

**REQUEST FOR PROPOSALS/REQUEST FOR QUALIFICATIONS**  
**Tarrant County**  
**Tenant Based Rental Assistance Program (TBLA 114)**  
**January 27, 2025**

**INTRODUCTION**

In September 2024, Tarrant County, through the Community Development Department, in conjunction with the Cities of Fort Worth and Arlington and the Tarrant County Homeless Coalition, applied for renewal funding in response to HUD's Continuum of Care Homeless Assistance Programs NOFA. For FY2024, the Tarrant County TBLA 114 anticipates renewal funding in the amount of \$1,658,534. The TBLA 114 grant provides rapid rehousing to eighty (80) homeless individuals and families in Tarrant County.

Tarrant County is requesting Letters of Qualifications for professional social service agencies for the anticipated federally funded 2024 Tarrant County Homeless Continuum of Care Program (CoC) Tenant Based Leasing Assistance Program 114 (TBLA), for the following rapid re-housing grant activities:

**Rapid Re-housing Activities:**

- (a) Rental and Utility Assistance - Up to \$250,000 is available. Please base the number of households to be served on current FMRs. Expenditure timeline must be from 5/1/2025 – 4/30/2026.
- (b) General Case Management and Supportive Services- Must be supplied by your agency. Costs may be used as match.

**SCOPE OF SERVICES/ ELIGIBLE ACTIVITIES**

Selected agencies shall provide rapid re-housing and supportive services to homeless individuals and families in Tarrant County. The Continuum of Care Program (CoC) promotes the development of supportive housing and services that help homeless persons transition from homelessness to living as independently as possible. For this proposal:

**Rapid Re-housing (RRH)** is defined as scattered-site housing in which formerly homeless individuals and families live as independently as possible. Under RRH, a program participant must be the tenant on a lease for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases must be renewable for a minimum term of one month. Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance (up to 12 months of assistance) to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

Selected agencies must have the administrative capacity to provide the services described in their proposals and to meet all service obligations as set out in this RFP/RFQ.

## CONTENTS OF THE PROPOSAL

All proposals must contain the following elements, **in outline form**:

### A. Project Information

1. Agency Name
2. Agency Address (including phone number and facsimile number)
3. Authorized Representative and Title
4. Contact Person (if different than Authorized Representative)
5. The specific type and length of experience of ***all organizations*** involved in implementing the proposed project, including the project sponsor (applying agency), housing and supportive service organizations, and any key subcontractors. Describe experience directly related to carrying out the proposed project and experience working with homeless people.

### B. Project Narrative (2 page limit)

1. **The homeless population to be served by the project.** Identify the following for the population to be served.
  - a. Their characteristics and needs for housing and supportive services.
  - b. Where they live (streets, emergency shelters)
  - c. How the agency plans to work within the Coordinated Entry System.
2. **The housing and services.** Please address each item listed below separately.
  - a. The number of persons to be housed.
  - b. A description of how participants will be helped to access permanent housing, and how participants will be helped to achieve self-sufficiency to the maximum extent possible.
  - c. How the participants' service and housing needs are assessed and the plan for on-going case management

### C. Match Commitment Letter

1. The letter must be dated and signed on agency letterhead. Identify the following:
  - a. Source of required 25% match.
  - b. Value of the match.
  - c. Type of match, whether in-kind or cash.
  - d. Date match will be available (must be available by May 1, 2025).

## CONTRACTUAL OBLIGATIONS

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

1. Selected agencies 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 agencies 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 agencies shall certify that they will comply with all federal, state and local laws applicable to employment and that services will be rendered without invidious discrimination.
4. Selected agencies 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 583, Final Rule.

## **SELECTION CRITERIA**

All proposals will be evaluated on the basis of the following criteria:

1. Qualifications and experience of the non-profit organization and the capacity to fulfill all contractual obligations;
2. Number of homeless individuals or households to be assisted by the program;
3. Brevity, clarity and conformance with the priorities set forth in the Tarrant County Consolidated Plan and The HUD Continuum of Care.

## **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 **Noon, Friday, March 7, 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. Any questions about this RFP/RFQ or any related matter should be directed to Janel Holt, SHP Manager, at (817) 850-7952 or [jaholt@tarrantcountytx.gov](mailto:jaholt@tarrantcountytx.gov).