

CITY OF AUSTIN
AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
Holly Neighborhood Youth Development and Enrichment Services RFA
RFA# 2013-01-15: QUESTIONS, RESPONSES and CORRECTIONS #1
DATE: Friday, December 14, 2012, 3:00 P.M.

Note: Text that identifies organizations or individuals has been removed from the questions, if possible without changing the nature of the question.

QUESTION	RESPONSE
<p>12/14/2012 I'm ... ED of I would like to apply for the grant that was just sent out to help youth in east Austin. However I'm out of the country as I will be back on 25th can I come meet and apply for jan 15th grant. Please let me know.</p>	<p>This is the link to the web page that has the link to the RFA PDF file. http://www.austintexas.gov/department/maternal-and-child-health</p> <p>As the first page explains, the pre-Application conferences are not mandatory. Questions must be submitted in writing, and the Due Date is provided. I cannot meet to discuss the RFA in person except for the pre-application conferences since everything must be submitted in writing.</p>
<p>12/14/2012 a. is required by our contract with the Cultural Arts Division, of the City of Austin, to maintain \$500,000.00 in liability insurance prior to the distribution of any funds. This policy covers programs, participants, instructors and audience for all projects and program of the Company. Is this sufficient coverage for the Holly Neighborhood Grant?</p>	<p>a. Please review the RFA's Attachment A for all of the insurance requirements. Attachment A is after page 26 in the RFA PDF document. The insurance requirements include more types of coverages than liability insurance. I recommend that your organization's insurance agent review Attachment A and the organization's current coverages to gauge compliance and cost. For successful applicants, part of developing and executing the contract will include a review of the organization's Certificate of Insurance and work statement by the City's Risk Manager to verify compliance with the insurance requirements. As noted in the RFA, Insurance Certificates do <u>not</u> need to be submitted with the Application.</p>
<p>12/14/2012 b. Also, are we required to provide our budget and narrative materials in the forms provided or can we submit using our usual forms.</p>	<p>Please use the provided forms. The electronic Excel and Word versions of the blank Budget and Budget Narrative forms will be posted for applicants' use at: http://www.austintexas.gov/department/maternal-and-child-health</p>
<p>Correction</p>	<p>On the Budget forms in the RFA document, some of the line numbering is out of sequence. This has been corrected in the electronic versions.</p>