



January 10, 2019

TO: Providers of Services and Shelter to the Homeless in Tarrant County

FROM: Patricia Ward
Director, Tarrant County Community Development Division

RE: Request for Proposals and Request for Qualifications to the substantial amendment to the Consolidated Action Plan 2019 for the Emergency Solutions Grant (ESG)

Enclosed please find a **Request for Proposals (RFP) and Request for Qualifications (RFQ)** for homeless services organizations under the substantial amendment to the Consolidated Action Plan 2019 for the Emergency Solutions Grant (ESG). Tarrant County estimates receiving \$200,000 for program year 2019. For this RFP/RFQ, Tarrant County anticipates awarding up to \$125,000 for emergency shelter activities.

All proposals **must be received no later than 12:00 p.m. Monday, February 11, 2019.** Please deliver or mail **three (3) copies** of proposals to: Patricia Ward, Director, Tarrant County Community Development Division office, 1509-B South University, Suite 276, Fort Worth, Texas 76107.

Should you have any questions concerning this RFP/RFQ or Tarrant County's ESG program, in general, do not hesitate to call our office at 817-850-7940.

**REQUEST FOR PROPOSALS & REQUEST FOR QUALIFICATION
FOR THE
TARRANT COUNTY ACTION PLAN 2019
FOR THE EMERGENCY SOLUTIONS GRANT (ESG)**

January 10, 2019

Tarrant County Community Development Division (TCCDD) is now accepting proposals and qualifications from Tarrant County organizations for inclusion in the County's 2018 HUD Emergency Solutions Grant (ESG) Program. The Request for Proposals and Request for Qualifications process will commence on January 10, 2019 and end on February 11, 2019. **Proposals must be postmarked or hand-delivered no later than 12:00 p.m. Monday, February 11, 2019** to Tarrant County Community Development Division office, 1509-B South University, Suite 276, Fort Worth, Texas 76107.

INTRODUCTION

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

Tarrant County Community Development Division has the responsibility of making use of ESG funds, as part of implementing a "Continuum of Care" to address the issue of homelessness and to coordinate activities with other non-profit service providers and organizations. This Request for Proposal (RFP) seeks to solicit proposals that will improve the quality of existing emergency shelters for the homeless and provide certain essential and preventative services to eliminate homelessness.

Tarrant County estimates receiving \$200,000 for program year 2019 for the Emergency Solutions Grant (ESG), as authorized under The McKinney-Vento Homeless Assistance Act, as amended by S. 896 "The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009". For this Request for Proposal (RFP), Tarrant County anticipates awarding up to \$125,000 for *emergency shelter operations (utilities only)*.

Tarrant County will administer its ESG by contracting with local non-profit service providers who directly assist homeless individuals and families and persons at risk of becoming homeless.

ELIGIBLE ACTIVITIES

Tarrant County 2019 ESG funds can be allocated toward **Emergency Shelter operations costs**.

As defined in FR5474-1-01, subject to expenditure caps, **Emergency shelter** funds may be used for costs of providing essential services to homeless families and individuals and operating costs in emergency shelters. All emergency shelters must follow the HUD Equal Access to Housing final rule FR5359-F-02. **Allowable operational costs** may include utility and maintenance costs.

PROGRAM REQUIREMENTS

Coordination to assess the homeless and prevent homelessness will be provided by the Tarrant County Homeless Coalition’s centralized assessment system. Subrecipients must have active engagement and membership in the CoC to receive funding. Subrecipients must use HMIS and attend trainings to accurately enter data.

As the ESG program requires a 100% match, all proposals must indicate sources of match which will be in effect after the date of the grant award. Sources of match may include: 1) Cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary paid to staff to carry out the program; and 5) the value of the time and service contributed by volunteers to carry out the program.

To remain consistent with the Tarrant County-Fort Worth-Arlington CoC, Tarrant County Community Development Division will also follow Texas Department of Housing and Community Affairs (TDHCA) performance standards for emergency shelter. The following chart is from TDHCA.

Component	Persons to be Served	Outputs and Outcome Measures
<p>Emergency Shelter</p> <p>Emergency Shelter 24 CFR 576.102</p> <p>Essential Services 24 CFR 576.102 (a)(1)</p>	<p>Unduplicated number of persons housed in emergency shelters or served in day shelters:</p> <p>Unduplicated number of persons served with essential services:</p>	<p>1.4 Unduplicated number of persons exiting to temporary or transitional housing destinations as a result of receiving ESG emergency shelters and/or essential services:</p> <p>1.5 Unduplicated number of persons exiting to Permanent Housing destinations as a result of receiving ESG emergency shelters and/or essential services:</p> <p>1.6 Unduplicated number of persons receiving case management:</p>

Source: <http://www.tdhca.state.tx.us/housing-center/docs/SubstantialAmendment-2012Plan.pdf>

PROCESS OF MAKING AWARDS

Proposals will be reviewed by a Review Committee comprised of Public Administrator’s from each County Commissioner’s office within Tarrant County. On the basis of their review, the Review Committee will make recommendations on which applicants to fund and at what level. The review, approval, and program delivery steps are as follows:

1. Review of applications by Selection Committee.
2. Recommendations prepared for County Commissioner’s by Selection Committee.
3. Public Comments heard during Public Hearing for 2019 Action Plan during Commissioner’s Court for HUD funding (CDBG, HOME, and ESG).
4. Action Plan is submitted, reviewed and approved by County Commissioner’s with awards listed
5. Action Plan is submitted, reviewed and approved HUD with awards listed
6. Award Letters sent out to ESG sub-recipients.
7. Preparation of contracts for ESG awardees.
8. Approval of ESG funded contracts by County Judge.
9. Completion of deliverables by awardees – must be during the 2019 program year.

The process for reviewing ESG proposals is designed to increase efficiency and standardize the evaluation of proposals. TCCDD intends to ensure transparency and the delivery of unbiased recommendations to the County Commissioner’s for approval of awards to the selected public, private, and nonprofit agencies. New applicants and those organizations that have previously been funded are encouraged to apply.

CONTENTS OF THE PROPOSAL

To receive full consideration for funding, please submit **three paper copies** of the proposal in the format described below. The proposals are to be typed (in no smaller than number 12 Times New Roman font), on 8-1/2 x 11 paper, with pages collated, numbered and stapled. Printing double sided is preferable. All proposals must contain the following elements:

ESG PROPOSAL CHECKLIST:

- _____ 1. IDENTIFICATION OF APPLICANT: Agency Name, contact name, address, email, phone number, DUNS Number and qualifications of the non-profit contractor responsible for delivery of services; qualifications should include a brief history of experience and expertise in providing services to the homeless or at-risk populations;
- _____ 2. MISSION: Organization's mission statement or goals and objectives;
- _____ 3. PROPOSAL NARRATIVE: A detailed narrative describing your program that will address the needs of the homeless that will be served directly through the use of Emergency Solutions Grant Funds;

- _____ 4. TIME LINE: A time-line for the expenditure of funds and a projection of the number of individuals to be assisted either directly or indirectly as well as a brief demographic description of the clients and/or specific sub-populations to be served by the proposed funding, and;
- _____ 5. STAFFING: Identification of the agency's current principals including the current Board of Directors, Officers, administrators, and senior staff;
- _____ 6. CoC COORDINATED ENTRY PARTICIPATION: A description of how the organization functions within the CoC Coordinated Entry System;
- _____ 7. HOUSING FIRST: A description of how the organization utilizes or relates to the Housing First approach to services;
- _____ 8. BUDGET: A spreadsheet/table of all sources of agency funding, the amount of funds requested and 100% non-ESG match sources. Program income is to be used as a match, rather than being treated as an addition to the ESG grant, because of the sizable matching requirement;
- _____ 9. CAPACITY: An overview of the current general service delivery system, including current capacity, and specific services provided;
- _____ 10. HMIS: The most current "Staff Account Activation Report" from the ETO system. If you are not currently using HMIS then you must include a statement expressing your intended participation (*Domestic violence shelters **must** submit an alternative letter from the Fort Worth/Arlington/Tarrant County Continuum of Care Planning Council showing proof of essential data elements collection has been conducted as required by HUD.*
- _____ 11. DISCHARGE PLANNING: An established discharge policy and procedures to assure clients are not released or exited into homelessness or into another McKinney-Vento funded program; and/or 2) established procedures to link clients to housing and other resources necessary to address barriers to self-sufficiency.

Agency staff must be available to discuss proposals in person with Community Development Division staff, if requested, during the RFP evaluation process.

CONTRACTUAL OBLIGATIONS

Selected sub recipients must be prepared to meet the following conditions and enter into a final contract containing these provisions:

1. Selected sub recipients shall certify that their insurance coverage, including liability, errors and omission and workers' compensation is in accordance with

- Texas law and that such coverage will remain in effect throughout the period of the proposed contractual agreement.
2. Selected sub recipients shall agree to maintain financial records in accordance with Generally Accepted Accounting Principles, so as to substantiate all expenditures made in connection with this proposal and/or any subsequent contract.
 3. Selected sub recipients shall certify that they will comply with all federal and state laws applicable to employment and that services will be rendered without invidious discrimination.
 4. Selected sub recipients shall agree to comply with all applicable federal, state and local statutes, regulations and procedures with respect to project development, administration and reporting, including but not limited to 24 CFR Part 576, Final Rule.
 5. Selected sub recipients shall certify that they have an internal Conflict of Interest Policy governing daily operations and activities and will adhere to 24 CFR 576.57 (d). In addition to the conflict of interest requirements in OMB Circulars A-102 and A-110, no person— (1)(i) Who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, State recipient, or nonprofit recipient (or of any designated public agency) that receives emergency solutions grant amounts and (ii) Who exercises or has exercised any functions or responsibilities with respect to assisted activities, or (2) Who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in § 570.611 (d) and (e) of this chapter.

SELECTION CRITERIA

All proposals will be evaluated by the Tarrant County Community Development Division on the basis of the following criteria:

Scoring of RFPs: **100 Points Total**

Capacity: Evidence of successful agency performance in implementing past ESG, or other similar projects by indicating the numbers of individuals served in the past 24 months and types of services provided. **20 points**

Need: Level of demonstrated need for agency services/shelter by indicating the number and, if applicable, subpopulation of homeless persons to be assisted by the program (e.g., Victims of Domestic Violence). **10 points**

Benefit: Points will be given based on activities and the number of persons served. **10 points**

Collaboration: Points will be given for a demonstration of collaboration in service delivery through documented evidence, including thorough description of verifiable organizational partnerships and/or contractual agreements in the proposal. Maximum points will be awarded for three or more such collaborations. **10 points**

Timeliness: Agency effectiveness at expending funds in a timely manner. **15 points**

Priorities: Conformance with the priorities set forth in the Tarrant County Consolidated Plan and the purposes of the Tarrant County ESG program. **10 points**

HMIS: Agency must have an established protocol for entry and maintenance of universal data elements for homeless clients into the Fort Worth / Arlington / Tarrant Area Continuum of Care HMIS system. In the case of domestic violence shelters, agency must demonstrate that HMIS required data is collected, aggregated, and reported on a regular basis. **15 points**

Discharge Planning: Agency must submit a copy of either: an established discharge policy and procedures to assure clients are not released or exited into homelessness or into another McKinney-Vento funded program; and/or 2) established procedures to link clients to housing and other resources necessary to address barriers to self-sufficiency. **10 points**

ADDITIONAL INFORMATION

Submission of proposals from all qualified organizations is encouraged. Tarrant County reserves the right to fund a portion of a proposal/project or any part thereof. Tarrant County also reserves the right to reject any and all proposals. The deadline for submitting proposals is **12:00 p.m. Monday, February 11, 2019** to the following address:

Tarrant County Community Development
Attn: Patricia Ward
1509-B S. University Drive, Suite 276
Fort Worth, Texas 76107

Proposals arriving past the deadline will not be considered for the funding. Any questions about this RFP/RFQ or any related matter should be directed to Patricia Ward, Community Development Director at (817) 850-7940.