November 17, 2026

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

FROM: Janel Holt
Housing Initiatives Grant Manager, Tarrant County Community Development

RE: Request for Proposals and Request for Qualifications to the substantial amendment to the Consolidated Action Plan 2027 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 2027 for the Emergency Solutions Grant (ESG). Tarrant County estimates receiving $200,000 for program year 2027. 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 15, 2027.** Please e-mail proposal submissions to: Janel Holt, jaholt@tarrantcountytx.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 2027 FOR THE EMERGENCY SOLUTIONS GRANT (ESG)

November 17, 2026

Tarrant County Community Development (TCCD) is now accepting proposals and qualifications from Tarrant County organizations for inclusion in the County's 2027 HUD Emergency Solutions Grant (ESG) Program. The Request for Proposals and Request for Qualifications process will commence on November 17, 2026 and end on January 15, 2027. All proposals **must be received no later than 12:00 p.m. Friday, January 15, 2027.** Please e-mail proposal submissions to: Janel Holt, jaholt@tarrantcountytx.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 2027 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 2027 ESG funds can be allocated toward **Emergency Shelter operations costs.**

Pursuant to 24 CFR 576.102, and subject to applicable expenditure limitations, ESG Emergency Shelter funds may be used for eligible shelter operations and essential services. All emergency shelters must comply with HUD Equal Access requirements, including Equal Access to Housing in HUD Programs Regardless of Sexual Orientation, Gender Identity, or Marital Status, and any subsequently issued HUD guidance. ***Allowable operational costs*** may include utility and maintenance costs.

ENVIRONMENTAL REVIEW

Funds awarded through this RFP are subject to environmental review requirements as prescribed by HUD.

No ESG-funded project activity may begin, and no funds may be committed or expended, until all applicable environmental review requirements have been completed and authorization has been provided by Tarrant County.

Applicants shall not undertake choice-limiting actions prior to environmental clearance.

PROGRAM REQUIREMENTS

Coordination to assess the homeless and prevent homelessness will be provided by the Partnership Home Continuum of Care's centralized assessment system. Applicants must demonstrate active participation and coordination with the Partnership Home Continuum of Care, including participation in Coordinated Entry, HMIS or a comparable database as applicable, case conferencing activities, and community planning efforts related to homelessness.

Subrecipients shall participate in HMIS in accordance with 24 CFR 576.107, applicable HUD HMIS Data Standards, and Continuum of Care requirements. Client data shall be entered within five (5) business days of service delivery. Agencies shall maintain complete and accurate records and meet Continuum of Care established data quality standards. Failure to maintain acceptable HMIS participation or data quality may result in corrective action, designation as a high-risk subrecipient, or impact future funding decisions.

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:

Component	Persons to be Served	Outputs and Outcome Measures
Emergency Shelter 24 CFR 576.102 Essential Services 24 CFR 576.102 (a)(1)	Unduplicated number of persons housed in emergency shelters or served in day shelters Unduplicated number of persons served with essential services	**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 **1.5** Unduplicated number of persons exiting to Permanent Housing destinations as a result of receiving ESG emergency shelters and/or essential services **1.6** Unduplicated number of persons receiving case management

All services funded through ESG shall be provided in accordance with the Partnership Home Continuum of Care Written Standards and Coordinated Entry policies in effect during the grant period.

MATCH REQUIREMENTS

All applicants must document the source and value of match contributions.

Applicants shall provide letters of commitment, budget documentation, volunteer tracking methodologies, donated facility valuation calculations, or other documentation sufficient to substantiate match contributions.

Match contributions must be eligible under 24 CFR 576.201, documented, verifiable from recipient records, and available for expenditure during the applicable ESG contract period.

Failure to adequately document match may result in disallowed costs or repayment of ESG funds.

FEDERAL COMPLIANCE REQUIREMENTS

All applicants and subrecipients shall comply with all applicable federal statutes, regulations, notices, and requirements governing the Emergency Solutions Grant Program, including but not limited to:

- 24 CFR Part 576, Emergency Solutions Grants Program;
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- The Fair Housing Act;
- Title VI of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973;
- Americans with Disabilities Act (ADA);
- Violence Against Women Act (VAWA);
- HUD Equal Access Rule;
- Applicable federal labor standards, when required by the funded activity;
- Homeless Management Information System (HMIS) requirements; and
- All HUD notices, guidance, and waivers in effect during the grant period.

Subrecipients shall maintain written policies and procedures addressing: Non-discrimination; Reasonable accommodation; Limited English Proficiency (LEP); Grievance procedures; and Equal Access compliance. Such policies shall be made available to Tarrant County upon request.

Failure to comply with federal requirements may result in suspension, repayment of funds, termination of contract, or other corrective actions.

Procurement transactions funded in whole or in part with ESG funds shall be conducted in accordance with 2 CFR 200.317 through 200.327 and shall be performed in a manner providing full and open competition.

MONITORING AND REPORTING REQUIREMENTS

All awarded agencies shall be subject to ongoing monitoring by Tarrant County. Monitoring activities may include:

- Review of performance reports;
- Financial desk monitoring;
- Risk assessments;
- HMIS data quality reviews;
- On-site monitoring visits;
- Client file reviews;
- Match documentation reviews; and
- Corrective action follow-up reviews.

Subrecipients shall provide access to all financial, programmatic, personnel, and client records necessary to verify compliance with ESG requirements. Subrecipients shall submit all reports in the format and frequency established by Tarrant County. Any findings identified during monitoring must be corrected within the timeframe established by Tarrant County. Subrecipients

failing to resolve findings may be subject to repayment of funds, suspension of reimbursements, or termination of the agreement.

Selected subrecipients shall provide Tarrant County, HUD, the HUD Office of Inspector General, the Comptroller General of the United States, and other authorized governmental representatives reasonable access to facilities, staff, books, records, contracts, client files, and supporting documentation necessary to determine compliance with ESG requirements.

Tarrant County may require corrective action plans when deficiencies or findings are identified through monitoring, audits, financial reviews, HMIS reviews, or other oversight activities. Failure to timely implement corrective actions may result in suspension of reimbursements, repayment of funds, termination of the agreement, or ineligibility for future funding opportunities.

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 2027 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 to HUD for review and approval, with ESG funding recommendations included. Awards are contingent upon HUD approval and execution of subrecipient agreements.
6. Award notifications 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 2027 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;

_____ 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. 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;

_____ 8. CAPACITY: An overview of the current general service delivery system, including current capacity, and specific services provided;

_____ 9. HMIS: The most current Staff Account Activation Report from the HMIS 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.)

_____ 10. EXITS TO POSITIVE HOUSING SITUATIONS: This information should be pulled from the most recently submitted CAPER, specifically Q23.

_____ 11. IMPROVED INCOME & EMPLOYMENT OUTCOMES: This information should be pulled from the most recent CAPER, specifically Q19a and Q19b.

_____ 12. AUDIT DOCUMENTATION: Most recent independent financial audit, if applicable; Most recent Single Audit, if applicable; and Corrective Action Plan for any audit findings identified within the previous three years.

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

CONTRACTUAL OBLIGATIONS

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

1. Selected subrecipients 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 subrecipients 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 subrecipients 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 subrecipients shall agree to comply with all applicable federal, state and local statutes, active executive orders, regulations and procedures with respect to project development, administration and reporting, including but not limited to 24 CFR Part 576, Final Rule.

5. Selected subrecipients 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.

6. Selected subrecipients shall comply with all applicable provisions of 24 CFR Part 576, 2 CFR Part 200, the Fair Housing Act, Section 504, ADA, Title VI, VAWA, Equal Access Rule, Housing First principles, and all HUD notices applicable during the grant period.

7. Subrecipients shall establish and maintain procedures to protect the confidentiality of program participants consistent with ESG regulations, HMIS requirements, VAWA confidentiality provisions, and other applicable federal and state privacy laws.

8. All funded organizations must provide services without discrimination and comply with HUD Equal Access requirements, Fair Housing laws, ADA, Section 504, and LEP obligations.

9. Selected subrecipients shall maintain records in accordance with 24 CFR §576.500 (Recordkeeping and Reporting Requirements) and retain all programmatic, financial, participant eligibility, HMIS, match, procurement, and other ESG-related records for a minimum of five (5) years after expenditure reporting and project closeout, or longer if required due to litigation, audit, monitoring, or unresolved findings.

10. Tarrant County reserves the right to assign risk levels to subrecipients based upon factors including:

    - Prior ESG performance;
    - Timeliness of expenditure;
    - HMIS data quality;
    - Monitoring results;
    - Audit findings;
    - Organizational capacity; and
    - Financial stability.

    Agencies determined to be high-risk may be subject to additional reporting, monitoring, technical assistance, or special award conditions.

11. Selected subrecipients shall maintain written financial management policies and internal controls sufficient to safeguard federal funds.

    Subrecipients shall maintain:

    - Written procurement procedures;
    - Written financial procedures;

- Segregation of duties;
- Cost allocation procedures, where applicable;
- Source documentation supporting expenditures; and
- Audit records as required by 2 CFR Part 200.

Tarrant County may require submission of the agency's most recent audited financial statements and management letters.

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). **25 points**

Benefit: Points will be awarded based on the measurable impact of the proposed activity, including the number of persons served and anticipated housing stability outcomes. **10 points**

Timeliness: Agency effectiveness at expending funds in a timely manner. **10 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. **5 points**

Exits to Positive Housing Situations: This information will be pulled from the most recently submitted CAPER, specifically Q23. Points will be awarded based on percentage of previous year clients exited to Positive Housing Situations. **10 points**

Improved Income & Employment Outcomes: This information will be pulled from the most recently submitted CAPER, specifically Q19a and Q19b. Points will be

awarded based on the percentage of previous year clients exited with increased income and employment outcomes. **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 15, 2027.** Please e-mail proposal submissions to: Janel Holt, 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, Housing Initiatives Grant Manager at (817) 850-7952.

Tarrant County PY 2027 ESG RFP
Required Cover Sheet

Agency Name: _____

Contact Name: _____

Mailing Address: _____

_____

Physical Address: _____

_____

Email: _____

Phone Number: _____

UEI Number: _____

TIN Number: _____

Amount Requested: _____

How Many?

Nightly/Daily Occupancy: _____

Served in all 2026: _____ # to Serve in all 2027: _____

Who?

☐ Families ☐ Women ☐ DV
☐ Youth ☐ Fleeing DV Victims
☐ Men ☐ All

Sex Offenders Served: Yes or No

When?

☐ Night Shelter ☐ Day Shelter

Where?

☐ Fort Worth ☐ Other Area: _____
☐ Arlington

2026 Results?

_____ Unduplicated number of persons exited with improved income and/or employment outcomes. (CAPER Q19a and 19b)

_____ Unduplicated number of persons exited to positive housing situations. (CAPER Q23)