



2026–2027

Request for Proposals

Summary & Instructions

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

RFP No. NSD26-001

Issued January 5, 2026

[MUST ATTEND ONE PRE-PROPOSAL CONFERENCE TO APPLY]

Monday, January 12, 2026 – 6: 00p.m (virtual)

Tuesday, January 13, 2026 – 10:00 a.m.

Thursday, January 15, 2026 – 1:00 p.m.

Neighborhood Services Department
Fort Worth City Hall 100 Fort Worth Trail
Fort Worth, Texas 76102
(817) 392-7540

Proposal Submission Deadline:
Friday February 13, 2026, at 5:00p.m.

Neighborly Software City of Fort Worth Neighborhood Services Participant Portal
<https://portal.neighborlysoftware.com/fortworthtx/Participant>

For Questions Regarding the Application Process, Contact:

Alison Villasana

Community Development Planner

817-392-5958

alison.villasana@fortworthtexas.gov

For Questions Regarding Project Eligibility, Contact:

Charletta Moaning

Senior Contract Compliance Specialist

817-392-7333

charletta.moaning@fortworthtexas.gov

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Introduction

The City of Fort Worth (City) Neighborhood Services Department (NSD) is inviting nonprofits, 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 under the following grant programs

- **Community Development Block Grant (CDBG) Program:** Public services including promote affordable housing for renters and owners, housing preservation and rehabilitation, neighborhood improvement and revitalization, economic empowerment and financial resilience, children and youth services, aging in place, accessibility improvements, and healthy living and wellness.
- **Emergency Solutions Grants (ESG) Program:** Services for the homeless or persons at risk of homelessness including homeless prevention, street outreach, shelter operations, and rapid re- housing.

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.

Eligible Activities under **this** RFP must fall under one of the following City of Fort Worth 2023–2027 Consolidated Plan Goals:

Promote Affordable Housing for Renters and Owners
Housing Preservation and Rehabilitation
Neighborhood Improvement and Revitalization
Economic Empowerment and Financial Resilience
Children and Youth Services
<i>Aging In Place</i>
<i>Accessibility Improvements</i>
Homelessness Prevention and Special Needs Support
<i>Healthy Living and Wellness</i>

Funding awards made through this RFP will result in an annual contract beginning October 1, 2026, and run through September 30, 2027. Agencies may only apply for one

(1) program per grant. 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 the submission of a proposal through Neighborly Software.

Proposers must request a minimum of \$50,000 to be considered for funding. Proposals requesting less than \$50,000 will be disqualified.

This RFP is for public services and architectural barrier removal programs only. The following projects and costs are examples of project types that are ineligible 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 on the following web pages:

- CDBG regulations are contained within 24 CFR 570, which can be found at <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570>. 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-2024-title24-vol3/CFR-2024-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-2024-title24-vol3/CFR-2024-title24-vol3-part574> Additional information about HOPWA can be found at <https://www.hudexchange.info/programs/hopwa>.

Submission of Proposals

No Agency led Proposal Presentations will be allowed for this RFP. Proposal information that is not submitted in Neighborly Software will not be considered. Computers are located at all branches of the Fort Worth Public Library and 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 Friday, February 13, 2026 at 5:00P.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. The Pre-Application Questionnaire form must be submitted in Neighborly Software no later than Monday, January 19, 2026, at 5:00 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 2026-2027 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-operational account for program, 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
 - Ineligible Project/ no clear relation to one of the above listed Consolidated Plan Goals
 - Low performance and/or expenditure rating
2. January 2025–December 2025 bank statements for the program’s operating account
 3. The Section 504 Self-Evaluation & Pre-Application Questionnaire form (available in Neighborly Software under the Required Attachments tab) must be submitted no later than Monday, January 19, 2026, at 5:00 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 Community Development Planner, Alison Villasana, no later than Friday, January 30, 2026, at 11:59 p.m. Contact information for Ms. Villasana is provided at the beginning of this RFP document. Responses to all questions will be published by close of business on Wednesday, February 4, 2026 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. The 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 2026–2027. 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, and Wise counties.

The following estimated funding amounts are based on current 2025–2026–year funding:

- CDBG: \$1,067,465.00
- ESG: \$569,632.00
- HOPWA: \$2,644,868.00

The actual amount of funds awarded may vary at the City’s discretion. Funds are paid to the agency on a reimbursement basis upon submitting satisfactory documentation of expense eligibility. The City encourages HUD grant subrecipient agencies to provide neighborhood-based services in areas with high concentrations of low-income residents.

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, to meet HUD statutory and regulatory requirements.

Action	Date	Time
2026–2027 City of Fort Worth PSA RFP Released <i>Neighborhoodly</i>	Tuesday January 6, 2026	8:00am
Pre-Proposal Conference <i>virtual</i>	Monday January 12, 2026	6:00pm
Pre-Proposal Conference– <i>in person only</i>	Tuesday January 13, 2026	10:00am

<i>City Hall-Mezzanine</i>		
Community Development Council (CDC) Meeting <i>Council Worksession</i>	Wednesday January 14, 2026	6:30pm
Pre-Proposal Conference-in person only <i>City Hall-Mezzanine</i>	Thursday January 15, 2026	1:00pm
Pre-Application Due <i>Neighborly</i>	Tuesday January 20, 2026	5:00pm
Pre-Application Decision Deadline	Friday January 23, 2026	5:00pm
26-27 PSA RFP FAQ's due	Friday January 30, 2026	11:59pm
26-27 PSA RFP FAQ's Posted to website	Wednesday February 4, 2026	5:00pm
FULL 2026-2027 PSA RFP Application Due <i>Neighborly</i>	Friday February 13, 2026	5:00pm
Completion Review-Applicants notified	Friday February 20, 2026	5:00pm
Compliance/Eligibility Review complete- Applicants notified	Wednesday March 4, 2026	5:00pm
CFW Scoring Process Begins	Monday March 10, 2026	8:00am
CDC Meeting-PSA RFP Presentations Round 1 <i>Council Worksession</i>	Wednesday March 11, 2026	6:30pm
CDC Meeting-PSA RFP Presentations Round 2 <i>Council Worksession</i>	Wednesday April 8, 2026	6:30pm
CFW Scoring Process Ends	Friday April 10, 2026	5:00pm
CFW Scoring Calibration Meeting	TBD	TBD
CFW Scoring Calibration Meeting	TBD	TBD
CFW City Manager's Office- Funding Recommendation Presentation	TBD	TBD
2026-2027 Action Plan Comment Period Begins	Monday May 25, 2026	----- ---
CDC Meeting- 2026-2027 Funding Recommendation-Public Hearing <i>Council Worksession</i>	Wednesday May 13, 2026	6:30pm
2026-2027 Action Plan Public Hearing <i>Shamblee Library</i>	Wednesday June 3, 2026	6:00pm

City Council 2026–2027 Action Plan Public Hearing and Funding Recommendation Approval <i>City Council Chambers</i>	Tuesday June 23, 2026	TBD
2026–2027 Action Plan Comment Period Ends	Friday June 26, 2026	----- ---
2026–2027 Action Plan submitted to HUD	Wednesday August 12, 2026	----- --

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 held at the City of Fort Worth City Hall at 100 Fort Worth Trail, Fort Worth, TX 76102 except for the virtual conference. **Registration is required for attendance.**

To register for a pre-proposal conference please visit our website at <https://www.fortworthtexas.gov/departments/neighborhoods/services/grants>

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 the preparation of a response to the RFP 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 follow 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, including the agency presentation. 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.

Agency Presentations

All applicants who submit timely, complete, and eligible applications will be required to provide a 2–3-minute presentation to the CDC at the March or April monthly CDC Meetings. More information will be provided in the email invite for the presentation.

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 Friday, January 30, 2026, to Community Development Planner

Alison Villasana. Contact information for Ms. Villasana 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 Fort Worth, Texas unless otherwise specified. 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.

Unauthorized Communications

After release of this solicitation, applicants' contact regarding this RFP with members of the RFP evaluation panels, employees of the City or officials of the City other than the Community Development Planner or staff otherwise indicated is prohibited and may result in disqualification from this procurement process. No officer, employee, agent or representative of the applicants shall have any contact or discussion, verbal or written, with any members of the City Council, members of the RFP evaluation, scoring team, or City staff or directly or indirectly through others, seek to influence any City Council member or City staff regarding any matters pertaining to this solicitation, except as herein provided. If a representative of any applicant violates the foregoing prohibition by

contacting any of the above listed parties with whom contact is not authorized, such contact may result in the applicants being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding with regard to this RFP.

Required Documents

Each application has a separate set of required documents for submission. Please refer to the application to view the list. Failure to upload required documents will result in automatic disqualification.

Evaluation Factors

Proposals will be rated based on the criteria provided with each application. 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. Proposers must also upload all required documentation to be considered for funding.

The City of Fort Worth will process eligible applications through three channels (NSD Staff, CDC members, City Managers office) to ensure accurate and fair scoring.

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 Community Development Planner Alison Villasana. Contact information of Ms. Villasana 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.