

2024-2025
Request for Proposals
Summary & Instructions

Consolidated Action Plan Year 2024-2025

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

RFP No. NSD24-001
Issued February 1, 2024

[MUST ATTEND ONE PRE-PROPOSAL CONFERENCE TO APPLY]

February 12, 2024 – 10:00 a.m.

February 13, 2024 - 6:00 p.m.

February 15, 2024 - 1:00 p.m.

Neighborhood Services Department
City Hall Annex
908 Monroe St., 3rd Floor
Fort Worth, Texas 76102
(817) 392-7540

Proposal Submission Deadline:
Friday, March 15, 2024 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:

Juliet Moses
Community Development Planner
817-392-6203
juliet.moses@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 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 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, homelessness prevention and special needs support, healthy living and wellness. . 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, 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 include but are not limited to:

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
Homelessness Prevention and Special Needs Support
Healthy Living and Wellness

Funding awards made through this RFP will result in an annual contract beginning October 1, 2024 and running through September 30, 2025. 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. Funding may be awarded at the following levels:

TIER I: First-time applicants; not funded in the past three years
\$50,000 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

Vanguard Award:

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: *only available to CDBG applicants*

- 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.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

ed. Proposal information that is not submitted in Neighborly Software will not be considered. Computers at branches of the Fort Worth Public 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 Friday, March 15, 2024 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. The Pre-Application Questionnaire form must be submitted in Neighborly Software no later than Friday, February 23, 2024, 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 2024-2025 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 (available in Neighborly Software under the Required Attachments tab) must be submitted no later than Friday, February 23, 2024, 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 Community Development Planner Juliet Moses no later than Monday, February 19, 2024, at 11:59 p.m. Contact information for Ms. Moses is provided at the beginning of this RFP document. Responses to all questions will be published by close of business on Monday, February 26, 2024, 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 2024-2025. 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 2024-2025-year funding:

- CDBG: \$1,049,218.00
- ESG: \$564,752.00
- HOPWA: \$1,729,850.00

The actual amount of funds awarded may vary at the City's discretion. Funds are paid to the agency on a reimbursement basis upon submittal of 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, in order to meet HUD statutory and regulatory requirements.

Action/Event	Date
RFP Release Date	February 1, 2024
Pre-Proposal Conference *must attend at least one*	February 12, 2024, 10:00 a.m.
	February 13, 2024, 6:00 p.m.
	February 15, 2024, 1:00 pm
Last Day to Submit Questions	February 19, 2024, 11:59 pm
Pre-Application Questionnaire & Section 504 Self-Evaluation Questionnaire Due	February 23, 2024, 11:59 pm
Response to Questions posted on website	February 26, 2024, 11:59 pm
Proposals Due	March 15, 2024, 11:159 pm
PSA RFP Application Overview	April 10, 2024, 6:30 pm
Community Development Council staff funding recommendation meeting	May 8, 2024, 6:30pm
Action Plan Public Hearing – Staff	July 10, 2024
City Council Approval (funds awarded)	August 6, 2024
Action Plan Due to HUD	August 15, 2024
Contract Execution Deadline	September 30, 2024
Proof of Insurance Due	September 30, 2024
Mandatory Technical Assistance Workshop	September (Date/Time - TBD)
Contract Year Begins	October 1, 2024

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 Neighborhood Services Department Administrative Office, 908 Monroe Street, 3rd Floor Conference Room, Fort Worth, TX 76102 Eventbrite registration is required for attendance.

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 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 Friday March 1, 2024 to Community Development Planner Juliet Moses. Contact information for Ms. Moses 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 nonowned. 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, interview or selection panels, employees of the City or officials of the City other than the Community Development Planner and staff or as 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.

RFP Application

Pre-Application Questionnaire

1. Organization Name
2. Organization Address
3. Program/Service Name
4. Unique Entity Identifier (UEI) Number: (provide proof of SAM.gov registration)

CEO/EXECUTIVE DIRECTOR CONTACT INFORMATION

5. Name
6. Title
7. Phone
8. Email

RFP POINT OF CONTACT INFORMATION

9. Name
10. Title
11. Phone
12. Email

13. Which date(s) did the agency attend the 2024-2025 Pre-Proposal Conference?

____ February 12, 2024 at 10 a.m.
____ February 13, 2024 at 6 p.m.
____ February 15, 2024 at 1 p.m.

14. Name of Person Attending Pre-Proposal Conference:

15. Proposed Funding Request Amount (Minimum Request Amount: \$50,000):

16. Select an eligible CDBG activity for this proposal. (*choose only ONE activity*)

____ Job Training and Employment Services
____ Child Care Services
____ Housing Counseling Services
____ Youth Services
____ Tutoring and Educational Services
____ Senior Services/Aging In Place
____ Housing architectural barrier removal program (*single-family owner-occupied housing ONLY*)
____ Other eligible activity (Activity Name _____)

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

- _____ Shelter Services
- _____ Rapid Re-Housing
- _____ Homelessness Prevention

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

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

17. What year was the agency/organization established per the Secretary of State of Texas?
18. What is the legal entity name?
19. What types of programs/services are provided? When (Days/Times)? Where (include addresses and service areas)?
20. Program Address Location(s) (List agency office address first) If multiple addresses, please list them below.
21. If required, is the agency able to provide twelve (12) months of bank statements for the organization? **If yes, attach copies of operating bank statement from January 1, 2023 – December 31, 2023. If not, provide an explanation.**
22. How many clients were provided services during each of the past three years (2020-2023)?
 - a. October 1, 2020 – September 30, 2021 _____
 - b. October 1, 2021 – September 30, 2022 _____
 - c. October 1, 2022 – September 30, 2023 _____
23. Does the agency/organization have an active Board of Directors? If so, how many members?
 - d. If so, how many members?
 - e. If not, what is the oversight body for the agency/organization?
24. Does the agency/organization have any experience managing state and/or federal grants? If so, complete the table below.
25. Provide brief description of the proposed program/service to be funded with this RFP.
26. How many persons does the agency/organization currently employ?
27. How many persons are assigned to work with the proposed program/service (include paid staff and volunteers)?

Section 504

☐ Section 504 Self-Evaluation/Questionnaire *Required

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

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

- A.4. Select an eligible CDBG activity for this proposal (choose only ONE activity).

- ☐ Job Training and Employment Services
- ☐ Child Care Services
- ☐ Housing Counseling Services
- ☐ Youth Services
- ☐ Tutoring and Educational Services
- ☐ Senior Services/Aging In Place
- ☐ Housing architectural barrier removal program (*single-family owner-occupied housing ONLY*)
- ☐ Other eligible activity (Activity Name _____)

Select an eligible ESG activity for the proposal (check all that apply).

- ☐ Shelter Services
- ☐ Rapid Re-Housing
- ☐ Homelessness Prevention

Select an eligible HOPWA activity for the proposal (check all that apply)

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

B. Program Description

B.1. Is this a Child Care application (agencies providing programs/services for children ages 0-12 years)?

If yes,

Attach ☐ a copy of the fee schedule that the agency will use for the 2024-2025 program year.

Fee ☐ Schedule

B.2. How will the requested funding result in an increase in service or an expansion of services for clients?

B.3. 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 the proposed accomplishments.

B.4. 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.5. When will the proposed program/service be provided?

B.6. What are the eligibility requirements for the proposed program/service? What documents are reviewed?

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

☐ Intake Process

B.7. 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.8. What percent will the City grant funds represent if funding is awarded?

B.9. How many unduplicated (first-time) clients were served by this program during the previous program year (October 1, 2022 - September 30, 2023)?

B.10. How many unduplicated clients will be served by this program during the current program year (October 1, 2023 - September 30, 2024)?

B.11. How many unduplicated clients will be served by this program during the upcoming program year (October 1, 2024 - September 30, 2025)?

B.12. Will the proposed program/service serve clients who live outside Fort Worth city limits?

B.13. 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?

NAME	RACE	ETHNICITY (Hispanic/NonHispanic)	GENDER (M/F/Trans/Binary)	Employer	Occupation	Council District

- C.2. Does the applicant have a Board outreach plan or policy?
- If so, provide a copy.
 - If not, what steps does the agency take to recruit new Board members?
- C.3. Does it 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?
- D.2. What is the community need addressed by the proposed program/service? Provide data to support the need.
- D.3. How does the proposed program/service address the need?
- D.4. What is the estimated cost per client for the proposed program/service?
- D.5. 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			
TOTAL			

- D.6. Complete the below table if requesting grant funds for salaries. Attach the job description for each position identified in the worksheet below.

Salary Justification Table

Position/Title to be Funded	Full Time or Part Time	Name	Annual Salary Rate	Percentage Charged to Grant (%)	Cost to Grant

- D.7. Provide a justification for each position charged to the grant, including roles and responsibilities related to the proposed program.

JOB DESCRIPTIONS Attach job descriptions for each position to be charged partially or fully to the grant.

E. Financial Capacity/Leveraging

E.1. If the program/service is partially funded or not funded, will the program/service still 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, complete the below table including the source, type, amount, and documentation verifying these funds.

Funding Source	Amount	Funding Type

If the agency has any leverage funds, provide supporting documentation (i.e., award letters, grant agreements, donation receipts, etc.)

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

E.3. Complete the (CDBG/ESG/HOPWA) Annual Program Budget and Funds

☐ **Annual Program Budget and Funds Request *Required**

E.4. Provide a Budget Narrative explaining how the grant dollars will be used.

E.5. ESG Match Table (ESG Applicants ONLY)

F. Compliance and Auditing

F.1. During the past three grant years (October 1, 2020 – September 30, 2023), has the agency received any local, federal or state grant funds (\$25,000 or more)?

F.2. During the past three grant years (October 1, 2020 – September 30, 2023), 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, 2020 – September 30, 2023), 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.

G. Supporting Documents

The following documents need to be submitted with the RFP application (as applicable):

- Section 504 Self-Evaluation & Questionnaire*
- PSA RFP Self-Certification*
- Grant Specific Questionnaire (CDBG/ESG/HOPWA)*
- Annual Program Budget and Funds Request (CDBG/ESG/HOPWA)*
- Organizational Chart*
- Staff Resumes
- Job Descriptions
- Licenses/Certifications
- Annual Organization Budget*
- Board Outreach Plan/Policy
- Performance/Financial Reports
- Bank Statements*
- Form 990
- Form 1295 – Certificate of Interested Parties*
- Agency Official Logo
- Agency Program Pictures
- Intake Form/Application
- Fee Schedule (Child Care Agencies ONLY)

**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.) – <i>D.1</i>
Applicant has documented prior grants management experience; including City of Fort Worth, other local, state, and/or federal grants (10 pts.) – <i>F.1</i>
Agency provides a detailed plan to collect community/client feedback, including assessment/utilization of feedback (5 pts.) - <i>B.13</i>
Project Information (10 pts.)
Proposal identifies the population/area served and program location(s) (5 pts.) – <i>Pre-App 20.; B.4</i>
Describes need for the program, the services to be provided and schedule of work (5 pts.) – <i>D.2, D.3,</i>
Project Results (15 pts.)
Clear description of how program meets a Consolidated Action Plan goal (10 pts.) - <i>A.4, B.2</i>
Clearly defined objectives focusing on results and measurable outcomes vs. only program activities and numbers served. (5 pts.) – <i>B.2, B.3, B.13,</i>
Fiscal Capacity (30 pts.)
Clear plan for continuation of program without grant funds, including identification of funding sources that will replace grant funds (5 pts.) - <i>E.1, E.2</i>
Applicant maximizes financial, staff and volunteer resources and in-kind donations to provide services to clients (10 pts.) – <i>Pre-App 26., 27, E.2,</i>
Financial Sustainability/Capacity (15 pts.) – <i>E.1, E.2, E.3, E.4</i>
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.) <i>F.1, F.2, F.3</i>
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.) <i>F.1, F.2, F.3</i>
The applicant has demonstrated administrative and organizational capacity to implement the proposed program or continue the existing program. (15 pts.) <i>A.3, B.2, B.3, D.1, D.7, E.1, E.2</i>

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.