

Harris County Community Services Department PY2019 Request for Proposals



**CDBG Public Services Application Review
June 6, 2018**

CDBG Public Services Program Agenda

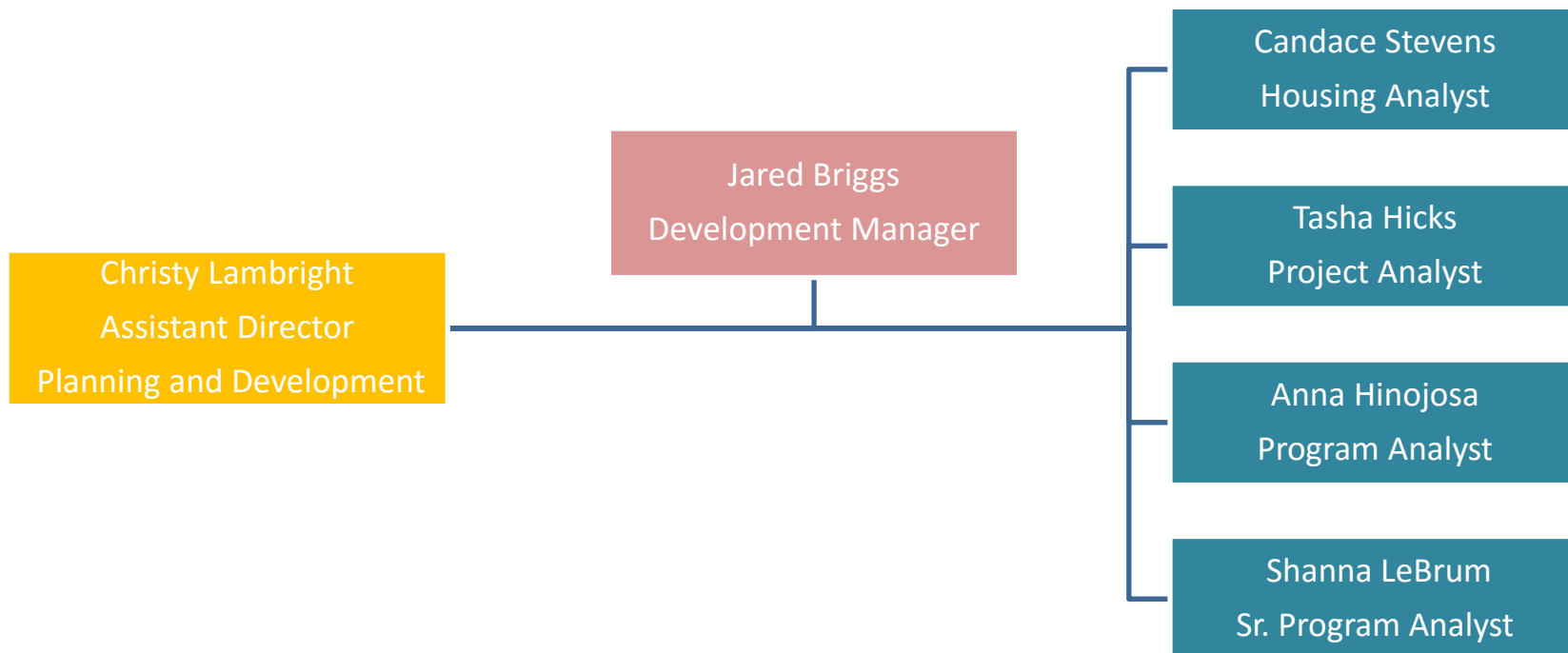


Welcome and Introductions

David B. Turkel, Executive Director

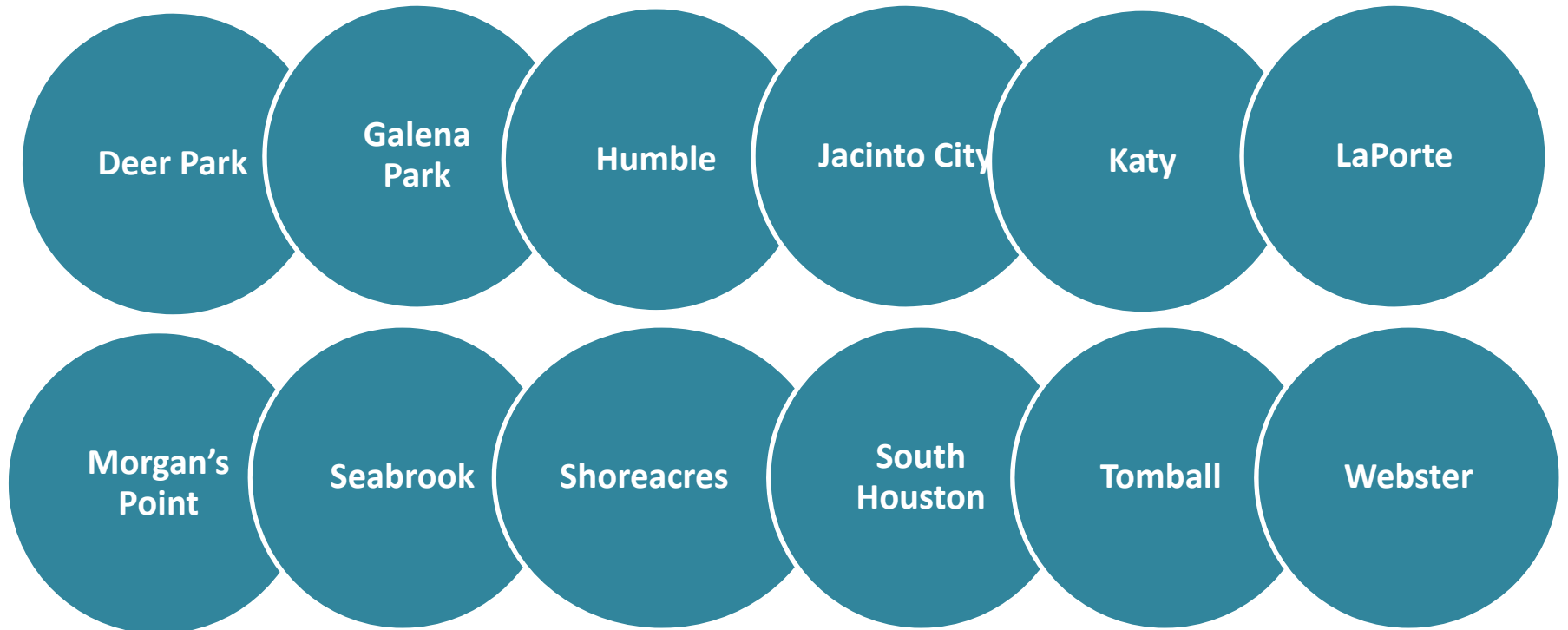
Divisions of Community Services Department

- Housing and Community Development - Daphne Lemelle, Community Development Director
- Transit and Social Services
- Finance and Administrative Services (Support Divisions)



Service Area

Unincorporated Harris County and its 12 cooperative cities*

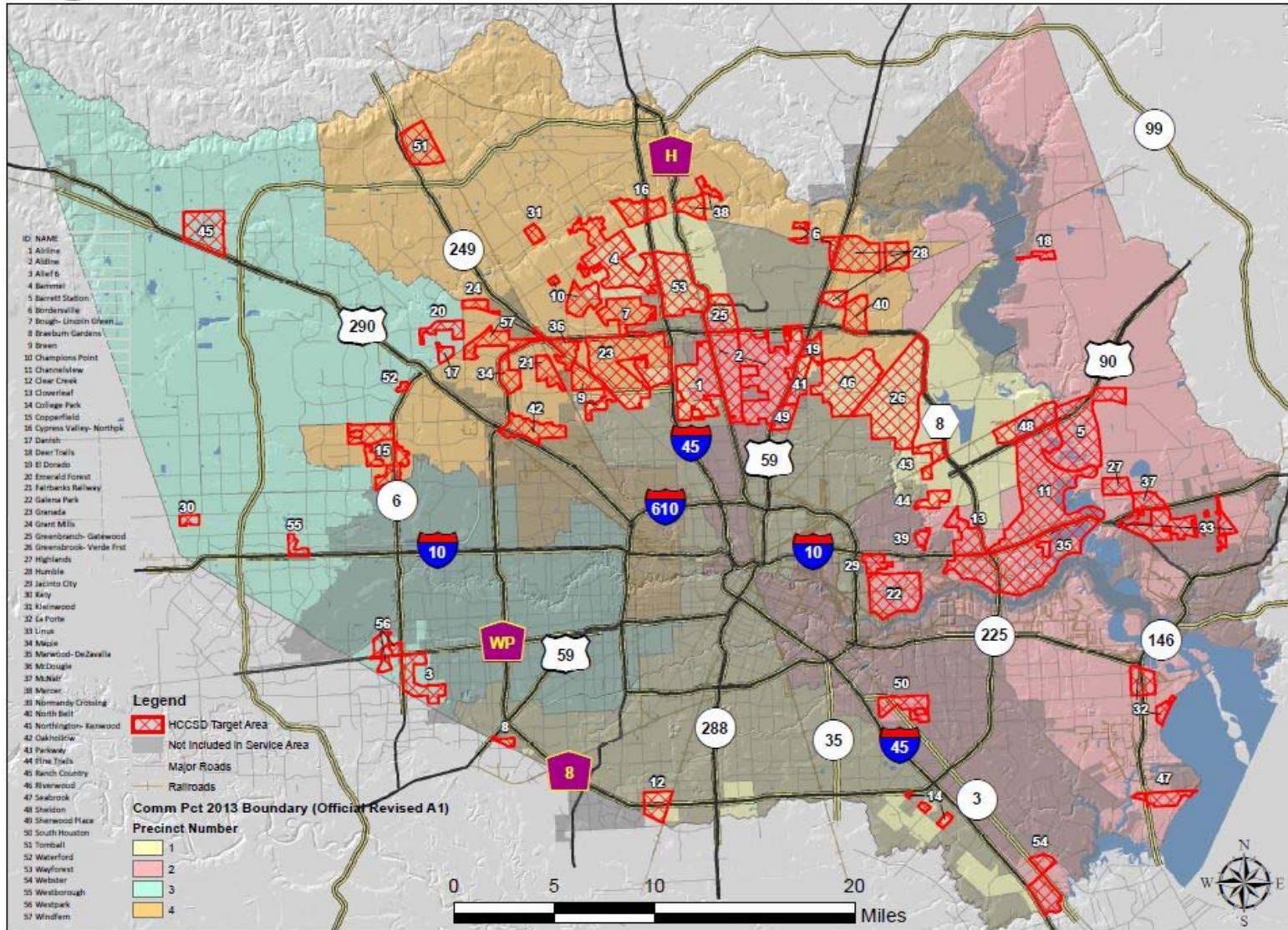


Houston, Baytown and Pasadena receive their own entitlement funds and are not included in the Harris County service area.

** Projects serving homeless are not restricted by service area, but must be in Harris County.*



Harris County Service and Target Areas



Source: American Community Survey 2006-2010 5-year
 HUD Estimates of Low-to-Moderate Income Individuals
 by Block Group

Note: Service Area includes 12 Cooperative Cities: Deer Park, Galena Park,
 Humble, Jacinto City, Katy, La Porte, Morgan's Point, Seabrook, Shoreacres,
 South Houston, Tomball, and Webster

Understanding Harris County

Department of Housing and Urban Development

- https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs

HCCSD Website

- <https://csd.harriscountytexas.gov>

Funding Guideline

- <https://www.harriscountytexas.gov/Pages/rfq.aspx>
- Provides program specific information

Consolidated Plan

- <https://www.harriscountytexas.gov/Pages/consolidatedplans.aspx>
- Outlines Harris County's goals and objectives for serving the community

Annual Action Plan

- <https://www.harriscountytexas.gov/Pages/annualactionplan.aspx>
- Lists all projects funded for each entitlement year

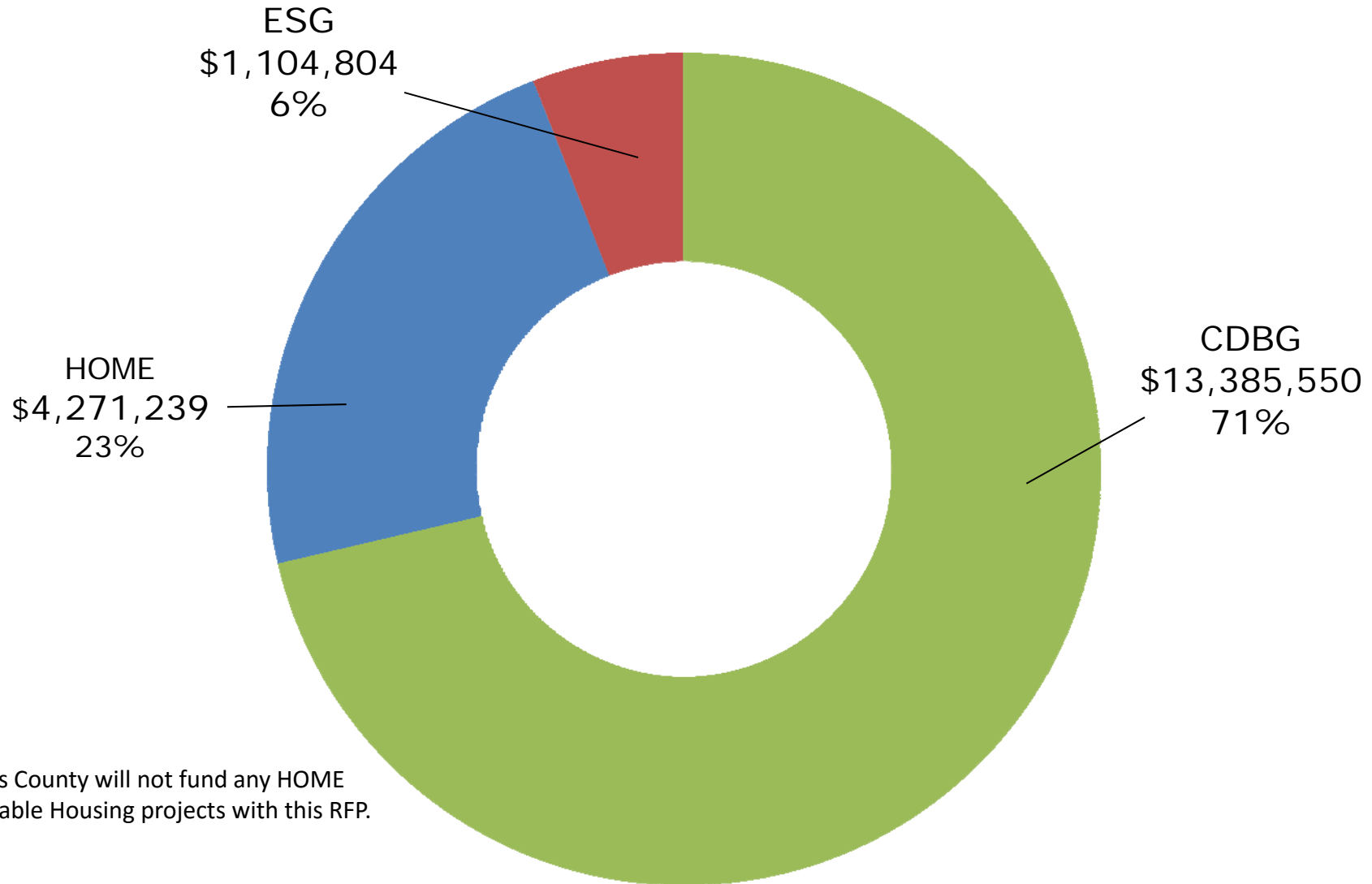
PY2019 Entitlement Funding

- As an urban county, Harris County annually receives HUD entitlement funding for the following programs:
 - Community Development Block Grant (CDBG)
 - Emergency Solutions Grants (ESG)
 - HOME Investments Partnership Program (HOME)
- Current PY2019 amounts are based on PY2018 allocations from HUD. The amount of funding available is subject to change.
- For the PY2019 RFP, Harris County cannot guarantee that the federal budget for PY2019 will have the same amount or any funding for all three programs. Harris County also does not know how much HUD will allocate to us or when it will allocate PY2019 funding to entitlement jurisdictions.



PY2019 Entitlement Funding (cont.)

(Estimated PY2019 CDBG Funds are based on PY2018 Allocations)



*Harris County will not fund any HOME Affordable Housing projects with this RFP.

PY2019 Entitlement Funding (cont.)

Proposed PY2018 Entitlement Funding and Activity Type		Mandated CAP
<i>Community Development Block Grant Program</i>		
Public Service Project Set-Aside	\$600,000 (Approximately)	15 percent of allocation
General Activities (Funded in this RFP will include prior year funds)	\$5,000,000 (Approximately)	
HCCSD Administration	\$2,677,109	20% of allocation

Public Service funds will be allocated among four priority areas.

- Homelessness: 35%
- Seniors and Disabled: 35%
- Children and Youth: 20%
- Employment Services: 10%

Fair Housing

The Fair Housing Act of 1968, federal law governing housing discrimination was passed and signed into law on April 11, 1968. HUD regulation requires equal access to housing in all HUD funded programs. The Fair Housing Act prohibits the discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person including the following protected classes:

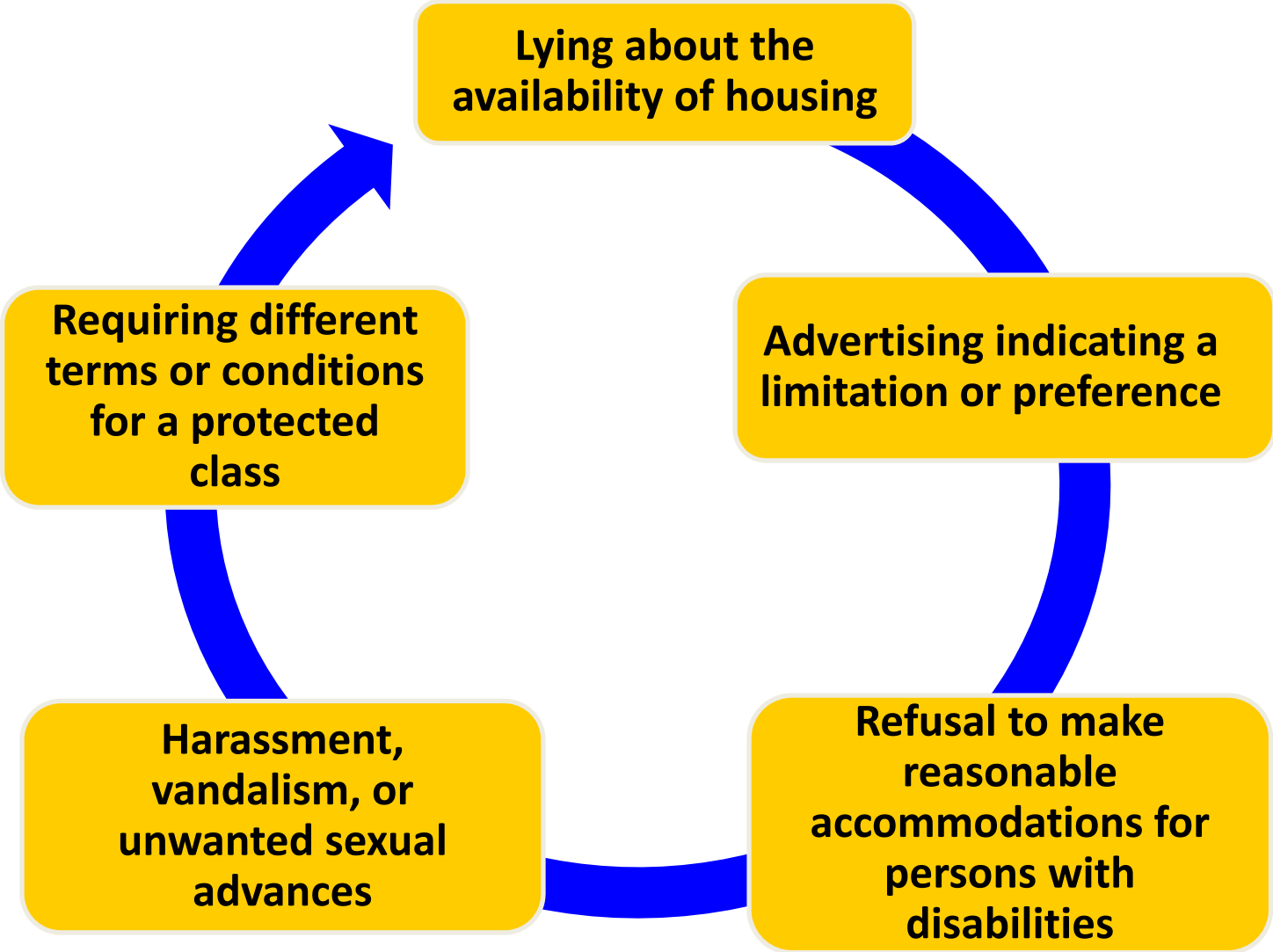
Race, Color, Religion, National Origin, Sex, Disability (mental and physical), Familial Status (presence of children under 18 in the home)



Fair Housing (cont.)

What is unlawful Housing Discrimination?

Unequal treatment of an individual or family trying to rent or lease an apartment or buy a home based on the protected classes: race, color, sex, religion, national origin, familial status, and disability



Fair Housing (cont.)

How do I file a Fair Housing Complaint?

If you believe you've or someone you know has received unfair consideration or treatment, you can file a housing discrimination Complaint with HUD



Call HUD at 1-800-669-9777 or TTY 1-800-927-9275



Submit a Complaint online at
https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint



HUD will notify you when your Complaint is accepted for filing



Equal Access to Housing Final Rule

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity rule became effective March 5, 2012 through HUD's Office of Fair Housing and Equal Opportunity (FHEO).

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule prohibits discrimination based on:

- person's marital status,
- sexual orientation, or
- gender identity



Equal Access to Housing and Services Regardless of Gender Identity Final Rules

In addition to the final rule on Equal Access to Housing, HUD published a final rule in the [Federal Register](#) entitled “Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs”. This rule was published on September 21, 2016.

This rule ensures that each individual in accordance with their gender identity will have equal access to housing and shelter programs administered by HUD. This rule creates a new regulatory provision that requires those entities that are receiving any HUD funding grant equal access to facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity and in a manner that affords equal access to the individual's family.



Homeless Requirements

Any CDBG Public Service project that serves homeless individuals must adhere to all ESG standards, documentation requirements, participate in Coordinated Access and meet the definition of Literally Homeless.

Interim ESG Regulations

Please review the interim regulations for Emergency Solutions Grants published on the Federal Register by HUD on December 5, 2011. Additional information can be found at <https://www.hudexchange.info/programs/esg/>

Homeless Categories

Written Standards

All applicants are expected to adhere to the Harris County standards of service for Emergency Solutions Grants as submitted to HUD. Applicants are expected to review and align programs with the standards, available at <https://csd.harriscountytexas.gov/Pages/rfq.aspx>

Harris County, as a member of The Way Home Continuum of Care (CoC), has updated its standards to be in alignment with the priorities set forth in The Way Home CoC's Annual Action Plan and standards of service. These standards are subject to change and agencies should be aware of any modifications made to the standards during the RFP process.

Homeless Management Information System (HMIS)

CSD requires Subrecipients that provide services to homeless persons with County funds to participate in the Homeless Management Information System (HMIS) administered by the Coalition for the Homeless of Houston/Harris County (CFTH).

- *If the Subrecipient is a victim services provider, it may use a comparable database*

- To participate in HMIS:
 - Inform the CFTH of your grant name, type of funding, the operating year, and list of services funded through the grant
 - Sign up and receive training
 - Input information on clients and services provided into ClientTrack

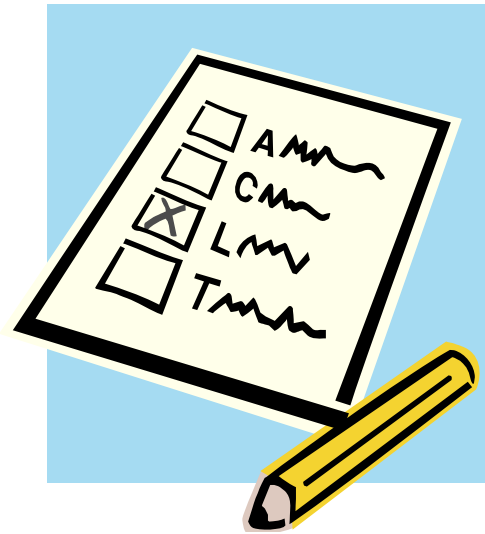
- The following HMIS reports must be submitted monthly:
 - Clients Served with Details
 - Clients in Programs
 - Client Summary Report

Contact CFTH staff at 713-739-7514 or their website www.homelesshouston.org for assistance.

Grants Management

- Subrecipients must maintain source documentation to evidence household income as well as eligibility under the “Presumed Benefit” categories in accordance with 24 CFR 570.506 (b)(1)(3)(i)
 - *Individual Eligibility Form (IEF) required for all persons served.*
- Documentation in client files must support literally homeless definition
- Agreement with Harris County is drafted based on the information provided by the applicant in the submitted RFP application
- Monthly reports are required to be submitted and should include project status, client data, tally sheet, individual eligibility forms and employee data (HMIS report if applicable)
- Grants Management staff will conduct monitoring for all projects
- A subrecipient orientation will be offered post-award and is Mandatory for new subrecipients/projects

Application Review



Application Basics

- **Maneuvering the Purchasing Department's Website**
 - <https://bids.hctx.net/bs0/>
 - **Job # 18/0169**
 - **Register to ensure you receive any updates/addendums**
 - **Download**
 - **180169 RFP Package (HC Offeror's Note)**
 - **Guidebook: Attachment J**
 - **CDBG PS Application: Attachment K**
 - **Conflict of Interest: Attachment M**
 - **CDBG Budget: Attachment N**

Organize Your Case

- **Clearly state your project's scope.**

Example Scope: “ABC Agency will use CDBG funds to pay the salaries of three case managers at our Main Street location. They will provide case management and job training services to forty unduplicated and formerly homeless clients.”

- Who is my project serving?
- Harris County Service area or Homeless?
- How *unique* are you?
- Organization requesting funding must directly serve clients and state the number to be served.
- No Harris County funds for project administration.



Organize Your Case (cont.)

- Experience of organizational staff doing the work as described in the proposed project.
- What is my service unit and cost?
- Does your organization have intake procedures that cover the proposed project?
- Do you have Policies and Procedures developed for the proposed project?
- Who does your organization collaborate or partner with for the proposed activities?



Organize Your Case (cont.)

➤ Application Information (Exhibit A)	5 pts
➤ Project Information (Exhibit B)	38 pts
➤ Organizational Information (Exhibit C)	29 pts
➤ <i>Homeless Services Projects (Exhibit D)</i>	<i>10 pts*</i>
➤ Project Budget Information (Exhibit E)	<u>28 pts</u>
<i>Maximum Points Available</i>	<i>100 pts</i>
<i>Homeless Services Projects Maximum</i>	<i>110 pts*</i>

What's



- Focus on how you serve Harris County Residents and HUD grant experience
- Submit all of the required attachments
- Meets HCCSD's leverage requirement of 25%
- Electronic submittal of RFP should be tabbed PDF document including all attachments (***disc or USB drive***)

Leveraging

“Leveraged” funds are simply a financial commitment toward the costs of a project from a source other than the granting organization. Leveraging can be achieved by a commitment from the subrecipient or through various partnerships.

- Leveraged funds/resources must be identified, tracked and verifiable
- May come from Federal and Non-Federal sources
- May be in the form of cash or in-kind resources
- *25% of Project total required for all CDBG PS projects*







Helpful Tips



- Have an active System for Award Management (SAM) account.
- Read the application several times, including the guidebook.
- Don't wait until the last minute to begin completing/compiling information.
- All items listed on budgets should directly support program. Use budget summary for details.
- Double check numbers for accuracy (ex: contact numbers, DUNS, total project amount).
- Make sure budget is consistent and not overstated with proposed activity and grant term.
- Answer all questions and attach all requested documentation; do not include extra information. Stick to the application guidelines!
- Before you apply, clear any: tax issues, audit findings, and negative publicity.
- Submit to Purchasing before the deadline. *No late applications accepted.*



Technical Assistance Days:

June 11th through June 15th

(By Appointment Only at rfp@csd.hctx.net, please include program you are applying to)

Last day for assistance from HCCSD staff:

June 15th

RFP Deadline:

June 25, 2018 at 2 p.m.

1001 Preston, Suite 670 (6th Floor)

Contact Information:

Shanna LeBrum

Senior Program Analyst

Shanna.lebrum@csd.hctx.net

(832)927-4800

Visit our website: <https://csd.harriscountytexas.gov>