



November 18, 2020

TO: Providers of Shelter to the Homeless in Tarrant County

FROM: Patricia Ward
Director, Tarrant County Community Development Division

RE: Request for Proposals 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)** 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 \$700,000 for emergency shelter rehabilitation.

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 or Tarrant County's ESG-CV II program, in general, do not hesitate to call our office at 817-850-7940.

**REQUEST FOR PROPOSALS
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 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 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) 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.

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 \$700,000 for *emergency shelter rehabilitation projects addressing increased air quality and flow 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 non-profit service providers who directly shelter homeless individuals and families experiencing homelessness and local HVAC professionals.

ELIGIBLE ACTIVITIES

Tarrant County 2020 ESG-CV II funds can be allocated toward **Emergency Shelter rehabilitation costs as related to the COVID-19 response. This project is limited to addressing air quality and flow in existing shelters.**

The funds are not subject to the spending cap on emergency shelter under 24 CFR 576.100(b)(1), and may be used for rehabilitation 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. 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>Unduplicated number of persons housed in emergency shelters or served in day shelters:</p>	<p>1.4 Unduplicated number of persons exiting to temporary or transitional housing destinations as a result of receiving ESG emergency shelter:</p> <p>1.5 Unduplicated number of persons exiting to Permanent Housing destinations as a result of receiving ESG emergency shelter:</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.

CONTRACTUAL OBLIGATIONS

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

1. Selected project 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 project 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 project 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 project 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 project 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.

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 be submitted on the following form:

ESG-CV II PROPOSAL FORM

Organization Name: _____

Proposal Contact Name: _____

Phone & Email: _____

Facilities Contact Name: _____

Phone & Email: _____

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

Organization Address: _____

City, State, Zip: _____

DUNS Number: _____

Previous ESG Awardee? YES NO

Utilize HMIS? YES NO

Participate in TCHC? YES NO

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.

Describe your current HVAC preventative maintenance plan:

ATTACH your agency's annual budget and highlight line items associated with HVAC expense.

Please submit the following for each building used by your agency for emergency shelter:

Building #1

Name of Building: _____

Building Physical Address: _____

Location: Fort Worth Arlington Greater Tarrant County
(Circle one)

Type of Shelter Provided: Day Night Inclement Weather
(Circle all applicable)

Population: Male Female
(Circle all applicable)
Singles Families Children

Annual # Served: _____

Daily # Served: _____

Max Occupancy: _____

Square Footage: _____

Number of Floors: _____

How many HVAC units serve this building and what type are they?

Current HVAC Contractor (if applicable):

(add additional building forms and attachments as needed)

Building # ____

Name of Building: _____

Building Physical Address: _____

Location: Fort Worth Arlington Greater Tarrant County
(Circle one)

Type of Shelter Provided: Day Night Inclement Weather
(Circle all applicable)

Population: Male Female
(Circle all applicable)
Singles Families Children

Annual # Served: _____

Daily # Served: _____

Max Occupancy: _____

Square Footage: _____

Number of Floors: _____

How many HVAC units serve this building and what type are they?

Current HVAC Contractor (if applicable):

(add additional building forms and attachments as needed)

SELECTION CRITERIA

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

Scoring of RFPs: 50 Points Total

Annual and Daily Number Served: Points will be given based on the number of people served annually and daily. **10 points**

Maximum Occupancy and Square Footage: Points will be given based on the larger potential occupancy and square footage. **10 points**

Type of Shelter Provided: Priority will be given to facilities providing a variety of shelter types. **10 points**

Population Served: Points will be given based on the population(s) specified. **10 points**

Geographical: Points will be given based on shelter services provided throughout Tarrant County. **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. 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 or any related matter should be directed to Patricia Ward, Community Development Director at (817) 850-7940.