



# RFP 2022 – 004 Homeless Crisis Response Request for Proposals (RFP) Pre-Bid TEAMS Call

---

April 4, 2022, 2:00 - 3:30pm CST

April 5, 2022, 11:00am – 12:30pm CST

**RFP Authorized Contact Person:**

Kiara Price

[APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)

# Welcome & Introductions

---

- ❑ Introductions and Attendance Information
- ❑ Housekeeping
- ❑ Everyone is muted for the call until the Q&A.
- ❑ Materials for meeting located on the website and in PartnerGrants and on the [Competition Website](#).
- ❑ Questions during the presentation can be typed in the Chat OR sent to [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov). Questions emailed may not be answered during the presentation.
- ❑ After the presentation: Comments and questions need to be submitted via email to [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)



# AGENDA

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Proposal

Important Dates

Question and Answer Process

# Homeless Solicitation Schedule

Austin Public Health is releasing three solicitations as part of our homeless response strategy. Each solicitation will focus on a different component of the Homeless Response System. Below is the solicitation schedule, which is subject to change:

Request for Proposals	Project Types	Timeline
<b>1. Housing Stabilization Programs</b>	Permanent Supportive Housing Rapid Rehousing Supportive Services	Closed
<b>2. Homeless Crisis Response</b>	Emergency Shelter Street Outreach Day Resource Center Medical Respite Care Transitional Housing (Youth Only)	Currently Open until May 12, 2022
<b>3. Capacity Building and Other Supportive Services</b>	Mental Health Substance Misuse Benefits Access Capacity Building Employment Services	May 2022

# RFP Overview

---

Austin Public Health (APH) seeks proposals in response to this Request for Proposals (RFP) from qualified non-profit organizations or government entities (Offerors) for the provision of Crisis Response services for individuals and households experiencing homelessness, including Emergency Shelters, Street Outreach, Day Resource Center, Medical Respite Care, and Youth Services, specifically Emergency Shelter, Street Outreach and Transitional Housing for Youth.

## Solicitation Objectives:

1. Maintain and increase the current **Emergency Shelter Program** capacity to provide low-barrier, housing focused crisis beds to persons experiencing homelessness.
2. Increase coordinated **Street Outreach Programs** to actively identify and engage persons experiencing unsheltered homelessness to connect them to needed services to resolve their homelessness.
3. Develop and manage **Day Resource Programs** to connect persons experiencing homelessness, sheltered or unsheltered, with mainstream benefits, housing opportunities, and community services.
4. Develop and implement **Medical Respite Care Programs** to ensure individuals that are too ill or frail to recover from a physical illness or injury on the streets have access to shelter and medical care to address immediate physical health needs and connect to mainstream benefits and community services.
5. Identify qualified recipient(s) to operate crisis services for youth to include **emergency shelters, street outreach, or transitional housing**.

# Important Due Dates

<b>RFP PROPOSAL DUE DATE</b>	<b><u>Thursday, May 12, 2022, by 3PM CST</u></b>
<b>Pre-Application Checklist:</b>	Thursday, April 14, 2022, by 3 PM CST
<b>Anticipated Start dates of contract:</b>	September 1, 2022, and October 1, 2022
<b>Office Hours Question and Answer Calls:</b>	April 12 and May 3 from 3 PM CST to 4 PM CST
<b>Questions regarding the RFP are due on or before:</b>	Thursday, May 5, 2022 by 3 PM CST
<b>Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:</b>	Thursday, May 12, 2022 by 2 PM CST
<b>Mid-June 2022</b>	Selection notifications
<b>June – August 2022</b>	Newly awarded Agreement negotiation period
<b>September 1, 2022</b>	Implementation period begins for HHSP Agreements
<b>October 1, 2022</b>	Implementation period begins for General Fund and ARPA Agreements

# Funding and Timeline

---

- ❑ **Services Solicited:** Homeless Crisis Response Services
- ❑ **Available Funding:** \$9,999,808 total available through the following funding sources: City of Austin General Funds, Federal Funds through the American Rescue Plan Act (ARPA), or State Funds through the Homeless Housing and Services Program (HHSP).
- ❑ Austin Public Health will determine the appropriate funding source for each awardee.

# COA General Fund Funding

---

**City of Austin General Funds: \$543,866**

**Number of Agreements and Contract Term:** APH anticipates awarding up to 3 agreements for an initial term of 12 months, beginning October 1, 2022, with up to four 12-month extension options. Funding is contingent upon City of Austin Council Budget approval, agreement performance and contract compliance.

**Minimum Request:** \$150,000 is the minimum annual amount that may be requested for use of General Funds.



# ARPA Funding

## Coronavirus State and Local Fiscal Recovery Funds

---

**ARPA Federal Funds:** \$9,000,000 which is allocated as follows:

- ❑ \$4,000,000 for Emergency Shelter Services
- ❑ \$2,000,000 for Street Outreach Services
- ❑ \$3,000,000 divided between the following four service types;
  - ❑ Emergency Shelter
  - ❑ Street Outreach
  - ❑ Medical Respite Care
  - ❑ Day Resource Center

**Number of Agreements and Contract Term:** APH anticipates awarding up to 20 agreements for an initial term of 12 months, beginning October 1, 2022, with up to two 12-month extension options. Funding is contingent upon agreement performance and contract compliance.

**Minimum Request:** \$500,000 is the minimum annual amount that may be requested for use of ARPA Funds

# TDHCA HHSP Funding

---

**Homeless Housing and Services Program (HHSP) State of Texas Funds:** \$455,942 which is allocated as follows:

- ❑ \$309,350 available across the following four service types:
  - ❑ Emergency Shelter
  - ❑ Street Outreach
  - ❑ Medical Respite Care
  - ❑ Day Resource Services
- ❑ \$146,592 for Youth Set-Aside Services including:
  - ❑ Transitional Housing
  - ❑ Emergency Shelter
  - ❑ Street Outreach
  - ❑ Day Resource Services

Final amount is contingent upon HHSP award made by the Texas Department of Housing and Community Affairs

# TDHCA HHSP Funding

---

**Number of Agreements and Contract Term:** APH anticipates awarding 3 agreements for an initial term of 12 months, beginning September 1, 2022, with up to four 12-month extension options. Funding is contingent upon the State of Texas award allocation, agreement performance, and contract compliance.

**Minimum Request:** \$100,000 is the minimum annual amount that may be requested for use of HHSP Funds.

---

# RFP Scope of Work

# RFP Scope of Work: Applicant Minimum Qualifications

---

**□ All agencies applying for funding must:**

- A. Have at least two years of successful experience, or have Board Members or Leadership staff with experience, providing services described in this scope of work.
- B. Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health
- C. Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- D. Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- E. Be current in its payment of Federal and State payroll taxes
- F. Not owe past due taxes to the City
- G. Have the ability to meet Austin Public Health's Social Services Insurance Requirements
- H. Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

# RFP Scope of Work: Principles of Service Delivery

---

- ❑ Awarded agencies are strongly recommended to comply with the [Austin/Travis County Continuum of Care \(CoC\) Written Standards](#), including the Written Standards for Coordinated Entry, as approved by the Homeless Response System Leadership Council. Where the finalized Scope of Work conflicts with the Written Standards for Program Delivery, the APH Contract Work Statement Document, finalized between APH staff and the Offeror if awarded, will take priority and all other parts of the Written Standards for Program Delivery apply.
- ❑ Best Practices may include, not limited to, Housing First, Screening & Admission, Participant Choice, Supportive Services, Discharge & Transfer, and Participant Termination & Grievance.
- ❑ Awarded agencies must ensure practices and services are provided in accordance with evidence-based practices such as Critical Time Intervention, Motivational Interviewing, Trauma-Informed Care, and Harm Reduction.

# RFP Scope of Work: Principles of Service Delivery

---

- ❑ The City of Austin is dedicated to selecting Crisis Response providers with a strong understanding of the needs of individuals and households experiencing homelessness and a demonstrated history of client-centered care and culturally competent services delivery.
- ❑ The City of Austin is committed to addressing the disproportionate impacts of homelessness and poverty on marginalized communities. All recipients of APH funding are expected to design programs with input from individuals with lived expertise and ensure equitable access and outcome in program performance.
- ❑ Offer language assistance, in writing and verbally, to all individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.

# RFP Scope of Work: Service Delivery

---

- ❑ Offerors must ensure service delivery and enrollment is conducted in accordance with the City of Austin's Antidiscrimination Ordinance, Chapter 5-1 Housing Discrimination and federal Fair Housing regulations.
- ❑ Offerors must make every effort to ensure participants do not receive duplication of services or assistance from different funding sources.
- ❑ The City of Austin recommends Offerors follow Strategic Direction Measure EOA.C.3 and pay at least a livable wage to all staff working on the program.



# RFP Scope of Work: Client Eligibility Requirements

---

## Emergency Shelter, Street Outreach, Day Resource Programs:

- ❑ **Households experiencing Homelessness** as defined by the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec.103 as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

## Medical Respite Care:

- ❑ **Households experiencing Homelessness** as defined by the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec.103 as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009  
And;
- ❑ **Are recovering from acute or post-acute medical illness** and deemed to ill or frail to recover from a physical illness or injury in unsheltered homelessness
  - ❑ **Recipients must work with medical provider** to develop medical screening procedures for enrollment
  - ❑ **APH cannot fund direct medical services**

## Youth Programs:

- ❑ Youth-headed Households aged 24 and under experiencing Homelessness as defined by the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec.103 as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

# RFP Scope of Work: Services Solicited

---

## **Service Definitions and Eligible Activities:**

All services and activities for which funding is allowed under this RFP is explained below and in the next slides. Note that a service or activity may be allowable under one program component and not another.

If the applicant includes additional activities, the applicant must state the cost for these activities and how the activity will increase participant housing stabilization, maintain project cost-effectiveness, and the methodology for determining the requested amount.

## **Eligible Activities:**

Engagement, Housing Focused Case Management, Operations, Hygiene Services, Hotel/Motel Vouchers, Child Care, Employment Assistance, Transportation, Identification and Vital Document Recovery, Coordination of Medical Care, General Housing Assistance

# RFP Scope of Work: Emergency Shelter

---

- Emergency Shelter programs are designed to provide emergency lodging in congregate or non-congregate settings for households who are experiencing homelessness, enroll households in the Coordinated Entry System, and help households access mainstream benefits, housing opportunities, and community resources to end their homelessness.

Service Delivery Components: Emergency Shelter proposals must *include or identify* alternative sources for the following:

- Operations, Hygiene Services, Housing Focused Case Management

Proposals may also choose to include any of the following:

- Identification and Vital Document Recovery, Employment Assistance, Child Care, Transportation, Hotel/Motel Voucher

# RFP Scope of Work: Emergency Shelter

---

- ❑ Best Practices: APH recommends the [NAEH's Emergency Shelter Learning Series](#) and [USICH's Key Considerations for Implementing Emergency Shelters](#) to ensure principles of Low Barrier Shelter and other best practices are incorporated.
- ❑ Duration of Assistance: Participants may receive the crisis services from the program until no longer eligible. Programs should prioritize resources and services to households with the longest shelter stays to support those households with exiting to permanent housing.

## RFP Scope of Work: Street Outreach

---

- ❑ Street Outreach programs are designed to actively identify, engage, and help individuals or households who are experiencing unsheltered homelessness get connected to emergency shelter, permanent housing, or support services to help resolve their homelessness. Programs can also provide urgent, non-facility-based care to unsheltered households who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility

# RFP Scope of Work: Street Outreach

---

Service Delivery Components: Street Outreach  
Proposals must include:

- Engagement and Operations

Proposals may also choose to include any of the following:

- Housing Focused Case Management, Employment Assistance, Hygiene Services, Identification and Vital Document Recovery, Hotel/Motel Vouchers, Coordination of Medical Care, and Transportation

# RFP Scope of Work: Day Resource Program

---

- Day Resource Programs are designed to engage with households experiencing homelessness and to connect them to housing opportunities, mainstream benefits, and community services. Programs offer services to both sheltered and unsheltered households during daytime hours and should support unsheltered households in connecting to emergency shelters and the Coordinated Entry System.

Service Delivery Components: Day Resource proposals must *include* the following:

- Operations and Engagement

Proposals may also choose to include any of the following:

- Employment Assistance, Transportation, Hygiene Services, Identification and Vital Document Recovery, Coordination of Medical Care, General Housing Assistance, Housing Focused Case Management

# RFP Scope of Work: Medical Respite Care

---

- ❑ Medical Respite Care provides short-term emergency lodging for persons experiencing homelessness to recover from acute and post-acute medical illnesses while having access to medical care and other supportive services, such as SOAR assistance, Coordinated Entry, and other mainstream benefits. Medical Respite Care programs are designed to support individuals who are too ill or frail to recover from a physical illness or injury on the streets but are not ill enough to be in a hospital. Proposals must include dedicated medical services from identified healthcare partners. Austin Public Health is unable to fund the direct provision of medical services.

Service Delivery Components: Medical Respite Care proposals must *include* the following:

- Operations, Coordination of Medical Care, Medical Direction/Care through either a third-party funding source or partnering organization

Proposals may also choose to include any of the following:

- Hygiene Services, Transportation, Identification and Vital Document Recovery, and Housing Focused Case Management



## RFP Scope of Work: Youth Programs

---

- ❑ Youth Dedicated TDHCA HHSP Funds must be used to provide services to unaccompanied homeless youth and homeless young adults 24 years of age and younger through emergency shelter, street outreach, or transitional housing.
  - ❑ Emergency Shelter for Youth Program – Must be provided in accordance with Emergency Shelter Program Services
  - ❑ Street Outreach for Youth Program – Must be provided in accordance with Street Outreach Services
  - ❑ Transitional Housing for Youth Programs - must provide youth ages 18 to 24 temporary housing with supportive services with the goal of interim stability and support to successfully move to and maintain permanent housing. Transitional Housing programs can cover housing costs and accompanying supportive services for program participants for up to 24 months. Funding for this program service shall not exceed the TDHCA HHSP Youth Set aside amount.

# RFP Scope of Work: Youth Programs

---

Service Delivery Components: Transitional Housing for Youth program proposals must *include* the following:

- Housing Focused Case Management and Operations

Proposals may also choose to include any of the following:

- Administrative costs as listed under 10 TAC §7.27(a) and Homelessness Assistance services as listed under 10 TAC §7.27(e)

# Proposal Evaluation

A total of 100 points may be awarded to the proposal. All applications will be evaluated as to how the proposed program aligns with the goals of this RFP and whether each question has been adequately addressed.

RFP #2022 – 004 Homeless Crisis Response		
Evaluation Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form
Form 2: RFP Application		
Part 1: Fiscal and Administrative Capacity	Agency Information Registration with SAM.gov	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
Part 2: Scored Application		
Section 1: Experience and Cultural Competence	Agency experience and performance Cultural competence and racial equity	20 points total
Section 2: Program Design	Program Implementation Principles of Service Delivery	45 points total
Section 3: Data Informed Program Management	Performance Measures and Data Collection Performance Evaluation, Quality Improvement, and Alignment with SD23	10 points total
Section 4: Cost Effectiveness Form 3: Budget and Narrative	Program staffing plan Efficient Budget Allocation Leveraging Resources Number of individuals served / total budget = Cost Analysis	25 points
Total:		100 points
Form 4: COA Certifications and Disclosures	Offerors must print, sign, scan, and upload signed forms	No points, but Offeror must submit signed form

# 5 Minute Collaboration Break

---



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

**Write “Interested in Collaboration:” in your comment and we will include this in the Attendance Document published after the meeting.**

---

# Proposal Submission Instructions

# Initial Steps

---

## All Offerors must:

- ❑ Confirm that their organization is a registered vendor with the City of Austin
  - To confirm, enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
  - To find the City of Austin Vendor Number please visit [Austin Finance Online](#). and search for the organization's legal name.
  - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
  
- ❑ Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system. [To register, visit the PartnerGrants](#) site and click on "Register Here."
  - Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

# Proposal 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. Note that where the application materials say “at,” “prior to,” or “by or before,” this means that the PartnerGrants system will not allow you to submit, or us to accept, documents submitted at or after that time.
- ❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.
  - ❑ Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

# Sections of the RFP

All of the following items can be found on the RFP Website: [APH Competition Website](#)

FORM	TITLE	REQUIRES RESPONSE
0	PRE-APPLICATION CERTIFICATION	Approved Annual Agency Threshold Application and Pre-Application Certification for each Proposal in PartnerGrants <b>due by April 14, 2022, by 3 PM CST</b>
1	OFFER SHEET	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by May 12th, 2022, by 3 PM CST
2	RFP PROPOSAL (Uploaded in Word)	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
EXHIBIT	TITLE	INFORMATION ONLY
A	ANNUAL AGENCY THRESHOLD APPLICATION	<b>Information Only</b>
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	
C	RFP SCOPE OF WORK	
D	APH CLIENT ELIGIBILITY REQUIREMENTS	
E	STANDARD APH AGREEMENT BOILERPLATE	
F	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	
G	GRANT-SPECIFIC DISCLOSURES	



# Submission Documents

Form Number	Title	Guidance
0	Pre-Application Certification	Approved Annual Agency Threshold Application and Pre-Application Certification for each Proposal in PartnerGrants due by April 14, 2022, by 3 PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due May 12, 2022, by 3 PM CST
2	Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

# NEW Threshold Process

---

- ❑ Offerors must have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
- ❑ This form must be submitted once per 12 months and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff and the agency will be notified once approved.
- ❑ Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.
- ❑ Submit one per agency per 12-months and note the submission date for future use


# Form A – Threshold Review Form for Annual Agency Threshold Application

There is a Threshold Checklist FOR REFERENCE ONLY, but the Annual Agency Threshold Application MUST be completed in the Partnergrants System, by clicking the Annual Agency Threshold opportunity and clicking Start a New Application

This Pre-Application form includes uploads of supporting documentation

## A– RFP Application Threshold Checklist



Instructions: This form is provided as reference only.

This form and required attachments must be submitted in Partnergrants by the deadline of the Request for Proposals. Any required attachments are indicated by  symbol.

### I. BOARD OF DIRECTORS

- Yes  No 1. The Board meets regularly (at least four times per year)
- Yes  No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:

-  Upload Current Board of Directors Bylaws
-  Upload list of Board Members with their positions and terms

### II. AGENCY ADMINISTRATION

- Yes  No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- Yes  No 2. Agency is eligible to contract with the City of Austin and not debarred from

# Pre-Application Certification

---

- ❑ When applying for each opportunity, you will submit a Certification where you verify that you have submitted the Annual Agency Threshold Application within 12 months of this opportunity's closing date
- ❑ You may submit this Certification while the Annual Agency Threshold Application is still pending as long as it is before the Pre-Application Certification Due Date outlined in this RFP
- ❑ You will not be able to advance in the Proposal process until this Application is approved, which will be within five to seven business days of submission
- ❑ You must submit one Pre-Application Certification per Proposal you wish to submit, and you may submit multiple Proposals per RFP, subject to guidelines in the Scope of Work

# Registering with SAM.gov

---

- ❑ In order to enter a contract with the City of Austin, you must be a registered vendor with the Federal Government by completing a registration in Sam.gov. The Federal Government estimates registration takes at least 14 hours. You must go through full registration, not just obtain an ID. Assistance can be provided by the Sam.gov team.
- ❑ On April 1, 2022, the entire Sam.gov system transitioned so get started now because it could be very difficult to obtain assistance during this transition time from the Sam.gov helpdesk.
- ❑ APH estimates from start to finish the registration process takes at least 4 weeks. Note that APH is NOT able to work with Sam.gov on your behalf or ask about the status of your registration. Your registration must be viewable to the public and not made private or restricted.

## CITY OF AUSTIN

<b>DUNS</b> Unique Entity ID <b>152601209</b>	<i>Registration Status</i> <b>Active</b>	<i>Expiration Date</i> <b>Jul 9, 2022</b>
<b>SAM</b> Unique Entity ID <b>JUN1B8URNBR3</b>	<i>Purpose of Registration</i> <b>Federal Assistance Awards Only</b>	
<i>CAGE/NCAGE</i> <b>54XV8</b>		
<i>Physical Address</i> <b>1524 S I H 35 Austin, Texas 78704-8931, United States</b>	<i>Mailing Address</i> <b>P.O. Box 1088 Austin, Texas 78767-1088, United States</b>	

\*The DUNS number is currently the official Unique Entity ID

Registration is Active and Not Expired

### ■ ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

### ■ INACTIVE EXCLUSIONS

There are no inactive exclusion records associated to this entity by its Unique Entity ID.

There are not Active or Inactive Exclusions to doing business with the Entity

# Form 1: Offer Sheet

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

DATE ISSUED:	Thursday, March 31, 2022
RFP PROPOSAL DUE DATE:	Thursday, May 12, 2022, by 3 PM CST
PRE-APPLICATION CERTIFICATION DUE DATE:	Thursday, April 14, 2022, by 3 PM CST
Anticipated Start dates of contracts:	September 1, 2022, and October 1, 2022
Questions regarding the RFP are due on or before:	Thursday, May 5, 2022 by 3 PM CST
Technical Assistance regarding submission of the RFP in <u>PartnerGrants</u> are due on or before:	Thursday, May 12, 2022 by 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through <u>PartnerGrants</u>	<b>Authorized Contact Person:</b> Kiara Price Social Service Funding Specialist E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>
Questions and Answers will be available:	In <u>PartnerGrants</u> and on the solicitation website: <a href="#">Homeless Crisis Response RFP Website</a>
Optional Pre-Bid Meeting- Date and Time:	Monday, April 4, 2022, 2 PM CST Tuesday, April 5, 2022, 11 AM CST
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: <a href="#">Pre-Bid Meeting 1: April 4, 2022, 2 PM CST</a> <a href="#">Pre-Bid Meeting 2: April 5, 2022, 11 AM CST</a>
Office Hours Meeting Location:	Registration Required with this link to get the Conference Call details: <a href="#">Office Hours 1: April 12, 2022, 3 PM CST</a> <a href="#">Office Hours 2: May 3, 2022, 3 PM CST</a>

# Form 1: Offer Sheet

- ❑ On the Offer sheet the organization’s representative states that they are authorized to submit this proposal for funding.
- ❑ It also states that the representative has received and read the entire RFP document packet and agrees to be bound by the terms therein.
- ❑ Signature by an authorized representative is required in order for the City of Austin to accept the proposal.



The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative:

---

—

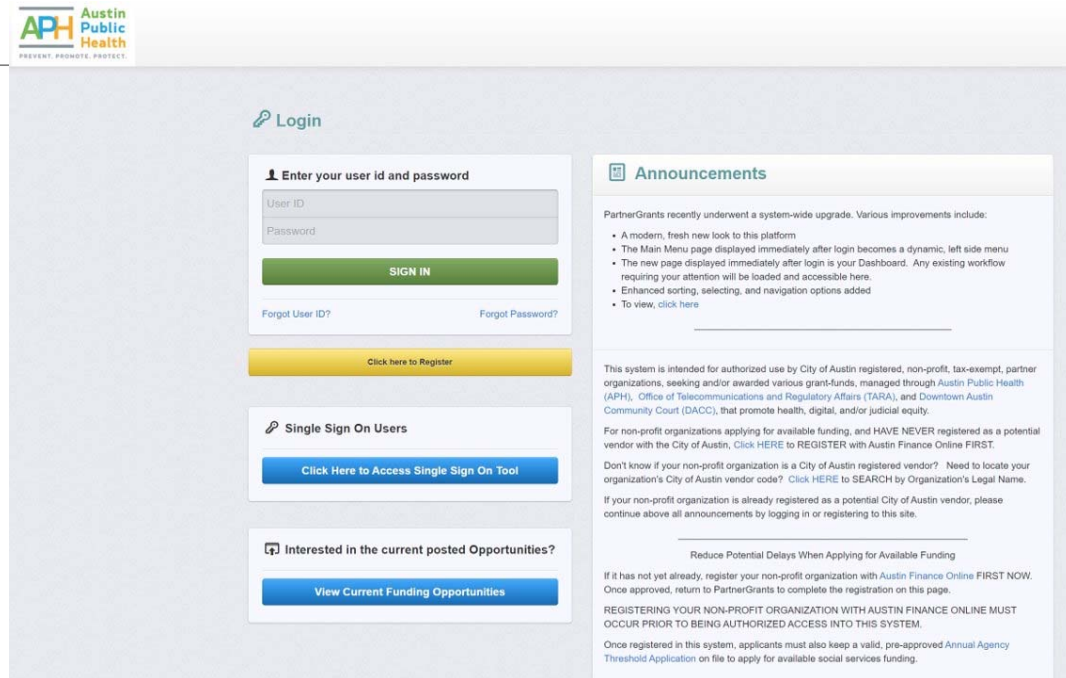
Date: \_\_\_\_\_

\* This Offer Sheet must be signed and submitted in ~~Partnerships~~ **Partnerships** to be considered for award. Electronic Signature is acceptable.



# PartnerGrants Database

- ❑ Website:  
<https://PartnerGrants.austintexas.gov>
- ❑ PartnerGrants is an online/web-based database APH uses for contract management
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.





---

# Form 2 – RFP Proposal

# RFP Proposal

- Proposal Tips:
  - Make sure to answer every question and every part of each question.
  - Some questions include drop down boxes with preselected answers.
  - Make sure to review the links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.

**Form 2 - RFP PROPOSAL**

**PROPOSAL INSTRUCTIONS:** Fill out this document and upload the document into PartnerGrants. An Offeror can submit multiple proposals to this RFP, but can only apply for one program type per proposal. An Offeror may submit only one proposal per program type for this RFP. All questions are highlighted in green. Click or tap on the sections below the Questions and type in your answers. Any required attachments are indicated by a  symbol, and drop-down menus are indicated by a  symbol.

**Please note:** If any document is uploaded, the name of the document must not include any characters other than letters and numbers, or the database will not allow it to be uploaded.

The total word count limit is 20,000 for the entire word document (including questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search "word count".

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

Form Number	Title	Guidance
0	Pre-Application Certification	Approved Annual Agency Threshold Application and Pre-Application Certification for each Proposal in PartnerGrants due by <b>April 14, 2022, by 3 PM CST</b>  Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due <b>May 12, 2022, by 3 PM CST</b>
1	Offer Sheet	
2	Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

**PART I. Fiscal and Administrative Capacity - Unscored**

Pre-Application Certification

# Proposal Format and Submission Requirements

---

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

## Step 1: Final Proposal Instructions


- ❑ This form should be submitted in .doc or .docx format with only letters and numbers in the file title
- ❑ **Total word count in the Form 2-RFP Proposal document is 20,000 words which includes the questions. Proposals that exceed 20,000 words will not be considered.**
- ❑ Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 4,500 words in Form 2-RFP Proposal, and this is included in the 20,000 word limit.
- ❑ The following documents will not count towards the total word count:
  - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
  - Attachments 1-Offer Sheet, 3 - Budget and Narrative Funding Summary, 4-COA Certifications

# Proposal Format and Submission Requirements


---

- ❑ Offerors must use this template for the Proposal and cannot submit an application that does not include the questions and narrative.
- ❑ All questions are boxed and highlighted in green in Part II. Scored 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.
- ❑ If using this document, Offerors must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- ❑ If compiling responses in a separate document:
  - Applicants must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.
  - **Make sure to include the exact wording of the drop-down menus.**

# Proposal Format and Submission Requirements







- ❑ Some questions include required or optional attachments indicated by a  symbol.
  - Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments.
  - Remember to clearly title each file using only letters and numbers.
  - Check the box in Form 2 – RFP Application to indicate that the form is attached in PartnerGrants
  - Try to consolidate to one file for each question

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

- ❑ Some questions include drop-down menus indicated by a  symbol.
  - Click the indicated field to select your response

# RFP Proposal: Racial Equity

- The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin’s values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.
- Equity is one of six strategic anchors of the City of Austin’s strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the  drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency’s board, staff and programs are doing to implement these items.
a. We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu 	<a href="#">Click or tap here to enter text.</a>
b. Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu 	<a href="#">Click or tap here to enter text.</a>
c. Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu 	<a href="#">Click or tap here to enter text.</a>
d. Agency has anti-racist policies and procedures	Click here for Drop Down Menu 	<a href="#">Click or tap here to enter text.</a>
e. Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu 	<a href="#">Click or tap here to enter text.</a>
Our agency hosts or participates in training events dedicated to improving equitable outcomes	Click here for Drop Down Menu 	<a href="#">Click or tap here to enter text.</a>

# RFP Proposal: Program Design

- ❑ You will select which Program Type and Services you are proposing to provide and complete the appropriate chart(s) for the service(s) indicated to identify the organization (yours or another partner) who will provide certain service elements.
- ❑ Be sure for this and other questions that you complete all necessary parts of each applicable chart.

## Section 2: Program Design

### 17: Program Goals and Objectives

Please identify the program type you propose, as named in Question 8, and describe the purpose of the program, including goals, objectives, and how program success is defined.

Click or tap here to enter text.

**18:** Complete the table below to indicate, if awarded, the number of days between contract execution, service implementation and the completion of the activities. If the activity is not applicable to your project, please leave it blank. Explain in the text box below how your milestone estimates are realistic and appropriate to serving households quickly and reaching full program capacity.

Project Milestones	Days from Execution of Grant Agreement
Program staff will be hired	Click or tap here to enter text.
Begin program participant enrollment	Click or tap here to enter text.
Services are provided at 100% capacity	Click or tap here to enter text.

Click or tap here to enter text.

### 19: Program Clients Served

Describe how the program will identify and enroll households eligible for services as described in the Scope of Work for the Program Type of this proposal. If your program will prioritize a subpopulation of those experiencing homelessness, please identify those criteria for prioritization here.

Click or tap here to enter text.



# RFP Proposal: Performance Metrics

---

- ❑ Required program performance includes:
  - ❑ A program total output goal for a 12-month contract term.
  - ❑ A program outcome as indicated by the program design.

Complete the tables in the Proposal for each metric appropriate to your proposal.

- Optional metrics include:
  - ❑ Additional Output (optional)
  - ❑ Supplemental Outcome and/or Key Performance Metric Social Services Outcome (optional)
- Metrics may be negotiated if awarded

# RFP Proposal: Program Staffing and Cost Effectiveness

---

- ❑ Upload resumes and/or job position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.
  - Pages beyond the allowable 5 total will not be considered when evaluating proposals.
- ❑ Describe the overall staffing plan to accomplish activities in the proposed program. Including Titles of staff, minimum qualifications of staff, allocation of staff time to the project, as well as how the applicant has considered City of Austin SD23 EOA.C.3

## Form 3: Program Budget and Funding Summary

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

Program Name:	Sample Program	
Program Type:	Please Select	
Total Proposed Clients Served:		0
Total Proposed Clients Housed:		0
<p>Instruction: Applicants must identify all funding requested in the budget below. The completed Detailed Budget must be submitted to the evaluators. Funds requested should correspond to the activities and services proposed in the application and may be transferred between line items.</p>		
Budget Line-Item	Requested COA Funding 12-Months	Amounts Funded by ALL OTHER Sources 12-Months
Salaries		
Personnel		

### ❑ Budget :

- Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 12-month period.

Form 3 - Program Budget and Narrative				
Agency Name:	Sample Agency			
Program Name:	Sample Program			
Program Type:	Please Select			
Total Proposed Clients Served:				
<p><b>Instruction:</b> Applicants must identify all funding requested in the budget below. The completed Detailed Budget will be reviewed by evaluators. Funds requested should correspond to the activities and services proposed in the application narrative. If awarded, funds may be transferred between line items.</p>				
Budget Line-Item	Requested COA Funding 12-Months	Amounts Funded by ALL OTHER Sources 12-Months	Total Budget (All Funding Sources) 12-Months	Complete an explanation for each City-funded line item.
<b>Salaries</b>				
Salaries			\$0.00	
Fringe and Payroll Taxes			\$0.00	
<b>Operations</b>				
General Operations			\$0.00	
Outsourced Professional Services			\$0.00	
Supplemental Programmatic Services			\$0.00	
Training/Travel Outside of Austin/Travis County			\$0.00	
<b>Assistance to Clients</b>				
Rental Assistance (not eligible for this solicitation)			\$0.00	
General Housing Assistance			\$0.00	
Direct Client Assistance			\$0.00	
Client Food/Beverage			\$0.00	
<b>Capital Expenses</b>				
Capital Outlay - over \$5,000 requiring solicitation and APH approval			\$0.00	
<b>Sub-Grantees (If Applicable) - Enter information under SubGrantee Budget Worksheet</b>				
Personnel Sub-Grantee	\$0.00	\$0.00	\$0.00	
Operations Sub-Grantee	\$0.00	\$0.00	\$0.00	

## Form 3: Program Budget and Funding Summary

### □ Budget and Narrative Form:

- For every budget line containing a requested amount of City of Austin Funding, enter a short description or list of items included in that budget line in Column E.

# Form 4: COA Certifications and Disclosures

---

- ❑ Be sure to complete all three signature blocks (pages 2, 3, and 6)

**The Offeror hereby certifies that they have reviewed all of the above disclosures and agrees to comply with the Conflict of Interest disclosure requirements.**

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

# Communication with the City

---

## ❑ Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person: Kiara Price at [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov).
- Only the information provided by the Authorized Contact Person is valid.
- Official Questions and Answers will be published on the [Competition Website](#) weekly

## ❑ Anti-lobbying ordinance

- Request for Proposal process: Anti-lobbying ordinance does not apply.

# Important Dates

---

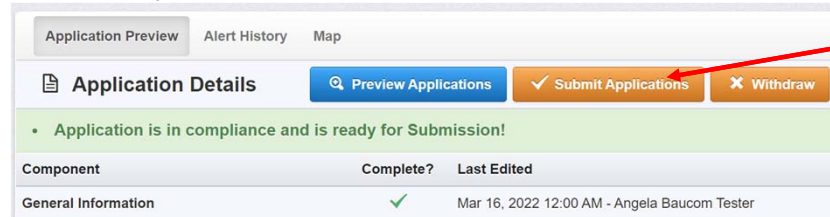
- ❑ RFP Threshold Review DUE to APH: **Thursday, April 14, 2022, by no later than 3:00 PM CST**
- ❑ RFP Proposals DUE to APH: **Thursday, May 12, 2022, by no later than 3:00 PM CST**
  - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, May 5, 2022, by 3 PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Thursday, May 12, 2022 by 2 PM CST**

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

- ❑ Anticipated Contract Start Date: **September 1, 2022 or October 1, 2022**
- ❑ Technical assistance in how to submit an proposal in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
- ❑ Also, you may contact Allan McCracken – [Allan.McCracken@Austintexas.gov](mailto:Allan.McCracken@Austintexas.gov)

# Important Tips

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



- ❑ Check that you receive a confirmation email from the PartnerGrants system indicating the status of your application is “Submitted”
- ❑ Mark as Complete is NOT the same thing as Submit.
- ❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.
- ❑ Watch for emails from APHCompetitions in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share Partnergrants accounts





**Thank You  
for Your Participation**

---



**That was a lot of information.  
We can help clear it up.**

---

**Questions?**

Contact: [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)