CITY OF AUSTIN, TEXAS
Austin Public Health
REQUEST FOR APPLICATION (RFA)

RFA-004-Youth Services 2021-AB

C - RFA SCOPE OF WORK

I. Introduction

The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) with at least two years demonstrated experience providing high quality youth services. The City will fund programs serving youth ages 5-18 who are residents living or attending school in Austin/Travis County and/or youth ages 16-21 in pursuit of a diploma or GED living in Austin/Travis County, and/or their parents/guardians. This RFA includes funding for a broad range of services to youth and their families, with a focus on Title 1 schools, zip codes and neighborhoods with a high proportion of low-income families, and communities of color.

II. Background & Purpose of Funding

Austin Public Health has historically funded many programs to support youth through services including, but not limited to services provided during the school day, after school, and on school breaks which range from academic support, health behaviors and enrichment activities. APH has also funded programming for family members of youth to provide support for youth and their healthy outcomes.

In 2018, the Austin City Council adopted Austin Strategic Direction 2023 (SD23), which outlines a shared vision and six priority Strategic Outcomes. Council has directed all social services contracts to operate in alignment with SD23 to improve the identified outcomes. In the Priority Outcome Economic Opportunity and Affordability is the measure EOA.F.1, the number and percentage of students graduating from high school. According to the Office of Disease Prevention and Health Promotion, high school graduation is correlated with stronger outcomes later in life, including better jobs, higher income, and longer life expectancy.

APH conducted listening sessions and an online survey process which collected feedback from service providers, parents and guardians, and youth to identify community priorities for future programs and funding. The feedback process highlighted areas for ongoing support and additional future support to assist in evaluating applications and awarding funds in proportion to community identified need. Areas of exceptional priority included services related to mental and behavioral health, social-emotional learning, structured athletics, job readiness and workforce development, academics and tutoring, and the arts.

Youth programming is most effective when curricula and services provided are appropriate for the developmental age of the participants. Information on age appropriate programming for youth can be found on Texas A & M's AgriLife Extension Youth Development Initiative Practitioner Fact Sheet.

III. Funding and Timeline

Department: Austin Public Health
Available Funding: $5,300,000 total
- Applicants may apply for a minimum of $60,000 per 12-month contract term

Anticipated Number of Awarded Agreements: Austin Public Health anticipates awarding up to 30 Agreements and will undergo a review process to ensure that as many age groups and services are funded as possible.

Contract Term: The Agreements will have an effective start date of July 1, 2022, for an initial 15-month period, and five 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 or a deliverables-based agreement, 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.
- Deliverable Agreement- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

IV. Services Solicited

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. APH will fund services:
- provided during the school-day
- provided during out of school time (before or after school, Summer or holiday break programming, etc.)
- that serve parent/guardian engagement or support programs

Program Services
Austin Independent School District's Youth Services Mapping, provides a listing of programs offered on school campuses and includes the following categories:
- Academic Enrichment and Support;
- Arts and Creative Expression;
- Career Exploration and Work Readiness;
- College Readiness;
- Environmental Education and Stewardship;
- General and Other Youth Development;
- Information and Communication Technology;
- Mentoring;
- Parent Education and Family Engagement;
- Physical Health;
- Social-Emotional and Behavioral Health;
- and Sports and Recreation.

Program Objectives
Applicants must show how their proposed service will provide all nine essential features of positive youth development identified in Section II. as foundational elements. Applicants must show how provision of proposed services will incorporate the Five C's of Positive Youth Development, either through explicit or implicit outcomes. Applicants must also provide evidence that supports how their services will ultimately lead, directly or indirectly, to the increased incidence of high school graduation.

While Applicants may propose programs that have multiple objectives and goals, all Applicants must propose services that demonstrate support of Austin Strategic Direction 2023 (SD23) Priority Outcome Economic Opportunity and Affordability (EOA) Measure # F.1, the number and percentage of students graduating from high school.

Best Practices

- Texas Partnership for Out of School Time (TXPOST): Texas Standards of High Quality Afterschool, Summer and Expanded Learning Programs for STEM enrichment
- Age-appropriate services
- Features leading to Positive Youth Development
- Five C's of Positive Youth Development NEED NEW LINK

Features of Positive Youth Development
Positive youth development is a framework developed in the 1990s to center strengths of youth and focus on thriving rather than surviving, as opposed to previous frameworks that centered risk aversion. Research into evidence-based youth programming finds certain characteristics are required for any youth services to create an optimal environment for positive youth development. These have been categorized into nine features, which, when provided, create the best circumstance for youth to thrive. They are:

1. Physical and psychological safety
2. Appropriate structures that provide: limit setting; clear, consistent rules and expectations; continuity and predictability; and age appropriate monitoring.
3. Supportive relationships characterized by warmth and closeness.
4. Connectedness, caring, support and responsiveness.
5. Opportunities to belong and for meaningful inclusion regardless of demographics or abilities.
6. Positive social norms with clear rules for behavior, expectations, values and morals.
7. Support for efficacy and mattering that includes enabling, responsibility and meaningful challenge.
8. Opportunities for skill building.
9. Integration of family, school, and community efforts.

The Five C's of Positive Youth Development
When the above conditions are met, it is possible and ideal for programs to see the development of the Five C's in their youth participants. The Five C's are: competence, confidence, character, connection, and caring. When these are reached, they lead to a sixth C, contribution. The Five C's were developed by Eccles et al as a result of "a new direction in public policy that places children and adolescents once again at the center of neighborhood and community life, where they can engage with caring adults inside and outside their families, develop a sense of security and person identity, and learn rules of behavior, expectations, values, morals, and skills needed to move into healthy and productive adulthood."

Staffing
All staff and volunteers must comply with 26 Tex. Admin. Code § 745.605, which details required background checks for individuals working with youth.

If care of a child, including programming during out-of-school time, is provided outside the presence of a legal guardian or parent, an awarded applicant will be required to provide insurance coverage for sexual abuse and molestation.

City of Austin Client Eligibility Requirements
Client eligibility must be documented, and any proposed alternative requirements explained. See Section D – APH Client Eligibility Requirements.

Children and youth (ages 5-18) and/or their parents/guardians:
- that live in a household that is under 200% of federal poverty

- and/or attend schools in Austin and/or Travis County that are Title 1, or where at least 40% of the students are eligible for free or reduced school lunch.

Youth (ages 16-21) in pursuit of a diploma or GED who:
- are either living at or below 200% of the Federal Poverty Level
- live in Austin and/or Travis County and/or attend schools in Austin and/or Travis County that are Title 1, or where at least 40% of the students are eligible for free or reduced school lunch.

V. 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. Applications providing similar services will likely be reviewed and evaluated accordingly.

Required documents

Required APH Documents:

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

FORM NUMBER	TITLE	Requires Applicant Response DUE
1	OFFER SHEET	September 23, 2021 by 3 PM CST In Partnergrants
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	**TITLE**	**Form input in Partnergrants DUE**
A	THRESHOLD REVIEW FORM	August 19, 2021 by 3 PM CST

RFA #004 Youth Services 2021 NPS Evaluation Rubric		
Form 1:	Offer Sheet - Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form
Form 2: RFA Application		
Part I: Fiscal and Administrative Capacity		
Section 1	Threshold Review **Form in Partnergrants (A in table above)**	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below to advance to submittal of their Final Application
	Agency Information **(included in Form 2)**	No points awarded. This is for informational purposes only.
Part II. Scored Application (Form 2)		
Section 1: Experience and Cultural Competence	Agency Experience & Performance Cultural Competence & Racial Equity CLAS Standards	15 points 15 points 10 points **40 points total**
Section 2: Program Design	Program Services Principles of Service Delivery Performance Metrics	15 points 10 points 10 points **35 points total**
Section 3: Data-Informed Program Management	Data	**10 points total**
Section 4: Cost Effectiveness **Form 3:**	Program Staffing and Time Program Budget and Narrative	10 points 5 points **15 points total**
		Total: 100 Points
Section VII: **BONUS Healthy Service Delivery**	Questions A-D	10 points
		Total possible points: 110 points
Form 4:	COA Certifications and Disclosures- Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form

Applicant Minimum Qualifications

All agencies applying for funding must:

- At least two years demonstrated experience providing high quality youth services
- 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

VI. Application Format and Submission Requirements

See Section B. Standard Solicitation Provisions and Instructions for more information.

The Application must be submitted in the Partnergrants database. No late submissions will be accepted. Responses should be included for each question.

A. Partnergrants Registration

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.

3. 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.

B. Submissions Instructions

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

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

1) **Threshold Review Instructions**
   - The first step of the application is to submit a Threshold Review form by **August 19, 2021 by 3 PM CST.**
   - The threshold form is in Partnergrants and all documents required will be uploaded in Partnergrants by the due date.
   - Please note, Partnergrants will not accept any documents with a name that includes characters other than letters and numbers.

2) Final Application Instructions

- The second step of the application is to submit Form 2: RFA Application and other required forms (see Required Documents above) by **September 23, 2021 by 3 PM CST.**

1) **Total word limit in <u>Form 2: RFA Application</u> is 20,000 words which includes the questions. Applications that exceed 20,000 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 5,600 words in Form 2-RFA Application, and this is included in the 20,000 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 2: RFA Application Questions. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.

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 <u>not</u> 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 1-Offer Sheet, 3-Program Budget and Funding Summary section, 4- COA Certifications

VII. Additional Information

See Section B. Standard Solicitation Provisions and Instructions for more information.

A. Proposal Acceptance Period: All Applications are valid for a period of three hundred and sixty-five (365) calendar days subsequent to the RFA closing date unless a longer acceptance period is offered in the Application.

B. 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.

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

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

E. 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.