

# Downtown Austin Community Court Requests for Applications (RFA)

## PRE-OFFER CONFERENCE

Solicitations HFSS2019LW, PSH2019LW, and SS2019LW

1. Housing-Focused Support Services
2. Permanent Supportive Housing & Transitional Housing
3. Storage Solutions for Individuals Experiencing Homelessness

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November 21, 2019, 2:00 p.m.  
Austin City Hall  
Board and Commission Room 1101  
301 W 2<sup>nd</sup> St.  
Austin, TX 78701



# Introductions

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## Downtown Austin Community Court

- Robert Kingham, Operations Manager
  - (512) 974-1394
  - [Robert.Kingham@austintexas.gov](mailto:Robert.Kingham@austintexas.gov)
- Laura Williamson, Business Process Specialist
  - (512) 974-1233
  - [Laura.Williamson2@austintexas.gov](mailto:Laura.Williamson2@austintexas.gov)

## Organization Introductions

- Sign-in sheet
- Comment/Question cards
  - Please hold all questions until the end of the presentation

# Overview of Funding & Requirements – HFSS2019LW

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- **\$175,000 total funding available for initial 7-month period – March 1, 2020 through September 30, 2020**
  - Initial month to establish staffing, supplies, and/or program infrastructure
  - Access to services available to clients beginning April 1, 2020
  - Up to four 12-month extension options not to exceed \$350,000 each
    - Contingent on Council approval of funding during future budget processes
  - Anticipated funding will be awarded to multiple Applicants
  - Nonprofit or government providers are eligible to apply

# Overview of Funding & Requirements – PSH2019LW

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- **\$250,000 total funding available for initial 7-month period – March 1, 2020 through September 30, 2020**
  - Initial month to establish staffing, supplies, and/or program infrastructure
  - Access to services available to clients beginning April 1, 2020
  - Up to four 12-month extension options not to exceed \$500,000 each
    - Contingent on Council approval of funding during future budget processes
  - Anticipated funding will be awarded to one or multiple Applicants
  - Nonprofit or government providers are eligible to apply

# Overview of Funding & Requirements – SS2019LW

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- **\$50,000 total funding available for initial 7-month period – March 1, 2020 through September 30, 2020**
  - Initial month to establish staffing, supplies, and/or program infrastructure
  - Access to services available to clients beginning April 1, 2020
  - Up to four 12-month extension options not to exceed \$100,000 each
    - Contingent on Council approval of funding during future budget processes
  - Anticipated funding will be awarded to one Applicant
  - Nonprofit or government providers are eligible to apply

# Overview of Funding & Requirements – HFSS2019LW, PSH2019LW, SS2019LW

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## **Applicants:**

- May propose expanding existing services or implementing new services
- May provide services as one agency or through a collaboration (one agency must be designated lead Applicant)
- Shall have 2 years successful experience providing proposed services and/or working with proposed target population
- Shall have a Board of Directors
  - With specific terms delineated by a beginning and ending date
  - Meet in person a minimum of four times per fiscal year

# City Goals for the Programs - HFSS2019LW, PSH2019LW, SS2019LW

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- Assist the DACC Intensive Case Management (ICM) staff in successfully meeting the short-, intermediate-, and long-term needs of their clients
  - Historically, DACC ICM clients:
    - Are high users of public services such as homeless shelters, EMS, hospital emergency rooms, Austin State Hospital, jails, and courts;
    - Have a history of substance abuse that is periodically disabling;
    - Have a persistent mental illness that is periodically disabling;
    - Have ongoing physical health issues that present barriers to employment; and
    - Have a criminal history ranging from Class C misdemeanors to felonies
- Receive referrals solely and directly from DACC ICM staff

# Communication Process - HFSS2019LW, PSH2019LW, SS2019LW

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## ○Questions and Answers Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation pages:

**HFSS2019LW** - <http://www.austintexas.gov/article/housing-focused-support-services>

**PSH2019LW** - <http://www.austintexas.gov/article/permanent-suppotive-housing-and-transitional-housing>

**SS2019LW** - <http://www.austintexas.gov/article/storage-solutions-individuals-experiencing-homelessness>

- Questions should be directed to Laura Williamson @  
[Laura.Williamson2@austintexas.gov](mailto:Laura.Williamson2@austintexas.gov)
- Deadline to submit questions is December 30, 2019 at 12 PM, Central Time

## ○Anti-lobbying ordinance

- Request for Application (RFA) process: anti-lobbying ordinance does not apply



# Required Documents -

## HFSS2019LW, PSH2019LW, SS2019LW

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All required forms available for download on the solicitation pages:

HFSS2019LW - <http://www.austintexas.gov/article/housing-focused-support-services>

PSH2019LW - <http://www.austintexas.gov/article/permanent-suppotive-housing-and-transitional-housing>

SS2019LW - <http://www.austintexas.gov/article/storage-solutions-individuals-experiencing-homelessness>

### ○ Required forms

- Section 0050 Request for Application (RFA) Offer Sheet
- Section 0500 Application, Scope of Work, and Instructions
- Section 0645 Program Staff Positions and Time
- Section 0650 Program Budget and Narrative
- Section 0835 Nonresident Bidder Provisions
- Section 0900 & 0905 – Subcontracting/Sub-Consulting Utilization

# Required Documents - HFSS2019LW, PSH2019LW, SS2019LW

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## ○ Required attachments

- Current Board of Directors bylaws
- Current Board of Directors roster with term dates
- Copy of the most recently filed 990 or 990 EZ
- Copy of current fiscal year budget and previous fiscal year budget with actuals
- Approved Board of Directors Minutes that reflect documented processes to review program performance, approve budgets, review finance performance, and approve audit reports

# Optional Documents -

## HFSS2019LW, PSH2019LW, SS2019LW

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### ○ Optional attachments

- Staff resumes and/or job descriptions (reference question 1.18)
- Approved and signed Healthy Service Environment policy/policies (*reference Part III of Section 0500-Scope of Work and Application*)

# Evaluation Criteria -

## HFSS2019LW, PSH2019LW, SS2019LW

CRITERIA:	MAXIMUM POINT VALUE:
TURNED IN ALL REQUIRED DOCUMENTS	N/A
PART I: Program Overview & Strategy <ul style="list-style-type: none"> <li>• Program Strategy</li> <li>• Population(s) Served</li> <li>• Data Management and Program Evaluation</li> <li>• Agreement Terms and Conditions</li> <li>• Staffing Plan</li> <li>• Outcomes and Outputs</li> <li>• Connection to Austin Strategic Direction 2023</li> </ul>	80
PART II: Cost Effectiveness <ul style="list-style-type: none"> <li>• Budget</li> <li>• Cost per Client</li> <li>• Social Impact and Return on Investment</li> </ul>	20
PART III: BONUS EVALUATION POINTS ( <i>Optional</i> ) <ul style="list-style-type: none"> <li>• Healthy Service Environment</li> <li>• Interview with the Austin Homelessness Advisory Council</li> </ul>	25

# Section 0500 – Scope of Work and Application - HFSS2019LW, PSH2019LW, SS2019LW

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## **Response Instructions:**

- Fill in the responses for each item directly into Section 0500 – Scope of Work or compile responses in a separate document.
  - If compiling responses in a separate document, clearly label each item, including the item number, use size 12 Times New Roman font, double-space the document, use 1" margins, and print double sided on 8 ½" x 11" white paper
- It is preferable to be repetitive rather than to leave sections incomplete

# Section 0500 – Scope of Work and Application - HFSS2019LW, PSH2019LW, SS2019LW

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## ○PART I: Program Overview & Strategy

- Program Strategy
- Population(s) Served
- Data Management and Program Evaluation
- Agreement Terms and Conditions
- Staffing Plan
- Outcomes and Outputs
- Connection to Austin Strategic Direction 2023
- Connection to Austin's Action Plan to End Homelessness

# Section 0500 – Scope of Work and Application - HFSS2019LW, PSH2019LW, SS2019LW

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## ○PART II: Cost Effectiveness

- Budget
- Cost per Client
- Social Impact and Return on Investment

# Section 0500 – Scope of Work and Application - HFSS2019LW, PSH2019LW, SS2019LW

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- PART III: BONUS EVALUATION POINTS *(optional section)*
  - Up to 10 points awarded for implementation of OR agreeing to implement the following healthy service environment practices
    - Tobacco-free campus
    - Mother-friendly work place
    - Employee wellness initiative
    - Violence prevention policy
  - The Chronic Disease & Injury Prevention unit of Austin Public Health will assist Applicants in planning and implementing these policies



# Section 0500 – Scope of Work and Application - HFSS2019LW, PSH2019LW, SS2019LW

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## ○ PART III: BONUS EVALUATION POINTS *(optional section)*

- Up to 15 points awarded for interview with the Austin Homelessness Advisory Council (AHAC)
  - Group of individuals with lived experience with homelessness in Austin
  - Group meets biweekly to provide input on processes, programs, and practices impacting and serving individuals experiencing homelessness; facilitated and administratively supported by DACC
- Selected Applicants will be expected to present for 10-15 minutes during business hours on Tuesday, January 21, 2020
  - Applicants selected for interviews will be notified by noon on Friday, January 17<sup>th</sup>
  - Notification will include scheduled time slot, meeting location, and questions that should be addressed in the presentation

# Section 0645 & Section 0650 - HFSS2019LW, PSH2019LW, SS2019LW

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- Section 0645 Program Staff Positions and Time
  - Include list of position titles, not staff names
- Section 0650 Program Budget and Narrative
  - Include context for the all funding sources used in the proposed project in Section 0500 – Scope of Work and Application, Item 2.2
  - Provide narrative descriptions of expenses to be paid for by **City funds only**

# Important Dates

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- Last day to submit questions to DACC in writing:  
**December 30, 2019 at 12 PM**
- Applications DUE to DACC:  
**January 6, 2020, 2 PM**
- TENTATIVE: Austin City Council Approval on  
**February 20, 2020**
- TENTATIVE: Agreement Start Date:  
**March 1, 2020**

# Submittal Requirements

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- Do not submit booklets, pamphlets, or other bulky items
- Do not use covers, card stock, staples, binders, notebooks
- Submit 1 original paper copy and a single file of an electronic copy of the original response in PDF version on a flash drive in the format and information sequence outlined in Section 0600 – Response Preparation Instructions and Evaluation Factors

**Deliver to:**

Downtown Austin Community Court

Response Enclosed for Solicitation # HFSS2019LW, PSH2019LW, **OR** SS2019LW

719 E 6<sup>th</sup> St.

Austin, TX 78701



# QUESTIONS?

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