



Request for Proposal (RFP):

This Request for Proposal fulfills the first step in THN's efforts to aid communities across Texas via the **Housing Solutions Initiative: Family Trust**. This RFP to announce a partnership opportunity in which the collaborating agency will work with THN to further the goal of making homelessness rare, brief, and non-recurring. The partnering agency will provide wrap-around services and case conferencing and will also receive a \$45,000 grant of **Innovation Funds** - *flexible funding to be used for families in your area* – to further their agency goals.

Summary:

Texas Homeless Network (THN) seeks proposals from qualified organizations to partner with the THN Housing Solutions team to support local families being served by the **Family Trust Initiative**. The objective of this partnership is to bolster the investments THN will be making to families in the area by offering support services and collaborative case conferencing.

Submit proposals to RFP Point of Contact by 5PM on 11/4/25

RFP Point of Contact:

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*Proposers may only contact the RFP Point of Contract regarding this request. Please submit any inquiries or requests via email. Other Texas Homeless Network employees do not have the authority to respond.



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Introduction

Texas Homeless Network (THN) serves as the Collaborative Applicant and Homeless Management Information System (HMIS) Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC), which covers 214 counties of Texas' 254. The TX BoS CoC was formed to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR 578). The TX BoS CoC comprises a broad group of stakeholders dedicated to ending and preventing homelessness across Texas. The overarching CoC responsibility is to ensure community-wide implementation of efforts to end homelessness, including ensuring programmatic and systemic effectiveness of the local continuum of care program.

Texas Homeless Network (THN) invites eligible organizations operating within the Texas Balance of State to apply to collaborate on this Housing Solutions Initiative. **Family Trust** recognizes the critical role that client-centered financial support plays in disrupting cycles of poverty and housing instability. Direct program funds seek to bridge the gap where traditional funding streams, with rigid restrictions, inadvertently penalize families as they work toward stability.

Through this RFP, the selected agency will assist with:

- **Identification** of families for the Family Trust project
- Providing “opt-in” **support services** to families being served by the Family Trust Initiative
- Collaborating with our Housing Solutions Family Coordinator in **case conferencing** throughout our project lifetime.

To further agency specific goals, THN has budgeted \$45,000 in **Innovation Funds** to be granted in recompense for this partnership.



Family Trust - Project Details

Family Trust Initiative Project Summary

The Family Trust Initiative is a new approach to ending homelessness that seeks to address the root causes of *family homelessness*. Participating families will advise the Housing Solutions team throughout this initiative. Families will map their vision of housing success, taking the wheel on their journey to stability, rather than being tugged through our prescription.

To do this, the Housing Solutions Team will hire a Family Case Coordinator who will provide case management to 25 families selected for the Family Trust pilot. Our Family Case Coordinator will support sustainable exits from homelessness via their expertise, direct program fund investments to families, and support from the partnering agency.

The Housing Solutions Team has developed tools to calculate up to a 24-month investment in each family that accounts for Fair Market Rent Values, Employment Status, and Childcare Needs to give families the support and runway they need to stabilize. Through our partnership with GiveCard, our remote team will manage and monitor program funds while our Family Case Coordinator serves as “boots-on-the-ground” support for families.

Grant Reward- Innovation Funds

Families on the brink of or already experiencing homelessness often face complex, fast-moving challenges, many of which do not fit neatly into predefined categories of public assistance. **Innovation Fund** is a key initiative to meet these moments with the immediacy and nuance they require. It allows local organizations to meet unique needs without delay or bureaucratic constraints, and offer creative, localized solutions tailored to the communities they serve.

Agencies can further the outcomes of Federal, State, and local grants for families by supplementing Innovation Funds where traditional funding doesn't reach. Examples of Funding uses include landlord incentives, utility/rental arrears, document replacement, application fees, and moving costs.

(see appendix: Innovation Fund Use Requirements)



Scope of Work

The following activities are Texas Homeless Networks expectations and responsibilities of the selected applicant throughout the life of the **Family Trust Initiative**.

Identification of Families

The Housing Solutions Team has committed to reserving Family Trust Slots to Families Fleeing Domestic Violence (DV). The number of slots reserved will be informed by analyzing regionally specific ratios of families served by DV agencies and non-DV-agencies. Our partnering agency will oversee identifying and referring families in this order.

Rapid Rehousing Served

Agencies will begin their identification of families by referring households that are currently enrolled and housed by RRH. Clients interested in switching to the Family Trust program will be referred to and matched by our Family Case Coordinator.

Rapid Rehousing Eligible

Following families being served by RRH, our partnering agency will identify households by those who are eligible for Rapid Rehousing but still awaiting vacancy and represented in the HPL.

Housing Priority List

Following identification of families awaiting RRH intervention, the partnering agency will make a good faith effort to contact all families within their Housing Priority List, updating those entries in HMIS as they go. Identified families that are unserved and strong candidates for Family Trust will be referred to the program.

Matching & Eligibility

The Housing Solutions team is developing a system for matching families to the program considering their housing needs and the anticipated time it would take to resolve barriers to stability. Partnering agencies will use this system to make decisions on which families are best suited for intervention from Family Trust or can more effectively resolve their crisis via Innovation Funds and Traditional Funding streams.

The Housing Solutions team is committed to pursuing lasting effects for families served by Family Trust. Research has shown that housing instability has a measurable impact on



children. 50% of children experiencing homelessness under four years of age are also experiencing developmental delays, up to 4x that of their housed counterparts. We believe prioritizing these families with children can mitigate the effects of intergenerational homelessness.

For this reason, THN is requiring the following prioritization of families being served by Innovation Funds:

1. First, families with children between 0-5 years of age
2. Second, families with children up to 18 years of age; and
3. Third, all family compositions

Wrap around services

In conjunction with the Family Trust Family Case Coordinator and direct investments in families, partnering agencies will make wrap around services available to Family Trust clients who seek them. While it's unlikely that all families receiving Family Trust intervention will require wrap services throughout the length of the program, the partnering agency must be able to provide holistic services to the 25 families as they request them.

Case Conferencing

The partnering agency will participate in Case Conferencing with our Family Case Coordinator to assist families in removing barriers to house clients quickly and efficiently. Family goals will be made clear by the Family Case Coordinator, and the agency team will prioritize actionable steps to supporting Family Trust. These meetings would also be a great time to coordinate community efforts to help families served by Innovation Funds.

Facility Sharing

Housing Solutions will be hiring a Family Case Coordinator in or near the region of the project pilot. While not mandatory, we are considering an agency's ability to offer office space for our Case Coordinator to meet with families served by this project. This would also make for a more fluid approach to case conferencing.

Documentation and Required Communication

Supportive services and outcome monitoring for participating families will be overseen by the Family Case Coordinator. Families will also be encouraged to engage in services provided by partner agencies. In such instances, partnering agencies will be required to



report any supportive services administered to the Family Case Coordinator to ensure coordinated care and accurate outcome tracking.

Timeline

Housing Solutions team is committed to a launch date within January of 2026, at which time the partnering agency will begin identifying families for referrals. The 25 selected Families will be served for up to 24 months thereafter. While we want to ensure that supportive services are made available throughout that time, it is reasonable to assume that agencies will experience the highest volume of requests within the first 6 months of project implementation.

Eligibility

Agencies must meet all the following criteria to be considered for partnership. If you do not meet the following criteria, we **will not** consider your application.

- Proposing agency operates or serves clients in one of the following regions:
 - Hidalgo County
 - Laredo, TX
 - Sherman, TX
 - Texarkana, TX
 - Victoria, TX
- Proposing agency has the capacity to support our Family Case Coordinator via case conferencing and support services for 25 families.
- Proposing agency runs a Rapid Rehousing Program.



Timeline

A. Schedule of Events:

THN will make every effort to adhere to the following anticipated schedule

	Event	Date
1.	Request for Proposal goes live on THN webpage	9/1/25
2.	Proposals due by end of day	11/4/25
3.	Follow-up meetings scheduled with applicants if necessary.	11/10/25 –11/20/25
4.	Applications scoring is completed, and Notice of Intent to Award is Issued	11/24/25
5.	Commencement of Contract.	12/15/25

Proposal Preparation and Submission

The following instructions outline the formatting guidelines and content of the proposal. While we do not intend to limit the content of the proposal with these instructions, we do ask that only information that is essential to our understanding and evaluation of the proposal is submitted. THN will take formatting errors into account in our evaluation of each proposal and will not consider submissions entered after the due date.

Proposal Format

- THN will not accept handwritten proposals
- Proposals must be executed by the proposing agency
- Proposal must be submitted in English
- Proposals must be typed in 12-point font with 1.5 line spacing and 1-inch margins
- Proposal must have a table of contents
- Page numbers must be included on each page of the proposal
- All documents must be submitted as one PDF



Proposal Requirements

Agency proposals must include the following sections.

A. Table of Contents

B. Executive Summary

Agency should concisely identify the organizations and individuals who are a part of the proposal. This section must summarize the methods the Proposer would employ to partner throughout the project's scope of work. **This section should not exceed one page.**

C. Organization Information

The organizational information section provides basic information about the agency. This section should not exceed 5 pages and must include the following:

- I. Identify the Proposer including the agencies' complete name, county, headquarters, local offices, and telephone numbers. The name, mailing address, and telephone number of the person THN should contact regarding the proposal should be clearly listed.
- II. Identify other individuals or agencies that played a role in developing the proposal, if any. For these individuals and agencies, provide the complete name, address - including headquarters and all local offices - and telephone numbers, as well as the best contact which THN can contact regarding the proposal.
- III. Describe the organization, including number of employees, longevity, client base, areas of specialization, and expertise.
- IV. Identify the jurisdiction in which your agency operates
- V. Provide a complete disclosure if the agency has defaulted in their performance on a contract during the past 5 years, which has led the other party to terminate the agreement and if so, the identity of the parties involved and the circumstances of the default or the termination of the agency.
- VI. A list of any lawsuits against the agency, or affiliated partners within the past 5 years and the outcome of those lawsuits. This list is separate from and does not count toward the maximum allowable number of pages.
- VII. Identify the key personnel at the agency who would work on this project, including their names, qualifications, and experience. Attach resumes



of key project staff. Resumes will not be counted toward the narrative page limit.

Proposal Narrative

The proposal Narrative must not exceed 5 pages and should discuss the following topics regarding developing, partnering, and implementing projects/services for families. Each section below includes suggested questions and prompts intended to guide your thinking and help strengthen your proposal. You are not required to answer each question directly; instead, use them as tools to inform the content and structure of your narrative. Agencies are encouraged to address the themes in a way that best reflects their approach, experience, and vision for serving families.

Approach to Supporting Families

- A description of the agencies' experience in partnering/collaborating with organizations to support families within their jurisdiction.
- What family-specific programs have you run or offered in the past?
- How does your agency's mission align with supporting families experiencing homelessness, especially those with young children?
- What would your staff say excites them most – and worries them most – about participating in this pilot?

Partnership Capacity

- What services/partnerships can your agency utilize to leverage funding investments in families?
- How have you partnered with agencies in the past to boost outcomes for families?
- How do you see your agency working with THN and other regional partners if selected for this pilot?
- What internal strengths does your agency bring that make you confident you can implement this project well?

Innovation and Learning

- Share an example of a time when your agency adapted its approach to better meet the needs of families?
- Can you share an example of how you've addressed barriers for families who typically struggle to access services?



- What have you learned from past programs that you would want to apply to Family Trust?

Family Centered Practices

- How does your agency ensure that all families feel welcomed and supported in your agency?
- Describe how your agency currently identifies and engages families most in need of support.
- How do you ensure families' voices guide the support and services they receive?
- What would success for families look like to your team?



Evaluation

Proposal Evaluations

The Housing Solutions Team will review the proposals to evaluate which agency is most suited to partner in piloting the Family Trust initiative. Proposals will be evaluated in accordance with the scoring criteria in the following section. The final selection and contract award(s) will be within the sole judgement and discretion of THN.

Evaluation Criteria

The proposal should give clear, concise information in sufficient detail to allow an evaluation based on the criteria below.

Category	Criteria	Score Range	Scoring Guide
1. Partnership & Collaboration	How well does the agency demonstrate past and planned collaborations to support families	0-15	0-6: Little or no evidence of collaboration 7-9: General description, limited examples, unclear path 10-12: Some collaboration history, at least one relevant example, reasonable plan. 13-15: Strong history of collaboration, clear examples, strong plan.
2. Experience with families	How strong is the agency's track record serving families experiencing homelessness/housing instability	0-25	0-10: Little or no direct family experience 11-15: Limited family-specific experience, willingness to adapt 16-20: Moderate experience, some examples provided. 21-25: Deep experience, strong examples, demonstrate outcomes.



3. Capacity and Readiness	1. Does the agency have the staffing, systems, and financial capacity to succeed in the pilot	0-20	0-5: Lacks capacity for funding/program management. 6-10: Limited capacity, unclear implementation plan 11-15: Sufficient capacity with minor gaps 16-20: Strong capacity, clear steps for immediate implementation
4. Leveraging & Innovation	Can the agency leverage other services/funds, and do they show innovative or flexible approaches	0-5	0-2: Little/no leveraging innovation 3-4: Some leveraging capacity, proven innovation. 5: Strong leveraging capacity, proven innovation
5. Family-Centered Approach	How well does the agency center family voice and support families with the greatest needs?	0-20	0-5: No evidence of family input or highest-need families. 6-10: General statements, limited detail or examples 10-15: Some evidence of family voice and attention to families with greatest needs 16-20: Strong, consistent examples showing family voice services and priority is given to families with greatest needs.
6. Narrative & Alignment with Family Trust Goals	How compellingly does the agency connect their work to Family Trust's goals?	0-15	0-5: Weak or unclear alignment. 6-10: General alignment. 11-15: Strong alignment compelling narrative fit.



Appendix A

Innovation Fund - Use Requirements

Eligible Grantees

- A. The Housing Solutions Team has identified the following priority regions for the Phase 1 of the Innovation Fund Initiative: ***Sherman, Texarkana, Victoria, Laredo, and Hidalgo.*** Any agency serving clients within these regions is eligible to apply for Innovation Funds.

Participant Eligibility

- A. Families:
- a. Per the restrictions set forth by the Bezos Foundation, all Innovation Funds are required to be used for **families**. As it pertains to this initiative, Housing Solutions defines a family as 2 or more individuals living in the same household.
- B. Prioritization:
- a. Research has shown that housing instability has a measurable impact on children. 50% of children experiencing homelessness under four years of age are also experiencing developmental delays, up to 4x that of their housed counterparts.
 - b. The purpose of prioritizing families based on composition is to attempt to create lasting effects for highly vulnerable populations (i.e. children within the critical developmental stage). We believe prioritizing these families with children can mitigate the effects of intergenerational homelessness.
 - c. For this reason, THN is requiring the following prioritization of families being served by Innovation Funds:
 - i. First, families with children between 0-5 years of age
 - ii. Second, families with children up to 18 years of age; and
 - iii. Third, all family compositions



Monitoring:

A. HMIS:

- a. Use of Homeless Management Information Systems will be required for each application of Innovation Funds to a participant. A Supportive Services Only (SSO) project will be created for agencies to record each funding use. **(Access to HMIS will be supplied free of charge to agencies awarded Innovation funds and Agencies are required to complete training/onboarding before funds are awarded.)**

B. Ledgers

- a. To ensure our good stewardship of these grant funds, THN will require agencies to share their monthly ledger to be checked against HMIS entries. Ledger sharing will be required until all Innovation Funds have been exhausted.

Funding Use:

- C. Innovation Funds are intended to reach a wide scope of obstacles that traditional funding cannot, due to ineligibility, restrictions, incompatibility, and underfunding. Accordingly, grantees may use this funding as needed with the following provisions:
 - a. Participant meets the eligibility criteria.
 - b. Agency is unable to address obstacles from traditional funding sources.
 - c. The participant has not previously been awarded funds from this well in **excess of \$3000** during this calendar year. Grantees may engage in a conversation with THN for special circumstances.