

**City of Fort Worth 2026-2027 Public Service Agency (PSA) Request for Proposals (RFP)
Frequently Asked Questions (FAQ)**

GENERAL INFORMATION

Q. When is the full application for the 2026-2027 PSA RFP due?

A. The full application for the 2026-2027 PSA RFP is due Friday, February 13th, 2026, at 11:59PM

Q. Is there a cost to apply to the 2026-2027 PSA RFP?

A. No. There is no fee to submit a pre-application or full application.

Q. Who is eligible to apply?

A. Eligible applicants include nonprofit organizations, faith-based organizations, and eligible units of local government that meet federal eligibility requirements and can provide services within the City of Fort Worth. Eligibility varies by funding source and is outlined in the RFP.

Note: To be eligible to submit a full application for the 2026-2027 PSA RFP

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

A. Programs that meet one or more of the City's Consolidated Plan goals are eligible. These include:

1. Housing Preservation and Rehabilitation
2. Accessibility Improvements
3. Child and Youth Services
4. Aging in Place
5. Economic Empowerment and Financial Resilience
6. Neighborhood Improvement and Revitalization
7. Homelessness Prevention and Special Needs Support
8. Healthy Living and Wellness
9. Affordable Housing

Q. What types of activities are eligible for funding through NSD-administered federal grants?

A. Eligible activities must align with federal regulations (CDBG, ESG, HOPWA), meet a national objective, primarily benefit low- to moderate-income persons, and align with City priorities. Applicants should review the RFP carefully to confirm eligibility.

Q. Why is so much information required in the application?

A. The City is required to collect detailed programmatic, financial, and organizational information to comply with United States federal regulations, evaluate capacity, ensure accountability, and make informed funding recommendations.

APPLICATION PROCESS & TIMELINE

Q. When does the application open?

A. The pre-application opens first. The full application is unlocked only after pre-application is saved, submitted, and received by the Neighborhood Services Department.

Q. How will I know if my pre-application is approved?

A. Applicants will receive an email notification once the pre-application is approved. At that time, the full application will become available in the system.

Q. Is there a single document that lists all eligibility requirements?

A. No. There is no single eligibility checklist. Applicants are responsible for reviewing the RFP in its entirety to ensure compliance with all requirements.

Q. What happens if I submit my application early but need to make a correction before the deadline?

A. Applicants should contact NSD staff as soon as possible prior to the deadline to request that the application be returned for edits.

Q. I accidentally started or submitted multiple applications. Can one be deleted?

A. NSD staff will only review complete and submitted applications. In the case that multiple applications are submitted please contact NSD staff with the relevant case ID(s) to request deletion of duplicate submitted applications.

DOCUMENTATION REQUIREMENTS

Q. Are staff resumes required this year?

A. No. Resumes of key program staff are optional for the 2026–2027 cycle. Uploading or not uploading resumes will not impact application scoring.

Q. If my agency is newly established and does not have prior-year financial records, is that acceptable?

A. No. Required bank statements for the specified period noted in the application must be considered for funding.

Q. What documentation is required for SAM.gov registration?

A. Applicants must provide proof of an active SAM.gov registration. If registration is pending at the time of pre-application submission, confirmation documentation may be uploaded temporarily; however, active registration is required prior to funding recommendation.

Q. Is Form 1295 required for both pre-application and full application?

A. Form 1295 is required only with the full application, not the pre-application.

Q. Are government entities required to submit Form 1295?

A. No. Local units of government are exempt from submitting Form 1295.

FUNDING STRUCTURE & REQUIREMENTS

Q. Is this a fixed fee-for-service model?

A. Yes. PSA awards operate under a performance-based, fixed fee-for-service reimbursement model.

Q. What happens if an agency does not meet its contracted performance goals?

A. Failure to meet performance goals may result in reduced reimbursement, corrective action, or impact future funding eligibility. The city may consider documented extenuating circumstances.

Q. What is the maximum percentage of total program costs that CDBG funds may cover?

A. There is no official “maximum percentage”, however, CDBG funds are generally intended for enhancing an entity’s current programming and/or operations. CDBG funds are not intended to be used as start-up capital as it is offered on a re-imbursement basis subject to disruptions and delays.

Q. Are there funding request limits or guidelines?

A. Recommended funding caps or benchmarks—if applicable—are outlined in the RFP. Requests should be reasonable, justified, and aligned with program scope and outcomes.

Q. Are there match requirements?

A. CDBG: No match required

HOPWA: No match required

ESG: 1:1 match required

FIRST-TIME APPLICANTS

Q. Who is considered a first-time applicant?

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

Q. If it has been five or more years since our agency was funded, are we considered a first-time applicant?

A. Yes.

BONUS POINTS

Q. What qualifies an applicant for bonus points for CDBG?

A. CDBG applicants that apply for funding under the following priorities will receive bonus points:

1. Accessibility Improvements
2. Aging in Place
3. Healthy Living and Wellness

PROGRAM-SPECIFIC CLARIFICATIONS

*Q. What does the “**” notation mean for Children and Youth Services?*

A. The “**” in the 26-27 PSA RFP PowerPoint next to “Children and Youth Services” notes that this is an area that is underperforming and may potentially warrant bonus points in future years.

Q. Are there restrictions on CDBG Matrix Codes for this application year?

A. “O5” is typically the matrix code that CDBG will cover but if you are unsure, please reach out to Alison Villasana at Alison.Villasana@fortworthtexas.gov for clarification if you believe your program might fall under an alternative matrix code.

REVIEW & EVALUATION

Q. Who reviews PSA applications?

A. Applications are reviewed by Neighborhood Services Department staff, City management, and the Community Development Council (CDC) before funding recommendations are made to City Council.

Q. How far back does agency performance history go?

A. Typically, three (3) years, when applicable.

Q. Do presentations count as part of the application?

A. Presentations are a part of the overall evaluation process and will contribute towards your application score.

Q. How much time will applicants have for presentations?

A. 2-3 minutes will be allotted for each presentation

SPECIAL CIRCUMSTANCES

Q. Can home-based or mobile agencies apply without a brick-and-mortar location?

A. No. Agencies must maintain a physical office location to demonstrate the ability to securely store and protect confidential client information and to provide requested programmatic and financial documentation in a timely manner. The City (and the federal government) must be able to conduct monitoring and audits as required by federal regulations, which necessitate access to records maintained at a fixed location.

Q. Where can supplemental documentation be submitted?

A. All documentation must be uploaded through the Neighborly application portal. Supplemental materials may be submitted in the “Supporting Documents” section in the Full application.