

**2021-2022
Request for Proposals
Summary & Instructions**

Consolidated Action Plan Year 2021-2022

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

**RFP No. NSD21-001
Issued February 1, 2021**

[MUST ATTEND ONE VIRTUAL PRE-PROPOSAL CONFERENCE TO APPLY]

February 8, 2021 - 10:00 a.m. (via WebEx)

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=e0d753287656a37138c4df123a1abd894>

February 9, 2021 - 6:00 p.m. (via WebEx)

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=e13290a9b7e6e97199dd5326a150c1617>

February 11, 2021 - 1:00 p.m. (via WebEx)

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=e7e45427f9499271bf48db2c39b12ba3a>

Proposal Submission Deadline:

Monday, March 15, 2021 at 11:59 p.m.

Neighborly Software City of Fort Worth Neighborhood Services Participant Portal

<https://portal.neighborlysoftware.com/fortworthtx/Participant>



For Questions Regarding the Application Process, Contact:

Sharon Burkley
Senior Planner
817-392-5785
sharon.burkley@fortworthtexas.gov

For Questions Regarding Project Eligibility, Contact:

Charletta Moaning
Senior Contract Compliance Specialist
817-392-7333
charletta.moaning@fortworthtexas.gov

Table of Contents

Introduction.....	4
Submission of Proposals.....	5
Delivery of Proposals.....	5
Forms to Be Submitted Prior to Proposal Due Date.....	5
Completion of Responses.....	6
Clarifications & Issuance of Addenda.....	6
Scope of Services.....	6
Schedule of Consideration & Award of Funds.....	9
Tax Exemption.....	10
Costs Incurred in Responding.....	10
Negotiations.....	10
Contract Incorporation.....	10
Non-Endorsement.....	10
Proposal Evaluation Process.....	10
General Provisions.....	10
Errors or Omissions.....	10
Contract & Budget Amendments.....	11
Venue.....	11
Conflict of Interest.....	11
Insurance.....	11
Contract Constraints & Conditions.....	12
RFP Application.....	13
Required Worksheets.....	17
Required Attachments.....	17
Evaluation Factors.....	13
Submission Requirements.....	19
Withdrawal of Proposals.....	19
Other Requirements.....	19

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 re-housing, 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 online software, located at <https://portal.neighborlysoftware.com/fortworthtx/Participant>. This RFP Summary & Instructions document is provided to give potential applicants all information relevant to submission of a proposal through Neighborly Software.

Proposers must request a minimum of \$45,000 to be considered for funding. Proposals requesting less than \$45,000 will be disqualified. Funding may be awarded at the following levels:

TIER I:	First-time applicants; not funded in the past three years \$45,000 or more
TIER II:	Funded 1-3 years; in operation 3+ years and in good standing \$60,000 or more
TIER III:	Funded 3+ years; in operation 5+ years and in good standing \$75,000 or more

This RFP is for public services programs only. The following projects and costs are examples of project types that are not eligible under this RFP:

- Major construction projects such as public facilities, new multifamily and single-family housing, or multifamily housing acquisition and rehabilitation;
- Construction or rehabilitation of buildings for the general conduct of government;
- Supplanting of funds for existing programs or activities;

- Purchase of equipment, furniture, fixtures, and operational or maintenance expenses of facilities;
- Applications from for-profit entities;
- Demolition or code enforcement; and
- Anything that is listed as ineligible or unallowable in the applicable grant regulations.

Complete federal regulations governing these programs can be found at the following webpages:

- CDBG regulations are contained within 24 CFR 570, which can be found at <https://www.govinfo.gov/app/details/CFR-2018-title24-vol3-part570>. Additional information about CDBG can be found at <https://www.hudexchange.info/programs/cdbg-entitlement/>
- ESG regulations are contained within 24 CFR 576, which can be found at <https://www.govinfo.gov/app/details/CFR-2012-title24-vol3/CFR-2012-title24-vol3-part576>. Additional information about ESG can be found at <https://www.hudexchange.info/programs/esg>.
- HOPWA regulations are contained within 24 CFR 574, which can be found at <https://www.govinfo.gov/app/details/CFR-2018-title24-vol3/CFR-2018-title24-vol3-part574>. Additional information about HOPWA can be found at <https://www.hudexchange.info/programs/hopwa>.

Submission of Proposals

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 who do not have internet access.

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.

Delivery of Proposals

Proposals must be submitted in Neighborly Software no later than Monday, March 15, 2021 at 11:59 p.m. Basic instruction in Neighborly Software will be provided at the pre-proposal conference sessions. Late proposals will not be accepted or considered.

Forms to Be Submitted Prior to Proposal Due Date

1. Pre-Application Questionnaire form must be submitted in Neighborly Software no later than **Monday, February 22, 2021 at 11:59 p.m.** A separate Pre-Application Questionnaire form must be submitted for each proposal if multiple programs are proposed for funding. Failure to submit the Pre-Application Questionnaire form will result in disqualification.

City of Fort Worth staff will review the Pre-Application Questionnaire to determine applicant eligibility to apply for the 2020-2020 Public Service Agency Request for Proposal. An agency may be ineligible to apply for the following reasons:

- No established business formation (per Secretary of State of Texas)
 - Lack of business financial documents (i.e. checking account, financial statements)
 - No active Board of Directors or governing oversight body
 - Limited organizational capacity
 - Lack of documented programs/services being provided
 - Limited or no experience managing grants
2. The Section 504 Self-Evaluation & Questionnaire form must be submitted no later than **Monday, February 22, 2021 at 11:59 p.m.** A separate Section 504 Self-Evaluation & Questionnaire form must be submitted for each proposal if multiple programs are proposed for funding. Failure to submit the Section 504 Self-Evaluation & Questionnaire will result in disqualification.

Completion of Responses

Information presented in the proposals will be used to evaluate the qualifications of the proposers and to determine which proposers will be selected to provide services to eligible City residents.

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 this RFP document. 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>.

Any changes to the RFP will be communicated to all potential applicants. Sole issuing authority of addenda shall be vested with the City of Fort Worth Neighborhood Services Department. Proposers shall acknowledge receipt of all addenda within their responses.

Scope of Services

The City of Fort Worth is making funds available for public services and architectural barrier removal programs providing benefits to eligible households and neighborhoods. This RFP is to award CDBG funds, ESG funds, and HOPWA funds for 2021-2022. CDBG Proposals must be for programs that provide services to low- and moderate-income households. ESG Proposals must address the needs of homeless individuals and families in the City of Fort Worth. HOPWA Proposals must address the needs of persons with HIV/AIDS living in Tarrant, Johnson, Parker, Wise, Hood, and Somervell counties.

The following estimated funding amounts are based on current 2020-2021 year funding:

- CDBG: \$1,111,814
- ESG: \$590,944
- HOPWA: \$1,645,048

The actual amount of funds awarded may vary at the City's discretion. Funds are paid to the agency on a reimbursement basis upon submittal of satisfactory documentation of expense eligibility.

All proposed activities should address one or more of the following goals from City Council and the Community Development Council (CDC). These goals include the following:

- Preserve Aging Housing Stock
- Improve Accessibility of Public & Private Spaces
- Poverty Reduction & Household Stabilization
- Promote Affordable Housing for Renters & Owners
- Children & Youth Training & Mentorship
- Support Programming for Aging in Place
- Targeted Neighborhood Revitalization
- Homeless Services

In addition to these goals, the City encourages HUD grant subrecipient agencies to provide neighborhood-based services in areas with high concentrations of low-income residents. Agencies are encouraged to provide HUD grant funded services within a City of Fort Worth community center. A map of low- and moderate-income areas and locations of community centers is attached to this RFP document. Also attached is a list of community centers and staff contacts for each center. Applicants interested in providing programming at a center are advised to contact that center's Community Center Coordinator to discuss scheduling, room availability, local community needs, etc.

The City does not require any agency to relocate its entire program to a community center. Rather, the City encourages agencies to provide pilot programs at community centers to expand the center's customer base while improving outreach and service levels to surrounding communities. The goal of this effort is to remove barriers to access and expose residents to programs of which they may not be aware.

Sample programs may include:

- A weekly resume writing or typing skills class that uses the community center's computer labs to improve clients' work readiness and employability;
- A series of seminars or outreach events on financial literacy, homeownership, home repair and maintenance, etc.;
- A pilot three-month after-school program that mentors or tutors children or youth on math or science one day a week; and/or
- Regular participation by the recipient agency in special events at the centers such as National Night Out, job fairs, summer day camp, health fairs, etc.

Provision of services at community centers in areas with high concentrations of low-income residents will help the agency and the City assure HUD eligibility of programming. Agencies are invited to submit proposals for activities such as:

- Youth Services: Tutoring and homework assistance, substance abuse education and prevention, positive self-image, anti-bullying, reading and literacy, civic service and leadership, STEM (Science, Technology, Engineering, and Mathematics), health and hygiene.
- Teen Services & Young Adult Services: Life skills, financial and economic literacy, community responsibility, college readiness and preparation, healthy relationships and dating, substance

abuse education and prevention, employment readiness, educational development, personal development, STEM (Science, Technology, Engineering, and Mathematics), health and hygiene.

- Adult Services: Job training, employment readiness, basic computer skills, financial and economic literacy, resume writing, interviewing skills, parenting skills.
- Senior Citizens & Active Aging Adults Services: Senior computer basics, acquiring new skills for the active adult, introduction to social media, senior fitness

Programing schedules and frequency should be negotiated with each Community Center Coordinator depending on the nature of the program and availability of facility space. Interested proposers may schedule an on-site visit at the community center of their choice by contacting the appropriate Community Center Coordinator.

City of Fort Worth Community Centers

Center Name	Address	Supervisor	Phone Number
Andrew "Doc" Session	201 S. Sylvania (76111)	Linda Beltram	(817) 392-6585
Chisolm Trail	4936 McPherson Blvd. (76123)	Colton Carnes	(817) 392-8070
Como	4660 Horne Street (76107)	Clara Kirby	(817) 392-5300
Diamond Hill	1701 NE 36 th Street (76106)	Raul Meza	(817) 392-5485
Eugene McCray	4932 Wilbarger (76119)	Jerin Smith	(817) 392-7146
Fire Station	1601 Lipscomb (76104)	Monica Lara	(817) 392-2240
Greenbriar	5200 Hemphill (76115)	James Turner	(817) 392-6270
Handley Meadowbrook	6201 Beaty (76112)	Robbie Samuel	(817) 392-2830
Highland Hills	1600 Glasgow Road (76134)	Rashad Jackson	(817) 392-2580
Hillside	1201 E. Maddox (76104)	Delana Jones	(817) 392-7660
Martin Luther King	5565 Truman Drive (76112)	Paula Jackson	(817) 392-5966
North Tri-Ethnic	2950 Roosevelt Ave. (76106)	Arturo Mercado	(817) 392-5200
Northside	1801 Harrington (76106)	Eric Lopez	(817) 392-5992
R.D. Evans	3242 Lackland Road (76116)	Travis Hawvermale	(817) 392-7400
Riverside	3700 E. Belknap (76111)	David Keith	(817) 392-7640
Southside	959 E. Rosedale (76104)	Felicia Johnson	(817) 392-6605
Southwest	6300 Welch Ave. (76133)	Daniel Leach	(817) 392-7613
Sycamore	2525 E. Rosedale (76105)	Sharetta Goodwin	(817) 392-7650
Thomas Place	4237 Lafayette Ave. (76107)	Karen Stuhmer	(817) 392-7427
Victory Forest	3427 Hemphill St. (76110)	Bakahri Thornton	(817) 392-8200
Worth Heights	3551 New York Ave. (76110)	Deierdre Jimerson	(817) 392-8722

Schedule of Consideration & Award of Funds

The following schedule is proposed for review and selection of programs to be funded. The schedule may be subject to revision based on unforeseeable events, cancellation of City Council meetings, or absence of a CDC quorum, in order to meet HUD statutory and regulatory requirements.

Schedule of Events	Date
RFP Release Date	February 1, 2021
Pre-Proposal Conference (via WebEx)	February 8, 2021, 10:00 a.m.
Pre-Proposal Conference (via WebEx)	February 9, 2021, 6:00 p.m.
Pre-Proposal Conference (via WebEx)	February 11, 2021, 1:00 pm
Deadline for Questions	February 16, 2021, 11:59 pm
Response to Questions	February 22, 2021, 11:59 pm
Pre-Application Questionnaire & Section 504 Self-Evaluation Questionnaire Due	February 22, 2021, 11:59 pm
Responses to Pre-Application	February 26, 2021, 11:59 pm
Proposals Due Date	March 15, 2021, by 11:59 pm
Final Application Review Meeting (CDC/City Staff to discuss applications) Action Plan First Public Hearing	April 14, 2021, 6:30 pm
Community Development Council (CDC) (proposer presentations)	April 21, 2021, 6:30 pm
Community Development Council (CDC) (proposer presentations)	April 28, 2021, 6:30 pm
Community Development Council (proposer presentations – if needed)	May 5, 2021 6:30 pm
Community Development Council (CDC) (Funding Recommendations)	May 12, 2021, 6:30pm
Full Action Plan Recommendations to City Council Housing & Neighborhood Services Committee	June 1, 2021
Action Plan Presentation – Pre-Council	June 8, 2021
Action Plan Second Public Hearing – Staff	July 14, 2021
Action Plan Approval & Third Public Hearing – City Council	August 3, 2021
Action Plan Approval – City Council	August 10, 2021 (as needed)
Action Plan Due to HUD	August 13, 2021
Contract Execution Deadline	September 30, 2021
Proof of Insurance Due	September 30, 2021
Mandatory Technical Assistance Workshop	September (Date/Time - TBD)
Contract Year Begins	October 1, 2021

Attendance at one of the pre-proposal conferences listed above is a **mandatory** requirement to be considered for funding. Failure to attend will result in disqualification. The pre-proposal conferences will be virtual via WebEx.

Proposers will be notified of a specific date and time to make a brief presentation regarding their proposal at one of the CDC meeting dates listed above. This schedule will be provided to the staff contact listed in each proposal. Failure to attend and make this presentation at the assigned CDC meeting will result in disqualification.

Tax Exemption

The City of Fort Worth is exempt from Federal Excise and State Sale Tax; therefore, the cost of taxes must not be included in any budget proposed under this RFP.

Costs Incurred in Responding

All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a Proposal which may be required by the City shall be the sole responsibility of and borne by the participating Proposers.

Negotiations

The City reserves the right to negotiate eligible costs and activities to ensure that all funded programs are in compliance with HUD regulations.

Contract Incorporation

The contract documents may incorporate sections of this RFP, the Response to the RFP, and other terms and conditions as the parties may agree. The contract or any related documents shall supersede the RFP.

Non-Endorsement

If a Proposal is accepted, the successful Proposer, hereinafter "Agency," shall not issue any news releases or other statements pertaining to the award that state or imply the City of Fort Worth's endorsement of the successful Proposer's services.

Proposal Evaluation Process

The City's evaluation panel will review all responsive proposals and rank them based on the criteria outlined in this RFP. Based on those rankings, staff will make funding recommendations to the CDC. The CDC will make final funding recommendations to the Fort Worth City Council. Ultimate authority to award funds will reside with the Fort Worth City Council.

The City reserves the right to reject any or all proposals.

General Provisions

The proposals selected for funding may not assign rights or duties under an award, or subcontract delivery of services, without the prior written consent of the City of Fort Worth. Such consent shall not relieve the assignor of liability in the event of default by its assignee.

It is understood that the City reserves the right to accept or reject any and all Proposals and to re-solicit for Proposals as it shall deem to be in the best interests of the City of Fort Worth. Receipt and consideration of any Proposals shall under no circumstances obligate the City of Fort Worth to accept any Proposals. If an award of contract is made, it shall be made to the responsible Proposers whose Proposals are determined to best meet the needs of the City and the evaluation factors set forth in the RFP.

Errors or Omissions

Proposers will not be allowed to take advantage of any errors or omissions in this RFP. Where errors or omissions appear in this RFP, proposers shall promptly notify the City of Fort Worth Neighborhood Services Department in writing of such error or omission discovered. Any significant errors, omissions, or inconsistencies in this RFP are to be reported no later than close of business on

Monday, March 1, 2021 to Senior Planner Sharon Burkley. Contact information for Ms. Burkley is provided at the beginning of this RFP document. As needed and appropriate, such errors or omissions may be corrected through addenda to this RFP.

Contract & Budget Amendments

No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in any contract resulting from this RFP. Any changes to the contract will be coordinated through the City of Fort Worth Neighborhood Services Department, and as required by City policy or HUD regulation, such amendments may require approval by City Council.

Venue

Any contract for award of funds under this RFP will be governed and construed according to the laws of the State of Texas. The contract(s) is (are) performable in Tarrant County, Texas. Venue shall lie exclusively in Tarrant County, Texas.

Conflict of Interest

No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171.

In accordance with 2 CFR Part 200, and the applicable federal regulations for each grant program referenced earlier in this RFP, potential beneficiaries of direct financial assistance provided by the federally funded programs to be awarded under this RFP must be asked if they are employed by the City of Fort Worth and asked if the potential beneficiary's spouse, father, mother, son, daughter, mother-in-law, or father-in-law is employed by the City or if any of those family members has been employed by the City in the past year. For this purpose, "direct financial assistance" is defined as a financial interest or benefit received by the beneficiary/client, and may include but is not limited to childcare subsidies, rent/mortgage/utility assistance, or similar direct financial subsidy.

Selected proposers shall establish conflict of interest policies for federal awards consistent with the above and shall disclose in writing potential conflicts of interest to City as authorized by 2 CFR Part 200.112. Agencies' conflict of interest policies shall include a process for requesting waivers of applicable HUD requirements through the City of Fort Worth on behalf of eligible clients.

Insurance

Each recipient agency shall carry insurance in the types and amounts listed below for the duration of its awarded contract and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof to the City of Fort Worth.

Proposer shall provide the City with certificate(s) of insurance documenting policies for the following minimum coverage limits that are to be in effect prior to commencement of any work pursuant to this Agreement:

- **Commercial General Liability (CGL) Insurance:**
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Aggregate Limit

- **Nonprofit Organization Liability or Directors & Officers Liability Insurance:**
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Annual Aggregate Limit

Directors and Officers Liability coverage shall be in force and may be provided on a claim-made basis. This coverage may also be referred to as Management Liability, and shall protect the insured against claims arising out of alleged errors in judgment, breaches of duty and wrongful acts arising out of their organizational duties. Coverage shall protect not only the entity, but all past, present and future directors, officers, trustees, employees, volunteers and committee members.

- **Business Automobile Liability Insurance:**

\$1,000,000	Each accident on a combined single limit basis or
\$250,000	Bodily injury per person
\$500,000	Bodily injury per person per occurrence
\$2,000,000	Aggregate

Insurance policy shall be endorsed to cover “Any Auto,” defined as autos owned, hired, and non-owned. Pending availability of the above coverage and at the discretion of City, the policy shall be the primary responding insurance policy versus a personal auto insurance policy.

- **Workers Compensation Insurance:**

Part A: Statutory limits

Part B: Employer's liability

\$100,000	Each accident/occurrence
\$100,000	Disease – per each employee
\$500,000	Disease – policy limit

The Workers Compensation Insurance policy shall be endorsed to include a waiver of subrogation, also referred to as a waiver of rights of recovery, in favor of City.

Additional Requirements:

- Where applicable, insurance policies required herein shall be endorsed to include City as an additional insured as its interest may appear. Additional insured parties shall include employees, officers, agents, and volunteers of City.
- Where applicable, agency shall require its contractors to maintain applicable insurance coverages, limits, and other requirements as those specified herein; and, Contractor shall require its contractors to provide Agency with certificate(s) of insurance documenting such coverage. Also, Agency shall require its contractors to have City and Contractor endorsed as additional insureds (as their interest may appear) on their respective insurance policies.

Contract Constraints & Conditions

All services shall be provided in accordance with applicable requirements and ordinances of the City of Fort Worth, laws of the State of Texas, and applicable federal laws.

RFP Application

Pre-Application Questionnaire

1. Organization Name/Program/Service Name
2. RFP Contact Person Name
3. RFP Contact Person Title
4. RFP Contact Person Phone
5. RFP Contact Person Email Address
6. What date(s) did the agency attend the 2021-2022 Pre-Proposal Conference? Name of person who attended?
7. Proposed Funding Request Amount (Minimum Request Amount: \$45,000)
8. Select the grant program for which the agency is applying
 - Community Development Block Grant (CDBG)
 - Emergency Solutions Grant (ESG)
 - Housing Opportunities for Persons with AIDS (HOPWA)
9. Select an eligible CDBG activity for the proposal (choose only ONE activity).
 - Preserve Aging Housing Stock
 - Improve Accessibility of Public and Private Spaces
 - Poverty Reduction and Household Stabilization
 - Promote Affordable Housing for Renters and Owners
 - Children/Youth Training and Mentorship
 - Support Programming for Aging in Place
 - Targeted Neighborhood Revitalization
 - Homeless Services
10. Please select an eligible ESG activity for the proposal (check all that apply).
 - Shelter Services
 - Rapid Re-Housing
 - Homelessness Prevention
11. Please select an eligible HOPWA activity for the 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 programs/services are provided? When (Days/Times)? Where (include addresses and service areas)?
14. Project Address(es)
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? If so, how many members? If not, what is the oversight body for the agency/organization? If requested, can the agency provide Board meeting agendas and minutes?
18. Does the agency/organization have any experience managing grants, including local, state and/or federal? If so, what types, amounts, and when were they received?
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.

Application Questions

A. Organization Information

- A.1. Agency/Organization Common Name/DBA
- A.2. Other Registered Names
- A.3. Licenses/Certifications of staff assigned to the proposed program
- A.4. Select the grant program for which the agency is applying
 Community Development Block Grant (CDBG)
 Emergency Solutions Grant (ESG)
 Housing Opportunities for Persons with AIDS (HOPWA)
- A.5. Select an eligible CDBG activity for the proposal (choose only ONE activity).
 Preserve Aging Housing Stock
 Improve Accessibility of Public and Private Spaces
 Poverty Reduction and Household Stabilization
 Promote Affordable Housing for Renters and Owners
 Children/Youth Training and Mentorship
 Support Programming for Aging in Place
 Targeted Neighborhood Revitalization
 Homeless Services
- A.6. Select an eligible ESG activity for the proposal (check all that apply).
 Shelter Services
 Rapid Re-Housing
 Homelessness Prevention
- A.7. Select an eligible HOPWA activity for the proposal (check all that apply)
 Administration
 Facility-Based Operations
 Short-Term Mortgage, Rent, Utilities (STRMU)
 Supportive Services
 Tenant-Based Rental Assistance (TBRA)

B. Program Description

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

- 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?
- 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)?
- 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?
 - 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.

C. Board Composition

- C.1. What is the total number of authorized positions for the applicant's Board of Directors or governing body? *Complete the Board Composition table indicating the race, ethnicity, and gender as well as any vacancies for all authorized positions.*
- C.2. Does the applicant have a Board outreach plan or policy?
 - a. If so, provide a copy.
 - 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?
- C.4. What measures, if any, has the applicant taken to promote Board diversity (racial/ethnic, gender, geographic, occupational, etc.)?

D. Agency Experience

- D.1. What experience does the agency and staff have in providing the program/service? Attach an organizational chart and key employee resumes (supervisors, grant-funded staff, etc.) for the proposed program/service.
- D.2. Which one of the City's Council-approved Consolidated Plan goals is met by the proposed program/service? Choose only ONE; if more than one applies, choose the one that is most relevant to the program/service.
 - ___ Preserve Aging Housing Stock
 - ___ Improve Accessibility of Public/Private Spaces
 - ___ Poverty Reduction and Household Stabilization
 - ___ Promote Affordable Housing for Renters/Owners
 - ___ Children/Youth Training and Mentorship
 - ___ Support Programming for Aging In Place
 - ___ Targeted Neighborhood Revitalization
 - ___ Homeless Services
- 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?
- 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 Cost per Client calculation table, provide calculations documenting the cost determination.
- D.9. Complete the Salary Justification Table if requesting grant funds for salaries. Attach the job description for each position identified in the worksheet below.
- D.10. Provide a justification for each position charged to the grant, including roles and responsibilities related to the proposed program.

E. Financial Capacity/Leveraging

- E.1. If the program/service is partially funded or not funded, will the program/service still be able to be provided? 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, provide the sources, type, amount, and documentation verifying these funds. If not, provide an explanation describing any efforts, if any, to seek leveraging or matching funds.
- E.3. Financial Capacity Table – 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.
- E.4. Complete the grant specific Annual Program Budget and Funds Request
- E.5. Provide a Budget Narrative explaining how the grant dollars will be used.
- E.6. ESG Applicants ONLY: Complete the ESG Match Table identifying the source, type, and amount of match funds for the proposed. Program.

F. Compliance and Auditing

- F.1. During the past three grant years (October 1, 2017 - September 30, 2020), has the applicant received any federal or state grant funds?
- F.2. 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.
- F.3. During the past three grant years (October 1, 2016 - September 30, 2019), 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.

Required Worksheets

The following worksheets/tables will need to be completed and submitted with the RFP application:

- Financial Capacity (Bank Statement Balances – January 2020 through December 2020)
- Leverage of Funds
- Salary Budget Worksheet
- ESG Match
- Cost per Client Calculation Table
- Salary Justification Table

Required Attachments

The following attachments need to be submitted with the RFP application:

- Section 504 Self-Evaluation & Questionnaire*
- PSA RFP Self-Certification*
- CDBG Annual Program Budget and CDBG Funds Request
- ESG Annual Program Budget and ESG Funds Request
- HOPWA Annual Program Budget and HOPWA Funds Request
- Grant Specific Questionnaire*
- Organizational Chart*
- Staff Resumes
- Job Descriptions
- Licenses/Certifications
- Annual Organization Budget*
- Board Composition Table*
- Board Outreach Plan/Policy
- Performance/Financial Reports
- Cost Allocation Plan
- Other Costs
- Bank Statements*
- Program Audit/Financial Statement Review
- Intake Form/Application
- Fee Schedule (Child Care Agencies ONLY)
- Form 1295 – Certificate of Interested Parties*

****required for ALL applicants***

Evaluation Factors

Proposals will be rated and may be awarded up to **100 points** based on the criteria described below. Responses that are incomplete or that propose ineligible activities will be rejected. Proposers must provide narratives that fully respond to questions related to the following evaluative factors.

Organizational Capacity and Experience (20 pts.)
Experience in a field similar to the proposed program (5 pts.)
Applicant has documented prior grants management experience; including City of Fort Worth, other local, state, and/or federal grants (5 pts.)
Agency board diversity closely resembles demographic makeup of City population; additional points for clear written policy to increase/maintain diversity (5 pts.)
Agency provides a detailed plan to collect community/client feedback, including assessment/utilization of feedback (5 pts.)
Project Information (10 pts.)
Proposal identifies the population/area served and program location(s) (5 pts.)
Describes need for the program, the services to be provided and schedule of work (5 pts.)
Project Results (20 pts.)
Clear description of how program meets goal(s) of 2018-2022 Consolidated Plan (10 pts.)
Clearly defined objectives focusing on results and measurable outcomes vs. only program activities and numbers served. (10 pts.)

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 (10 pts.)
Financial Sustainability/Capacity (10 pts.)
Program Compliance (25 pts.)
<u>If previously funded</u> within the past three years through City of Fort Worth PSA RFP: Applicant has a strong record in managing previous HUD funds and maintaining regulatory compliance. (10 pts.)
OR
<u>If not previously funded</u> within the past three years through City of Fort Worth PSA RFP: Applicant has performed well in managing grants from other funders for the program or a similar program. (10 pts.)
Applicant has demonstrated administrative and organizational capacity to implement proposed program or continue existing program. (15 pts.)

Submission Requirements

Responses not meeting the requirements of this RFP, or which are ambiguous or incomplete, will be rejected.

Proposals shall be limited to this form plus any requested attachments. Any information attached but not requested will not be considered.

Any alteration or modification of the RFP will result in disqualification from consideration for funding.

Withdrawal of Proposals

A representative of the Proposer may withdraw a Proposal at any time prior to the RFP submission deadline by providing a written statement to Senior Planner Sharon Burkley. Contact information of Ms. Burkley is provided at the beginning of this RFP document.

Other Requirements

All proposals and programs awarded funding through this RFP must adhere to all applicable federal, state, and local laws and regulations including, but not limited to, the following:

- Title VI of Civil Rights Act of 1964 (42 USC 2000d *et seq.*)
- Title VIII of Civil Rights Act of 1968 (42 USC 3601 *et seq.*)
- Executive Orders 11063 and 11246, as amended by Executive Orders 11375 and 12086 and as supplemented by 41 CFR Part 60.
- The Age Discrimination in Employment Act of 1967 (29 USC *et seq.*).
- The Age Discrimination Act of 1975 (42 USC 6101 *et seq.*).
- Section 504 of the Rehabilitation Act of 1973 (29 USC 794 *et seq.*) and 24 CFR Part 8. Prohibits recipients of Federal funds from excluding any qualified persons from participating or

receiving benefit from, any federally funded program or activity based solely on his or her disability. In an effort to strengthen compliance with this part, the City of Fort Worth will be holding a Section 504 Technical Assistance Workshop once funds have been awarded. The City will also require all Agencies that are awarded funds through this RFP process to complete and submit a self-evaluation form to ensure compliance with this part. Subsequently the City may conduct random monitoring to ensure compliance with this part.

- National Environmental Policy Act of 1969, as amended, 42 USC 4321 *et seq.* (“NEPA”) and the related authorities listed 24 CFR Part 58.
- The Clean Air Act, as amended, (42 USC 7401 *et seq.*), the Clean Water Act of 1977, as amended (33 USC 1251 *et seq.*) and the related EPA regulations at 40 CFR Part 15, as amended from time to time, and Executive Order 11738. In no event shall any amount of the assistance provided under this Contract be utilized with respect to a facility that has given rise to a conviction under the Clean Air Act or the Clean Water Act.
- Immigration Reform and Control Act of 1986 (8 USC 1101 *et seq.*) specifically including the provisions requiring employer verifications of legal status of its employees.
- The Americans with Disabilities Act of 1990, as amended, (42 USC 12101 *et seq.*), the Architectural Barriers Act of 1968, as amended, (42 USC 4151 *et seq.*), and the Uniform Federal Accessibility Standards, 24 CFR Part 40, Appendix A.
- Drug Free Workplace Act of 1988 (41 USC 701 *et seq.*) and 24 CFR part 23, Subpart F.
- Davis-Bacon and related Acts. The Wage and Hour Division of the U.S. Department of Labor determines prevailing wage rates to be paid on federally funded or assisted construction projects may apply.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as Amended may apply.
- Regulations at 24 CFR Part 87 related to lobbying, including the requirement that certifications and disclosures be obtained from all covered persons.
- Executive Order 12549 and 24 CFR Part 5.105 (c) pertaining to restrictions on participation by ineligible, debarred or suspended persons or entities.
- Executive Order 13559 and 24 CFR Part 5.109 pertaining to participation of faith-based organizations in HUD’s programs and activities.
- Regulations at 24 CFR Part 882.708 (c) pertaining to site and neighborhood standards for new construction projects.
- Regulations at 24 CFR Part 570 pertaining to Community Development Block Grants, as applicable.
- Office and Management Budget (OMB) “Super Circular,” new requirements located at 2 CFR part 200, Regulations at 24 CFR Part 574 and Statute at 42 USC Chapter 131 pertaining to Housing Opportunities for Persons with AIDS, as applicable.
- Regulations at 24 CFR Part 576 and Statute at 42 USC 11302 pertaining to Emergency Solutions Grant, as applicable.
- Regulations at 24 CFR Part 5, regarding Income Eligibility, as applicable.
- Federal Funding Accountability and Transparency Act of 2006 (“FFATA”) (Pub.L. 109- 282, as amended by Section 6205(a) of Pub.L. 110-252 and Section 3 of Pub.L. 113-101)
- Federal Whistleblower Regulations, as contained in 10 U.S.C. 2409, 41 U.S.C. 4712, 10 U.S.C. 2324, 41 U.S.C. 4304 and 41 U.S.C. 4310.