



COLLIN COUNTY
EMERGENCY HOUSING AND LIVING ASSISTANCE PROGRAM

**AGENCY PROVIDERS
REQUEST FOR QUALIFICATIONS**

Application Deadline:
Friday, May 22, 2020
11:59 PM

**REQUEST FOR QUALIFICATIONS
COLLIN COUNTY EMERGENCY HOUSING AND LIVING ASSISTANCE PROGRAM
FY 2020
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DUE NO LATER THAN 11:59 PM, FRIDAY, MAY 22, 2020

Please submit proposals to:

jtieken@mckinneytexas.org



COLLIN COUNTY EMERGENCY HOUSING AND LIVING ASSISTANCE PROGRAM Request for Qualifications

I. Introduction

The County has received federal funding, from the Department of the Treasury, under the Coronavirus Aid, Relief, and Economic Security Act (hereinafter "CARES ACT") to address and respond to the effects of the COVID-19 public health emergency. Providing emergency housing and living assistance where people have become unemployed or underemployed directly as a result of the COVID-19 public health emergency is an example of an expenditure made necessary by the COVID-19 public health emergency. This program is to provide funding assistance to residents of Collin County in default or near default on the residential lease or mortgage for their housing unit, or in danger of losing their housing unit due to the effects of the COVID-19 public health emergency, and to provide for assistance with utilities and food for families whose income has been disrupted by the COVID-19 public health emergency (hereinafter "Emergency Housing and Living Assistance Program" or "Program"). The first funding release of \$30,000,000 will be available June 1, 2020. The cities of Allen, Frisco, McKinney, and Plano ("the Cities") are responsible for overseeing the disbursement of these funds to residents through eligible nonprofits. The Cities are seeking proposals for the Emergency Housing and Living Assistance Program (EHLA), (the "Program"), to provide temporary financial assistance and food services to individuals and families, impacted by the COVID-19 pandemic, who are at risk of becoming homeless

EHLA funds are to provide temporary assistance as a bridge to long-term stability. It is important to note that EHLA is not a long-term housing assistance program; and eligible Clients must be at or below 200 percent of Area Median Income (AMI) in Collin County.

II. Scope of Service

The Cities are requesting proposals from non-profit agencies, including religious organizations, that have three years (3) experience administering either mortgage, rent, or food programs to Collin County residents.

Homelessness Prevention and Food Distribution Services may be provided in the following eligible EHLA categories:

1. Financial Assistance: short-term rental, mortgage (excluding property taxes), or utility (excluding municipal bills such as water) assistance.
2. Food Distribution: providing gift cards for food products to eligible Clients. All gift cards must be distributed by November 1, 2020.

The Cities may award multiple contracts to Proposers based on the Proposal Evaluation and



Selection Criteria as set forth in Attachment A of this (RFQ) will be awarded. The contract period will start no earlier than June 1, 2020, with an ending date of December 30, 2020, or upon completion of program services, whichever occurs first. These funds are not renewable beyond the life of the program. Program participants must be residents of the Collin County and not reside within the City of Dallas.

III. BUDGET APPROPRIATIONS

There is a total of \$45,000,000 available. For the first round of funding, \$30,000,000 will be available. If needed, remaining funds will be allocated to the agencies who have shown the most efficient and effective administration of the funds. The following amounts will initially be available in the listed categories. Funds may be reallocated between categories, depending on demand:

Mortgage/Rent/Utility Assistance	<u>\$24,000,000</u>
Direct Service Incurred Expenses – Agencies (reimbursable)	
Direct Service Provision Costs – Cities	<u>\$2,610,000</u>
	<u>\$1,290,000</u>
<hr/>	
Food Distribution	<u>\$2,100,000</u>
Subtotal	<u>\$30,000,000</u>
<hr/>	
Grand Total	

Proposers must submit one proposal detailing a plan for each funding category that will be serviced (Rent/Mortgage, Utility Assistance and Food Distribution) category, along with all of the documents required to be determined responsive.

Successful Proposers will be awarded EHLA funds that will provide direct assistance to eligible Clients; with up to 10% of awarded funds to be available for direct program delivery cost, on a reimbursable basis. **Staff funded at 100% by EHLA are required to spend and document 100% of their time on EHLA activities.**

Successful Proposer may not charge fees to EHLA program participants.

Successful Proposers must not make payments directly to program participants, but only to third parties, such as landlords, mortgage, or utility companies.

Who is not eligible?

1. Households that have already received federal CARES Act money from another agency.



- 2. Families living in units owned by immediate family members. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws.
- 3. An assisted property may not be owned by the Proposer or the parent, subsidiary of affiliated organization of the Proposer.

Financial assistance may not be used to pay for any mortgage cost or costs needed by homeowners to assist with any fees, taxes, or other cost of refinancing a mortgage to make it affordable.

IV. TIMELINE

5/15/2020	RFQ Published	5/25/2020	Agencies notified of funding decision, pending Council approval
5/19/2020	Final Submittal of RFQ Questions	5/28/2020	Zoom Grant Training 10a – 11:30a
5/20/2020	Pre-Proposal Conference to assist applicants	5/29/2020	Signed contracts due from agencies
5/22/2020	RFQ Due Date, 11:59 PM	6/10/2020	EHLA Contract Starts

V. PRIORITIES

The following priorities have been established for the use of the EHLA funds.

- Residents of Collin County that have suffered a loss of job or income (50%) or more and who are currently behind on their mortgage/rental and/or utility payments
- Residents living within Collin County with an income of 200% or below of the Area Median Income (AMI) for Collin County as defined within this RFQ.
- Residents living within Collin County with non-retirement assets of \$20,000 or less

VI. DEFINITIONS

For the purposes of this RFQ, the following underlined terms shall be defined as follows:

Persons at Risk of Becoming Homeless (Clients): An individual or family currently in housing but at-risk of becoming homeless, due to the effects of the COVID 19 pandemic, in need of temporary mortgage, rent, utility, or food assistance to prevent homelessness

Agency Experience: Minimum of 36 months experience as of January 1, 2020, providing mortgage/rental and/or utility assistance, to persons at risk of becoming homeless.



Cities: The cities of Allen, Frisco, McKinney, and Plano, Texas, municipal corporations of Collin County, Texas, acting by and through (a) its governing body, or (b) its City Manager, each of whom is required by law to perform specific duties. Responsibility for final enforcement of contracts involving the Collin County is by authority vested in the City Manager.

Contract: The written document between the Cities and a service provider, which contains the terms and conditions of the agreement. The Contract includes a written statement of work, or the specifications including special provisions and the proposal. Supplemental changes or agreements pertaining to the work, term, price or other elements of the Contract shall also become a part of the Contract.

EHLA: Emergency Housing and Living Assistance Program funded by federal funds under the Collin County CARES Act Housing Programs funding – U.S. Department of Treasury.

Household Income: Individuals or household must be at or below 200% of Area Median Income. It is the Proposer’s responsibility to verify participant’s income eligibility according to the Income Limits placed below.

FY 2020 Income Limit Category	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
200% of Collin County 2020 Area Median Income Maximum	\$120,800	\$138,000	\$155,200	\$172,400	\$186,200	\$200,000	\$213,800	\$227,600

Proposal: The written proposal duly submitted to the Cities, by the person, persons, partnership, company, firm, association, or corporation to perform a contract for work described in the RFQ specifications at a specified price.

Proposer: The person, persons, partnership, company, firm, association, or corporation that submits a written proposal for consideration to perform the work described in the RFQ.

Program: Emergency Housing and Living Assistance Program

RFQ: Request for Qualifications.

Responsive: An agency who has submitted a proposal which conforms in all material aspects to the requirements stated in the RFQ.



VII. PROGRAM ELIGIBILITY

It is not expected that all program participants will experience the same level of need or receive the same level of support. In order to receive EHLA services, individuals and families must meet the following minimum criteria:

- Individual or household must have an initial consultation, in person or remotely, with a case manager or authorized representative who can determine the appropriate level of assistance.
- Individual or household must be at or below 200% of Area Median Income (AMI) for Collin County, as provided in this RFQ.
- Individual or household must provide proof of non-retirement assets of less than \$20,000.
- Individual or household must provide documentation of a reduction in financial resources, of 50% or greater, due to the COVID-19 as of March 1, 2020 and the status of the late rent/ mortgage or utility bills.

VIII. PROPOSER'S RESPONSIBILITY

A. Data Collection and Reporting Requirements

The Proposer must maintain Client data and documentation of the event that caused the household's income to be reduced due to the COVID-19 Pandemic at time entry into the Collin County EHLA Program. Agencies that assist *Clients prior to obtaining the required program documentation will be required to repay EHLA funds provided to the Client.*

Proposers must submit monthly reports to the Cities using the Collin County EHLA Monthly Report Form five business days after the month's end via Zoom Grants.

B. Client Intake/Case Management

The Proposer must interview and verify qualifications and experience of the case manager or case managers. The Proposer must also supervise the case manager. Case managers must ensure that Clients are:

- Evaluated and assessed for needs
- Providing appropriate verification that the Client lives within Collin County and not within the City of Dallas
- Referred to other agencies to provide wrap-around social services

Case manager must obtain/secure all documentation necessary to prove the event that occurred during COVID-19 that has caused the reduction in income, verification of



rent/mortgage/utility assistance due, income eligibility, and a verification of non-retirement assets of program participants.

Successful Proposer must identify case managers at least one (1) week prior to the beginning of the EHLA contract term. Selected candidates must be able to begin work on June 10, 2020.

IX. CITIES' RESPONSIBILITY

- The Cities will provide technical assistance to successful Proposer on local requirements.
- Funds for mortgage, rental and utility assistance will be granted 50% at contract signing, with the remaining dispersed upon the completion of expenditures of initial funding. The direct costs of program delivery (10%) will be disbursed on a reimbursable basis. The Cities will pay Proposer on a cost reimbursement basis for eligible activities. Support documentation for expenses associated with the activity, and Collin County Monthly EHLA report must be submitted.
- The Cities will provide the necessary forms for Clients to complete electronically and to report on Clients assisted with EHLA funds.
- To encourage Accountability the Cities will monitor, at a minimum monthly, successful Proposer's collection of eligibility documentation.
- To encourage Transparency the Cities staff will require Proposer (appropriate staff) to attend meetings as needed.
- To ensure both Accountability and Transparency Cities will closely monitor successful Proposer's data collection, documentation of selection process, and documentation of how funding decisions were made.

X. INSTRUCTIONS TO PROPOSERS

Proposers must have sufficient finances and resources to provide the services requested in the RFQ. Costs directly related to the implementation of the grant, including case manager's salaries and benefits, will be reimbursed at an amount not to exceed 10% of the grant amount (direct services provided). All other funds must be expended directly to benefit the Client. All costs must be clearly identified in the Proposal. All Proposers must be able to legally conduct business in the state of Texas. This section, "Instructions to Proposers", outlines the general conditions under which the Proposal shall be made as well as instructions on how to prepare and submit the Proposal to the City. It also outlines the procedure that will be followed in selecting the successful Proposals and in completing a contract award.



A. Eligible Activities

For the purposes of this RFQ, EHLA funds will be utilized for the provision of (1) financial assistance and (2) distribution of food gift cards.

Agencies that receive EHLA funds will be not required to provide a dollar-for-dollar match. No match is required.

EHLA grant amounts may be used for one or more of the following activities:

1. Financial Assistance

Financial assistance is limited to the following activities: short-term rental and mortgage assistance, utility payments (excluding municipal services such as water), food distribution. Assisted property may not be owned by the sub grantee or the parent, subsidiary or affiliated organization of the sub grantee.

Short-term rental/mortgage, utility and food assistance may not exceed a period of 4 months with a maximum award of \$2,500 per month, not to exceed \$10,000 provided per Household. Initial funding cannot exceed three (3) months of documented expenses, not to exceed \$2,500 per month or \$7,500 total. Subsequent assistance may be given. **No participant may receive more than 4 months of total assistance or \$10,000, whichever is less. NO MORE THAN \$10,000 MAY BE PROVIDED TO A HOUSEHOLD, REGARDLESS OF ELIGIBILITY IN ALL THREE ASSISTANCE CATEGORIES.**

Staff salaries for staff providing any of the services identified in the Financial Assistance category may be charged to this category. Timesheets must be kept to account for time spent in this category.

Direct Program costs, including staff salaries and benefits, and may not exceed 10% of Direct Services provide to Clients and must be approved by the Cities, on a reimbursable basis.

2. Food Assistance

Food assistance may be provided in the form of food vouchers from a food pantry or store in the amount of not more than \$50 per person or \$200 per week for up to eight (8) weeks

B. Ineligible Activities

Ineligible activities include, but are not limited to, direct payment to individuals, financial assistance or services to pay for expenses that are available through other CARES Act programs, including childcare and employment training. Funds may not be used to pay



for construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; travel costs; medical or dental care or medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to program participants. Funds may not be used to develop discharge-planning program in mainstream institutions such as hospitals, jails, or prisons. Funds may not be used to pay for certifications, licenses, and general training classes. Programs may not charge fees to EHLA program participants. All funds (checks, no cash) must be issued to a third party, such as a landlord or utility company.

EHLA funds shall not be utilized for direct payments to individuals; to support inherently religious activities such as worship or religious instruction; or to rehabilitate or repair buildings such as sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

EHLA funds shall not be used for application for Federal funds or un-programmed funds. EHLA funds shall not be used for recruitment or on-going training of staff, depreciation, advertisement, entertainment, conferences, or retreat, public relations, advertising, bad debts/late fees, or mortgage payments of the subrecipient organization.

XI. PROPOSAL CONTENTS

All responses to the RFQ will be submitted electronically to jtieken@mckinneytexas.org/EHLA by 11:59 P.M. on Friday, May 22, 2020 and will include the following information:

A. Required Information and Attachments

1. General Information

- 1.1 Complete Organization Information, **Form 1**.
- 1.2 A copy of 2018 tax return (990) to prove non-profit status.

2. Organization History and Experience Narrative

Provide a clear and concise description of your Organization and relevant experience providing program services as of January 1, 2020 as defined in Section V.

- 2.1 Summarize the history and purpose of the Organization to include the number of years in service. Organization must have at least **thirty-six (36) months** of prior experience in providing the services requested in this RFQ.
- 2.2 Spotlight past experience and performance on projects similar to the proposed



project to be undertaken by this RFQ.

- 2.3 Describe any participation with the Cities on past or present contracts (if applicable)
- 2.4 Provide names and/or position titles of persons responsible for administration of this grant.
- 2.5 Provide proof that the agency is able to comply with the proposed or required delivery of data and services.

3. Qualifications, Staffing and Licensing

Include information on current staff size and the educational background and work experience of key program and administrative management staff. State the qualifications of staff members who will carry out the operations of the Program. If staff positions need to be filled, explain when and how they will be filled. *Staff funded at 100% by this Program can work only with EHLA Clients and must maintain a timesheet that document and substantiate work performed. Staff funded at less than 100%, must document the number of hours actually worked on the program or the agency must have a cost allocation plan in place to distribute expenses among various funding sources.*

4. Plan

- 4.1 Describe how your organization will make decisions on program participation and funding.
- 4.2. Describe how your organization will perform in administering the EHLA services and in meeting the purpose of the EHLA funds. Describe how the effectiveness of program operations and assistance rendered to program participants will be evaluated. Describe how often the evaluation will occur and how data will be used to make improvements to the EHLA program.
- 4.3. Describe your organization's capacity and experience that will enable you to effectively operate the EHLA funded program. Also, explain why the proposed application should be funded.
- 4.4. Agency must demonstrate ability to serve at least ten (10) families during the grant period

5. Program Budget

Complete budget for EHLA funds, including all funding sources.

6. Other Funding Sources



Identify all other funding source(s) dedicated to the Program and tell whether those funds are committed. Other funding sources dedicated to the Program should be sufficient to cover the cost of the Program not proposed to be paid by the Cities funding in the Program Budget. Also, identify the use of any volunteers and how they will be solicited and trained.

7. Financial Statements

Include copy of financial statements for the current fiscal year including the most recent quarter preceding the Proposer's submission in response to this RFQ.

8. Coordination of Efforts

8.1 Describe what types of services your organization will coordinate with other service providers to meet the various needs of persons to be served with EHLA funds.

8.2 Please list which zip codes in the County that your agency primarily serves. (See Zip Code Attachment)

XII. PROPOSAL EVALUATION AND SELECTION

The Cities will conduct a comprehensive, fair and impartial evaluation of all responsive proposals received in response to this RFQ. Each proposal received will be analyzed to determine overall responsiveness and completeness to the RFQ as defined in Section XI, Proposal Contents.

A. Proposal Evaluation

Each Proposal will be reviewed using the Responsiveness Checklist (Attachment B). A proposal may be declared non-responsive if any of the items listed on the Responsiveness Checklist are not received, a standard which the Cities believe necessary to accomplish the goal in the procurement of services requested in this RFQ. If more than one proposal is responsive, the committee will evaluate each proposal according to the attached proposal evaluation sheet (Attachment A) and develop an overall ranking.

B. Proposal Selection

The Cities may determine that zoom meetings or conference calls are required to make proposal selections.

Award, if any, shall be to the responsible Proposer, whose Proposal most demonstrates administrative capacity.



Contract award is subject to approval and funding by the Cities. The Cities reserve the right to begin contract negotiation with one or more of the finalists. The Proposer shall be required to execute a contract prepared by the City Attorney's Office. This RFQ does not commit the City to award any contract, and the City reserves the right to reject any and all Proposals or waive irregularities.

XIII. EHLA REQUIREMENTS

Proposer understands that the successful Proposer will be provided funding under the contract with EHLA funds received from Collin County and agrees to comply with all applicable city, state, and federal laws, EHLA regulations and all other regulations as determined by the Cities.

XIV. RECORDS RETENTION AND AUDIT REQUIREMENTS

The successful Proposer shall comply with the audit requirements set forth below. During the term of the contractual agreement and for a period of three (3) years following termination of the contract or until completion of any litigations, claims or audits, whichever is later, Proposer agrees to provide the Cities and Collin County or any of their duly authorized representatives, with access to all books accounts, records, reports, files and other papers or property.

The Cities may, at its sole discretion, request repayment of funds to the Proposer or sub grantee pending receipt and acceptance of required reports.

XV. MONITORING REVIEWS

The Cities will conduct at minimum monthly monitoring reviews of the successful Proposer's program and fiscal operations in accordance with the Cities Compliance and Evaluation Guidelines.

XVI. INFORMATION ON REQUEST FOR QUALIFICATIONS(RFQ)

A. Pre-proposal and Informational Conferences

The City shall hold a virtual, pre-proposal, informational conference with potential Proposers concerning our requirements. Be advised, however, that verbal agreements or representations are not binding on the city and official statements are required to be handled as set forth in Section XVI.B below.

B. Questions about the Request for Qualifications and Related Issues



During your review of the RFQ and preparation of proposals, Proposers may discover certain errors, omissions or ambiguities. If this is the case, or if the meaning of any part of this RFQ is unclear, Proposer must submit questions to the Cities via email ejones@cityofallen.org via phone 214-509-4176 by May 19, 2020 at 5:00 P.M. to allow the Cities to answer the questions and distribute written responses to all Proposers before the said opening date and time.

If the Proposer does not ask questions or clarify any assumptions, the Cities will assume Proposer understands the Cities' requirements and that the Proposer's offering will meet those needs. Do not rely on oral instructions or clarifications. The Cities official position will be issued in writing.

Reviewing of Proposals

All proposals must be submitted via email to jtieken@mckinneytexas.org/EHLA no later than 11:59 P.M. on Friday, May 22, 2020

C. Late Proposals

Late Proposals will not be accepted. After submission and before contract signing, proposals may be withdrawn with written notification to: jtieken@mckinneytexas.org.

D. Selection of Reasonably Qualified Proposals

The Cities will review proposals submitted by all Proposers. On the basis of the evaluation factors listed in Proposal Contents, Sections XI., and Proposal Evaluation (Attachment A) and Selection, Section XII., the Cities will recommend which Proposal(s) is reasonably qualified for the award of the contract.

The Cities may, at any time, investigate a Proposer's ability to perform the work. The Cities may ask for additional information about an organization and its work on previous contracts. Proposers may choose not to submit information in response to the Cities' requests; however, if failure to submit such information does not satisfy the Cities' questions concerning the ability to perform, the Cities may discontinue further consideration of a particular proposal. The Cities would typically be interested in previous experience in performing similar or comparable work; staffing and personnel turnover; financial statement of resources for current and past periods; and other relevant information.

Please be aware that the Cities may use sources of information not supplied by the Proposer concerning the abilities to perform this work. Such sources may include current or past customers of the organization, current or past suppliers, and media reports, articles from industry newsletters or other publications or from non-published sources made available to the Cities.



1. Discussions with Reasonably Qualified Proposers

After selection of a reasonably qualified Proposer(s), the Cities may enter into discussions with the Proposer(s). Discussions will be on an individual basis and closed to third parties and other Proposer(s).

The Cities will review in detail all aspects of the City's requirements and the Proposal. During this review, the City may request revisions to the Proposal submitted, prior to finalizing a contract.

2. Best and Final Offers

The Cities will require the Proposer to sign the necessary contract documents prepared by the City Attorney's Office, which includes the contract, and Performance and Payment Bonds, if required, and provide evidence of insurance as required under the contract documents. No work shall commence until the contract documents are signed.

No contract shall be binding on the Cities until it has been approved as to form by their respective City Attorney and executed by the City Manager. Further, no contract for this project may be signed by the Cities without the authorization of the City Manager or the City Council.

Until the proposal review date, the Cities official representative is the Janay Tieken, jtieken@mckinneytexas.org. After the proposal review date, the Cities will determine who the primary point of contact will be for the specific contract.

3. Confidentiality

In accordance with state law, Proposals shall be evaluated so as to avoid disclosure of contents to competing Proposers and shall be kept secret and confidential during the negotiation process. All proposals submitted for this RFQ shall be open for public inspection after contract award.

4. Disqualification of Proposers

Proposers may be disqualified for any of the following reasons:

- (a) Lack of administrative capacity or experience to manage the grant
- (b) Reason to believe collusion exists among the Proposers;
- (c) The Proposer is involved in any litigation against the Collin County;



- (d) The Proposer is or has been noncompliant on a current or prior contract with the Cities;
- (e) Lack of financial stability; or
- (f) Reason to believe a conflict of interest exists

Emergency Housing and Living Assistance (ELHA) Program FAQs

Rental/Mortgage/Utility Assistance of \$30M for Eviction/Foreclosure Prevention for the Residents of Collin County

CRITERIA FOR RENTAL, MORTGAGE AND UTILITY ASSISTANCE

- Rental, mortgage and utility assistance for expenses incurred after March 1, 2020. **Payment made directly to landlord/bank or utility company**
- Residents will be able to apply online and will be assigned to a nonprofit, based on their zipcode
- The application will be on the City's website on June 1, 2020
- The program is NOT first-come, first-serve. The program runs through December 1, 2020
- Document hardship
 - Unemployment verification
 - Last three paystubs – after March 1, 2020 – documenting a minimum 50% decrease in pay
 - Furlough letter
- Document income – 200% of AMI maximum. (Based on Census data)
- Asset test - \$20k or less in non-retirement assets
- Personal Identification – TDL, Social security, passport or other official document
- Resident of Collin County
- Document mortgage and rental expenses
- Maximum award of \$2,500 per month, not to exceed four (4) months of assistance or \$10,000 whichever is less
- Three (3) months of assistance is the most that can be allocated to one household, at one time. If additional assistance is required, the household will need to verify that they still need assistance and meet the criteria

CRITERIA FOR FOOD ASSISTANCE

- Gift cards for the purchase of food will be distributed to Collin County residents, via selected nonprofits
- Funding will be allocated \$50 per week for each member of the household not to exceed \$800 total per household, per month
- Gift cards for the purchase of food will be included in the \$2,500 per month/\$10,000 total assistance amount

PROCESS

- Application and award of assistance
 - Residents will apply via web based application
 - Applications/clients will be assigned to nonprofits via zip code
- "Participating" nonprofits will review documentation, process applications and will approve or deny payment



FY 2020 Income Limit Category	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
200% of Collin County 2020 Area Median Income Maximum	\$120,800	\$138,000	\$155,200	\$172,400	\$186,200	\$200,000	\$213,800	\$227,600

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**COLLIN COUNTY EMERGENCY HOUSING AND LIVING ASSISTANCE PROGRAM
REQUEST FOR QUALIFICATIONS
ORGANIZATION INFORMATION**

<p>1. Legal Name of Organization: Mailing Address (if different from physical address):</p> <p>CONTACT PERSON: _____ PHONE: _____</p> <p>TITLE: _____</p> <p>E-Mail: _____ FAX: _____</p>	
<p>2. PROGRAM TITLE:</p>	
<p>3. APPLICANT'S ORGANIZATIONAL STRUCTURE: (Check applicable box)</p> <p> <input type="checkbox"/> Public Agency <input type="checkbox"/> Private, Non-profit <input type="checkbox"/> Private, For-profit <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Other: _____ </p> <p>Organization Federal Tax ID Number: _____</p> <p>3a. SAMS Number: _____</p> <p>DUNS Number: _____ <i>(Agency not required to have items under 3a. but will be expected to complete, if awarded funding.)</i></p>	
<p>4. AGENCY APPROVAL: By signing below, Authorized Signature certifies that Organization has read the entire RFQ and provided true and correct information in Organization's Proposal submission. The signer of this form certifies that he/she is authorized to bind the Organization.</p>	
<p>_____</p> <p>Signature of Authorized Individual</p> <p>Typed Name and Title of Authorized Individual</p>	<p>_____</p> <p>Date</p>
<p>5. Attach copy of IRS letter of 2018 Tax Return (990)</p>	

Collin County
Emergency Housing and Living Assistance Program - FORM 2

AGENCY NAME: _____

5 Month Cost Allocation

Three Year Cost Category	Total Program Cost				
	Requested from City		Other Sources		Total
	\$ Amount	%	\$ Amount	%	
Case Manager/Direct Service Delivery Staff					
*Case Manager/Direct Salaries/Benefits Positions Requested () #	\$ -		\$ -		\$ -
Subtotal					\$ -
Financial Assistance					
Rent and Mortgage Assistance	\$ -		\$ -		\$ -
Utility Payments	\$ -		\$ -		\$ -
Food Distribution	\$ -		\$ -		\$ -
Subtotal					\$ -
Grand Total	\$ -		\$ -		\$ -

(*) Attach schedule listing positions & staff individually and attach job descriptions that are included in the proposal budget.

Issue Date: 5/14/20



Attachment A

REQUEST FOR QUALIFICATIONS
COLLIN COUNTY EMERGENCY HOUSING AND LIVING ASSISTANCE PROGRAM

Proposal and Evaluation Criteria - Evaluation Sheet

Type of assistance willing to distribute:

(Select): Housing Assistance Utility Assistance Food Distribution

SECTION I. PROPOSER INFORMATION (Completed by Applicant ONLY)

Table with 2 columns: Field Name, Value. Fields include Name of Proposer, Address, Contact Person, Email Address, Telephone, Proposal Amount, No. of persons to be served, Cost per person to be served, No. of Case Managers Proposed.

SECTION II. REVIEWER: Please rank the Proposal in each of the categories below. The maximum points available for each category and section are shown. Please fill in your score for each category/section and explain your point determination in the Comments Section.

Table titled ORGANIZATION HISTORY AND EXPERIENCE with 3 columns: Description, Points, and Comments. Includes a 'Total Points' row and a 'Note: Any missing information receives no points'.

QUALIFICATIONS, STAFFING, AND LICENSING

Describe your organization's capacity and experience that will enable you to effectively operate the EHLA funded program.	20	
Proposer has sufficient service staff to carry out program services with added case worker.	15	
Proposer indicated that case management will be provided by one (1) or more full-time caseworkers and at least three (3) years of experience providing case management.	10	
Proposer indicated that case management will be provided by one (1) or more full-time caseworkers and at least two (2) years of experience providing case management.	8	
Proposer indicated that case management will be provided by one (1) or more full-time caseworkers and one (1) year of experience providing case management.	7	
Proposer has sufficient administrative staff to support the program.	5	
Total Points	65	

Note: Any missing information receives no points

Comments:

WORK PLAN

Describe how your organization will perform in administering the EHLA services and in meeting the purpose of the EHLA funds.	10	
Describe how the effectiveness of program operations and assistance rendered to program participants will be evaluated.	10	
Describe how often the evaluation will occur and how data will be used to make improvements to the EHLA program.	10	
Describe your organization's capacity and experience that will enable you to effectively operate the EHLA funded program.	15	
Identify all other funding source(s) dedicated to the Program and tell whether those funds are committed.	10	
Provide key partners that will assist in the success of the project and their role(s). Included the use of any volunteers and how they will be solicited and trained.	5	
Work Plan is sound and reasonable.	20	
Total Points	105	

Rating Guide Below - Note: Any missing information receives no points

Comments:

Needs Improvement (0%-59%) 0-62 points	Adequate (60% - 79%) 63-83 points	Exemplary (80% or above) 84-105 points
<ul style="list-style-type: none"> • Proposed program does not meet the purpose of EHLA • Program description is not clear and/or is incomplete • The integration of social service components and main stream resources is unclear • Proposed plan for service delivery is unclear • Program objectives and activities are not discussed 	<ul style="list-style-type: none"> • Proposed program generally meets the purpose of EHLA • Program description is vague and lacks detail • The integration of social service components and main stream resources is discussed but is too general • Proposed plan for service delivery is clear but does not meet the purpose of EHLA 	<ul style="list-style-type: none"> • Proposed program meets the purpose of EHLA • Program is well defined and provides detailed information • The integration of social service components and main stream resources is clear and meets the purpose of EHLA • Proposed plan for service delivery is clear and meets the purpose of EHLA

ABILITY TO PERFORM SERVICES: BUDGET, FINANCIAL STATEMENTS AND FUNDING SOURCES		
Proposer provided detailed operating budget for the Program in the format specified in the RFQ, budget details how funds will be spent, and budget appears reasonable for the Program.	5	
Proposer provided detailed listing of all funding sources for the Program, and Proposer has funding needed to operate the Program.	5	
Proposer provided current financial statements (<u>unaudited</u>) for the most recent Fiscal Year and the most recent quarter preceding this RFQ, and they are positive indicator that agency is financially able to perform the services.	5	
Total Points	15	
Note: Any missing information receives no points		
Comments:		

OVERALL QUALITY OF PROPOSAL		
Proposal was legible, single-spaced, and was easy to read (e.g., headings).	1	
Proposal included all information outlined in the RFQ.	1	
Proposal and attachments followed the format specified in the RFQ.	1	
Information was consistent throughout the Proposal.	1	
Program description was presented with clarity and conciseness.	1	
Total Points	5	
Comments:		

SUMMARY		
<i>(indicate points awarded in each category above and total points for this proposal)</i>		
Organization History and Experience	20	
Qualifications, Staffing, and Licensing	65	
Work and Evaluation Plan	80	
Ability to Perform Services	15	
Overall Quality of Proposal	5	
TOTAL POINTS AWARDED	185	

Reviewer Signature: _____ Date: _____



Attachment B

**REQUEST FOR QUALIFICATIONS
COLLIN COUNTY EMERGENCY HOUSING AND LIVING ASSISTANCE PROGRAM
Responsiveness Checklist**

Name of Project: _____

Your Request for Qualification (RFQ) will be reviewed for responsiveness. Please complete this form with signature and date and submit with your proposal.

To be considered responsive, all of the following items must be included in the RFQ. If an RFQ does not contain any one of these items, it will be considered to be non-responsive, and will not be given consideration for funding. The Applicant will be notified of that determination in writing.

Proposers are strongly encouraged to review the list below and the RFQ requirements, to ensure that the Proposal includes each of these items.

Name of Proposer: _____

Description of Item	Yes or No
Forms 1 -Organization Information	
2018 Tax Return 990	
Organization History and Experience Narrative <i>(evidencing at least 36 months of experience in assisting homeless or those at-risk of being homeless)</i>	
Names and/or position titles of persons responsible for administration of this grant.	
Work Plan	
Program Budget (Form 2)	
List of Funding Sources (\$5,000 +)	
Current financial statements (most recent quarter and YTD)	
Attachment A – Proposal Evaluation Criteria – Section 1 Completed by Applicant	
Attachment B – Responsive Checklist	
Attachment – Zip Codes	

This Proposal is: [] Responsive [] Non-responsive

Staff Signature: _____ Date: _____



Plano

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Collin County Zip Codes & Cities

