



November 18, 2020

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

FROM: Patricia Ward
Director, Tarrant County Community Development Division

RE: Request for Proposals and Request for Qualifications for the 2020 ESG-CV II -
Emergency Solutions Grant additional funding through the Coronavirus Aid,
Relief, and Economic Security (CARES) Act.

Enclosed please find a **Request for Proposals (RFP) and Request for Qualifications (RFQ)** for homeless services organizations 2020 ESG-CV II - Emergency Solutions Grant additional funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. For this RFP/RFQ, Tarrant County anticipates awarding up to \$2,000,000 for emergency shelter and street outreach activities.

All proposals **must be received no later than 12:00 p.m. Thursday, December 3, 2020.** Please deliver or mail **three (3) copies** of proposals to: Patricia Ward, Director, Tarrant County Community Development 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-CV II program, in general, do not hesitate to call our office at 817-850-7940.

**REQUEST FOR PROPOSALS & REQUEST FOR QUALIFICATION
FOR THE
TARRANT COUNTY 2020 ESG-CV II
EMERGENCY SOLUTIONS GRANT ADDITIONAL FUNDING THROUGH THE
CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT**

November 18, 2020

Tarrant County Community Development (TCCD) is now accepting proposals and qualifications from Tarrant County organizations for inclusion in the County's 2020 HUD ESG-CV II Program expansion through the CARES Act. The Request for Proposals and Request for Qualifications process will commence on November 18, 2020 and end on December 3, 2020. **Proposals must be postmarked or hand-delivered no later than 12:00 p.m. Thursday, December 3, 2020** to Tarrant County Community Development 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-CV) 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-CV II 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 received additional Emergency Solutions Grant (ESG-CV II) funds, made available specifically to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance, and to provide additional assistance and homelessness prevention activities to mitigate the impact of COVID-19.

For this Request for Proposal (RFP), Tarrant County anticipates awarding up to \$2,000,000 for *emergency shelter operations and essential services as well as street outreach related to COVID-19 response only*. For additional guidance on ESG-CV II funds, see the HUD website at: <https://www.hud.gov/coronavirus> and Tarrant Area Continuum of Care at: <https://ahomewithhope.org/education/coronavirus-resources/>.

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

ELIGIBLE ACTIVITIES

Tarrant County 2020 ESG-CV II funds can be allocated toward **emergency shelter operations and essential services as well as street outreach as related to the COVID-19 response.**

The funds are not subject to the spending cap on emergency shelter under 24 CFR 576.100(b)(1), and 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.

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.

Please note, the ESG-CV II program requires **NO** match.

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 and street outreach. The following chart is from TDHCA.

Component	Persons to be Served	Outputs and Outcome Measures
<p>Emergency Shelter</p> <p>Shelter Operations 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>
<p>Street Outreach</p> <p>Engagement 24 CFR 576.101(a)(1)</p> <p>Case Management 24 CFR 576.101(a)(2)</p>	<p>Unduplicated number of persons living on the streets who are engaged through repeated contacts and delivery of basic services:</p> <p>Unduplicated number of persons served with case management:</p>	<p>1.1 Unduplicated number of persons placed in temporary or transitional housing destinations or permanent housing destinations* as a result of street outreach assistance:</p> <p>1.2 Unduplicated number of persons with more non-cash benefits at program exit than at program entry, as a result of street outreach assistance:</p> <p>1.3 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 Administrators from each County Commissioners 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. Contracts will be approved by the County Commissioners.

The process for reviewing ESG-CV II proposals is designed to increase efficiency and standardize the evaluation of proposals. TCCD intends to ensure transparency and the delivery of unbiased recommendations to the County Commissioners for approval of awards to the selected public, private, and nonprofit agencies.

CONTENTS OF THE PROPOSAL

To receive full consideration for funding, please submit **three paper copies** of the proposal in the format described below. The proposal is 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-CV II PROPOSAL CHECKLIST:

- _____ 1. IDENTIFICATION OF APPLICANT:
 - i. Organization
 - ii. Primary Contact Name/Phone/Email
 - iii. Program Name (if any)
 - iv. Address
 - v. DUNS Number

- _____ 2. POPULATION AND NUMBER TO BE SERVED: Describe who will be served with CARES Act ESG-CV II funds, including the planned number of unduplicated adults and children.

- _____ 3. PROCESS: Describe your intake and eligibility process, and use of HMIS (or comparable system) to track client data, including measures to keep clients safe during intake.

- _____ 4. ACTIVITIES AND SERVICES: Describe what specific activities and services will be provided to persons and households experiencing homelessness or at most risk for homelessness during the COVID-19 pandemic to ensure safety and prevent the spread of the virus.

- _____ 5. ENHANCEMENT: How do these services complement and enhance your existing services?

- _____ 6. COORDINATION: How will these services be provided in coordination with the Tarrant Area Continuum of Care and other homeless service providers across the continuum?

- _____ 7. **TIMELINE:** What is the timetable for providing these services over the next year?
- _____ 8. **AVAILABILITY:** Describe where and when services will be offered for this program.
- _____ 9. **BUDGET:** Provide a budget narrative that describes how ESG-CV II funds will be used, based on your line item budget.
- _____ 10. **NON-DUPLICATION:** Describe other funding sources available for this service and how you will ensure that Tarrant County ESG-CV II funds fill a gap in need and not duplicate other available resources.
- _____ 11. **OTHER FUNDING:** If you are currently seeking or have commitments of funding from other sources to provide these services, provide the status, date applied for, awarded, pending, and amount.

Agency staff must be available to discuss proposals in person with Community Development 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 576.404 in addition to the conflict of interest requirements in 2 CFR part 200.

SELECTION CRITERIA

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

Scoring of RFPs: 100 Points Total

Population & Number to be Served: Points will be given based on the number of people to be served and the subpopulation specified. **10 points**

Process: Points will be given based on procedures to ensure accuracy of data collection while also providing quick access and safety protocols to prevent the spread of COVID-19. 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**

Activities and Services: Points will be given based on additional activities and services related to COVID-19 response. Points will be given based off to what extent additional COVID-19 services will complement and enhance existing services. **15 points**

Coordination: 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 collaborations with 3 or more medical providers to assist with COVID-19 response. **20 points**

Timeline: Points will be given for timely planned expenditure of funds to address the COVID-19 response. **10 points**

Availability: Points will be awarded based off the flexibility and availability of services related to COVID-19 response throughout the day as well as unique populations or geographic areas within Tarrant County to be served. **15 points**

Financial: Points will be based off the budgeted need due to COVID-19 response, reported efforts to meet the emergency need with unique sources, and non-duplication of services. **15 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. Thursday, December 3, 2020** 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.