

# **City of Fort Worth 2025-2026 PSA RFP: Frequently Asked Questions**

**Q. Will the slides be available for us?**

A. The Pre-Proposal Conference information packet, including the Powerpoint presentation, was provided to all attendees. If you registered for the virtual session, it was sent to the email you used to register.

**Q. When is the application Questionnaire Due? 2/ or 2/14?**

A. The Pre-Application Questionnaire, Section 504 Self-Evaluation, and the January 2024-December 2024 bank statement summary pages for the requested program's operating account were all due on 2/14/25 by 11:59pm.

**Q. How many years will you all be going back for previous awarded years?**

A. Three years

**Q. If there is no financial record for 2024 because the business is recently established is that a problem?** A. Yes. The bank statements for January 2024- December 2024 for the programs operating account are required in order to be considered for funding.

**Q. For bonus points, can we still use salary as match for esg?**

A. No, salary is not considered a direct client benefit for bonus points

**Q. When will the application be unlocked?**

A. The Pre-application opened on January 15, 2025. The full application will be opened once the pre-application has been approved

**Q. How do we know if it is unlocked and approved?**

A. You will be notified via email if your pre- application has been approved. At that time, the full application will be open to you

**Q. Which file lists the requirements for eligibility?**

A. There is not a single file that provides eligibility requirements. Please review the RFP document in its entirety to ensure you do not miss any requirements and that your agency is eligible to apply

**Q. If one charges 90% - 95% to the salaries of direct program individuals and 5%-10% of the salary of grant compliance. Does the agency still get the bonus points?**

A. Yes. If the agency proposes using at least 75% of requested funds on direct client benefits, then the agency will receive 5 bonus points

**Q. For clarification, what are direct client benefits that would make us eligible for the 5 bonus points?**

A. Examples of direct client benefits eligible for the 5 bonus points are supplies, meals, rental assistance, utility assistance, training fees, materials, and certifications, membership fees, etc. Direct client benefits DO NOT include direct costs.

**Q. Can you define a 1st time applicant?**

A. A first time applicant is considered an agency that has not applied for CDBG, ESG, or HOPWA funding through the City of Fort Worth PSA RFP

**Q. Why are bonus points awarded for first time agencies?**

A. Bonus points are given to first-time applicants to encourage new agencies to apply

**Q. If it's been 5 plus years since the agency was awarded, is that considered 1st timer?**

A. Yes.

**Q. What time is the application due on March 3?**

A. The full application is due Monday, March 3, 2025, at 8:00am

**Q. I wanted to confirm that there is *not* a specific template for the "program budget" this year.**

A. Question D.3. in the online application provides a link to the template for the program budget

**Q. What type of programs are typically funded through this RFP?**

A. Programs that meet one of our nine Consolidated Plan Goals are eligible for funding through this RFP. Those nine goals are Housing Preservation and Rehabilitation, Accessibility Improvements, Child and Youth Services, Aging in Place, Economic Empowerment and Financial Resilience, Neighborhood Improvement and Revitalization, Homelessness Prevention and Special Needs Support, Healthy Living and Wellness, and Affordable Housing

**Q. Could you help us understand the benefits/differences in applying to the CDBG "Homelessness Prevention and Special Needs Support" category versus the ESG "Rapid Re-Housing" or "Homelessness Prevention" category?**

A. The funding source is different but there is no difference in services

**Q. I see that ESG requires a 1:1 match, but I could not find definitive information if CDBG does also. Could you clarify/confirm?**

A. There is no match requirement for CDBG or HOPWA funds

**Q. For CDBG and ESG, I didn't see where we are to provide income data for the clients we serve during the application process. Could you share more about when and where we provide this?**

A. income data will be required for reporting and reimbursement purposes if an agency is awarded funding

**Q. Our program receives funds through CCPD, but at one-point funds came through Neighborhood Services/CDBG. Do we put yes or no for this question "Are you a first-time applicant for CDBG funds from the City of Fort Worth?"?**

A. CCPD funds and CDBG funds do not come from the same source. If you have received CCPD funds in the past, this was not through CDBG funding.

**Q. Out of our clients in 2024 we need to show at least 50% were served in Fort Worth?**

A. For question 25 in the pre-app, you will need to show what percentage of your clients are outside of Fort Worth city limits if you serve non-Fort Worth residents

**Q. We needed to update our SAM.gov account. This is pending. Is it ok to show the confirmation email this is pending?**

A. We do need the confirmed SAM registration once received. If it is likely to be confirmed past the pre-application due date, you can include the number and upload the confirmation email in the meantime, however, to make a funding recommendation we will need the confirmed registration (by March 3rd)

**Q. We have fiscal year program data for FY23 and FY24. We have calendar year data for 2022. Could we upload calendar year information for FY22?**

A. Data must be uploaded in correspondence with the FY dates provided. FY22 requires data for October 1, 2021, through September 30, 2022

**Q. What type of documentation is needed for our SAMs number?**

A. The proof of registration provided by SAM.gov. Please refer to the Pre-Proposal Conference packet for an example

**Q. I am not sure what to select under Council District in Part A when it asks about Board Members. I am not sure about the differences between FW Council and District Lookup.**

A. This is asking about the Fort Worth council district your board members live in. The District Lookup is a tool you can use to search for their district

**Q. Part B asks, "Is this a Child Care application (agencies providing programs/services for children ages 0-12 years)? We offer a service once a month to at-risk youth and families ages 8-17, but we are not a childcare service. How should I answer that question?"**

A. An application is considered a childcare application if the agency proposes to provide childcare services to children 0-12years old