



December 13, 2024

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

FROM: Janel Holt  
SHP Manager, Tarrant County Community Development

RE: Request for Proposals and Request for Qualifications to the substantial amendment to the Consolidated Action Plan 2025 for the Emergency Solutions Grant (ESG)

Enclosed please find a **Request for Proposals (RFP) and Request for Qualifications (RFQ)** for homeless services organizations under the substantial amendment to the Consolidated Action Plan 2025 for the Emergency Solutions Grant (ESG). Tarrant County estimates receiving \$200,000 for program year 2025. For this RFP/RFQ, Tarrant County anticipates awarding up to \$130,000 for emergency shelter activities.

All proposals **must be received no later than 12:00 p.m. Friday, January 31, 2025.** Please e-mail proposal submissions to: Janel Holt, [jaholt@tarrantcountytexas.gov](mailto:jaholt@tarrantcountytexas.gov) and ensure a reply has been made to confirm receipt.

Should you have any questions concerning this RFP/RFQ or Tarrant County's ESG program, in general, do not hesitate to call our office at 817-850-7952.

**REQUEST FOR PROPOSALS & REQUEST FOR QUALIFICATION  
FOR THE  
TARRANT COUNTY ACTION PLAN 2025  
FOR THE EMERGENCY SOLUTIONS GRANT (ESG)**

**December 13, 2024**

Tarrant County Community Development (TCCD) is now accepting proposals and qualifications from Tarrant County organizations for inclusion in the County's 2025 HUD Emergency Solutions Grant (ESG) Program. The Request for Proposals and Request for Qualifications process will commence on December 13, 2024 and end on January 31, 2025. All proposals **must be received no later than 12:00 p.m. Friday, January 31, 2025**. Please e-mail proposal submissions to: Janel Holt, jaholt@tarrantcountytexas.gov and ensure a reply has been made to confirm receipt.

## **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 has the responsibility of making use of ESG 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 estimates receiving \$200,000 for program year 2025 for the Emergency Solutions Grant (ESG), as authorized under The McKinney-Vento Homeless Assistance Act, as amended by S. 896 "The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009". For this Request for Proposal (RFP), Tarrant County anticipates awarding up to \$130,000 for *emergency shelter operations (utilities only)*.

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.

**ELIGIBLE ACTIVITIES**

Tarrant County 2025 ESG funds can be allocated toward **Emergency Shelter operations costs.**

As defined in FR5474-1-01, subject to expenditure caps, **Emergency Shelter** funds 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. *Allowable operational costs* may include utility and maintenance costs.

**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.

As the ESG program requires a 100% match, all proposals must indicate sources of match which will be in effect after the date of the grant award. Sources of match may include: 1) Cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary paid to staff to carry out the program; and 5) the value of the time and service contributed by volunteers to carry out the program.

To remain consistent with the Tarrant County-Fort Worth-Arlington CoC, Tarrant County Community Development will also follow these performance standards for emergency shelter:

<b>Component</b>	<b>Persons to be Served</b>	<b>Outputs and Outcome Measures</b>
<p><b>Emergency Shelter</b></p> <p>Emergency Shelter 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><b>1.4</b> 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><b>1.5</b> Unduplicated number of persons exiting to Permanent Housing destinations as a result of receiving ESG emergency shelters and/or essential services</p>

		<p><b>1.6</b> Unduplicated number of persons receiving case management</p>
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**PROCESS OF MAKING AWARDS**

Proposals will be reviewed by a Review Committee comprised of Public Administrators from County Commissioners offices within Tarrant County. On the basis of their review, the Review Committee will make recommendations on which applicants to fund and at what level. The review, approval, and program delivery steps are as follows:

1. Review of applications by Selection Committee.
2. Recommendations prepared for County Commissioners by Selection Committee.
3. Public Comments heard during Public Hearing for 2025 Action Plan during Commissioners Court for HUD funding (CDBG, HOME, and ESG).
4. Action Plan is submitted, reviewed and approved by County Commissioners with awards listed
5. Action Plan is submitted, reviewed and approved HUD with awards listed
6. Award Letters sent out to ESG sub-recipients.
7. Preparation of contracts for ESG awardees.
8. Approval of ESG funded contracts by County Commissioners.
9. Completion of deliverables by awardees – must be during the 2025 program year.

The process for reviewing ESG proposals is designed to increase efficiency and standardize the evaluation of proposals. TCCDD 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. New applicants and those organizations that have previously been funded are encouraged to apply.

**CONTENTS OF THE PROPOSAL**

**NOTE:** Proposals must include the completed Proposal Cover Sheet found on page 7 of this document.

To receive full consideration for funding, please submit the proposal in the format described below. The proposal is to be typed (in no smaller than number 12 Times New Roman font). All proposals must contain the following elements:

**ESG PROPOSAL CHECKLIST:**

- \_\_\_\_\_ 1. IDENTIFICATION OF APPLICANT: Agency Name, contact name, address, email, phone number, UEI Number 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;

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- \_\_\_\_\_ 2. MISSION: Organization's mission statement or goals and objectives;
  - \_\_\_\_\_ 3. PROPOSAL NARRATIVE: A detailed narrative describing your 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 COORDINATED ENTRY PARTICIPATION: A description of how the organization functions within the CoC Coordinated Entry System;
  - \_\_\_\_\_ 7. HOUSING FIRST: A description of how the organization utilizes or relates to the Housing First approach to services;
  - \_\_\_\_\_ 8. BUDGET: A spreadsheet/table of all sources of agency funding, the amount of funds requested and 100% non-ESG match sources. 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;
  - \_\_\_\_\_ 9. CAPACITY: An overview of the current general service delivery system, including current capacity, and specific services provided;
  - \_\_\_\_\_ 10. HMIS: The most current "Staff Account Activation Report" from the ETO system. If you are not currently using HMIS then you must include a statement expressing your intended participation (*Domestic violence shelters **must** 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.*
  - \_\_\_\_\_ 11. 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.
  - \_\_\_\_\_ 12. CRITICAL DOCUMENTS: A description of how the organization works to ensure clients have critical documents (i.e.: Identification, Birth Certificates, Social Security Cards, etc.) and how these documents are made available as clients move from shelters to housing opportunities.

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 the Tarrant County Community Development on the basis of the following criteria:

#### **Scoring of RFPs: 100 Points Total**

**Capacity:** 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:** 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). **10 points**

**Benefit:** Points will be given based on activities and the number of persons served. **10 points**

**Collaboration:** 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 three or more such collaborations. **10 points**

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

**Priorities:** Conformance with the priorities set forth in the Tarrant County Consolidated Plan and the purposes of the Tarrant County ESG program. **10 points**

**HMIS:** 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:** 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. Maximum points will be awarded based off critical document access. **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. All proposals **must be received no later than 12:00 p.m. Friday, January 31, 2025**. Please e-mail proposal submissions to: Janel Holt, [jaholt@tarrantcountytx.gov](mailto:jaholt@tarrantcountytx.gov) and ensure a reply has been made to confirm receipt.

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 Janel Holt, SHP Manager at (817) 850-7952.

**Tarrant County PY 2025 ESG RFP  
Required Cover Sheet**

Agency Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
UEI Number: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_

**How Many?**

Nightly/Daily Occupancy: \_\_\_\_\_  
# Served in 2024: \_\_\_\_\_ # to Serve in 2025: \_\_\_\_\_

**Who?**

<input type="checkbox"/> Families	<input type="checkbox"/> Men	<input type="checkbox"/> Fleeing DV
<input type="checkbox"/> Youth	<input type="checkbox"/> Women	<input type="checkbox"/> Victims of DV

Sex Offenders Served: Yes \_\_\_\_\_ No \_\_\_\_\_

**When?**

Night Shelter  Day Shelter

**Where?**



- Fort Worth
- Arlington

Other Area: \_\_\_\_\_