

Rapid Rehousing Request for Applications (RFA)

PRE-PROPOSAL MEETING



April 27, 2018 2:00 p.m.
Betty Dunkerley Campus
7201 Levander Loop
Room E-16
Austin, TX 78702

Welcome & Introductions

AUSTIN PUBLIC HEALTH

- Vella Karman, Social Services Policy Unit Manager
- Natasha Ponczek Shoemake, Social Services Policy Unit Program Coordinator
 - (512) 972-5027
 - Natasha.Ponczek@austintexas.gov

ORGANIZATION INTRODUCTIONS

- Sign-in sheet
- Comment cards
- ❖ Please hold all questions until the end of the presentation

Overview of Funding & Requirements

- **\$400,000 total funding available for initial 15-month period**
- Up to four 12-month extension options not to exceed \$400,000 each
 - Contingent on Council approval of funding during future budget processes
- Anticipated that one or more agreement will be awarded
- Community-based organizations including social services providers and government agencies are eligible to apply

Overview of Funding & Requirements

- **Applicants:**
 - May include expanding existing services or implementing new services.
 - May bid to provide services as one agency or through a collaboration, but one agency must be designated as the lead Applicant.
 - Fiscal management of direct financial assistance may be sub-contracted to another agency to administer or may be done by the Applicant.
 - Should have at least 2 years of successful experience providing the proposed services and/or working with the proposed target population. 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.

City Goals for the Program

- **Reduce the time individuals/families spend in homelessness**, whether on the streets or in shelter
- Increase coordination with homeless **outreach teams and shelters** 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

Communication Process

☐ 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://www.austintexas.gov/article/rapid-rehousing-solicitation>

- Questions should be directed to Natasha Ponczek Shoemake, Natasha.ponczek@austintexas.gov
512-972-5027
- Deadline to submit questions is 5:00pm on May 9, 2018

☐ 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://www.austintexas.gov/article/rapid-rehousing-solicitation>

Required forms

- Section 0050 Request for Application (RFA) Offer Sheet
- Section 0500 Application, Scope of Work, and Instructions
- Section 0610 Application Threshold Checklist
- Section 0645 Program Staff Positions and Time
- Section 0650 Program Budget and Narrative
- Section 0835 Nonresident Bidder Provisions

Required attachments

- Current Board of Directors bylaws
- Copy of the most recently filed 990 or 990 EZ (no older than FY 2016)
- Most recent financial audit, covering the two most recent consecutive audit years
- Approved Board of Directors Minutes that reflect documented processes to review program performance, approve budgets, review finance performance, and approve audit reports

Optional attachments

- Approved and signed Healthy Service Environment policy/policies (*reference Part VI of Section 0500*)
- Up to 10 pages of staff resumes / job descriptions (*reference Part III, Question 3.3, Section 0500*)

Evaluation Criteria

CRITERIA	MAXIMUM POINT VALUE: 110 points
ALL REQUIRED DOCUMENTS SUBMITTED	N/A
PART I: Program Overview and Strategy <ul style="list-style-type: none">• Program Strategy• Population(s) Served• Client Eligibility Requirements	50
PART II: Data Management and Program Evaluation	10
PART III: Staffing Plan	10
PART IV: Performance Outcomes and Outputs	10
PART V: Cost Effectiveness	20
PART VI: Bonus Evaluation Points (<i>Optional</i>)	10

Section 0500 – Application, Scope of Work, and Instructions

Response Instructions:

- Fill out responses in boxes provided directly below each question
 - It is preferable to be repetitive rather than to leave sections incomplete
 - Write N/A in any boxes where an answer will not be provided
 - Comply with word limits set for each section

- Applicants may compile responses in a separate Word document
 - Clearly label each question for Parts I, II, and III
 - Use size 12 Times New Roman font, double-spacing, and 1" margins

Section 0500 – Application, Scope of Work, and Instructions

PART I: PROGRAM OVERVIEW & STRATEGY (50 possible points)

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

Section 0500 – Application, Scope of Work, and Instructions

PART I: PROGRAM OVERVIEW & STRATEGY (50 possible points)

Rapid Rehousing Services can include:

- **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.

Section 0500 – Application, Scope of Work, and Instructions

PART IV: PERFORMANCE OUTCOMES & OUTPUTS (10 possible points)

- Output 1: Number of unduplicated clients served per 12-month agreement period
- Output 2: Average number of days between program entry and transition into housing
- Outcome 1: Percent of case-managed households that transition from homelessness into housing
Number of case-managed households that transition from homelessness into housing /Number of households that exit the program
- Outcome 2: Percent of clients who transition from homelessness into permanent housing who remain in housing for twelve months
Number of clients who transition from homelessness into permanent housing who remain in housing for twelve months/Number of clients who remain in permanent housing twelve months after placement

Section 0500 – Application, Scope of Work, and Instructions

PART V: COST EFFECTIVENESS (20 possible points)

- Budget
 - All expenses should be identifiable, reasonable, and necessary.
- Cost Per Client
 - Please note that an agency may have multiple programs, and this section is requesting the cost per client only for the proposed program in this application.
- Social Impact & Return on Investment
 - 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.

Section 0500 – Application, Scope of Work, and Instructions

PART VI: BONUS EVALUATION POINTS (10 possible points)

- ❑ Optional section
- ❑ Points awarded for implementation of OR agreeing to implement the following healthy service environment practices
 - Tobacco-free campus (3 points)
 - Mother-friendly work place (3 points)
 - Employee wellness initiative (3 points)
 - Violence prevention policy (1 point)
- ❑ The Chronic Disease & Injury Prevention unit of Austin Public Health will assist Applicants in planning and implementing these policies
 - For assistance, please call 512-972-5222

Section 0050 & Section 0835

Completion of Sections 0050 & 0835 is required as part of application

- Section 0050 Request for Application (RFA) Offer Sheet
 - RR1 available for download on the solicitation page:
<http://www.austintexas.gov/article/rapid-rehousing-solicitation>
 - Signature by authorized representative needed in order for the City of Austin to accept the application
- Section 0835 Nonresident Bidder Provisions
 - Document RR9 available for download on the solicitation page:
<http://www.austintexas.gov/article/rapid-rehousing-solicitation>
 - Form establishes area of residency for the agency applying for this solicitation

Section 0645 & Section 0650

Completion of Sections 0645 & 0650 is required as part of application

Section 0645 Program Staff Positions and Time

- Document RR6 available for download on the solicitation page: <http://www.austintexas.gov/article/rapid-rehousing-solicitation>
- Include list of position titles, not staff names

Section 0650 Program Budget and Narrative

- Document RR7 available for download on the solicitation page: <http://www.austintexas.gov/article/rapid-rehousing-solicitation>
- Include full list of other funding sources in addition to City amount of funding requested in specified columns on pg. 2
- Provide narrative descriptions of expenses to be paid for by **City funds only**

Important Dates

- ❑ Last day to submit questions to APH in writing:
May 9, 2018, 5:00 p.m.
- ❑ Proposals due May 18, 2018 PRIOR TO 11:00 a.m.
(CST)
- ❑ TENTATIVE: Austin City Council Approval: June 28,
2018
- ❑ TENTATIVE: Agreement Start Date: July 1, 2018

Submittal Requirements

ALL PROPOSALS SHALL BE SUBMITTED PRIOR TO 11:00 AM (CST), May 18, 2018

- Do not submit booklets, pamphlets, or other bulky items
- Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs
- Submissions should be delivered in sealed envelopes with the proposal fastened with binder clips only
 - Envelope 1: Application Threshold Checklist & Associated Documents
 - Envelope 2: Application Documents
 - *Reference Page 3 of Section 0500, Application, Scope of Work, and Instructions for full list of required sections and attachments for each envelope*

Deliver to:

Austin Public Health
Attn: Natasha P. Shoemake
7201 Levander Loop, Building H
Austin, TX 78702

QUESTIONS?

