner-occupied housing only.
- Emergency Solutions Grants (ESG) Program: Services for the homeless or persons at risk of homelessness including homeless prevention, street outreach, shelter operations, rapid rehousing, and Homeless Management Information System (HMIS).
- Housing Opportunities for Persons with Aids (HOPWA) Program: Services for persons with HIV/AIDS including Short-Term Rent, Mortgage, and Utility (STRMU) services; supportive services; Tenant-Based Rental Assistance (TBRA); facility-based operations; and administration.

Funding awards made through this RFP will result in an annual contract beginning October 1, 2021 and running through September 30, 2022. Funding commitments and the execution of contracts are subject to the City of Fort Worth's receipt of grant funds from the U.S. Department of Housing & Urban Development (HUD). All applications must be submitted through the Neighborly Software. This RFP Summary & Instructions document is provided to give potential applicants all information relevant to submission of a proposal through Neighborly Software.



PRE-APPLICATION QUESTIONNAIRE

Pre-Application Questionnaire

Provide the following information

1. Organization Name/ Program/Service Name

RFP POINT OF CONTACT INFORMATION

2. Name

3. Title

4. Phone

5. Email

6. What date(s) did the agency attend the 2021-2022 Pre-Proposal Conference? Name of person who attended?

7. Proposed Funding Request Amount

8. Select the grant program for which you are applying

9. Select an eligible **CDBG activity** for this proposal.

10. Select an eligible **ESG activity** for this proposal (check all that apply).

- Shelter Services
- Rapid Re-Housing
- Homelessness Prevention



PRE-APPLICATION QUESTIONNAIRE

11. Please select an eligible **HOPWA activity** for this proposal (check all that apply).

- Administration
- Facility-Based Operations
- Short-Term Mortgage, Rent, Utilities (STRMU) Supportive Services
- Tenant-Based Rental Assistance (TBRA)

12. What year was the agency/organization established per the Secretary of State of Texas? What is the legal entity name?

13. What types of program/services are provided? When (Days/Times)? Where (include service areas)?

14. Project Address

Address Line 1

Address Line 2

City Zip

If multiple addresses, please list them below.

STREET ADDRESS

	Add Row
--	-------------------------



PRE-APPLICATION QUESTIONNAIRE

15. If required is the agency able to provide twelve (12) months' of bank statements for the organization? If not, provide an explanation.

16. How many clients were provided services during each of the past three years (2018-2020)?

17. Does the agency/organization have an active Board of Directors?

- Yes
- No

a. If so, how many members?

b. If not, what is the oversight body for the agency/organization?

c. If requested, can the agency provide Board meeting agendas and minutes?

- Board Meeting Agendas and Minutes

[Upload File](#)

18. Does the agency/organization have any experience managing grants, including local, state and/or federal?

- Yes
- No

a. If so, what types, amounts, and when were they received?

SOURCE	AMOUNT	DATE RECEIVED
Add Row		



PRE-APPLICATION QUESTIONNAIRE

19. How many persons are currently employed by the agency/organization?


20. How many persons are assigned to work with the proposed program/service?

21. Provide a Program Overview of the proposed program/service to be funded

Documentation

- Section 504 Self-Evaluation/Questionnaire ***Required**

[Upload File](#)



Section 504 Self-Evaluation Questionnaire

SECTION 504 SELF-EVALUATION QUESTIONNAIRE

The purpose of this self-evaluation is to assess the accessibility of City of Fort Worth sub-recipient Agencies' federally funded programs and activities, and to assess whether persons with disabilities are given the same opportunities for agency employment and for participation in such programs and activities as mandated by Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8 of HUD regulations.


Requirement	Yes	No	N/A	Explain process (as applicable)
Checklist of Administrative Requirements				
For Agencies employing 15 or more employees, has an employee been designated as a Section 504 coordinator? <i>(If no, please list the name of the employee(s).)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Grievance Procedure for complaints of discrimination against disabled persons been established? <i>(If no, please attach a copy.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can Agency furnish appropriate auxiliary aids to a disabled client when appropriate? <i>(E.g. large print materials, hearing aids, notes, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does Agency ensure that clients are made aware of Agency's non-discriminatory policy? If so, by what means? <i>(E.g. website, application, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can Agency provide application, pamphlets, contracts, etc. in large print if requested by a client? <i>(for the visually impaired)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can Agency provide application, pamphlets, contracts, etc. in braille if requested by a client? <i>(for the visually impaired)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does Agency provide the national relay service phone number or Telecommunication Device for the Deaf (TDD) number on all applications, pamphlets, contracts, etc.? <i>(for the hearing impaired)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Could Agency provide a sign language interpreter if needed for a client? <i>(for the hearing impaired)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checklist of Employment Requirements				
Note: Please attach a copy of the relevant portions of your Program or Personnel Policies which address the following items:				
Does Agency ensure that all employees receive equal and fair treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do Agency job announcements include a nondiscrimination statement? If no, please include the statement in the explanation column.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Agency job announcements posted in physically accessible areas? <i>(E.g. Person in a wheelchair is able to read job announcement.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are job announcements published in a manner that accommodates the needs of persons with disabilities? <i>(E.g. on website, newspaper, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does Agency limit the eligibility of qualified handicapped employees for promotion, training or other opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does every Agency training program allow equal participation by qualified handicapped employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checklist of Physical Requirements				
Are accessible parking spaces available? <i>(Accessible parking spaces must be the closest to an accessible entrance.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an accessible ramp at the curb? <i>(Curb ramp should be the closest to an accessible entrance.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are common use entrances accessible to persons with mobility impairments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is an elevator available when needed for a client or employee? <i>(If the facility has two stories or more)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is an accessible restroom available at the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Agency's Certification:
By signing this Self-Evaluation, I certify that to the best of my knowledge and belief the data included in this report is true and accurate. It is acknowledged that the provision of false information could leave the certifying official subject to the penalties of federal, state, and local law.

Organization:	
Typed Name:	
Title:	
Signature:	Date:

THE CITY WILL NOT CONSIDER ANY PROPOSAL IN WHICH A SECTION 504 SELF-EVALUATION QUESTIONNAIRE IS NOT RECEIVED BY FEBRUARY 22, 2021 at 11:59 P.M.



ORGANIZATION INFORMATION

A. Organization Information

Provide the following information

A.1. Agency/Organization Common Name/DBA

A.2. Other Registered Names [?](#)

A.3. Licenses/Certifications of staff assigned to the proposed program [?](#)

LICENSES/CERTIFICATIONS Attach any listed licenses or certifications for key program staff.

[Upload File](#)



ORGANIZATION INFORMATION

A.4. Select the grant program for which the agency is applying

A.5. Select an eligible CDBG activity for this proposal.

A.6. Select an eligible ESG activity for this proposal (check all that apply).

- Shelter Services
- Rapid Re-Housing
- Homelessness Prevention

A.7. Select an eligible HOPWA activity for this proposal (check all that apply).

- Administration
- Facility-Based Operations
- Short-Term Mortgage, Rent, Utilities (STRMU) Supportive Services
- Tenant-Based Rental Assistance (TBRA)



PROGRAM DESCRIPTION

B. Program Description

Provide the following information

B.1. For CDBG Programs ONLY: How will the requested funding result in an increase in service or an expansion of services for clients?

B.2. Child Care Applicants ONLY (Agencies providing programs/services for children ages 0-12 years): When and how often does the agency's fee schedule change?

B.3. Child Care Applicants ONLY (Agencies providing programs/services for children ages 0-12 years): Will CDBG funds be used for direct financial subsidies?

- Yes
- No

Attach a copy of the fee schedule that the agency will use for the 2021-2022 program year.

Fee Schedule

[Upload File](#)

B.4. 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, describe proposed accomplishments.

B.5. 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.)?

FORT WORTH

PROGRAM DESCRIPTION

B.6. What types of direct client services will be provided through the proposed program/service? [?](#)

B.7. When will the proposed program/service be provided? [?](#)

B.8. What process is currently used to determine client's eligibility for program/service? What types of documentation are reviewed?

a. Attach a sample intake form or a copy of the application used to determine client eligibility.

Intake Process [Upload File](#)

B.9. City grant funds will not support 100% of the proposed program or service. Of the total program budget, what amount will the City grant funds represent if funding is awarded?

B.10. What percent will the City grant funds represent if funding is awarded?

B.11. How many unduplicated clients were served by this program during the previous program year (October 1, 2019 - September 30, 2020)? [?](#)

B.12. How many unduplicated clients will be served by this program during the current program year (October 1, 2020 - September 30, 2021)?

FORT WORTH

PROGRAM DESCRIPTION

B.13. How many unduplicated clients will be served by this program during the upcoming program year (October 1, 2021 - September 30, 2022)?

B.14. Will the proposed program/service serve clients who live outside Fort Worth city limits?

Yes
 No

a. If yes, how many Fort Worth residents were served during the previous program year (October 1, 2019 - September 30, 2020)? How many non-Fort Worth residents were served during the previous program year (October 1, 2019 - September 30, 2020)? [?](#)

b. If the answer to Question B.14 is Yes, how many Fort Worth residents are estimated to be served during the current program year (October 1, 2020 - September 30, 2021)? How many non-Fort Worth residents are estimated to be served during the current program year (October 1, 2020 - September 30, 2021)? [?](#)

c. If the answer to Question B.14 is Yes, how many Fort Worth residents are estimated to be served during the upcoming program year (October 1, 2021 - September 30, 2022)? How many non-Fort Worth residents are estimated to be served during the upcoming program year (October 1, 2021 - September 30, 2022)? [?](#)

B.15. What types of follow up measures are used to assess the program benefit to the client? Describe the process of outcome measurement and program success rate. [?](#)



BOARD COMPOSITION

C. Board Composition

Provide the following information

C.1. What is the total number of authorized positions for the applicant's Board of Directors or governing body?

NAME	RACE	ETHNICITY	GENDER	FILLED OR VACANT
------	------	-----------	--------	------------------

[Add Row](#)

C.2. Does the applicant have a Board outreach plan or policy?

- Yes
- No

a. If so, provide a copy.

Board Outreach Plan

[Upload File](#)

b. If not, what steps does the agency take to recruit new Board members?

C.3. Does the Board outreach plan or policy document any outreach efforts to increase diversity?

- Yes
- No

C.4. What measures, if any, has the applicant taken to promote Board diversity (racial/ethnic, gender, geographic, occupational, etc.)?



AGENCY EXPERIENCE

D. Agency Experience

Provide the following information

D.1. What experience does the agency and staff have in providing the program/service?

D.2. Which one of the City's Council-approved Consolidated Plan goals is met by the proposed program/service?

D.3. Describe how the program/service accomplishes the goal selected above.

D.4. Describe the community need addressed by the program/service; provide data to support the need.

D.5. How does the proposed program/service address the need?




AGENCY EXPERIENCE

D.6. What, if any, other agencies provide similar program(s)/service(s)?

D.7. What is the estimated cost per client for the proposed program/service?

D.8. Complete the table below, provide calculations documenting the cost determination for the proposed program.

Cost per Client Calculation Table			
ACTIVITY/DESCRIPTION	(A) TOTAL ESTIMATED COST	(B) # OF CLIENTS TO BE SERVED	(A)/(B) ESTIMATED COST PER CLIENT
Personnel			
Supplies and Services			
Facility Operations			
Legal			
Direct Assistance			
Supportive Services			
Shelter Operations			
Homeless Prevention			
Rapid Re-Housing			
Street Outreach			
Short-Term Rent or Mortgage Assistance			
Tenant-Based Rental Assistance			
	\$ 0.00	0	\$ 0.00



FINANCIAL CAPACITY/LEVERAGING

E. Financial Capacity/Leveraging
Provide the following information:

E.1. If the program/service is partially funded or not funded, will the program/service still be able to be provided?

Yes
 No

If so, what impact will it have on the number of people to be served and/or the level of service provided? If not, why?


E.2. Does the applicant have any sources of leveraged or required matching funds? If so, please provide the sources, type, amount, and documentation verifying these funds.

FUNDING SOURCE	AMOUNT	FUNDING TYPE
	\$ 0.00	
Add Row		

If the agency has any leverage funds, provide supporting documentation.

Leveraged Funds [Upload File](#)

If not, provide an explanation describing any efforts, if any, to seek leveraging or matching funds.




FINANCIAL CAPACITY/LEVERAGING

E.3. Financial Capacity Table

Using the table below, provide the agency's combined beginning and ending monthly balances for ALL operating accounts, and the agency's total monthly expenses for the months of January 2020 through December 2020. Attach supporting information to include bank letter(s), bank statement(s), lines of credit, or similar documentation on any other unrestricted accounts that can be accessed to pay program operational expenses.

MONTH/YEAR	BEGINNING BALANCE	ENDING BALANCE	TOTAL EXPENSES
Jan 2020			
Feb 2020			
Mar 2020			
Apr 2020			
May 2020			
Jun 2020			
Jul 2020			
Aug 2020			
Sept 2020			
Oct 2020			
Nov 2020			
Dec 2020			
	\$ 0.00	\$ 0.00	\$ 0.00



FINANCIAL CAPACITY/LEVERAGING

Please provide supporting documentation.

Bank Statements [Upload File](#)

E.4. Complete the grant-specific Annual Program Budget and Funds Request

CDBG Annual Program Budget
ESG Annual Program Budget
HOPWA Annual Program Budget

Annual Program Budget and Funds Request *Required [Upload File](#)

E.5. Provide a Budget Narrative explaining how the grant dollars will be used.

E.6. ESG Match Table (ESG Applicants ONLY)

Complete the below table identifying the source and amount of match funds for the proposed program.

FUNDING SOURCE	FUNDING TYPE	AMOUNT
		\$ 0.00
Add Row		



COMPLIANCE AND AUDITING

F. Compliance and Auditing

Provide the following information

F1. During the past three grant years (October 1, 2017 - September 30, 2020), has the agency received any federal or state grant funds? [?](#)

F2. During the past three grant years (October 1, 2017 - September 30, 2020), has the agency been monitored or audited by any of the awarding agencies of federal or state grant funds it administers? If so, were there any findings or concerns? Provide the monitoring or review letters and any responses from the agency.

F3. During the past three grant years (October 1, 2017 - September 30, 2020), has the agency had an external audit? If so, were there any findings or concerns? Provide the most recently conducted audit review or financial statement review.

AUDIT REVIEW/FINANCIAL STATEMENT REVIEW: Attach a copy of the most recently conducted program audit and/or financial statement review. If unavailable, provide an explanation.

[Upload File](#)



SUPPORTING DOCUMENTS

G. Supporting Documents

Provide the following information

[CDBG Grant Specific Questionnaire](#)
[ESG Grant Specific Questionnaire](#)
[HCFWA Grant Specific Questionnaire](#)

Documentation

- Grant Specific Questionnaire ***Required** [Upload File](#)
- Organizational Chart: Attach an organization chart of key program staff (i.e., supervisors, caseworkers, etc.) whose salary will be charged partially or fully to the grant. ***Required** [Upload File](#)
- RESUMES: Attach resumes of key program staff (i.e., supervisors, caseworkers, etc.) whose salary will be paid partially or fully by the grant. Resumes should describe years of experience, special training, licenses, or certifications. ***Required** [Upload File](#)
- ANNUAL ORGANIZATION BUDGET: Applicants are required to submit a copy of the Annual Budget for their organization. The City of Fort Worth does not require a specific format. ***Required** [Upload File](#)
- PERFORMANCE/FINANCIAL REPORTS: If the applicant prepares standard performance reports or client tracking reports for the proposed program/service, provide a sample. [Upload File](#)
- Form 990: Attach a copy of the most recently submitted Form 990. [Upload File](#)
- Form 1295 - Certificate of Interested Parties: Visit the Texas Ethics Commission website at <http://www.ethics.state.tx.us/foia/du/1295/> to complete this form. Applicants contracting with a governmental entity are required to submit a disclosure of interested parties. ***Required** [Upload File](#)
- Agency Official Logo ***Required** [Upload File](#)
- Agency Program Pictures: Include 1-3 pictures demonstrating program/service activities, to be included in City presentations, brochures, and documents. ***Required** [Upload File](#)
- Additional Documents applicable to the program. [Upload File](#)



Submission of Proposal

Per the published 2021-2022 PSA RFP document, starting on Page 5:

- Facsimile transmittals **will not** be accepted or considered. Proposal information that is not submitted in Neighborly Software **will not** be considered.
 - *Computers at branches of the City of Fort Worth Library are available to proposers that do not have internet access.*
- **Pre-Application Questionnaire must be submitted in Neighborly Software no later than Monday, February 22, 2021 at 11:59 P.M.**
- **Full Proposals must be submitted in Neighborly Software no later than Monday, March 15, 2021 at 11:59 P.M.**
- The following shall be completed in Neighborly Software:
 - A complete version of the narrative responses in the **Application Questions** section;
 - A complete version of the **fillable forms** in the Required Attachments section;
 - A complete version of all **tables** in the Required Worksheets section; and
 - A scan of all the required **supporting documents referenced** in the proposal instructions and narratives, **in PDF format.**



Submission of Proposal

- **Completion of Responses**
 - Responses shall be completed in accordance with the requirements of this RFP.
 - Statements made by a proposer shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.
- **Clarifications & Issuance of Addenda**
 - Any explanation, clarification, or interpretation desired by a proposer regarding any part of this RFP must be requested from Senior Planner Sharon Burkley **no later than Tuesday, February 16, 2021 at 11:59 P.M.**
 - Contact information for Ms. Burkley is provided at the beginning of the RFP document as well as at the end of this presentation.
 - **Responses to all questions will be published by close of business on Monday, February 22, 2021** on the City of Fort Worth Neighborhood Services Department website, which can be found at <https://www.fortworthtexas.gov/departments/neighborhoods/services/grants>
 - Any changes to the RFP will be communicated to all potential applicants. Any addenda issued shall require the applicant to acknowledge receipt of all addenda within their responses.



Summary Disqualification

- Failure to attend a Pre-Proposal Conference
- Failure to submit Pre-Application Questionnaire **and** Section 504 Self-Evaluation Questionnaire by **11:59 p.m. on February 22, 2021.**
- No established business formation (per Secretary of State)
- Lack of business financial documents (i.e. checking account, financial statements)
- Limited organizational capacity
- Lack of documented programs/services being provided
- Limited or no experience managing grants



Helpful Links

OMB cost eligibility evaluation criteria is available at: <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>

Program-specific requirements for eligibility of expenditures and participants can be found at the following websites:

CDBG: <https://www.hudexchange.info/programs/cdbg-entitlement/>

ESG: <https://www.hudexchange.info/programs/esg>

HOPWA: <https://www.hudexchange.info/programs/hopwa>

“Low/moderate income persons” means individuals with incomes at or below 80% of the Area Median Income (AMI) according to current HUD limits available at:

<http://www.huduser.org/portal/datasets/il.html>

Age-Friendly Fort Worth Plan: <https://www.fortworthtexas.gov/government/mayor/age-friendly/age-friendly-fort-worth>

Fort Worth Literacy Partnership: <https://readfortworth.org/>

Fort Worth Directions Home: <https://www.fortworthtexas.gov/departments/citymanager/directions-home>



Scoring Criteria

Sean Stanton, Planner
Compliance & Planning



Evaluation Factors

Evaluation Factor	Points
Organizational Capacity & Experience	20
Project Information	10
Project Results	20
Fiscal Capacity	25
Program Compliance	25
Total	100



Organizational Capacity & Experience

Organizational Capacity & Experience (20 pts.)

General experience providing public services (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.)

61



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.)

62



Project Results

Project Results (20 pts.)

Clear description of how program meets goal(s) of 2018-2022 Consolidated Plan (10 pts.)

Clearly defined program objectives that focus on results and measurable outcomes (10 pts.)

63



Fiscal Capacity

Fiscal Capacity (25 pts.)

Clear plan for continuation of program without grant funds, including identification of funding sources that will replace grant funds (5 pts.)

Applicant maximizes financial, staff and volunteer resources and in-kind donations to provide services to clients; documented leveraged resources. (10 pts.)

Financial Sustainability/Capacity (10 pts.)

64



Program Compliance

Program Compliance (25 pts.)	
<p>If previously funded within the past three years: Applicant has strong record of managing previous HUD funds and maintaining regulatory compliance (10 pts.)</p>	<p>If <u>not</u> 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.)</p>
<p>Applicant has administrative and financial capacity to implement/continue proposed project/activity. (15 pts.)</p>	

65



PSA RFP TIMELINE	DATE
Public Service Agency Request for Proposals Opens	February 1, 2021
Pre-Proposal Conference	February 8, 2021 at 10 a.m.
	February 9, 2021 at 6 p.m.
	February 11, 2021 at 1 p.m.
Last Day to Submit Questions	February 16, 2021
Pre-Application and Section 504 Questionnaire Due	February 22, 2021
Responses to Questions Posted to Website	February 26, 2021
Application Due	March 15, 2021
Agency Presentations to CDC	April 21, 2021
	April 28, 2021
CDC Staff Funding Recommendation Meeting	May 12, 2021
City Council Approval (Funds Awarded)	August 3, 2021
Program Year Begins	October 1, 2021



QUESTIONS/COMMENTS

Additional Information/Questions

Sharon Burkley, Senior Planner

Sharon.Burkley@fortworthtexas.gov

(817) 392-5785

Thank you for coming!!!!

