



Application Instructions

**Estimated CDBG Public Service Disaster Recovery Funds available for
PY2016 Case Management and Unmet Need Request for Proposals (RFP): \$250,000**

Proposal Due Date: Thursday, September 15, 2016 at 2:00 P.M. CDT

Harris County Community Services Department
8410 Lantern Point Drive, Houston, TX, 77054

Late proposals will not be accepted!

Program Specific Instructions

The Harris County Community Services Department (HCCSD) invites qualified organizations with eligible projects to apply for Community Development Block Grant Public Services funds. After the flooding events of April, May and June 2016, Harris County received a waiver to the 15% cap on CDBG Public Service funds from the U.S. Department of Housing and Urban Development (HUD). This waiver allows the county to use additional CDBG funds for Public Service activities. For this RFP Harris County has assigned all projects the PY2013-2017 Consolidated Plan Objective of Objective 1: General Services for the case management of low-to-moderate income disaster victims from the two Presidential Disaster Declarations with unmet needs. Refer to descriptions of the Consolidated Plan Measurable Objectives on our website if additional information is needed.

Available funds of up to \$250,000 will be used by organizations to assist low-to-moderate income Harris County residents who were directly impacted during the 2016 Tax Day (FEMA Disaster 4269) and 2016 May/June (FEMA Disaster 4272) flooding events that received Presidential Disaster Declarations. Activities funded with CDBG Public Service funds under PY2016 Presidential Disaster Declarations must benefit low- and moderate- income persons based on income eligibility or presumed low-income population documentation. Income limits and details regarding presumed populations can be found on the Community Services website at www.csd.hctx.net on the Funding Guidelines page.

Inaccuracies, omissions and use of application forms from previous competitions will be grounds for rejection. All proposals will become part of Harris County's official files, and if awarded, will be incorporated by reference into the Agreement with Harris County.

Application Submittal

- No applicant conference will be held for this RFP. Technical assistance will be provided by email or phone call. Technical assistance requests can be submitted by email at rfp@csd.hctx.net.



- Submit only one (1) proposal in response to this RFP.
- Bind only with binder clips. Insert labeled tabs for the sections as outlined in the Application Checklist. Do not use sticky notes as a substitute for tabbed dividers.
- Submit three (3) hard copies (two originals and one copy) and one electronic PDF bookmarked copy of the application and budget forms on disc or USB drive in their original format. Also include the completed PDF application, Excel budget file and scanned copies of all attachments in the electronic submission. Indicate whether the proposal is an original or copy on the first page. All proposals must:
 - ✓ Include all attachments in their entirety as outlined on the Application Checklist.
 - ✓ Each copy of the proposal must be in an individually sealed envelope and clearly marked as “Original” or “Copy.”
 - ✓ Copies should NOT have any form of binding or be submitted in a folder or binder, but held together with binder clips only.
 - ✓ All originals must be signed in blue ink.

Harris County Service Area

All projects must benefit low-to-moderate income residents (**those earning 80% or less of area median income**) of Harris County’s service area, which includes unincorporated Harris County and the 12 cities within the County that have signed cooperative agreements. Presently, the County has cooperative agreements with the following cities: Deer Park, Galena Park, Humble, Jacinto City, Katy, La Porte, Morgan's Point, Seabrook, Shoreacres, South Houston, Tomball, and Webster. Houston, Baytown and Pasadena utilize their own community development resources and are not within the Harris County service area. Review the Service Area Map on our website for guidance (<http://www.csd.hctx.net/serviceareamaps.aspx>).

Limitations of the RFP

Harris County Community Services Department reserves the right to accept or reject any and all proposals received. In addition, Harris County reserves the right to negotiate with all qualifying organizations or to cancel in whole or in part an application if deemed in the best interest of Harris County as it relates to the Consolidated Plan. Organizations may participate in negotiations and resubmit any proposed expenses, technicality, or other revisions of their proposal as requested by CSD.

Eligible Applicants

Non-profit organizations (including faith-based organizations providing services in a secular manner), municipalities and local governments who deliver services to low-income clients within Harris County’s service area may apply for funding. All non-profit organizations must



have non-profit status with supporting documentation from the IRS at the time of application to be considered for funding through Harris County. Applicants must be in good standing with all programs. Harris County will verify debarment status through the System for Award Management (SAM) and the Office of Foreign Assets Control's Specially Designated National and Blocked Persons List. Applicants must have an active System for Award Management (SAM) account for the organization applying for funds. Additional information can be found at www.sam.gov. Applicants listed as debarred in either system may not be considered for funding through Harris County.

Tax Policy for all Applicants

Pursuant to TX Local Government Code 262.0276, Harris County requires that all applicants' taxes be current to be eligible for assistance. Whether or not an applicant's taxes are delinquent will be determined by an independent review of the Tax Office records. Applicants who believe a delinquency is reflected in error must contact the Tax Office to correct any errors or discrepancies prior to submitting their proposal in order to ensure that their proposal will be considered. Tax records are available online at the Tax Office website found at www.hctax.net. Prior to submitting a proposal, applicants are encouraged to visit the Tax Office website, set up a portfolio of their accounts and make their own initial determination of the status of their tax accounts. Furthermore, if during the performance of this contract, an applicant's taxes become delinquent, Harris County reserves the right to provide notice to the Auditor or Treasurer pursuant to Texas Local Government Code §154.045.

Disbursement of Funds

Harris County funds are provided to awarded organizations on a reimbursement basis only. This means that funds will be available to the organization after it has paid for eligible project costs; however, no costs incurred prior to contract approval may be reimbursed. Harris County requires that organizations provide documentation that they will have at least three months of working capital (see p.21) or have an open line of credit through a financial institution to cover project costs. Working capital must be in the form of liquid assets. Future funding through donations, capital campaigns or other grant sources are not considered working capital. Organizations must follow the applicable standards in OMB Super Circular (2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) to receive reimbursement.

Conflict of Interest

The standards in OMB Super Circular (2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by



Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. All organizations must complete and submit the Conflict of Interest Disclosure section of the application to document any perceived or actual conflict of interest.

Minimum Criteria

The proposed project must:

- Provide services that benefit residents of the Harris County service area, including unincorporated Harris County or one of the 12 cooperative cities
- Meet the Public Services Objective 1: General Services of the 2013-2017 Consolidated Plan Measurable Objectives
- Serve low to moderate income populations and must document income eligibility, per HUD income guidelines
- Have experience in providing disaster case management services to residents affected by past or current Presidentially declared disasters and have past or current funding, partnerships and/or agreements with FEMA and/or the State of Texas for case management services

Low-to-moderate income is defined as earning less than 80 percent of the median family income (MFI). The 2016 MFI for the Houston, Texas, Primary Metropolitan Statistical Area is \$69,200 for a family of four as documented at <http://www.huduser.org/portal/datasets/il/il2016/2016summary.odn>. Please note that these limits are updated annually.

All applicants must complete the application in a professional manner, with all sections completed in their entirety, as well as demonstrate knowledge and experience in the area of the program proposed. Applicants must also retain any required licensing and other qualifications needed to carry out the proposed program.

Organizations must demonstrate financial viability and capacity to operate a federally-funded program strictly on a reimbursement basis. A financially viable organization is one that is able to:

- Operate for three to six months pending reimbursement without financial hardship
- Demonstrate an existing and consistent cash flow
- Have a separation of duties for personnel, time allocations, etc.



Organizations that are current or past subrecipients must be in good standing with the County (i.e. have no outstanding reporting delinquencies, monitoring findings, or program capacity issues) to be considered for funding.

Fair Housing and Equal Access to Housing

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transaction, and provides equal access to housing. As required by the U.S. Department of Housing and Urban Development (HUD), Harris County must produce and implement a Fair Housing Plan that includes an analysis of Impediments to Housing Choice. Harris County's Fair Housing Plan can be found on the CSD website at <http://www.csd.hctx.net/PYConsolidatedPlan.aspx>. The Fair Housing Plan sets several strategies to improve housing choice in addition to elimination of housing overt discrimination; these include strategies to improve the quality of community amenities and services. CSD encourages all organizations to review the Harris County Fair Housing Plan and the HUD Fair Housing Planning Guide at <http://www.hud.gov/offices/fheo/images/fhpg.pdf> and create strategies for your organization to encourage Fair Housing in Harris County.

On February 3, 2012, HUD published a final rule in the Federal Register entitled Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity. The rule creates a new regulatory provision that generally prohibits considering a person's marital status, sexual orientation, or gender identity (a person's internal sense of being male or female) in making housing assistance available. Now lesbian, gay, bisexual, and transgender people are guaranteed equal access to all housing for all types of housing (affordable, permanent, transitional and emergency) funded through HUD.

Eligible Activities

- Case management or limited case work associated with the provision of assistance for an unmet need
- The following categories can also request funding:
 - Transportation (i.e. METRO or RIDES Fare Cards)
 - Security Deposits for relocation of clients from damaged housing units
 - Legal Services for disaster related issues
 - Other urgent unmet needs

Leverage Requirements - Harris County requires that organizations applying for CDBG Public Service funds provide a minimum of 20 percent leveraging. Applications will receive favorable



scoring based on higher leveraging funds. Harris County will not consider applications requesting 100 percent funding.

Monitoring Reviews

Upon funding of an awarded project, monitoring becomes an important component of the Grants Management process. It is critical that Harris County and subrecipients maintain the appropriate documentation to support their activities in accordance with federal guidelines and Harris County Community Services reporting requirements.

In conducting performance reviews, Harris County will primarily rely on information obtained from the subrecipient's performance reports, records from on-site monitoring, and audit reports. Performance monitoring reviews typically result in a formal written report from Harris County summarizing the monitoring review and indicating whether or not the subrecipient was found to be in compliance with all applicable regulations or requirements.

Due to federal requirements related to the expenditure of funds, Harris County will require monthly reporting for all public service projects. A regular review of expenditures will be conducted for public facilities, infrastructure and affordable housing projects to ensure timely use of funds. Delays in the use of funds as compared with the submitted expenditure plan will result in the possible de-obligation of awarded funds.

Recordkeeping

Accurate recordkeeping is crucial to the successful management of grant funded activities. Insufficient documentation will likely lead to monitoring findings. Please pay careful attention to guidelines outlined within the eligible activities section of the HCCSD website. If it is determined that the supporting documentation is incorrect or insufficient, reimbursement will be denied for costs associated with the ineligible expense.

Access to Records

HUD and the Comptroller General of the United States, or their authorized representatives, in addition to Harris County Staff have the right to access Grantee and subrecipient program records.

Involuntary Family Separation

As required by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, all agencies providing emergency or transitional housing and serving families with children must serve all children, regardless of age or gender.



Review Criteria

At the time of submission, all applications are reviewed by Harris County staff for eligibility based on a number of threshold factors. While evaluating applications for initial eligibility, reviewers use the following established criteria:

- Does project meet the National Objective to serve low-to-moderate income persons?
- Is project located within the Harris County service area and/or serve Harris County service area residents?
- Does project include the required leverage?
- Is the application complete, and is all of the requested information included in the application?
- Has the organization registered in the SAM System or been debarred?
- Is the organization listed with the Office of Foreign Assets (OFAC) as engaging in terrorist activities?

The second phase of the review process addresses the specific projects being proposed. The following criteria are used in making project recommendations:

- Completeness of proposal
- Diversity of funding base
- Prior history with federal funds
- Availability of working capital
- Need and community impact
- Measurable goals and objectives
- Program administration and operational expenses
- Organizational capacity
- Financial capacity
- Duplication of services
- Geographic distribution of projects
- Past and current performance/Risk Assessment
- Projected outcomes
- Reasonable projected costs
- Leverage funds
- Relocation policy (if applicable)
- Marketing plans
- HCCSD will use its discretion to select projects that will be visited during the RFP process. Site visits should accurately reflect the application's descriptions.



Application Details and Scoring

CDBG Public Services	
Section	Points Available
Exhibit A – Application Information	10 points
Exhibit B – Project Information	23 points
Exhibit C – Organizational Information	24 points
Exhibit D – Statement of Work / Scope of Services	15 points
Exhibit E – Project Budget Information	28 points
Total	100 points



Applicant: _____ Project: _____

Application Instructions

Review the following list of documentation requirements. Three hard copies (two originals and one copy) and an electronic PDF bookmarked copy of both the application and Excel forms with attachments, on disc or USB memory stick are required for submittal. ALL hard copies submitted must include the following attachments in the stated order. Submitted applications that do not contain all the required information will be ineligible for renewal.

- Application Checklist

Exhibit A: Application Information

- Attachment A-1:** Conflict of Interest Disclosure (All applicants required to complete)
- Attachment A-2:** Project Service Area Map

Exhibit B: Project Information

Exhibit C: Organizational Information

- Attachment C-1:** Articles of Incorporation
- Attachment C-2:** 501 (c) (3) documentation from IRS
- Attachment C-3:** Agency organization charts
- Attachment C-4:** Project organization charts
- Attachment C-5:** Job descriptions
- Attachment C-6:** Resumes of key personnel
- Attachment C-7:** Letters of funding commitment
- Attachment C-8:** 90-day working capital documentation
- Attachment C-9:** Board Member summary

Exhibit D: Statement of Work/Scope of Services

- Attachment D-1:** Intake and Screening Documents
- Attachment D-2:** Documents supporting collaborations

Exhibit E: Project Budget Information

- Financial Management Questionnaire
- Personnel Detail (one per service activity)
- Non-Personnel Detail (one per service activity)
- Combined Activity Budget (one per service activity)
- Budget Summary
- Attachment E-1:** Audit/Financial Statements and IRS Form 990
- Attachment E-2:** Single Audit (if applicable)



CDBG Public Services Program Application

Original Copy

Exhibit A: Application Information

Type of Organization: _____

Organization Legal Name: _____

Tax ID: _____ DUNS Number: _____

Other/former names for the organization: _____

Project Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Physical Address of Project: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

What are your program's hours of operation? _____

What Harris County Precinct is your project located within? _____

Please read the Conflict of Interest Disclosure attachment in its entirety, complete and sign the form. Include as **Attachment A-1**.



Provide the following information:

	Name	Title	Phone	Email
Program Contact- Person managing the project on a daily basis				
Finance Contact- Person able to provide budget information				
Application Contact- Person writing this application				
Authorized Contact- Person authorized to sign contracts				

I CERTIFY THAT I AM AUTHORIZED TO REPRESENT THE ABOVE NOTED ORGANIZATION AND THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS OR CONCEALMENT OF MATERIAL FACTS. I FURTHER CERTIFY THAT NO CONTRACTS HAVE BEEN AWARDED, FUNDS COMMITTED OR CONSTRUCTION BEGUN ON THE PROPOSED PROJECT AND THAT NONE WILL BE DONE PRIOR TO ISSUANCE OF A RELEASE OF FUNDS BY HARRIS COUNTY.

SIGNATURE OF AUTHORIZED PERSON LISTED ABOVE

DATE

PRINT NAME



Project Description

Briefly describe the current project. Do not include general information about the organization, but be specific about the types of services that will be provided by this funding. Please include population served and anticipated number served.

Example: ABC Agency will provide case management and job training to 40 unduplicated persons.

Briefly describe the linkage of your program to FEMA Short-Term Case Management and the expected long-term case management provided by the State of Texas.



Service Area

Describe the service area. Please be specific (i.e. streets, zip codes, key maps). Include a copy of your project service area map as **Attachment A-2**. Do not submit HCCSD Service Area maps as your project map.

Example: The eight hundred block of Lantern Point Drive (Murworth Drive and Westridge are cross streets).



Exhibit B: Project Information

Measurable Objective

For this RFP Harris County has assigned all projects the PY2013-2017 Consolidated Plan Objective of Objective 1: General Services. Refer to descriptions of the Consolidated Plan Measurable Objectives on our website if additional information is needed. Project scope should provide case management services to low-to-moderate income persons who were affected by Presidentially Declared Disasters FEMA 4269 and/or FEMA 4272 as described in the Program Specific Instructions.

Project Need and Beneficiaries

All project beneficiaries must meet low-to-moderate income criteria and been affected by Presidentially Declared Disasters FEMA 4269 and/or FEMA 4272 to be eligible to receive assistance. Low-to-moderate income eligibility must be documented and documentation kept in files for review.

Existing Network of Services

Detail what types of services your organization has in place to assist disaster victims with activities such as: home repair, legal aid, financial assistance and relocation assistance. If the services are not within your organization, what networks or referrals will victims have access to for these types of assistance?



What Memorandums of Understanding (MoU), agreements, and/or contracts does your organization have in place or will have in place with FEMA short-term case management and with the State of Texas long-term case management services?



Exhibit C: Organizational Experience

Is the organization applying for funding incorporated? Yes or No

If so, what year was the organization incorporated? _____

As a requirement of this application, submit copies of your Articles of Incorporation as a requirement of **Attachment C-1**.

Please attach 501 (C)(3) documentation from the IRS as **Attachment C-2**, the agency’s organizational chart as **Attachment C-3** and project organizational chart as **Attachment C-4**.

Please list staff members working directly or indirectly with the project including financial staff. This information should match the information included on both the agency organizational and project organizational charts. Provide job descriptions as **Attachment C-5** and resumes as **Attachment C-6** for the persons listed below.

Name and Title	Years and Type of Relevant Program Experience	Years and Type of Relevant Federal Experience	Number of years with Proposing Organization
<i>EX: Olga Wannamaker, Executive Director</i>	<i>8- Program Manager 5- Case management</i>	<i>5 yrs- Compliance Reporting</i>	<i>3 yrs</i>



Financial Capacity

Indicate the funding for this project from other sources in the following table. For each secured funding source listed, attach a letter of funding commitment (dated no more than 6 months prior to the application) as **Attachment C-7**. HCCSD will not consider projects submitted with less than 20% leveraging.

Funding Source	Amount	Status:	
		Approved or Pending	Award Date
Ex: XYZ Foundation	30,000	Pending	6/1/2014
Total			

All organizations must have 90-days working capital to ensure operational liquidity while awaiting reimbursement. Select one of the eligible sources of working capital listed below and attach supporting documentation as **Attachment C-8**. If necessary, provide detailed explanation in space below.

- Cash in Bank (provide 3 most recent bank statements or audited financial statements)
- Line of Credit (provide a letter on financial institution letterhead stating line of credit amount)
- Acct. Recv. Collection (provide recent audit, current balance sheet and evidence of validity)
- Liquidation of Securities, CD or Investments (provide copy of recent brokerage of CD statements)
- Thrift shop proceeds (provide IRS 990 or 990-T forms)
- Other- Please explain below and provide appropriate supporting documentation



As **Attachment C-9**, include a detailed list of applicant's Board of Directors to include occupation/area of expertise and term length. Describe in area below the criteria used to initially evaluate and select Board of Directors, i.e. background checks, credit checks, resumes.

Exhibit D: Statement of Work/Scope of Services

Work Plan

Please give an overview of your operational capacity including hours of operation, intake and eligibility procedures, and which staff will be responsible for incorporating Harris County reporting requirements, such as the Individual Eligibility form for each client served.

Please describe how you will identify/recruit clients for those impacted during the 2016 Tax Day (FEMA Disaster 4269) and 2016 May/June (FEMA Disaster 4272) flooding events.



Describe in detail the intake/screening process and documentation your organization will use to prove clients affected by the 2016 Tax Day (FEMA Disaster 4269) and 2016 May/June (FEMA Disaster 4272) flooding events. Attach a copy of any documents used as **Attachment D-1**.

What partnerships or collaborations for services are in place for this program? If none, please explain how you plan to engage other agencies that serve your targeted population. Include documents supporting your partnerships or collaborations (i.e. MOUs, Letter of Support, etc.) as **Attachment D-2**.

Do you have a current Policy & Procedure manual, including: program specific details, relevant grievance procedures, process for handing of confidential records and termination policies?

- Yes
- No

****A complete copy of the Policy & Procedure manual is required by HCCSD within thirty (30) days of application submission.***