

## Form E

# RFA SCOPE OF WORK

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### I. Introduction

The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) with demonstrated experience providing services to individuals who are living with HIV and experiencing housing instability or homelessness.

### II. Background & Purpose of Funding

The HOPWA program was established by the AIDS Housing Opportunity Act and remains the only federal housing program solely dedicated to providing rental housing assistance for persons and their families living with HIV/AIDS. HOPWA housing support enables eligible households to establish or maintain stable housing, reduce their risks of homelessness, and improve their access to healthcare and other support. Housing assistance provides the foundation from which these individuals and their families may participate in advances in HIV treatment and related care.

### III. Funding and Timeline

**Department:** Austin Public Health

**Services Sought:** Housing services for low-income people living with HIV

**Available Funding:** \$2,100,000 total

- Applicants may apply for up to a total of \$1,300,000 for ongoing 12 months of services

**Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding up to 4 Agreements.

**Contract Term:** The Agreements will have an effective start date of October 1<sup>st</sup>, 2022, for an initial 12-month period, and 3 12-month extension options. All extension options are conditional upon City Council approval of the Budget.

Awarded programs may be structured as a reimbursable-based agreement only, as defined below:

- Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.

### IV. Services Sought

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively and successfully.

#### Program Services

Applicants must propose to provide at least one or a combination of the following program services:

- **Tenant-Based Rental Assistance** – The Tenant Based Rental Assistance (TBRA) service category provides rental assistance to eligible households until they are able to enroll in the Housing Choice Voucher Program, another affordable housing program, or until the household is able to maintain private housing without a subsidy. Under TBRA, funding is provided to an eligible client and the client selects a housing



unit of his or her choice. If the client moves out of the unit, the contract with the owner ends and the client can move with continued assistance to another unit. In other words, TBRA is portable and moves with the client.

- **Project-Based Rental Assistance** - The Project-Based Rental Assistance (PBRA) service category provides rental assistance to eligible households until they are able to enroll in the Housing Choice Voucher Program, another affordable housing program, or until the household is able to maintain private housing without a subsidy. Assistance under PBRA is tied to the unit. HOPWA funds provide subsidy to the unit specifically reserved for HOPWA clients by paying for the operating costs of the unit. Because assistance is tied to the unit, clients may receive assistance only so long as they are eligible and reside at the project-based unit. The assistance does not go with the client when they move.
- **Supportive Services** - The Supportive Services (SS) service category may be used to provide wrap-around services to eligible households. Supportive Services may include, but are not limited to, Housing Case Management (HCM), health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to other household members living with these individuals.
- **Master Leasing** - Master Leasing is a model in which an organization directly leases individual units, blocks of units, or an entire structure from a private owner. Unlike TBRA, the lease is between the private owner and the leasing organization, which acts as the master tenant. The organization pays the total monthly rent for all units, fills the units through subleases or occupancy agreements with HOPWA-eligible households, and collects subtenant rental payments.
- **Permanent Housing Placement** – The Permanent Housing Placement (PHP) service category may be used to help households establish permanent residence in which continued occupancy is expected.
- **Short-Term Rental, Mortgage, and Utility Assistance** – Short-Term Rent, Mortgage, and Utility (STRMU) assistance is an eligible activity under the HOPWA program. STRMU is time-limited housing assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for a period of up to 21 weeks in any 52-week period.
- **Facility-Based Housing** – The Facility Based Housing (FBH) service category provides operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs. With facility-based housing, the expectation is that participants will be in need of some level of supportive services in order to maintain stability and receive appropriate levels of care. HOPWA regulations require the sponsor to certify that they will give residents an adequate level of support and work with qualified service providers, accessing such support in an ongoing manner.
- **Hotel/Motel Assistance** – The Hotel/Motel Assistance (H/M) service category provides up to 60 days of temporary housing in a 6 month period for persons who are experiencing homelessness. Assistance is provided via hotel/motel vouchers. This assistance is intended to help stabilize the household and allow them to develop a housing plan with the goal of moving into permanent housing.
- **Short-Term Supported Housing** - HOPWA assistance connected to short-term supported housing generally includes use of an emergency housing facility or shelter, with a sponsor or grantee paying for a participant's stay at a short-term facility that provides temporary shelter, such as a detox or emergency shelter facility. Facility size and participant time limits will apply to short-term supported housing.
- **Housing Information Services**- including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing. This may also include fair housing guidance for eligible persons who may encounter discrimination on the basis of race, color, religion, sex, age, national origin, familial status, or handicap.



- **Resource Identification** - Resource identification to establish, coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives);

**Best Practices**

- Must provide supportive services to eligible households. If you are not applying for Supportive Services under this competition then please explain how it will be provided using other sources
- See website links and attachment L for more information on HOPWA eligible activities and regulations

**Client Eligibility Requirements**

Eligible households will reside in the five-county area (Travis, Williamson, Bastrop, Hayes, Caldwell), have a gross household income below 80% of the average median income, and at least one member of the household must have proof of HIV seropositivity. Applicants may propose lowering the income eligibility threshold. Client eligibility must be documented, and any proposed alternative requirements explained.

**V. Application Format and Submission Requirements**

The Application must be submitted in PartnerGrants: [PartnerGrants database](#).

Responses should be included for each question.

Since APH is only accepting applications in PartnerGrants, all Applicants must do the following to get registered in PartnerGrants:

1. Confirm that their organization is a registered vendor with the City of Austin.
  - 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.
2. Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system.
  - [To register, visit PartnerGrants](#) and click on “Register Here.”
  - Note that the organization’s City of Austin Vendor number is required to complete registration in PartnerGrants.

**VI. Application Evaluation**

A total of 100 points may be awarded to the application with an additional ten bonus points available for a potential of 110 total evaluation points. All applications will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each question has been adequately addressed.

<b>RFA #002 HOPWA 2021 WT</b>		
<b>Evaluation</b>		
<b>Form A:</b> Offer Sheet	Applicants must sign and upload signed forms.	No points, but Applicant must submit Offer Sheet
<b>Form F:</b> RFA Application		



Part I: Fiscal and Administrative Capacity	Threshold Review and Questions 1-6	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below
Section I: Experience and Cultural Competence	Questions 7 - 15	30 points
Section II: Program Design	Questions 16-22	30 points
Section III: Data Informed Program Management	Questions 23-27	10 points
Section IV: Cost Effectiveness	Question 28-37	30 points
		Total: 100 Points
Section V: <b>BONUS Healthy Service Delivery</b>	Questions A-D	10 points

**Applicant Minimum Qualifications**

All agencies applying for funding must:

- Be a non-profit organization able to conduct business in the State of Texas
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)
- Be eligible to contract and not debarred from contracting, according to SAM.gov 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 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

**VII. Application Format and Submission Requirements**

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

**Form F - RFA Application Instructions:**

- 1) **Total word limit in Form F - RFA Application is 15,000 words which includes the questions. Applications that exceed 15,000 words will not be considered.**
- 2) 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 5,200 words in Form F - RFA Application, and this is included in the 15,000 word limit.
- 3) Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
- 4) All questions are **boxed and highlighted in green** in Form F - RFA Application. 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.

- 5) 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.
- 6) 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.
- 7) If compiling responses in a separate document, clearly label each question and number, use size 11 Calibri font, double-space the document, use 1” margins on 8 ½ x 11” white paper without page scaling.
- 8) The following documents will not count towards the total word count:
  - a. Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
  - b. Attachments A-Offer Sheet, H - Program Budget Justification, J - COA Certifications

**Required documents:** The following documents must be submitted in this RFA.

**Note: For the RFA Application, the following information must be submitted by 12 pm on September 16, 2021:**

Form	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFA Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants as well as any Application Attachments
H	Program Budget Justification	Complete in Excel template provided and upload into the Service Category Cost Allocation section of the Program Budget and Narrative in PartnerGrants	Upload into PartnerGrants
J	COA Certifications	Review, sign and scan signed document	Upload into PartnerGrants

### VIII. Additional Information

**Proposal Acceptance Period:** All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

**Proprietary Information:** All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

**Exceptions:** Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

**Application Preparation Costs:** All costs directly or indirectly related to the preparation of a response to the RFA or



**CITY OF AUSTIN, TEXAS**  
***Austin Public Health***  
**RFA-002-HOPWA 2021-WT**



any oral presentation required to supplement or clarify an application that may be required by the City shall be the sole responsibility of the Applicant.

Agreement Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.