



**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
For CDBG-CV eligible activities that serve low- to moderate income persons  
that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

**TARRANT COUNTY: COMMUNITY DEVELOPMENT BLOCK GRANT – CARE’S ACT (CDBG-CV)**

In response to combating the effects of COVID-19, the U.S. Department of Housing and Urban Development (HUD) allocated special Community Development Block Grant (CDBG) funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Tarrant County, TX will receive a total of \$ 6,430,388 in Community Development Block Grant – Care’s Act (CDBG-CV) Entitlement funds to be used to prevent, prepare for and respond to COVID-19.

**Eligible Applicants:** Applicants must be a non-profit 501(C) (3) charitable organization that has been active for at least one full year and have an active DUNS #. Assisted facilities owned by non-profit must be open to the public during normal working hours per regulations under CDBG. (Only responses with a unique DUNS number will be accepted.) All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

**Application Deadline:** The application period for the Tarrant County CDBG-CV grant begins **November 16, 2020**. All applications must be submitted by **Wednesday, December 23, 2020 at noon 12:00 p.m. CST**. Applications submitted after the deadline, will not be considered for funding in this round.

**Project Deadline:** All projects and programs must be completed before June 30, 2022

**Geography served:** Persons served in the program may ONLY live in unincorporated Tarrant County and consortium cities – Azle, Bedford, Benbrook, Blue Mound, Burleson, Colleyville, Crowley, Dalworthington Gardens, Euless, Everman, Forest Hill, Grapevine, Haltom City, Haslet, Hurst, Keller, Kennedale, Lakeside, Lake Worth, Mansfield, North Richland Hills, Pantego, Richland Hills, River Oaks, Saginaw, Sansom Park, Southlake, Watauga, Westworth Village, and White Settlement. **Service to residents in the Cities of Arlington, Fort Worth and Grand Prairie are NOT Eligible.**

**Potential Award:** Maximum award per program is \$250,000. Provided ONLY through monthly reimbursement. NOTE: Under 24 CFR 570.201(g), CDBG funds may be used to pay the non-Federal share of a Federal grant-in-aid program, provided that the activities funded are otherwise eligible for CDBG assistance and comply with CDBG requirements. *Do not use CDBG-CV funds to replace local or state monies to fund essential services typically offered by the local government entity.*

**Program objectives:** ALL CDBG-CV funds must benefit persons of low- and moderate-income with COVID-19 related issues.

**NO DUPLICATION OF BENEFITS** (A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.) Practically, CDBG-CV funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the awardee must repay all funds awarded.



**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
For CDBG-CV eligible activities that serve low- to moderate income persons that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

**DESCRIPTION OF CDBG-CV FUNDS**

The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19). In order to qualify for CDBG-CV funds, a **project or program must benefit low-and moderate income persons per 24 CFR 570 and MUST be a service that prevents, prepares for or responds to COVID-19.** Income qualification may occur under “Limited Clientele” OR “Area Benefit” category.

**Eligible CDBG-CV Activities:** Funds MUST prevent, prepare and respond to COVID-19 to eligible persons. They include, but are not limited to...

- Child care services (staff, broadband service, PPE, food program, etc)
- Health care (transportation, telehealth visits, mental health, broadband service, etc)
- Education programs (to prevent, prepare and respond to COVID-19)
- Services for senior citizens (food program, transportation, telehealth, etc)
- Services for homeless persons (please refer to Tarrant County ESG-CV program)
- Public Facilities and Infrastructure improvements to respond to COVID-19 (Senior’s centers, parks, Schools, group homes, nursing homes, etc)



CDBG funds may be used to pay for labor, supplies, and material to operate and/or maintain the portion of a facility in which the public service is located.

**Ineligible CDBG Activities:** The general rule is that any activity not specifically identified as eligible is considered ineligible. Listed below are specific activities, which are ineligible:

- New housing construction.
- Building used predominantly for the general conduct of government (except for removal of architectural barriers) and other general government expenses.
- Political activities.
- Purchase of furnishings, motor vehicles and equipment.
- Operating costs associated with public facilities or improvements are ineligible unless part of a CDBG-assisted public service activity.
- Income payments.
- Improvement to buildings used for religious activities.

CDBG-CV funded public service activities are typically categorized under the LMI Benefit National Objective as either Area Benefit or Limited Clientele activities. To qualify a program, either category must be established and met.



**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
 For CDBG-CV eligible activities that serve low- to moderate income persons that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

**Low- and Moderate- Income Guidelines**

Activity participants must meet low or moderate-income guidelines as determined by HUD for the Fort Worth – Arlington metropolitan statistical area (MSA), or Tarrant County, TX. Low-Moderate Income Persons are defined as households under 80% of Area Median Income. HUD provides limits annually for Tarrant County, TX

Tarrant County, TX	Persons in family							
	1	2	3	4	5	6	7	8
Extremely Low (30%)	17,150	19,600	22,050	<b>24,450</b>	26,450	28,400	30,350	32,300
Very Low (50%)	28,550	32,600	36,700	<b>40,750</b>	44,050	47,300	50,550	53,800
Very low (60%)	34,260	39,120	44,040	<b>48,900</b>	52,860	56,760	60,660	64,560
Low (80%)	45,650	52,200	58,700	<b>65,200</b>	70,450	75,650	80,850	86,100

Effective July 1, 2020

The activity must benefit clientele in one of the following program scenarios under limited clientele or area benefit criteria

1. Information on family size and income must be provided that shows that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or
2. The activity must have income eligibility requirements which limit the activity exclusively to low and moderate income persons; or
3. Generally presumed to be persons of principally low and moderate incomes. The following groups are presumed by HUD to meet this criterion: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, migrant farm workers, persons with intellectual or developmental disabilities, and persons living with HIV/AIDS; or,
4. The activity must be of such a nature, and be in such a location, that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.
5. Service must be offered to **all** residents of an area where at least 51 percent of the residents are Low to Moderate Income (LMI).

**Limited Clientele criteria** benefit a specific targeted group of persons of which at least 51 percent must be LMI.

- Serve at least 51 percent LMI, as evidenced by documentation and data concerning beneficiary family size and income. Data on each person served must be collected and provided monthly and quarterly to show that at least 51% of clients served are low-moderate income persons;
- Have income-eligibility requirements which limit the service to persons meeting the LMI income requirement, as evidenced by the administering agency's procedures, intake/application forms, income limits, and other sources of documentation. By program design, only low-moderate income persons will be served; however data will be collected and provided;



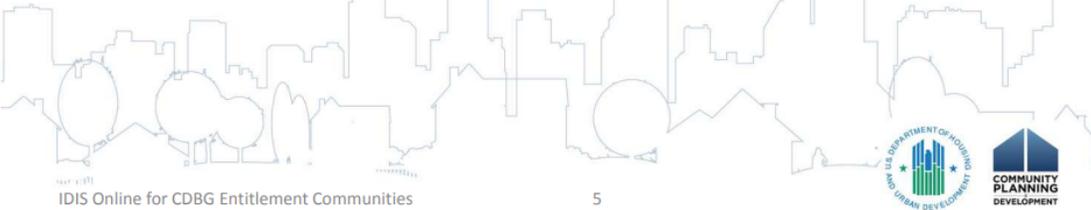
**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
 For CDBG-CV eligible activities that serve low- to moderate income persons that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

- Serve a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons (62+), severely disabled adults\*, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers. Presumption permits certain CDBG activities to be carried out without documentation being required on family income. **Please be aware that any improvements to a public facility under the limited clientele classification will require proof of qualification provided to the planner for each year for 5 years after completion of the activity if citizens are less than 62 years.;** or
- Be of such a nature and in a location that it may be concluded that the activity’s clientele are LMI. Due to the nature of the program and location in which it is offered, documentation would not be required.

\*Persons are classified as having a severe disability if they: (a) used a wheelchair or had used another special aid for 6 months or longer; (b) were unable to perform one or more functional activities or needed assistance with an Activity of Daily Living or Instrumental Activity of Daily Living; (c) were prevented from working at a job or doing housework; or (d) had a condition including autism, cerebral palsy, Alzheimer's disease, senility, or mental retardation. Finally persons who are under 65 years of age and who are covered by Medicare or receive SSI are considered to have a disability (and a severe disability). Functional activities include seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. Activities of daily living include getting around inside the house, getting in and out of bed or a chair, bathing, dressing, eating, and toileting. Instrumental Activities of Daily Living include going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

## Presumed Benefit Categories

Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	Senior center – Mod Income Not center based – Low income





**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
 For CDBG-CV eligible activities that serve low- to moderate income persons that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

**Area Benefit criteria**, where the public service must be offered to **all** residents of an area where at least 51 percent of the residents are Low to Moderate Income (LMI). The area must be clearly delineated and must be primarily (70%) residential.

- To document qualification of public service activities under this objective:
  - Maintain records of the boundaries of the service area;
  - Document that the area is primarily residential (e.g., zoning map); and
  - Document the income characteristics of households in the service area (i.e., Census data/American Community Survey data).

ISSUE FOR CONSIDERATION	IF AN AREA BENEFIT ACTIVITY	IF A LIMITED CLIENTELE ACTIVITY
Who will the service be provided to?	All residents of a LMI area (i.e., area with at least 51% LMI residents)	A limited group of persons, either LMI or presumed to be LMI,
Where will the service be provided	In a particular neighborhood. At least 70% residential	Within Tarrant County, <b>outside</b> of Cities of Arlington, Fort Worth and Grand Prairie.
What are the income levels in the area where the service will be delivered?	At least 51% LMI residents in area	Not applicable; eligibility is based on clients served where at least 51% are LMI

**When deciding on programs and eligibility, use the following to help guide.**

**Key Questions to ask yourself:**

- (1) What is the existing condition impacted by COVID-19 that needs a response? It must prevent, prepare for or respond to COVID-19,
- (2) Does the condition pose a serious and immediate threat to the health or welfare of the community that is of recent origin or that recently became urgent?
- (3) Are other funds available to finance the activity on its own?

**All CDBG-CV activities must be used to prevent, prepare for, or respond to coronavirus.** Awardees should consider both direct and indirect effects. Direct effects includes specific costs that were born completely from responding to coronavirus, such as acquiring or rehabilitating a building to create safe spaces for individuals to quarantine or isolate. Indirect effects look more broadly at the overall impact that coronavirus has had on the local economic and housing markets. This could include providing short-term rental assistance to households that were adversely impacted by COVID-19.



**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
For CDBG-CV eligible activities that serve low- to moderate income persons  
that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

## **AWARD AND PROGRAM REQUIREMENTS**

1. **Award Announcement:** An email and award letter will be sent by mid-January 2021 informing applicants of status of submission. More questions from Tarrant County may be asked prior to the announcement; therefore the contact person(s) should be available and clearly defined in the RFP submission.
2. **Contracts** will be sent and processed in January 2021, but costs incurred may begin January 1, 2021. Due to the nature of these funds, contracts will end June 30, 2022. After assessment of program need and conditions of COVID-19 by November 30, 2021, contracts may be extended depending on availability of funds.
3. **Mandatory Training** will occur prior to the start of any program to ensure program compliance is explained and understood.
4. **Reporting Requirements**
  - Invoicing for reimbursement shall be submitted monthly by the 10<sup>th</sup> with all documentation and information on persons served included.
  - Quarterly Reporting due on the 15<sup>th</sup> of April, July, October, and January.
  - Grant Close out report is required with the last invoice request.
  - On-site monitoring may occur at any given period.



**TARRANT COUNTY, TEXAS: Request for Proposals (RFP)**  
 For CDBG-CV eligible activities that serve low- to moderate income persons that prevent, prepare for and respond to issues created by the COVID-19 Pandemic

**CHECKLIST OF CONTENTS FOR PROPOSAL**

	Page Found	Contents of Proposals
<input type="checkbox"/>	Front Cover	Agency Name, Main address, Contact Name, email and phone number
<input type="checkbox"/>	<Insert page #>	Full Address of location of service AND (potential) map of location of services
<input type="checkbox"/>	<Insert page #>	DUNS #
<input type="checkbox"/>	<Insert page #>	Description of agency in general. Include goals of agency, organization chart, how long the agency has been in existence and a list of programs provided. Provide most recent financial statement.
<input type="checkbox"/>	<Insert page #>	Description of Project. Please describe your program in detail and how it relates to response of COVID-19. Explain how this program has been an addition to your regular programming. If created under Corona Relief Funds through the US Treasury, please elaborate. Include job descriptions for positions that CDBG-CV will fund, if applicable.
<input type="checkbox"/>	<Insert page #>	Describe the type of persons served and the location of service. If Area Benefit, must provide delineated map indicating Census Block Group. If Limited Clientele, method used to ensure people served are eligible. NOTE: Area Benefit criteria must be in 70% residential area. Use HUD's mapping tool and print off map <a href="https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd">https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd</a>
<input type="checkbox"/>	<Insert page #>	If using Limited Clientele as eligibility, include samples of forms that would be submitted monthly and quarterly, if applicable.
<input type="checkbox"/>	<Insert page #>	Detailed Budget for January 2021 to June 30, 2022. Must show line item costs related to COVID-19 service. Funds requested can NOT supplant other local, state or federal funds for the same program.
<input type="checkbox"/>	<Insert page #>	Duplication of Benefits: To ensure CDBG-CV funds are not a duplication of benefits, explain if this is a new program or existing program and show the other additional funding sources to manage this program, if applicable. Provide reason as to why other federal resources are not being used if receiving.

**PLEASE INCLUDE THIS CHECKLIST ON THE FRONT PAGE OF YOUR SUBMISSION.**

**SUBMISSION AND TARRANT COUNTY CONTACT**

**Submission deadline** is December 23, 2020 at noon 12:00 p.m. CST

**Email submission** to Susan Au [SAu@TarrantCounty.com](mailto:SAu@TarrantCounty.com) , **PLEASE SEND A FOLLOW UP EMAIL THE FOLLOWING WEEK IF YOU HAVE NOT RECEIVED A CONFIRMATION EMAIL OF RECEIPT.** You may also mail the proposal...

**Contact:** Susan Au, [SAu@TarrantCounty.com](mailto:SAu@TarrantCounty.com) (817) 850-7940  
 1509 B South University Drive, Suite 276, Fort Worth, Texas 76107