



CITY OF ARLINGTON REQUEST FOR PROPOSALS WORKSHOP

PY2016 CDBG, ESG, HOME

Community Planning and Development
Grants Management
October 23, 2015

WORKSHOP AGENDA



- Welcome and Staff Introductions
- Announcements
- Overview of Grant Funds Available
 - ✓ CDBG and ESG
 - ✓ HOME Investment Partnership
- Evaluation Process
- Proposal Guidelines
- Online Application
- Funding Timeline

ESTIMATED GRANT FUNDING AVAILABLE



Grant Type	Estimated PY2016 Funding
CDBG Public Services	\$438,000
ESG Homeless Services – Shelter	\$135,000
ESG Homeless Services – Rapid Rehousing/Prevention	\$86,000
HOME CHDO Set-Aside	\$125,651

Assumes level funding from PY2015 to PY2016

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)



- Uses of Funds:
 - ✓ Planning Studies
 - ✓ Public Services
- General Limitations
 - Public Services: 15% of overall allocation
 - Programs must serve Low and Moderate Income persons (at least 51% of the funds)

ELIGIBLE CDBG SERVICES



- Services to low-income Arlington citizens such as:
 - ✓ Senior Citizen Services
 - ✓ Employment Assistance
 - ✓ Financial Literacy
 - ✓ Child Care and After School Programs
 - ✓ Health Care
 - ✓ Substance Abuse Treatment
 - ✓ Education

DEMONSTRATED COLLABORATIVE EFFORT



- Applicants must address ConPlan priorities
- Identify innovative collaboration to meet High Priority needs
- Evidence of collaboration shown by executed MOU or other formalized method
- Bonus points will be given for demonstrated collaboration

CDBG EVALUATION CRITERIA



	Maximum Points Awarded
Organizational Capacity and Experience	30
Evidence of Need for Services	30
Statement of Work and Scope of Services	30
Budget and Budget Narrative	10
Subtotal	100
Bonus Points for Innovative Collaboration	
Clear description of innovative collaboration and how it addresses high priority needs	5
Common outcomes are well designed, measurable and realistic	5
The collaboration process is formalized in a MOU or similar agreement	10
Maximum Total Points	120

EMERGENCY SOLUTIONS GRANTS (ESG)



- Eligible Use of Funds:
 - ✓ Homeless Shelters
 - ✓ Rapid Rehousing
 - ✓ Homeless Prevention
 - ✓ Homeless Management Information System
- General Limitations
 - ✓ Shelter funding: no more than 60% of grant
 - ✓ Rapid Rehousing and Homeless Prevention must serve families at or below 30% of Median Income

ESG REQUIREMENTS



- Grantees are required to participate in the Tarrant County Continuum of Care
- Grantees are required to use HMIS/ETO for data collection, unless serving domestic violence victims
- Grantees must have homeless or formerly homeless board representation
- See ESG Guidebook and regs for additional requirements

HOME INVESTMENT PARTNERSHIP



- Uses of Funds:
 - ✓ CHDO Housing Development Activities
 - ✓ New Construction of Owner Occupied Housing
 - ✓ Mixed-Use Development
 - ✓ Other eligible activities at 24 CFR 92.205
- General Requirements
 - ✓ Applications accepted from Community Housing Development Organizations (CHDO)
 - ✓ At least 15% minimum set-aside for CHDOs

GENERAL PROPOSAL GUIDELINES



- Proposal deadline for electronic submission is 3 p.m. on:
 - ✓ Friday, December 4, 2015 for CDBG applications
 - ✓ Friday, December 11, 2015 for HOME and ESG applications
- Late proposals will not be accepted.
- NO paper applications will be accepted.
- Send Organization Certification Form (2 copies) and Applicant Summary to:

Hand-Delivery

Arlington City Hall
One Start Center, 2nd Floor
101 W. Abram Street
Arlington, TX 76010

Mail-in

City of Arlington
Attn: Darwin Wade
Grants Management
P.O. Box 90231, MS 01-0330
Arlington, TX 76004-3231



GRANT REVIEW COMMITTEE EVALUATION PROCESS (CDBG, ESG, & HOME)

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LEARN WELL

LIVE WELL



United Way
of Tarrant County

United Way - Arlington Grant Review Committee

October 23, 2015

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United Way
of Tarrant County

About United Way-Arlington

United Way - Arlington is an organization of Community Volunteers formed by an agreement between United Way Tarrant County and the City of Arlington. United Way - Arlington provides identification of and recommendations for Arlington's emerging human service issues and needs.



United Way
of Tarrant County

Community
Volunteers

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United
Way



United Way
of Tarrant County

Grant Review Committee

- Standing committee of United Way - Arlington
- Members are volunteers and citizens of Arlington
- UW receives CDBG funding to provide Grant Review Committee



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United Way
of Tarrant County

Ranking Criteria

1. Organizational Capacity & Experience 30 Points

- History, mission, capacity
- Past performance
- Diversity of board

2. Evidence of Need/Collaboration 30 Points

- Priority issue
- Target population
- Need
- Collaboration

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United Way
of Tarrant County

Ranking Criteria

3. Statement of Work/Performance 30 Points

- Work plan, program design, implementation plan
- Performance objectives, outcomes, and goals

4. Budget 10 Points

- Budget completed correctly
- Reasonable expenses
- Adequate fiscal management

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United Way
of Tarrant County

Ranking Criteria

5. Bonus Points for Innovative Collaboration 20 Points

- Clear description of innovative collaboration and how it addresses high priority needs; **(5 points)**
- Common outcomes are well designed, measurable and realistic; and **(5 points)**
- The collaboration process is formalized in a MOU or similar agreement. **(10 points)**

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United Way
of Tarrant County

Review Timetable

December - January

Committee reviews and ranks the applications

February

All rankings and comments are put into a report that is submitted to City Staff and City Council

February – March

City Council uses our rankings to help them make their funding decisions.

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THANK YOU



ONLINE APPLICATION SUBMISSION

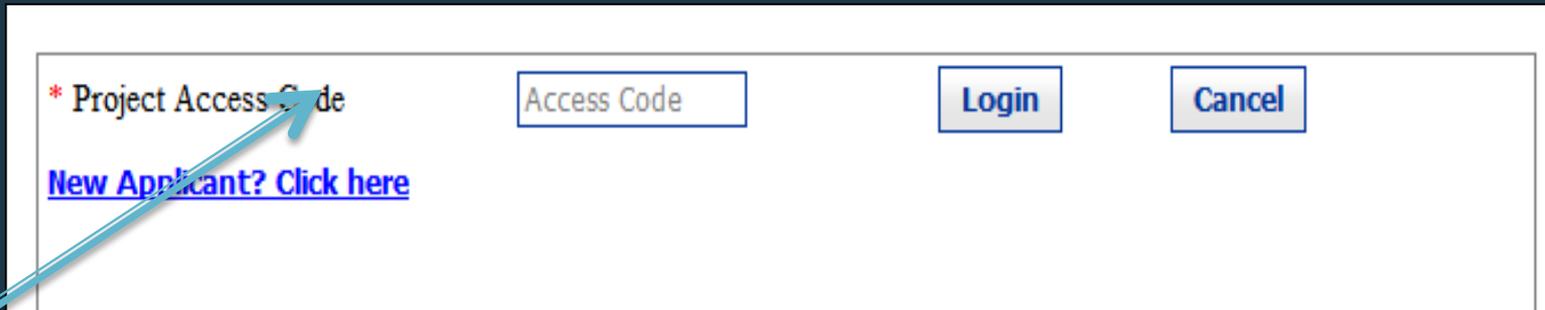


- Complete Applicant Profile to get Access Code
<http://www.arlington-tx.gov/cdp/grants/planningandreporting/rfp/>
- Complete grant application
- Upload attachments
- Click “Final Submit” to submit application
- Complete Organization Certification Form (2 copies) and deliver with an original signature and Applicant Summary section of application

ONLINE APPLICATION SUBMISSION



- Register as a New Applicant at <http://www.arlington-tx.gov/cdp/grants/planningandreporting/rfp>
- Previous Applicants **MUST** complete a new profile for this RFP. Prior year access codes will not work.

A screenshot of a web form for online application submission. The form has a white background and a thin black border. It contains the following elements: a red asterisk followed by the text '* Project Access Code' in black; a text input field with the placeholder text 'Access Code'; a blue 'Login' button; and a blue 'Cancel' button. Below the input field and buttons is a blue hyperlink that reads 'New Applicant? Click here'. A blue arrow points from the bottom left towards the asterisk in the label.

ONLINE APPLICATION SUBMISSION



- Complete applicant profile form to receive an access code.

A screenshot of a web browser window showing a "Grant Application" form. The browser's address bar shows "City of Arlington, TX :: G...". The form contains several fields, many of which are marked as required with a red asterisk. The "Program Year" field is filled with "2014 - 2015". Other fields are empty or contain placeholder text.

City of Arlington, TX :: G... x

Grant Application

* Required

Program Year

* Organization Name

Fed. Tax ID No.

* Grant Type

* Program Name

* Contact Person

* Mailing Address

* City

* State * ZipCode

* Contact Phone

Contact Fax

* Contact Email

ONLINE APPLICATION SUBMISSION



- Click Submit to Receive Access Code

I have read and understand the requirements for the grant program indicated above as outlined in the Application Guidebook and the corresponding Request for Proposals. I acknowledge that this application will be considered incomplete if I fail to submit all required documents by the deadline stated in the Request for Proposals. I further acknowledge that all proposals submitted will become part of the City of Arlington's official files and subject to the Public Information Act. I certify that I am not uploading any application files that include viruses or other software that may harm City of Arlington property.

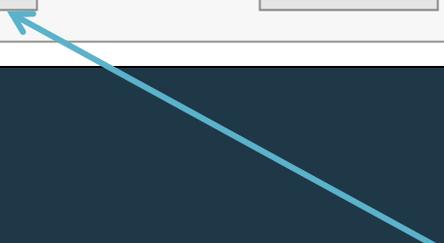
Verification Code



Type the code shown:

[Show another code](#)

[Previous Screen](#)



ONLINE APPLICATION SUBMISSION



- Main Menu

A screenshot of a web browser displaying the 'Emergency Solutions Grant Application' page. The browser's address bar shows 'http://www.arlingtontx.gov/planning/grants/grants.html'. The page title is 'GRANTS MANAGEMENT'. The main content area features the City of Arlington logo and the heading 'Emergency Solutions Grant Application'. Below this is a table with 'Documentation Requirments' (sic) and links to various application sections, each with a 'Print' button. At the bottom of the table are 'Log In', 'Final Submit', and 'Exit' buttons. Below the table is an 'Upload Attachments' section with a 'Total uploaded files size limit: 40MB' and a 'Browse...' button. At the very bottom, there is an 'Add Upload' section with a 'View Uploaded Files' button.

Documentation Requirments	Print
Applicant Summary: Applicant Information	Print
ESG Section1: Organizational Capacity and Experience	Print
ESG Section2: Evidence of Need for Service	Print
ESG Section3: Statement of Work/Scope of Services	Print
ESG Section4: Budget Information	Print
ESG Application Check List	Print

[Log In](#) [Final Submit](#) [Exit](#)

Upload Attachments. Total uploaded files size limit: 40MB

[Browse...](#) [Remove](#)

Add Upload

[View Uploaded Files](#)

APPLICANTS SHOULD...



- Fully answer all questions in the application
- Provide job descriptions and resumes for all grant-funded positions and other key staff
- Be sure performance measures fully capture services to Arlington residents
- Double (triple) check your budget documents!
- Name each submitted document in the prescribed format (pdf when possible):
“Organization Name - Cover Letter”

TIMELINE SUMMARY



RFP Workshop	October 23, 2015
Deadline for submission of questions	November 9, 2015
Response to questions posted online	November 18, 2015
Deadline for submission of CDBG applications, 3 PM	December 4, 2015
Deadline for submission of HOME and ESG applications, 3 PM	December 11, 2015
Evaluation Process	December 2015- January 2016
City Council CND Committee review	February 2016
30-day comment period and public hearings	March – April 2016
City Council review of Action Plan	April 2016
Applicants notified regarding awards	May 2016
Sub-recipient Workshop and contract signing	June 2016
Contract Year begins	July 1, 2016

ONLINE APPLICATION SUBMISSION



- Demo of Application
 - <http://webapps.arlingtontx.gov/dnp/blockgrants/>

ADDITIONAL QUESTIONS FOR INFORMATION



Darwin Wade

817-459-6221 (phone)

817-459-6253 (fax)

Darwin.Wade@arlingtontx.gov

or visit

www.arlingtontx.gov/planning/grants

Q&A BREAKOUT SESSIONS



Grant Type	Staff	Room
CDBG	Darwin & Iliza	City Council Briefing Room
ESG	Amy Powell	Planning Conference Room
HOME	Janet Maccubbin	Management Resources Conference Room