



RFA #005 COVID Housing 2020 - NPS Request for Applications (RFA) Pre-Bid Conference Call

June 11, 2020 at 2-3:30pm
Conference call

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

AGENDA

02:00 pm – 03:30 pm

- Welcome and Introductions
- RFA Submission Instructions
- Scope of Work
- Application
- Important Dates
- Question and Answer Process

Welcome & Introductions

Introductions

Housekeeping

- Everyone is muted for the call until the Q&A.
- Materials for meeting located on the website and in Partnergrants:
<https://www.austintexas.gov/article/rfa-005-covid-housing-2020-nps>
- Comment and questions need to be submitted via email to
Natasha.Ponczek@austintexas.gov
- Natasha will be watching her email during the presentation if you have questions.
- 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 RFA

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFA SCOPE OF WORK	*
F	RFA APPLICATION	X
G	PROGRAM BUDGET FORM	X
H	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
I	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
J	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	X
K	Applying for APH-Funded Opportunity – PartnerGrants Instructions	*

Submission Documents

- Required RFA Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFA Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants
G	Program Budget	Complete both tabs in Excel document found in Partnergrants Save as PDF	Upload into PartnerGrants
H	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
I	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
J	Non-Collusion Non-Conflict Anti-Lobbying	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	Staff resumes or job descriptions	PDF all of the documents together	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 APPLICATION (RFA) OFFER SHEET

SOLICITATION NO: RFA-005-COVID-Housing-2020-NPS
 SOLICITATION NAME: Request for Applications for COVID-Housing -- Diversion/Homelessness Prevention/
 Rapid-Rehousing

DATE ISSUED:	June 10, 2020
Questions regarding the RFA are due on or before:	June 24, 2020 at 9am CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants:	Authorized Contact Person: Natasha Ponczek-Shoemaker Contract Management Specialist III E-Mail: Natasha.Ponczek@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: https://www.austintexas.gov/article/rfa-005-covid-housing-2020-nps
Optional Pre-Bid Meeting Date and Time:	Thursday, June 11, 2020 2:00 pm – 3:30 pm CST Registration Required with this link to net-

Section A: Offer Sheet

- On the Offer sheet the organization’s representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFA document packet sections and agrees to be bound by the terms therein.
- 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 APPLICATION (RFA) 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: _____

Partnergrants Database

- Website:
<https://partnergrants.austintexas.gov>
- Partnergrants is an online/web-based database APH uses for contract management
- APPLICATIONS MUST BE SUBMITTED THROUGH THE PARTNERGRANTS SYSTEM.
- PAPER APPLICATIONS WILL NOT BE ACCEPTED.

partnergrants.austintexas.gov/home.do

Apps Yahoo ShareptCMU (1) ShareptSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB IDI

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

• Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

Log In

Click [HERE](#) to use your City of Austin Login
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID:*

Password:*

[Forgot User ID?](#)
[Forgot Password?](#)

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

New to PartnerGrants?
[Register Here](#)

Announcements

COVID 19 UPDATE

See austintexas.gov/COVID19 for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through **Austin Public Health (APH)** and the **Office of Telecommunications and Regulatory Affairs (TARA)**, that promote health and/or digital equity.

Scope of Work: Funding and Timeline

- This solicitation seeks qualified Applicants from social service providers in response to this Request for Applications (RFA) with demonstrated experience providing services using Rapid Rehousing, Homelessness Prevention, and/or Diversion interventions to persons who are experiencing or at imminent risk of homelessness.
- All funding is from the CARES Act, signed on March 27, 2020 to help the Nation respond to the coronavirus outbreak. This application includes a combination of funding sources; including federal funding sources.
- It is anticipated that multiple Agreements will be awarded for a minimum of a twelve-month term with potential options for renewals.
- Applicants responding to this solicitation may be recommended through the Request for Application evaluation and award determination process as a candidate to receive additional and/or alternative private dollars made available by an array of foundation and philanthropic organizations.

Funding Agencies	Grant and Type of Project	Amount Available by Funding Agencies	Min/Max	City/State
City of Austin Neighborhood Housing and Community Development Department (NHCD)	Community Development Block Grant-CARES Act funding (CDBG-CV) for a Centralized Funding Pool for Diversion and Homelessness Prevention	\$1,000,000	Homelessness prevention and diversion fund: Required amount of request must be \$1,000,000, the full grant amount available.	City Funding: \$2,937,358 – APH and CDBG will award
City of Austin – Austin Public Health (APH)	Emergency Solutions Grant - CARES Act funding (ESG-CV) for Rapid Rehousing	\$1,937,358	Rapid Rehousing Total: \$2,979,209 Minimum request of \$50,000 and a maximum of \$1,000,000.	
Texas Department of Housing and Community Affairs	Emergency Solutions Grant - CARES Act funding (ESG-CV) for Rapid Rehousing	\$1,041,851		TDHCA: \$1,041,851 – Funding Recommendations to TDHCA
Total		\$3,979,209		

Scope of Work: Funding and Timeline

Applicants will submit one application and indicate which project type they are proposing to provide.

Applicants may apply for multiple project types but must provide adequate explanation of the proposed services and program design for each service proposed.

Applications will be evaluated based on the content of their application and then, an evaluation panel of subject matter experts from the City of Austin, the Ending Community Homelessness Coalition (ECHO), and the Austin community, will determine Applications to receive funding.

The Agreements will have different start dates depending on the funding agency and funding source, with some programs beginning operations in July 2020.

All funding is conditional upon approval from the funders including City Council, Texas Department of Housing and Community Affairs (TDHCA) and the Department of Housing and Urban Development (HUD). ESG-CV and CDBG-CV funding is conditional on approval of the proposed uses of the funding by the U.S. Department of Housing and Urban Development.

- If recommended for ESG-CV funding by the Texas Department of Housing and Community Affairs (TDHCA), the successful Applicant will submit an application to TDHCA by July 16, 2020.
- If awarded through the City of Austin, APH and NHCD staff will create a contract structured as a reimbursable-based agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies all expenses.

Scope of Work: Project Types

Project Type	Purpose of the Funding	Eligible Activities
1. Centralized Funding Pool for Diversion and Homelessness Prevention	Diversion: To assist persons experiencing literal homelessness and provide limited services and financial assistance that will prevent entry into shelter or limit time of the homeless episode by assisting participants with identifying their own resources to end their homeless episode.	<ul style="list-style-type: none"> ● 1 Month Rental Assistance (CDBG-CV) ● Application fees, including security deposits (CDBG-CV) ● Broad financial assistance
	Homelessness Prevention: To assist persons at-risk of homelessness and were successfully housed through a program within the local homeless system and are impacted by the economic impacts of COVID-19.	<ul style="list-style-type: none"> ● Short-term rental assistance up to 3 months(CDBG-CV) ● Application fees, including security deposits (CDBG-CV) ● Broad financial assistance
2. Rapid Re-housing	To assist persons who are experiencing literal homeless and impacted by COVID-19 to provide flexible housing services that will expedite a household's ability to become self-sufficient through time-limited rental assistance.	<ul style="list-style-type: none"> ● Housing Location (ESG-CV) ● Housing Stability Case Management (ESG-CV) ● Short-term rental assistance (up to 3 months) (ESG-CV) – ESG eligible, but agencies must apply only for Medium-term ● Medium-term rental assistance (up to 12 months) (ESG-CV) ● Other Housing-related financial assistance (ESG-CV) ● Broad financial assistance

Note: Clients will be referred with an updated CE prioritization standards so projects would serve those clients who were high risk and impacted by COVID as identified by the approved CE prioritization.

Scope of Work: Other Funding

While private funding sources are not a part of this current funding competition, Applicants may be referred to support community needs and bolster program activities which cannot be funded through the current federal funding. Applications selected for recommendations will be decided through the Request for Application evaluation and award determination process.

- Homelessness Prevention and Diversion will only fund Rental Assistance, Deposits and Application Fees, and any other Broad Financial Assistance may be funded through the foundations.
- Rapid Rehousing will fund all of the eligible categories listed in the Scope of Work, but any of other broad financial assistance items could be funded through foundations.

<u>Other Non-federally Funded Broad Financial Assistance Options</u>	<ul style="list-style-type: none">● Housing search (funded by ESG RR)● Utility bills (funded by ESG RR)● Moving expenses● Employment certifications and licenses● Background check Interpreter services● Transportation● Work supplies● Creative problem solving● Mediation or conflict resolution (e.g., landlords, relatives, friends)● Job search and referral● Credit repair● Legal aid
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Scope of Work: Application Evaluation

- Applications will be evaluated based on the content of their application and then, an evaluation panel of subject matter experts from the City of Austin, the Ending Community Homelessness Coalition (ECHO), and the Austin community, will determine Applications to receive funding.
- Applicants should hear about funding in the second week of July.

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 RFA
Section F: RFA Application		
Section I: Preliminary Questions	Questions 1-10	No points, but Applicant must pass threshold for application to be evaluated
Section II: Program Services, Experience and Administration	Questions 1 - 4	60 points
Section III: Priority Population	Questions 5-6	
Section IV: Data Management and HMIS Reporting	Questions 7-9	
Section V: Racial Equity	Question 10-11	20 points
Section VI: Project Staffing and Budget	Questions 12-17	20 points
		Total: 100 Points

Scope of Work: Application Format and Submission Requirements

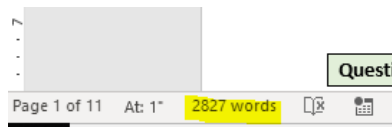
- ALL DOCUMENTS MUST BE UPLOADED INTO PARTNERGRANTS. NO PAPER COPIES WILL BE ACCEPTED.

Section F Application Instructions:

Total word limit in the RFA Application is 7,500 words which includes the questions. Applications that exceed 7,500 words will not be considered.

Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 2800 words in F-RFA Application, and this is included in the **7,500** word limit.

- of words in a document and displays it in the status bar at the bottom of the screen (see image below). There are about 2827 words in F-RFGA Application.



- These 2,827 words are included in the 7,500 word limit.
- The following documents will not count towards the total word count:
- Attachments submitted to answer a question like staff positions, etc.
 - Attachment G. Project Budget Forms
 - Attachments A, H, I, J

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**. Editing is restricted in the document except in the answer boxes. 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.
- 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.
- Select items from the **drop-down menus** as well as check off any checkboxes with required attachments.
- 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.
 - **Make sure to include the exact wording of the drop-down menus.**
 - 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.

Submission Documents

- Required RFA Application and attachments

Section No.	Item/Document	Instructions	How to Submit
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H	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
I	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
J	Non-Collusion Non-Conflict Anti-Lobbying	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	Staff resumes or job descriptions	PDF all of the documents together	Upload into Partnergrants

RFA Application

Sections of the RFA:

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 RFA
Section F: RFA Application		
Section I: Preliminary Questions	Questions 1-10	No points, but Applicant must pass threshold for application to be evaluated
Section II: Program Services, Experience and Administration	Questions 1 - 4	60 points
Section III: Priority Population	Questions 5-6	
Section IV: Data Management and HMIS Reporting	Questions 7-9	
Section V: Racial Equity	Question 10-11	20 points
Section VI: Project Staffing and Budget	Questions 12-17	20 points
		Total: 100 Points

Section-F: RFA-Application¶

Section-1: Organization-Information-Section¶

No-points-are-assigned-to-questions-in-this-section,-but-a-response-is-required-for-each-question.-These-questions-will-be-used-to-determine-if-your-organization-is-eligible-to-contract-with-the-City-of-Austin-or-Texas-Department-of-Housing-and-Community-Affairs.-All-Applications-must-have-satisfactory-answers-in-this-section-in-order-to-be-evaluated-for-potential-award.¶

Name-of-your-Organization:-Click-or-tap-here-to-enter-text.¶

Program-Name:-Click-or-tap-here-to-enter-text.¶

Question-1:-Is-your-Agency-a-non-profit-organization-able-to-conduct-business-in-the-State-of-Texas-for-at-least-two-years?¶

Click-or-tap-here-to-enter-text.¶

If-no-explain:¶

Click-or-tap-here-to-enter-text.¶

Question-2:-Has-your-Agency-submitted-all-applicable-tax-returns-to-the-IRS-and-the-State-of-Texas-(e.g.-Form-990-or-900-EZ-and-state-and-federal-payroll-tax-filings)?¶

Click-or-tap-here-to-enter-text.¶

If-no-explain:¶

Click-or-tap-here-to-enter-text.¶

Question-3:-Is-your-agency-eligible-to-contract-and-not-debarred-from-contracting,-according-to-SAM.gov-and-City-Debarment-information?¶

Click-or-tap-here-to-enter-text.¶

If-no-explain:¶

Click-or-tap-here-to-enter-text.¶

Question-4:-Is-your-Agency-current-in-its-payment-of-Federal-and-State-payroll-taxes?¶

Click-or-tap-here-to-enter-text.¶

If-no-explain:¶

Click-or-tap-here-to-enter-text.¶

¶

Question-5:-Does-your-Agency-owe-past-due-taxes-to-the-City?¶

Click-or-tap-here-to-enter-text.¶

If-Yes-explain:¶

Click-or-tap-here-to-enter-text.-----¶

Question-6:-What-is-your-organization's-annual-budget?¶

Click-or-tap-here-to-enter-text.-¶

Question-7:-Is-your-organization-receiving-funding-specific-to-COVID-19?¶

Click-or-tap-here-to-enter-text.¶

If-yes-for-what-purpose-was-the-funding-received?¶

Click-or-tap-here-to-enter-text.¶

If-yes-how-much-funding-was/will-be-received?¶

Click-or-tap-here-to-enter-text.-¶

Question-8:-Provide-a-brief-description-of-the-Agency-applying-for-this-funding-(e.g.,-mission-statement)¶

Click-or-tap-here-to-enter-text.¶

Question-9:-Provide-the-following-contact-information-for-the-person-in-your-organization-authorized-to-negotiate-Agreement-terms-and-render-binding-decisions-on-Agreement-matters.¶

Name:-Click-or-tap-here-to-enter-text.-¶

Title:-Click-or-tap-here-to-enter-text.-¶

Email-Address:-Click-or-tap-here-to-enter-text.-¶

Phone:-Click-or-tap-here-to-enter-text.¶

Question-10:-Provide-any-additional-comments-or-clarifications-about-your-organization.¶

Click-or-tap-here-to-enter-text.-----Page-Break-----¶

RFA Application

RFA-#005-COVID-Housing-2020-NPS

SCORED APPLICATION SECTIONS--Total Points Available: 100

Section II: Program Services, Experience and Administration

Applicants must answer every question and every part of each question unless otherwise specified in question.

Applicants must demonstrate that the agency has a history of providing direct services to individuals and households experiencing literal homelessness and/or are at risk of homelessness. For more information about the Project Types, please review the RFA Scope of Work and [Austin Action Plan for Addressing COVID-19 and Homelessness](#).

Question 1: Select the Project Type outlined in the Scope of Work.

Choose an item from the drop-down menu.

Question 2: Project Narrative

Provide a description that addresses the entire scope of the proposed project.

2(a) Describe the scope of the project including:

- the priority population(s) to be served,
- program services and financial assistance that will be offered to address housing and supportive-

Application Section Tips:

- Make sure to answer every question and every part of each question.
- And note that there are drop down boxes with preselected answers.
- There are a number of links within the document that should be reviewed in order to understand the context of the questions as well as the guidance from the funders about what program design, eligibility, and HMIS requirements are expected to be seen in your answers.

RFA Application: Program Administration

All programs must:

- Provide sufficient administrative capacity to comply with fiscal and compliance requirements
- Be able to disperse payments quickly to landlords (within 2 business days of complete and eligible application)
- Use HMIS to track program participants and performance metrics
- Develop clear protocols on targeting financial assistance and achieving optimal leverage of other community programs/services
- Provide training on application processes to services providers
- Establish feedback and quality improvement systems for program beneficiaries, landlords, and services providers
- Centralized Funding Pool or Rapid Rehousing Collaborations Applicants must:
- Develop user-friendly processes for partner service providers to submit applications and documentation for assistance

RFA Application: Reporting Requirements

- Since this is federal funding, there are a number of reporting requirements as well as client eligibility documentation requirements.
- The ability to collect, track, and report client demographics and program output(s) and outcome(s) is a priority for the City of Austin and the Austin/Travis County CoC.
- The applicant should have demonstrated experience and plans for data collection and demonstration of program impact and system improvements through data collection and evaluation.

Indicate with an [X] Agreement to Submit Report by the deadlines reported by funder	Potential reports required by funders and funding sources (these represent multiple funder reports, and the end contract may or may not include all of these reports).
<input type="checkbox"/>	Sample ESG CAPER Report - Blank
<input type="checkbox"/>	HMIS Data Quality Reports
<input type="checkbox"/>	Rapid Re-housing Scorecard
<input type="checkbox"/>	TDHCA Monthly Report Guide
<input type="checkbox"/>	Action Plan for Addressing COVID-19 and Homelessness - Performance Measurement

RFA 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 is 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.

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?
a. 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.
a. 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.
a. 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.
a. Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Drop down menu – choose item.	Click or tap here to enter text.
a. Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Drop down menu – choose item.	Click or tap here to enter text.

RFA Application: Program Staffing and Time

For each of the staff positions involved in the project: state position title, indicate their percent of time on the project, and indicate what eligible services they will be provided (refer to Scope of Work for each Project Type.) Attach separate document if more lines are needed.

NOTE: ONLY INCLUDE STAFF REQUESTED IN THIS SOLICITATION.

DO NOT INCLUDE STAFF WHO WILL BE FUNDED 100% BY OTHER FUNDING SOURCES. If a staff member is partially funded by another funder, include only the percentage of time that this application is requesting.

○ Example:

Position Titles	Eligible Services Provided by Staff (refer to Scope of Work for each Project Type)	Program Staff FTE Amount/% of Time Spent on Project
Housing Locator	Identifying housing; transporting client to view housing	50%

Section I: Program Budget and Funding Summary

INSTRUCTIONS:

- First complete the tab “Financial Assistance Worksheet”. The financial assistance totals will update automatically in the tab “Full Budget”.
- Second complete the open fields shaded in peach in the tab “Full Budget”.
- All line item amounts must be entered as WHOLE DOLLARS.
- If no funds are budgeted for a line item, leave it blank.
- The dollar amount requested in tab “Full Budget” must equal the amount in Question 14.
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, subtotals, and totals are in WHOLE DOLLARS and are correct.
- Match is not required for this COVID funding.

Budget Narrative Instructions

- For every budget line containing a requested amount of City of Austin funding, enter a short description or list of items included in that budget line.
- Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding.

Section I: Project Budget – Financial Assistance

FINANCIAL ASSISTANCE BUDGET										
HOMELESSNESS PREVENTION										
Size of Units	# of Units		FY2020 FMR		Eligible months		Projected Unit Turnover Instances	Total		Recommended Min. Households Supported
1 br	x	x	\$1,134.00	x	3	x	4	\$ -		0
2br	x	x	\$1,356.00	x	3	x	4	\$ -		0
3br	x	x	\$1,763.00	x	3	x	4	\$ -		0
4br	x	x	\$2,128.00	x	3	x	4	\$ -		0
5br	x	x	\$2,447.00	x	3	x	4	\$ -		0
6br	x	x	\$2,766.00	x	3	x	4	\$ -		0
Total Number of Units Served	0						Total RA Cost	\$ -		0
General Housing Assistance	Quantity AND Description (max 400 characters)							General Housing Assistance Amount Requested		
Security Deposits										
Application Assistance										
Utility Assistance										
Utility Deposit										
Total Financial Assistance Costs								\$ -		
DIVERSION										
Size of Units	# of Units		FY2020 FMR		Eligible months		Projected Unit Turnover Instances	Total		Recommended Min. Households Supported
1 br	x	x	\$1,134.00	x	1	x	12	\$ -		0
2br	x	x	\$1,356.00	x	1	x	12	\$ -		0

- Must Complete this Financial Assistance Budget First
- There are three Project Type tables listed here.
- Homeless Prevention, Diversion and Rapid Rehousing Medium Term Rental Assistance*
- Fill out the budgets for all of the Project Types you are applying for.
- The totals for financial assistance will pre-populate in the Full Budget tab.

Section I: Project Budget

12-Month Term				
Project Type (Select from drop down menu):				
A. PERSONNEL	Requested ANNUAL Amount	Amount Funded by ALL OTHER Sources	TOTAL Budget (ALL funding sources)	Budget Narrative - Must provide narrative for every line item that is being requested. Include specific items being paid for.
Salaries and Fringe Benefits	0	0	0	
A. SUBTOTALS: PERSONNEL	0	0	0	
B. OPERATIONS				
General Operations	0	0	0	
B. SUBTOTALS: OPERATIONS	0	0	0	
C. ASSISTANCE TO CLIENTS				
Rental Assistance	0	0	0	See Financial Asst. Worksheet tab
General Housing Assistance	0	0	0	See Financial Asst. Worksheet tab
Direct Client Assistance	0	0	0	
Client Food and Beverage	0	0	0	
C. SUBTOTALS: ASSISTANCE TO CLIENTS	0	0	0	
GRAND TOTAL (A - D)	\$ -	\$ -	\$ -	
PERCENT SHARE of Total for Funding Sources:				

Communication with the City

Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the Funding Opportunity page in Partnergrants and the solicitation website at least once per week.
- Questions regarding the RFA must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at Natasha.Ponczek@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.

Anti-lobbying ordinance

- Request for Grant Application process: Anti-lobbying ordinance does not apply.

Important Dates

- Deadline to Submit Questions to APH: **June 24, 2020 at 9AM CST**
 - This includes TA questions about submitting in PG, so please make sure to get your application ready early so you don't miss the question deadline.
- RFA Applications DUE to APH: **June 24, 2020 at 12PM CST**
- Agreement Start Date: Variable by Funder
- **APH Start Date: July 13, 2020 tentatively**
- Evaluation of Applications done by the second week of July
- Technical assistance in how to submit an application in PG is available on YouTube
- Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov .



Questions?

Contact: Natasha.Ponczek@austintexas.gov