

REQUEST FOR APPLICATIONS

COVER SHEET

Issued: Thursday, June 30, 2016	Description: CDBG Child Care for Teen Parents solicitation # 16NHCD02
<u>Mandatory Pre-Application Conference:</u> Wednesday, July 13, 2016, 10:00 AM City of Austin – Neighborhood Housing & Community Development Street Jones Building 1000 E. 11 th Street, Suite 400-A Austin, Texas 78702 <i>Note: Attendance is required:</i> Applicants must arrive with 15 minutes of start time.	
Request for Explanations or Clarifications via email Only Deadline: Thursday, July 21, 2016, no later than 5:00 PM. E-mail: john.hilbun@austintexas.gov Questions and Responses to written questions will be shared with each Applicant by email.	
Applications Due PRIOR TO: <u>3:00 PM, Wednesday, July 27, 2016</u> NOTICE: Late applications will <u>not</u> be accepted	
RFA Authorized Contact Person: John Hilbun Contract Development Analyst Neighborhood Housing & Community Development Phone: (512) 974-1054 E-mail: john.hilbun@austintexas.gov	Deliver Completed Application prior to Due Date and Time to: City of Austin Neighborhood Housing & Community Development Attn: John Hilbun 1000 E. 11 th Street, Suite 200 Austin, Texas 78702

City of Austin – Neighborhood Housing and Community Development

REQUEST FOR APPLICATIONS (RFA) CDBG Child Care for Teen Parents Program – FY 2017

INTRODUCTION

The City of Austin's Neighborhood Housing & Community Development seeks an experienced and capable social service provider to provide child care, parent education and support services to teen parents in the Austin community. Child care assistance enables low-income parents to work, seek employment, enroll in job training, continue higher education, and provide for their families, enhancing self-reliance and self-esteem. This will, in turn, serve as a foundation for true community development and will help improve the quality of life for our low-income citizens. The Community Action Network's Early Education and Care Community Assessment recognized that child care for special populations such as teen parents and for infants and toddlers is in very limited supply.

The City anticipates that approximately \$102,156 will be available in funding from Community Development Block Grant (CDBG) funds for child care activities. CDBG funds are allocated to the City from the federal Housing and Urban Development Department (HUD). Therefore, any contract using these funds in part or whole will be considered a federally-assisted project and subject to all applicable federal requirements. Funding availability is subject to HUD allocations to the City and City Council approval. These funds are available, following award of a contract, on approximately October 1, 2016. It is anticipated that one contract will be awarded from this RFA. The contract resulting from this RFA will be for twelve months; and, the contract will end September 30, 2017. Subject to funding availability and performance, three 12-month contract renewal options may be considered.

Target Populations and Services - Brief Overview

Target population:

- Teen parents with children age five years old and under with an annual family income no more than 200% of the Federal Poverty Guidelines (\$48,600 or less for a family of four - see [Attachment A](#)), and who attend middle or high school are eligible. Clients must reside within the city limits of Austin, Texas.

Services:

- Provide child care based upon established criteria
- Provide parent education to teen parents
- Monitor teen parent school attendance and performance
- Provide referrals to community services
- Develop and observe effective policies and procedures
- Funds management
- Contract reporting

The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on the ability of the contractor to expend funds and accomplish activities in a timely manner. The contract amount and scope of work are based on the availability of funds, application review, community needs, and other factors. When the City determines adjustments need to be made, the City will provide at least 30-days' notice to contractor.

SOLICITATION

CDBG Teen Parent Child Care Program RFA – FY 2017

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CDBG Regulations, Subpart J, Grant Administration, CFR24 Part 570:

http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl

NOTE: Sections 0100 and 0300 are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available at the following location:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDDOCUMENTS

City of Austin – Neighborhood Housing and Community Development

REQUEST FOR APPLICATION (RFA) 2017

CDBG Child Care for Teen Parents Program RFA – FY 2017

SCOPE OF WORK

Purpose and Goals

The Teen Parent Child Care Program is intended to provide child care for children ages zero through five years old, and support to parents to accomplish the following:

- Provide quality child care for infants and young children, ages zero through five years old, from low- income teen parent families so the teen parent may attend middle or high school.
- Provide parent education for the teen parents of the children in care.
- Provide supportive services to the teen parents of the children in care in coordination with other community services.

Target Populations and Program Services

Target Population / Eligibility Guidelines:

- Teen parents who attend middle or high school with children age five years old and under
- Families that are being actively case managed by a recognized social service agency
- Gross family income less than 200% of Federal Poverty Guidelines
- Residents living within the Austin city limits

The contractor will be required to submit client eligibility documentation including income and residency back up to the City monthly for new client families enrolled in the Program.

Program Services:

The Contractor(s) must provide child care spaces designated for infants and young children of low income teen parents. The services need to be accessible to middle and/or high schools. The child care must be of good quality, and the child care staff must be knowledgeable of and sensitive to the needs of teen parents. The Contractor shall:

- Recruit eligible clients and enroll children in care.
- Complete and maintain the documentation and records required in the contract.
- Orient the teen parent to the early childhood program including parent involvement opportunities.
- Provide good quality child care based on the National Association for the Education of Young Children Accreditation or Texas Rising Star criteria, providing child care services at least every day that AISD is in session and for the same hours and days of service that are provided to other customers of the contractor.
- Provide parent education to the teen parents, monitor the teen parents' continuing attendance in school and the teen parents' school performance.
- Provide referrals to and coordination with community services such as public schools, social services, career counseling, pregnancy prevention, health services, and other services as dictated by the needs of the families served.
- Develop or maintain collaborative relationships with community partners through established processes such as letters of agreement or memoranda of understanding.

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- Institute effective policies and procedures for:
 - Client waiting lists.
 - Attendance including excessive absences.
 - Sliding scale child care tuition, tuition reductions and failure to pay tuition.
 - Terminations of child care.
 - How clients will be referred to appropriate supportive services and other federal, state, local and private assistance.
- Coordinate a referral system with case managers from multiple social service agencies
 - Establish intake and wait list or priority criteria
 - Establish criteria for participation by social service agencies
 - Periodic training for Case Managers about how to make referrals, how to screen client families for eligibility, and how to document eligibility
- Assist referred families in finding and choosing child care appropriate to their needs including consumer education about the importance of quality child care and how to choose child care
- Coordinate referral to child care and enrollment in care
 - Child care must be licensed by the Texas Department of Family and Protective Services and not on corrective action
 - Assist child care providers in understanding how to work with client families
- Monitor child care participation and attendance
- Process timely payments to child care providers for services (minimum 2 times per month)
- Staff the Program with employees who are experienced and qualified to perform program duties

Contract Management

- Develop management systems for and documentation of:
 - Eligibility
 - Forms provided by NHCD
 - Child Care Referral and Authorization
 - Child Care Attendance and Payments
 - Financial Management
 - Systems, including accounting system used
 - Procedures and Policies
 - Separation of duties
 - Record keeping
- Funds management
 - Distribute funds across the 12 month contract period
 - Expenditure projection system/methods to avoid over/under spending
 - Cash flow - provider payments vs. City reimbursements
 - Cash reserves or line of credit
 - City reimbursements may take up to 30 days from submittal
- Contract reporting, monthly
 - Financial
 - Invoice and expense report (format provided by NHCD)
 - Child care billing detail (format provided by NHCD)
 - Program accounting statement for month
 - Bank statement copy
- Cancelled check copies

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- Provider invoice copies (paid)
- Program
 - Demographic (form provided by NHCD)
 - Performance (form provided by NHCD)
- Major Contract Requirements
 - Insurance (See Attachment A)
 - Audit
 - Information Request Form (IRF) submission (See attachment)
 - Record retention for 5 years after contract end date

Funding Period

A 12-month contract period anticipated to be from October 1, 2016 through September 30, 2017 with three (3) 12-month contract extensions possible subject to contract performance and funding availability.

Available Funding

It is anticipated that approximately \$102,156 may be available for the CDBG Teen Parent Child Care Program subject to funding availability and City Council approval.

NOTE: The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on community needs, ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least 30-days' notice to the contractor.

Eligible Expenses

Operations Costs:

- Fee for Service as a percentage of Voucher Payments
 - Budget justification of Fee is required (See Budget Attachments)

Direct Assistance to Client Costs:

- Financial assistance to clients (tuition payments to child care providers)

Eligible Applicants

- Applicant must be an organization qualified and experienced in providing child care services to low-income parents with children, ages zero to five years old. The Applicant must have a minimum of three years experience in providing child care services and in working with low-income families.
- Applicant must be able to provide parent education to low-income parents.
- Applicant must have a service site or sites located within the Austin City limits.
- Able to comply with the full requirements of the contract including service delivery, eligibility determination, documentation, record keeping, reporting, insurance, and financial management.
- Applicants must demonstrate their agency's successes in providing social services to low income families and provide evidence of their abilities and capacity to manage all the components of the Teen Parent Program.

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- Applicant may be for-profit or non-profit. Applicant must be registered as a vendor with the City of Austin, and may not owe outstanding taxes to the City. A signed letter on the organization's letterhead verifying non-profit status and a copy of the organization's IRS 501(c)(3) Determination letter must be included with the application packet if the firm is a non-profit.
- The Applicant's ability to implement the program proposed at the start of the contract (approximately October 1, 2016) is essential. Organizations unable to meet this deadline should not submit an application.
- Applicants are responsible for completing and maintaining documentation for Criminal Background Checks for all staff, volunteers, interns or any individuals who will be in contact with youth in connection with program services. The cost of this requirement should be considered when developing this program budget.
- Applicants must be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Attachment A of this RFA. The cost of this requirement should be considered when developing this program budget.
- The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

Contract

The final contract with the successful applicant, including the Work Statement and budget, will be negotiated prior to execution. It will be subject to the review and approval of Neighborhood Housing and Community Development office and City Council approval.

Section 0200 – SOLICITATION INSTRUCTIONS

1. **VENDOR REGISTRATION:** All Vendors, Contractors, Subcontractors, Consultants, and Subconsultants desiring to sell to the City must be registered to do business with the City prior to submitting an Offer to a City solicitation. Prime Contractors/Consultants are responsible for ensuring that their Subcontractors/Subconsultants are registered. Registration can be done through the City's on-line vendor registration system. Log onto http://www.austintexas.gov/financeonline/vendor_connection/index.cfm and follow the directions.
2. **EQUAL OPPORTUNITY:**
 - A. **Equal Employment Opportunity:** No Offeror, or Offeror's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Offerors shall sign and return with their Offer, the Non-Discrimination Certification contained in the Solicitation.
 - B. **Americans with Disabilities Act (ADA) Compliance:** No Offeror, or Offeror's agent, shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.
3. **SOLICITATION:**
 - A. **Review of Documents:** Offerors are expected to examine all documents that make up the Solicitation. Offerors shall promptly notify the City of any omission, ambiguity, inconsistency or error that they may discover upon examination of the Solicitation. Offerors must use a complete Solicitation to prepare Offers. The City assumes no responsibility for any errors or misrepresentations that result from the use of incomplete Solicitations.
 - B. **Location of Documents:** Solicitations are issued by the Authorized Contact Person. The location and phone number for the Authorized Contact Person are specified in the advertisement and in the Solicitation.
4. **WRITTEN EXPLANATIONS OR CLARIFICATIONS:** Any material information given to one Offeror concerning a Solicitation will be furnished as an Addendum to all Offerors who have been issued a Solicitation. Any explanation, clarification, interpretation or change to the Solicitation made in any other manner is not binding upon the City, and Offerors shall not rely upon such explanation, clarification, interpretation or change. Oral explanations or instructions given before the award of the Contract are not binding. Requests for explanations, clarifications or interpretations must be emailed to John Hilbun at john.hilbun@austintexas.gov. The communication must clearly identify the applicant's name and the solicitation name.
5. **PRE-BID / PROPOSAL / RESPONSE CONFERENCE:** If a Pre-Bid/Proposal/Response conference is mandatory, the time, place and mandatory nature of the conference will be specified on the cover page of

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the Solicitation. If a Pre-Bid/Proposal/Response Conference is mandatory and is not attended by an Offeror, their Offer will be rejected.

6. **PREPARATION OF OFFERS:**

- A. **Alternate Offers:** Alternate Offers will be rejected unless the Solicitation authorizes the submission of Alternates.
- B. **Bid Preparation Costs:** All costs associated with preparing a Bid in response to a Solicitation shall be borne by the Bidder.
- C. **Bid / Proposal / Response Guaranty or Bond:** When required by the Solicitation, an Offer must be accompanied by a Bid/Proposal/Response Guaranty or a Bid / Proposal / Response Bond with Power of Attorney attached, issued by a solvent surety authorized under laws of the State of Texas and acceptable to the City.
- D. **Brand Name or Equal:** If the Solicitation indicates brand name or "equal" products are acceptable, the Offeror may propose an "equal" product but must be prepared to demonstrate those features that render it equal. Final determination of a product as an "equal" remains with the City.
- E. **Delivery Time:** Delivery time, if stated as a number of days, will be based on calendar days. Time is of the essence in any City purchase. If the indicated date cannot be met or the date is not indicated, the Offeror shall state its best delivery time.
- F. **Exceptions:** Exceptions that are taken to any portion of the Solicitation may jeopardize acceptance of the Offer.
- G. **Free on Board (FOB) Point:** The Offeror should quote its lowest and best price, with the goods delivered to the place specified, at the Offeror's expense and risk, and there tender delivery to the City.
- H. **Payment:** Payment terms shall be net 30 days.
- I. **Prices:** Offers shall be firm unless otherwise specified. Pricing shall be entered on the Bid/Quote Sheet (if applicable) in ink. Totals shall be entered in the "Total Price" column of the Bid/Quote Sheet. In the event of a discrepancy between unit price and extended price, the unit price shall govern.
- J. **Proposal Preparation Costs:** All costs directly or indirectly related to preparation of a Response to an RFP or any oral presentation required to supplement and/or clarify a Proposal which may be required by the City shall be the sole responsibility of the Proposer.
- K. **Proprietary Information:**
 - i. All material submitted to the City becomes public property and is subject to the Texas Public Information Act, Chapter 552, Texas Government Code, upon receipt.
 - ii. If an Offeror does not desire proprietary information in the Offer to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General.

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- iii. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- L. **Signature:** The Offeror must sign each document in the Solicitation requiring a signature. Any change made to the Offer must be initialed by the Offeror.
- M. **Taxes:** Purchases of Goods or Services for City use are usually exempt from City, State, and most Federal Taxes. Offers should not include exempted taxes. The successful Offeror should request a Tax Exemption Certificate from the Purchasing Office. Under no circumstances shall the City be liable to pay exempt taxes under any Contract.
- N. **Anti-Lobbying and Procurement:** Article 6, Chapter 2-7, City Code, amended December 6, 2011, prohibits lobbying activities or representations by Offerors between the date that the Solicitation is issued and the date a Contract is executed.
- i. Definitions
- (1) **Agent:** a person authorized by a respondent to act for or in place of respondent, including a person acting at the request of respondent, a person acting with the knowledge and consent of a respondent, or a person acting with any arrangement, coordination, or direction between the person and the respondent.
 - (2) **Authorized Contact Person:** the person identified in a City Solicitation as the contact regarding the solicitation, or the authorized contact person's designee during the course of the no-contact period.
 - (3) **City Employee:** a person employed by the City.
 - (4) **City Official:** the mayor, members of the City Council, municipal court judges (including substitute judges), city manager, assistant city managers, city clerk, deputy city clerk, city attorney, deputy city attorney, all department heads or deputy department heads, whether such person is salaried, hired or elected, and all other persons holding positions designated by the City Charter. City official, unless otherwise expressly defined, includes individuals appointed by the mayor and city council to all City commissions, committees, boards, task forces, or other City bodies unless specifically exempted from this chapter by the city council.
 - (5) **Director:** the director of a department to which the Purchasing Officer has delegated authority for enforcing this Chapter.
 - (6) **No-Contact Period:** the period of time from the date of issuance of the Solicitation until a Contract is executed. If the City withdraws the Solicitation or rejects all Responses with the stated intention to reissue the same or similar Solicitation for the same or similar project, the no-contact period continues during the time period between the withdrawal and reissue.
 - (7) **Response:** a complete signed offer to a Solicitation.
 - (8) **Respondent:** a person submitting an offer to a City solicitation including a bidder, a quoter, responder, offeror, or a proposer. The term "respondent" also includes:
 - (a) an owner, board member officer, employee, contractor, subsidiary, joint enterprise, partnership, agent, lobbyist, or other representative of a respondent;
 - (b) a person or representative of a person that is involved in a joint venture with the respondent, or a subcontractor in connection with the respondent's response; and
 - (c) a respondent who has withdrawn a response or who has had a response rejected or disqualified by the City.
 - (9) **Representation:** a communication related to a response to a council member,

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official, employee, or City representative that is intended to or that is reasonably likely to:

- (a) provide information about a Response;
 - (b) advance the interests of the Respondent;
 - (c) discredit the Response of any other Respondent;
 - (d) encourage the City to withdraw the Solicitation;
 - (e) encourage the City to reject all of the Responses;
 - (f) convey a complaint about a particular Solicitation; or
 - (g) directly or indirectly ask, influence, or persuade any City Official, City Employee, or body to favor or oppose, recommend or not recommend, vote for or against, consider or not consider, or take action or refrain from taking action on any vote, decision, or agenda item regarding the Solicitation.
- (10) **Solicitation:** an opportunity to compete to conduct business with the City that requires City Council approval under City Charter Article VII Section 15 (Purchase Procedure).
- ii. Restrictions on Contacts:
- (1) During a no-contact period, a Respondent shall communicate only through the Authorized Contact Person.
 - (2) During the no-contact period, a Respondent may not make a representation to a City Official or to a City Employee other than to the Authorized Contact Person. This prohibition also applies to a vendor that communicates and then becomes a Respondent.
 - (3) The prohibition of representation during the no-contact period applies to a representation initiated by a Respondent, and to a representation made in response to a communication initiated by a City Official or a City Employee other than the Authorized Contact Person.
 - (4) If the City withdraws a Solicitation or rejects all Responses with a stated intention to reissue the same or similar Solicitation for the same or similar project, the no-contact period shall expire after the ninetieth day after the date the Solicitation is withdrawn or all Responses are rejected if the Solicitation has not been reissued during the 90-day period.
 - (5) For a single vendor award, the no-contact period shall expire when the first of the following occurs: contract is executed or Solicitation is cancelled.
 - (6) For a multiple vendor award, the no-contact period shall expire when the last of the following occurs: all contracts are executed, negotiations have been fully terminated, or the ninetieth day after the Solicitation is cancelled.
 - (7) The Purchasing Officer may allow Respondents to make representations to City Employees or City Representatives in addition to the Authorized Contact Person for a Solicitation that the Purchasing Officer finds must be conducted in an expedited manner; an expedited Solicitation is one conducted for reasons of health or safety under the shortest schedule possible with no extensions. The Purchasing Officer's finding and additional City Employees or City representatives who may be contacted must be included in the Solicitation documents.
 - (8) Representations to an independent contractor hired by the City to conduct or assist with a Solicitation will be treated as representations to a City Employee.
 - (9) A current employee, director, officer, or member of a Respondent, or a person related within the first degree of consanguinity or affinity to a current employee, director, officer or member of a Respondent, is presumed to be an Agent of the Respondent for purposes of making a representation. This presumption is rebuttable by a preponderance of the evidence as determined by the Purchasing Officer.

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- (10) A Respondent's representative is a person or entity acting on a Respondent's behalf with the Respondent's request and consent. For example, a Respondent may email their membership list and ask members to contact Council Members on the Respondent's behalf. The members are then acting per Respondent's request and with their consent, and the members have become Respondent representatives.
- iii. Allowed Representation:
- (1) If City seeks additional information from Respondent, the Respondent shall submit the representation in writing only to the Authorized Contact Person. The Authorized Contact Person will then distribute the written representation in accordance with the terms of the particular Solicitation. A Respondent cannot amend or add information to a Response after the Due Date.
 - (2) If Respondent wishes to send a complaint to the City, the Respondent shall submit the complaint in writing only to the Authorized Contact Person. The Authorized Contact Person shall distribute a complaint regarding the process to members of the City Council or members of the City board, to the Director of the department that issued the Solicitation, and to all Respondents of the particular Solicitation. However, the Purchasing Officer shall not permit distribution of any complaint that promotes or disparages the qualifications of a Respondent, or that amends or adds information to a Response. A determination of what constitutes promoting or disparaging the qualifications of a respondent or constitutes amending or adding information is at the Purchasing Officer's sole discretion. Bid protests are not subject to the subsection. Documents related to a bid protest may not be forwarded to Council under this subsection.
 - (3) If a Respondent submits a written inquiry regarding a Solicitation, the Authorized Contact Person will provide a written answer and distribute both the inquiry and answer to all Respondents on the Solicitation.
 - (4) If a Respondent does not receive a response from the Authorized Contact Person, the Respondent may contact the Purchasing Officer.
 - (5) A Respondent may ask a purely procedural question, for example, a question regarding the time or location of an event, or where information may be obtained, of a City Employee other than the Authorized Contact Person. This section does not permit a Respondent to make suggestions or complaints about the contract process that constitutes a representation to a City Employee other than the Authorized Contact Person. Notwithstanding this subsection, a Respondent may not ask a procedural question of a Council member, a Council members' aide, or of a City board member except in a meeting held under the Texas Government Code, Chapter 551 (Open Meetings Act).
 - (6) This Article allows representations:
 - (a) made at a meeting convened by the Authorized Contact Person, including meetings to evaluate Responses or negotiate a contract;
 - (b) required by Financial Services Department protest procedures for vendors;
 - (c) made at a Financial Services Department protest hearing;
 - (d) provided to the Small & Minority Business Resources Department in order to obtain compliance with Chapter 2-9 A-D (the Minority-Owned and Women-Owned Business Enterprise Procurement Program);
 - (e) made to the City Risk Management coordinator about insurance requirements for a Solicitation;
 - (f) made in public at a meeting held under Texas Government Code, Chapter 551 (Open Meetings Act); or
 - (g) made from a Respondent's attorney to an attorney in the Law Department in compliance with Texas Disciplinary Rules or Professional Conduct.
 - (7) Nothing in this article prohibits communication regarding the Solicitation between or among City Officials or City Employees acting in their official capacity.

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- (8) A contribution or expenditure as defined in Chapter 2-2 (Campaign Finance) is not a representation.
 - iv. **Contract Voidable:** If a contract is awarded to a Respondent who has violated these Anti- Lobbying & Procurement provisions, the contract is voidable by the City.
 - v. **Debarment:**
 - (1) If a Respondent has been disqualified under these provisions more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Respondent from the sale of goods or services to the City for a period not to exceed three (3) years, provided the Respondent is given written notice and a hearing in advance of the debarment.
7. **SUBMISSION OF OFFERS:** Offerors are required to submit an executed original and copies of the Offer as specified on the Offer Sheet of the Solicitation.

A. **Documents required with Offer:** Submit the following documents with the Offer, as applicable, prior to the Due Date (**SEE SECTIONS 0500 and 0600 IN THE SOLICITATION FOR ADDITIONAL REQUIRED INFORMATION**). **Failure to submit the documents may be grounds to reject the Offer:**

- i. Cover Letter signed by an authorized representative;
- ii. IRS 501(c)(3) Determination Letter, if applicable;
- iii. Section 0800, Non-Discrimination Certification;
- iv. Section 0805, Non-Suspension or Debarment Certification;
- v. Section 0810, Non-Collusion , Non-Conflict of Interest, and Anti-Lobbying Affidavit;
- vi. Work Statement (described in Section 0500);
- vii. Budget Forms
- viii. Audited Financial Statements, if applicable;
- ix. any other document included in the Solicitation requiring completion or execution by the offeror.

All other pages in the Solicitation should be retained by the Offeror.

B. **Mailing:** Offers and Compliance Plans (when required by the Solicitation), must be returned in a sealed envelope or container marked on the outside with the:

Offeror’s Name & Address
Solicitation Number
Due Date and Time

- i. If a MBE/WBE Compliance Plan is required, it may be submitted with the sealed Offer or in a separate sealed envelope. If the Compliance Plan is included with the Offer, the outside of the envelope must indicate that the Compliance Plan is included. If the Compliance Plan is submitted in a separate envelope, the outside of the envelope must identify the contents as the “Compliance Plan” and must also include the Offeror’s name & address, the Solicitation number, and the Due Date and Time. If a Compliance Plan is required but is not submitted prior to the time set forth in the Solicitation, the Offer will not be accepted for consideration.
- ii. When sending an Offer and/or Compliance Plan, use the proper address as shown below:

Address for Fedex, UPS, Hand Delivery or Courier Service

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City of Austin – NHCD Attn: John Hilbun
1000 E. 11 th Street, Suite 200
Austin, Texas 78702
Reception Phone: (512) 974-3187

Note: Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

- iii. Unless authorized in the Solicitation, email, facsimile, or electronic Offers will not be accepted.
 - C. **Addendum:** Receipt of an Addendum should be acknowledged by signing and returning the Addendum with the Offer or under separate cover prior to the Due Date. The Addendum should be returned with the Offeror's name, address, the Solicitation number, and the Due Date and Time. If the elements covered in the addendum directly impact cost and the addendum is not returned before the Due Date and Time, the offer will be disqualified.
 - D. **Acceptance of Offers:** Offers must be received and time stamped at the receptionist's desk in the Purchasing Office prior to the Due Date and Time. The time stamp clock on the receptionist's desk in Suite 200 is the official time of record and is verified daily with the local time service at (512) 476-7744. It is the sole responsibility of the Offeror to ensure timely delivery of the Offer. The City will not be responsible for failure of service on the part of the U.S. Postal Office, courier companies, or any other form of delivery service chosen by the Offeror.
 - E. **Late Offers:** All Offers received after the Due Date and Time are considered late and will be returned to the Offeror. It is the responsibility of the Offeror to ensure that their Offer arrives at the proper location by the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. Late Offers will be rejected unless the Purchasing Office, at its sole discretion, determines that the City's misdirection or mishandling was the sole or main cause for the Offer's late receipt at the designated location.
 - F. **Rejection of Offers:** The City reserves the right to reject any or all Offers and to waive any minor informality in any Offer or solicitation procedure (a minor informality is one that does not affect the competitiveness of the Offer).
8. **MODIFICATION OR WITHDRAWAL OF OFFERS:**
- A. **Modification of Offers:** Offers may be modified in writing at any time prior to the Due Date.
 - B. **Withdrawal of Offers:** Offers may be withdrawn in writing, by email, or by facsimile (provided that the facsimile is signed by the Offeror) at any time prior to the Due Date. An Offeror may also withdraw an Offer in person, provided the withdrawal is made prior to the Due Date. A receipt of withdrawal must be signed by the Offeror. Withdrawn Offers may be resubmitted, with or without modifications, up to the Due Date.
9. **OPENING OF BIDS:** The Authorized Contact Person responsible for opening Bids shall confirm the time and announce the Bid opening. The representative shall then personally and publicly open all Bids timely received, reading each Bid aloud.

Section 0200 – SOLICITATION INSTRUCTIONS

10. **OPENING OF PROPOSALS / QUALIFICATIONS STATEMENTS AND RELEASE OF INFORMATION:** Proposals / Qualifications Statements will be opened in a manner that avoids disclosure of the contents. At its sole discretion, the City may release to the public information that is contained in an opened Proposals / Qualifications Statement after City staff review, except as prescribed by State law, including Texas Government Code Chapter 552 and Local Government Code Chapter 252, provided that the City determines that the disclosure will not create a competitive disadvantage for the City.

11. **EVALUATION FACTORS AND AWARD FOR QUOTES AND BIDS:**

- A. **Evaluation:** Offerors may furnish pricing for all or any portion of the Solicitation (unless otherwise specified). However, the City may evaluate and award the Contract for any item or group of items shown on the Solicitation, or any combination deemed most advantageous to the City. Offers that specify an “all or none” award may be considered if a single award is advantageous. An Offer containing prices significantly lower than all other Offeror’s prices for an item will present a rebuttable presumption of irresponsibility.
- B. **Award:** Request for Quotations and Invitations for Bids will be awarded to the Lowest Responsible Offeror. Invitation for Bids – Best Value will be awarded to the offeror who provides goods or services at the best value for the City based on factors outlined in Sections 0500 and 0600. Request for Quotations – Sale and Invitation for Bids – Sale will be awarded to the Highest Responsible Offeror.
- C. **Acceptance of Quote/Bid:** Acceptance of a Quote/Bid for an open market purchase or supply or service Master Agreement will be by a Purchase Order or a Contract as appropriate. Subsequent Delivery Orders may be issued as appropriate. The contents of a Quote/Bid shall become a part of the Purchase Order/Contract. Under no circumstances will the City be responsible for Goods or Services provided without an acceptance signed by or authorized by an Authorized City Representative.

12. **EVALUATION FACTORS AND AWARD FOR PROPOSALS AND RESPONSES:**

Competitive Selection: This procurement will comply with applicable City of Austin Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Section 0600 of the Solicitation shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the successful Proposer. Award of a contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

13. **RESERVATIONS:** The City expressly reserves the right to:

- A. specify approximate quantities in the Solicitation;
- B. extend the Solicitation closing date and time;
- C. waive as an informality, minor deviations from specifications provided they do not affect competition or result in functionally unacceptable Goods or Services;
- D. waive any minor informality in any Offer or Solicitation procedure (a minor informality is one that does not affect the competitiveness of the Offeror);
- E. add additional terms or modify existing terms in the Solicitation;
- F. reject an Offer containing exceptions, additions, qualifications or conditions not called for in the solicitation;
- G. reject an Offer received from an Offeror who is currently debarred or suspended by the City or State;
- H. reject an Offer received from an Offeror who is currently debarred or suspended by the

Section 0200 – SOLICITATION INSTRUCTIONS

- Federal Government (Applicable if project receives Federal funding);
- I. reject an Offer that contains fraudulent information;
 - J. reject an Offer that has material omissions;
 - K. reject or cancel any or all Offers;
 - L. reissue a Solicitation;
 - M. procure any item by other means;
 - N. consider and accept alternate Offers, if specified in the Solicitation, when most advantageous to the City; and/or
 - O. reject an Offer because of unbalanced unit prices;
14. **NEGOTIATIONS OF PROPOSALS:** The City reserves the right to negotiate all elements which comprise the Offeror's Proposal to ensure that the best possible consideration be afforded to all concerned.
15. **CONTRACT INCORPORATION:** Offeror should be aware that the contents of the successful Offer will become a part of the subsequent contractual documents. Failure of the successful Offeror to accept this obligation may result in the cancellation of any award. Any damages accruing to the City as a result of the successful Offeror's failure to contract may be recovered from the successful Offeror.
16. **OPPORTUNITY TO PROTEST:** The Purchasing Officer has the authority to settle or resolve any claim of an alleged deficiency or protest. The procedures for notifying the City of Austin of an alleged deficiency or filing a protest are listed below. If you fail to comply with any of these requirements, the Purchasing Officer may dismiss your complaint or protest.
- A. **Prior to Offer Due Date:** If you are a prospective Offeror and you become aware of the facts regarding what you believe is a deficiency in the solicitation process before the Due Date for receipt of Offers, you must notify the City in writing of the alleged deficiency before that date, giving the City an opportunity to resolve the situation prior to the Offer Due Date.
 - B. **After Offer Due Date:** If you submit an Offer to the City and you believe that there has been a deficiency in the solicitation process or the award, you have the opportunity to protest the solicitation process or the recommended award as follows:
 - i. You must file written notice of your intent to protest within four (4) calendar days of the date that you know or should have known of the facts relating to the protest. If you do not file a written notice of intent within this time, you have waived all rights to protest the solicitation process or the award.
 - ii. You must file your written protest within fourteen (14) calendar days of the date that you know or should have known of the facts relating to the protest unless you know of the facts before the Offer has been closed. If you know of the facts before those dates, you must notify the City as stated above.
 - iii. You must submit your protest in writing and must include the following information:
 - (1) your name, address, telephone, and fax number;
 - (2) the solicitation number and the CIP number, if applicable;
 - (3) a detailed statement of the factual grounds for the protest, including copies of any relevant documents.
 - iv. Your protest must be concise and presented logically and factually to help with the City's review.
 - v. When the City receives a timely written protest, the NHCD Director will determine whether the grounds for your protest are sufficient. If the NHCD Director decides that the grounds are sufficient, the NHCD Director will schedule a protest hearing, usually within five (5) working days. If the Director determines that your grounds are insufficient, the City will notify you of that decision in writing.

Section 0200 – SOLICITATION INSTRUCTIONS

- vi. The protest hearing is informal and is not subject to the Open Meetings Act. The purpose of the hearing is to give you a chance to present your case, it is not an adversarial proceeding. Those who may attend from the City are: representatives from the department that requested the purchase, the Department of Law, the Purchasing Office, and other appropriate City staff. You may bring a representative or anyone else that will present information to support the factual grounds for your protest with you to the hearing.
- vii. A decision will usually be made within fifteen (15) calendar days after the hearing.
- viii. The City will send you a copy of the hearing decision after the appropriate City staff has reviewed the decision.
- ix. When a protest is filed, the City usually will not make an award until a decision on the protest is made. However, the City will not delay an award if the City Manager or the NHCD Director determines that:
 - (1) the City urgently requires the supplies or services to be purchased, or
 - (2) failure to make an award promptly will unduly delay delivery or performance.In those instances, the City will notify you and make every effort to resolve your protest before the award.

17. **POST OFFER DOCUMENTS REQUIRED FROM SUCCESSFUL OFFEROR:**

- A. **Certificates of Insurance:** When insurance is required, the Offeror must provide proof of coverage prior to execution of a Contract. The Offeror shall provide Certificates of Insurance in the amounts and for the coverages required to the Purchasing Office within 14 calendar days after written request from the City (See also insurance requirements in Attachment A).
- B. **Bonds:** When Bonds are required, the Offeror must provide the bonds prior to the execution of the Contract. The Offeror shall provide the Bonds, in the amounts and on the conditions required, within 14 calendar days after notification of award, or as otherwise required by the Solicitation.
- C. **Chapter 176 Conflict of Interest Disclosure:** In accordance with Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk

no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

<http://www.austintexas.gov/department/conflict-interest-questionnaire>

There are statutory penalties for failure to comply with Chapter 176.

0500: PROGRAM DESCRIPTION
PROPOSED PROGRAM WORK STATEMENT FORMAT AND EVALUATION FACTORS
CDBG TEEN PARENT CHILD CARE PROGRAM

It is strongly advised that Applicants carefully consider the Proposed Program Work Statement when responding to this RFA. The Teen Parent Program design is largely in place. As the evaluation components demonstrate, the applicant agency’s knowledge, understanding, ability, and capacity to operate and manage the program is essential and therefore is the primary focus of the evaluation factors.

- **Work Statement Format:** The Work Statement should be organized in the structure below.

Work Statement must be no longer than twelve (12) pages in length, not including budget form.

- **Competitive Selection:** This procurement will comply with applicable City of Austin Policy. The City will select the successful Applicant on a rational basis. The Application review team will be comprised of City staff. Evaluation factors outlined after each section of the Work Statement shall be applied to all eligible Applicants in comparing Applications and selecting a successful Applicant.
- **Evaluation:** A total of 100 points is possible for the proposed program description. Evaluation factors and the maximum score per section are noted at the end of each section. All responses will be evaluated as to how the proposed program will align with the goals outlined in the Scope of Work and to ensure that each required response in the Work Statement has been adequately addressed.

Section #	Title	Maximum Point Value
1	Accomplishments, Experience, and Community Service Coordination	15
2	Targeted Populations	5
3	Project Activities	25
4	Contract Management	25
5	Data Management and Reporting, Program Evaluation and Quality Improvement	5
6	Financial Information	20
7	Overall Evaluation Factors Regarding Applicant	5
	TOTAL	100

Section 1
Accomplishments, Experience, and Community Service Coordination

1. Describe the organization’s recent (within 5 years) experience in the provision of successfully serving low income families with children and services to children.
2. Name and describe the organization’s experiences with federally funded programs including if

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the funding was direct to the agency or passed through another agency.

3. Include specific information describing agency’s experience with child care and referral services and experience with supportive services to teen parents.
4. List and describe the organization’s experiences in collaboration with other social service agencies in coordinated service delivery.
5. Detail any experience in managing multi-partner projects including the scale of the project.
6. Describe any experience in data management and reporting.
7. Describe any agency participation in relevant community planning activities such as Success By 6.

Evaluation Section 1 Accomplishments, Experience, and Community Service Coordination	15 points
<p>Overall Evaluation Factors</p> <ul style="list-style-type: none"> • Service to families and children: Documentation demonstrates level of success in providing the activities described. • Experience is specifically described, is of a significant level, and is relevant to child care and supportive services to teen parents • Specific collaborative and coordinated experience in delivering services with other agencies is described and involved a substantial level of coordinated effort. • Evidence of project management experience in multi-partner projects. • Relevant experience with federal funding. • Experience in data management and project reporting. • Demonstrated evidence of participation in community planning. 	

Section 2
Targeted Populations

Related to the target population:

- Detail the considerations about how best to work with teen parents. Describe how the applicant proposes to work with teen parents and provide them with access to program staff.
- Cultural Competency for the Target Population(s)

The term “cultural competency” refers to providing services, support or other assistance in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language and behaviors of individuals who are receiving services in a manner that has the greatest likelihood of ensuring their maximum participation in the service. Describe how the agency will deliver services so that cultural and language differences are not a barrier to services. Include the preferred staffing qualifications to ensure they will understand and be sensitive to the needs of culturally diverse populations.

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Evaluation Section 2 Targeted Populations	5 points
<p>Overall Evaluation Factors</p> <ul style="list-style-type: none"> • Strategies to work with teen parent clients including access to staff are well defined, demonstrate understanding of clients' situations, and are appropriate • Cultural Competency: Strategies are culturally inclusive and appropriate for target populations 	

Section 3
Project Activities

Describe in detail how the applicant proposes to accomplish each of the items listed below in Program Services including how the various components connect and coordinate with each other.

Program Services:

- Recruit eligible clients and enroll children in care.
- Complete and maintain the documentation and records required in the contract.
- Orient the teen parent to the early childhood program including parent involvement opportunities.
- Provide good quality child care based on the National Association for the Education of Young Children Accreditation or Texas Rising Star criteria, providing child care services at least every day that AISD is in session and for the same hours and days of service that are provided to other customers of the contractor.
- Provide parent education to the teen parents, monitor the teen parents' continuing attendance in school and the teen parents' school performance.
- Provide referrals to and coordination with community services such as public schools, social services, career counseling, pregnancy prevention, health services, and other services as dictated by the needs of the families served.
- Develop or maintain collaborative relationships with community partners through established processes such as letters of agreement or memoranda of understanding.
- Institute effective policies and procedures for:
 - Client waiting lists.
 - Attendance including excessive absences.
 - Sliding scale child care tuition, tuition reductions and failure to pay tuition.
 - Terminations of child care.
 - How clients will be referred to appropriate supportive services and other federal, state, local and private assistance.
- Monitor participation and attendance
- Staff the Program with employees who are experienced and qualified to perform program duties

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Evaluation Section 3 Project Activities	25 points
<p>Overall Evaluation Factors</p> <ul style="list-style-type: none"> • Responsive to goals and other information presented in the RFA • Structure and strategies are feasible and well-defined • Specific activities are outlined, realistic, and relevant • Knowledge of child care industry and quality considerations is evident and adequate • Proposed job descriptions and qualifications are feasible and well-defined • Services can be implemented in a timely manner 	

Section 4
Contract Management

Describe in detail how the applicant proposes to accomplish each of the items listed below.

- Develop management systems for tracking and documentation of:
 - Eligibility
 - Forms provided by NHCD
 - Child Care Attendance and Payments
 - Other relevant data

- Contract reporting, monthly:
 - Financial
 - Invoice and expense detail
 - Child care billing detail (format provided by NHCD)
 - Program accounting statement for month
 - Bank statement copy
 - Cancelled check copies
 - Provider invoice copies (paid)
 - Program
 - Demographic (form provided by NHCD)
 - Performance (form provided by NHCD)

Evaluation Section 4 Contract Management	25 points
<p>Overall Evaluation Factors</p> <p>Responsive to goals and other information presented in the RFA Structure and strategies are feasible and well-defined Specific management systems, policies and procedures are described, realistic, and relevant Applicant demonstrates organizational capacity to adequately manage the program</p>	

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**Section 5
 Data Management and Reporting, Program Evaluation and Quality Improvement**

Data collection, management and reporting is required. Successful Applicant will provide monthly performance and demographic reports throughout the contract period.

Provide information regarding any past experience with data management and reporting. Describe how data is gathered on program clients, and any current processes used to compile and report this information to funders or other community partners. How do you propose to collect the data and ensure its accuracy?

Evaluation Section 5	5
Data Management and Reporting, Program Evaluation and Quality Improvement	points
Overall Evaluation Factors	
<ul style="list-style-type: none"> • Described plan for data collection and quality assurance is reasonable and adequate. • Demonstrates past experience in data management and reporting 	

**Section 6
 Financial Information**

Describe in detail how the applicant proposes to accomplish each of the items listed below.

- **Financial Management**
 - Systems, including accounting system used
 - Procedures and Policies
 - Separation of duties
 - Record keeping
- **Funds Management**
 - Distribute funds across the 12-month contract period
 - Expenditure projection system/methods to avoid over/under spending
 - Cash flow - provider payments vs. City reimbursements
 - Cash reserves or line of credit available
 - City reimbursements may take up to 30 days from submittal

Applicants are required to submit financial information including a line-item budget and budget narrative. Applicants must complete the budget form incorporated into the RFA (form is attached).

- **Program Budget**
 - Eligible expenses: The following items are eligible for reimbursement.
 - Child care vouchers. Propose the amount to be used for payments to child care providers for eligible clients' child care.
 - Operations Fee. Propose a set fee based on a percentage of the voucher amount for program operations costs.
 - On the Budget form provided, submit a line item budget justification of how the Operations Fee percentage was calculated/estimated. All expenses should be identifiable, reasonable, and necessary.

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- Budget narrative: Describe all the costs included in the Program Budget and the Operations Fee explanation. Program staff positions must include total FTE (full-time equivalent) percentage and the percentage for the Program for each individual staff person.

Evaluation Section 6 Financial Information	20 points
Overall Evaluation Factors	
<ul style="list-style-type: none"> ● Financial Management <ul style="list-style-type: none"> ○ Systems, including accounting system used, are described and are adequate ○ Financial Procedures and Policies are adequate and meet generally acceptable principles ○ Separation of duties are reasonable ○ Record keeping system process is sufficient ● Funds Management <ul style="list-style-type: none"> ○ Strategies are detailed and are reasonable and effective for: <ul style="list-style-type: none"> ○ Funds distribution ○ Expense projections ○ Applicant demonstrates adequate capacity of the financial resources necessary for cash flow demands ● Program Budget <ul style="list-style-type: none"> ○ Budget is reasonable and appropriate for the proposed work plan ○ Sufficient detail provided in budget and narrative ○ Staff hours per week and percent paid by City funds is clearly documented and reasonable 	

Section 7

Overall Evaluation Factors Regarding Applicant

All applicants are required to submit the most recent Independent Audit or Financial Review, if available. For those organizations who do not have audited financial statements, please state that these documents are not currently available.

- Major Contract Requirements
 - Insurance
 - Audit/Financial Review
 - Information Request Form submission (See attachment)
 - Record retention for 5 years after contract end date

Evaluation Part 7 Overall Evaluation Factors Regarding Applicant	5 points
Overall Evaluation Factors	
<ul style="list-style-type: none"> ● Most recent audit or financial review provided (unqualified/qualified/going concern identified). ● Applicant confirms that the agency can meet major contract requirements. 	

0600: APPLICATION PREPARATION INSTRUCTIONS
CDBG TEEN PARENT CHILD CARE PROGRAM

Application Preparation Instructions

1. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font type on standard 8-1/2 x 11-inch pages. Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.
2. Submit one (1) original copy and four (4) electronic copies of your application in a sealed envelope. Electronic copy should be a single PDF file of the complete original on each of four flash drives.
3. The Application shall be organized in the following format and informational sequence. All pages shall be sequentially numbered with the agency and program name on each page.

Part A: Cover letter on agency letterhead including:

- a. Designation of authorized representative: provide the name, address, email address, and telephone number of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters. Cover letter must be signed by authorized representative.
- b. A statement that the Application is valid for a minimal period of one hundred and twenty (120) days subsequent to the RFA closing date.
- c. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities; and compliance with terms of this RFA.

Part B: A signed letter on agency letterhead verifying 501(c)(3) status and a copy of the organization's IRS 501(c)(3) Determination letter, if applicable.

Part C: Required Attachments – completed Sections 0800, 0805, 0810

Part D: Work Statement – Section 0500 (12-page limit, not including budget form)

Part E: Budget form (editable form provided upon request)

Part F: Agency audited financial statements (if available)

Due Date and Time

The Application must be submitted to NHCD prior to the due date. Late applications will not be accepted.

4. Exceptions

If any exceptions are taken to any portion of the Solicitation, the Applicant must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the Application. The failure to identify exceptions with a full explanation will constitute acceptance by the Applicant of the Solicitation as proposed by the City. The City reserves the right to reject an Application containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

5. Application Preparation Costs

All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an Application which may be required by the City shall be the sole responsibility of the Applicant.

City of Austin, Texas
0800: NON-DISCRIMINATION CERTIFICATION FORM

I hereby certify that our firm conforms to the City Code, TITLE 5, Chapter 5-4: Discrimination in Employment by City Contractors, § 5-4-2, Discriminatory Employment Practices Prohibited as reiterated below:

The Contractor has agreed:

- (1) Not to engage in any discriminatory employment practice defined in Chapter 5-4;
- (2) To take affirmative action to ensure that applicants are employed and that employees are treated during employment, without discrimination being practiced against them as defined in Chapter 5-4. Such affirmative action shall include, but not be limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training or any other terms, conditions, or privileges of employment;
- (3) To post in conspicuous places, available to the employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provision of Chapter 5-4;
- (4) To state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age;
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to the Contractors in which such union or organization has agreed not to engage in any discriminatory employment practices as defined in Chapter 5-4 and to take affirmative action to implement the policies and provisions of that Chapter;
- (6) To cooperate fully with the City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practice is being carried out; and
- (7) To require that all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they not engage in any discriminatory employment practice as defined Chapter 5-4.

Contractor's Name: _____

Signature of Officer or
Authorized
Representative:

Date:

Printed Name:

Title:

City of Austin, Texas
0805: NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name: _____

Signature of Officer or
Authorized

Representative:

Date:

Printed Name:

Title

City of Austin, Texas
0810: NON-COLLUSION, NON-CONFLICT OF INTEREST, AND
ANTI-LOBBYING AFFIDAVIT

State of Texas

County of Travis

The undersigned “Affiant” is a duly authorized representative of the Offeror for the purpose of making this Affidavit, and, after being first duly sworn, has deposed and stated and hereby deposes and states, to the best of his or her personal knowledge and belief as follows:

The term “**Offeror**”, as used herein, includes the individual or business entity submitting the Offer and for the purpose of this Affidavit includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and anyone or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:
 - a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
 - b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.
2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract hereunder, no individual, agent, representative, consultant, subcontractor, or subconsultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.
5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;
 - b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Offeror.

City of Austin, Texas
0810: NON-COLLUSION, NON-CONFLICT OF INTEREST, AND
ANTI-LOBBYING AFFIDAVIT

- c. as required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

Information: <http://www.austintexas.gov/department/conflict-interest-questionnaire>

Form: <http://www.ethics.state.tx.us/forms/CIQ.pdf>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation in the space provided below or, as necessary, on separate pages to be annexed hereto.

OFFEROR'S EXPLANATION:

Contractor's Name: _____

Printed
Name:

Title

Signature of Officer or Authorized Representative: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____.

My Commission Expires _____

Notary Public

**CITY OF AUSTIN
SUPPLEMENTAL PURCHASE PROVISIONS
ATTACHMENT A**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office at least five (5) days prior to the Solicitation Due Date.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Sexual Abuse and Molestation coverage
 - (b) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (c) Contractor/Subcontracted Work.
 - (d) Products/Completed Operations Liability for the duration of the warranty period.
 - (e) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

**CITY OF AUSTIN
SUPPLEMENTAL PURCHASE PROVISIONS
ATTACHMENT A**

- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
 - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
 - iv. **Directors and Officers coverage:** This can be waived if Contractor does not have a Board of Directors.
- C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of 12 months and may be extended thereafter for up to 3 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
- D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

- 4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

5. INVOICES and PAYMENT: (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be mailed to the below address:

	City of Austin
--	----------------

**CITY OF AUSTIN
SUPPLEMENTAL PURCHASE PROVISIONS
ATTACHMENT A**

Department	Neighborhood Housing and Community Development
Attn:	Fernando Hernandez-Garza
Address	1000 E. 11 th Street, Suite 200
City, State Zip Code	Austin, TX 78702

6. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit, certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

38. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Fernando Hernandez-Garza

City of Austin – NHCD

1000 E. 11th Street, Suite 200

Austin, TX 78702

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

CITY OF AUSTIN
Fiscal Year October 1, 2016 - September 30, 2017
Information Request Form

Instructions: Please complete each section of the Information Request Form and attach all documentation requested.

1. Types of Public Services include the following: Child Care Services; Youth Services; Senior Services, Tenant's Rights Assistance, Tenant Based Rental Assistance, Homeowner Assistance and Small Business Assistance.
2. Premature commitment or expenditure of funds for proposed activities is prohibited. Program costs will not be eligible for reimbursement if they have been committed or spent prior to Environment Clearance AND execution of the sub-recipient agreement.
3. The proposed funding requested must represent amount needed to complete the program by September 15, 2017; if approved for funding, unexpended funds are subject to being reprogrammed.
4. The City will not accept faxed or e-mailed Information Request Forms.

If you have questions or need assistance, please contact Fernando Hernandez-Garza, Manager over Contract Administration, at (512) 974-3114 or Fernando.Hernandez@austintexas.gov.

DEADLINE: On or Before Friday August 26, 2016, 5:00 PM

One (1) Original Copy of the Information Request Form containing original signatures and required documents must be submitted to:

Via Postal Mail

City of Austin
NHCD
Contract Administration
P.O. Box 1088
Austin, TX 78767

OR

Via Hand Delivery

City of Austin
NHCD
Contract Administration
1000 East 11th Street
Austin, TX 78702

I. Legal Name of Organization:		
II. Mailing Address:	City:	Zip Code:
III. Contact Person:	Title:	
E-mail:	Telephone:	
Secondary Contact Person:	Title:	
E-mail:	Telephone:	

IV. Type of Organization:

501(c)3 Non-Profit
 For-Profit
 Government/Public Agency
 Other (please specify): _____

V. Organization Description:

Faith Based Organization: Yes No

Date of Incorporation: _____ Number of Paid Staff: _____

Agency Tax ID Number: _____ Number of Volunteers: _____

Agency DUNS Number: _____

Provide the Agency's Mission Statement:

VI. Project Title:

VII. FY 2015 Funding Request:

Minimum Funding to Implement and Complete the Program:	\$	-
Amount of Other Funds *Secured for the Program:	\$	-
Total Cost to Complete the Program:	\$	-

*Secured means awarded at the time of requesting funds from the City of Austin.

Has this program received funding in prior years?

Yes No

If Yes, list the applicable Fiscal Years: _____

VIII. Select the type of service you wish to be funded. Please select only ONE option.

Child Care
 Homebuyer Counseling - English / Spanish
 Youth Services
 Tenant-Based Rental Assistance
 Senior Services
 Small Business Assistance
 Tenants' Rights Assistance
 Homeowner Assistance

IX. Project Description

Provide a description of the proposed program. Include an explanation of how the proposed program meets the criteria of the Eligible Activity selected. Indicate whether subcontractors and/or volunteers will be utilized to perform program activities.

X. Program Fee Structure

Indicate whether or not fees will be charged for any services delivered in conjunction with this program. If fees are charged, describe the fee structure.

XI. Project Benefit

To be eligible for funding from the City, the Program must meet the following National Objective:

Benefits families with low- to moderate (L/M) incomes

In order to qualify as benefiting low- to moderate income persons, an activity must fall into **one of the categories below**. Please check the applicable box for your program .

- 1. Area Benefit
 - At least 51% of the residents within the targeted activity area are L/M income persons.

 - 2. Limited Clientele
 - To qualify under this subcategory, a limited clientele activity must meet one of the following tests. Please check the appropriate box.
 - a. Clientele must be one of the following groups (please check which group best describes your clients):
 - Child Care
 - Senior
 - Youth

(use census population report definition)
 - b. At least 51% of the clientele served must be L/M persons
 - c. The activity must be of such nature and a location that it may be reasonably concluded that the clientele will be L/M income persons
 - d. The activity must serve to remove material or architectural barriers to the mobility or accessibility of elderly persons or of severely disabled adults
-
3. Housing
 - The activity must result in housing that will be occupied by L/M income persons upon completion. The housing can be either owner- or renter-occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.

XII. Geographic Service Area and Target Population to be Served

Provide a description of the target population and/or target area/neighborhood boundaries to be served. Indicate whether or not the program currently serves the target population and/or target area/neighborhood boundaries described.

[Redacted area]

Proposed Accomplishment(s):

Total number of unduplicated clients/households to be served as a result of the proposed program:

1. Of this, total number of unduplicated low/moderate-income clients/households to be served:
2. Percentage of unduplicated low/moderate-income clients/ households to be served:

Method of data collection to track client demographics (i.e. family size, race, ethnicity, income levels, City residency, etc.) and/or neighborhood boundaries served.

- Use of Computer Software
- Manual Collection
- Other

XIII. Proposed Accomplishment Type

As of 2006, the U.S. Department of Housing and Urban Development (HUD) has instituted required performance measures to gather information and determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported by the City to HUD, which will enable HUD to describe performance results as the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select ONE of the following that best fits your program objective:

Suitable Living Environment

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) or social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating residential neighborhoods.

Decent Housing

This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and it does not include programs where housing is an element of a larger effort, since such programs would be more appropriately reported under the Suitable Living Environment objective.

Creating/Expanding Economic Opportunity

This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

2. Select ONE of the following that best describes the outcome your program will achieve:

New or Improved Availability/Accessibility

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) or social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating residential neighborhoods.

Affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability

This outcome applies to programs where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

3. Anticipated Program Outcomes

Complete the chart below to describe the most significant outcome(s) this program is expected to have on its participants. Tell how many households or individuals will realize each outcome and how each outcome will be measured. Copy chart and attach to describe additional outcomes, if applicable.

Outcomes:

Outcomes are not the activities of the agency, but the benefits for the participants. Outcomes are related to overall program effectiveness. Describe how participants will benefit and how many are expected to realize this outcome. What will be the benefits for the clients? Focus on outcomes within the agency's control, utilize reasonable available data and have conditions that are well defined and measurable. Examples of outcomes include: # seniors with new access to nutritious lunch or # of homeless families with new access to shelter.

Outcome

Measurements:

Describe evaluation tools, methods and benchmarks to measure achievement of each outcome. How will you measure the outcomes? How will the program's impact on participants be evaluated?

Services/ Activity Descriptions:

Describe/define each service/activity to be provided in order to achieve the listed outcome.

of Participants:

For each service/activity described/defined, list the anticipated number of unduplicated participants/clients to be served.

Outcome #1	
Outcome Measurements	
Service/Activity Descriptions Necessary to Realize Outcome	# of Participants
Describe how the services/activities listed achieves the outcome:	
Describe the frequency and duration of the services/activities listed in terms of per week and/or per month:	
List the position title of each agency staff that will be responsible for providing the services/ activities listed and/or indicate whether subcontractors will be utilized to provide the services/activities listed:	

Outcome #2

Outcome Measurements

Service/Activity Descriptions Necessary to Realize Outcome

of Participants

Describe how the services/activities listed achieves the outcome:

Describe the frequency and duration of the services/activities listed in terms of per week and/or per month:

List the position title of each agency staff that will be responsible for providing the services/ activities listed and/or indicate whether subcontractors will be utilized to provide the services/activities listed:

List additional Outcomes on a separate sheet using this same format.

XIV. PROGRAM SUSTAINABILITY

City funding is not a guaranteed funding source. Briefly describe how your program will be sustained should funds not be awarded as requested.

[Yellow response area]

XV. ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

Federal regulations require that all facilities and/or services assisted be accessible to the people with disabilities, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Will the completed program meet ADA standards for accessibility by people with disabilities?

Yes

No

If No, describe accessibility problems and method to address problems, including funding and timetable:

[Yellow response area]

XVI. EMPLOYMENT AND CLIENT PARTICIPATION

Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

Yes, currently

No

Willing to adopt practice

XVII. ORGANIZATIONAL CAPACITY

1. Has your agency ever done this type of activity before?

Yes

No

2. Describe your agency's experience with local, state and federal programs, including the total years of experience and total amount of funding for each Federal grant award received:

[Yellow response area]

3. Describe your agency's current capacity and staff qualifications in carrying out the proposed activity and ensuring the program is completed as proposed and within the scheduled timeline:

[Yellow response area]

4 Proposed Schedule for Completion Date:

5

Describe your agency's administrative systems by checking each item that exists within your agency's organizational structure:

	Yes	No
<input type="checkbox"/> Formal Personnel System – Are written procedures in place?		
<input type="checkbox"/> Staff Salary Tracking System by Funding Source		
<input type="checkbox"/> Audit System – Are formal written accounting procedures in place?		
<input type="checkbox"/> Recordkeeping System/Separate Tracking for Each Funding Source		
<input type="checkbox"/> Formal Written Cash Management Practices (Includes Proper Security Measures) Monitoring/Evaluation System		
<input type="checkbox"/> Hard Copy Files and Computer Records Systems with Security and Back-up in Place		
<input type="checkbox"/> Internal Monitoring/Evaluation System Are written procedures in place?		
<input type="checkbox"/> Client Eligibility Verification		
<input type="checkbox"/> Client Demographic Data Collection and Reporting System		
<input type="checkbox"/> Procurement Policy – Are formal written procedures in place?		
<input type="checkbox"/> Conflict of Interest Policies		
<input type="checkbox"/> Client Grievance Policies		
<input type="checkbox"/> Annual Fundraising/Revenue Generation		

6 Describe the financial and program oversight by your agency's Board of Directors.

7

If any gaps exist in your agency's administrative systems, describe what they are and how they will be addressed:

XVIII. LIST OF FUNDING SOURCES FOR THE PROGRAM

	Amount Secured	Amount Not Secured	% of Budget
FY 2015 Fund Request from City of Austin			
List Other Sources Below:			
Funds Awarded From Prior Fiscal Years			
Section 108 Loan Guarantee			
HOME			
ESG			
HOPWA			
CDBG-R			
NSP			
HPRP			
Other Federal Stimulus Funds			
Other Federal Funds			
State/Local Funds			
Private Funds			
Agency Funds			
TOTAL FUNDING SECURED			100%

XIX. FY 2015-16 PROGRAM BUDGET

List the expenses that will be applied to only the City-funded portion of the program's total budget, along with an explanation of how each expense is related to program delivery. In the justification section, also indicate the percentage of total cost of each line item that is budgeted under this fund request process

Line Item / Type	Amount	Justification
Salaries & Wages (List position titles and % of total salary budgeted)		
Fringe Benefits		
TOTAL PERSONNEL		
Supplies		
Postage		
Publications/Printing		
Transportation		
Rent		
Equipment Rental		
Equipment Purchases		
Utilities		
Telephone		
Other Expenses		
TOTAL NON-PERSONNEL		

PROGRAM BUDGET (TOTAL AMOUNT OF PROPOSED CITY-FUNDED PORTION)
--

AGENCY FINANCIAL SYSTEM

1. Cash Basis OR Accrual Basis

2. Define Fiscal Year Term From: _____ To: _____

CERTIFICATION OF INFORMATION

The undersigned acknowledges the following:

1. That, to the best knowledge and belief, all information provided is true and correct and all estimates are reasonable.
2. That submittal of an information packet for this program is not a guarantee of funding from the City of Austin.
3. That the proposed program described in this information request meets a National Objective.
4. That all City-funded activities shall be within the City of Austin and benefit only City of Austin residents.
5. That no revisions may be submitted once the deadline has passed, unless revisions and/or additional documentation are mandated by the program during the review process.
6. That, if the program is funded, the City of Austin reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
7. That, if the program is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the requestor and the City of Austin.
8. That, if the program is funded, the requestor shall comply with all federal and local policies and requirements and all procedures must be followed, as applicable to the program.
9. That, if the program is funded, the requestor understands that funds must be obtained by the City from HUD prior to the obligation of funds (execution of a written agreement).
10. That, if the program is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
11. That a program's FY2015 funding does not guarantee its continuation in the City's subsequent action plans.
12. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Requestor understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
13. That written signatory authority from the requestor's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this information request packet.
14. That, if the program is funded, sufficient funds are available from non-City sources to complete the program as described.
15. That, if the program is funded, the proposed activities (program tasks/activities) listed in this information request may be implemented without delay upon the execution of a written agreement between the City of Austin and the requestor.
16. That the proposed funding requested represents the amount needed to complete the program by September 30, 2016.
17. That the requestor understands that all City funds allocated to programs must be expended by September 30, 2016, or such funds are subject to being reprogrammed by the City Council.
18. That the requestor is fully capable of fulfilling its obligation to this program.
19. That, if the program is funded, the requestor understands that City funds are provided on a reimbursement basis and that required reports and supporting documentation must be reviewed and accepted by assigned Program Managers prior to approval of payment to the requestor.

20. That, if the program is funded, requestor will adhere to all required federal and City assurances.
21. That the requestor shall not use City funds for grant writing, fundraising or lobbying per OMB Circular A-122.
22. That the requestor possesses the legal authority to request funds and to implement the proposed program.
23. That the requestor does not have any unresolved audit findings for prior funded programs.
24. That there are no pending lawsuits that have been filed against the requestor.
25. That the requestor understands that the City may verify any or all statements contained in this information request packet, and that any intentionally submitting false information or omitting information may disqualify the requestor from consideration in both the current and future years.
26. That the requestor understands that, upon submission, this information request packet becomes the property of the City of Austin and will not be returned to the requestor in whole or in part.
27. That should this proposed program be approved, the requestor understands that they may not submit a request to revise the "program category" OR "program description" listed in this information request. However, the City reserves the right to make revisions to scope of work/scope of services and/or budget line items during contract negotiations in order to improve/enhance the benefit to low/mod clients and communities to be served.
28. That the undersigned has reviewed this information request packet for completeness and accuracy and has approved the description, performance goals, budget and other aspects of the described program in this information request.
29. That the governing body of the requestor agency authorizes the submission of this information request.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Agency Name: _____

Program Name: _____

SUBMITTAL CHECKLIST

Agency Name: _____

Attach the following documents to this Information Request Form. There should be a cover page for each document.

1. Information Request Form Packet: One (1) original form containing original signature and all attached documents as listed below:
2. Federal Tax Exemption Determination Letter
3. State Tax Exemption Determination Letter
4. FY 2014 fiscal documents
5. For all non-profit agencies
6. Audited FY 2014 Financial Statements, AND
7. Fully signed copy of the FY 2014 federal tax form 990, AND
8. Fully signed copy of the FY 2014 State tax form 199
9. **OR** For all governmental agencies
10. Audited FY 2014 Financial Statements, AND
11. **AND** For ANY agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the documents above:
12. FY 2014 Single Audit
13. Written Financial Management Procedures
14. Written minute action and/or Board approval documentation signed by the Board President authorizing use of City funds.
15. Program Contact Information Form
16. Signature Authorization Form (original signature required) [No Self-Certification]
17. List of Current Board of Directors/Governing Board
18. Copy of the Agency Lease Agreement, if program site is not owned by the Agency.
19. Organizational Chart

Do not include extraneous material, unnecessary packaging or letter of transmittal.

**** CITY USE ONLY ****

	Submittal Type	Date Received	City Staff Initials
<input type="checkbox"/>	Hand Delivery		
<input type="checkbox"/>	Mail Delivery		

CONTACT INFORMATION

This form will be used to facilitate correspondence with the Program's staff. The individual listed as the Program contact should be able to respond to questions regarding the programmatic activities and reports. The individual listed as the Fiscal contact should be able to respond to questions regarding the fiscal activities and reports.

Please submit a new form each time any of the listed information is revised.

AGENCY _____

GENERAL			
NAME:	_____	PHONE:	_____
TITLE:	_____	FAX:	_____
EMAIL:	_____		
MAILING ADDRESS:	_____ _____		

PROGRAM			
NAME:	_____	PHONE:	_____
TITLE:	_____	FAX:	_____
EMAIL:	_____		
MAILING ADDRESS:	_____ _____		

FINANCE			
NAME:	_____	PHONE:	_____
TITLE:	_____	FAX:	_____
EMAIL:	_____		
MAILING ADDRESS:	_____ _____		

ALTERNATE			
NAME:	_____	PHONE:	_____
TITLE:	_____	FAX:	_____
EMAIL:	_____		
MAILING ADDRESS:	_____ _____		

FY 2015-16 AUTHORIZED SIGNATURES - PRIMARY

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency's behalf. **Self-certification is not acceptable, a second signature is required.**
Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY _____

AGENCY BOARD CHAIR/PRESIDENT CERTIFICATION OF DESIGNATED INDIVIDUALS AUTHORIZED TO SIGN DOCUMENTS ON THE AGENCY'S BEHALF, AS SUBMITTED ON THIS FORM	
NAME (Print)	_____
TITLE (Print)	_____
SIGNATURE:	_____
THROUGH DATE:	_____

PRIMARY PERSON AUTHORIZED TO SIGN CONTRACTS AND AMENDMENTS	
NAME (Print)	_____
TITLE (Print)	_____
SIGNATURE:	_____
THROUGH DATE:	_____

PRIMARY PERSON AUTHORIZED TO SIGN PROGRAM REPORTS	
NAME (Print)	_____
TITLE (Print)	_____
SIGNATURE:	_____

THROUGH DATE: _____

PRIMARY PERSON AUTHORIZED TO SIGN REQUESTS FOR PAYMENT REQUESTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

FY 2015-16 AUTHORIZED SIGNATURES - ALTERNATE

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency's behalf. **Self-certification is not acceptable, a second signature is required.**

Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY _____

ALTERNATE PERSON AUTHORIZED TO SIGN CONTRACTS AND AMENDMENTS	
NAME (Print)	_____
TITLE (Print)	_____
SIGNATURE:	_____
THROUGH DATE:	_____

ALTERNATE PERSON AUTHORIZED TO SIGN PROGRAM REPORTS	
NAME (Print)	_____
TITLE (Print)	_____
SIGNATURE:	_____
THROUGH DATE:	_____

ALTERNATE PERSON AUTHORIZED TO SIGN REQUESTS FOR PAYMENT REQUESTS	
NAME (Print)	_____
TITLE (Print)	_____
SIGNATURE:	_____
THROUGH DATE:	_____

FY 2015-16 AUTHORIZED SIGNATURES - ALTERNATE

Please provide the following information for all members of the agency's Board of Directors or Governing Board. Please submit a new form each time any of the listed information is revised.

If submitting a copy of the agency's Board Roster, please ensure that the following information is included for all.

- Name
- Title
- Business Affiliation
- Address
- Telephone Number

FY 2015-16 AUTHORIZED SIGNATURES - PRIMARY

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency's behalf. **Self-certification is not acceptable, a second signature is required.**
Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY _____

AGENCY BOARD CHAIR/PRESIDENT CERTIFICATION OF DESIGNATED INDIVIDUALS AUTHORIZED TO SIGN DOCUMENTS ON THE AGENCY'S BEHALF, AS SUBMITTED ON THIS FORM

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

PRIMARY PERSON AUTHORIZED TO SIGN CONTRACTS AND AMENDMENTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

PRIMARY PERSON AUTHORIZED TO SIGN PROGRAM REPORTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

PRIMARY PERSON AUTHORIZED TO SIGN REQUESTS FOR PAYMENT REQUESTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

FY 2015-16 AUTHORIZED SIGNATURES - ALTERNATE

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency's behalf. **Self-certification is not acceptable, a second signature is required.**
Please submit a new form each time any of the listed information is revised during this contract period.

AGENCY _____

ALTERNATE PERSON AUTHORIZED TO SIGN CONTRACTS AND AMENDMENTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

ALTERNATE PERSON AUTHORIZED TO SIGN PROGRAM REPORTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

ALTERNATE PERSON AUTHORIZED TO SIGN REQUESTS FOR PAYMENT REQUESTS

NAME (Print) _____

TITLE (Print) _____

SIGNATURE: _____

THROUGH DATE: _____

FY 2015-2016 AUTHORIZED SIGNATURES - ALTERNATE

Please provide the following information for all members of the agency's Board of Directors or Governing Board.
Please submit a new form each time any of the listed information is revised.
If submitting a copy of the agency's Board Roster, please ensure that the following information is included for all.

- Name
- Title
- Business Affiliation
- Address
- Telephone Number

EXHIBIT A.2

CDBG Program Performance Measures

Agency:						Reporting Month:										
Program:	Teen Parent Child Care					Contract Period:					October 1, 2015 - September 30, 2016					
Funding Source:	CDBG					Prepared By:										
Output Measures	Instructions	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total to Date	Goals	% of Goals Met
1. Number of children served	Unduplicated count of each individual child served during the contract period (Count one time only.)													0.00	24	0.00%
2. Number of parents served	Unduplicated count of parents/guardians who are involved w/ program													0.00	24	0.00%
3. Number of parents provided training and/or technical assistance	Unduplicated count of parents that complete Parent Education Series													0.00	24	0.00%
1. Percent of student parents that successfully complete* the semester.	Semester:	Fall - Report in Jan				Spring - Report in June				Summer (if any) - rpt in Sept				Total to Date	Goals	% of Goals Met
	Numerator: Number of student parents that successfully complete the semester.													0.00	20	
	Denominator: Number of student parents enrolled in school for the semester.													0.00	26	
	Result: Percent of student parents that successfully complete the semester.	-				-				-				-	75%	-

* "Successfully complete" is defined as passing at least 4 of 7 or 5 of 8 classes.

HHSD Monthly Expenditure Report- CDBG Program

Agency:

Contract Period: **10-1-2015 to 9-30-2016**

Program Name: **Teen Parent Child Care**

Reporting Period: **Oct 2015**

Line Item	Budget Line Items	Approved Budget	Expenditures	Cumulative Expenditures	Budget Balance	HHSD Use Only
	PERSONNEL					
1	Salaries		\$0.00	\$0.00	\$0.00	
2	FICA		\$0.00	\$0.00	\$0.00	
3	Retirement		\$0.00	\$0.00	\$0.00	
4	Insurance		\$0.00	\$0.00	\$0.00	
5	Worker's Compensation		\$0.00	\$0.00	\$0.00	
6	SUI		\$0.00	\$0.00	\$0.00	
7	Other (Benefits)		\$0.00	\$0.00	\$0.00	
8	TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	
	OPERATIONS					
9	Advertising		\$0.00	\$0.00	\$0.00	
10	Equipment Rental		\$0.00	\$0.00	\$0.00	
11	Office Rent & Utilities		\$0.00	\$0.00	\$0.00	
12	Postage		\$0.00	\$0.00	\$0.00	
13	Telephone		\$0.00	\$0.00	\$0.00	
14	Staff Travel		\$0.00	\$0.00	\$0.00	
15	Printing/Duplication		\$0.00	\$0.00	\$0.00	
16	Office Supplies		\$0.00	\$0.00	\$0.00	
17	Audit/Accounting		\$0.00	\$0.00	\$0.00	
18	Consultants		\$0.00	\$0.00	\$0.00	
19	Subscriptions/Memberships		\$0.00	\$0.00	\$0.00	
20	Conferences/Seminars		\$0.00	\$0.00	\$0.00	
21	Insurance/Bonding		\$0.00	\$0.00	\$0.00	
22	Building Maintenance/ Repair		\$0.00	\$0.00	\$0.00	
23	Other (Specify)		\$0.00	\$0.00	\$0.00	
24	TOTAL OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	
	DIRECT ASSISTANCE					
25	Drugs/Medicine	\$0.00	\$0.00	\$0.00	\$0.00	
26	Food/Beverage	\$0.00	\$0.00	\$0.00	\$0.00	
27	Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00	\$0.00	
28	Other (Direct Child Care)	\$102,156.00	\$0.00	\$0.00	\$102,156.00	
29	TOTAL DIRECT ASSISTANCE	\$102,156.00	\$0.00	\$0.00	\$102,156.00	
	CAPITAL OUTLAY					
30	Specify	\$0.00	\$0.00	\$0.00	\$0.00	
	GRAND TOTAL	\$102,156.00	\$0.00	\$0.00	\$102,156.00	

Preparer's Signature _____ Date _____

Authorized Signature _____ Date _____

Program Budget - FY 2016

AGENCY/PROGRAM: Teen Parent Child Care

CATEGORIES	CITY OF AUSTIN CDBG PROGRAM	Program Budget ALL OTHER Sources	* TOTAL Program ALL sources
PERSONNEL			
Salaries			0
FICA			0
Retirement			0
Insurance			0
Worker's Compensation			0
SUI			0
Other (Benefits)			0
TOTAL PERSONNEL	\$0	\$0	\$0
OPERATIONS			
Advertising			0
Equipment Rental			0
Office Rent			0
Postage			0
Telephone			0
Staff Travel *			0
Printing/Duplication			0
Office Supplies/Food			0
Audit/Accounting			0
Consultants/Parent Leaders			0
Subscriptions/Memberships			0
Conferences/Seminars			0
Insurance/Bonding			0
Building Maintenance/ Repair			0
Other (Specify):			0
TOTAL OPERATIONS	\$0	\$0	\$0
DIRECT ASSISTANCE			
Drugs/Medicine			0
Food/Beverage			0
Specific Assistance to Individuals			0
Other (Child Care)	102,156		102,156
TOTAL DIRECT ASSISTANCE	\$102,156	\$0	\$102,156
CAPITAL OUTLAY			
Specify *	0		0
GRAND TOTAL	\$102,156	\$0	\$102,156

* Requires prior approval