

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

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



Introductions

Downtown Austin Community Court

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

- **\$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

- **\$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

- **\$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

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

- 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

○ 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-supportive-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
- 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

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

○ 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

○ 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">• 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	80
PART II: Cost Effectiveness <ul style="list-style-type: none">• Budget• Cost per Client• Social Impact and Return on Investment	20
PART III: BONUS EVALUATION POINTS (<i>Optional</i>) <ul style="list-style-type: none">• Healthy Service Environment• Interview with the Austin Homelessness Advisory Council	25

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

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

○ 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

○ PART II: Cost Effectiveness

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

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

- 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

- 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 17th
 - Notification will include scheduled time slot, meeting location, and questions that should be addressed in the presentation

Section 0645 & Section 0650 - HFSS2019LW, PSH2019LW, SS2019LW

- 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

- 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

- 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 6th St.

Austin, TX 78701



QUESTIONS?

