



Request for Proposals (RFP) Community Outreach Fund

Release Date: August 25, 2025

Background

Tarrant County is committed to providing temporary financial assistance to the county's most vulnerable residents. Historically, Tarrant County has provided some financial assistance to eligible households on a limited basis who meet certain eligibility requirements, including:

- Tarrant County residency
- U.S. Citizen or lawful permanent residence status
- Adult over 18 or emancipated minor
- No accessible resources or assets
- Must apply for SNAP (food stamps) and other resources
- Must be disabled or registered for work
- Must meet specific income guidelines
- All income is counted and must be verified (This includes child support, SSI, TANF, income of all persons living in the household, ongoing contributions from outside sources, as well as other income or benefits.)
- If not disabled, the Able-Bodied Adult Without Dependents applicant must meet work participation requirements, which are met by either:
 - Working or participating in a work training program at least 20 hours per week
 - Persons working must receive pay equal to the federal minimum wage at 20 hours per week in a month

Able-Bodied Adults Without Dependents (ABAWDs) are defined as individuals aged 18 – 65 who:

- Are not living with and caring for a dependent child under age 5 or caring for a disabled individual

- Are not disabled
- Must comply with the above work requirements (20 hours/week or equivalent participation in a qualifying work program) to maintain eligibility

Funding Announcement

Tarrant County announces the availability of up to \$2,300,000 in local funding through its Community Outreach Fund to contract with a community partner/s (non-profits, faith-based organizations, etc.) to provide supportive services for residents residing within Tarrant County. The services will encompass rental assistance and utility assistance.

Tarrant County seeks proposals from qualified community partners to administer the rental assistance program or the utility assistance program, or community partners that will administer **both** programs.

The selected partner/s will be engaged for a term of one (1) year, which may be extended for an additional two, one (1) year terms at the sole discretion of the Tarrant County Commissioners Court.

Proposals must be received no later than 3:00 CST p.m. on September 12, 2025. Responses received after this date and time will not be accepted.

Funding Details

This RFP will allocate up to \$2,300,000 in local funds. Award amounts may vary depending on eligible applications submitted.

All grant funding will be paid on a monthly reimbursement basis within 30 days of an approved invoice. Specific grant terms for selected proposals will be negotiated and outlined in a Services Agreement. No funds will be disbursed without the execution of a legally binding written agreement.

Monitoring

Tarrant County will conduct monitoring reviews in accordance with the Notice. Tarrant County may contract additional reporting requirements in alignment with Budget and Risk Management and Audit needs and objectives as detailed in the Services Agreement. The partner organization/s must cooperate fully in any review conducted by Tarrant County, its authorized representatives, and/or the federal government. If it is determined corrective actions must be taken, Tarrant County will request a written Corrective Action Plan (CAP) detailing actions that will be taken to remedy the deficiencies.

Additional Considerations

Please note this is not a comprehensive list of all project requirements; however, it does provide guidance on some common components. Applicants should review this list carefully to ensure they will be able to comply prior to applying for funding.

- **Use of funds** – the written agreement describes the amount and uses of funds, the tasks to be performed, the services to be provided, and includes a budget.
- **Client Eligibility Requirements** – The selected community partner/s must adhere to the requirement (ensure ability to confirm) that all clients meet eligibility basic requirements, including but not limited to:
 - Tarrant County residency
 - U.S. Citizen or lawful permanent residence status
 - Adult over 18 or emancipated minor
 - No accessible resources or assets
 - Must apply for SNAP (food stamps) and other resources
 - Must be disabled or registered for work
 - Must meet specific income guidelines
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- **Records and Reports** – the agreement specifies the records that must be maintained and the information or reports that must be submitted to assist in meeting its recordkeeping and reporting requirements under the Notice. The partner organization/s must provide data by the 30th day after the end of each calendar quarter, on the number of QP households served, including race and ethnicity, household size, and household type of the households assisted.
- **Duration and Disbursement of Funds** – the agreement specifies the duration of the agreement, and states that disbursement of funds under the agreement may not be requested until the funds are needed. Tarrant County disburses funds on a monthly reimbursement basis only. All reimbursement requests must be submitted at least 90 days prior to grant expiration.

Contents of the Proposal

To receive full consideration for funding, proposals must include Exhibits A (Request Summary Form) and B (Statement of Certification) included in this document, as well as clearly answer all the narrative questions outlined in the Selection Criteria. Additional documentation is welcome and encouraged and should be included, as appropriate.

File names should be in the following form: YYMMDD_FUND_ProjectName_FileDescription (e.g., 250701_FUND_CommunitySupportProject_Budget).

Please provide a jump drive with all contents of your proposal to: Tarrant County Budget & Risk Management, Attn: Ms. Rand Otten, 100 E. Weatherford St., Ste 401, Fort Worth, TX 76196. Office hours for delivery are 8:30 a.m. to 4:30 p.m., Monday-Friday.

The organization must be available and able to present the proposal to Tarrant County staff if requested. This presentation would cover topics related to the proposal and may be expanded.

Applicable Dates

August 25, 2025 – RFP release date

September 12, 2025 – RFP deadline at 3 p.m. CST

September 26, 2025 – Review/scoring finalized

October 14, 2025 – Consideration to approve community partner/s contract/s by Commissioners Court*

**Court dates and meetings are subject to change*

Selection Criteria

All proposals will be evaluated based on the following criteria. Please ensure each of these items are addressed in the proposal. Applicants are encouraged to include qualitative and quantitative data, as well as letters of support in their proposals. Proposals must score at least 75 points to be considered for funding. Proposals will be reviewed and scored by members of a review panel, made up of Commissioners Court designees.

Quality of Proposal – 30 Points

Applicants should include a detailed narrative describing their supportive services programs, including how many households will be served directly with designated funds and how they will be determined to be eligible to receive funding. Applicants should include a timeline for the expenditure of funds (over a 12-month period), staffing requirements, how records will be collected and maintained, and quality control efforts. Additionally, applicants should describe how they will develop, implement, and maintain written procedures specific to the program and in alignment with the Notice. Quantitative and qualitative data, supporting documentation, and sample client files are encouraged.

Financial Feasibility – 15 Points

Proposals should provide a detailed budget (to be included as a separate document from the narrative), including contingencies as expected or necessary. Sources and uses should be identified and be efficient in the use of these funds. Budgets should be detailed and clearly identify any funding shortfalls.

Applicants should describe what the implications would be if the proposal does not receive full funding as presented, including whether the program would move forward. Additionally, applicants should describe how unexpected costs will be covered and/or remedied. **A maximum 15% de minimis may be included in your budget.**

Organizational Capacity and Experience – 15 Points

Tarrant County is seeking proposals showcasing organizational capacity and extensive experience with grant funds and the services outlined in the RFP. A summary of past projects is welcomed and encouraged. Applicants should have adequate capacity with diverse skillsets. Applicants should fully describe the organizational capacity to administer a rental assistance program, a utility assistance program, or administer a rental assistance AND utility assistance program, including:

- Description of current staffing levels, or if additional staff will be needed
- Description of current Customer Relationship Management (CRM) software for application processing
- Description of the current number of unduplicated households receiving support by the organization

- A timeline that clearly defines the organization's process from application to service payment

Applicants should include organizational charts, staff resumes, leadership (including Boards of Directors, if applicable), and an annual operating budget.

Community Impact – 10 Points

The proposal should include a narrative that showcases a positive impact on the community in alignment with the purpose of these funds. Applicants are encouraged to include qualitative and quantitative data to demonstrate positive performance as well as metrics demonstrating the return on investment.

Community Engagement – 10 Points

Applicants are required to communicate with Tarrant County residents, neighborhood organizations, community members, elected officials, city staff, Tarrant County staff, and other partner agencies throughout the process. Applicants should outline how they will meet this objective.

Project Readiness – 20 Points

Tarrant County requires that all supportive services start within 90 days of an executed written agreement and finish in 12 months. To ensure timeliness, applicants should evidence adequate staff capacity, financial capacity, internal controls (including procedures), workflows, clear responsibilities, and an implementation strategy.

Proposals should clearly indicate how each of these objectives has been met and anticipate any potential roadblocks to readiness.

Invalid Proposals

Submission of proposals from all qualified applicants is encouraged. Proposals will be automatically rejected for any of the following:

- Proposal is not for an eligible activity;
- Applicant is not in good standing with local governments;
- Applicant has unresolved monitoring issues or has been found to be in noncompliance with any federal, state, or local grant or loan program requirements in the last five (5) years that has not had a resolution;
- Proposal is incomplete or does not meet the submission requirements; or
- Proposal includes false, misleading, or inaccurate information.

Additionally, Tarrant County also reserves the right to reject any or all proposals and/or to fund only a portion of a proposal.

Additional information

The prospective applicant certifies by submission of their proposal that neither it nor its principals are presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local department or agency. Any party conducting business with Tarrant County cannot be listed on the federal debarred list of contractors. The online debarred list can be found on the System Award Management (SAM) website: <http://www.sam.org>. Any agencies currently out of compliance with any Tarrant County contracts are ineligible to apply.

Questions

Questions regarding this RFP should be directed to Rand Otten at rbotten@tarrantcountytx.gov

Exhibit A | Request Summary Form

Please type your responses below.

Organization Name	
Organization Address	
Organization Unique Entity Identifier (UEI)	
Organization Tax ID #	
Contact Name	
Contact Email	
Contact Phone	
Date of Application Submittal	
Project Description	
Total Project Cost/Proposal Budget	
Tarrant County Funding Request (% of Proposal Budget)	
Uses of Tarrant County Funds	
Proposal Timeline, incl. Start Date	
# of Households Assisted (proposed)	

Exhibit B | Statement of Certification

I hereby certify that all statements I have provided on this application and in the attachments herein are true; that I am authorized to sign this application and to make these statements on behalf of the applicant organization and that the organization understands that any representation which leads to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds and appropriate penalties.

Signature

Title

Printed Name

Date