



# Tarrant County, Texas

## Request for Proposals (RFP) for CDBG-CV Available Funding

### Overview

On March 27, 2020, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), made \$5 billion available in supplemental Community Development Block Grant funding (CDBG-CV) to prevent, prepare for, and respond to COVID-19. Tarrant County received \$2,490,600 in the first round and another \$3,939,788 in the third round; only states received CDBG-CV funding in the second round.

### Funding Availability

Tarrant County announces the availability of up to \$1,706,490 for public facilities and infrastructure projects (min. \$75,000 to max. \$250,000) and up to \$1,599,908 for public service projects (min. \$50,000 to max. \$400,000) that serve low- to moderate-income (LMI) residents for the purposes of preventing, preparing for, and/or responding to COVID-19. Funding availability will be dependent on the number of eligible proposals submitted, determined need, and project eligibility.

There is no guarantee that a project will be funded at the amount requested. In addition, Tarrant County staff reserves the right to reject any and all proposals.

### Geography Served

For the purposes of this RFP, persons served with CDBG-CV funding must live in unincorporated Tarrant County or Tarrant County 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, or White Settlement. Projects and programs for residents of Arlington, Fort Worth, or Grand Prairie are *not* eligible.

### Population Served

The project must serve low- to moderate-income (LMI) residents as determined by either **area benefit** or **limited clientele** criteria. LMI residents are considered under 80 percent (80%) area median income (AMI) as determined by HUD.

The following limits for Tarrant County, TX are provided by HUD for the 2021 program year. Updated AMI limits can be found online: <https://www.huduser.gov/portal/datasets/il.html>. If you have questions about the population served or eligibility of a particular area, please contact Susan Au by email, [sau@tarrantcounty.com](mailto:sau@tarrantcounty.com).

	Household Size							
	1	2	3	4	5	6	7	8
Extremely Low (30%)	17,000	19,400	21,850	24,250	26,200	28,150	3,0100	32,050
Very Low (50%)	28,300	32,350	36,400	40,400	43,650	46,900	50,100	53,350
Very low (60%)	33,960	38,820	43,680	48,480	52,380	56,280	60,120	64,020
Low (80%)	45,300	51,750	58,200	64,650	69,850	75,000	80,200	85,350

Effective June 1, 2021

### Area Benefit

The area benefit activity is one that benefits all residents in a particular area, where at least 51 percent (51%) of the residents are LMI persons and 70 percent (70%) of the area is considered residential. There are two ways to determine the LMI qualification of an area benefit service area:

- (1) The entire service area lies within a Census Block Group that has been designated as a LMI by HUD. Census qualified eligible areas must be 51 percent (51%) LMI; or
- (2) The households within the service area have been individually surveyed and it has been determined that at least 51 percent (51%) of household incomes are designated as LMI by HUD. Surveys must be conducted through Tarrant County staff. If this method is selected, the City will be required to provide Tarrant County staff with a project description, map of area, and specific resident addresses.

### Limited Clientele

A limited clientele activity is an activity which provides benefits to a specific group of persons rather than everyone in an area. It may benefit particular persons without regard to the area in which they reside (e.g. senior citizen center), or it may be an activity which provides benefit on an area basis but only to a specific group of persons who reside in the area (e.g. ADA barrier removal). To qualify under this subcategory, a limited clientele activity must meet one (1) of the following tests:

- (1) Exclusively benefit households who are *generally presumed to be LMI* by HUD (e.g. elderly, disabled, people experiencing homelessness, illiterate adults, abused children, migrant farm workers);
- (2) *Require information on family size and income* so that it is evident that at least 51 percent (51%) of those served are LMI; or
- (3) Be of *such nature and in such location* that it may be reasonably concluded that the activity's clientele will be LMI (e.g. childcare center within a public housing complex); or
- (4) Be an activity that *serves to remove material and architectural barriers to mobility or accessibility* of elderly persons or severely disabled adults (e.g. installing ADA ramps).

Please be aware that any activity in a public facility under the limited clientele classification will require proof of eligibility provided to Tarrant County staff annually for five (5) years after completion of the activity.

## Examples of Eligible Projects

To be eligible for CDBG-CV funding, the activity must be categorized as a public facility improvement, public infrastructure improvement, or the provision of public services. As previously stated, all activities must serve LMI residents, *and* help prevent, prepare for, and/or respond to COVID-19.

### Public Facilities and Public Infrastructure

Public infrastructure and public facility projects may construct, reconstruct, or rehabilitate a public facility or provide infrastructure in accordance with the eligibility described above.

Specific examples may include ADA barrier removal, construction or reconstruction to accommodate physical distancing, improved HVAC system to improve air quality, or adding Broadband infrastructure to provide greater Internet access. Improvements to facilities for persons with disabilities or other special populations, senior centers, youth centers, parks and recreation facilities, nonprofit child care centers, and health facilities are also potentially eligible.

### Public Services

Applicants may provide a new or increased level of public service in accordance with the eligibility described above. Public service categories include services for youth, seniors, substance abuse, domestic violence, employment training, crime awareness and/or prevention, tenant/landlord counseling, childcare, healthcare, services for abused or neglected children, food banks, and fair housing.

## Duplication of Benefit

Duplication of benefit is strictly prohibited. A duplication of benefit 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. 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, repayment of awarded funds is required.

## Application Submittal & Deadline

Eligible applicants may submit one (1) proposal per organization. Please submit proposals to Susan Au via email, [sau@tarrantcounty.com](mailto:sau@tarrantcounty.com). Proposals may also be hand-delivered to Tarrant County Community Development, Attn: Susan Au, 1509 B S. University Dr., Ste. 276, Fort Worth, TX 76107. Due to anticipated delivery delays, mailing proposals is discouraged.

All applicants will receive confirmation of receipt via email. Please email [sau@tarrantcounty.com](mailto:sau@tarrantcounty.com) prior to the Application Deadline if you have not received a confirmation. All applications must be submitted by **12:00 PM CST on November 12, 2021**. Applications received after the deadline will not be considered.

## Project Deadline

All projects and programs, including infrastructure projects, must be completed and all funding must be **fully expended by April 30, 2023**.

## Technical Assistance

Technical assistance will be held via GoToMeeting from **10:00 AM until 11:00 AM CST on September 30, 2021**. Applicants may access this training by clicking on the following link at the aforementioned date and time: <https://global.gotomeeting.com/join/325807397>. Technical assistance is not required, but is strongly encouraged.

## Other Program Notices and Requirements

### Award Announcement

An email and award letter will be sent by mid-December 2021 to the contact person designated in the application.

### Contracts

Contracts will be processed as soon as possible. Costs for public services may be incurred as of December 1, 2021. All public service contracts will end on May 30, 2023 with potential extension or additional funds offered depending on availability of funding, program success, and need. Public facility and infrastructure projects will be executed the same as traditional CDBG projects where Tarrant County “owns” the project and the municipality must pay the balance to complete the project. Public facility and infrastructure contracts will end upon completion of the project.

### Reporting Requirements

- Payments under subrecipient contracts are made on a reimbursement basis only.
- Reimbursement requests shall be submitted by the 10<sup>th</sup> of each month with all supporting documentation and required demographic information of those served.
- Annual reporting shall be submitted by the 15<sup>th</sup> of July each year.
- For public facility improvements, annual data submission is required for five (5) years after activity completion, including the number of people served at the improved facility.

## Questions

Any technical questions should be addressed to Susan Au via email, [sau@tarrantcounty.com](mailto:sau@tarrantcounty.com).

## Application Checklist

Please prepare a document that provides the following information regarding your program or project. If the item does not apply to you, please indicate so.

- Organization information
  - Website
  - Mailing address (including street, city, and zip)
- Primary contact information
  - Name
  - Email
  - Phone
- DUNS #
- Project name
- Project Location
  - Description (Address)
  - Attachment - Map
- Project type (select one)
  - Public facility
  - Public infrastructure
  - Public service
- Project description (must be detailed)
- Requested amount of CDBG-CV funding
  - **Note:** *Public facility and public infrastructure improvements may request a minimum of \$75,000 and up to \$250,000; public service contracts may request a minimum of \$50,000 and up to \$400,000.*
- Total project cost
- Amount leveraged (If City facility or infrastructure project)
- LMI requirement (select one)
  - Area benefit
  - Limited clientele
- Describe who will be served
- How many people or households will be served by this project?
- Is this a new or existing project? If existing, is this an expansion?
- What challenge will this project address?
- How will clients access the project?
- How does your project prevent, prepare for, and/or respond to the COVID-19 pandemic?
- Why is CDBG-CV funding needed?
- Is this a new or expanded project?
- Line-item budget
  - Attachment - Excel file

- Attachment – Sources and uses of funding  
**Note:** *Funds must not supplant other local, state, or federal funds for the same program.*
- For area benefit only
  - Describe how you will collect data from each individual or household that captures key demographic, information, household structure, and special population information.
- For nonprofits with a Public Facility project type only
  - Attachment - Documentation that your facility will be open and available to the general public during regular business hours.
- For cities only
  - Attachment - Copy of public notice for public hearing
  - Attachment - Copy of minutes from the public hearing