



RFP 2023 – 001 Homelessness Prevention Request for Proposals (RFP) Pre-Bid TEAMS Meeting

February 7, 2023, at 10:30 AM CST

RFP Authorized Contact Person:
Angela Baucom

APHCompetitions@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information
- ❑ Everyone is muted with cameras off for the call until the Q&A.
- ❑ Materials for the meeting are located on the website, 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

Proposal Submission Instructions

Proposal

Important Dates and Information

Question and Answer Process

RFP Overview

The City of Austin (City) seeks proposals in response to this Request for Proposals (RFP) from qualified nonprofit organization or government entities (Offerors) with demonstrated experience to provide homelessness prevention services to residents of Austin/Travis County. The City will fund programs that provide rental assistance, financial assistance, and supportive services to households at risk of homelessness.

Solicitation Objectives:

The objectives of this funding are to fund Homelessness Prevention Program(s) to provide or connect households at risk of homelessness to time-limited rental assistance, financial assistance, and services that can resolve periods of serious housing insecurity, thereby helping participants avoid episodes of homelessness.

Important Dates

Date Issued:	Tuesday, January 31, 2023
Intent to Apply Due Date:	Thursday, February 16, 2023, by 3 PM CST
Proposal Due Date:	Thursday, March 16, 2023, by 3 PM CST
Anticipated Start date of contract:	August 1, 2023
Questions regarding the RFP are due on or before:	Thursday, March 9, 2023, by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, March 16, 2023, by 2 PM CST
Questions must be submitted in writing to the <u>Authorized Contact Person</u> or through Partnergrants	Authorized Contact Person: Angela Baucom Social Services Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: https://www.austintexas.gov/article/rfp-2023-001-arpa-homelessness-prevention
Optional Pre-Bid Meeting Date(s) and Time(s):	Registration Required with this link: Pre-Bid Meeting: February 7, 2023, 10:30 AM CST
Office Hours Meeting Location:	Registration Required with this link: Office Hours 1: February 14, 2023, 3 PM CST Office Hours 2: March 7, 2023, 3 PM CST

Funding and Timeline

- ❑ **Services Solicited:** Homelessness Prevention Programs
- ❑ **Available Funding:** Up to \$2,000,000 total available in one-time funding through the Federal American Rescue Plan Act (ARPA) State and Local Fiscal Relief Funds
- ❑ **Request Limits:** There is a minimum request of \$250,000 for a 12-month period
- ❑ **Anticipated Number of Awarded Agreements:** APH anticipates awarding up to eight (8) agreements
- ❑ **Contract Term:** Awards are expected to be made for a term of 12 months, beginning August 1, 2023. Funding is contingent upon budget availability, Austin City Council approval, and agreement over contract terms, including compliance and performance expectations.
 - The City of Austin reserves the right to determine the availability of funds for advances and/or extensions on payments on an individual basis pending expressed need and negotiation with each awardee.

RFP Scope of Work

Applicant Minimum Qualifications to be considered

- Agencies, board of directors, or leadership staff submitting a proposal must have a minimum of two years established, successful experience providing services.
- 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.
- 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).
- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas and Federal government, according to SAM.gov, and State and City Debarment information.
- Be current in its payment of Federal and State payroll taxes.
- Not owe past due taxes to the City.
- Have the ability to meet Austin Public Health's standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- 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.

Services Solicited

Homelessness Prevention (HP) projects are designed to help households most at risk of homelessness in resolving their immediate housing instability and avoiding episodes of homelessness.

Homelessness Prevention programs have the greatest impact on homelessness when they

- effectively target assistance to those households most likely to end up experiencing homelessness, and
- successfully assist those clients in stabilizing their housing.

APH is specifically interested in proposals for homelessness prevention programs that clearly demonstrate the ability to achieve both of these aims.

Components of the project may include financial assistance to address outstanding rental arrears or unpaid housing-related obligations (e.g., utility bills), time-limited rental assistance, and supportive services to connect participants to mainstream resources, mediation with housing providers and/or property managers, increasing participant income to address the causes of housing instability, and/or re-location of tenants to a more suitable unit, if appropriate. Additional programming details are included later in this section.

Services Solicited - Continued

Potential homelessness prevention programming may include:

1. Outreach and Engagement

- Activities intended to identify, engage, receive referrals for, and enroll eligible households

2. Housing Stability Case Management

- To directly assist program participants in resolving immediate housing crises to maintain stable housing, as well as assessing, arranging, coordinating, and monitoring the delivery of other services in the community, to connect individuals to public benefits, and to secure needed identification and documentation.

3. Financial Assistance

- Rental assistance such as arrears and time-limited rental assistance
- General housing assistance such as utility expenses and deposits
- Direct client assistance such as moving costs, transportation assistance, and childcare

Services Solicited - Continued

Potential homelessness prevention programming may include:

4. Employment Assistance

- To assist individuals in securing employment, acquiring skills, and/or increasing immediate earning potential

5. Housing Navigation

- Activities necessary to assist program participants in identifying new housing options

6. Legal Services

- Services provided by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with the participant's ability to retain and maintain housing.

Services Solicited – Additional Considerations

- ❑ **Duration of Assistance:** Eligible participants can receive rental assistance for up to 6 months, with the option for a 3-month extension and alignment with the program contract term. Recognizing the utilization of Progressive Engagement, Homelessness Prevention 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. Participants may continue to receive direct client assistance and supportive services, such as case management, for up to 1 month after rental assistance ends.
- ❑ **Collaborative Applications:** Offerors who propose Homelessness Prevention programs composed of multiple partner agencies must ensure that participant eligibility and assessment criteria, access to services and resources, and program design are reasonably uniform across partners. Offerors may outline in their application modest variations from the collaborative’s overall program design to meet the unique needs of a sub-population, as necessary to meet the unique needs of the subpopulation.
- ❑ **Subcontracting:** Costs associated with procuring eligible program services as outlined in this section (“IV. Services Solicited”) from third party or contract vendors is an eligible cost for this project.

Data Collection and Reporting

Offerors must comply with the following data requirements:

- ❑ Organizations receiving funding through this solicitation for homelessness prevention and homeless intervention services are required to utilize the local Homeless Management Information System (HMIS) to track and report client information and program services for participants.
- ❑ Organizations are required to adhere to all requirements of HMIS utilization as outlined in the [ECHO HMIS Policies and Procedures Manual](#) of the Austin/Travis County Continuum of Care.
- ❑ Organizations are required to assist individuals with the collection of documentation to determine eligibility for both project participation and rental subsidy assistance, including appeals of rejection of eligibility, if applicable.
- ❑ Organizations will establish and track performance measures that align and [HUD's System Performance Measures](#).
- ❑ Expenditures necessary to meet the above requirements are eligible under this solicitation.

Data Collection and Reporting

Performance Measures

On a quarterly basis, the awardee(s) will be required to report on the following:

Outputs:

1. Number of unduplicated individuals served in a 12-month period

Outcomes:

1. Percent of households at risk of homelessness that maintain housing
Numerator: The number of households at risk of homelessness that maintain housing
Denominator: The total number of households receiving services
2. Percentage of those receiving homelessness prevention program services who exit the program to stable destinations and do not return for additional services within the following 6 months
Numerator: The number of households who exit program services to stable destinations and do not return for additional services within 6 months
Denominator: The total number of households who exit program services to stable destinations

Principles of Service Delivery

All programs must adhere to the principles of service delivery outlined below:

- ❑ **Trauma-Informed Practices:** Successful Offerors will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.
- ❑ **Progressive Engagement:** [Progressive engagement](#) is a person-centered approach to ending someone's homelessness which tailors the assistance received based on each individual or household's unique situation and needs. Progressive engagement starts small by helping people with their immediate housing needs. As greater (or lesser) needs are identified, the level of support is adjusted, to ensure participants receive necessary assistance to resolve their housing crisis.

Principles of Service Delivery - Continued

- ❑ **Language Access Plan:** Offerors will have, or be in the process of developing, a [Language Access Plan](#). A language access plan is a document that guides the implementation of translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.
- ❑ **Collaboration with Community:** Successful Offerors will commit to participating in local working groups, such as The Homeless Response System Leadership Council's committees and workgroups, and engage with community stakeholders.
- ❑ **Incorporating Perspectives from People with Lived Experience:** Programs and related tools should be designed, managed, and evaluated with active input from individuals with lived experience of homelessness.

Principles of Service Delivery - Continued

- **Proactive Referral to Other Services:** Offerors should actively offer information on and referrals to other community services that may benefit program participants.
- **Program Accessibility:** Programs should actively seek to eliminate barriers to participant's access to services, which may include but are not limited to historical programmatic practices, lack of transportation, limited communication abilities, sobriety requirements, immigration status, etc.
- **Equitable Service Delivery:** Offerors must ensure that programs are providing services that meet the needs of diverse populations, considering systemic, institutional, and environmental barriers and inequities that exist and seeking to mitigate the effects on participant outcomes.

Best Practices

All programs are encouraged to incorporate the following best practices:

- ❑ **Evidence-based Practices:** Evidence-based practices are those which have been developed from research, are found to produce meaningful outcomes, can be standardized and replicated, and often have existing tools to measure adherence to the model. The Offerors are encouraged to use evidence-based practices in their proposed program designs.
- ❑ **Preventing Duplication of Services:** Agency must ensure that participants are not receiving duplicative services from another provider for homelessness prevention when assessing for enrollment.
- ❑ **Livable Wage:** 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.

Participant Selection and Eligibility

Household Eligibility

Homelessness Prevention programs will serve individuals and households who meet the criteria of “At Risk of Homelessness” and “At Imminent Risk of Homelessness” as defined in 42 USC 11360. Please see Section XI. Definitions.

Participant Prioritization

Preference will be given to proposed programs that do not establish additional program eligibility or prioritization criteria based on participant subpopulation, such as limiting the program to only serve a particular age range or type of household.

Participant Selection

Offerors must develop and utilize a participant needs assessment tool when determining which eligible participants receive services and assistance. The Offeror’s proposed tool must be approved for use by City of Austin staff (to include APH Health Equity and Community Engagement Division and the Homeless Strategy Division).

Participant Selection and Eligibility - Continued

Participant Selection

Offerors must develop and utilize a participant needs assessment tool when determining which eligible participants receive services and assistance. The Offeror's proposed tool must be approved for use by City of Austin staff (to include APH Health Equity and Community Engagement Division and the Homeless Strategy Division).

An Offeror's participant needs assessment tool must be used to determine if a possible participant, if but for the assistance received by the Homelessness Prevention program, would likely enter an emergency shelter or stay in an unsheltered location because of their current circumstance and/or other factors that lead to a higher risk of homelessness. Offerors who can submit a currently used or drafted tool will receive preference through higher potential awarded points in application scoring. Offerors will incorporate vulnerability factors including but not limited to:

- Previous experiences of homelessness
- Living doubled up and not being a leaseholder
- High levels of rental arrears
- Having young children

Participant Selection and Eligibility - Continued

Coordinated Community Approach

Austin does not currently have a coordinated, centralized process or assessment tool to determine who receives or is prioritized for homelessness prevention services. Awardees are expected to participate in any future community planning activities and initiatives to design and implement a coordinated, centralized access, assessment, prioritization, and referral process for homelessness prevention eligible participants. If such a process is created and endorsed by the City of Austin, awardees will be required to work with their contract manager to develop a timeline to integrate the community process into the awardee's enrollment and eligibility process.

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 2023-001 ARPA Homelessness Prevention Programs 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 Proposal		
Part 1: Fiscal and Administrative Capacity	Agency Information	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
Part 2: Scored Proposal		
Section 1: Experience and Cultural Competence	Agency Experience and Performance and Agency Operations	5 points
	Principles of Service Delivery	5 points
	Cultural Competence and Racial Equity	5 points
		15 points total
Section 2: Program Design	Program Work Statement	
	Program Goals and Objectives	5 points
	Program Clients Served	5 points
	Assessment	10 points
	Outreach	5 points
	Program Services and Delivery, Program Accessibility, and Evidence-Based Practices	20 points
Planning with Other Agencies	5 points	
		50 points total
Section 3: Data Informed Program Management	Performance Measures	10 points
		10 points total
Section 4: Cost Effectiveness	Program Staffing and Time	5 points
	Program Budget and Funding Summary	5 points
	Cost Effectiveness	10 points
		20 points total
Form 3	Number of individuals served/ total budget = Cost Analysis	5 points total
		Total: 100 points

Application Evaluation

Please review Exhibit I – Scoring Rubric Detail for a more detailed guidance on scoring and expectations.

RFP # 2023-001 ARPA Homelessness Prevention Evaluation Rubric		
Section Description	Question Criteria	Points
Part I: Fiscal and Administrative Capacity		
Agency verifies that they meet Offeror Minimum Qualifications in C – Scope of Work and provides background information.	Agency Information (Questions 1-6): Agency provides information about agency background and capacity.	No points awarded, but Offeror must complete all questions.
Part II: Scored Proposal		
<p>Successful applicants will answer all parts of all questions. If a question or part of a question does not apply, applicants should answer N/A rather than leave a field blank. When criteria indicate that "preference is given" that indicates items that are preferred, but not required, and earn additional points.</p> <p>Attachments may be appropriate to respond to questions where indicated. All attachments should be directly responsive to the prompt. Attachments that are not requested within Form 2 - RFP Proposal will not be considered during application review. The purpose of attachments is to support the narrative response included in Form 2 - RFP Proposal.</p>		
Section 1: Experience and Cultural Competence A) Past performance demonstrates agency/program ability to meet targets and make a positive impact on the community B) Agency has demonstrated experience in reaching diverse communities C) Agency demonstrates that their agency and programs practice culturally and linguistically appropriate services and advance racial equity.	Agency Experience & Performance (Questions 7-8): Offerors must demonstrate that they, members of their board, or leadership staff have experience delivering the same or similar high-quality services in Austin/Travis County for a minimum of 2 years, with past performance supporting this assertion.	2
	Agency Operations (Questions 9-11): Offerors will demonstrate agency capacity to implement and maintain effective data and operational practices. Offerors will describe strategies that promote tenure, reduce staff attrition, and support staff living costs. Offerors will describe effective use of or plan for implementing the use of HMIS. Offerors will also describe and give examples of how data has been used, or will be used, to identify issues and improve program effectiveness in program design, service delivery, expenditures, and in addressing equity. Effective responses will address all parts of each question.	3
	Principles of Service Delivery (Questions 12-17): Offerors must demonstrate that they currently operate their organization or are capable of operating in a way that aligns with the Principles of Service Delivery identified in C – Scope of Work. Successful applicants will incorporate Trauma-Informed Practices into all levels of service, express an understanding of and plan to utilize effective progressive engagement, collaborate with other service providers to improve the Homelessness Response System, work closely with people with lived experience of homelessness to inform program design, and describe a robust referral system that effectively connects participants to services to assist with meeting basic needs and working towards long-term housing stability.	5
	Cultural Competence & Racial Equity (Questions 18-20): Offerors should demonstrate how the Agency operates at all levels with an applied Equity lens toward the goal of anti-racist organizational structure and programs. Successful applicants will be able to describe experience or concrete plans on set timelines related to serving diverse populations. An Equity Self-Assessment should include specific, concrete actions on set timelines to demonstrate each stage of Racial Equity Self-Assessment Item implementation. A Language Access Plan in draft or final form should be included and should address how the agency will conduct	5

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

Offeror Initial Steps: Registration

Vendor and PartnerGrants Registration

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.

SAM.gov Registration

- ❑ 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.
- ❑ On April 1, 2022, the entire SAM.gov system transitioned so get started now because it could 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.
- ❑ To verify registration, you will need to provide a document printed from the SAM.gov website that shows your registration is active and not expired, and that there are no active or inactive exclusions associated with your Agency.

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

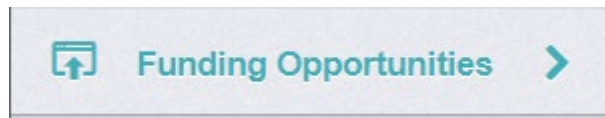
Offeror Initial Steps: Pre-Application

Annual Threshold Process

- ❑ Offerors must have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
- ❑ This form must be submitted once per 12 months per agency and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff and the agency will be notified once approved, usually within five to seven business days.
- ❑ Retain approval emails and note the submission date for future use
- ❑ If you last did this BEFORE April 1, 2022, you will need to submit a Threshold Application
- ❑ If you aren't sure if you have completed this step, please email APHCompetitions@austintexas.gov

Completing the Annual Agency Threshold Application

- ❑ Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.



13161	Posted	City of Austin - Austin Public Health	Agency Information	Annual Agency Threshold Application Applicants for Funding Start Here	Apr 19, 2022 3:56 PM
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- ❑ Click Start New Application
- ❑ Title your application “[Your Organization’s Name] – Agency Threshold Checklist – [Primary Contact’s Initials]”
- ❑ Complete General Information - click Save Form Information between each entry to complete all required fields
- ❑ Provide explanations as needed, and include all required attachments to minimize delays
- ❑ Make sure you click SUBMIT and receive a confirmation email

NEW Intent to Apply Form

- ❑ Offerors must complete an Intent to Apply form for each Proposal you wish to submit
- ❑ Offerors may submit multiple proposals for distinct programs. Indicate how many Proposals you wish to submit by submitting one Intent to Apply form for each by the due date indicated on the Offer Sheet: **Thursday, February 16, 2023, by 3 PM CST**

NEW Intent to Apply Form (Continued)

- ❑ To complete an Intent to Apply form:
 - Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “RFP 2023-001 ARPA Homelessness Prevention”
 - Click Start New Application (you may have multiple active Applications)
- ❑ Part 1: General Information
 - Complete each field, clicking Save Form Information after completing each step to open the next section of the form
 - Save and click the title of the next section, “Intent to Apply”
- ❑ Part 2: Ongoing Threshold Certification
 - Certify that you have completed the Annual Agency Threshold Application
 - Enter the date (month and year are sufficient) of Annual Agency Threshold Application SUBMISSION
- ❑ Part 3: Proposal Description
 - Enter a brief, but descriptive title that is not the title of the RFP and program description
 - Enter a Program Type if applicable
 - Enter a Program Description to provide an overview of proposed services
- ❑ Part 4: Compliance of Programmatic Expectations
 - Read all requirements and, if you agree to comply, respond Yes and continue
 - If you cannot comply at this time, respond No and include a detailed explanation as to why

Sections of the RFP

Forms and Exhibits

Forms must be completed by the Offeror according to the instructions for this RFP.

Exhibits are for reference and should be reviewed in full by all Offerors prior to completing a Proposal.

Form Number	Title	Guidance
0	Intent to Apply	Completed Annual Agency Threshold Application, and completed Intent to Apply for each Proposal in PartnerGrants due by February 16, 2023, by 3 PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 16, 2023, by 3 PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Annual Agency Threshold Criteria	Information Only
B	Standard Solicitation Provisions and Instructions	
C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	HMIS Requirements	
G	ARPA Requirements	
H	Applying for APH-Funded Opportunity: PartnerGrants Instructions	
I	Scoring Rubric Detail	


Exhibit A – Threshold Review Form for Annual Agency Threshold Application

There is a Threshold Checklist FOR REFERENCE ONLY, but the Annual Agency Threshold Application MUST be completed in the PartnerGrants System.

If you have not already completed this step, you can use this form for reference while assembling your materials.

A– RFP Application Threshold Checklist



Instructions: This form is provided as reference only.

This information must be uploaded in Partnergrants as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. Any required attachments are indicated by a  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 doing business with the City of Austin, State of Texas or Federal government

Exhibit B – Solicitation Provisions and Instructions

- ❑ See Exhibit B - Standard Solicitation Provisions and Instructions for information about Proposal Format and Submission Requirements.
- ❑ 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.

Submission Documents

Table 1: Required APH Documents. The following must be completed and/or submitted in Partnergrants:

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 16, 2023, by 3 PM
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Form 1 – Offer Sheet

SOLICITATION NAME: RFP 2023-001 ARPA Homelessness Prevention

Form 1: Offer Sheet

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

Date Issued:	Tuesday, January 31, 2023
Intent to Apply Due Date:	Thursday, February 16, 2023, by 3 PM CST
Proposal Due Date:	Thursday, March 16, 2023, by 3 PM CST
Anticipated Start date of contract:	August 1, 2023
Questions regarding the RFP are due on or before:	Thursday, March 9, 2023, by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, March 16, 2023, by 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Angela Baucom Social Services Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: https://www.austintexas.gov/article/rfp-2023-001-arpa-homelessness-prevention
Optional Pre-Bid Meeting Date(s) and Time(s):	Registration Required with this link: Pre-Bid Meeting: February 7, 2023, 10:30 AM CST
Office Hours Meeting Location:	Registration Required with this link: Office Hours 1: February 14, 2023, 3 PM CST Office Hours 2: March 7, 2023, 3 PM CST

Form 1: Offer Sheet

- ❑ On the Offer sheet the organization’s representative states that they are authorized to submit this proposal 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 proposal.



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 ~~Partners~~ **Partners** grants 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
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.



Login

Enter your user id and password

User ID

Password

SIGN IN

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

[Click here to Register](#)

Single Sign On Users

[Click Here to Access Single Sign On Tool](#)

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

Announcements

PartnerGrants recently underwent a system-wide upgrade. Various improvements include:

- A modern, fresh new look to this platform
- The Main Menu page displayed immediately after login becomes a dynamic, left side menu
- The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here.
- Enhanced sorting, selecting, and navigation options added
- To view, [click here](#)

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), Office of Telecommunications and Regulatory Affairs (TARA), and Downtown Austin Community Court (DACC), that promote health, digital, and/or judicial equity.

For non-profit organizations applying for available funding, and HAVE NEVER registered as a potential vendor with the City of Austin, [Click HERE](#) to REGISTER with Austin Finance Online FIRST.

Don't know if your non-profit organization is a City of Austin registered vendor? Need to locate your organization's City of Austin vendor code? [Click HERE](#) to SEARCH by Organization's Legal Name.

If your non-profit organization is already registered as a potential City of Austin vendor, please continue above all announcements by logging in or registering to this site.

Reduce Potential Delays When Applying for Available Funding

If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page.


REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM.



Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding.

Form 2 – RFP Proposal

RFP Proposal

Application Section Tips:

- Make sure to answer every question and every part of each question.
- Some questions include drop down boxes with preselected answers indicated by 
- 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. Offerors may submit multiple proposals for different programs. All questions are in green text boxes. Click on the text boxes beneath 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: 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.

The total word count limit is **15,000** for this entire word document (including proposal 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".

Table 1: Required APH Documents. The following must be completed and/or submitted in PartnerGrants:

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 16, 2023, by 3 PM
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

PART I. Fiscal and Administrative Capacity - Unscored

Pre-Application

Annual Agency Threshold Application: The **Annual Agency Threshold Application** must be completed in PartnerGrants by or before the Intent to Apply deadline stated in the Offer Sheet. This form must be submitted once per 12 months and remains valid for all competitions closing within that time. This threshold will be reviewed by APH staff, and the agency will be notified once approved. If you have completed this application on or after April 1, 2022, and received approval, you can advance to the next step.

RFP Intent to Apply: After submitting the Annual Agency Threshold Application, the agency will be able to submit an **Intent to Apply** through this RFP Opportunity. Intent to Apply forms will only be approved and access to Final Proposals granted once the Annual Agency Threshold Application approval has been

Proposal Format and Submission Requirements

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


Step 1: Final Proposal 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 Proposal document is 15,000 words which includes the questions. Proposals that exceed 15,000 words will not be considered.**
- ❑ MS 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 4,400 words in Form 2-RFP Proposal, and this is included in the 15,000 words 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 Narrative and Funding Summary, 4-COA Certifications

Proposal Format and Submission Requirements

- ❑ Offerors must use this template for the Proposal and cannot submit a proposal that does not include the questions and narrative.
- ❑ Agency Information is boxed and highlighted in blue, and all questions are boxed and highlighted in green. 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, Offerors 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:
 - Offerors must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**







Attachment Submission Requirements

- ❑ All Proposal files must be uploaded in PartnerGrants
- ❑ 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.
 - Try to consolidate to one file for each question

📎 - Named Attachments	
Named Attachment	Required
1 - Offer Sheet	✓
2 - RFP Application	✓
3 - Program Budget and Funding Summary	✓
4 - COA Certifications and Disclosures	✓
ASD1 - Additional Supporting Documentation-pdf, if applicable	
ASD2 - Additional Supporting Documentation-pdf, if applicable	
ASD3 - Additional Supporting Documentation-pdf, if applicable	

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: Performance Metrics

PERFORMANCE MEASURES

- ❑ Depending on the type of programming you are proposing, performance metrics may vary.
- ❑ Complete each required Output and Outcome in the tables provided and include explanations as needed below.
- ❑ You may include additional optional Outputs and Outcomes

29. Please provide: A) Output Measure(s) and B) Outcome Measures below.

29A. Output Measures: Provide a proposed a 12-month goal for the number of unduplicated individuals served by the total program as well as any additional context. The goal should be based on past performance experience, budgeted program costs, and best estimates. The contract goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

Proposals must include the following output:

Type of Output	Output Wording	12-month Goal # Aug 1, 2023 – July 31, 2024
Required Output	Total Number of Unduplicated Individuals Served per 12-month period	Click or tap here to enter goal #.

29Ai. Describe how the data will be calculated for the output.

Click or tap here to enter text.

29Aii. Provide an explanation for determining the annual goal.

Click or tap here to enter text.

29Aiii. Describe how demographic and eligibility data will be collected from clients and the method for reporting this data.

Click or tap here to enter text.

RFP Application: Program Staffing and Cost Effectiveness

- ❑ Upload job/position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include job/position 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 and complete the Program Staffing Form

Example:

<i>Funding Source</i>	<i>Title</i>	<i>FTE</i>
<i>APH Social Services</i>	<i>Program Director</i>	0.20
<i>APH Social Services</i>	<i>Executive Director</i>	0.05
<i>Travis County HHSD</i>	<i>Case Managers</i>	2.00
<i>NA</i>	<i>Certified Volunteer Peer Educators</i>	8.00
	<i>Total FTEs</i>	10.25

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary

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

Budget and Narrative Tab

□ Budget and Narrative Form:

- Enter the Agency Name, Program Name, and number of unduplicated clients per 12-month period in Cell B5 under the Budget and Narrative worksheet
- The Cost Per Client worksheet will use this to automatically determine the Cost Per Client based on the overall program budget and the overall number of clients to be served.

1	Reviewed by evaluators. Funds requested should correspond to the activities in narrative. If awarded, funds may be transferred between line items.	
2	Form 3 - Program Budget and Narrative	
3	Agency Name:	
4	Program Name:	
5	Total Proposed Clients Served:	
6		
	Requested COA Funding	Amount OTHER

Budget and Narrative Tab (Continued)

□ Budget and Narrative Form:

- Complete a budget for 12-month period for City Funding requested only
 - Period: 08/01/2023-07/31/2024
- 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.
- Examples are provided in the Instructions tab

Budget Line-Item	Requested COA Funding Initial 12 months	Amounts Funded by ALL OTHER Sources for the SAME program 12 months	Total Budget (All Funding Sources) 12-Months	Complete an explanation for each City-funded line item.
Salaries				
Personnel (benefits and payroll taxes)			\$0.00	
Operations				
General Operations			\$0.00	
Outsourced Professional Services			\$0.00	
Supplemental Programmatic Services			\$0.00	
Training/Travel Outside of Austin/Travis County			\$0.00	
Financial Assistance to Clients				
Rental Assistance			\$0.00	
General Housing Assistance			\$0.00	

Funding Summary Tab

❑ **Funding Summary :**

- 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.

Form 3 - Program Funding Summary				
Agency Name: Click or tap here to enter text.				
Program Name: Click or tap here to enter text.				
Funding Sources	Grant/Contract Name	Funding Period Start Date	Funding Period End	Funding Amount
City of Austin	Social Service Contract (City of Austin prgm. budget)	7/1/2022	6/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0

SubGrantee Tab

□ Sub-Grantees:

- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of the work, a brief description of services, number of clients accounted for by each Sub-Grantee, specific line items included, and the ANNUAL amount of City of Austin and funding from other sources in the table
- These totals will automatically fill in the Sub-Grantee section of the Budget and Narrative Tab

Form 3 - Program Budget and Narrative									
Agency Name:									
Program Name:									
Total Proposed Clients Served:									
SubGrantee Name:	Start Date:	End Date:	Services Agreed to Perform	Unduplicated Clients Served	Line-Items	COA Amount	Other Funded Amount:	Total Amount:	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other			\$0.00	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other			\$0.00	
					Personnel:			\$0.00	

Form 4 – COA Certifications and Disclosures

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	

Important Information

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.

Important Dates

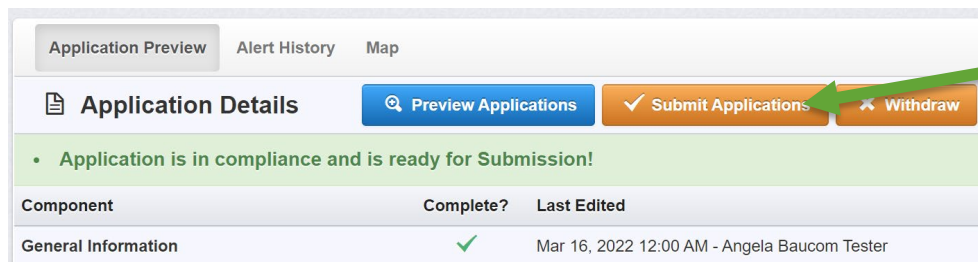
- ❑ RFP Intent to Apply DUE to APH: **Thursday, February 16, 2023, by no later than 3PM CST**
- ❑ RFP Proposals DUE to APH: **Thursday, March 16, 2023, by no later than 3PM CST**
 - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, March 9, 2023, by 3PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Thursday, March 16, 2023, by 2PM CST**

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

- ❑ Anticipated Contract Start Date: **August 1, 2023**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
 - The appearance of some items may have changed, but the process is very similar
- ❑ Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov

Important Tips

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



- ❑ 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.
- ❑ You must have BOTH an Annual Agency Threshold on file for the Agency AND an Intent to Apply form submitted for EACH Proposal you intend to 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@austintexas.gov 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**
