CITY OF AUSTIN

2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

SOLICITATION NUMBER: EAD0116

QUESTIONS & ANSWERS

1. **Question:** The RFA requires that we verify residency for clients. Is this rule waived for homeless service providers? If not, how would you like us to verify residency?
   Answer: Residency verification is not required for programs as referenced in Section 0620 – Client Eligibility Requirements: "If the program eligibility requires homeless status, the residency requirements and income requirements do not apply".

2. **Question:** The RFA requires MOUs for collaborations. Not all of our collaborations are documented through MOUs. Would a letter of support suffice in these situations and does the City require that we develop an MOU?
   Answer: A collaboration, as defined in Section 0500 – Scope of Work, Section 5: Program Strategies & Target Population, is "a consortium with a lead agency/fiscal agent and subcontractors". All subcontracts funded through this RFA must be established by an MOU, contract, agreement or other legal binding document, however at the time an agency submits a response to this RFA a legal binding document between an Applicant and one or more subcontractors does not have to be in place. A letter of intent would be an appropriate document to provide evidence of an intention to enter into a formal collaborative relationship between an Applicant and one or more other agencies if selected for funding.

3. **Question:** Can we use letters of support for less formal collaborations, like referring clients back and forth, but no money changes hands?
   Answer: In this RFA, a consortium with a lead agency working in partnership with one or more other agencies is considered a cooperative. A letter of support would be an appropriate document to provide evidence of a cooperative relationship between an Applicant and one or more other agencies.

4. **Question:** Will there be questions/clarifications after grant submission?
   Answer: Yes

5. **Question:** What are the required attachments with the application threshold checklist? Is it something other than the "written explanation"?
   Answer: In Section 0500 – Scope of Work, Section 9 – Eligible Applicants: All Applicants must submit the following documents in a sealed envelope in the same package as their application:
   a. Completed Application Threshold Checklist (Section 0610)
   b. Current Board of Directors by-laws

c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
   1. reviews program performance
   2. approves budgets
   3. reviews financial performance
   4. approves audit reports

d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2012)

e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

Additionally, the Board of Directors minutes should be approved and signed by an officer of the board.

6. **Question:** To clarify on the Funding Summary (0655) we only list funding that is certain. So 15 months in advance it is possible that the form may be blank other than the City?
   Answer: Yes, in Section 0655 – Program Funding Summary, only list funding that is certain at the time the application is submitted.

7. **Question:** Regarding "Collaboration" – If an agency partners with other entities without a subcontract, but the other entities receive COA Self-Sufficiency Social Services money, is that a collaboration?
   Answer: No

8. **Question:** Does a contract for services with a provider for whom the applicant is not a fiscal agent qualify it as a subcontractor?
   Answer: Yes

9. **Question:** What about using in-kind funding for collaborators? Example: Staff on loan.
   Answer: No, a collaboration, as defined in Section 0500 – Section 5: Program Strategies & Target Population, is "a consortium with a lead agency/fiscal agent and subcontractors".

10. **Question:** Can you document connection to additional Self-Sufficiency Goals & Life Continuum Categories through a Cooperative (on each agency's application)?
    Answer: Yes

CITY OF AUSTIN

2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

SOLICITATION NUMBER: EAD0116

QUESTIONS & ANSWERS

11. **Question:** Please define "subcontractor".
Answer: A subcontractor would be defined as having a relationship with the Applicant established by an MOU, contract, agreement or other legal binding document where the subcontractor would perform part or all of the client services proposed in the application in exchange for financial reimbursement.

12. **Question:** Define "tobacco – free campus," especially if one is a tenant of a building.
Answer: A tobacco-free campus as defined in Section 0600 – Proposal Preparation Instruction & Evaluation Factors, Part IV – Bonus Evaluation Points, Section C – Health Service Environment, is the use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers and visitors.

13. **Question:** Sec. 0620 – 1st sentence of client eligibility requirements – unless otherwise stated in the contract work statement, these requirements apply to all clients…. Does this mean that the work statement if different trumps the requirements?
Answer: Yes, a contract which includes alternate eligibility requirements in the Work Statement supersedes the client eligibility requirements in Section 0620.

14. **Question:** Sec. 0620 – Under the client eligibility guidelines, agencies have to recertify clients. Does the COA have a definition of what recertification entails?
Answer: Recertification entails ensuring a client meets all the eligibility requirements listed in Section 0620 – Client Eligibility Requirements in order to continue receiving services funded through this RFA.

15. **Question:** Is there a sample contract we can review to make sure we can meet all the requirements?
Answer: Current Health and Human Services Department Social Services contracts can be found at: https://www.ci.austin.tx.us/financeonline/contract_catalog/index.cfm, utilizing the keyword search function, search for "Social Services".

16. **Question:** What are the hours of Purchasing Office if we want to drop off app early?
Answer: Monday to Friday – 7:45 a.m. – 4:45 a.m.

17. **Question:** Is there a limit on the amount of funding one can request?
Answer: No

18. **Question:** Are proposals rated higher for demonstrating collaboration (lead agency w/subcontractors) or cooperation (just working in partnership, no subcontractors)?
    Answer: Bonus evaluation points are available for applications that successfully demonstration how a proposed collaborative will work together to maximize service delivery to the target population as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section A – Collaborations/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies):

    - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **or**

    - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations and successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) and/or Life Continuum category/categories.

19. **Question:** Are there geographic preferences (target zip codes or census tracts) or just target populations?
    Answer: No

20. **Question:** For those of us who do not provide health care services, can you elaborate on how the National CLAS standards apply to other social services? Do the 4 listed standards have to be in policy word for word?
    Answer: The 4 CLAS standards outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategies, Section B – Target Population(s) for the Goal(s), are applicable to all direct service providers not just health care service providers. An Applicant should demonstrate how they will successfully meet the objective of the standards listed to ensure cultural and language difference are not a barrier to services.

21. **Question:** Can you elaborate on the "Community Planning Activities" you are looking for here? For instance, do these have to be city-sponsored?
    Answer: The City is looking for Applicants to describe their involvement in community

planning activities that are specific to the services proposed in their application. Community Planning Activities do not have to be City-Sponsored.

22. **Question:** What types of activities are not allowed on this funding opportunity?
Answer: This question is too broad and a comprehensive answer cannot be given. A potential Applicant may submit a question regard the allowance of a specific activity. To that end, this RFA requires the service strategy/strategies proposed be consistent with one or more of the goals outlined in Section 0500 – Scope of Work, Section 3 – Principal Objective and Goals.

23. **Question:** How many flash drives or CDs are required? 6 copies on one flash drive/CD or 1 copy on 6 separate flash drives/CDs?
Answer: 6 separate flash drives/CDs, each containing an electronic copy of the entire application.

24. **Question:** In terms of bonus points for collaborative, we collaborate with several agencies for emergency shelter space for survivors brought in by law enforcement. They are not funded collaborative partner/subcontractor. Does this count as a collaborative?
Answer: No

25. **Question:** Can you submit two applications – 1 as a prime under a Continuum ie. Early Childhood; 1 as a sub under a collaborative in another Continuum ie. Adult & Families
Answer: Yes

26. **Question:** 0655 Funding Summary – Do you want a list of <u>potential</u> funding opps.? Our orig. may have funding now that is uncertain for 2015-2016.
Answer: In Section 0655 – Program Funding Summary, only list funding that is certain at the time the application is submitted.

27. **Question:** Should we insert p. 0615 into our narrative or should it be included as an attachment?
Answer: Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories should be included as an attachment with the application.

28. **Question:** If agency is a subcontractor, which of these documents are still needed? Some, All, Only financial?, ?

Answer: Only the Applicant must submit the documents outlined in Section 0500 – Scope of Work, Section 9 – Eligible Applicants.

29. **Question:** 0650 – Will we be required to report our expenditures based on these categories (Early childhood, youth, etc.)?
Answer: No

30. **Question:** In the section on leveraging funds, what kinds of organizations and funders do you anticipate meeting the requirement for these 5 points?
Answer: The City does not have any predetermined list of organization or funders which we anticipate meeting the requirements listed in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section B – Leveraging. Any eligible Applicant who can successfully meet the requirements listed will be eligible for the bonus evaluation points available in this section.

31. **Question:** How are you defining "policies" vs. procedures, training, etc.?
Answer: A policy regulates and controls actions while a procedure tells users how to, and who will, implement the policy. Policies are specific, factual and to the point, and do not include detailed descriptions of routine processes, timelines, forms and templates which may be subject to frequent modification in procedures. A policy must be approved according to the standards outlined in the Applicants Board of Directors by-laws.

32. **Question:** Is there a % of clients which must be served on Austin City limits vs. larger outer lying communities from County.
Answer: No

33. **Question:** The RFA defines Youth as person 6-21 years of age and Adults and Families are considered a separate continuum. Our agency serves individuals of which the majority are ages 16-26. This range would overlap the Youth and Adults and Families Life Continuum categories. Given the funding totals, which would be the most appropriate life continuum category for us to select?
Answer: Although the Youth Life Continuum category is defined as ages 16-21, and the Adults and Families category does not specify an age range, programs that serve only individuals 18 and over may elect to propose serving all of these clients in the Adult and Families category if the Applicant judges this to be the best fit. Youth was defined as ages 16-21 in order to include all clients in a single category for programs that continue

to serve youth beyond the age of legal majority. However, the City recognizes that many programs that serve only individuals aged 18 and older do not fit well in the Youth category and leaves the decision to the best judgment of the Applicant as to what Life Continuum category to use if their target population includes individuals age 18+ only. Additionally, the City recognizes that many program serve emancipated individuals younger than 18 years old and Applicants may elect to propose serving these clients in the Adult and Families category if the Applicant judges this to the be best fit. In these cases, scoring will not be affected by including individuals aged 18-21 or emancipated individuals only in the Adults and Families category. Please note that this is a clarification of a verbal answer given at the Pre – Proposal meeting on March 5, 2014.

34. **Question:** Section 0600 – Do subcontractors also have to follow healthy services environment?
Answer: No

35. **Question:** How will a 20 yr. old w/children be categorized?
Answer: See Answer to Question #33

36. **Question:** Our agency serves individuals of which the majority are 16-26 years old. This would overlap the Youth & Adults & Families Continuum. Which one would we select?
Answer: See Answer to Question #33

37. **Question:** The “Adult and Families” category includes age 18 & up <u>or</u> 21 & up?
Answer: See Answer to Question #33

38. **Question:** Can you please clearly delineate what specific documents go in what packet and in what order?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors:
    - Envelope #1 – Threshold Review should contain:
        1. Section 0610 – Application Threshold Checklist
        2. Current Board of Directors by-laws
        3. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
            - reviews program performance

- approves budgets
- reviews financial performance
- approves audit reports

4. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2012)
5. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

- Envelope #2 – Application Documents should contain:
  1. Executive Summary
  2. Application
  3. Attachments such as table of contents, signed certifications, budget forms, MOUs, logic models, resumes, job descriptions, policies, and other required attachments outlined in Section 0600
  4. Offer Sheet
  5. Sections 0605, 0615, 0640, 0645, 0650, 0655, 0835

39. **Question:** Please elaborate on the Leveraging for the 5 bonus points. It says that we earn the points if funding from a third part is contingent upon City funding for the specific program we propose. May we leverage programs that require a third party match but will not be a part of the proposed COA programs?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section B – Leveraging: "Leveraged funding must be direct funding for the program proposed by the Applicant and not funding for the Applicant's other programs or solely for Applicant's general operations."

40. **Question:** The RFP defines the Youth category as persons 6-21 years of age and Adults and Families are considered a separate continuum. Our agency services individuals of which the majority are ages 16-26. This range would overlap the Youth and Adults and Families Life Continuum Categories. Which would be the most appropriate Life Continuum Category for us to select?
Answer: Please see Answer to Question #33

41. **Question:** As an applicant will our proposal be evaluated compared to competing applicants or based on its merit alone?

Answer: Applications will be evaluated based on the response to the elements outlined in the RFA.

42. **Question:** Where does the signature page or p.3 of the RFA belong in the application?
Answer: It is labeled as Package 1 in this RFA and it should be the first document in Envelop #2.

43. **Question:** In Section 0605 of the RFA, it states that "All firms must be identified on the MBE/WBE Compliance Plan or No Goals Utilization Plan, Section 0900 of the Solicitation". My question is: there is no Section 0900 in the application, so where should it be identified?
Answer: There were no MBE/WBE goals identified in this RFA therefore this provision is not applicable.

44. **Question:** What is the definition of Adult?
Answer: This RFA does not specifically define Adult. Please see questions #33 for additional information regarding the difference between the Life Continuum categories of Youth and Adults and Families.

45. **Question:** Would be possible for you to share a list of the groups currently holding contracts?
Answer: Yes:

• African American Men & Boys Harvest Foundation • Allison Orr Dance • Any Baby Can Of Austin • Asian American Resource Center • Austin Child Guidance Center • Austin Community College • Austin Independent School District • Austin Tenants' Council • Austin Travis County Mental Health and Mental Retardation Center (Austin Travis County Integral Care) • AVANCE-Austin • Blackland Community Development Corporation	• Foundation Communities • Front Steps • GENaustin • Goodwill Industries of Central Texas • Helping the Aged, Needy, & Disabled (HAND) • Huston-Tillotson University • Meals on Wheels and More • Planned Parenthood of Greater Texas Family Planning & Preventative Health Services • River City Youth Foundation • Salvation Army • Sickle Cell Anemia Association of Austin Marc Thomas Chapter

• Capital Investing in Development and Education of Adults (Capital IDEA) • Capital of Texas Public Telecommunication Council (KLRU) • Caritas of Austin • Casa Marianella • Child, Inc. • Communities in Schools of Central Texas • Council on At-Risk Youth (CARY) • Court Appointed Special Advocates of Travis County (CASA) • Easter Seals - Central Texas • Ending Community Homelessness Coalition (ECHO) • Family Eldercare	• Skillpoint Alliance • Texas Rio Grande Legal Aid • Theater Action Project DBA Creative Austin • Travis County • Travis County Domestic Violence & Sexual Assault Center (SafePlace) • University of Texas - Ray Marshall Center • UT Health Science Center at Houston • WorkSource Greater Austin Area Workforce Board (Workforce Solutions Capital Area) • Youth and Family Alliance (LifeWorks) • YWCA of Austin

*Updated on 3/27/14

46. **Question:** Are government agencies eligible to apply? Our school district has three high-need schools within Austin city limits at which we'd like to fund after-school programs. If government agencies are eligible, what should one submit in place of a 990?
Answer: Yes, government agencies are eligible to apply for funding in the RFA. For any Applicant indicating governmental status, they must cite the reason for their existence from within our state constitution in lieu of a 990.

47. **Question:** Please let me know where I can locate for 0835 that is to be completed with the application.
Answer: The document is located in Package 1 of this RFA, page 10.

48. **Question:** Regarding staff transporting students in personal vehicles. Is the requirement 100/100/500 or 100/300/100?
Answer: This particular situation calls for hired & non-owned coverage carried by the non-profit. The insurance requirements call for a limit of $1M. If the non-profit has this coverage there are no additional requirements for the owner of the vehicle.

49. **Question:** Define “subcontractor”
Answer: Please see Answer to Question #11

50. **Question:** What is the difference between a subcontractor and a vendor?
Answer: As opposed to a subcontractor, a vendor would not be providing part or all of the client services proposed in the application. Instead, a vendor would be providing a service to the Applicant such as an annual audit, facility maintenance, or other non-client service.

51. **Question:** How does the City RFA define "homeless"?
Answer: In this RFA, the City purposely did not use any institutional definition of "homeless" when creating the eligibility requirements pertaining to homeless programs. Homeless status should be defined by the Applicant.

52. **Question:** In order to be eligible any HUD CoC-funded permanent supportive housing project, an individual must meet HUD's definition of homeless as of the night before they enter permanent supportive housing. Does the City consider these individuals living in HUD CoC-funded permanent supportive housing projects to be homeless?
Answer: If a program requires Homeless status at entry, regardless of when the City-funded services begin, the client is considered homeless.

53. **Question:** In order to be eligible for some HUD CoC-funded permanent supportive housing projects, an individual must meet HUD's definition of chronically homeless as of the night before they enter some permanent supportive housing. Does the City consider these individuals living in HUD CoC-funded permanent supportive housing projects to be homeless?
Answer: If a program requires Homeless status at entry, regardless of when the City-funded services begin, the client is considered homeless.

54. **Question:** Is there a particular logic model format that the City wants us to use or can we develop our own logic model format? What are the required elements of a logic model? If there are no required elements of a logic model, what should we include in our logic model to maximize our score related to C. 2. a & b on page 4 of 14 in 0600?
Answer: The City does not have a particular logic model format and any required elements of a logic model. An Applicant should use a logic model format they determine to be the best fit to respond to the evaluation factors listed in Section 0600 – Proposal Preparation Instructions and Evaluation Factors.

55. **Question:** On page 9 of the "Scope" document, item 9.a. states "Within the past five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients." Does that mean every sub-contractor must meet this eligibility standard?
Answer: The Applicant must meet the eligibility standards listed in Section 0500 – Scope of Work, Section 9 – Eligible Applicants.

56. **Question:** Is there room for a new or innovative program in this funding process?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section C – Program Strategy to Accomplish Goals, the Applicant must: Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices. Explain the rationale behind the program design. Include which level of evidence the program model falls in, according to the Section 0635 - Defining Evidence Guideline, and how this design meets the specific needs of the target population(s) identified in the application.
    - If the program falls in the category of evidence-based or research-based, provide a description of evidence used, including source(s), and method for ensuring program model fidelity. Provide a logic model for innovative approaches.
    - If the program falls into the category of "promising practice," include (a) a logic model as an attachment to the application and (b) a brief plan for evaluation.

57. **Question:** On page 2 of the Proposal Preparation Instructions, it is noted that an additional five pages are allowed if the applicant responds to any of the items in Part IV. Must the entire five extra pages be dedicated to specifically Part IV items?
Answer: Yes

58. **Question:** On our RFP application, we read that we need to use recycled paper and to provide information on what went into the paper. Can you give us any clue as to where we'd find that information? We are referencing number 4 on page 7 of 10 in the documentation titled Package 1.
Answer: This applies if the product you are offering the City is a paper product. Since this is a service contract and not a paper contract, we are simply asking that anything that you print or reproduce is on recycled paper.

59. **Question:** On page 7 of Section 0600, we are asked to include relevant local, state, and/or federal contracts for the last five years. Our organization covers a large service

region across Texas that includes Austin. Are we expected to include all of the contracts, or just those within the Austin area?
Answer: Applicants should include a description of their experience managing relevant local, state, and/or federal contracts for the last five years. Applicants may choose to include all relevant contracts regardless of the area where the service was provided to clearly demonstrate their previous experience providing services identical and/or similar to those proposed in their application. Additionally, Applicants must describe any relevant City of Austin Health and Human Services Department funding received within the last five years.

60. **Question:** To what extent do we need to include information on the subcontractor in the narrative portion of the application?
Answer: Applicants should use Section 0650 – Program Budget and Narrative to provide information about the subcontractors proposed in their application as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part II – Cost Effectiveness, Section A – Budget. Additionally, Applicants should provide as much information as they determine necessary about the proposed subcontractors in the narrative portion of their application to demonstrate how the proposed collaborative will work together to maximize service delivery to the target population as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section A – Collaborations/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies).

61. **Question:** The Scope of Work section, #9. Eligible Applicants section stating, e. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients. Does the main applicant/fiscal agent have to have this experience? What if we are subcontracting with an organization that has 2 years of experience working with the target population and providing services? Will that work? Or as the lead agency we have to have the experience?
Answer: See Answer to Question #55

62. **Question:** If an application has subcontractors, does the applicant have to submit job descriptions for each position funded through the subcontract?
Answer: An Applicant should attach resumes or position descriptions for key staff to

perform the proposed services and/or activities including those services and/or activities performed by subcontractors' key staff.

63. **Question:** If an application has subcontractors, does the applicant have to submit: 1) Subcontractors' complete audit and management letter cover the most recent consecutive fiscal years?; 2) All subcontractors' monitoring reports received within the previous 24 months of administering the relevant City of Austin Health and Human Services Department, other local, state, and/or federal contracts?; 3) A copy of the each subcontractor's most recent 990?
Answer: Please see Answer to Question #28. Additionally, only the Applicant must attach all monitoring reports received within the previous 24 months of administering the relevant City of Austin Health and Human Services Department, other local, state, and/or federal contracts as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section G – Overall Evaluation Factors Regarding Applicant.

64. **Question:** Do subcontractors need to also have in place by FY2015 all the healthy service environment polices or just the lead agency? The Tobacco-free campus is the only one that specifies. Section 0600, pgs. 12-13
Answer: Please see Answer to Question #34. Additionally, Applicants will be awarded the point values indicated in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section C – Healthy Service Environment for having implemented or agreeing to implement prior to 10/01/15 any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies.

65. **Question:** Define "container" section 0400, pg.1
Answer: A sealed object such as a box, bin, or crate that contains the Applicants required documents outlined in the RFA.

66. **Question:** Where do we list "authorized negotiator" section 0600 pg. 14
Answer: The Authorized Negotiator, as referenced in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Page 14 – Additional Information, should be listed on the last page of the application.

CITY OF AUSTIN

2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

SOLICITATION NUMBER: EAD0116

QUESTIONS & ANSWERS

67. **Question:** Is a logic model required for ALL applications, or only for innovative evidence/research-based projects and promising practice projects?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section C – Program Strategy to Accomplish the Goals, Applicants must submit a logic model for innovative approaches and promising practices.

68. **Question:** Also, it says to INCLUDE a logic model for evidence-based approaches, but to ATTACH a logic model for promising practice models. So, if we do submit a logic model for our evidence-based project, should it be embedded in the narrative or should it be included as an attachment to the application?
Answer: If an Applicant includes a logic model with their application it should be included as an attachment to the application.

69. **Question:** In "Envelope 2" it states that "1 original and 6 CD's or flash drives" are required. By "original" does this mean a hard paper copy of the docs?
Answer: Yes

70. **Question:** For Envelope #2 is there a checklist for all elements to be included?
Answer: No

71. **Question:** Where can I find the Application Threshold Checklist?
Answer: Section 0610 – Application Threshold Checklist can be downloaded at the following website:
www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=104298

72. **Question:** What do you do if you are a new non-profit, previously a solo proprietor?
Answer: All Applicants must meet the eligibility criteria listed in Section 0500 – Scope of Work, Section 9 – Eligible Applicants. Additionally, as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Application Evaluation: "An application must address each item in Parts I, II, & III, outlined below, in order to be considered responsive to the goals of this RFA."

73. **Question:** Does the fiscal year of the 990 and audit have to be the same?
Answer: As outlined in Section 0500 – Scope of Work, Section 9 – Eligible Applicants, Applicants must submit a copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2012) and a complete set of audited financial

statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years.

74. **Question:** Regarding the management letter…whether or not you have findings…you are are still submitting the Board of Directors letter from the auditor, correct?
Answer: Yes

75. **Question:** What do you consider the management letter for the audit…the letter to the Board of Directors?
Answer: In this RFA, a management letter refers to a report to the Board of Directors indicating the auditors' recommendation for correcting deficiencies disclosed by the auditors. The letter identifies issues that are not required to be indicated or disclosed in the Annual Financial Report but contains the auditor suggestions and concerns noted during the audit.

76. **Question:** What if you are a public non-profit – ACC and do not have a 990? It is not required by law.
Answer: Please see the Answer to Question #46

77. **Question:** If an organization receives city funding through a separate RFA process for example through APD, are they still eligible to apply under this RFA?
Answer: All Applicants must meet the eligibility criteria listed in Section 0500 – Scope of Work, Section 9 – Eligible Applicants.

78. **Question:** Could established organizations collaborate with newer organization through an MOU?
Answer: Yes

79. **Question:** Are there bonus points for collaboration?
Answer: See Answer to Question #18

80. **Question:** Did this process absorb the former Holly Neighborhood funding contracts? (my org. has never done this process but we do have a Holly Neighborhood contract and are listed on the "current contracts" area.)
Answer: No

81. **Question:** Who will be the external evaluators? If you can't give exact names, can you give examples of the types of organizations or constituents they will represent?
Answer: The evaluation teams have not been selected.

82. **Question:** p.4 C. Program Strategy – 2 a. states "provide a logic model for innovative approaches". Does this mean a "proven" program does not need to submit a logic model?
Answer: Please see Answer to Question #67

83. **Question:** If an organization does not meet all criteria for 1st round of funding are they able to apply for funding at renewal periods?
Answer: There is only one evaluation and award process for the funds outlined in Section 0500 – Scope of Work, Section 8 – Funding Information.

84. **Question:** What is the website address for the city site where a link to the RFA and Questions and Answers for the RFA posted?
Answer: http://austintexas.gov/article/social-services-solicitation

85. **Question:** Does the 2 year rule apply to the (fiscal agent) Applicant only or all subcontractors in a collaborative?
Answer: See Answer to Question #55

86. **Question:** For dual generation programs that serve children under 6 and their parents (such as child development and ESL) which category should we apply in? Early Childhood? Or Family?
Answer: Applicants should identify the Life Continuum category in which the proposed program strategy/strategies are primarily targeted and the Applicant judges to be the best fit.

87. **Question:** What bonus points are available for each Life Continuum category?
Answer: Bonus evaluation points are not allocated by Life Continuum categories. Bonus evaluation points are available as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section A – Collaboration/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies).

88. **Question:** Application must be double spaced? For Parts I-IV yes or no?
Answer: Yes, as outlined in Section 0600 – Proposal Preparation Instructions and

Evaluation Factors, Section – Application Format, an original Application must be printed double-spaced on single-sided 8 ½ x 11 inch plain white paper with 1" margins and no Page Scaling.

89. **Question:** Is the applicant penalized for not following double-spacing format? Yes or no?
Answer: Applications will be evaluated based on all elements outlined in the Section 0600 - Proposal Preparation Instructions and Evaluation Factors.

90. **Question:** How many evaluators will be scoring the applications and who will they be? All City staff or external individuals as well?
Answer: Please see Answer to Question #81

91. **Question:** What do you mean by provide a logic model?
Answer: If an Applicant provides a logic model with their application it should be provided as an attachment to the application.

92. **Question:** Applicants are required to choose at least one of the five pre-designated high level outcomes. What if none of these directly pertain to our organizations mission (e.g. hunger relief)? Does that necessitate a collaboration to address one of the high level outcomes?
Answer: As outlined in Section 0600 - Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section D – Performance Measures – Impact on the Goals, Outcome Measures, all applications must include one or more of the high-level outcomes listed in this section designed to demonstrate progress toward self-sufficiency through the Life Continuum. An Applicant must decide if a collaboration is necessary to address one of the high-level outcomes listed in Section 0600 - Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section D – Performance Measures – Impact on the Goals, Outcome Measures.

93. **Question:** How does the amount of available funding ($13,815,227) compare to current funding level for current grantees?
Answer: The available funding listed in Section 0500 – Scope of Work, Section – Funding Information, represents a portion of the total City of Austin Health and Human Services Department funding allocated to local social service providers.

94. **Question:** Can clients whose address shows them living in extra jurisdictional territories of Travis County historically NOT allowed to be funded/charged to COA be served with these COA funds? Could 100% of clients served be in Del Valle, Manor or Lago Vista?
Answer: A client must meet all requirements outlined in Section 0620 – Client Eligibility Requirements in order to be served with funds allocated in this RFA.

95. **Question:** My organization engages in social service programs through a 501(c)3. It also engages in political lobbying through a 501(c)4. Are we eligible to receive funding though this programs?
Answer: All Applicants must meet the eligibility criteria listed in Section 0500 – Scope of Work, Section 9 – Eligible Applicants in order to be eligible for funding through this RFA.

96. **Question:** Should applicants create an account as a vendor or subscriber [on the City of Austin Financial Services website]?
Answer: Creating an account as a Vendor or Subscriber is not required in this RFA. A benefit of creating an account as either a Vendor or Subscriber is you can sign up to be notified of a change to any City of Austin solicitations including this RFA.

97. **Question:** Is an applicant required to meet all of the self-sufficiency goals within one category e.g. preventive health programs, education <u>and</u> crime prevention, or can we focus on <u>one</u> of these sub-goals? (Relates to goal "c" problem prevention)
Answer: No, an Applicant is not required to include program strategies that address preventive health, education and crime prevention in an application which Problem Prevention is identified as the self-sufficiency goal.

98. **Question:** What exactly goes on the flash drive? Is it the entire content of the envelope #2?
Answer: The following items should be saved as a single file on 6 CDs or flash drives and included in Envelope #2 along with 1 original:

    1. Executive Summary
    2. Application
    3. Attachments such as table of contents, signed certifications, budget forms, MOUs, logic models, resumes, job descriptions, policies, and other required attachments outlined in Section 0600

4. Offer Sheet
5. Sections 0605, 0615, 0640, 0645, 0650, 0655, 0835

99. **Question:** If work with target group was within another organization, are newly formed organizations able to apply?
Answer: Please see Answer to Question #95

100. **Question:** Can you charge a fee for the programming you provide with this grant money?
Answer: This RFA does not restrict an Applicant from charging a fee for the programming funded through this RFA.

101. **Question:** Are newly form organization Q&A states that you can submit less formal collaboration. How will this be addressed a when submitting document.
Answer: Please see Answer to Question #95

102. **Question:** Can the same program fall in more than one life continuum category?
Answer: Yes

103. **Question:** How many of the current contracts are collaboratives?
Answer: 2

104. **Question:** For #3: I've been doing work under the organization's name but it was just me; is that okay? Do I need to just have letters from the agencies I worked with during that time? I was a business as Master's hand NMCM (DBA) before the nonprofit was formed; is that okay? Our minutes will reflect some of our outreach efforts.
Answer: Please see Answer to Question #95

105. **Question:** For #4 & #5: We just got status of nonprofit and had our first board meeting on March 8, we need to schedule a performance review and finalize/update our budget (3 years), is that sufficient?
Answer: Please see Answer to Question #95

106. **Question:** Instructions, Page 3, Part I, B.2, b & c – Please elaborate on the requested two data points and explain the difference between the two.
Answer: Quantified target population unmet need(s) is data which identifies the unmet need(s) of the target population from a widely known data source. Applicant's trends in

target population unmet need(s) is data from the Applicant which provides historical information regarding providing for the unmet need(s) of the target population.

107. **Question:** Instructions, Page 4, Part I, C.2, a – Please elaborate on what the City is looking for when requesting "method for ensuring program model fidelity."
Answer: The Applicant must describe how they will ensure an evidence-based or research-based program strategy/strategies will be implemented to preserve the components that made the original program strategy/strategies effective.

108. **Question:** Instructions, Page 5, Part I, C.6 – Does "reach" refer to outreach/recruitment efforts and/or service delivery?
Answer: Reach refers to both outreach/recruitment efforts as well as service delivery.

109. **Question:** Instructions, Page 8, Part II, A.1 – Are you looking for additional narrative ("summary description of the budget justification") in the application itself, in addition to attaching the Section 0650 Program Budget and Narrative document?
Answer: Yes

110. **Question:** Instructions, Page 9, Part II, B.1 – For the "average cost per City client served", are you looking for the total amount request from the City (only) divided by the City-only output?
Answer: Yes

111. **Question:** Instructions, Page 9, Part II, B.3 – For the "average cost per client achieving each of the performance measures proposed", are you referring to both Outputs and Outcomes?
Answer: In Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part II – Cost Effectiveness, Section B – Cost per Client, #3, please describe the average cost per client achieving each of the Outcome measures proposed.

112. **Question:** Section 0615 - Is there a reason "Seniors & Persons with Disabilities" are grouped together?
Answer: As outlined in Section 0500 – Scope of Work, Section 1 – Introduction, Seniors & Persons with Disabilities are each distinct populations with similar service

need outcomes intended to help them maintain dignity, independent living, housing stability, and to assist with basic needs.

113. **Question:** Section 0615 - Can we check the Seniors & Persons with Disabilities box if we only serve Seniors (age 55+) or Persons with Disabilities, or does our program have to serve both Seniors and Persons with Disabilities?
Answer: An Applicant should select the Seniors & Persons with Disabilities Life Continuum category if the proposed program strategy/strategies serve Seniors or Persons with Disabilities as defined in this RFA.

114. **Question:** Section 0615 - If we serve Persons with Disabilities who fit into the Youth (age 16-24) or Adults and Families (age 25-54) categories, which category do you want us to prioritize?
Answer: An Applicant should select the Seniors & Persons with Disabilities Life Continuum category on Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories if the proposed program strategy/strategies is limited to persons with disabilities.

115. **Question:** How do we put into the budget to reflect expansion in this multi -year grant? For example, we currently have 103 units for our CHI program. But during the first year of this contract, we will have an addition 14 and the second year we will have 24 more units. That is expansion of more than a 3rd during this grant.
Answer: Applicants selected for funding through this RFA will receive level funding per 12-month period.

116. **Question:** Can you clarify Section 0400 Supplemental Purchase Provisions? Is that an attachment we need to have in package 2? Or with the submission?
Answer: Section 0400 Supplemental Purchase Provisions does not need to be included back with the application. This document includes the provisions but doesn't need to be filled out or returned.

117. **Question:** Do we need to have a logic model for all our programs?
Answer: Please see Answer to Question #67

118. **Question:** If our organization does not currently collect data on the income/poverty level of our clients, are we disqualified from receiving a contract?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategies, Section B – Target Population(s) for Goal(s), Applicants must describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application.

119. **Question:** Do the requirements in Section 0620 come into effect after contracts are rewarded, or do organizations have to meet all stipulations therein at the time of application in order to receive the corresponding evaluation points?
Answer: Applicants are not required to comply with Section 0620 – Client Eligibility Requirements at the time an application is submitted for consideration.

120. **Question:** What are the criteria for evaluating alternate eligibility criteria (Part 1, Section B, #4a)?
Answer: As outlined in Section 0500 – Scope of Work, Part 5 – Program Strategies & Target Population, the City will purchase services that serve high-risk clients living at or below 200% of poverty with significant and/or multiple barriers to self-sufficiency and stability. An Applicant must provide information that demonstrates the need to deviate from the client eligibility requirements listed in Section 0620 – Client Eligibility Requirements.

121. **Question:** Do we provide proof of insurance with the application or only at award time?
Answer: Proof of insurance is not required to be submitted at the time an application is submitted.

122. **Question:** Should Section 0645 chart of program staff be embedded in the 25 pg. narrative or as a separate attachment? Same question for Section 0640, should it be embedded in the narrative or only as a separate attachment?
Answer: An Applicant should submit the following Sections as attachments to the application: Sections 0605, 0615, 0640, 0645, 0650, 0655, and 0835.

123. **Question:** Page 6 of Section 0600 mentions attaching any program Memoranda of Understanding (MOU) with other agencies. Is the MOU defined as a contract with money

exchanged or can it be a partnership where no funding is exchanged but referrals or shared space is agreed upon?
Answer: An MOU is not defined in this RFA. An Applicant may propose to enter into an agreement with another agency where funding is exchanged or where no funding is exchanged in order to accomplish the proposed program strategy/strategies.

124. **Question:** Is the Offer Letter the 2 pages (pgs. 2-3) of the RFP doc EAD0116?
Answer: Yes

125. **Question:** The wording in the RFP with regard to leveraging of City funding (pgs. 11-12 of Section 0600) seems to imply that a third party specifically requires funding from the City be used to leverage additional funds. We know of no funding source that mandates where appropriate matching funds are obtained from, only that certain amounts or percentages of the contracts be secured. Therefore, if we currently receive $100,000 from a federal source that requires a 5% match, and we currently use $5,000 of funding from the City to provide the required match (assuming all funding goes to support a City-approved program or service), can we say that City funds are leveraging $100,000 in federal funds? Even if the funder does not specify that the money MUST come from the City?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part IV – Bonus Evaluation Points, Section B – Leveraging, funding not considered leveraging in this RFA includes funding from non-City sources that does not specifically require City funding to be awarded to the Applicant for the proposed program.

126. **Question:** Regarding envelope 1. How detailed are you looking for each process (A, B, C, D) to be documented in the board minutes? Are the accepted minutes only 2013 or also 2012 or currently 2014?
Answer: As required in Section 0500 – Scope of Work, Section 9 – Eligible Applicants, an Applicant must submit approved Board of Directors minutes during the previous fiscal year reflecting the Board has a process that reviews program performance, approves budget, reviews financial performance and approves audit reports. The Board of Directors minutes must reflect that a process exist for the Board to review program & financial performance and approves budgets and audit reports.

127. **Question:** Was the pre-bid meeting mandatory if you intend to apply?
Answer: No

128. **Question:** If your agency has not had a recent internal audit would that disqualify the agency. We do have a 2012 990.
Answer: Please see Answer to Question #95

129. **Question:** RFA references section 900 and we cannot find it in the solicitation. Is there somewhere else we should be looking?
Answer: Please see Answer to Question #43

130. **Question:** Should we embed attachments into the corresponding narrative section (e.g. Section 0640 in Part D of the Program Overview and Strategy?) If attachments do not need to be embedded into the narrative, do we need to restate the content of the attachments (e.g. outcomes and outputs) within the narrative, or just state "please refer to the attached Section 0640?"
Answer: Please see Answer to Question #122. Additionally, as required in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section D – Performance Measures – Impact on the Goals, an Applicant must describe how the required and any other proposed outputs and outcomes will be calculated. An Applicant must choose the level of detail to include the application as they judge to be the best fit.

131. **Question:** In Section 0600, under "Budget" it states that subcontractors that receive City funds must be included in the program budget. Do subcontractors include non-client services such as outside auditors, landscapers and bookkeepers? In the past, our contracts with the COA mandated that we include this type of subcontracts in our contract.
Answer: Please see Answer to Question #11. Additionally, as stated in Section 0650 – Program Budget and Narrative: "Consultants/Contractuals: Applicants shall combine all proposed amounts into one line item, but shall provide separate details for each relevant item in the Program Subcontractors form. Only consultant/contractual expenses for direct client services are to be included here; other consultant/contractual services should be included in General Operating Expenses."

CITY OF AUSTIN

2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

SOLICITATION NUMBER: EAD0116

QUESTIONS & ANSWERS

132. **Question:** In Section 0600, under "Cost Effectiveness" it states that applicants must submit a budget of at least $50,000 per 12 month period or $150,000 for three years. When calculating the salaries for staff funded through this grant—is it advisable that we adjust for an increase in cost of living three years out? Same question for the possible three, one year renewals after the initial grant period expires and we begin to plan this program through 2021.
Answer: Please see Answer to Question #115

133. **Question:** If we are responding to Part IV, Bonus Evaluation questions, and we are allowed an additional 5 pages, are Parts I – III still restricted to the 25-page limit? For instance, if our total application ends up being 30 pages, but our response to Part IV is only 3 pages, is this allowed?
Answer: Please see Answer to Question #57

134. **Question:** Also, is there any limit to the number of attachments or a page limit to resumes or any other attachments?
Answer: No

135. **Question:** How much of the instructions are we to include in our application before we begin to answer the questions? Are they to also be double spaced?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Application Format, the actual application must be organized and labeled using the information sequence Section 0600. Applicants are not required to include the instructions in their application.

136. **Question:** The Scope of Work details multiple areas of basic needs, under Self-Sufficiency Goals and Life Continuum Categories, yet housing is the only basic need reflected amongst the required outputs on page 8. Does that mean an organization addressing other basic needs as identified in the Scope of Work, but not addressing housing, is ineligible for funding under this RFA?
Answer: No, an Applicant addressing basic needs other than housing is not ineligible for funding under this RFA. An Applicant proposing a program strategy/strategies addressing must include one or more of the five high level outcome measures, outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section D – Performance Measures – Impact on Goals,

designed to demonstrate progress toward self-sufficiency through the Life Continuum which the Applicant judges to be the best fit.

137. **Question:** Is transition into housing a required strategy for any applicant proposing services under the Self-Sufficiency Goal of Safety Net/Infrastructure Services?
Answer: No

138. **Question:** Our agency defines poverty as those youth that receive or are eligible for free or reduced lunch. Youth receiving free or reduced lunch are at 180% or 130% respectively of the federal poverty guidelines. Are these youth eligible for this grant?
Answer: Individuals served with funding through this RFA must meet the eligibility requirements outlined in Section 0620 – Client Eligibility Requirements. Additionally, as outlined in Section 0500 – Scope of Work, Section 7 – Eligibility Requirements, applicants may propose alternate eligibility criteria from the requirements in Section 0620 for the proposed target population(s).

139. **Question:** What supporting documentation would awarded organizations be required to provide to support the requirement of 200% of the poverty guideline?
Answer: As outlined in Section 0620 – Client Eligibility Requirements, client file must include primary eligibility sources.

140. **Question:** We have the following question about Section 0635-Defining Evidence Guideline: The "Promising" Evidence Term on that form states that "practices are consistent with theory and knowledge about early childhood practices…" If we are proposing a promising practice, must it focus on early childhood, or can we apply this one to any life continuum?
Answer: An Applicant can propose a program strategy/strategies classified as a promising practice in any Life Continuum category.

141. **Question:** In the instructions for Section 0645 it states to "list the project staff by title and the percentage of each position's time to be spent on the program". There is no place on the form for a percentage. Should we list the percentage next to the title? Also, do you mean the City's percentage based on the budget we are proposing or the total of all funding sources for that program?

Answer: The City recognizes the conflicting instructions between Section 0600 – Proposal Preparation Instructions & Evaluation Factors, Part I – Program Overview and Strategy, Section I – Staffing Plan, #2, and Section 0645 – Program Staff Positions and Time. Applicant should use Section 0645 – Program Staff Positions and Time to list the proposed program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which would be assigned to the proposed program. The information included in Section 0645 should be based on the proposed budget.

142. **Question:** There is no mention of homelessness under "Seniors and Persons with Disabilities." So, if we are proposing "homeless and housing services" do we select our primary "Life Continuum Category" as "Adults and Families" regardless of the age and disability status of the anticipated clients?
Answer: An Applicant should select the Seniors & Persons with Disabilities Life Continuum category on Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories if the proposed program strategy/strategies is limited to persons with disabilities or limited to persons 55 years of age or older.

143. **Question:** Under Self Sufficiency Goal #1.1 a. Safety Net/Infrastructure Services: "shelter" is mentioned as a basic necessity. In this context, does shelter mean "emergency shelter" or is it a more broad use of the term which would include housing?
Answer: The term "shelter" used to define Safety Net/Infrastructure Services in Section 0500 – Scope of Work, Section 1 – Introduction, is used to broadly describe a place considered as a refuge from the elements which can include a home or emergency shelter.

144. **Question:** Self-Sufficiency Goal 1.1 d. "Universal Support Services" specifically speaks to services for the homeless, but calls out education, child care, counseling and assistance, but does not mention housing. Do the writers of this RFA intend programs which include housing for people experiencing homelessness to be addressing the Safety Net/Infrastructure Services goal or the Universal Support Services goal?
Answer: The City does not require an Applicant who proposes a program which includes housing for people experiencing homelessness to choose a particular Self-sufficiency Goal. Applicants should identify the Self-sufficiency goal in which the Applicant judges to be the best fit based on the information provided in the RFA documents.

CITY OF AUSTIN

2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

SOLICITATION NUMBER: EAD0116

QUESTIONS & ANSWERS

145. **Question:** In section 0600, pg. 7 of 14 you ask that we "attach all monitoring reports…" is this specifically for the project or the entire organization?
Answer: As outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I - Program Overview and Strategy, Section G – Overall Evaluation Factors Regarding Applicant, an Applicant must attach all monitoring reports received within the previous 24 months of administering the relevant City of Austin Health and Human Services Department, other local, state, and/or federal contracts.

146. **Question:** Our program does not ask clients to disclose any criminal history. Is there an expectation that we begin to record this information and actively market our services to individuals who do have a criminal history?
Answer: The City is requesting an Applicant, as outlined in Section 0600 – Proposal Preparation Instructions and Evaluation Factors, Part I - Program Overview and Strategy, Section B – Target Population(s) for the Goal(s), describe the strategy/strategies that will be implemented to serve clients with a criminal history.

147. **Question:** Can you please define Community Planning Activity, and explain how it relates to the rest of the proposal?
Answer: Community planning activities can take many forms such as an initiative which would impact the target population(s) described in the application or an initiative which would impact the service delivery of the program strategy/strategies described in the application. The City is requesting an Applicant to include information about how they participate in these types of activities relevant to the services proposed in the application.

148. **Question:** Section 0645 seeks Program Staff Positions and Time. Does the "program" referenced mean the entire program as operated by the agency or does "program" mean just those activities for which we are seeking City funding?
Answer: Please see Answer to Question #141

149. **Question:** Regarding the required threshold documents: the RFA requires approved Board of Directors minutes during the previous fiscal year that reflect the Board has a documented process that, among other things, approves budgets. Our 2013 and 2014 budgets were approved by the Board of Directors in December 2012 and January 2014,

respectively, not during our previous fiscal year (2013). Which set of minutes should I submit, the minutes from December 2012 or January 2014?
Answer: The City will accept Board of Directors minutes that reflect approval of the most recent fiscal year budget.

150. **Question:** On question 46 on the question and answers, it states that, "Applicant indicating governmental status ...must cite the reason for existence within our state constitution in lieu of a 990." Where exactly do we go to find this?
Answer: The Texas constitution can be found at: http://www.texas.gov/en/discover/Pages/topic.aspx?topicid=%2Flegal%2Flaws.

151. **Question:** Can you explain how to complete Part III Local Business Presence? How do we determine the percentage? Do we add the subcontractor business presence and the lead applicant business presence together for a total score? Should this be explained in narrative form or through a table?
Answer: The City needs to know what percentage of the work (out of 100%) the subcontractor is performing. The City will perform the calculation from there. Please list this information under the Subcontractor section on page 9 of Package 1.

152. **Question:** How does the City define "disabled"? What standard definition is used to determine if a person is disabled?
Answer: In this RFA, the City defines People with Disabilities in three ways: 1) Behavioral Health- person with both mental health and substance abuse; 2) Intellectual and Development Disabilities (IDD)- persons disability usually occurs before age 22 and includes a mental or physical impairment or a combination of both; and 3) Physical Disability – has a physical impairment that substantially limits one or more major life activities.

153. **Question:** How does the word "disabled" relate to a person with HIV/AIDS?
Answer: See Answer to Questions #152

154. **Question:** How does the City define "families"? Is it defined similarly to the City's definition of a "household"?

Answer: The City does not define "families" in this RFA. As outlined in Section 0620 – Client Eligibility Requirements: For the purposes of determining eligibility for City-funded services, a family unit consists of:

- A person living alone:
  - An adult living alone
  - A minor child living alone or with others who are not responsible for the child's support
- Two or more persons living together who are wholly or partially responsible for the support of the other person/people:
  - Two persons in a domestic partnership, or legal or common-law marriage
  - One or both legal parents and minor children
- One or both adult caretakers of minors and the caretaker(s)'s minor children. Note: a caretaker is one or both adults(s) who performs parental functions (provision of food, clothing, shelter, and supervision) for a minor.

155. **Question:** If a program is currently serving clients and will therefore carry over clients from FY 2015 to FY 2016 if awarded the contract....Should client carry over numbers be included in the unduplicated client served numbers?
Answer: Yes

156. **Question:** So there is no provision in this grant for expansion over what could be a six-year grant cycle?
Answer: There is no provision in this RFA for an increase in funding per 12-month period.

157. **Question:** At what point is a Certificate of Insurance required? For the proposal submission, do you require only proof that we have the required insurance coverage?
Answer: Please see Answer to Question #121

158. **Question:** Our Board of Directors conducts its meetings in Spanish, and our meeting minutes are recorded in Spanish. Should we translate them into English for the purposes of this application?
Answer: Yes, please submit all items in English.

159. **Question:** Are we able to access to a completed sample proposal from 2013 or earlier?
Answer: Yes. To obtain a proposal from a previous solicitation submit a public information request at: http://austintexas.gov/pir.

160. **Question:** In what instances are letters of recommendation required? Are they accepted only in cases where clarification is needed?
Answer: The City does not require letters of recommendation to be submitted with any application for this RFA.

161. **Question:** In Section 0500, page 7, it says that the city will fund a project that "links client and services to other City-funded or City-operated services." When you say City-funded, are you referring to other organizations that have received funding through RFAs like this one?
Answer: City-funded services include services offered by other organizations that have been funded by the City through various means such as competitions similar to this RFA or other funding mechanisms.

162. **Question:** Can you please refer me to a list of City-funded and City-operated services?
Answer: Please see Answer to Question #45 for a list of agencies currently receiving funding from the City for social services through the Health and Human Services Department. Additional City-funded contracts can be found at: https://www.ci.austin.tx.us/financeonline/contract_catalog/index.cfm. City-operated services can be found at www.austintexas.gov.

163. **Question:** Since the publication of the new DSR, is the City wanting us to include GAF scores as a measure? And if not, is there something else we are supposed to use?
Answer: As outlined in Section 0600 - Proposal Preparation Instructions and Evaluation Factors, Part I – Program Overview and Strategy, Section D – Performance Measures – Impact on the Goals, Outcome Measures, all applications must include one or more of the high-level outcomes listed in this section designed to demonstrate progress toward self-sufficiency through the Life Continuum. Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

164. **Question:** Can we use a client's most recently prepared tax return for documentation of proof of address?
Answer: No

165. **Question:** Please identify which documents/attachments requested are considered "signed certifications" as referenced in the response to Question #38.
Answer: This RFA does not require any signed certification. As outlined the City of Austin, Texas Purchasing Office Request for Application (RFA), sections 0800, 0805, and 0810 are incorporated in this RFA by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address: http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS.

166. **Question:** The RFA requires that the narrative and all attachments be combined into one file for the flash dives or CDs. These documents can easily be 60 pages, and most scanners cannot accommodate this load. Can we at least do the narrative/bonus point text in one files and attachments in another?
Answer: No, the items in Envelope #2 should be saved as a single file on 6 CDs or flash drives and included in Envelope #2 along with 1 original.