



RFP 2022 – 001 Homeless Housing Stabilization Services

Request for Proposals (RFP) Pre-Bid TEAMS Call

February 1, 2022 at 1:30 pm - 3:00 pm CST

February 4, 2022 at 8:30 am – 10:00 am CST

RFP Authorized Contact Person:
Angela Baucom

APHCompetitions@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information
- ❑ Housekeeping
- ❑ Everyone is muted for the call until the Q&A.
- ❑ Materials for meeting located on the website and in PartnerGrants and on the [Competition Website](#).
- ❑ Questions during the presentation can be typed in the Chat OR sent to APHCompetitions@austintexas.gov. Questions emailed may not be answered during the presentation.
- ❑ After the presentation: Comments and questions need to be submitted via email to APHCompetitions@austintexas.gov



AGENDA

Overview and Funding Information

Scope of Work

Application Submission Instructions

Application

Important Dates

Question and Answer Process

Homeless Solicitation Schedule

Austin Public Health is releasing three solicitations as part of our homeless response strategy. Each solicitation will focus on a different component of the Homeless Response System. Below is the solicitation schedule, which is subject to change:

Request for Proposals	Project Types	Timeline
1. Housing Stabilization Programs	Permanent Supportive Housing Rapid Rehousing Supportive Services	Currently Open
2. Crisis Response	Emergency Shelter Street Outreach	March 2022
3. Capacity Building and Other Supportive Services	Workforce Development Behavioral Health Substance Misuse Benefits Access Capacity Building Employment Services	May 2022

RFP Overview

Austin Public Health (APH) seeks proposals in response to this Request for Proposals (RFP) from qualified nonprofit organizations or government entities (Offerors) for the provision of Housing Stabilization services, and support services only programs, for individuals and households experiencing homelessness.

Solicitation Objectives:

1. **Housing Stabilization Programs**, which includes **Permanent Supportive Housing** and **Rapid Rehousing**, inclusive of Housing Navigation, Landlord Outreach and Incentives, and Move-In Assistance Supportive Services.

Offerors proposing Rapid Rehousing or Permanent Supportive Housing programs must provide minimum program components listed in their respective service category.

2. **Supportive Services Only Programs**, which includes stand-alone **Landlord Outreach and Incentives**, **Housing Navigation**, and **Move-In Assistance**.

Supportive Services Only Programs must support permanent supportive housing, rapid rehousing, and/or joint-transitional housing-rapid rehousing (TH-RRH).

Important Due Dates

RFP PROPOSAL DUE DATE:	Wednesday, March 9, 2022, by 3PM CST
THRESHOLD FORM DUE DATE:	Wednesday, February 16, 2022, by 3 PM CST
Anticipated Start date of contract:	July 1, 2022, and October 1, 2022
Questions regarding the RFP are due on or before:	Wednesday, March 2, 2022, by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Tuesday, March 8, 2022, by 3 PM CST
Mid April 2022	Selection notifications
April – June 2022	Newly awarded Agreement negotiation period
July 1, 2022	Implementation period begins for ARPA Agreements
October 1, 2022	Implementation period begins for GF and ESG Agreements

Funding and Timeline

- ❑ **Services Solicited:** Housing Stabilization Programs and Supportive Services Only Programs
- ❑ Available Funding: \$53,113,910 total available through the following funding sources: City of Austin General Funds, Federal Funds through the American Rescue Plan Act (ARPA), or Federal Funds through the Emergency Solutions Grant (ESG).
- ❑ Austin Public Health will determine the appropriate funding source for each awardee.

COA General Fund Funding

City of Austin General Funds: \$8,043,910, which is allocated as follows:

- ❑ \$2,854,519 for Rapid Rehousing
- ❑ \$2,614,224 for Permanent Supportive Housing
- ❑ The remaining General Funds (GF) will be allocated across Housing Stabilization programs depending on the outcome of this solicitation

Number of Agreements and Contract Term: APH anticipates awarding up to 15 agreements for an initial term of 12 months, beginning October 1, 2022, with up to four 12-month extension options. Funding is contingent upon City of Austin Council Budget approval, agreement performance and contract compliance.

Minimum Request: \$250,000 is the minimum amount that may be requested for use of General Funds.

ARPA Funding (Coronavirus State and Local Fiscal Recovery Funds)

ARPA Federal Funds: \$45,000,000, which is allocated as follows:

- ❑ \$38,000,000 for Rapid Rehousing, of which:
 - \$6,000,000 is reserved for programs serving individuals referred via the Housing-Focused Encampment Assistance Link (HEAL) Initiative
- ❑ \$2,500,000 for Housing Navigation Services
- ❑ \$2,000,000 for Landlord Outreach and Incentives
- ❑ \$2,500,000 for Move-In Assistance

Number of Agreements and Contract Term: APH anticipates awarding up to 34 agreements for an initial term of 15 months, beginning July 1, 2022, with up to two 12-month extension options. Funding is contingent upon agreement performance and contract compliance.

Minimum Request: \$500,000 is the minimum amount that may be requested for use of ARPA Funds

ESG Funding

Emergency Solutions Grant (ESG) Federal Funds: \$70,000 for Rapid Rehousing Services. The final amount is contingent upon ESG award made by the Department of Housing and Urban Development (HUD).

Number of Agreements and Contract Term: APH anticipates awarding 1 agreement for an initial term of 12 months, beginning October 1, 2022, with up to four 12-month extension options. Funding is contingent upon Federal budget approval, agreement performance and contract compliance.

Minimum Request: \$70,000 is the minimum amount that may be requested for use of ESG Funds.

Awarded programs will be structured as a reimbursable-based agreement. This is an agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses

RFP Scope of Work

RFP Scope of Work: Applicant Minimum Qualifications

❑ **All agencies applying for funding must:**

- A. Have at least two years of successful experience, or have Board Members or Leadership staff with experience, providing services described in this scope of work.
- B. Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health
- C. Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- D. Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- E. Be current in its payment of Federal and State payroll taxes
- F. Not owe past due taxes to the City
- G. Have the ability to meet Austin Public Health's Social Services Insurance Requirements
- H. Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

RFP Scope of Work: Principles of Service Delivery

- ❑ Awarded agencies must comply with the [Austin/Travis County Continuum of Care \(CoC\) Written Standards](#), including the Written Standards for Coordinated Entry, as approved by the Homeless Response System Leadership Council. Where the finalized Scope of Work conflicts with the Written Standards for Program Delivery, the APH Contract Work Statement Document, finalized between APH staff and the Offeror if awarded, will take priority and all other parts of the Written Standards for Program Delivery apply.
- ❑ The City of Austin seeks service providers with a strong understanding of the needs of individuals experiencing homelessness and a demonstrated history of client centered care and culturally competent service delivery.
- ❑ The City of Austin may award additional points to proposed programs that accept referrals from the Coordinated Entry System without establishing any additional subpopulation requirements or priorities.

RFP Scope of Work: Principles of Service Delivery (cont.)

- ❑ Successful Offerors are expected to adhere to the following principles of service delivery. Additional information is found in Section VII: Additional Resources:
 - Housing First principles of service delivery and program design
 - Ongoing, robust case management available to all clients
 - Use of evidence-based practices such as Progressive Engagement, Critical Time Intervention, Motivational Interviewing, Trauma-Informed Care, and Harm Reduction
 - Proactive engagement with property management to address potential lease violations
 - Ongoing data monitoring and quality improvement efforts to reduce time from referral to housing, promote housing stability, and high likelihood of exits from services to positive exit destinations
 - To the maximum extent practicable, individuals and families with lived experience of homelessness are meaningfully involved, through employment, volunteer opportunities, or otherwise, in the design and management of contracted services
 - Compliance with the Violence Against Women Act

RFP Scope of Work: Service Delivery (cont.)

- ❑ The City of Austin is committed to addressing the disproportional impacts of homelessness and poverty on marginalized communities. All recipients of Austin Public Health funding are expected to design projects with input from individuals with lived expertise and ensure equitable access and outcomes in project performance.
- ❑ Offerors must make every effort to ensure participants do not receive duplication of services or assistance from different funding sources, though participants can receive assistance from various sources, if duplication of services is avoided. For example, a Continuum of Care (CoC)-funded RRH project participant may receive ARPA-funded Housing Navigation services from a third-party so long as they do not receive Housing Navigation services or activities from the CoC project as well. Participants must record all service delivery and service delivery costs in HMIS.
- ❑ The City of Austin recommends offerors follow Strategic Direction measure EOA.C.3 and pay at least a livable wage to all staff working on the program.

RFP Scope of Work: Client Eligibility Requirements

Housing Stability Programs:

❑ Permanent Supportive Housing:

- **Households experiencing Homelessness** as defined by Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 which amended and authorized the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec. 103, and
- Households who meet the definition of **Chronic Homelessness** as defined in 24 CFR 578.

❑ Rapid Rehousing:

- **Households experiencing Homelessness** as defined by Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 which amended and authorized the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec. 103.

Supportive Services Only Projects:

- ❑ Landlord Outreach & Incentives; Housing Navigation; Move-in Assistance: **Households enrolled in Housing Stabilization program** (PSH, RRH, or Joint TH-RRH) regardless of funding source.
- ❑ Housing Stabilization programs will provide housing stability case management throughout the duration of the Housing Navigation

RFP Scope of Work: Services Solicited

Service Definitions and Eligible Activities:

All services and activities for which funding is allowed under this RFP is explained below and in the next slides. Note that a service or activity may be allowable under one program component and not another.

If the applicant includes additional activities, the applicant must state the cost for these activities and how the activity will increase participant housing stabilization, maintain project cost-effectiveness, and the methodology for determining the requested amount.

Eligible Activities:

Outreach and Engagement; Housing Stability Case Management; Employment Assistance; Peer Support; SSI/SSDI Outreach; Access and Recovery (SOAR); Financial Assistance; Mental Health Services; Coordination of Medical Care; Substance Misuse Treatment Services; Transportation Assistance; Housing Navigation; Landlord Outreach and Incentives; Move-in Costs; and HMIS Costs and Entry

RFP Scope of Work: PSH

- ❑ Permanent Supportive Housing (PSH) projects provide housing stability for vulnerable, chronically homeless individuals and households and can be implemented through a project-based model (all units are in a single building), a scattered site approach (individual units are located across the community), or a hybrid of the two (clusters of units may exist in larger developments).

Service Delivery Components: Permanent Supportive Housing proposals must include or *identify alternative sources* of the following:

- Outreach and Engagement; Housing Stability Case Management; Mental Health Services; Coordination of Medical Care; Housing Navigation; Landlord Outreach and Incentives; Move-in costs; HMIS costs and HMIS entry

Proposals may also choose to include any of the following:

- SSI/SSDI Outreach, Access, and Recovery (SOAR); Financial Assistance; Substance Misuse Treatment Services; Transportation Assistance; Employment Assistance; Peer Support

RFP Scope of Work: PSH (cont.)

- ❑ Program participants must be obtained from referrals from Coordinated Entry.
- ❑ Best Practices: APH promotes the adoption of quality practices as defined in the CSH's [Supportive Housing Quality Toolkit](#).
- ❑ Duration of Assistance: Participation in Permanent Supportive Housing programs is not time limited, all projects must maintain a Move-On Policy to support participants that no longer desire services.
<https://www.hudexchange.info/programs/coc/moving-on/>

RFP Scope of Work: Rapid Rehousing

Rapid Rehousing (RRH) projects are designed to provide flexible programming that will expedite a household's ability to stabilize in market-rate or affordable housing through time-limited rental assistance and case management. The objective of the Rapid Rehousing program is to assist households experiencing homelessness to secure and maintain permanent housing to exit homelessness as quickly as possible.

RRH proposals may indicate a willingness to participate in the Housing-Focused Encampment Assistance Link (HEAL) Initiative, which prioritizes individuals experiencing unsheltered homelessness in locations with the highest health and safety risks. These individuals are offered access to bridge shelter and direct enrollment in a housing stabilization program, such as Rapid Rehousing or Permanent Supportive Housing. APH is seeking Offerors to provide RRH services for individuals linked to the HEAL Initiative. If selected for award to operate a HEAL RRH project the project will receive referrals of HEAL Initiative households through the Coordinated Entry System.

RFP Scope of Work: Rapid Rehousing (cont.)

Service Delivery Components: Rapid Rehousing
Proposals must include or *identify from an alternate source or agency*:

- Housing Stability Case Management
- Outreach and Engagement
- Financial Assistance
- HMIS Entry
- Housing Navigation
- Landlord Outreach and Incentives
- Move-in Assistance

Proposals may also choose to include any of the following:

- Employment Assistance
- Peer Support
- Transportation Assistance
- SSI/SSDI Outreach, Access, and Recovery (SOAR)
- Mental Health Services
- Coordination of Medical Care
- Substance Misuse Treatment Services

RFP Scope of Work: Rapid Rehousing (cont.)

Program participants must be obtained from referrals from Coordinated Entry.

Best Practices: Applicants are encouraged to review the materials included in the [NAEH Rapid Rehousing Toolkit](#) when considering their project design and proposal.

Duration of Assistance: **Eligible participants can receive rental assistance for up to 24 months.** Recognizing the utilization of Progressive Engagement, RRH projects should only provide participants with the minimum amount of monthly rental assistance and services/case management to maintain maximum housing stability. Doing so allows for financial and staff resources to be provided to as many households as possible. Few households will require the allowable 24 months of rental assistance, with data indicating most recipients need no more than between 10–14 months of assistance. Participants can continue to receive direct client assistance and supportive services, such as case management, for up to 3 months after rental assistance ends.

Proposals must identify in the Rental Assistance budget line item the methodology for determining the amount of rental assistance requested, ensuring sufficient funds to provide all participants **with sufficient rental assistance for the duration of their enrollment, guided by the average 10–14 months of rental assistance.**

RFP Scope of Work: Rapid Rehousing (cont.)

Pay for Performance Pilot Program

As part of the City of Austin’s commitment to results-oriented contracting, APH seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on data learnings and trends.

APH is introducing a bonus-only Pay for Performance Pilot which will be implemented in all Rapid Rehousing agreements awarded through this solicitation from either General Fund or ARPA.

Performance measures will be analyzed with awardees during the life of the agreement and may ultimately be tied to monetary “bonus” incentives. The potential for “bonus” incentives will be finalized with awardees during the negotiation process but will not exceed either 10% of the overall contract budget or \$50,000, whichever is the lesser amount.

Potential performance measures and indicators will be identified across engagement, outcome, operational, and equity measures based on the priorities of APH, the community, and the homeless response system. As part of the contracting process, APH will work closely with providers to ensure that measures align with current reporting requirements and information systems (including those required in the RFP Application section).

RFP Scope of Work: Landlord Outreach and Incentives

Landlord Outreach (LLO) and Incentives programs will recruit and maintain relationships with property owners to increase and maintain a stock of housing units available to households participating in Housing Stabilization programs (PSH, RRH, Joint TH-RRH).

Offerors will comply with the Landlord Outreach and Incentives limitations and maximum amounts that will be determined by the Homeless Strategy Division of APH.

Service Delivery Components: Landlord Outreach and Incentives proposals must include or identify to increase the number of permanent housing units available to Housing Stabilization programs (RRH, PSH, Joint TH-RRH) participants, such as the following alternative sources of:

- Working with landlords to increase the general supply of available units to future tenants
- Housing Match Coordination – Costs associated with pairing a participant with an available housing unit within the project’s portfolio.
- Unit Payment – A payment to a landlord for unit repairs to ensure a unit is able to meet habitability standards
- Hold / Vacancy Fees – Payments, may be used to “hold” a unit
- Leasing incentives payments – A signing bonus payment to a landlord

RFP Scope of Work: Landlord Outreach and Incentives (cont.)

Service Prioritization: PSH or RRH projects including this activity as part of their proposal must reflect the Landlord Outreach services to meet the needs of proposed PSH or RRH program participants. Stand-alone Social Service Only project proposals must include methodology for accessing referrals from the Homeless Response System and prioritizing participants for services.

Duration of Assistance: Recipients are expected to recruit and maintain relationships with property owners for the duration of the agreement.

RFP Scope of Work: Housing Navigation

Housing Navigation will assist participants enrolled in Housing Stabilization programs (PSH, RRH, or Joint TH-RRH) to transition from literal homelessness to permanent housing by assisting in the following activities: identifying housing barriers, identifying prospective housing options, completing housing applications, completing letters of support, transportation to relevant appointments, coordinating move-in activities, and negotiating move-in costs.

Service Delivery Components: Housing Navigation proposals must include or identify alternative sources of:

- Assisting with appeals or requests for reasonable accommodations.
- Development of an action plan for locating housing
- Assessment of housing barriers, needs, and preferences including reports of a participant's previous criminal or credit history to address
- Housing search, including housing option identification
- Outreach with housing owners and management team
- Rental application fees and support completing and understanding leases
- Transportation costs including transporting participants to view units

RFP Scope of Work: Housing Navigation (cont.)

Service Prioritization: PSH or RRH projects including this activity as part of their proposal must reflect Housing Navigation services to meet the needs of proposed PSH or RRH program participants. Stand-alone Social Service Only project proposals must include methodology for accessing referrals from the Homeless Response System and prioritizing participants for services.

Duration of Assistance: Participants will be exited from Housing Navigation services upon successful move-in to permanent housing as documented by the participant's Housing Stabilization program.

RFP Scope of Work: Move-In Assistance

Move-In Assistance programs will provide participants enrolled in Housing Stabilization programs (PSH, RRH, or Joint TH-RRH), rapid exit to permanent housing and diversion programs with furnishings and supplies for acquired housing.

Service Delivery Components: Costs associated with moving and outfitting permanent housing with basic living supplies.

Service Prioritization: PSH or RRH projects including this activity as part of their proposal must reflect Move-in Assistance to meet the needs of proposed PSH or RRH program participants. Stand-alone Social Service Only project proposals must include methodology for accessing referrals from the Homeless Response System and prioritizing participants for services.

Duration of Assistance: Participants will be exited from Move-In Assistance upon completion of the service.

RFP Scope of Work: Application Evaluation

A total of 100 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFP and whether each question has been adequately addressed.

RFP #2022 – 001 Homeless Housing Stabilization Services Evaluation Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form
Form 2: RFP Application		
Part 1: Fiscal and Administrative Capacity	Agency Information Registration with SAM.gov	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
Part 2: Scored Application		
Section 1: Experience and Cultural Competence	Agency experience and performance Cultural competence and racial equity Alignment with CLAS standards	20 points total
Section 2: Program Design	Program type Client eligibility Program milestones Work Statement Principles of service delivery Performance metrics APH priorities	45 points total
Section 3: Data Informed Program Management	Data management and process	10 points total
Section 4: Cost Effectiveness	Program staffing and time	
Form 3: Budget and Narrative	Program budget and funding summary	15 points
	Number of households proposed/ total budget = Cost Analysis	10 points
		Total: 100 points
Form 4: COA Certifications and Disclosures	Offerors must print, sign, scan and upload signed forms	No points, but Offeror must submit signed form

5 Minute Collaboration Break



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

Write “Interested in Collaboration:” in your comment and we will include this in the Attendance Document published after the meeting.

Application Submission Instructions

Initial Steps

All Applicants must:

- ❑ Confirm that their organization is a registered vendor with the City of Austin
 - To confirm, enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
 - To find the City of Austin Vendor Number please visit [Austin Finance Online](#). and search for the organization's legal name.
 - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
- ❑ Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system. [To register, visit the PartnerGrants](#) site and click on "Register Here."
 - Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

Application Format and Submission Requirements

- ❑ See Section B - Standard Solicitation Provisions and Instructions for more information.
- ❑ The Application must be submitted in the [PartnerGrants database](#). No late submissions will be accepted. Note that where the application materials say “at,” “prior to,” or “by or before,” this means that the PartnerGrants system will not allow you to submit, or us to accept, documents submitted at or after that time.
- ❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.
 - ❑ Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Sections of the RFP

RFP Application forms and attachments

FORM	TITLE	REQUIRES RESPONSES
1	OFFER SHEET	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 9, 2022, by 2:59 PM CST
2	RFP APPLICATION (Uploaded in Word)	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
EXHIBIT	TITLE	INFORMATION ONLY
A	THRESHOLD REVIEW FORM	Threshold Application due by February 16, 2022, by 2:59pm
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	Information Only
C	RFP SCOPE OF WORK	
D	APH CLIENT ELIGIBILITY REQUIREMENTS	
E	STANDARD APH AGREEMENT BOILERPLATE	
F	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	
G	GRANT-SPECIFIC DISCLOSURES	

Submission Documents

Required APH Documents:

The following must be completed and/or submitted in PartnerGrants.

FORM NO.	TITLE	REQUIRES RESPONSE
	Note: Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants.	
1	OFFER SHEET	Due March 9, 2022 by no later than 2:59 PM CST
2	RFP APPLICATION (Uploaded in Word)	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
EXHIBIT	TITLE	INFORMATION ONLY
A	THRESHOLD REVIEW FORM	Threshold Application due in PartnerGrants by February 16, by 3pm CST


Form A – Threshold Review Form

There is a Threshold Checklist that you can use for your own preparation, but the Threshold Review Form MUST be completed in the Partnergrants System, by clicking the opportunity and clicking Start a New Application

This Pre-Application form includes uploads of supporting documentation

A– RFP Application Threshold Checklist



Instructions: This form is provided as reference only.

This form and required attachments must be submitted in Partnergrants by the deadline of the Request for Proposals. Any required attachments are indicated by  symbol.

I. BOARD OF DIRECTORS

- Yes No 1. The Board meets regularly (at least four times per year)
- Yes No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:

-  Upload Current Board of Directors Bylaws
-  Upload list of Board Members with their positions and terms

II. AGENCY ADMINISTRATION

- Yes No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- Yes No 2. Agency is eligible to contract with the City of Austin and not debarred from

Form 1: Offer Sheet

The Offer Sheet is required for your application to be valid and must be submitted in the second part of the process.



CITY OF AUSTIN, TEXAS

Austin Public Health

FORM 1 - REQUEST FOR PROPOSALS OFFER SHEET



SOLICITATION NAME: RFP 2022-001 Homeless Housing Stabilization Services

DATE ISSUED:	Monday, January 31, 2022
RFP PROPOSAL DUE DATE:	Wednesday, March 9, 2022, by 3PM CST
THRESHOLD FORM DUE DATE:	Wednesday, February 16, 2022, by 3 PM CST
Anticipated Start date of contract:	July 1, 2022, and October 1, 2022
Questions regarding the RFP are due on or before:	Wednesday, March 2, 2022, by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Tuesday, March 8, 2022, by 3 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Angela Baucom Social Service Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: APH Competition Website
Optional Pre-Bid Meeting- Date and Time:	Tuesday, February 1, 2022, 1:30 PM – 3:00 PM CST Friday, February 4, 8:30 AM – 10 AM CST
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: February 1: Registration Link February 4: Registration Link



Form 1: Offer Sheet

- ❑ On the Offer sheet the organization’s representative states that they are authorized to submit this application for funding.
- ❑ It also states that the representative has received and read the entire RFP document packet and agrees to be bound by the terms therein.
- ❑ Signature by an authorized representative is required in order for the City of Austin to accept the application.



The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative:

—

Date: _____

* This Offer Sheet must be signed and submitted in ~~Partner grants~~ **Partnerships** to be considered for award. Electronic Signature is acceptable.

PartnerGrants Database

- ❑ Website:
<https://PartnerGrants.austintexas.gov>
- ❑ PartnerGrants is an online/web-based database APH uses for contract management
- ❑ APPLICATIONS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER APPLICATIONS WILL NOT BE ACCEPTED.

partnergrants.austintexas.gov/home.do

Apps Yahoo ShareptCMU (1) ShareptSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB IDI

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

• Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

Log In

Click [HERE](#) to use your City of Austin Login
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID:*

Password:*

[Forgot User Id?](#)
[Forgot Password?](#)

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

New to PartnerGrants?
[Register Here](#)

Announcements

COVID 19 UPDATE

See austintexas.gov/COVID19 for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through [Austin Public Health \(APH\)](#) and the [Office of Telecommunications and Regulatory Affairs \(TARA\)](#), that promote health and/or digital equity.

Form 2 – RFP Application

Form 2 - RFP APPLICATION

RFP Application

Application Section Tips:

- Make sure to answer every question and every part of each question.
- Some questions include drop down boxes with preselected answers.
- Make sure to review the links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one program area per proposal. Offerors may submit multiple proposals for different program types. All questions are highlighted in green. Click on the sections below the Questions to type in your answers. Any required attachments are indicated by a 📎 symbol, and drop-down menus are indicated by a ▾ symbol.

Please note: If any document is uploaded, the name of the document must not include any characters other than letters and numbers, or the database will not allow it to be uploaded.

The total word count limit is 15,000 for the entire word document (including questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search “word count”.

Required APH Documents:
The following must be completed and/or submitted in PartnerGrants.

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Note: Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants.		
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2	RFP APPLICATION (Uploaded in Word)	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
EXHIBIT	TITLE	INFORMATION ONLY
A	THRESHOLD REVIEW FORM	Threshold Application due in PartnerGrants by February 16, by 3pm CST

PART I. Fiscal and Administrative Capacity - Unscored

Minimum Threshold Review

Form 1: Threshold Review Form must be completed in PartnerGrants by the deadline stated in the Offer Sheet. This threshold will be reviewed by APH staff and then, if the agency’s threshold is approved, the agency will move forward to submit this final application.

Please note: Only name uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Application Format and Submission Requirements

ALL DOCUMENTS MUST BE UPLOADED INTO PartnerGrants. NO PAPER COPIES WILL BE ACCEPTED.


Step 1: Final Application Instructions

- ❑ This form should be submitted in .doc or .docx format with only letters and numbers in the file title
- ❑ **Total word count in the Form 2-RFP Application document is 15,000 words which includes the questions. Applications that exceed 15,000 words will not be considered.**
- ❑ Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 5,700 words in Form 2-RFP Application, and this is included in the 15,000 word limit.
- ❑ The following documents will not count towards the total word count:
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 3 - Budget and Narrative Funding Summary, 4-COA Certifications


Application Format and Submission Requirements

- ❑ Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
- ❑ All questions are boxed and highlighted in green in Part II. Scored Application Questions. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- ❑ If using this document, Applicants must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- ❑ If compiling responses in a separate document:
 - Applicants must include all questions and narrative before their answer, so the Application appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**

Application Format and Submission Requirements







- ❑ Some questions include required or optional attachments indicated by a  symbol.
 - Upload under the designated required attachment item in Partnergrants or one of the Additional Supplemental Document optional attachments.
 - Remember to clearly title each file using only letters and numbers.
 - Check the box in Form 2 – RFP Application to indicate that the form is attached in Partnergrants
 - Try to consolidate to one file for each question

RFP Required Applicant Documents	
	Attachment
1 - Offer Sheet	
2 - RFP Application	
3 - Program Budget and Funding Summary	
4 - COA Certifications and Disclosures	
ASD1 - Additional Supporting Documentation-pdf, if applicable	

- ❑ Some questions include drop-down menus indicated by a  symbol.
 - Click the indicated field to select your response

RFP Application: Racial Equity

- The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin’s values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.
- Equity is one of six strategic anchors of the City of Austin’s strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the  drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency’s board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu 	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu 	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu 	Click or tap here to enter text.

RFP Application: Program Design

- ❑ You will select which Program Type and Services you are proposing to provide and complete the appropriate chart(s) for the service(s) indicated to identify the organization (yours or another partner) who will provide certain service elements.
- ❑ Be sure for this and other questions that you complete all necessary parts of each applicable chart.

Transitional housing and rapid rehousing programs.

Question 20: Select which Housing Stabilization Program Type and Services applicants are proposing to provide through this application. Choose from the drop-down below.

Choose an item.

If choosing **Permanent Supportive Housing Services**, please answer the following questions:

Question 20 PSH A: State below if your organization or an alternate source will provide the following required services:

Service	Name of Organization
Outreach and Engagement	Click or tap here to enter text.
Housing stability case management: Permanent Housing Projects will provide housing stability case management throughout the duration of the Housing Navigation	Click or tap here to enter text.
Mental Health Services	Click or tap here to enter text.
Coordination of Medical Care	Click or tap here to enter text.

RFP Application: Homeless Housing Stabilization Services Program Work Statement

- ❑ Complete the Program Work Statement Form in PartnerGrants. This section should be concise and only describe concrete services and actions.
 - Each field must be completed.
 - Note the character limit for each field (shown below each text box).
 - If a field does not apply, enter N/A.
 - If copying from another document into PartnerGrants, we recommend using plain text only to avoid formatting errors.
 - Be sure to Save and Mark Complete.

Program Work Statement

Clearly address the corresponding question of agency history, past performance, accolades

What are the goals and objectives of the program?

Font Family | Font Size | **B** | *I* | U

Path:

This field is limited to 20000 characters.

RFP Application: Performance Metrics

- ❑ Required program performance includes:
 - ❑ A program total output goal for a 12-month contract term.
 - ❑ A program outcome as indicated by the program design: Permanent Supportive Housing, Rapid Rehousing, and Supportive Services Only projects.

Complete the tables in the Application for each metric appropriate to your proposal.

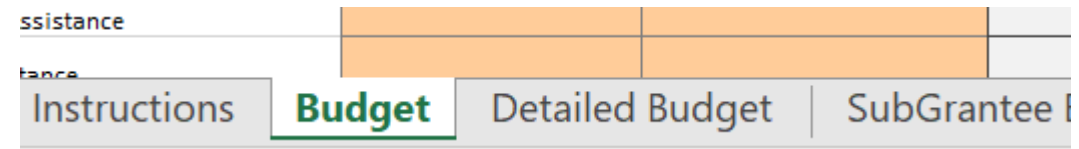
- Optional metrics include:
 - ❑ Additional Output (optional)
 - ❑ Supplemental Outcome and/or Key Performance Metric Social Services Outcome (optional)
- Metrics may be negotiated if awarded

RFP Application: Program Staffing and Cost Effectiveness

- ❑ Upload resumes and/or job position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.
 - Pages beyond the allowable 5 total will not be considered when evaluating applications.
- ❑ Describe the overall staffing plan to accomplish activities in the proposed program. Including Titles of staff, minimum qualifications of staff, allocation of staff time to the project, as well as how the applicant has considered City of Austin SD23 EOA.C.3

Form 3: Program Budget and Funding Summary

- Complete Form 3: Budget and Narrative Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- There are four tabs in the spreadsheet: Instructions Budget, Detailed Budget, Subgrantee Budget, and Cost Per Client . Instructions include examples of allowable costs.



Budget :

- Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 12-month period.

Program Name:	Sample Program	
Program Type:	Please Select	
Total Proposed Clients Served:		0
Total Proposed Clients Housed:		0
Instruction: Applicants must identify all funding requested in the budget below. The completed Detailed Budget will be reviewed by evaluators. Funds requested should correspond to the activities and services proposed in the application and may be transferred between line items.		
	Requested COA Funding 12-Months	Amounts Funded by ALL OTHER Sources 12-Months
Budget Line-Item		
Salaries		
Personnel		

Form 3: Program Budget and Funding Summary

□ Budget and Narrative Form:

- For every budget line containing a requested amount of City of Austin Funding, enter a short description or list of items included in that budget line in Column E.

Form 3 - Program Budget and	
Agency Name:	Sample Agency
Program Name:	Sample Program
Program Type:	Please Select
Total Proposed Clients Served:	0
Total Proposed Clients	0

For each program component, enter the proposed amount of City funding to be used for each activity in whole dollars. The Running Budget Balance section will show the remaining funding available per budget line-item as listed on the Budget form. The Running Budget Balance section must read \$0 at the end of each section - if it does not, then there are additional funds requested on the Budget worksheet that have not been accounted for. Please complete a brief explanation of what services will be provided with each City-funded line-item.

Program Components	Proposed Budget By Activity	Amount From Budget	Note	Budget Narrative
Personnel		\$0.00		
		Running Budget Balance		Complete all expenditure items
Outreach/Engagement/Move-In		\$0.00		
Housing Stability Case Management		\$0.00		
Employment Assistance		\$0.00		
Peer Support		\$0.00		
SSI/SSDI Outreach, Access, Recovery (SOAR)		\$0.00		
Mental Health Services		\$0.00		
Coordination of Medical Care		\$0.00		
			<- This must equal \$0 once all components are entered	
Substance Abuse Services		\$0.00		
General Operations		\$0.00		
			<- This must equal \$0 once all components are entered	
Operational Costs		\$0.00		
Financial Assistance		\$0.00		
Rental Assistance		\$0.00		
Security Deposits		\$0.00		
Application Fees		\$0.00		
Direct Client Assistance		\$0.00		
Utility Assistance		\$0.00		
			<- This must equal \$0	

Form 4: COA Certifications and Disclosures

- ❑ Be sure to complete all three signature blocks (pages 2, 3, and 6)

The Offeror hereby certifies that they have reviewed all of the above disclosures and agrees to comply with the Conflict of Interest disclosure requirements.

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Communication with the City

❑ Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.
- Official Questions and Answers will be published on the [Competition Website](#) weekly

❑ Anti-lobbying ordinance

- Request for Proposal process: Anti-lobbying ordinance does not apply.

Registering with SAM.gov

In order to enter a contract with the City of Austin, you must be a registered vendor with the Federal Government by completing a registration in Sam.gov.

The Federal Government estimates registration takes at least 14 hours.

You must go through full registration, not just obtain an ID.

Assistance can be provided by the Sam.gov team. HOWEVER, on April 1, 2022, the entire Sam.gov system is transitioning so get started now because it will be very difficult to obtain assistance during this transition time from the Sam.gov helpdesk.

APH estimates from start to finish the registration process takes at least 4 weeks.

Note that APH is NOT able to work with Sam.gov on your behalf or ask about the status of your registration.

Your registration must be viewable to the public and not made private or restricted.

CITY OF AUSTIN

DUNS Unique Entity ID 152601209	<i>Registration Status</i> Active	<i>Expiration Date</i> Jul 9, 2022
SAM Unique Entity ID JUN1B8URNBR3	<i>Purpose of Registration</i> Federal Assistance Awards Only	
<i>CAGE/NCAGE</i> 54XV8		
<i>Physical Address</i> 1524 S I H 35 Austin, Texas 78704-8931, United States	<i>Mailing Address</i> P.O. Box 1088 Austin, Texas 78767-1088, United States	

*The DUNS number is currently the official Unique Entity ID

Registration is Active and Not Expired

ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

INACTIVE EXCLUSIONS

There are no inactive exclusion records associated to this entity by its Unique Entity ID.

There are not Active or Inactive Exclusions to doing business with the Entity

Important Dates

- ❑ RFP Threshold Review DUE to APH: **Wednesday, February 16, 2022 by no later than 2:59 PM CST**
- ❑ RFP Applications DUE to APH: **Wednesday, March 9, 2022, by no later than 2:59 PM CST**
 - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Wednesday, March 2, 2022, by 3 PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Tuesday, March 8, 2022 by 3 PM CST**

Please make sure to get your application ready *early* so you don't miss the deadlines

- ❑ Anticipated Contract Start Date: **July 1, 2022 or October 1, 2022**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
- ❑ Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov or John Sanchez - John.Sanchez2@austintexas.gov.

Important Tips

- ❑ To submit your application you must first MARK AS COMPLETE AND THEN HIT **SUBMIT**



Application Forms		Application Details		Submit	Withdraw
Form Name	Complete?	Last Edited			
General Information	✓	12/28/2021			
DEA Required Applicant Documents					

- ❑ Check that you receive a confirmation email from the Partnergrants system indicating the status of your application is “Submitted”
- ❑ Mark as Complete is NOT the same thing as Submit.
- ❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.
- ❑ Watch for emails from APHCompetitions in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share Partnergrants accounts



**That was a lot of information.
We can help clear it up.**

Questions?

Contact: APHCompetitions@austintexas.gov



**Thank You
for Your Participation**
