



RFA #008 ESG-CV 2 2020 - NPS Request for Applications (RFA) Pre-Bid Conference Call

August 25, 2020 at 2-3:30pm
Conference call

RFA Authorized Contact Person:
Natasha Ponczek Shoemake
APHCompetitions@austintexas.gov

AGENDA

02:00 pm – 03:30 pm

- Welcome and Introductions
- RFA Submission Instructions
- Scope of Work
- Application
- Important Dates
- Question and Answer Process

Welcome & Introductions

Introductions

Housekeeping

- Everyone is muted for the call until the Q&A.
- Materials for meeting located on the website and in Partnergrants:
<https://www.austintexas.gov/article/rfa-005-covid-housing-2020-nps>
- Comment and questions need to be submitted via email to
Natasha.Ponczek@austintexas.gov
- Natasha will be watching her email during the presentation if you have questions.
- Partnergrants technical assistance will follow the presentation.

Initial Steps

All Applicants must:

1. 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.
2. 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.

Sections of the RFA

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFA SCOPE OF WORK	*
F	RFA APPLICATION	X
G	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
H	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
I	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	X
J	Applying for APH-Funded Opportunity – PartnerGrants Instructions	*

Section A: Offer Sheet

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



CITY OF AUSTIN, TEXAS

Austin Public Health

REQUEST FOR APPLICATION (RFA) OFFER SHEET

SOLICITATION NO: RFA-008-ESG CV-2 Homelessness 2020-NPS


SOLICITATION NAME: Request for Applications for ESG COVID19 Homelessness - Rapid Rehousing

Website: <https://www.austintexas.gov/article/rfa-008-esg-covid-2-homelessness-2020-nps>

DATE ISSUED:	Thursday, August 20, 2020
Questions regarding the RFA are due on or before:	Wednesday, September 9, 2020 at noon CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Natasha Ponczek Shoemake Contract Management Specialist III E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants, and on the solicitation website:
Optional Pre-Bid Meeting Date and Time:	Tuesday, August 25, 2020 2:00 pm – 3:30 pm CST
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: Eventbrite Link
RFA Application Date Due:	Thursday, September 10, 2020 at 12pm CST

Section A: Offer Sheet

- On the Offer sheet the organization’s representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFA document packet sections and agrees to be bound by the terms therein.
- Required signature by authorized representative in order for the City of Austin to accept the application.



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

The undersigned, by his/her signature, represents that he/she is 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 he/she has 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: _____

Partnergrants Database

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

partnergrants.austintexas.gov/home.do

Apps Yahoo ShareptCMU (1) ShareptSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB IDI

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

• Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

Log In

Click [HERE](#) to use your City of Austin Login
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID:*

Password:*

[Forgot User ID?](#)
[Forgot Password?](#)

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

New to PartnerGrants?
[Register Here](#)

Announcements

COVID 19 UPDATE

See austintexas.gov/COVID19 for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through **Austin Public Health (APH)** and the **Office of Telecommunications and Regulatory Affairs (TARA)**, that promote health and/or digital equity.

Submission Documents

- Required RFA Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFA Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants
G	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
H	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
I	Non-Collusion Non-Conflict Anti-Lobbying	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	Staff resumes or job descriptions	PDF all of the documents together by question	Upload into Partnergrants
Other Attachments	Backup information	PDF all of the documents together by question	Upload into Partnergrants

Scope of Work

- ❑ Austin Public Health seeks qualified social service providers in response to this Request for Applications (RFA) for Emergency Solutions Grant (ESG) CARES Act funding to provide housing services to persons experiencing homeless who are impacted by COVID-19.
- ❑ Agencies that have not traditionally been funded to serve homeless, but have experience helping low income persons from communities of color or historically marginalized communities find or stay in housing, administering financial assistance or Rapid Rehousing services are encouraged to submit an application.
- ❑ ESG-CV funds are to be used to assist individuals and families who are homeless prevent, prepare for, and respond to negative effects of the coronavirus pandemic (COVID-19) by providing connections to permanent housing.
- ❑ Funds will be used to provide Rapid Rehousing, a housing project that provides supports to persons experiencing homelessness to rapidly move into housing.
- ❑ These individuals will be referred through Coordinated Assessment process who are currently residing in the COVID Protective Lodges (ProLodges) or currently residing on the streets and are impacted by COVID-19.

Scope of Work: Funding and Timeline

Austin Public Health has \$7,500,000 available in one-time funds. In the event additional funds become available, these funds may be used to support additional awards through this solicitation.

Austin Public Health anticipates awarding multiple Agreements for a minimum of a 12-month term, with a possibility for renewal.

The program design is Rapid Rehousing, and there are two eligible project types - Housing Supportive Services and Fiscal Agent - available with different funding amounts and minimum request amounts. An Agency may apply for both project types, but must submit two applications if they would like to do so.

All funding is conditional upon approval from the Austin City Council. If awarded, Austin Public Health staff will create a contract structured as a reimbursement-based agreement where an agency is reimbursed for expenses within two weeks incurred and paid through the provision of adequate supporting documentation that verifies all expenses.

Project Type	Amount Available	Minimum/Maximum Amount Requested
Housing Supportive Services	Up to <u>\$800,000</u> for Housing Location and Housing Stability Staff costs	Applicants may apply for a minimum request of \$50,000 and a maximum of up to \$400,000 the amount of funding available. APH anticipates awarding <u>multiple</u> agreements.
Fiscal Agent	Up to <u>\$300,000</u> for Staff costs	APH anticipates awarding <u>one</u> agreement which will include Administration costs and Direct Financial Assistance (amount to be determined up to \$6,400,000). Any other costs for the program including HMIS Licenses, computer costs, and direct financial assistance (rent, utilities, etc.) will be determined at time of contract negotiation.

Scope of Work: Application Evaluation

- Applications will be evaluated based on the content of their application and then, an evaluation panel of subject matter experts from the City of Austin, the Ending Community Homelessness Coalition (ECHO), and the Austin community, will determine Applications to receive funding.

Section A: Offer Sheet Required	Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit Offer Sheet in order to submit RFA
Section F: RFA Application		
Section I: Preliminary Questions	Questions 1-10	No points, but Applicant must pass threshold defined in Applicant Minimum Qualifications to be evaluated
Section II: Program Services, Experience and Administration	Questions 1 - 8	20 points
Section III: Priority Population	Questions 9-11	20 points
Section IV: Data Management, Reporting and Performance Standards	Questions 12-17	20 points
Section V: Racial Equity	Question 18-20	20 points
Section VI: Project Staffing and Budget	Questions 21-25	20 points
		Total: 100 Points
Section VII: BONUS Advisory Council Section	Questions 28-30	15 points

RFA Application: Evaluation Factors

All Applicants will be evaluated on a case by case basis. Consideration will be given to Applicants:

- Preferred experience providing Emergency Solutions Grant or other federally funded financial assistance.
- With the capacity to start the administration of the funds immediately and efficiently
- Preferred experience collaborating with other agencies in a fiscal agent or lead role.

Fiscal Agent Evaluation Factors

Programs must:

- Have experience providing financial assistance to low income individuals including issuing checks to landlords, utilities, and other entities on behalf of clients.
- Provide sufficient administrative infrastructure to comply with fiscal and compliance requirements.
- Be able to disperse payments quickly to landlords (within 2 business days of complete and eligible application)
- Provide training to contracted service providers on processes to request financial support
- Establish feedback and quality improvement systems for community partner agencies, landlords, and other partners
- Develop user-friendly processes for partner service providers to submit requests and documentation for assistance

RFA Application: Evaluation Factors

Housing Supportive Services Evaluation Factors

Programs must:

- ✓ Have capacity to start the project quickly and efficiently
- ✓ Have administrative infrastructure to comply with fiscal and compliance requirements
- ✓ Have strong connection to communities of color and historically marginalized communities
- ✓ Use the homeless database – Homeless Management Information System (HMIS) - to track client services and performance metrics. It is not required that agencies must already be using HMIS, just that they are willing to train and have staff capacity to use the database.
- ✓ Establish feedback and quality improvement systems for clients, landlords, and other partners
- ✓ Develop clear protocols on targeting financial assistance and achieving optimal leverage of other community programs/services
- ✓ Have experience providing Case management, housing location, housing stability case management or other services to assist homeless and/or low-income individuals experiencing a housing crisis.

Section F: RFA Application

RFA Application

Application Section Tips:

- Make sure to answer every question and every part of each question.
- And note that there are drop down boxes with preselected answers.
- There are a number of links within the document that should be reviewed in order to understand the context of the questions as well as the guidance from the funders about what program design, eligibility, and HMIS requirements are expected to be seen in your answers.

Section I. Organization Information Section

No points are assigned to questions in this section, but a response is required for each question. These questions will be used to determine if your organization is eligible to contract with the City of Austin. All Applications must have satisfactory answers in this section in order to be evaluated for potential award.

Name of your Organization: Click or tap here to enter text.

Program Name: Click or tap here to enter text.

Question 1: Is your Agency a non-profit organization able to conduct business in the State of Texas for at least two years?

Click or tap here to enter text.

If no explain:

Click or tap here to enter text.

Question 2: Has your Agency submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)?

Click or tap here to enter text.

If no explain:

Click or tap here to enter text.

Question 3: Is your agency eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information?

Click or tap here to enter text.

If no explain:

Click or tap here to enter text.

Question 4: Is your Agency current in its payment of Federal and State payroll taxes?