



RFA #006 PSH Services 2021 – MS Request for Applications (RFA) Pre-Bid Conference Call

September 29, 2021 at 9:00 am – 10:30 am
CST

RFA Authorized Contact Person:
Myk Stocks
APHCompetitions@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information
- ❑ Housekeeping
- ❑ Everyone is muted 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 APHCompetitions@austintexas.gov. Questions emailed may not be answered during the presentation.
- ❑ After the presentation: Comments and questions need to be submitted via email to APHCompetitions@austintexas.gov



AGENDA

Welcome and Introductions

Overview and Funding Information

Scope of Work

Application Submission Instructions

Application

Important Dates

Question and Answer Process

RFA Overview

- The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) to provide high quality Permanent Supportive Housing (PSH) services to individuals and households experiencing chronic homelessness.
- Awarded agencies will provide funded services to clients referred through the Coordinated Entry System, managed by Ending Community Homelessness Coalition (ECHO). Client services provided will be client-directed and collaborative, with the homeless household, the case manager or direct service provider, and public housing authority staff.
- The awarded agency will rapidly find housing for the referred household. All referred households will have been awarded ongoing rental assistance vouchers from area Public Housing Authorities, either the Housing Authority of the City of Austin (HACA) or the Housing Authority of Travis County (HATC).

RFA Overview (continued)

- HACA will dedicate Emergency Housing Vouchers (EHV) to eligible households and has a goal of December 31,2021 for housing placement utilizing those vouchers. Should sufficient Emergency Housing Choice vouchers not be available, other rental assistance subsidies will be identified by community PHAs via the homeless preference for the Housing Choice Voucher program, and/or the Austin/Travis County Continuum of Care (CoC) Coordinated Entry (CE) System, from dedicated rental subsidy allotments.
- Through the pairing of available rental assistance subsidies with robust supportive services, this funding will provide Permanent Supportive Housing for individuals experiencing chronic homelessness.

Important Due Dates

- ❑ RFA Applications DUE to APH: **Wednesday, October 13, 2021 by 3 PM CST**
- ❑ Questions regarding the RFA are due to APH on or before: **Tuesday, October 12, 2021 by no later than 2:59 PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFA in Partnergrants to APH is on or before: **Tuesday, October 12, 2021 3PM CST**
- ❑ Contract Start Date: **November 22, 2021**

Funding and Timeline

- ❑ **Available Funding: \$1,050,000 million in total available funding for FY2022 from November 22, 2021-November 30, 2022**
 - Applicants may apply for a minimum of \$350,000 per 12-month contract term
- ❑ **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding up to 3 Agreements.
- ❑ **Contract Term:** The Agreements will have an effective start date of November 22, 2021, for an initial 12-month period, and three 12-month extension options. All extension options are conditional upon performance and City Council approval of the Budget.

RFA Scope of Work

RFA Scope of Work: Applicant Minimum Qualifications

❑ All agencies applying for funding must:

- Agencies, board of directors or leadership staff submitting an Application must have a minimum of two (2) years established, successful experience providing services to the homeless populations that may include providing permanent supportive housing services, case management, and housing search and location.
- The agency must have existing housing search and location services as well as existing relationships with housing providers or be willing and able to demonstrate the ability to increase capacity quickly.
- Experience using the Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or experiencing homelessness with a demonstrated high level of data quality. Victim service providers must have experience using an alternate system that meets HUD's minimum requirements
- Experience with making and receiving referrals through the centralized or coordinated assessment system
- Be a non-profit organization able to conduct business in the State of Texas, and legally contract with Austin Public Health and the U.S. Department of Housing and Urban Development (HUD)
- 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 not debarred from contracting, according to SAM.gov and City Debarment information

RFA Scope of Work: Applicant Minimum Qualifications (continued)

- 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 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.

RFA Scope of Work: Program Services

The awarded agency will provide necessary services to support households to find and maintain housing. Eligible activities include:

1. Eligibility Determination
Outreach Services

2. Housing Search and Location
Housing Search Assistance
Landlord Engagement & Incentives
Housing Barrier Identification

3. Rental Assistance
Application Fees Assistance
Security Deposit Assistance
Utility Deposit Assistance
Rental Arrears

4. PSH Supportive Services – See [SAMHSA.gov](https://www.samhsa.gov)
for more details

Tenant orientation
Tenant councils
Case management
Service planning
Counseling
Behavioral Health Counseling
Substance Abuse Counseling
Referrals
Crisis intervention
Peer Support
Support groups

RFA Scope of Work: Program Services (Continued)

Social Security (SSI/SSDI) Outreach, Access, and Recovery (SOAR)

Recreational and socialization services

Legal Assistance

Transportation

Food

Dispute Resolution (including negotiating payments for delinquent rent or resolving lease violations)

Furnishings

5. Homeless Management Information System (HMIS) Costs

HMIS User License

RFA Scope of Work: Data Collection and Reporting Requirements

Projects will be required to fulfill the following requirements by stated timelines:

- Comply with all requirements of Homeless Management Information System (HMIS) data submission, Coordinated Assessment (CA), 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](#).
- Use the Coordinated Entry System established by the Austin / Travis County Continuum of Care. A victim service provider may choose not to use the Continuum of Care's Coordinated Entry System, provided that victim service providers use a centralized or coordinated assessment system that meets HUD's minimum requirements.
- To follow the written standards for providing services developed by the Continuum of Care
- To follow the Policies and Procedures of the Austin / Travis County Continuum of Care to record service delivery in the Homelessness Information Management System (HMIS).
- To assist individuals with the collection of documentation to determine eligibility for both project participation and rental subsidy assistance, including appeals of rejection of eligibility, if applicable.

RFA Scope of Work: Data Collection and Reporting Requirements (continued)

- Use of [Performance Scorecard](#) PSH utilized in collaboration with ECHO, HACA, APH, and said awardee agency with
 - Maintain an average bed/ unit utilization amount of at least 90% of units and beds annually.
 - Annually de-obligate no more than 10% of awarded funds
- Performance Reporting: The City's fiscal year begins on October 1st and ends on September 30th. The awarded agency shall have the ability to provide routine quarterly and annual report data to coincide with this cycle.
- Performance Measures: Performance measures shall align with the City's *Austin Strategic Direction 2023* indicators for homelessness and HUD's System Performance Measures. Austin Public Health staff will work with recipient staff to develop and track meaningful, measurable performance measures.
- HMIS: Organizations receiving funding from the city for homelessness prevention and homeless intervention services are required to utilize the local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or experiencing homelessness.
- The Ending Community Homelessness Coalition (ECHO) currently serves as the local HMIS administrator and manages all user licenses. HMIS related expenses may be included in the program budget.

RFA Scope of Work: Best Practices

Recipient(s) are expected to adhere to the following principles of service delivery:

- A) Housing First principles of service delivery and program design.
- B) Low-barrier access to housing (remove unnecessary barriers and improve access to those who need it most).
- C) Ongoing, robust case Management available to all clients, with a staff to client ratio of no more than 1:15 (or 1:13, if that is the decision staff has made). However, utilization of services is not a condition of ongoing tenancy.
- D) Use of evidence-based practices such as Critical Time Intervention, Motivational Interviewing, Trauma-Informed Care, and Harm Reduction.
- E) Proactive engagement with property management to address potential lease violations.
- F) Ongoing data monitoring and quality improvement efforts to reduce time from referral to housing, promote housing stability, and enhance well-being

RFA Scope of Work: Client Eligibility Requirements

1. Client eligibility must be documented, and any proposed alternative requirements explained. See Section D – APH Client Eligibility Requirements.

2. This project will provide Permanent Supportive Housing, through the combination of available rental assistance subsidy and project provided supportive services to households who meet the following definition:

- “Chronically homeless” is defined in section 401(2) of the McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11360](#) (McKinney-Vento Act or Act), as an individual or family that is homeless and resides in a place not meant for human habitation, a safe haven, or in an emergency shelter, and has been homeless and residing in such a place for at least 1 year or on at least four separate occasions in the last 3 years. The statutory definition also requires that the individual or family has a head of household with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability.

3. Additional Key Requirements and Considerations :

The Emergency Housing Vouchers which may be available via this RFA have lower criminal screening than typical Housing Choice Vouchers or Mainstream housing vouchers. Detailed information on household eligibility can be found in [Section 8 of PIH Notice 2021-15](#).

A family that does not include a person 18 years or older or emancipated minor is ineligible for an Emergency Housing Voucher.

RFA Scope of Work: 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 RFA and whether each question has been adequately addressed.

RFA #006 PSH Services 2021 MS Evaluation Rubric		
Form 2: RFA Application		
Part 1: Fiscal and Administrative Capacity		
	Agency Information	No points awarded
Part 2-6. Scored Application (Form 2)		
Part 2	Executive Summary and References	10 points total
Part 3	Personnel and Cost Effectiveness	15 points total
Form 3:	Program Budget and Narrative	
Part 4	Experience and Cultural Competence	40 points total
Part 5	Service Capacity	25 points total
Part 6	Sample Documents	10 points total
		Total: 100 Points
Form 4:	COA Certifications and Disclosures – Applicants must print, sign, scan and upload signed forms	No points, but Applicant must submit signed form

RFA Scope of Work: Best Practices

Information on Permanent Supportive Housing can be found at the [Substance Abuse and Mental Health Services Administration Permanent Supportive Housing Evidence – Based Practices](#)

The Barbara Poppe and Associates Report of July 2020, [Investing for Results: Priorities and Recommendations for a Systems Approach to End Homelessness](#), provides consultant recommendations for the City of Austin’s plan to end homelessness.

The Substance Abuse and Mental Health Services Administration (SAMHSA) [Permanent Supportive Housing Evidence-Based Practices \(EBP-KIT\)](#) is a toolkit that outlines the essential components for supportive housing services and programs for people living with mental illness disorders.

SAMHSA’s [Assertive Community Treatment](#) is a toolkit of evidence-based practices of customized, community-based services for people living with mental illness disorders.

National Coalition for the Homeless defines [Trauma-Informed Care](#) for homeless services as a structure that emphasizes understanding, compassion, and responding to the effects of all types of trauma.

[Critical Time Intervention](#) is a time-limited case management model designed for people experiencing homelessness with mental illness after a discharge from hospitals, shelters, prisons, and other institutions.

SAMHSA’s [Client Centered Approach to Homeless Services and Behavioral Health](#) provides definitions and suggested services for agencies providing services to people experiencing homelessness and behavioral health disorders.

Partnership for Opening Door’s [summit on integrating employment and housing strategies to prevent and end homelessness](#).

15 Minute 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.

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 (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.

- ❑ 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 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 “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 RFA

- Required RFA Application and attachments

FORM NO.	TITLE OF REQUIRED FORMS	REQUIRES RESPONSES DUE
	Note: Forms 1-4 must be scanned, <u>signed</u> or filled out and uploaded into <u>Partnergrants</u> .	
1	OFFER SHEET	Wednesday, October 13, 2021 by no later than 3 pm
2	RFA APPLICATION	
3	BUDGET AND NARRATIVE FORM	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	INFORMATION ONLY
A	Not Applicable – No Separate Threshold Review	Information Only
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	
C	RFA SCOPE OF WORK	
D	APH CLIENT ELIGIBILITY REQUIREMENTS	
E	STANDARD APH AGREEMENT BOILERPLATE	
F	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	

Submission Documents

Required APH Documents:
 The following must be completed and/or submitted in Partnergrants.

FORM NUMBER	TITLE	Requires Applicant Response DUE
1	OFFER SHEET	Wednesday, October 13, 2021 by 3 PM CST In Partnergrants
2	RFA APPLICATION	
3	PROGRAM BUDGET AND NARRATIVE	
4	COA CERTIFICATIONS AND DISCLOSURES	

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

Note: Make sure that the COA Certifications has a signature block on the last page – p. 6.

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Form 1: Offer Sheet

The Offer Sheet is required for your application to be valid and must be submitted in the second part of the process.



SOLICITATION NO: RFA 006 – Permanent Supportive Housing Services– 2021 - MS

DATE ISSUED:	Thursday, September 23, 2021
RFA APPLICATION DUE DATE:	Wednesday, October 13, 2021 by no later than 3 pm
Anticipated Start date of contract:	November 22, 2021
Questions regarding the RFA or Technical Assistance regarding submission of the RFA in <u>Partnergrants</u> are due:	Tuesday, October 12, 2021 by no later than 3 pm
Questions must be submitted in writing to the Authorized Contact Person or through <u>Partnergrants</u>	Authorized Contact Person: Myk Stocks Social Service Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In <u>Partnergrants</u> and on the solicitation website: APH Competition Website

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 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 application.



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 Applicant, 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 ~~Partner grants~~ to be considered for award. Electronic Signature is acceptable.

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:*

Log In

[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.



RFA Application - Form 2

RFA Application

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.
- Make sure to review the links within the RFA – you can find them in the RFA 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 2: RFA APPLICATION

APPLICATION INSTRUCTIONS: Fill out this document and upload the document into Partnergrants. All questions are highlighted in green. Click or tap on the sections below the Questions and type in your answers. Any required attachments are indicated by a  symbol, and drop-down menus are indicated by a  symbol.

Please note: If any document is uploaded, the name of the document must not include any characters other than letters and numbers, or the database will not allow it to be uploaded.

The total word count limit is **15,000** for the entire word document (including 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”.

Required APH Documents:
The following must be completed and/or submitted in Partnergrants.

FORM NUMBER	TITLE	Requires Applicant Response DUE
1	OFFER SHEET	Wednesday, October 13, 2021 by 3 PM CST In Partnergrants
2	RFA APPLICATION	
3	PROGRAM BUDGET AND NARRATIVE	
4	COA CERTIFICATIONS AND DISCLOSURES	

PART I. Fiscal and Administrative Capacity

Minimum Threshold Review

Agency Information

No points are assigned to questions in this section, but a response is required for each question. These questions will be used to better understand the agency and to determine if your organization is eligible to contract with the City of Austin. All Applications must have satisfactory answers in this section in order to be evaluated for potential award. If this question was referenced in the Scope of Work (Section C), the letter and number reference is included in parenthesis at the end of the question.

Name of your Organization:

Program Name:

Total Amount Requested:

Application Format and Submission Requirements

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


Step 1: Final Application Instructions

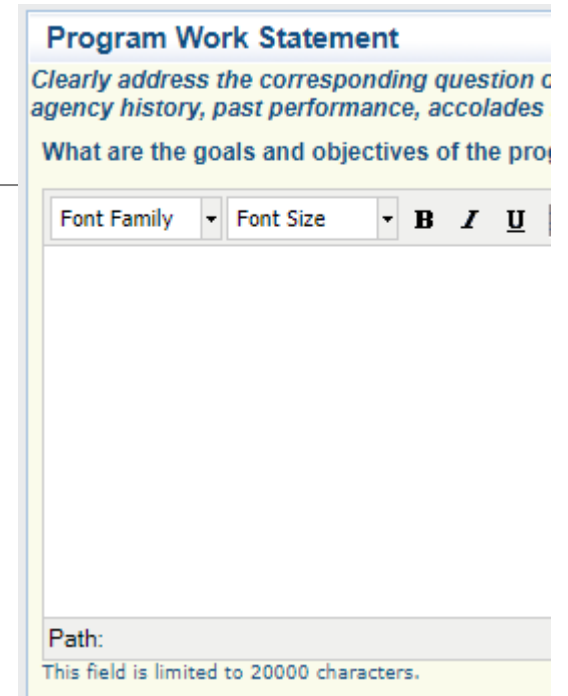
- ❑ Total word count in the Form 2-RFA Application document is 15,000 words which includes the questions. Applications that exceed 15,000 words will not be considered.
- ❑ Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 2,494 words in Form 2-RFA Application, and this is included in the 15,000 word 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-Program Budget and Funding Summary, 4-COA Certifications

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 Part 2: Application 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, Applicants 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:
 - 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, use 1” margins on 8 ½ x 11” white paper without page scaling.

RFA Application: Program Work Statement

- ❑ Applicants must complete the Program Work Statement Form in Partnergrants. This section should be concise and only describe concrete services and actions.
 - Each field must be completed.
 - Note the character limit for each field (shown below each text box). 
 - If a field does not apply, enter N/A.
 - If copying from another document into Partnergrants, we recommend using plain text only to avoid formatting errors.
 - Be sure to Save and Mark Complete.



Program Work Statement

Clearly address the corresponding question c agency history, past performance, accolades

What are the goals and objectives of the pro

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





This field is limited to 20000 characters.

RFA Application: Performance Metrics

- ❑ Applicants must provide a proposed 12-month goal for the number of unduplicated clients served by the total program as well as any additional context. The goal should be based on past performance experience, budgeted program costs, and best estimates. The contract goal for unduplicated clients served should be for the total program including City funding and all other funding sources.
 - The 12-month estimate should be based on the project period November 22, 2021 – November 30, 2022.
- ❑ Applicants must complete the Required Output and select at least one Required Key Performance Metric Outcome.
 - Additional proposed outputs and outcomes may be included as appropriate, but are not required.
 - For each Output and Outcome included, complete the corresponding table, including the Output/Outcome wording and the 12-month goal # estimate, and the corresponding explanations.

RFA 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.

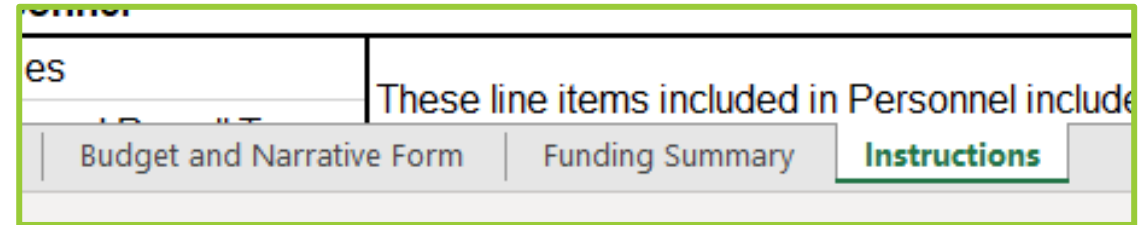
Racial Equity Self-Assessment Item	Choose from the  drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency’s board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic 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.

RFA Application: Personnel and Cost Effectiveness

- ❑ Upload resumes and/or professional experience and education for executive leadership listed on the organizational chart, including any professional trainings, degrees and/or certifications held
- ❑ Provide the average retention rate of staff having direct interaction with and service provision to clients
- ❑ Provide details of what experience, if any, staff assigned to the contract has with:
 - ❑ Housing First, Rapid Re-Housing, Permanent Supportive Housing, Motivational Interviewing, Trauma Informed Care, Harm Reduction, and/or other evidence-based practices for serving homeless and chronically homeless populations
 - ❑ Coordinating with law enforcement, emergency first responders, hospital systems, mental/behavioral health systems, and/or criminal justice systems
 - ❑ Communications with media, City of Austin, and/or implementing broad communication messages to the community as a demonstration of leadership in the homeless service system

RFA Application: Program Budget and Funding Summary

- ❑ Complete Form 3: Program Budget and Funding Summary (Excel Spreadsheet) and upload completed document into Partnergrants.
- ❑ There are three tabs in the spreadsheet: Program Budget and Narrative, Funding Summary, and Instructions.



Funding Sources	Grant/Contract Name	Funding Period Start Date	Funding Period End	Funding Amount
City of Austin	Social Service Contract (City of Austin prgm. budget)	11/22/2021	11/30/2022	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0
				0
Federal				0
Federal				0
				0
State				0
State				0

➤ 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 12-month period November 22, 2021-November 30, 2022.

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 [APH Competitions Page](#) at least once per week.
- Questions regarding the RFA must be directed to the Authorized Contact Person: Myk Stocks at APHCompetitions@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

- ❑ RFA Applications DUE to APH: **Wednesday, October 13, 2021 by no later than 2:59 PM CST**
 - The system will not allow submissions starting at 3 PM exactly
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- ❑ Deadline to submit Technical Assistance regarding submission of the RFA in Partnergrants to APH on or before:
Tuesday, October 12, 2021 by 3 PM CST

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

- ❑ Contract Start Date: **November 22, 2021**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
- ❑ Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov or John Sanchez - John.Sanchez2@austintexas.gov.



**That was a lot of information.
We can help clear it up.**

Questions?

Contact: APHCompetitions@austintexas.gov



**Thank You
for Your Participation**
