January 6, 2012

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 to the substantial amendment to the Consolidated Action Plan 2011 for the Emergency Solutions Grant (ESG)

Enclosed please find a **Request for Proposals (RFP)** for homeless services organizations under the substantial amendment to the Consolidated Action Plan 2011 for the Emergency Solutions Grant (ESG). The county's allocation for the second round of 2011 funding is $66,691.00. Tarrant County anticipates awarding up to $57,000 in homeless prevention activities and rapid re-housing activities.

All proposals **must be received no later than 4:00 p.m. Thursday, February 9, 2012**. Please deliver or mail 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 or Tarrant County's ESG program, in general, do not hesitate to call our office at 817-850-7940.

REQUEST FOR PROPOSALS AND REQUEST FOR QUALIFICATIONS FOR THE TARRANT COUNTY SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED ACTION PLAN 2011 FOR THE EMERGENCY SOLUTIONS GRANT (ESG)

January 6, 2012

INTRODUCTION

Tarrant County will receive $66,691.00 under a substantial amendment to the Consolidated Action Plan 2011 for the Emergency Solutions Grant (ESG), as authorized under Title XII of Division B, the "Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009" ("HEARTH Act"), amending Title IV of McKinney-Vento, and making additional amendments to Titles I and II, and does not amend Titles III, V, or VI. For this Request for Proposal (RFP), approximately **$57,000** of substantial amendment to the Consolidated Action Plan 2011 for the ESG will be available to fund eligible financial assistance, housing relocation and stabilization services for the homeless and to non-profit service providers for homeless prevention activities and data collection and evaluation for the program.

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.

As defined in FR-5474-1-01, **homelessness prevention** is available to persons below 30% AMI, homeless or at risk of becoming homeless. Prevention includes short-term rental assistance (up to 3 months) and medium –term rental assistance (3- 24 months) to prevent an individual or family from becoming homeless and/or to help an individual or family regain stability in current housing or other permanent housing. **Rapid re-housing services** are available for to those who are literally homeless and can be used to help a homeless individual or family move into permanent housing and achieve housing stability. Allowable activities for both homelessness prevention and rapid re-housing components may be viewed in the scope of services section of this RFP.

The Tarrant County Commissioners Court intends to expend these funds through contracts with selected agencies which provide eligible services to homeless individuals and families in Tarrant County. Activities undertaken by selected contractors must be consistent with the most recent Tarrant County Consolidated Plan. The Tarrant County Community Development Division will evaluate all proposals submitted under this RFP and make funding recommendations to Commissioners Court. All contractors and/or agencies responding to this RFP must submit their proposals no later than **4:00 p.m. Thursday, February 9, 2012.**

SCOPE OF SERVICES

Selected contractors will either assist persons who are below 30% AMI and/or persons who are homeless or at risk of becoming homeless in **homelessness prevention** or persons who are literally homeless and assist them through **rapid re-housing.** Each component may provide short and/or medium term *financial* rental assistance and/or provide *housing relocation and stabilization services* to provide case management for the arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Selected contractors must have the administrative capacity to provide the services described in their proposals and to meet all contractual obligations as set out in this RFP.

ELIGIBLE ACTIVITIES

As defined in FR-5474-1-01, Tarrant County's second round of ESG funding for PY2011 will focus on homelessness prevention and rapid re-housing due to spending caps met on street outreach and emergency shelter services combined for PY2011. ESG funds can be allocated toward **homelessness prevention activities** OR **rapid re-housing activities** to pay housing owners, utility companies, and other third parties for the following financial assistance and services costs. ***Allowable Financial Assistance costs***: 1) Rental application fees (2 maximum); 2) Security deposits that is equal to no more than 1 month's rent; 3) Last month's rent at the same time as the security deposit and the first month's rent; 4) Utility deposits; 5) Utility payments for up to 24 months, including up to 6 months of utility payments in arrears, per service. . Homelessness prevention assistance may not be used to help pay mortgage costs. ***Allowable Services costs:*** 1) Housing search and placement; 2) Housing stability case management;

As defined in FR-5474-1-01, ESG funds can be allocated toward **homelessness prevention activities** OR **rapid re-housing activities** to pay for tenant-based or project-based short term and/or medium term rental assistance. Short-term and/or medium-term rental assistance is allowable whereby up to 24 months of rental assistance during any 3-year period is permitted to eligible participants. ***Allowable rental assistance costs*****:** 1) Short-term rental assistance is assistance for up to 3 months of rent; 2) Medium-term rental is assistance for more than 3 months, but not more than 24 months of rent; 3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears. Standards for short/medium –term rental assistance for both homelessness prevention and rapid re-housing include FMR limitations, rent reasonableness, minimum habitability standards, rental assistance agreement and lease between the property manager and tenant AND owner or property and agency with sub-grant. This must be a third party lease. Rental assistance is NOT available to households receiving rental assistance from another public source for same time period (except for the one-time payment of up to 6 months of arrears).

CONTENTS OF THE PROPOSAL

To receive full consideration for funding, please submit **three paper copies and one electronic copy in Microsoft Word** format 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. All proposals must contain the following elements:

ESG PROPOSAL CHECKLIST:

_____ 1. IDENTIFICATION OF APPLICANT: Name, address, 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 rapid re-housing or homeless prevention 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 COLLABORATIONS: A description of all affiliations with sponsoring organizations or agencies, including, but not limited to, affiliations with religious organizations;

_____ 7. BUDGET: A spreadsheet/table of all sources of agency funding and the amount of funds requested. 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.

_____ 8. CAPACITY: An overview of the current general service delivery system, including current capacity, and specific services provided;

_____ 9. HMIS: The most current "Staff Account Activation Report" from the ETO system. If you are not currently using HMIS than you must include a statement expressing your intended participation (*Domestic violence shelters may 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.*

_____ 10. 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 contractors must be prepared to meet the following conditions and enter into a final contract containing these provisions:

1. Selected contractors 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 contractors 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 contractors 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 contractors 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.

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: 1. 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: 2. 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). **20 points**

Timeliness: 3. Agency effectiveness at expending funds in a timely manner. **15 points**

Priorities: 4. Conformance with the priorities set forth in the Tarrant County Consolidated Plan and the purposes of the Tarrant County ESG program. **20 points**

HMIS: 5. 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:

6. 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 **4:00 p.m. Thursday, February 9, 2012** 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 or any related matter should be directed to Patricia Ward, Community Development Director at (817) 850-7940.