

Downtown Austin Community Court Requests for Applications (RFA)

PRE-OFFER CONFERENCE

Solicitations PSH2024EMS and RPS2024EMS

1. Permanent Supportive Housing
2. Representative Payee and SOAR Application Assistance

April 18, 2024, 3:00 p.m.
One Texas Center
DACC Training Room
505 Barton Springs, Suite 125
Austin, TX 78704



Introductions

Downtown Austin Community Court

- Edna Staniszewski, Business Process Specialist (SPOC)
 - communitycourtcontracting@austintexas.gov
- Robert Kingham, Court Administrator
- Chris Anderson, Court Operations Manager

Organization Introductions

Sign-in sheet

Comment/Question cards

- Please hold all questions until the end of the presentation

Overview of Funding & Requirements

PSH2024EMS

- **\$1.4 million total funding available for initial 13-month period – September 1, 2024 through September 30, 2025**
 - Initial month to establish staffing, supplies, and/or program infrastructure
 - Client access to services will begin October 1, 2024
 - Up to four 12-month extension options not to exceed \$1.4 million each
 - Contingent on Council approval of funding during future budget processes
 - Anticipated funding will be awarded to multiple Applicants
 - Nonprofit or government providers are eligible to apply

Overview of Funding & Requirements

RPS2024EMS

- **\$127,434 total funding available for initial 13-month period – September 1, 2024 through September 30, 2025**
 - Initial month to establish staffing, supplies, and/or program infrastructure
 - Client access to services will begin October 1, 2024
 - Up to four 12-month extension options not to exceed \$127,434 each
 - Contingent on Council approval of funding during future budget processes
 - Anticipated funding will be awarded to one Applicant
 - Nonprofit or government providers are eligible to apply

Overview of Funding & Requirements

PSH2024EMS, RPS2024EMS

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 as lead Applicant)
- Shall have a minimum of 2 years successful experience providing proposed services and/or working with proposed target population
- Shall have a Board of Directors
 - With specific terms delineated by a beginning and ending date
 - Meet in person a minimum of four times per fiscal year

City Goals for the Programs PSH2024EMS, RPS2024EMS

- **PSH 2024 EMS:** The purpose of this competitive solicitation is to establish grant agreements with one or multiple qualified nonprofit or government entities for PSH with the overall objective of assisting the DACC ICM staff serve their clients
- **RPS2024EMS:** The purpose of this competitive solicitation is to establish a grant agreement with one qualified nonprofit or government entity for Representative Payee (RP) and SOAR Application Assistance services with the objective of assisting the DACC ICM staff serve their clients.

City Goals for the Programs PSH2024EMS, RPS2024EMS

- Receive referrals solely and directly from DACC ICM staff
- Historically, DACC ICM clients:
 - Are high use 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

Communication Process

PSH2024EMS, RPS2024EMS

○ Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation pages
- Questions should be directed to communitycourtcontracting@austintexas.gov
- Deadline to submit questions is May 17, 2024, at 11 AM, Central Time

○ Anti-lobbying ordinance

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

Required Documents

PSH2024EMS, RPS2024EMS

- All required forms available for download on the solicitation pages
- Required forms
 - FORM 1 Request for Application (RFA) Offer Sheet
 - FORM 2 Scope of Work
 - FORM 3 Program Budget and Narrative
 - FORM 4 Program Staff Positions and Time
 - FORM 5 COA Certifications & Disclosures

Scope of Work & Evaluation Criteria PSH2024EMS, RPS2024EMS

Response Instructions:

- Fill in the responses for each item directly into FORM 2 – Scope of Work or compile responses in a separate document.
- It is preferable to be repetitive rather than to leave sections incomplete

Scope of Work & Evaluation Criteria

PSH2024EMS, RPS2024EMS

- **PART I: Program Overview & Strategy** – Max 80 points
 - Program Strategy
 - Program Goals and Objectives
 - Services Solicited
 - Program Requirements
 - Program Design
 - Agency/Subcontractor Experience
 - Performance
 - Service Delivery
 - Project Timeline
 - Cultural Competence & Racial Equity
 - Best Practices

Scope of Work & Evaluation Criteria

PSH2024EMS, RPS2024EMS

- **PART II: Cost Effectiveness (PSH2024EMS)** – Max. 20 points
 - Budget
 - Cost per Client
 - Leveraging
- **PART II: Cost Effectiveness (RPS2024EMS)** – Max. 20 points
 - Budget
 - Social Impact and Return on Investment
 - Leveraging

Scope of Work & Evaluation Criteria

PSH2024EMS, RPS2024EMS

- **PART III: Presentation to Lived Experience Group** – Max. 15 points
 - Short listed Applicant(s) will be invited to present an overview of their Application to the AHAC on June 24, 2024. All applicants will be notified whether or not they are invited to present to AHAC on June 13, 2024.

FORM 3 & FORM 4

PSH2024EMS, RPS2024EMS

- FORM 3 Program Budget and Narrative
 - Include context for all funding sources used in the proposed project in FORM 2 – Scope of Work, Item 2.2
 - Provide narrative descriptions of expenses to be paid for by **City funds only**
- FORM 4 Program Staff Positions and Time
 - Include list of position titles, not staff names

Important Dates

- Last day to submit questions to DACC in writing:
May 17, 2024 at 11 AM
- Applications DUE to DACC:
May 24, 2024 2 PM
- TENTATIVE: Austin City Council Approval on
July 18, 2024
- TENTATIVE: Agreement Start Date:
September 1, 2024

Submittal Requirements

- ALL documents are submitted on the solicitation website
- Last day for technical assistance:
May 24, 2024 at 1 PM

QUESTIONS?
