

COVID-19 RISE Funding Scope of Work and Application Instructions

PART 1. COVID RISE Scope of Work

Introduction

The City of Austin (City) seeks to fund qualified social service providers (Applicants) with demonstrated experience providing community-based services and financial assistance. Interventions must be designed to provide immediate direct services and assistance that are equitably focused and temporary for vulnerable residents, to quickly aid individuals affected by COVID-19.

Background & Purpose of Funding

On April 9, 2020, the Council approved an ordinance amending the Fiscal Year 2019-2020 General Fund Emergency Reserve Fund (Ordinance 20190910-001) to appropriate an amount not to exceed \$15,000,000 for the Relief in a State of Emergency (RISE) Fund to support COVID-19 emergency relief. At that time a resolution was passed authorizing the City Manager to negotiate and execute new emergency contracts funded from the Relief in a State of Emergency (RISE) Fund to offer immediate support services and direct financial assistance to residents impacted by the COVID-19 pandemic and economic crisis.

Austin Public Health seeks to fund social services agencies to expand existing services to provide immediate direct services and assistance that are equitably focused, and for vulnerable Austinites impacted by the COVID-19 pandemic.

Relief in a State of Emergency (RISE) funding will target relief and financial support services to be provided in an amount not to exceed \$15 million. This funding is intended to be distributed to the community as follows: half in one phase to provide immediate relief in April 2020, and the second half in another phase in May 2020.

Department: Austin Public Health

Proposal: COVID-19 Relief Funding

Funding and Timeline

\$15,000,000 total available funding

Austin Public Health anticipates awarding multiple Agreements with a minimum request of \$250,000 and maximum request up to \$2,000,000. Smaller amounts may be considered for smaller non-profit organizations with deep community connection.

The Agreement will have a minimum contract term of 4 months with a possible extension based on need and availability of funding.

Application Evaluation

All Applications will be evaluated on a case by case basis.

Considerations will be given to agencies:

- who have experience administering direct assistance to clients
- who currently serve one or more priority populations
- with the capacity to start the administration of the funds immediately and efficiently
- that demonstrate they will provide funds with an equity focus

Application Format and Submission Requirements

The Application must be submitted in Partnergrants. <https://partnergrants.austintexas.gov/>

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Responses should be included for each question.

Target Population

- The priority population for this project are persons of color, LGBTQI+, immigrants, seniors, other historically marginalized communities, and survivors of domestic violence
- Low-Income, at or below 200% of the Federal Poverty Level
- Residents of Austin/ Travis County
- Need for assistance as a result of COVID19 (ineligible for unemployment, applied for unemployment but it will take too long to receive assistance)
- Ineligible for CARES (independent contractors, self-employed, etc.)

Program Services

At least one of the following program services or a combination of more than one must be used:

Direct Relief Assistance and Financial Assistance should begin as quickly as possible and include:

- Direct Financial Assistance
 - Gift Cards (HEB, Amazon, Walmart, VISA, Mastercard, etc.)
- Direct Relief Assistance
 - Food Access
 - Case Management
 - Behavioral Health Services
 - Essential Hygiene
 - Mortgage or Rental Assistance
 - Assistance with Utility Bills
 - Assistance with Medical Expenses
 - Diapers and Baby Formula
 - Dependent Caregiver Services
 - *Checks and ACH Transfer paid on behalf of client*
 - Other
- Direct Financial Assistance to be provided with the following Household Caps:
 - \$1200 per person
 - \$2400 couple
 - \$500 per dependent
 - \$3500 per household of 4
 - \$5000 per household of 5 or more

System for Collecting and Reporting Program Data

The following client eligibility data must be collected:

- Age, gender, ethnicity, race,
- Household income, household composition,
- Proof of residency,
- Need for assistance
- Ineligibility for CARES financial assistance.

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The following program data must be collected:

- Unduplicated clients served
- Unduplicated households served
- Total amount and type of direct relief serves provided per household
- Total amount and type of financial assistance provided per household.

Direct Financial Assistance to be provided with the following Household Caps:

- \$1200 per person
- \$2400 couple
- \$500 per dependent
- \$3500 per household of 4
- \$5000 per household of 5 or more

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: Please 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 preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Contract 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.

Part 2. COVID-19 RISE Funding Application

Please provide a response or write N/A for not applicable in the boxes provided for each question below. It is preferable to be repetitive rather than to leave sections incomplete

Part I: Organization Questions	
Question 1	Is your Agency a non-profit organization able to conduct business in the State of Texas?
	Answer 1: Yes or No If No Explain
Question 2	Has your Agency 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)?
	Answer 2: Yes or No If No Explain
Question 3	Is your agency eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information?*
	Answer 3: Yes or No If No Explain
Question 4	Is your Agency current in its payment of Federal and State payroll taxes?*
	Answer 4: Yes or No If No, Explain
Question 5	Does your Agency owe past due taxes to the City?*
	Answer 5: Yes or No If No Explain
Question 6	What is your organization's annual budget?
	Answer 6: \$
Question 7	Is your organization receiving funding specific to COVID-19?

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	Answer 7: Yes or No
Question 7a	If yes, for what purpose was the funding received?
	Answer 7a:
Question 7b	How much funding was/will be received?
	Answer 7b:
Question 8:	Any additional comments or clarifications?
	Answer 8:

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Part II: COVID APPLICATION

Question 1	Does your organization have experience providing direct financial assistance to clients?
	Answer 1: Yes or No
Question 1b.	If YES - Detail your organization's experience distributing direct financial assistance to clients:
	Answer 1b:
Question 2	Does your organization have experience provide the following direct relief services?
	Answer 2 Yes or No
Question 3	My organization has experience and intends to provide the following direct relief services?
	Answer 3: Food Access Case Management Behavioral Health Services Essential Hygiene Mortgage or Rental Assistance Assistance with Utility Bills Assistance with Medical Expenses Diapers and Baby Formula Child Care Services Dependent Caregiver Services Other
Question 3b	If Other direct relief services is selected, please describe.
	Answer 3b
Question 4	My organization has experience serving and intends to serve the following priority populations
	Answer 4: People of Color LGBTQI+ Immigrant Communities Seniors Other Historically Marginalized Community Survivors of Domestic Violence Other
Question 4a	If other, explain:
	Answer 4a:

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Question 5	My organization has the following systems in place to provide direct financial assistance.
	Answer 5: Policies and Procedures for Tracking and Securing Gift Cards Financial Internal Controls Privacy Policies Other Safeguards
Question 5b	If Other Safeguards is selected, please describe
	Answer 5b:
Question 6	Explain how you will equitable reach and fund identified priority populations.
	Answer 6:
Question 7	Agency will equitably reach, fund and track identified priority populations.
	Answer 7: Yes or No
Question 7b	Under 200% of FPL at the time of the application
	Answer 7b: Yes or No
Questions 7c	Residents of the City of Austin or Travis County
	Answer 7c: Yes or No
Question 7d	Directly Impacted by COVID with specific details
	Answer 7d: Yes or No
Question 7e	Demographic data of all in household – Ages, Gender, Race, Ethnicity, Income, Zip Code
	Answer 7e
Question 8	Agency has a decision-making process for who receives assistance and who does not. Does your organization have processes and procedures to make decisions on who receives funding and how much funding?
	Answer 8: Yes or No
Question 9	Explain how your organization intends to use administrative funds if awarded
	Answer 9:
Question 10	Agency has documentation policy/procedure to support distribution and use of all funds. Does your organization have policy/procedure to support distribution and use of all funds?

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	Answer 10: Yes or No
Question 11	Agency has infrastructure to ensure reconciliation of monitored funds. Organizations will be required to reconcile all funds provided and documentation will be monitored. Does your organization have the infrastructure to ensure reconciliation of funds?
	Answer 11: Yes or No
Question 12	Explain how the intake form identifies RISE recipients and list all demographic data collected on form.
	Answer 12:
Question 13	Explain how you will ensure that staff and clients will be protected against the spread of COVID-19 when administering the program.
	Answer 13:
Estimated Program Performance Goals	
Unduplicated clients served with the program – provide number	
Unduplicated households served with the program – provide number	
COVID CATEGORY BUDGET	
Add costs to this table and divide them by these three budget categories. See the Description for each Category below.	
The total in this form should match the total of all of your deliverables in the Work Statement for Deliverables form. For example, if you have 10 deliverables for \$10,000 each, the total budget is \$100,000 and this budget should show how that \$100,000 will be divided out by these categories.	
Budget Category	Category Description
Administrative	Costs associated with administering the program that are not expenses for direct client services including but not limited to: Salaries and benefits for program administration, general operating expenses such as accounting costs, business operational costs and supplies, personal protective equipment (PPE), building expenses. This category is limited to 10% of total funding.
Direct Financial Assistance	Costs to purchase gift cards to provide direct financial assistance to clients.
Direct Relief Services	Costs to provide direct relief services to clients, including but not limited to: Salaries and benefits for staff providing direct relief services to clients, ACH and check payments on behalf of clients and direct items for client relief services.