

Section E

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 demonstrated experience providing food access services to Austin/Travis County. The City will fund programs that respond to the unique food needs of students experiencing food insecurity while enrolled in colleges and universities.

II. Background & Purpose of Funding

The City of Austin College Student Commission's Food Insecurity Working Group has worked to identify the unique needs of college student populations, exacerbated by the COVID-19 pandemic and hardships experienced during Winter Storm Uri in early 2021. In response, [Recommendation No. 20210122-3b](#) was approved by the Commission on January 22, 2021. The Recommendation highlights research establishing extraordinary need among students and proposes additional support for the student population. On a national scale, as many as 33%-56% of college students experienced food insecurity in 2020.¹ On a local level, UT Outpost food pantry on University of Texas' campus reports that one in four students do not know where their next meal is coming from.² The recommendation set before City Council by the Working Group asks that Council establish a College Student Food Insecurity city grant program that would provide funding to community organizations capable of supporting services that prioritize food access for the college student populations at Huston-Tillotson University, St. Edward's University, University of Texas at Austin, Austin Community College, and Concordia University.

Program Objectives

The objectives of this funding are to:

- Establish and/or support campus-wide programs, projects, or initiatives that work to eliminate college and university student food insecurity in the City of Austin
- Establish and/or support sustainable and effective solutions and access to food resources for students that promote the recovery and protection of college students' basic needs

III. Funding and Timeline

Department: Austin Public Health

Services Solicited: College Student Food Access

Available Funding: \$57,500 total for a twelve-month period

- Applicants may apply for a total of \$57,500 for ongoing food access support services

Anticipated Number of Awarded Agreements: Austin Public Health anticipates awarding one Agreement for the full amount of funding available.

Contract Term: The Agreements will have an effective start date of April 1, 2021, for an initial 12-month period, and one 12-month extension option. 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:

¹ [2020 State of the Student: COVID-19 & Food Insecurity | Chegg.org](#)

² [Funded | Help UT Outpost Fight Food Insecurity \(utexas.edu\)](#)

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- 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

Program Services

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.

Applicants must propose either a direct service model or a sub-award service model per the criteria outlined in this Scope of Work. Direct services and sub-award programs should propose to support college and university students in a sustainable way that improves the food security status of higher education institutions and their students, bolstering capacity for students to meet basic needs and accomplish educational goals. Programs should incorporate the input of students across the campuses to be served to promote effective and sustainable solutions.

Services that promote these goals may include, but are not limited to:

- Activities focused on increasing SNAP enrollment or awareness of SNAP eligibility among students
- Logistical and event support for emergency food distributions for students
- Support for on-campus food pantries, which may involve initial set-up, equipment purchase, stocking of items, and general pantry maintenance
- Activities that expand the impact of campus-based food programs, such as meal voucher and swipe assistance programs, food rescue programs, etc.
- Activities that provide information or destigmatize food and financial assistance services, such as outreach, education, informational campaigns, training services, special event support

For all programs serving individuals, agencies will track and report the number of unduplicated clients served and document proof of the services provided where applicable. Client tracking should include methods for securely recording identity, zip code, income, and demographics of the people served.

Direct Service Model

In this model, the Applicant will propose to provide social services directly to eligible students attending the five different university/college campuses, to connect them with supportive programs that address student food insecurity. The Applicant will propose to partner with campuses and/or student groups to provide services. The Applicant agency staff and/or volunteers must be properly trained, credentialed, or licensed to provide the services proposed.

In addition to any of the services named above, Direct Services may include, but are not limited to:

- SNAP application assistance or referrals to access SNAP application assistance or other public benefits.
- Providing emergency aid funds, or sharing information on how to access emergency financial aid services

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Client tracking for direct services should adhere to any applicable requirements set forth by state or federal program guidelines.

Sub-award Service Model

Applicants proposing to administer a process to provide sub-awards must plan to award \$50,000 of funds equitably to programs serving the college/university campuses outlined in [Recommendation No. 20210122-3b](#). Sub-awardees may include student groups, student government organizations, and/or campus-based student support or emergency services departments with appropriate financial and administrative structures in place to ensure accountability for monitoring and reporting. Sub-awarded groups or organizations should propose to provide services aligned with the Goals, Objectives, and Program Services outlined in this Scope of Work. Applicants using this service model may request up to \$7,500 in additional administrative funds to support personnel and operations expenses associated with managing the sub-award, monitoring, and reporting process. Applicants must be able to administer a competition aligning with the criteria outlined in [Recommendation No. 20210122-3b](#), including:

- Establishing and implementing a plan for equitably distributing funds across college/university campuses in the Austin/Travis County area that reflects understanding of the different needs of each campus and its student population
 - Equitable practice should take into consideration historic circumstances and opportunities; the number of students attending the school; the existing resources currently available to each campus; the racial and income demographics of the campus; barriers to accessing services that may include language, stigma, limited time during business hours, transportation, physical accessibility, childcare or family circumstances, etc.
- Conducting outreach to and screening for eligible applicants, such as students, faculty, staff, and/or administrators representing registered student groups and organizations
- Developing and implementing the College Food Insecurity grant program request for proposal (RFP) process, including the creation of proposal criteria, guidelines for approving requests and awarding funds
- Including the College Student Commission in collaboration with the Youth Initiatives Office in Austin Public Health throughout the process, which may include reviewing and approving College Food Insecurity RFP applications and grant proposal submissions at commission meetings
- Establishing an accountability and reporting process for each sub-award to ensure appropriate and effective use of City funding, including a minimum of quarterly performance measurement and reporting

Best Practices

The Feeding America national network of food banks found that a large number of food banks do provide assistance to college student in the [Hunger on College Campuses Research by Feeding America](#). Experience from their network suggest that the following are some of the most common practices that best help to address hunger on college campuses. This list is not exhaustive from the, but provides some suggestions of possible priority areas of support:

- Direct food distribution to college students
- Assisting students with SNAP applications
- Policy and advocacy efforts
- Addressing potential barriers to accessing support, such as awareness of resources, accessibility, or limited operations

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City of Austin Client Eligibility Requirements

Priority student populations should be enrolled in Huston-Tillotson University, St. Edward’s University, University of Texas at Austin, Austin Community College, or Concordia University. For this solicitation, standard Austin Public Health client eligibility requirements are waived.

Eligible parties to receive sub-awards include registered student groups and organizations at colleges and/or universities in Austin and Travis County proposing to serve the eligible client population.

V. Application Evaluation

A total of 100 points may be awarded to the application. 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.

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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	Agency Information	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below.
Scored Application Part II		
Section 1: Experience and Cultural Competence	Agency Experience & Performance	15 points
	Cultural Competence & Racial Equity	15 points
		30 points total
Section 2: Program Design	Program Work Statement	35 points total
Section 3: Data-Informed Program Management	Data Management Process and Flow	20 points total
Section 4: Program Staffing and Cost Effectiveness	Program Staffing and Time	5 points
Form 3:	Program Budget and Narrative	5 points

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	Cost Effectiveness	5 points 15 points total
		Total: 100 Points
Form 4:	COA Certifications and Disclosures- Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form

VI. Applicant Minimum Qualifications

- A. Agencies, board of directors or leadership staff submitting an Application must have a minimum of two (2) years established, successful experience providing services.

All agencies applying for funding must:

- B. Be a non-profit organization 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.

VII. Application Format and Submission Requirements

See Section B. Standard Solicitation Provisions and Instructions for full instructions.

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

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.

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.

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- 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.