Dove Springs Youth Services
Request for Grant Applications (RFGA)
Pre-Bid Conference Call

March 31, 2020 at 1:30pm
Conference call

RFGA Authorized Contact Person:
Natasha Ponczek Shoemake
Natasha.Ponczek@austintexas.gov

AGENDA

01:30 pm – 02:30 pm
- ◦ Welcome and Introductions
- ◦ RFGA Submission Instructions
- ◦ Scope of Work
- ◦ Application
- ◦ Important Dates
- ◦ Question and Answer Process

02:45 pm – 03:00 pm
- ◦ Optional Technical Assistance: Applying in PartnerGrants

Welcome & Introductions

Introductions

Housekeeping

- o Everyone is muted for the call until the Q&A.
- o Materials for meeting located on the website and in PartnerGrants:
  http://www.austintexas.gov/article/dove-springs-youth-services-solicitation-rfga-003-dove-springs-2020-nps
- o Comment and questions need to be submitted via email to
  Natasha.Ponczek@austintexas.gov
- o Natasha will be watching her email during the presentation if you
  have questions.
- o PartnerGrants technical assistance will follow the presentation.

Initial Steps

All Applicants must:

1. Confirm that their organization is a registered vendor with the City of Austin
   ◦ To confirm enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
   ◦ To find the City of Austin Vendor Number please visit Austin Finance Online. and search for the organization's legal name.
   ◦ To register to become a potential City of Austin vendor, go to Austin Finance Online to register.

2. Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system. To register, visit the PartnerGrants site and click on "Register Here."
   ◦ Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

Sections of the RFGA

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFGA SCOPE OF WORK	*
F	RFGA APPLICATION	X
G	APPLICATION THRESHOLD CHECKLIST	X
H	CLIENT ELGIBILITY REQUIREMENTS	*
I	PROGRAM BUDGET AND FUNDING SUMMARY	X
J	STANDARD AGREEMENT AND DELIVERABLES BOILERPLATE	*
K	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
L	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
M	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
N	APPLYING FOR APH-FUNDED OPPORTUNITY - PARTNERGRANTS INSTRUCTIONS	*

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Submission Requirements

2-STEP APPLICATION PROCESS:

o **STEP 1:** Threshold Checklist Review & Required Documents (Section G)

    o Applicants must meet the Threshold requirements to submit Step 2 Section F RFGA application.

    o Applicants will be notified whether they met the threshold or not.

    o Applicants that met the Threshold will be notified when they can begin Step 2 Section F of the Application.

o **STEP 2:** RFGA Application & Optional Documents (Sections A, F and I)

Submission Documents Step 1

All required forms available for download on the solicitation page:

http://www.austintexas.gov/article/dove-springs-youth-services-solicitation-rfga-003-dove-springs-2020-nps

Step 1: Threshold Review Required Documents - Handout

Section F: Application Threshold Checklist
- Current Board of Directors bylaws
- List of Board Members and their positions
- Four Approved Board meeting minutes in one annual period showing that the Board:
  - Meets at least four times per year
  - Approves the budget
  - Reviews performance and budget
  - Make sure the minutes show approval of the board
- Copy of the most recently filed 990 or 990 EZ (no older than 2017), if applicable
- Proof of agency non-profit status
- Two years of performance reports within the last five years for a similar program. This can be a report submitted to your other funders or to the City.
- Any agency monitoring reports from funders within the last five years regardless of funders

Submission Documents Step 2

○ Step 2: Required RFGA Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFGA Application	Complete within the Word document, save as a PDF	Upload into PartnerGrants
I	Program Budget and Funding Summary	Complete within Word document, save as PDF	Upload into PartnerGrants
K	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
L	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	• Letters of Support - Question 8 • Staff resumes and/or job descriptions - Question 24 • Approved and signed Healthy Service Environment policy/policies for Bonus Questions	Agency supplies these documents	Upload into PartnerGrants

Section A: Offer Sheet

The Offer Sheet is required for your application to be valid, and must be submitted in the second part of the process.

CITY OF AUSTIN, TEXAS
Austin Public Health
REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET

SOLICITATION NO: RFGA-003-DoveSprings 2020-NPS
SOLICITATION NAME: Request for Grant Applications for Dove Springs Youth Services

DATE ISSUED:	March 25, 2020
Questions regarding the RFGA are due on or before:	April 24, 2020 at 5pm CST

Section A: Offer Sheet

o   On the Offer sheet the organization's representative states that they are authorized to submit this application for funding.

o   It also states that the representative has received and read the entire RFGA document packet sections and agrees to be bound by the terms therein.

o   Required signature by authorized representative in order for the City of Austin to accept the application.

CITY OF AUSTIN, TEXAS
Austin Public Health
REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:

Company Address:

City, State, Zip:

Federal Tax ID No.:

Printed Name of Officer or Authorized Representative:

Title:

Email Address:

Phone Number:

Signature of Officer or Authorized Representative:

Date:

* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.

PartnerGrants Database

o   Website:
   https://partnergrants.austintexas.gov

o   PartnerGrants is an online/web-based database APH uses for contract management

o   APPLICATIONS MUST BE SUBMITTED THROUGH THE PARTNERGRANTS SYSTEM.

o   PAPER APPLICATIONS WILL NOT BE ACCEPTED.

Scope of Work: Background and Purpose

o Austin Public Health seeks responses from qualified social service providers (Applicants) with demonstrated experience providing out of school time services to the youth and their families **in the Dove Springs community, specifically.**

o **The priority is to fund an agency with experience in this community specifically.**

o APH collected input on community needs by hosting a community meeting and distributing a survey to Dove Springs community members.

o Austin Public Health (APH) has identified the following service needs for children and youth:

1. drop-in youth centers
2. summer programming
3. and/or afterschool homework or tutoring assistance

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Scope of Work: Background and Purpose

According to an article produced by the Wallace Foundation entitled "The Value of Out of School Time", out-of-school-time (OST) programming is defined as a set of services occurring during the school year or summer months and which:

1. includes structured activities for groups of students
2. is overseen by an adult
3. expects regular attendance, and
4. is provided in a physical location, such as a school or community-based facility.

Information on age appropriate programming for youth can be found on Texas A & M's AgriLife Extension Youth Development Initiative Practitioner Fact Sheet.

Scope of Work: Funding & Timeline Overview

$253,312 total funding available for initial 16-month period starting June 1, 2020

o Austin Public Health anticipates awarding up to five Agreements with a minimum request of $50,000 and maximum request up to the full amount of the available funding.

o May provide services as one agency or through a collaboration (one agency must be designated as the lead applicant)

o Awarded programs may be structured as a reimbursable-based agreement or a deliverables-based agreement, as defined below:

   o Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.

   o Deliverable Agreement- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

Scope of Work: Services Solicited

Applicants must propose to offer robust summer programming and one or more of the following services in an afterschool setting:

1. Homework help
2. Academic enrichment
3. Media/technology classes
4. Sports and recreation
5. Cooking and nutrition classes
6. Music and the arts
7. Character/leadership development
8. Service learning and community engagement
9. Other structured out of school time activity

Services must be intentional and age appropriate. Attendance should be expected and recorded.

Scope of Work: Implementation Strategies

o Applicant must provide services in the Dove Springs community.

o Dove Springs is defined as the 78744 zip code.

o The following schools operate in Dove Springs: Blazier Elementary School, Houston Elementary School, Langford Elementary School, Palm Elementary School, Perez Elementary School, Rodriguez Elementary School, Widen Elementary School, and Consuelo Mendez Middle School.

o Applicant must complement the services offered by Parks and Recreation Department (PARD) George Morales Dove Springs Recreation Center.

Scope of Work: City of Austin Client Eligibility Requirements

- **Priority Population:** Kindergarten through twelfth grade, ages 5-18 who live and/or go to school in Dove Springs.

City of Austin Client Eligibility Requirements

- Residents living in the Dove Springs community and/or whose children attend school in Dove Springs schools: Blazier Elementary School, Houston Elementary School, Langford Elementary School, Palm Elementary School, Perez Elementary School, Rodriguez Elementary School, Widen Elementary School, and/or Consuelo Mendez Middle School.

- For purposes of this funding, household income is not a condition of eligibility. However, household income and other demographic information must be tracked. See Section H - Client Eligibility Requirements.

Scope of Work: Application Evaluation

RFGA Application		
Preliminary Questions	Questions A - D	No points, answers required
Section I: Program Description	Questions 1 - 9	30 points
Section II: Client Eligibility	Questions 10 -12	10 points
Section III: Data Management	Questions 13 -16	5 points
Section IV: Program Performance	Question 17	10 points
Section V: Alignment with City of Austin and APH Priorities	Questions 18 - 21	15 points
Section VI: Program Staffing and Time	Questions 22 - 24	10 points
Section VII: Program Budget and Funding Summary	Questions 25 – 26 Budget and Funding FORM	10 points
Section VIII: Cost Effectiveness	Questions 27 – 32	10 points
Section IX: Bonus Questions: Healthy Service Delivery	Bonus Questions A and B	10 Bonus Points **Total Points: 110**
Section A: Offer Sheet Required	Applicant must print, sign, scan and upload signed form.	No points, but Applicant must submit Offer Sheet in order to submit RFGA Application

Scope of Work: Application Format and Submission Requirements

○ ALL DOCUMENTS MUST BE UPLOADED INTO PARTNERGRANTS. NO PAPER COPIES WILL BE ACCEPTED.

Part 2 Section F Application Instructions:

○ **Total word limit in Part 2 Section F Application is 10,000 words which includes the questions. Applications that exceed 10,000 words will not be considered.**

○ Microsoft Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen (see image below). There are about 4600 words in F-RFGA Application.
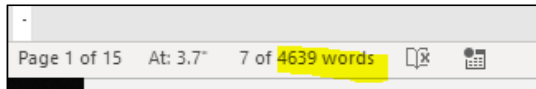
○ These 4,639 words are included in the 10,000 word limit.

The following documents will not count towards the total word count:
- Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
- Attachment I. Program Budget and Funding Summary section
- Attachments A, K, L, M

Scope of Work: Application Format and Submission Requirements

○ **Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.**

○ All questions are boxed and highlighted in green in Section F: Application Questions.

○ Editing is restricted in the document except in the answer boxes where it says "Click or tap here to enter text."

○ Make sure to pay attention to the requirements for each question – this question has three parts.

○ If there is an attachment, upload the document in PartnerGrants and check off the box below the question.

Scope of Work: Application Format and Submission Requirements

o For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.

o If using this document, Applicants must type answers into the section that says "*Click or tap here to enter text*" after each question or in the required tables.

o If compiling responses in a separate document, Applicants **must include all questions and narrative** before their answer so the Application appears the same as the provided template.

o If compiling responses in a separate document, clearly label each question and number, use size 11 Calibri font, double-space the document, use 1" margins on 8 ½ x 11" white paper without page scaling.

o Provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.

o It is preferable to be repetitive rather than to leave sections incomplete. ☺

RFGA Application: Program Performance

Program Performance

Outputs:

- o 16-month goal for the number of unduplicated clients served by the total program.

- o The program goal should be based on past performance experience, budgeted program costs, and best estimates.

- o The annual goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

Outcomes:

- o Must be put in a format of Numerator over Denominator.

- o There is a table in the form that you can choose one of the 3 standard outcomes.

- o There is a second table where you can propose one of your own measures.

RFGA Application: Program Performance

o Applications must include the following outputs:

  ◦ *Number of unduplicated clients served per 16-month program period*

o Applications must include at least one of the following standard Social Services outcome measures. Choose from the drop-down menu in the table.

  o **Outcome 4B** – *Percent of youth who progress to the next academic level*

  o **Outcome 5A** – *Percent of individuals who complete an educational program and demonstrate improved knowledge*

  o **Outcome 5B** – *Percent of individuals who demonstrate improved life skills*

Required: OUTCOME # 1	Total Program Annual Goal
5A Number of Individuals who complete an educational program that improves their knowledge	ck or tap here to enter numerator #.
Drop down menu – choose one of the three outcome denominators	Click or tap here to enter denominator #.
Drop down menu – choose one of the three outcome percentages	Click or tap here to enter outcome percentage %age (num/denom).

o Optional Outcome: If applicable, provide an additional outcome measure and proposed numeric goals.

RFGA Application: Strategic Direction 2023

- Strategic Direction 2023: City of Austin uses SD23 to prioritize and classify our investments and initiatives in the next three to five years. You will be asked to align your program to at least one of the SD2023 outcome.

- Each Applicant will be asked to choose one of these four outcomes (from a drop-down menu) and how the proposed program supports at least one of the Strategic Direction 2023 outcome(s).

Economic Opportunity and Affordability: Having economic opportunities and resources that enable us to thrive in our community.

Skills and Capability of our community Workforce

> **SD23 Outcome 1:** Number and percentage of students graduating from high school.

Health and Environment: Enjoying a sustainable environment and a healthy life, physically and mentally.

Healthy conditions and absence of unhealthy conditions among individuals

> **SD23 Outcome 2:** Percentage of people who report 5 or more mental health days within the last 30 days

Climate Change and Resilience

> **SD23 Outcome 3:** Percentage of residents who report having high levels of social support through friends and neighbors outside of their home

Culture and Lifelong Learning: Being enriched by Austin's unique civic, cultural, ethnic, and learning opportunities.

Quality, accessibility, and diversity of civic and cultural venues, events, programs, and resources

> **SD23 Outcome 4:** Percentage of recreation program participants reporting an improvement to their quality of life as a result of the program

Please see the Complete Report: Strategic Direction 2023 and SD2023 Outcomes Metrics Master List

Question 18: Key Performance Metric (SD23): Choose from the drop-down menu one of the four outcomes above (highlighted in orange).

Drop down menu: Choose one of the four outcomes above.

RFGA Application: Community Health Improvement Plan

o The **Community Health Improvement Plan (CHIP)** describes health broadly to include clinical health, health behaviors, social and economic factors, and environmental factors that impact the health status of community residents. Some strategies that are appropriate:

- o 3.1.3: Support and promote equitable pathways to higher education, to a range of diverse career paths, to workforce development and to life skill competency in all schools.
- o 3.1.10: Promote technologies and best practices available to increase youth access to programs, services and information.
- o 3.3.3: Implement mentoring or skill-based activities that help education youth regarding healthy relationships, and address social norms and healthy choices.

o Each Applicant will be asked how their proposed program aligns with the goals of the Community Health Improvement Plan (CHIP) and which strategies it addresses.

RFGA Application: CLAS Standards

o Cultural and Linguistically Appropriate Services (CLAS) Standards in health and health care to advance health equity and improve service delivery for diverse populations.

o There are 15 CLAS standard grouped under four themes:
  ◦ Principal Standard
  ◦ Governance, Leadership and Workforce
  ◦ Communication and Language Assistance
  ◦ Engagement, Continuous Improvement and Accountability

o The Principal Standard is: Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

o All applicants will be asked to describe specific CLAS standards (out of the 15) that will be met and attach appropriate policies as backup. Only five standards are listed in the application, but information on the rest may be found here: https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53

RFGA Application: Racial Equity Section

- ○ The City's definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life.

- ○ Equity embedded into Austin's values system means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.

- ○ Equity is one of six strategic anchors of the City of Austin's strategic direction and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Question 20. Rate your organization for each of the following three questions with "Implementation Started" or "Plan to Implement". **Use the drop down** menu to choose and then explain your answer in the next box.

Racial Equity Self Assessment Item	Choose from the drop down menu - Implementation started or plan to implement	What has been implemented or will be implemented?
We have access to data on racial/ethnic disparities to guide our work.	Drop down menu – choose item.	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Drop down menu – choose item	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Drop down menu – choose item	Click or tap here to enter text.

RFGA Application: Program Staffing and Time

o Provide the funding source of the staff, titles and the amount of FTE for each staff.

o Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question.

o Example:

Funding Source	Title	FTE
APH Social Services	Program Director	0.25
APH Social Services	Executive Director	0.05
Travis County HHSD	Case Manager	1.00
Travis County HHSD	Case Manager	1.00
Foundation	Admin Specialist	0.45
	Total FTEs	2.75

RFGA Application: Healthy Environment Bonus Questions

o   There are four questions that total up to 10 extra points if answered completely and with the appropriate policies.

   o   Tobacco-free Campus

   o   Mother-Friendly Workplace

   o   Employee Wellness Initiative

   o   Violence Prevention Policy

o   Questions must be answered and policies must be uploaded in order to get points for the question.

Section I: Program Budget and Funding Summary

Completion of Section I is required as part of RFGA Application. It is a Word document to be uploaded. Click on the spreadsheet in Word and Excel will open up for editing.

Program Budget

o   Include full list of other funding sources in addition to City amount.

o   The dollar amount requested in your Application's Program Budget and Narrative must reflect amounts for funding for the 16-month period.

o   For every budget line containing a requested amount of **City of Austin funding only**, enter a short description or list of items included in that budget line.

o   Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding.

Program Funding Summary

o   In this form, include other funding sources, grant/contract name and amount of funding.

o   The total funding in this table should match the total funding in the Program Budget form.

Important Dates

o   Deadline to Submit Questions to APH: **April 24, 2020 at 5pm**

o   Threshold Review Applications DUE to APH: **April 7, 2020 at 3pm**

o   RFGA Applications DUE to APH: **May 1, 2020 at 3pm**

o   Agreement Start Date: **June 1, 2020**

o   Evaluation of Applications done by the end of May 2020

Communication with the City

Question and Answer Process

- o All questions submitted via email and through public meetings will be answered in writing and posted in two places: Funding Opportunity page in PartnerGrants and the solicitation website at least once per week.
- o Questions regarding the RFGA must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at Natasha.Ponczek@austintexas.gov.
- o Only the information provided by the Authorized Contact Person is valid.
- o Questions regarding the RFGA are due on or before: April 24, 2020 at 5pm CST.
- o Technical Questions regarding entering data into PartnerGrants database are due on or before: May 1, 2020 at 12pm CST.

Anti-lobbying ordinance

- o For this Request for Grant Application process the anti-lobbying ordinance does not apply. You will see a reference to it in Section M Non-Collusion, Non Conflict of Interest and Anti-lobbying ordincance.

PartnerGrants Training Opportunities

o Applicants needing additional technical assistance in Partnergrants may RSVP at the Eventbrite Training Registration website: https://www.eventbrite.com/e/partnergrants-applying-for-aph-funding-training-tickets-87810919825

o Training for applicants seeking available APH Funding within the PartnerGrants contract management database system.

o This training will discuss the various steps necessary to start and submit an application in the PartnerGrants system.

o Training sessions are as follows:
  o Thursday, April 2, 2020 from 9am to 10am
  o Monday, April 6, 2020 from 3pm to 4pm

o These trainings will be offered virtually through the Microsoft Teams application.

o Teams is available as a free download through https://products.office.com/en-us/microsoft-teams/download-app or through your mobile device's play store.

Questions?

Contact: Natasha.Ponczek@austintexas.gov