RFP 2022 – 005 Neighborhood Peace Project
Request for Proposals (RFP)
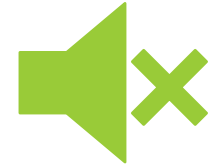Pre-Bid TEAMS Call

April 12, 2022 at 1:00pm - 2:30pm CST

RFP Authorized Contact Person:
Henry Agbede
OVP@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information

- ❑ Everyone is muted with cameras off for the call until the Q&A.

- ❑ Materials for meeting located on the website and in PartnerGrants and on the Competition Website.

- ❑ Questions during the presentation can be typed in the Chat OR sent to OVP@austintexas.gov. Questions emailed may not be answered during the presentation.

- ❑ After the presentation: Comments and questions need to be submitted via email to OVP@austintexas.gov

AGENDA

- Overview and Funding Information
- Scope of Work
- Proposal Submission Instructions
- Proposal
- Important Dates
- Question and Answer Process

RFP Overview

The City of Austin seeks proposals in response to this Request for Proposals (RFP) from qualified non-profit organizations (Offerors) to implement the Office of Violence Prevention (OVP) Neighborhood Peace Project pilot which is a Community Violence Intervention (CVI) program. This project will serve the Northeastern and Southcentral areas of Austin/Travis County as described further in this RFP. The City will fund programs that provide CVI strategies such as street outreach, case management and community engagement. The City will also facilitate technical assistance, training, and support for the selected awardee.

Solicitation Objectives:

1. Support street outreach programs that reduce firearms-associated violence in Northeastern and Southcentral areas of Austin/Travis County.

2. Provide violence diversion through assisting highest-risk individuals to access resources such as drug treatment, employment and discontinuing negative relationships.

3. Develop and maintain robust, sustained partnerships with stakeholders such as law enforcement, community organizations, healthcare groups, and Austin Public Health with the goal of addressing the multifaceted nature of violence leading to reductions in violence and building trust within the community.

Important Dates

Date Issued	**Thursday, April 7, 2022**
Proposal Due Date	Thursday, May 19, 2022, by 3PM CST
Threshold Application Due Date	Thursday, April 21, 2022, by 3PM CST
Questions regarding the RFP are due on or before	Thursday, May 12, 2022, by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before	Wednesday May 18, 2022, by 2PM CST
Questions and Answers will be available	In Partnergrants and on the solicitation website: APH Competition Website
Awardee Notifications	May - June 2022
Negotiation Period	June - July 2022
Contracts Begin	September 1, 2022

Funding and Timeline

❑ **Services Solicited:** Community Violence Intervention (CVI) Pilot - Neighborhood Peace Project

❑ **Available Funding:** $800,000 total for an initial 13-month term

❑ **Request Limits:** There is a maximum request of $800,000 for a 13-month period

❑ **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding one Agreements for the full amount of funding available.

❑ **Contract Term:** The Agreements will have an effective start date of September 1, 2022, for an initial 13-month period.

RFP Scope of Work

Applicant Minimum Qualifications to be considered

- Agencies, board of directors, or leadership staff submitting a proposal must have a minimum of two years established, successful experience providing services.
- Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).
- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas and Federal government, according to SAM.gov, and State and City Debarment information.
- Be current in its payment of Federal and State payroll taxes.
- Not owe past due taxes to the City.
- Have the ability to meet Austin Public Health's standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

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Services Solicited

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Offerors to propose solutions to meet community needs effectively.

Services that promote these goals may include, but are not limited to:

1. Community violence intervention and street outreach see Scope of Work for details

2. Case Management

3. Conflict mediation

4. De-escalation

5. Mentoring and relationship building

6. Coalition building

7. Crisis response

Data Collection and Reporting

For all programs serving individuals, agencies will track and report the number of unduplicated clients served and document proof of the services provided where applicable. Client tracking should include methods for securely recording identity, zip code, income, and demographics of the people served without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

1. Number of unduplicated individuals served in a 12-month period
2. Percentage of individuals who achieve social, emotional, or healthy outcomes as a result of receiving services

Best Practices

- Trauma-Informed Practices: Successful offerors will apply the principles of trauma-informed practice to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.

- Culturally Appropriate Outreach: Offeror must show how their program will implement programming that will use skilled, culturally appropriate outreach workers who will engage highest risk populations to decrease incidences of violence utilizing Motivational Interviewing and person-centered approaches to discuss the costs of using violence and the benefits of peace.

Best Practices (cont.)

Language Access Plan: Offerors will be in development of or already have developed a Language Access Plan. A language access plan is a document that guides the implementation of translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.

Collaboration with Community: The Awardee will participate in meetings with local community organizations working in CVI.

Living Wage: The City of Austin recommends offerors follow Strategic Direction measure EOA.C.3 and pay at least a livable wage to all staff working on the program.

EOA.C.3 - Dollars-per-hour wage that an individual must earn to support a family in Austin | Open Data | City of Austin Texas

Priority Populations and Client Eligibility

Primary focus should be on at-risk residents of Austin/Travis County.

Priority populations within the focus populations should include:

- Between the ages of 18 and 40 years old
- Might be involved in street activity associated with violence
- Legal history of involvement in violent activity
- Personally injured by violence recently
- Friend, family, or group member was injured by violence recently
- Might be a member of a group that might be involved in street activity
- Might have easy access to a weapon

Priority Populations and Client Eligibility (cont.)

City of Austin Client Eligibility Requirements

Clients must be residents of the City of Austin and/or Travis County. For the purposes of this solicitation, **standard APH household income requirements are waived.**

For clients receiving client financial assistance, income is required.

Application Evaluation

A total of 100 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFP and whether each question has been adequately addressed.

RFP #2022 – 005 Neighborhood Peace Project Evaluation Rubric

Part 2: Scored Proposal		
Section 1: Experience and Cultural Competence	Agency experience and performance	10 points
	Cultural competence and racial equity	10 points
		20 points total
Section 2: Program Design	Program Work Statement	
	Program Services	20 points
	Data Collection and Program Evaluation	10 points
	Coordination and Collaboration	10 points
	Principles of Service Delivery	5 points
		45 points total
Section 3: Data Informed Program Management	Performance Measures	10 points
	APH Priorities	5 points
		15 points total
Section 4: Cost Effectiveness Form 3	Program Staffing and Time	5 points
	Program Budget and Funding Summary	5 points
		10 points total
	Number of individuals served/ total budget = Cost Analysis	**10 points total**
		Total: 100 points

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5 Minute Collaboration Break

APH 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.

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Application Submission Instructions

Initial Steps

All Applicants must:

- ❑ 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.
  - ➤ 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.

- ❑ 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.

Application Format and Submission Requirements

❑ See RFP Section B - Standard Solicitation Provisions and Instructions for more information.

❑ The Application must be submitted in the PartnerGrants database. No late submissions will be accepted. 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.

❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.

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

Sections of the RFP

FORM NO.	TITLE	REQUIRES RESPONSE
0	PRE-APPLICATION CERTIFICATION	Approved Annual Agency Threshold Application and Pre-Application Certification for each Proposal in PartnerGrants due by April 21, 2022, by 3 PM CST
1	OFFER SHEET	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by May 19th, 2022, by 3 PM CST
2	RFP PROPOSAL (Uploaded in Word)	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
EXHIBIT NO.	**TITLE**	**INFORMATION ONLY**
A	ANNUAL AGENCY THRESHOLD APPLICATION	Information Only
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	
C	RFP SCOPE OF WORK	
D	APH CLIENT ELIGIBILITY REQUIREMENTS	
E	STANDARD APH AGREEMENT BOILERPLATE	
F	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	

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Submission Documents

FORM NO.	TITLE	REQUIRES RESPONSE
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4	COA CERTIFICATIONS AND DISCLOSURES	

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NEW Threshold Process

❑ Offerors must have completed an Annual Agency Threshold Application in the PartnerGrants database.

❑ This form must be submitted once per 12 months 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.

❑ Once logged into PartnerGrants, click on "Opportunity" and then opportunity title "Annual Agency Threshold Application-Applicants for Funding Start Here" to complete a new threshold application.

13161	Posted	Annual Agency Threshold Application Applicants for Funding Start Here	AAP-Agency Information

❑ Submit one per agency per 12-months and note the submission date for future use

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Form A – Threshold Review Form for Annual Agency Threshold Application

Form A - Threshold Checklist is FOR REFERENCE ONLY, but the Annual Agency Threshold Application MUST be completed in the PartnerGrants System

Then, once the Threshold is approved, the Agency must go to the RFP solicitation and complete the Pre-Application Form.

This Pre-Application form includes uploads of supporting documentation

A– RFP Application Threshold Checklist

Instructions: This form is provided as reference only.

This form and required attachments must be submitted in Partnergrants by the deadline of the Request for Proposals. Any required attachments are indicated by ▤ symbol.

I. BOARD OF DIRECTORS

☐ Yes ☐ No 1. The Board meets regularly (at least four times per year)
☐ Yes ☐ No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:
☐ ▤ Upload Current Board of Directors Bylaws
☐ ▤ Upload list of Board Members with their positions and terms

II. AGENCY ADMINISTRATION

☐ Yes ☐ No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)

☐ Yes ☐ No 2. Agency is eligible to contract with the City of Austin and not debarred from

Pre-Application Certification Form

❑ After the Threshold is approved, you will go into Partnergrants and click on "View Current Funding Opportunities" to find this RFP Opportunity.

May 19, 2022 3:01 PM	Funding Opportunity	25052	Posted	RFP 2022-005 Neighborhood Peace Project	Office of Violence Prevention	25052-RFP 2022-005 Neighborhood Peace Project

❑ Submit the Pre-Application Certification Form to verify that you have submitted the Annual Agency Threshold Application within 12 months of this opportunity's closing date

    ❑ You may submit this Certification while the Annual Agency Threshold Application is still pending as long as it is before the Threshold Due Date outlined in this RFP

    ❑ You will not be able to advance in the Proposal process until this Application is approved, which will be within five to seven business days of submission

    ❑ You must submit one Pre-Application Certification per Proposal you wish to submit, and you may submit multiple Proposals per RFP, subject to guidelines in the Scope of Work

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Form 1: 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 RFP document packet and agrees to be bound by the terms therein.

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

DATE ISSUED:	Thursday, April 7, 2022
PROPOSAL DUE DATE:	**Thursday, May 19, 2022, by 3 PM CST**
PRE-APPLICATION CERTIFICATION DUE DATE:	**Thursday, April 21, 2022, by 3 PM CST**
Anticipated Start date of contract:	September 1, 2022
Questions regarding the RFP are due on or before:	Thursday May 12, 2022, by 3 PM CST
Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:	Thursday May 19, 2022, by 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	**Authorized Contact Person:** Name: Henry Agbede Title: Program Coordinator E-Mail: OVP@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: APH Competition
Optional Pre-Bid Meeting Date(s) and Time(s):	**Tuesday, April 12, 2022, 1:00 – 2:30 PM CST**
Pre-Bid Meeting Location:	**Registration Required with this link:** April 12, 2022, Pre-Bid Teams Call

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Form 1: Offer Sheet

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

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City of Austin
Austin Public Health
RFP 2022-003 APH Community Health Workers

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.

Office of Violence Prevention

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.

Form 2 – RFP Proposal

RFP Proposal

❑ Application Section Tips:

➤ Make sure to answer every question and every part of each question.

➤ Some questions include drop down boxes with preselected answers.

➤ Make sure to review the links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.

Form Number	Title	Guidance
0	**Pre-Application Certification**	Approved Annual Agency Threshold Application and Pre-Application Certification for each Proposal in PartnerGrants **due by April 21, 2022, by 3 PM CST**
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. **Due May 19, 2022, by 3PM CST**
2	Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

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Proposal Format and Submission Requirements

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

Step 1: Final Application 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 <u>Form 2-RFP Proposal</u> document is 15,000 words which includes the questions. Proposals that exceed 15,000 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 5,200 words in Form 2-RFP Proposal, and this is included in the 15,000 words limit.

❑ The following documents will <u>not</u> 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

Proposal Format and Submission Requirements

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

❑ All questions are boxed and highlighted in green in Part II. Scored Proposal Questions. 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

- ❑ 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.
  - ➤ Check the box in Form 2 – RFP Application to indicate that the form is attached in PartnerGrants
  - ➤ Try to consolidate to one file for each question
- ❑ Some questions include drop-down menus indicated by a ⬚ symbol.

  - ➤ Click the indicated field to select your response

📎 – 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	

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RFP Application: Racial Equity

- 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 and 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 that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency's board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu	Click or tap here to enter text.

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RFP Application: Program Design

❑ You will briefly describe the program services you are proposing to provide and complete the Program Work Statement Form in PartnerGrants.

❑ Be sure for this and other sections that you complete all necessary parts of each applicable question.

Section 2: Program Design

Offerors must propose a program design that includes all of the requirements listed in Section IV of the Scope of Work in Exhibit C

14. Describe the program services this program will provide, referencing the Program Services listed in Section IV of the Scope of Work in Exhibit C.
Click or tap here to enter text.

15. Please complete the following questions using the Program Work Statement Form in Partnergrants. In this section, please keep your answers concise and only describe concrete services and actions. Refer to the questions and guidance below when completing your responses.

Program Services

1. **Program Goals and Objectives:** What are the goals and objectives of the program? Describe how your program defines success.

2. **Program Clients Served:** Who does the program serve? Describe your target client population and how the Client Eligibility Requirements will be documented for the target client population.

3. **Program Services and Delivery:** Describe the program strategy/strategies. Include description of program methods and activities. Provide enough detail so that the contract reviewer is able to

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RFP Application: Performance Metrics

❑ **Required** program performance includes:

    ❑ A program total output goal for an initial 13-month contract term but performance measures will be 12 month as stated in the proposal.

    ❑ Outcome (Results) Measure – use an example provided or provide your own

    ❑ Key Performance Metric (Social Services) Outcome 6A – Percent of individuals who achieve healthy outcomes as a result from receiving services.

❑ **Optional** metrics include:

    ➢ Specify how you would measure output for the program

❑ Complete the tables in the Application for each metric appropriate to your proposal.

❑ Metrics may be negotiated if awarded
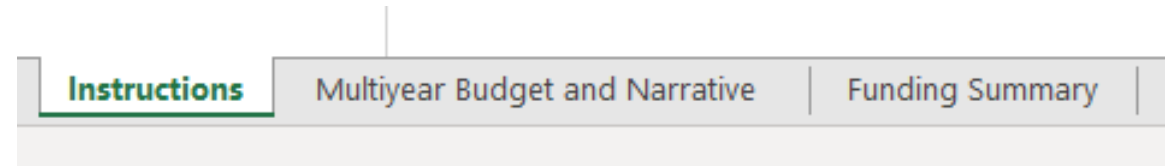
RFP Application: Program Staffing and Cost Effectiveness

❑ Upload resumes and/or job position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.

➢ Pages beyond the allowable 5 total will not be considered when evaluating applications.

❑ Describe the overall staffing plan to accomplish activities in the proposed program and complete the Program Staffing Form

Example:

Funding Source	Title	FTE
APH Social Services	Program Director	0.20
APH Social Services	Executive Director	0.05
Travis County HHSD	Case Managers	2.00
NA	Certified Volunteer Peer Educators	8.00
	Total FTEs	10.25

Form 3: Program Budget and Funding Summary

❑ Complete Form 3: Budget and Narrative Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.

❑ There are three tabs in the spreadsheet: Instructions, Multiyear Budget and Narrative, and Funding Summary. Instructions include examples of allowable costs.

Instructions	Multiyear Budget and Narrative	Funding Summary

Budget Line-Item	Requested COA Funding Initial 13 months	Amounts Funded by ALL OTHER Sources for the SAME program 13 months	Total Budget (All Funding Sources) 13-Months	Complete an explanation each City-funded line ite
Salaries				
Personnel (benefits and payroll taxes)			$0.00	
Operations				
General Operations			$0.00	
Outsourced Professional Services			$0.00	
Supplemental Programmatic Services			$0.00	
Training/Travel Outside of Austin/Travis County			$0.00	
Financial Assistance to Clients	$0.00	$0.00	$0.00	
Rental Assistance			$0.00	
General Housing Assistance			$0.00	
Direct Client Assistance			$0.00	

❑ **Funding Summary :**

➢ Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 13-month period.

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Form 3: Program Budget and Funding Summary

❑ **Budget and Narrative Form:**

➢ Complete a budget for the initial 13-month periods for City Funding requested only

  ➢ Period : 9/1/2022-9/30/2023

➢ 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 Column E.

Budget Line-Item	Requested COA Funding Initial 13 months	Amounts Funded by ALL OTHER Sources for the SAME program 13 months	Total Budget (All Funding Sources) 13-Months	Complete an explanation each City-funded line ite
Salaries				
Personnel (benefits and payroll taxes)			$0.00	
Operations				
General Operations			$0.00	
Outsourced Professional Services			$0.00	
Supplemental Programmatic Services			$0.00	
Training/Travel Outside of Austin/Travis County			$0.00	
Financial Assistance to Clients	$0.00	$0.00	$0.00	
Rental Assistance			$0.00	
General Housing Assistance			$0.00	
Direct Client Assistance			$0.00	

Form 3: Program Budget and Funding Summary

❑ **Budget and Narrative Form:**

➤ Complete the Cost Per Client Calculation by entering number of unduplicated clients per 13-month period in Cell

Form 4: COA Certifications and Disclosures

❑ Be sure to complete all three signature blocks (pages 2, 3, and 6)

The Offeror hereby certifies that they have reviewed all of the above disclosures and agrees to comply with the Conflict of Interest disclosure requirements.

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Communication with the City

❑ **Question and Answer Process**

➤ Questions regarding the RFP must be directed to the Authorized Contact Person: Henry Agbede at <u>OVP@austintexas.gov</u>.

➤ Only the information provided by the Authorized Contact Person is valid.

➤ Official Questions and Answers will be published on the <u>Competition Website</u> weekly

❑ **Anti-lobbying ordinance**

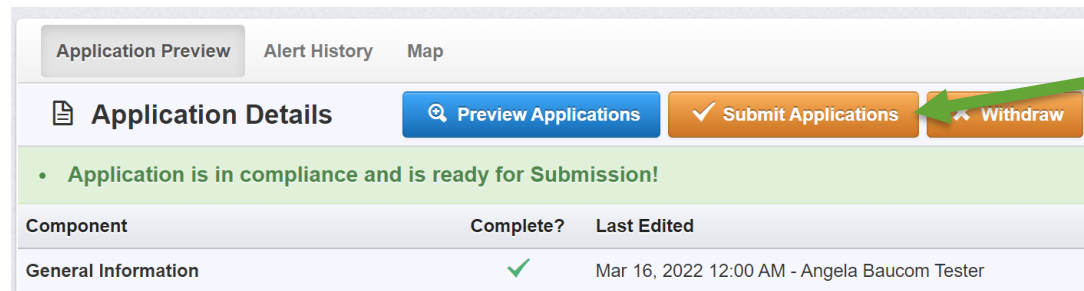➤ Request for Proposal process: Anti-lobbying ordinance does not apply.

Important Dates

❑ RFP Threshold Review DUE to APH: **Thursday, April 21, 2022 by no later than 3PM CST**

❑ RFP Applications DUE to APH**: Thursday, May 19, 2022, by no later than 3PM CST**

➢ The system will <u>not</u> allow submissions starting at 3 PM exactly

❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, May 12, 2022, by 3PM CST**

❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Wednesday, May 18, 2022 by 2PM CST**

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

❑ Anticipated Contract Start Date: September **1, 2022**

❑ Technical assistance in how to submit an application in PG is available on YouTube: <u>APH PartnerGrants - YouTube</u>

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

❑ Also, you may contact Allan McCracken – <u>Allan.McCracken@Austintexas.gov</u>

Important Tips

❑ To submit your application, you must first MARK AS COMPLETE AND **THEN HIT <u>SUBMIT</u>**

❑ 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.

❑ 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 OVP@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

Thank You
for Your Participation