Housing-Focused Support Services
Request for Applications (RFA)

PRE-OFFER CONFERENCE

Solicitation #HFSS2018RLK

November 9, 2018, 9:00 a.m.
Austin City Hall
Board and Commission Room 1101
301 W 2nd St.
Austin, TX 78701
Introductions

Downtown Austin Community Court

- Robert Kingham, Operations Manager
  • (512) 974-1394
  • Robert.Kingham@austintexas.gov

Organization Introductions

- Sign-in sheet
- Comment/Question cards
  • Please hold all questions until the end of the presentation
Overview of Funding & Requirements

- $1,000,000 total funding available for initial 12-month period
  - Up to four 12-month extension options not to exceed $1,000,000 each
    - Contingent on Council approval of funding during future budget processes
  - Anticipated funding will be awarded to multiple Applicant
  - Nonprofit or government providers are eligible to apply
Overview of Funding & Requirements

Applicants:

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

- Assist the DACC Intensive Case Management (ICM) staff in successfully meeting the short-, intermediate-, and long-term needs of their clients

  - Historically, DACC ICM clients:
    - Are high users of public services such as homeless shelters, EMS, hospital emergency rooms, Austin State Hospital, jails, and courts;
    - Have a history of substance abuse that is periodically disabling;
    - Have a persistent mental illness that is periodically disabling;
    - Have ongoing physical health issues that present barriers to employment; and
    - Have a criminal history ranging from Class C misdemeanors to felonies

- Receive referrals solely and directly from DACC ICM staff
Communication Process

Q Questions and Answers Process
  • All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation page:
    http://austintexas.gov/article/Housing-Focused-Support-Services-Solicitation
  • Questions should be directed to Robert Kingham @ Robert.Kingham@austintexas.gov
  • Deadline to submit questions is December 13, 2018 at 2 PM, Central Time

A Anti-lobbying ordinance
  • Request for Application (RFA) process: anti-lobbying ordinance does not apply
Required Documents

All required forms available for download on the solicitation page:

http://austintexas.gov/article/Housing-Focused-Support-Services-Solicitation

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

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

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

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<th>CRITERIA:</th>
<th>MAXIMUM POINT VALUE:</th>
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<td>TURNED IN ALL REQUIRED DOCUMENTS</td>
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<td>PART I: Program Overview &amp; Strategy</td>
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<td>• Program Strategy</td>
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<td>• Population(s) Served</td>
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<td>• Data Management and Program Evaluation</td>
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<td>• Agreement Terms and Conditions</td>
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<td>• Staffing Plan</td>
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<td>• Outcomes and Outputs</td>
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<td>• Connection to Austin Strategic Direction 2023</td>
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<td>PART II: Cost Effectiveness</td>
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<td>• Budget</td>
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<td>• Cost per Client</td>
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<td>• Social Impact and Return on Investment</td>
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<td>PART III: BONUS EVALUATION POINTS (Optional)</td>
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Section 0500 – Scope of Work and Application

Response Instructions:

- Fill in the responses for each item directly into Section 0500 – Scope of Work or compile responses in a separate document.
  - If compiling responses in a separate document, clearly label each item, including the item number, use size 12 Times New Roman font, double-space the document, use 1” margins, and print double sided on 8 ½” x 11” white paper.

- It is preferable to be repetitive rather than to leave sections incomplete.
Section 0500 – Scope of Work and Application

PART I: Program Overview & Strategy

- Program Strategy
- Population(s) Served
- Data Management and Program Evaluation
- Agreement Terms and Conditions
- Staffing Plan
- Outcomes and Outputs
- Connection to Austin Strategic Direction 2023
Section 0500 – Scope of Work and Application

PART II: Cost Effectiveness

- Budget
- Cost per Client
- Social Impact and Return on Investment
PART III: BONUS EVALUATION POINTS *(optional section)*

• Points awarded for implementation of OR agreeing to implement the following healthy service environment practices
  o Tobacco-free campus
  o Mother-friendly work place
  o Employee wellness initiative
  o Violence prevention policy

• The Chronic Disease & Injury Prevention unit of Austin Public Health will assist Applicants in planning and implementing these policies
Section 0645 & Section 0650

- **Section 0645 Program Staff Positions and Time**
  - Include list of position titles, not staff names

- **Section 0650 Program Budget and Narrative**
  - Include context for all funding sources used in the proposed project in Section 0500 – Scope of Work and Application, Item 2.2
  - Provide narrative descriptions of expenses to be paid for by **City funds only**
Important Dates

- Last day to submit questions to DACC in writing: December 13, 2018 at 2 PM
- Applications DUE to DACC: December 20, 2018, 2 PM
- TENTATIVE: Austin City Council Approval on March 7, 2019
- TENTATIVE: Agreement Start Date: April 1, 2019
Submittal Requirements

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

Deliver to:
Downtown Austin Community Court
Response Enclosed for Solicitation # HFSS2018RLK
719 E 6th St.
Austin, TX 78701