**INTRODUCTION:**

The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from a qualified nonprofit or government entity (Applicant) to provide Rapid Rehousing services to individuals and/or families experiencing homelessness. Applicants should have at least 2 years of successful experience providing the proposed services and/or working with the proposed target population. Applications may include proposals for expanding existing services or implementing new services.

Applicants should have expertise including but not limited to providing services to homeless individuals/families, administering financial assistance for housing related expenses, finding housing for individuals/families with high housing barriers, and coordinating with outreach programs. Applicants may partner with other agencies to subcontract for one or more of these activities.

The Austin City Council has directed that all programs funded through this competitive solicitation be consistent with the goals of the Imagine Austin Comprehensive Plan.

**PURPOSE**:

The purpose of this competitive solicitation is to establish an agreement with a qualified nonprofit or government entity for provision of Rapid Rehousing services for individuals/families experiencing homelessness.

Finding and securing affordable permanent housing is a significant challenge in the Austin area. The objective of the Rapid Rehousing program is to move homeless individuals and families identified as the most vulnerable and appropriate for Rapid Rehousing through the Coordinated Entry process rapidly into housing in the community using case management and financial assistance supports.

The City intends to achieve the following goals through this program:

* Reduce the time individuals/families spend in homelessness, whether on the streets or in shelter
* Increase coordination with homeless outreach teams for direct referrals and resource navigation
* Develop innovative strategies to address housing needs of individuals which could include practices that have not previously been used broadly by City-funded programs. For example, the Applicant could propose setting up roommate Rapid Rehousing services for single adults who could lease together and reduce the costs for each individual
* Use a holistic approach to address the needs of individuals/families by focusing on primary housing needs as well as housing stability for clients once placed in housing, in order to reduce returns to homelessness

**FUNDING AND TIMELINE:**

$400,000 in total funding is available for an initial program period beginning July 1, 2018 through September 30, 2019, with up to four 12-month extension options not to exceed $400,000 each, for a total grant period not to exceed 63 months (contingent on Council approval of funding during future budget processes). It is anticipated that funding will be awarded to one or more Applicants. Applicants may bid to provide all program services or collaborate with one or more agencies to administer the full range of services. In the case of a collaboration, one entity must be the lead Applicant.

**APPLICATION SUBMISSION REQUIREMENTS**

The Applicant must submit its response in two **SEPARATE** sealed envelopes.

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| **ENVELOPE #1: THRESHOLD REVIEW**  *This envelope must be sealed and contain the following:*   1. **Application Threshold Checklist – Section 0610** 2. Required Threshold Attachments   🞏 Current Board of Directors Bylaws  🞏 Copy of the most recently filed IRS Form 990 or 990 EZ (no older than  FY2016)  🞏 A complete set of audited financial statements which include the auditor’s  opinion and any management letters, covering the two most recent  consecutive audit years  🞏 Approved Board of Directors minutes during the previous fiscal year reflecting the  Board has a documented process that: Reviews program performance   1. Approves budgets 2. Reviews financial performance 3. Approves audit reports   The envelope should be labeled: THRESHOLD REVIEW CHECKLIST  [NAME OF AGENCY]  [NAME OF PROPOSED PROGRAM] |

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| **ENVELOPE #2: APPLICATION DOCMENTS**  *This envelope must be sealed and contain the following:*  ***1 paper copy and 5 CDs or 5 flash drives each containing all the elements below:***   1. **Completed Application – Section 0500** 2. Required Sections   🞏 Section 0050 – RFA Offer Sheet  🞏 Section 0645 – Program Staff Positions and Time  🞏 Section 0650 – Program Budget and Narrative  🞏 Section 0835 – Non-Resident Bidder Provisions   1. Optional Attachments (if applicable)   🞏 Staff resumes and/or job descriptions (*reference question 3.3*)  🞏 Approved & signed Healthy Service Environment policy/policies (*reference*  *question 6.1*)  The envelope should be labeled: APPLICATION DOCUMENTS  [NAME OF AGENCY]  [NAME OF PROPOSED PROGRAM] |

**ENVELOPES MUST BE HAND DELIVERED IN A CONTAINER WITH THE SOLICITATION NUMBER RR2018TPS CLEARLY MARKED ON THE OUTSIDE TO AUSTIN PUBLIC HEALTH LOCATED AT 7201 LEVANDER LOOP (BUILDING H) AUSTIN, TX 78702 NO LATER THAN 11:00AM ON MAY 18, 2018.**

**Application Evaluation**

Applicants must address each question in Parts I, II, III, IV and V below to be considered responsive to the goals of this RFA. Part VI is optional and is not required in order for an application to be considered responsive. A total of 100 points may be awarded to the application in Parts I, II, III, IV, and V below with an additional 10 bonus points available in Part VI for a potential of 110 total evaluation points. The maximum score per section is noted at the beginning of each section. All applications will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each question has been adequately addressed.

**Application Format**

Responses should be included for each question in Parts I, II, III, IV and V below and follow the word limit assigned for each question. Applicants may fill in the responses directly on this form or compile responses in a separate document.

If compiling responses in a separate document, clearly label each question and number, use size 12 Times New Roman font, double-space the document, use 1” margins, and print single sided on 8 ½ x 11 inch white paper without page scaling.

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.

**APPLICATION QUESTIONS**

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

**ELIGIBLE APPLICANTS**

No points are assigned to Questions A – D below, but a response is required for each question.

**QUESTION** **A**: Please provide a brief description of the Applicant (agency applying for this solicitation). (*150 word limit*)

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**Applicants must meet all of the following criteria to be eligible for a grant award through this solicitation process.**

1. Applicants shall be a nonprofit or government entity that can legally contract with the City of Austin (City)
2. City policy does not permit entering into an agreement with an entity that owes taxes to the City.
3. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
4. Applicants shall be able to meet the City’s insurance requirements for social services grantees. See the insurance requirements in Section 0400 of the RFA.
5. The Applicant’s Board of Directors shall:
   1. Have specific terms delineated by a beginning and ending date
   2. Meet in person a minimum of four times per fiscal year
6. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and/or providing the proposed service(s) to clients.

**QUESTION B:** Describe how the Applicant meets criteria a-d listed above (please note that a copy of the Board of Directors bylaws and the most recently filed IRS Form 990 or 990 EZ are required documents as discussed in the Application Submission Requirements section of this application). (*150 word limit*)

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**QUESTION C:** Provide the following contact information for the person in your organization authorized to negotiate Agreement terms and render binding decisions on Agreement matters.

1. Name
2. Email address
3. Mailing address
4. Telephone number

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**QUESTION D:** Austin Public Health uses a standard boilerplate agreement for social services agreements in addition to negotiated work statements and other contract exhibits that are specific to each program. Please review all portions of Section 0710 – Standard Agreement Boiler, andconfirm that your organization will be able to comply with all terms and conditions included in the document. Please also describe any previous successful experience you have with managing agreements with similar requirements. (*150 word limit*)

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**PART I – PROGRAM STRATEGIES & TARGET POPULATION**

**Total points: 50**

The Applicant proposing services may include expanding existing services or implementing new services. Potential Applicants may bid to provide services as one agency or through a collaboration, but one agency must be designated as the lead Applicant.

Applicants should have expertise including, but not limited to providing services to homeless individuals/families, and preferably have experience administering financial assistance for housing related expenses, finding housing for individuals and families with high housing barriers, and developing relationships with landlords.

Rapid Rehousing Services can include:

* **Coordination with Street Outreach and Shelter** programs in the community to increase access to housing resources for those in shelters, living on the street or in encampments
* **Case Management** to connect individuals to public benefits, IDs, as well as assessing, arranging, coordinating, and monitoring the delivery of individualized services to assist program participants in overcoming immediate barriers to obtaining housing
* **Housing search and placement** services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

1. Assessment of housing barriers, needs, and preferences
2. Development of an action plan for locating housing
3. Housing search
4. Outreach to and negotiation with owners
5. Assistance with submitting rental applications and understanding leases
6. Assessment of housing for habitability, lead-based paint, and rent reasonableness
7. Assistance with obtaining utilities and making moving arrangements

* **Housing Stability Case Management** using progressive engagement to insure that clients are stable in housing post-placement
* **Other Services** such as employment assistance, peer support, SOAR benefits enrollment

**Financial Assistance may include:**

* Rental assistance including rental arrears and ongoing rent
* Utility expenses including arrears and ongoing utility expenses
* Bus passes, miscellaneous expenses that are housing related including moving costs, furniture, move in kits, etc.
* Application fees, deposits, first and last months’ rent if required

**Other eligible costs:**

* Risk mitigations to help landlords reduce screening criteria so they can accept higher risk clients, such as cleaning a unit after client moves out, damages, and any costs that the client is not able to pay.
* Costs associated with reducing barriers that keep individuals from signing a lease like small costs for improvements so the unit can pass the habitability assessment.

Fiscal management of direct financial assistance may be sub-contracted to another agency to administer or may be done by the Applicant.

**PROGRAM STRATEGY:**

**QUESTION 1.1:** Describe the proposed Rapid Rehousing program, including the range of services to be offered and process for service delivery. Describe program design for progressive engagement. Priority will be given to programs that can create successful partnerships with shelters to reduce time in shelter. (*600 word limit*)

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**QUESTION 1.2:**  What strategy/strategies will be used to determine parameters for direct financial assistance? Explain how best practices will be incorporated into the program design. Explain any limits on total dollar amount per household, or number of months of assistance and how will these be determined based on need?

(*300 word limit*)

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**QUESTION 1.3:**  Describe how your agency, or sub-contracted agency, will administer the direct financial assistance. Include procedures for approving financial transactions, internal control, and segregation of duties.

(*300 word limit*)

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**QUESTION 1.4:** Describe the termination or discharge process for clients. (*150 word limit*)

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**QUESTION 1.5:** Service coordination has the potential to minimize duplication of efforts and maximize client access to services. Additionally, if the program is focused primarily on meeting housing needs, other client needs may be addressed through a more appropriate community referral.

Please describe how the Applicant coordinates with other agencies formally and informally and the process and types of referrals to other programs. If you are not currently coordinating with other agencies, describe your plan for establishing coordination. (*150 word limit*)

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**QUESTION 1.6:** Describe any barriers or challenges your agency may encounter implementing the proposed services and how your agency will overcome them. (*150 word limit*)

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**CONNECTION TO IMAGINE AUSTIN:**

Imagine Austin is a 30-year plan for the City’s future and anticipated growth that was developed from extensive community input. Imagine Austin is based on Austin’s greatest asset: its people, and lays out a vision for future City growth.

Unlike typical municipal comprehensive plans, Imagine Austin also covers quality of life issues beyond land use, like investing in our creative economy and advancing healthy, affordable living. Together, the City of Austin is partnering with the community for a more livable and vibrant Austin.

The Applicant shall indicate how the proposed program strategy/strategies in this application correspond to the Imagine Austin Comprehensive Plan vision statement **and** one or more of its core mission statements.

**The Imagine Austin Comprehensive Plan vision statement states:**

**“Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its citizens, and where the necessities of life are affordable and accessible to all.”**

**Imagine Austin’s core mission statements**, as they relate to the City’s social service investments, are as follows:

**Austin is Livable**: All residents have a variety of urban, suburban, and semi-rural lifestyle choices with access to quality schools, libraries, parks and recreation, health and human services, and other outstanding public facilities and services.

* Austin’s diverse population is active and healthy, with access to locally-grown, nourishing foods and affordable healthcare

**Austin is Educated**: Austin provides everyone with an equal opportunity for the highest quality of education that allows them to fully develop their potential. Networks of community partnerships support our schools and ensure that our children receive the resources and services they need to thrive and learn.

* Our school campuses provide safe and stable environments enabling future success
* Every child in Austin has the chance to engage with other cultures, communities, and languages, providing pathways for healthy development and the critical thinking skills students need as future citizens of Austin and the world.

**Austin is Prosperous**: Austin’s prosperity exists because of the overall health, vitality, and sustainability of the city as a whole — including the skills, hard work, and qualities of our citizens, the stewardship of our natural resources, and developing conditions that foster both local businesses and large institutions.

* Equitable opportunities are accessible to all through quality education, training, and good jobs

**Austin Values and Respects its People**: Austin is its people. Our city is home to engaged, compassionate, creative, and independent thinking people, where diversity is a source of strength, and where we have the opportunity to fully participate and fulfill our potential.

People across all parts of the city and of all ages and income levels live in safe, stable neighborhoods with a variety of affordable and accessible homes with access to healthy food, economic opportunity, healthcare, education, and transportation (<http://assets.austintexas.gov///webiacpfullreduced.pdf>).

**QUESTION 1.7:** Describe how the proposed program strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement **and** one or more of its core mission statements. (*150 word limit*)

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**POPULATION(S) SERVED:**

**QUESTION 1.8:** Describe the target population(s) the proposed program is intended to serve and explain how this population is similar to or different from your current service population. (*150 word limit*)

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**QUESTION 1.9:** If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population. If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s). (*150 word limit*)

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**QUESTION 1.10:** Describe any barriers or challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated. (*150 word limit*)

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**QUESTION 1.11:** Describe how clients will access the program through the Coordinated Entry system. (*150 word limit*)

**QUESTION 1.12:** Describe how the Applicant’s policies and practices will align with the following National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care (<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>) to ensure cultural and language differences are not a barrier to receiving services. (*150 word limit*)

1. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.
2. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
3. Inform all individuals of the availability of language assistance services clearly and in their preferred language, verbally and in writing.
4. Ensure the competence of individuals providing language assistance, recognizing that the use of untrained individuals and/or minors as interpreters should be avoided.

*Agencies are encouraged to implement all 15 CLAS Standards listed on the website identified in the previous sentence but no additional points will be given in this competition for doing so.*

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**CLIENT ELIGIBILITY REQUIREMENTS:**

The client eligibility requirements for this RFA are outlined in Section 0620 – Client Eligibility Requirements. The City requires all awarded agencies to maintain a complete and current record of client eligibility throughout the entire contract period (e.g. client file or electronic record) that includes documentation of the elements listed in Section 0620.

The eligibility criteria for the program is homelessness, so the agency will insure that all client files contain a Homeless Eligibility form and documentation of entry into HMIS. Identity, residency and income requirements, as well as annual recertification of homelessness are not required.

**QUESTION 1.13:** Describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application. (*150 word limit*)

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**PART II. DATA MANAGEMENT AND PROGRAM EVALUATION**

**Total points: 10**

**QUESTION 2.1:** Describe past successes and challenges with data management and reporting, including past experience using an electronic data system such as the Homeless Management Information System (HMIS). (*150 word limit*)

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**QUESTION 2.2:** Describe how data are used for identifying problems in strategies, service delivery, and expenditures, and how that information is used to improve practices and program effectiveness. (*150 word limit*)

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**QUESTION** **2.3:** Describe your plan for insuring high data quality in HMIS including your staffing plan such as FTEs for HMIS and data administration at your agency.

(*150 word limit*)

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**PART III. STAFFING PLAN**

**Total points: 10**

**QUESTION 3.1:** Describe the overall staffing plan to accomplish activities including project leadership, reporting responsibilities, and daily program operations. (*300 word limit*)

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**QUESTION 3.2:** Using Section 0645 – Program Staff Positions and Time, list each applicable staff member by title and the percentage of each position’s time to be spent on the program. Provide any additional context in the box below. (*150 word limit*)

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**QUESTION 3.3:** In addition to completing Section 0645, please provide position descriptions, qualifications, and/or certifications required for staff members in your agency that work directly with clients in the space provided below. Applicants may attach up to 10 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question. (*150 word limit*)

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**PART IV. PERFORMANCE OUTCOMES & OUTPUTS**

**Total points: 10**

In alignment with community-wide goals for effectively reducing homelessness, Austin Public Health is incorporating the following HUD Rapid Rehousing benchmarks and program standards into required performance measures. (<https://endhomelessness.org/resource/rapid-re-housing-performance-benchmarks-and-program-standards/>):

1. Reducing the length of time program participants spend homeless
2. Exiting households to permanent housing
3. Limiting returns to homelessness within a year of program exit

**QUESTION 4.1:** Please provide a proposed goal for the number of unduplicated clients served by the total program. The annual goal should be based on past performance experience, budgeted program costs, and/or best estimates. The annual goal for **unduplicated clients served applies to all clients in the program.**

Please note that if your organization has multiple programs, your response to this question should include only unduplicated clients served by the proposed Rapid Rehousing program in this application. (*100 word limit*)

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| **Output 1 (Required)**  **Number of unduplicated clients served per 12-month agreement period: \_\_\_\_\_\_**  **\_**  **Additional comments:** |

**QUESTION 4.2:** Please provide a proposed goal for the average number of days between clients’ entry into the program and their placement into permanent housing. This measure is counted at the time of housing placement, not at program exit. The annual goal for **average number of days applies to all clients in the program.**

Please note that if your organization has multiple programs, your response to this question should include only unduplicated clients served by the proposed Rapid Rehousing program in this application. (*100 word limit*)

**Output 2 (Required)**

**Average number of days between program entry and transition into housing: \_\_\_\_\_\_**

**Additional comments:**

**QUESTION 4.3:** Please use the table below to enter a Numerator, Denominator and Outcome Rate for the annual goal. Describe how the proposed measure will be collected and tracked. (*100 word limit*)

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| --- | --- |
| **Total Program Performance – REQUIRED OUTCOME** | **Total Program Annual Goal** |
| **Proposed Outcome Measure** | |
| Number of case-managed households that transition from homelessness into housing  (Numerator) |  |
| Number of households that exit the program  (Denominator) |  |
| **Percent of case-managed households that transition from homelessness into housing**  (Outcome Rate) | **%** |

**Additional comments:**

**QUESTION 4.4:** Please use the table below to enter a Numerator, Denominator and Outcome Rate for the annual goal. Describe how the proposed measure will be collected and tracked. (*100 word limit*)

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| --- | --- |
| **Total Program Performance – REQUIRED OUTCOME** | **Total Program Annual Goal** |
| **Proposed Outcome Measure** | |
| Number of clients who transition from homelessness into permanent housing who remain in housing for twelve months  (Numerator) |  |
| Number of clients who remain in permanent housing twelve months after placement  (Denominator) |  |
| **Percent of clients who transition from homelessness into permanent housing who remain in housing for twelve months**  (Outcome Rate) | **%** |

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| **Additional comments:** |

**QUESTION 4.5:**

How will the proposed Outputs and Outcomes be used to inform program design and service delivery for continuous quality improvement?

(*150 word limit*)

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**Part V. COST EFFECTIVENESS**

**Total points: 20**

Applicants are required to complete Section 0650 – Program Budget and Narrative.

Applicants shall also answer the following questions to describe the budget necessary to accomplish the proposed program strategy/strategies. The application will be evaluated on how well it addresses **all** of the following questions:

**BUDGET:**

**QUESTION 5.1:** Provide the total amount of City funding requested and a summary description of the budget justification for the program strategy/strategies. All expenses should be identifiable, reasonable, and necessary. (*150 word limit*)

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**QUESTION 5.2:** Using Section 0650 – Program Budget and Narrative, provide an overview of all funding sources the Applicant will use for the proposed project. Please provide additional context for the funding sources below*. (150 word limit)*

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**COST PER CLIENT:**

**QUESTION 5.3:** State and describe the average cost per client using the total budget for the entire proposed Rapid Rehousing program. The response should include clients served by all funding sources including the requested City funding. (*100 word limit*)

Cost per client = Total program funding (City funding requested & all other funding sources)

Total clients served by program

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**SOCIAL IMPACT & RETURN ON INVESTMENT:**

**QUESTION 5.4:** Describe the social impact and/or return on investment for clients and/or the community resulting from the proposed services. Social impact and return on investment refer to the proposed program’s positive impact on social, financial, environmental, and/or quality of life factors for clients and/or the community. (*150 word limit*)

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**Part VI. BONUS EVALUATION POINTS**

**Total points: 10**

1. **HEALTHY SERVICE ENVIRONMENT**

**Maximum 10 points**

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented **or** agreeing to implement by 10/01/18 any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.

* Tobacco-free Campus (**3 points**) - Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living. A tobacco-free campus policy states:
  + Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers, and visitors.
* Mother-Friendly Workplace (**3 points**) - Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:
  + Employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
  + The provision of accessible locations allowing privacy;
  + Access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
  + Access to hygienic storage alternatives in the workplace for the mother’s breast milk (may include the allowance of personal coolers onsite).
* Employee Wellness Initiative (**3 points**) - Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.
* Violence Prevention Policy (**1 point**) - Applicant is committed to providing a safe environment for working and conducting business. Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.

**QUESTION 6.1:** If applicable, describe how the Applicant **has implemented** one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application. (*150 word limit*)

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**QUESTION 6.2:** If applicable, describe how the Applicant **plans to implement** one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position title only, responsible for ensuring implementation. (*150 word limit*)

(Technical assistance is available from Austin Public Health’s Chronic Disease & Injury Prevention program to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative.

Please call 512-972-5222 for additional information.)

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**ADDITIONAL INFORMATION:**

**Proposal Acceptance Period:** All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

**Proprietary Information:**  All materials submitted to the City become public property, and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal 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. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

**Exceptions:** Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

**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.

**Contract Adjustments:** The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant’s 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 a 90-day notice to the Grantee.