

PRE-BID TEAMS MEETING

**RFP HSO 2024 – 002 HOMELESSNESS DIVERSION DEMONSTRATION PROJECT REQUEST
FOR PROPOSALS (RFP)**

MAY 9, 2024, AT 11:00 AM CST

RFP Authorized Contact Person:

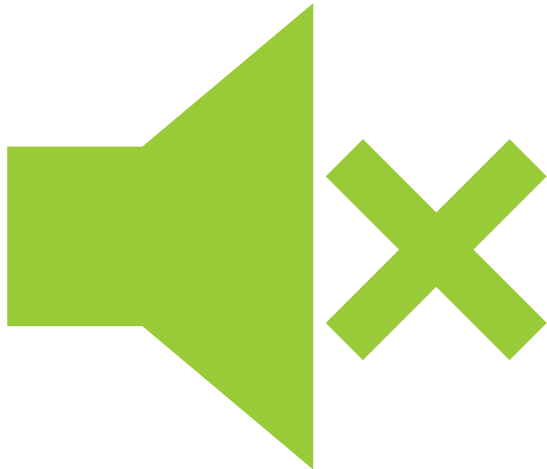
Natasha Ponczek Shoemake

HSDCompetitions@austintexas.gov



HOMELESS
STRATEGY
OFFICE

WELCOME & INTRODUCTIONS



- ❑ Introductions and Attendance Information
- ❑ Everyone is muted with cameras off for the call until the Q&A.
- ❑ Materials for the meeting are located on the website, in PartnerGrants, and on the [solicitation website](#).
- ❑ Questions during the presentation can be typed in the Chat OR sent to HSDCompetitions@AustinTexas.gov.
- ❑ Questions emailed may not be answered during the presentation.
- ❑ After the presentation: Comments and questions need to be submitted via email to HSDCompetitions@AustinTexas.gov

AGENDA

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Sections of the RFP

Important Dates and Information

Questions and Answers

BACKGROUND

The Austin City Council allocated funding during the Fiscal Year 2023-2024 budget process to support the “scale up of current programs managed by multiple non-profit partners and provide a city-wide access point of diversion... [and] ask all clients what opportunities exist to quickly resolve the crisis that risks, or has resulted in, their unsheltered homelessness.”

Many other localities, including Los Angeles, New York, Philadelphia, Dallas, Houston, and San Antonio, utilize Diversion programming to assist families and individuals with avoiding or quickly ending experiences of homelessness. While Austin has several formal and informal diversion initiatives, this solicitation hopes to identify promising Diversion activities.

The awarded program/s will be a part of a demonstration project, that will incorporate an evaluation to test effectiveness and utilize the findings to develop and fund a local Diversion program model. The performance of the program(s) awarded through this solicitation will be evaluated over the contract term for a variety of factors, including effectiveness in resolving situations of homelessness, impact of differing types of assistance, and cost efficiency.

REQUEST FOR PROPOSALS OVERVIEW

The City of Austin Homeless Strategy Office (HSO) issues this Request for Proposals (RFP) to identify a qualified social service providers with demonstrated experience assisting individuals and families newly experiencing homelessness to resolve their experience quickly.

Solicitation Objectives:

1. The objective of this solicitation is to identify applicants with experience and demonstrated capacity to design, implement, and pilot Diversion programs to assist individuals and households with either avoiding or quickly exiting experiences of unsheltered or sheltered homelessness with minimal or no financial assistance.

Important Dates

Date Issued:	Friday, May 3, 2024
Intent to Apply Due Date:	Thursday, May 16, 2024 at 3 PM CST
Proposal Due Date:	Tuesday, June 4, 2024, at 3 PM CST
Anticipated Start date of contract:	August 1, 2024
Questions regarding the RFP are due on or before:	Tuesday, May 28, 2024 at 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Tuesday, June 4, 2024, at 2 PM CST
Questions and Answers will be available:	In PartnerGrants and on the solicitation website
Optional Pre-Bid Meeting Date(s) and Time(s):	Thursday, May 9, 2024 at 11 AM
Optional Office Hours with RFP SPOC and staff	<p>Tuesday, May 14, 2024 at 11 AM CDT (Focus on Threshold and Intent to Apply) Registration Required with this link: Eventbrite Registration</p> <p>Thursday, May 30, 2024 at 11 AM CDT (Focus on Final Application and Submission) Registration Required with this link: Eventbrite Registration</p>

FUNDING AND TIMELINE

Department: Homeless Strategy Office (HSO)

Services Solicited: Diversion

Total Funding Available: \$446,000 in City of Austin General Fund

Number of Agreements and Contract Term: HSO anticipates up to three agreements starting August 1, 2024. The funds for this program are ongoing funds from the City of Austin General Fund in an amount of \$446,000 annually, with up to 2 renewal options. All future renewal options will be based on future budget availability. Collaborative applications will be considered; however, a lead agency must be identified.

Minimum Amount: Minimum award amount is \$50,000; Applicants may submit a proposal for less than or up to the full amount available.

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

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. Agencies with an overall operating budget of less than \$1,000,000 may be eligible for one-time, upfront funding for start-up costs to be determined at the time of contract negotiation.



RFP SCOPE OF WORK

SERVICES SOLICITED: 1. DIVERSION SERVICES AND ASSISTANCE (REQUIRED)

Diversion Services and Assistance serves households who are at imminent risk of homelessness or who have lost their housing in the last 30 days. The goal of this assistance is to prevent homelessness or help clients end their homelessness as quickly as possible.

Since this solicitation seeks to create a demonstration project, or multiple projects, HSO welcomes applicants to propose projects with iterative and/or creative solutions that balance service delivery quality and performance expectations. As such, HSO will approach contract negotiations, project implementations, and close-out and evaluation with a collaborative mindset.

Requirements

- a. Applicants must design a program model which identifies, at minimum:
 - i. How eligible participants will be identified and prioritized for services, considering the goals and performance measures of the solicitation.
 - ii. How equality will be factored into service selection and provision.
 - iii. What services participants will receive and the frequency of service selection.
 - iv. How assistance will be distributed to program participants.
- b. Applicants must develop policies and procedures to define when assistance is appropriate to ensure equitable access to assistance for participants who are unlikely to return to homelessness after receiving assistance.
- c. The client must be entered into the program in the Homeless Management Information System (HMIS) with a distinct project Entry and Exit, and diversion assistance type must be recorded in HMIS as a “Service” transaction.

Eligible Costs

- a. Personnel costs for staff to meet the above requirements and to ensure all staff are trained in diversion best practices.
- b. Costs necessary to assist an individual with exiting or avoiding homelessness are eligible, so long as costs are eligible under COA Exhibit B.3.

Providers may utilize funds to support the direct provision of the Diversion services.

A. Requirements

Applicants may only utilize funds for the express purpose of the direct provision of diversion services and assistance. Funding utilized to support the administrative activities of the project are unallowable under this eligible cost

B. Eligible Costs

- a. Equipment such as technology to be utilized by staff for the delivery of services.
- b. Covering monthly rental amounts for service delivery facilities, proportionally distributed to the contracted activities.
- c. Mileage or other operational costs necessary for the distribution of services.

SERVICES SOLICITED

2. DIVERSION OPERATIONS (OPTIONAL)

SERVICES SOLICITED

3. ADMINISTRATIVE ACTIVITIES (OPTIONAL)

4) **Administrative Activities (Optional):** The recipient may use up to 15% of its project budget for the payment of administrative costs related to the planning and administration of the project. This does not include staff and overhead costs directly related to carrying out activities or services eligible under costs in items 1-3 listed above.

A. Requirements:

- i. Program administrators must prepare program budget and schedules, and amendments to those budgets and schedules as needed.
- ii. Develop system for assuring compliance with the program requirements.
- iii. Monitor program activities for progress and compliance with program requirements.
- iv. Prepare reports and other documents directly related to the program for submission to the City of Austin.
- v. Managing or supervising persons whose primary responsibility with regards to the program include such assignment as those described in Section IV. 1) Operations through 4) General Housing Assistance.

Please note: Administrative costs will not be considered an indirect cost in the budget. All contract expenses will be reimbursable and must be listed in the budget narrative. Awarded agencies will document expenses separately for every claim in the form of a general ledger. For more information about eligible costs see Exhibit E. Standard APH Agreement Boilerplate and Exhibits.

B. Eligible costs include:

- i. Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration and not in program operations. In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocated to the program for each person whose primary responsibilities to the program involve program administration assignments, or the proportional share of the salary, wages, and related costs for each person whose job includes but is not limited to the administration of this program. The recipient may only use one of these methods for each fiscal year grant.
- ii. Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
- iii. Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space. Equipment, insurance, utilities, office supplies, or spaces needed for program operations should be included in the operations section of the budget while general administrative costs not specifically related to program operations should be included in this section.

HUD HOMELESS DEFINITIONS

Households experiencing homelessness (HUD categories 1, 2, and 4) and those at-risk of homelessness as defined in Exhibit B. Standard Solicitation Provision and Instructions, Section 1.B. Homeless Services Definitions. Program operators are exempt from documenting City of Austin Social Services eligibility requirements.

(Category 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(Category 2) An individual or family who will **imminently lose** their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(Category 4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

AT-RISK OF HOMELESSNESS DEFINITIONS

At risk of homelessness is eligible for hotline activities - An individual or family who:

- A. Has an **annual income below 30 percent of median family income** for the area, as determined by HUD;
- B. **Does not have sufficient resources or support networks**, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
- C. Meets one of the following conditions:
 - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - ii. Is living in the home of another because of economic hardship;
 - iii. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - iv. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - v. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - vi. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

DATA COLLECTION

Applicants must comply with the following data requirements:

- A. Utilize the local Homeless Management Information System (HMIS) to track and report client information and program services for individuals who are experiencing homelessness. Maintain accurate data sources for persons not experiencing literal homelessness.
- B. Adhere to all requirements of HMIS data submission, Coordinated Entry (CE), Continuum of Care (CoC), and related regulatory requirements. Full information on metric assessment and logic can be found in the [CoC APR and ESG CAPER HMIS Programming Specifications](#).
- C. Adhere to additional data collection or reporting requirements of the awarded program evaluation partner and as approved by the City of Austin's Homeless Strategy Office.



Performance Metrics

On a quarterly basis, the awardee will be required to report the following:

ALL PROGRAM OUTPUTS AND OUTCOMES

- **Output #1:** The minimum number of participants who will be assisted by this program
- **Outcome #1:**
Percentage of Households receiving Diversion services who exit homelessness
Numerator: Number of households exiting to permanent or temporary housing destinations
Denominator: Number of households receiving diversion services
- **Outcome #2:**
Percentage of Households receiving Diversion services who exit homelessness positively and do not return to homelessness in the following 12 months
Numerator: Number of households who enroll into an HMIS program for those experiencing homelessness in the following 12 months of positive exit
Denominator: Number of households exiting to permanent or temporary housing destinations
- **Outcome #3:**
Percentage of Households receiving Diversion services who exit homelessness without financial assistance
Numerator: Number of households exiting to permanent or temporary housing destinations without needing financial assistance
Denominator: Number of households receiving diversion services

PRINCIPLES OF SERVICE DELIVERY



[Austin/Travis County Continuum of Care \(CoC\) Written Standards for Program Delivery](#), as approved by the Homelessness Response System Leadership Council.



Evidence-based practices such as Trauma-Informed Care, Harm Reduction, and Motivational Interviewing.



Client-centered care and culturally competent service delivery.



Language assistance, written and verbal



City of Austin's Anti-discrimination Ordinance, Chapter 5-1 Housing Discrimination, and federal Fair Housing regulations.



No duplication of services or assistance from different funding sources.



Livable and competitive wage, such as MIT's Living Wage calculator, at livingwage.mit.edu

ADDITIONAL RESOURCES

Applicants must consider Diversion best practices in the design of their projects:

- “Diversion.” National Alliance to End Homelessness, April 10, 2020.
<https://endhomelessness.org/resource/diversionexplainer/https://endhomelessness.org/resource/diversionexplainer/> .
- “From Our Federal Partners: Housing Problem-Solving with Prevention, Diversion, and Rapid Exit Strategies”, HUD Exchange, July 19, 2019.
<https://www.hudexchange.info/news/from-our-federal-partners-housing-problem-solving-with-prevention-diversion-and-rapid-exit-strategies/> .
- “Shelter Diversion: A Best Practice to Prevent Homelessness.” Strategies to End Homelessness, March 27, 2024.
<https://www.strategiestoendhomelessness.org/shelter-diversion-a-best-practice-to-prevent-homelessness/> .

LEVERAGING RESOURCES

It is critical to ensure the efficient and flexible use of funds to respond to participants' unique situations and housing needs. Competitive proposals will leverage cash and/or in-kind resources, such as volunteer hours, partnerships with healthcare or mental health providers, or other funding sources to expand services to participants.

In-kind match is the value of any real property, equipment, goods, or services contributed to a program that would have been eligible costs if the recipient/subrecipient was required to pay for such costs with City funds. In-kind and cash match should be categorized in the budget as "Other Funding."

Proposals for this solicitation which identify leveraged resources, cash or in-kind, up to 20% or greater of the proposed budget will score more favorably as outlined in Question 21 of Exhibit H – RFP Evaluation Scoring Rubric Summary.

APPLICATION EVALUATION

- See Exhibit G. RFP Evaluation Scoring Rubric Summary for more details
- A total of 100 points may be awarded to each proposal. Points will be awarded based on an evaluation of whether a proposed program aligns with the goals of this RFP and how well each response answers the questions of the application.
- Any question that is not answered will result in an application receiving zero points for that question.

RFP # 2024-001 Digital Housing Crisis Referral and Information Services Evaluation Rubric		
Form 1: Offer Sheet	Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form.
Form 2: RFP Proposal		
Part I: Fiscal and Administrative Capacity	Agency Information and Minimum Requirements	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications in C - Scope of Work below this table.
Section	Category	Maximum Points Eligible
Part II: Scored Proposal Section 1: Program Design	Program Summary Clients Served Program Requirements Service Delivery & Best Practices Service Coordination	35 points
	Section 2: Data Informed Program Management Performance Measures Data Security & Systems Management Quality Improvement & Feedback	
Section 3: Experience and Cultural Competence	Agency Experience & Performance Service Delivery Experience Cultural Competence & Racial Equity	15 points
Section 4: Cost Effectiveness (Form 3)	Program Staffing & Time Livable Wage	20 points
	Program Budget & Funding Summary Cost Effectiveness & Number of individuals served/ total budget = Cost Analysis	
		Total: 100 points
Form 4: COA Certifications and Disclosures	Applicants must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.

5 Minute Collaboration Break

HSD is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

Write “Interested in Collaboration:” in your comment and we will include this in the Attendance Document published after the meeting.





PROPOSAL SUBMISSION INSTRUCTIONS

PARTNERGRANTS DATABASE

Website:

<https://PartnerGrants.austintexas.gov>

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

PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.

PAPER PROPOSALS WILL NOT BE ACCEPTED.

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

Login

Enter your user id and password

User ID
Password

SIGN IN

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

[Click here to Register](#)

Single Sign On Users

[Click Here to Access Single Sign On Tool](#)

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

Announcements

PartnerGrants recently underwent a system-wide upgrade. Various improvements include:

- A modern, fresh new look to this platform
- The Main Menu page displayed immediately after login becomes a dynamic, left side menu
- The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here.
- Enhanced sorting, selecting, and navigation options added
- To view, [click here](#)

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), Office of Telecommunications and Regulatory Affairs (TARA), and Downtown Austin Community Court (DACC), that promote health, digital, and/or judicial equity.

For non-profit organizations applying for available funding, and HAVE NEVER registered as a potential vendor with the City of Austin, [Click HERE to REGISTER](#) with Austin Finance Online FIRST.

Don't know if your non-profit organization is a City of Austin registered vendor? Need to locate your organization's City of Austin vendor code? [Click HERE to SEARCH](#) by Organization's Legal Name.

If your non-profit organization is already registered as a potential City of Austin vendor, please continue above all announcements by logging in or registering to this site.

Reduce Potential Delays When Applying for Available Funding

If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page.

REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM.

Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding.

VENDOR AND PARTNERGRANTS REGISTRATION

All Applicants must:

1) Confirm your organization is a registered vendor with the City of Austin. • 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 proposals will be submitted through this web-based system.

- To register, visit Partnergrants and click on “Register Here.”
- Note that the organization's City of Austin Vendor number is required to complete registration in Partnergrants.

ANNUAL THRESHOLD PROCESS

- ❑ Offerors must have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
- ❑ This form must be submitted once per 12 months per agency (from date of the release of the RFP- May 3, 2023) and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff and the agency will be notified once approved, usually within five to seven business days.
- ❑ Retain approval emails and note the submission date for future use when submitting your intent to apply forms.
- ❑ If you aren't sure if you have completed this step, please email HSDCompetitions@austintexas.gov

INTENT TO APPLY

Intent to Apply and Threshold Review submittal is due May 16, 2024 by no later than 3:00 PM. These are required submissions for the RFP.

Do not wait until the last minute to submit in case you have any technical difficulties.

You will not be able to submit an application if you do not submit an Intent to Apply. See instructions for submitting in Partnergrants: [Applying for Opportunity in Partnergrants Instructions](#)

If at the time of the Intent to Apply deadline, you have submitted your Threshold review but it has not been approved yet, you can still enter the date you submitted the Threshold Review on your intent to apply. When/if the Threshold and Intent to Apply is approved you will be able to move forward and open up the Final Application for your submittal.

You will not be able to start working on your Final Submittal in Partnergrants until your Intent to Apply is approved. However, you can always start working on developing the documents since they are available on line and in Partnergrants for download.

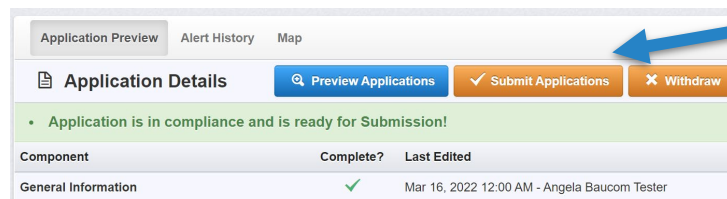
ATTACHMENT SUBMISSION REQUIREMENTS

- All Proposal files must be uploaded in PartnerGrants
- Some questions include required or optional attachments indicated by a 📎 symbol.
- Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments.
- Remember to clearly title each file using only letters and numbers.
- Try to consolidate to one file for each question

📎 - Named Attachments	
Named Attachment	Required
1 - Offer Sheet	✓
2 - RFP Application	✓
3 - Program Budget and Funding Summary	✓
4 - COA Certifications and Disclosures	✓
ASD1 - Additional Supporting Documentation-pdf, if applicable	
ASD2 - Additional Supporting Documentation-pdf, if applicable	
ASD3 - Additional Supporting Documentation-pdf, if applicable	

IMPORTANT PARTNERGRANTS TIPS

- ❑ To submit Intent to Apply and Final Proposals in PartnerGrants, you must first **MARK AS COMPLETE AND THEN HIT SUBMIT**



- ❑ Check that you receive a confirmation email from the PartnerGrants system indicating the status of your application is “Submitted.” Mark as Complete is NOT the same thing as Submit.
- ❑ You must have BOTH an Annual Agency Threshold on file for the Agency AND an Intent to Apply form submitted for EACH Proposal you intend to submit
- ❑ Note that where the application materials say “at,” “prior to,” or “by or before,” this means that the PartnerGrants system will not allow you to submit, or us to accept, documents submitted at or after that time.
- ❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.
- ❑ Watch for emails from HSDCompetitions@austintexas.gov in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share PartnerGrants accounts.



SECTIONS OF THE RFP

FORMS AND EXHIBITS

Forms must be completed by the Offeror according to the instructions for this RFP.

Exhibits are for reference and should be reviewed in full by all Offerors prior to completing a Proposal.

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due by May 16, 2024 at 3 PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by June 4, 2024 by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title – Informational Purposes Only	
A	Threshold Application Requirements	
B	Standard Solicitation Provisions and Instructions	
C	Scope of Work	
D	Standard APH Agreement Boilerplate and Exhibits	
E	HMIS Requirements	
F	Applying for APH-Funded Opportunity: Partnergrants Instructions	
G	RFP Evaluation Scoring Rubric Summary	

FORM 1: OFFER SHEET



City of Austin
Austin Public Health
RFP 2023-005 Reproductive Health



The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Offeror, by submitting and signing below, acknowledges that they have 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. Electronic Signature is acceptable.

The Offer Sheet with a signature is **required** for your proposal to be valid and must be submitted in the second part of the process.

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

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

Signature by an authorized representative is required in order for the City of Austin to accept the proposal.





FORM 2 – RFP PROPOSAL

RFP PROPOSAL

□ Proposal Section Tips:

- Make sure to answer every question and every part of each question.
- Some questions include drop down boxes with preselected answers indicated by
- Make sure to review any links within the RFP. We expect that you take the time to review the links to include the guidance provided in your answers.



PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one distinct program per proposal. Offerors may submit multiple proposals for different programs, which may include programs in different service categories. All questions are in green text boxes. Click on the text boxes beneath the questions to type in your answers. Any required attachments are indicated by a  symbol, and drop-down menus are indicated by a  symbol.

Please note: Only name uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

The total word count limit is **15,000** for this entire word document (including proposal questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search "word count".

Table 1: Required APH Documents. The following must be completed and/or submitted in PartnerGrants:

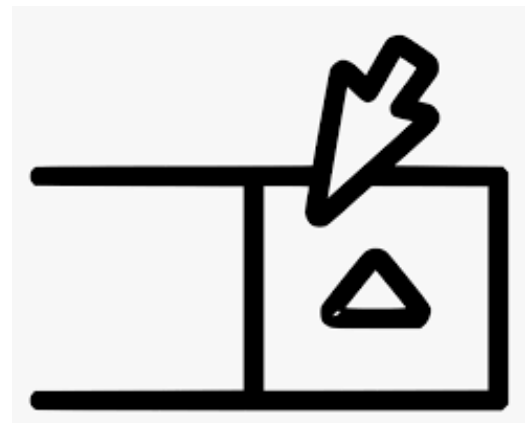
Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due May 25, 2023, by 3 PM CST.
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

PART I. Fiscal and Administrative Capacity - Unscored

Pre-Application

Annual Agency Threshold Application: The Annual Agency Threshold Application must be completed in PartnerGrants by or before the Intent to Apply deadline stated in the Offer Sheet. This form must be submitted once per 12 months and remains valid for all competitions closing within that time. This threshold will be reviewed by APH staff, and the agency will be notified once approved. If you have completed this application on or after April 27, 2022, and received approval, you can advance to the next step.

RFP Intent to Apply: After submitting the Annual Agency Threshold Application, the agency will be able to submit responses to the RFP. Responses to the RFP will be reviewed by APH staff.



PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

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

Step 1: Final Proposal Instructions

- ❑ This form should be submitted in .doc or .docx format with only letters and numbers in the file title
- ❑ **Total word count in the Form 2-RFP Proposal document is 15,000 words which includes the questions. Proposals that exceed 15,000 words will not be considered.**
- ❑ MS 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 3,200 words in Form 2-RFP Proposal, and this is included in the 15,000 words limit.
- ❑ The following documents will not count towards the total word count:
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 3 - Budget Narrative and Funding Summary, 4-COA Certifications

Offerors must use this template for the proposal and cannot submit a proposal that does not include the questions and narrative.

Agency Information is boxed and highlighted in blue, and all questions are boxed and highlighted in green. 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, Offerors must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.

If compiling responses in a separate document: Offerors must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.

Make sure to include the exact wording of the drop-down menus.

PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

FORM 3 - PROGRAM BUDGET AND FUNDING SPREADSHEET

- ❑ Complete Form 3: Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are seven tabs in the spreadsheet labeled:



Budget Line-Item	Scope of Work Eligible Cost Reference	Requested COA Funding One Time
Personel	Eligible Cost	

▶	Instructions	12 month Budget Summary	12 month Budget Narrative	All Other Sources	One
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12-MONTH BUDGET SUMMARY TAB

- Enter the Agency Name, Program Name, and number of unduplicated clients per 12-month period in Cell B5 under the Budget and Narrative worksheet
- The other worksheet tabs will fill this part in automatically.
- In the Cost Per Client tab, it will use this to automatically determine the Cost Per Client based on the overall program budget and the overall number of beds to be provided.

	A	B
1	Form 3 - Program Budget and Narrative	
2	Agency Name:	
3	Program Name:	
4	Total Proposed Clients Served:	

12-MONTH BUDGET AND NARRATIVE TAB

- Complete a budget for 12-month period for City Funding requested only
- Period: 8/01/2024-07/31/2025
- 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.
- In the new budget and narrative form, applicants are required to break out costs between types of funding as seen below. Administrative Funds are required to be broken by Personnel and Operations.

Budget Line-Item	Scope of Work Eligible Cost Reference	Requested COA Funding 12 months	Amount
Personnel			
Informational Services	Personnel Salaries	Section VI. 1	
	Fringe and Payroll Taxes	Section VI. 1	
Operations	Personnel Salaries	Section VI. 2	
	Fringe and Payroll Taxes	Section VI. 2	
Diversion	Personnel Salaries	Section VI. 3	
	Fringe and Payroll Taxes	Section VI. 3	
Administration	Personnel Salaries	Section VI. 5	
	Fringe and Payroll Taxes	Section VI. 5	
Personnel Sub-Total			\$0.00

SUBGRANTEE TAB

- The top of the tab is auto-calculated. Do not remove formulas.
- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of their work, a brief description of services, number of clients served by each Sub-Grantee, specific line items included, and the ANNUAL amount of City of Austin and funding from other sources in the table
- These totals will automatically fill in the Sub-Grantee section of the Budget and Narrative Tab.

Subgrantee Name:	Start Date:	End Date:	Unduplicated Clients Served
Budget Line-Item	Scope of Work Eligible Cost Reference	Requested COA Funding 12 months	Complete an explanation for each City-funded line item.
Personnel			
Informational Services Personnel Salaries	Section VI. 1		
Informational Services Personnel Fringe and Payroll Taxes	Section VI. 1		
Operations Personnel Salaries	Section VI. 2		
Operations Personnel Fringe and Payroll Taxes	Section VI. 2		
Diversion Personnel Salaries	Section VI. 3		

COST PER CLIENT TAB

- This tab will auto-populate with data from the Budget and Narrative tab calculating the cost per each person served in the program. Applicants are not required to fill anything out in this tab.
- The Cost Per Client amount is required for Question 22.

Form 3 - Program Budget and Narrative	
Agency Name:	
Program Name:	
Total Proposed Persons Served:	0
Overall Budget:	\$0.00
Cost per Persons Served	

23. Enter below the average cost per person served from the Form 3 -- Program Summary spreadsheet (cell B7 on the Cost per Client tab).

Enter \$ Average Cost per Client/Person Served →

¶

Describe in the text box below why the cost per person served is appropriate for the services being provided.

Click or tap here to enter text.

BUDGET ROLL-UP TAB

A	B	C	D
Form 3 - Partnergrants Program Budget and Narrative Roll-Up	N		
Agency Name:			
Program Name:			
Budget Line-Item	Requested COA Funding 12-Months	Amounts Funded by ALL OTHER Sources 12-Months	Total Budget (All Funding Sources) 12-Months
Salaries			
Personnel	\$0.00	\$0.00	\$0.00
Fringe and Payroll Taxes	\$0.00		\$0.00
Operations			
General Operations	\$0.00	\$0.00	\$0.00
Outsourced Professional Services	\$0.00	\$0.00	\$0.00
Supplemental Programmatic Services	\$0.00	\$0.00	\$0.00
Training/Travel Outside of Austin/Travis County	\$0.00	\$0.00	\$0.00
Assistance to Clients			

- This tab auto-calculates and reformats the budget into a regular budget format used for the contract document. The line items are combined.



IMPORTANT DATES AND INFORMATION

❑ Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person:

Natasha Ponczek Shoemake at HSDCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.
- Official Questions and Answers will be published on the Competition Website weekly

❑ Anti-lobbying ordinance

- Request for Proposal process: Anti-lobbying ordinance does not apply but only responses from the SPOC are official.



COMMUNICATION WITH THE CITY

Important Dates

*****Please make sure to get your application ready early so you don't miss the deadlines*****

Technical assistance with how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)

Note: The appearance of some items may have changed, but the process is very similar

Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov

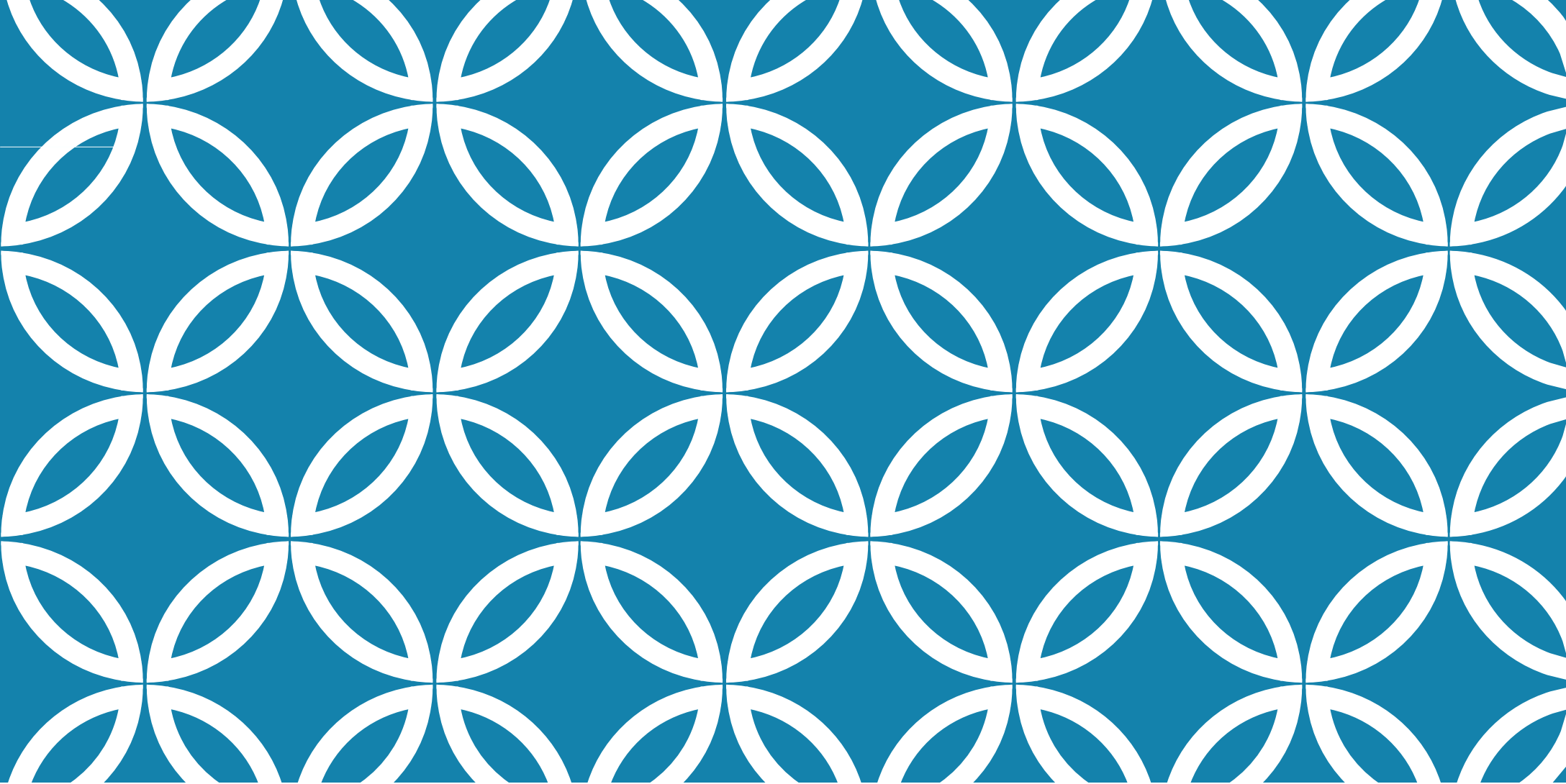
Date Issued:	Friday, May 3, 2024
Intent to Apply Due Date:	Thursday, May 16, 2024 at 3 PM CST
Proposal Due Date:	Tuesday, June 4, 2024, at 3 PM CST
Anticipated Start date of contract:	August 1, 2024
Questions regarding the RFP are due on or before:	Tuesday, May 28, 2024 at 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Tuesday, June 4, 2024, at 2 PM CST
Questions and Answers will be available:	In PartnerGrants and on the solicitation website
Optional Pre-Bid Meeting Date(s) and Time(s):	Thursday, May 9, 2024 at 11 AM
Optional Office Hours with RFP SPOC and staff	Tuesday, May 14, 2024 at 11 AM CDT (Focus on Threshold and Intent to Apply) Registration Required with this link: Eventbrite Registration
	Thursday, May 30, 2024 at 11 AM CDT (Focus on Final Application and Submission) Registration Required with this link: Eventbrite Registration



**THAT WAS A LOT OF
INFORMATION.
WE CAN HELP CLEAR IT UP.**

QUESTIONS?

Contact: HSDCompetitions@austintexas.gov



**THANK YOU
FOR YOUR PARTICIPATION**