



**2024-2025**

**PUBLIC SERVICE AGENCIES REQUEST FOR PROPOSALS  
FREQUENTLY ASKED QUESTIONS (FAQs)**

- 1) Do the funding tiers refer to Fort Worth CDBG funding only?

*No, this applies to CDBG, ESG, and HOPWA funding.*

- 2) If the funding tiers refer to Fort Worth CDBG only, does it mean currently funded OR does it mean that it has been funded by Fort Worth CDBG ever in the history of the organization?

*It means funded in the past in the history of the organization; the intent is to assess relationship with the City of Fort Worth and working with the PSA funding.*

- 3) For organizations previously funded by a CDBG (Ft. Worth or other entities), do you mean 1-3 years consecutively for TIER II and 3+ years consecutively for TIER III, or do you mean cumulative but not consecutive?

*Consecutive*

- 4) Can you apply for more than one grant?

*Agencies can apply for one program/grant. For example 'ABC serves' can not apply for funding for two programs under one grant, however they can apply for funding for one grant, and another program under another grant*

- 5) What is a reimbursement grant?

*A reimbursement grant is a grant that is not paid up front before the program begins. The agency must have the funding on hand to run the program. For our CDBG, ESG, HOPWA grants- if awarded, agencies are required to submit monthly expense reports for reimbursement*

- 6) Is there a separate application for the Vanguard Award Program?

*The Vanguard Award pilot program does not require a separate application or additional requirements other than being an organization that has not been funded through the Public*

*Service Agencies Request for Proposal application. City staff will review all applications submitted and, based on the number of agencies meeting the requirements to recommend for funding, will select up to four agencies to recommend outside of those organizations recommended for a higher amount. The funding recommendations are based on the scoring system, but some that may score lower and are new organizations that have not been previously funded may be recommended for funding as a part of the pilot program. The intent is to provide a manageable funding amount to assess the ability of the organization to manage HUD grants.*

- 7) Does my nonprofit have to have a separate bank account from my church or business?

*Yes, all agencies must have a stand-alone bank account that is separate from church, businesses, or any other religious entity. Agencies must be able to show one year (January 2023-December 2023) of bank statements separate from the above-listed entities*

- 8) If my program covers several eligible activities, can I apply under them all?

*No, Neighborly will only allow you to select one eligible activity. It is up to the agency to decide which activity best suits the program they are applying for funding for*

- 9) We are interested in submitting a CDBG Proposal, and our client base includes low- and moderate-income residents of Fort Worth, southern Tarrant County, and Johnson County. Which of these clients would CDBG funding benefit?

*CDBG and ESG funding must provide services to clients in Tarrant County ONLY. HOPWA funding can be used to provide services to persons with HIV/AIDS living in Tarrant, Johnson, Parker, and Wise counties.*

- 10) In section C of the application, what does it mean by 'district'?

*This question is asking about what council district the board member lives in.*

- 11) In response to the number of clients served, is this the total number of people in the family or the total number of families?

*It is asking for the number of clients served based on the way the agency tracks this; indicate if is reporting number of households served or number of individuals served. Based on the services provided, indicate the number of persons that benefitted.*

- 12) When will we know our Pre-Application has been approved?

*Agencies will be notified by February 29, 2024, if their Pre-Application has been approved or denied*

- 13) In section B of the application, is it asking about how many clients were served with CDBG/ESG/HOPWA funding (as applicable)?

*No, This question is asking about the total number of clients served in the particular program you are applying under-regardless of the funding source*

- 14) Would you consider volunteers to be staff members?

*Yes. They are considered when we look at the organization's capacity to administer the program and manage grant funding.*

- 15) Is there still a match requirement for ESG?

*Yes, a match requirement is still required for ESG*

- 16) Does a new program have to be funded each year for each applicant? How do the funding tiers, and the question that asks about the plan for program continuation without funding relate?

*These are two separate, unrelated questions. The Tier thresholds are used as a guide for staff in making funding recommendations and are shared with applicants to manage expectations. The question that asks about the plan to continue the program without grant funding is asked because none of our grants will fund the entire program's budget.*