

**RFP 2022– 006 Homeless Supportive Services  
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Angela Baucom at [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov) or in the PartnerGrants database by no later than Thursday, June 30<sup>th</sup>, 2022 by 3PM CST.

Last Updated June 30, 2022:

Question No.	Questions	Answers
1	Is the question function in the PartnerGrants system not recommended?	You may submit questions through both PartnerGrants and email to <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a> . Questions submitted through PartnerGrants will be answered in the weekly official Question and Answer document publication. Questions submitted through email will be answered both through the Question and Answer document and direct email response.
2	In reviewing the behavioral health guidelines there are three potential outputs and outcomes but in the proposal form, one of those three was indicated as required?	Per Exhibit C – Scope of Work, Offerors proposing to provide Behavioral Health services must select at least one of three listed Outcomes. As of 6/3/2022, Form 2c – Work Statement – Behavioral Health V.2 has been updated to accurately reflect this requirement. Please check that you are using the most up-to-date version if this form before completing your proposal.
3	Is it allowed to submit additional attachments that are not required (i.e. letters of support/commitment)?	Evaluators will not review attachments that are not either required by this RFP or indicated in Form 2 – RFP Proposal or RFP 2a/b/c – Work Statement in relation to specific questions. Only those that are indicated in form will be taken into account when reviewing and scoring Proposals.
4	Regarding the two years of established, successful experience providing “services” requirement. Does this specifically mean two year of providing the services in Austin?	Question 8 in Form 2 – RFP Proposal states “Describe your experience providing the same or similar services to what is being proposed” and is not geographically exclusive. Experience may refer to services inside and/or outside of the Austin and/or Travis County area.
5	The goals say to “increase” services, does this mean it must build capacity? Must it be an expansion of an existing program?	In Exhibit C – Scope of Work, Solicitation Objectives on pages 2-3, increasing services does not exclusively mean building capacity. The proposal does not have to be expansion of an existing program and may include new services and/or continuation of existing services.
6	During the webinar for this opportunity on April 28, there was mention of capacity building funds being made available in this RFP. How is capacity building integrated here?	Per Form 2 – RFP Proposal, Question 7, capacity building is integrated as an unscored item used to help APH identify how to best support awardees, but this solicitation does not contain funding for capacity building services.  There is currently an open solicitation through the Homeless Strategy Division and the Office of

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		Innovation for Capacity Building. Information about that opportunity can be found by visiting <a href="#">their Opportunity Website.</a>
7	SOW states either a deliverable or reimbursement agreement is permitted. Is it the desire of the city that this be identified in the proposal and is there any guidance on which program types would be appropriate for a deliverables contract?	The contract format for a resulting agreement will not be determined in the Proposal stage and is not included anywhere in the Proposal Forms. The contract format will be negotiated for each agreement after award and before contract execution through discussions between awardees and APH Contract Managers.  There are not specific contract formats for specific service categories.
8	Are you able to share the amount of funding available in each of the three categories?	Please see Exhibit C - Scope of Work, Funding and Timeline on pages 3-4, and Slide 7 in the Pre-Bid Meeting Presentation for detailed information on the General Fund and American Rescue Plan Act (ARPA) funding amounts as appropriate.
9	In the SOW, PARD and Watershed Dept., funds included in this?	Per Exhibit C – Scope of Work, Funding and Timeline on page 4, the funding associated with the Clean Community Fee and referring to cooperation with PARD and the Watershed Protection Department is already included in the funding available through this solicitation.
10	If we want to do two service categories do we need to intents and two RFPs?	Yes, you need to submit 1 Intent to Apply and 1 Proposal to each service category type for which you are applying.
11	Is there a limit to number of individuals per org that may register on PartnerGrants?	No
12	Is benefits access limited to SOAR services, or are other benefits enrollment activities allowable I.e. SNAP, LIHEAP?	Exhibit C: Scope of Work in the Benefits Enrollment lists out all eligible service types, which are inclusive of a wide breath of enrollment services, not just SOAR.
14	Are salaries eligible costs or is there a cap for amount used for admin costs? Such as hiring a Benefits Enrollment Coordinator.	Yes, salaries are eligible costs. There is no cap on administrative costs. Look at form 3 for list of eligible costs. Exhibit for the Standard Boiler Plate (B.3).
15	Can 1 organization submit more than 1 proposal?	Yes, an organization can submit more than 1 proposal, provided that the proposals are completely unique to each other. In other words, you cannot submit 2 proposals for the same program. Email <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a> directly if you have questions.
16	What is the priority population?	Grantees must prioritize individuals and households (a) experiencing homelessness or b) enrolled in a

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		Homeless Response System permanent housing program. Households experiencing Homelessness is 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.
17	Does the agency need to be registered in the PartnerGrants System and SAM.gov prior?	Yes, please see Doc/Form 1 – Offer Sheet. All RFP proposals must be submitted through the PartnerGrants web-based system. Additionally, in order to enter a contract with the City of Austin for this funding, you must register to become vendor with the Federal Government through Sam.gov. The Federal Government estimates registration takes at least 14 hours.
18	Are there any updates on the award announcements from previous APH homeless response tranches?	No
19	Is there a time frame in terms of “recently homeless”?	Refer to Exhibit C – Scope of Work, Section VI. Priority Populations on p. 11 for information about priority population criteria. For this RFP, “recently homeless” may refer to people enrolled in the Homeless Response System and/or permanent housing program.
20	If we are collaborating with another agency, do I need to list that agency? If so, how would I do that?	If the collaborating agency will be a subgrantee, complete the Subgrantee tab in Form 3 – Program Budget and Funding Summary. Information about collaborative activities and service coordination can be included in Form 2a/b/c – Work Statement for the appropriate service category as relevant to each question.
21	Additional measures are suggested on Form 2b – Work Statement – Benefits Enrollment. Is an additional measure required? Specifically the life skills measure in item 8B?	A second outcome measure is not required. It is optional and you may either add the suggested life skills measure, add one of your own, or leave it blank.
22	Behavioral health outcomes – We provide different services with different screening tools. How would we manage the reporting?	In Form 2c – Work Statement – Behavioral Health, the required standard outcome (percentage of individuals whose mental health status as measured on a standardized assessment improves) is not specific to one tool. You can combine reporting or only report on one, but describe your process for calculating the measure in 8Bi and 8Bii for clarity.

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23	Can funding for Workforce Development programs pay for certifications for clients in order to obtain employment?	Yes, this is an allowable cost.
24	What is the word count of Form 2 – RFP Proposal and of the Work Statements?	<p>The template for Form 2 – RFP Proposal contains 2,078 words. The word limit for the document once completed is 6,000 words, so your responses may include up to 3,922 words.</p> <p>The template for Form 2a – Work Statement – Workforce Development contains 2,382 words. The word limit for the document once completed is 10,000 words, so your responses may include up to 7,618 words.</p> <p>The template for Form 2b – Work Statement – Benefits Enrollment contains 2,226 words. The word limit for the document once completed is 10,000 words, so your responses may include up to 7,774 words.</p> <p>The template for Form 2c – Work Statement – Behavioral Health contains 2,259 words. The word limit for the document once completed is 10,000 words, so your responses may include up to 7,741 words.</p>
25	Are indirect costs eligible?	No, because there is no cap on administrative costs there are no indirect costs allowed. See the response to question 14 for more information about administrative costs.
26	I saw on the Scope of Work document that the minimum request is \$250,000. Was this because it's intended for agencies to request multiple service lines at once to meet that minimum amount?	<p>Minimum application requests are determined by a number of factors, which may include requirements specific to the funding source, internal administrative considerations, and more.</p> <p>It is not the intention of APH that agencies request multiple service categories to meet that amount. The minimum request is specific to each proposal and each proposal may only include one of the three service categories (Workforce Development, Benefits Enrollment, and Behavioral Health).</p>
27	Can an agency request under the minimum amount?	If applicants propose/request funding under the minimum amount, the application will still be considered.

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28	<p>On reviewing the RFP, a staff member noticed a discrepancy in amounts. We would like clarification, please.</p> <p>ARPA Federal Funds: Approximately \$2,580,000 annually, which is allocated as follows:</p> <ul style="list-style-type: none"> <li>• \$1,000,000 for Workforce Development agreements</li> <li>• \$333,333 Benefits Enrollment agreements</li> <li>• \$816,667 for Behavioral Health Services agreements</li> </ul> <p>This indicates that 430,000 is unaccounted for. Is this correct?</p>	<p>The discrepancy is a result of the different funding sources. ARPA funds will be a one-time allocation that will be distributed to awardees over two 12-month terms and one 6-month term totaling a full term of 30 months. The full 30-month ARPA allocations are as follows:</p> <p>Workforce Development - \$3,000,000 Behavioral Health - \$2,450,000 Benefits Enrollment - \$1,000,000</p>
29	<p>Is it possible for us to get a partial award if not fully funded for each proposal at \$250k?</p>	<p>Per Exhibit B – Standard Provisions and Instructions, awards may be subject to negotiation. This may include budget negotiations for an amount that differs from the amount proposed.</p>
30	<p>Is there any differentiation that needs to be made in our proposal for whether we are applying for the General or ARPA Funds? I ask because in the Scope of Work for the general fund a term of 12 months is listed and for ARPA 18 months is specified, but the budget form is only set up for 12 months.</p>	<p>The funding source selected is at the discretion of Austin Public Health and will be determined at the time of award. Per the instructions in Form 3 – Program Budget and Funding Summary, all Offerors should provide a 12-month budget. The proposed 12-month amount may be used in negotiation with awarded agencies to determine an appropriate amount for the timeline specific to the selected funding source.</p>
31	<p>in Partner Grants, for the Proposal form, should we merge Form 2 and Form 2a/b/c into one file to upload, or upload Form 2a/b/c into the additional supporting documentation?</p>	<p>The two files should be uploaded separately. Upload Form 2 – RFP Proposal under the appropriate Required Attachment option. Upload Form 2a/b/c under one of the Additional Supporting Documentation options. Note that you may only upload one of the Work Statements (Form 2a, 2b, or 2c) per Proposal.</p>
32	<p>For the Workforce Development outcome metric of percentage of individuals increasing employment income, should we count individuals who enter the</p>	<p>If an individual enters a program unemployed and/or with no income and they exit the program with employment and/or income, then yes, that counts as an increase in employment income. They may be counted in the numerator of this outcome metric and contribute to the percentage of individuals increasing employment outcome.</p>

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	program with no employment or income and exit the program with employment?	
33	For question 17 in Form 2, what is considered appropriate additional supporting documentation to attach for clients served and demographics?	Form 2 – RFP Proposal, Question 17 requests both a narrative response and any relevant supporting documentation that provides evidence for that narrative response. Appropriate supporting documentation may include agency-level information that includes evidence of the agency reaching and successfully serving the communities identified in the question text. Refer to the Priority Populations section of Exhibit C – Scope of Work for more detail on the populations relevant to this opportunity.