



# RFA 2021 – 009 ARPA Food Access Request for Applications (RFA) Pre-Bid Conference Call

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January 6, 2022 at 1:30 pm - 3:00 pm CST

**RFA Authorized Contact Person:**  
Angela Baucom  
[APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)

# Welcome & Introductions

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- ❑ 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](mailto: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](mailto:APHCompetitions@austintexas.gov)



# AGENDA

Overview and Funding Information

Scope of Work

Application Submission Instructions

Application

Important Dates

Question and Answer Process

# RFA Overview

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- ❑ The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) with demonstrated experience providing food access services to Austin/Travis County. The City will fund programs that respond to the economic and public health impacts of COVID-19 related to household food insecurity and food system disruption.
- ❑ The objectives of this funding are to:
  - Respond to the economic and public health impacts of COVID-19 related to household food insecurity and food system disruption
  - Equitably address disparities in food access exacerbated by the COVID-19 public health emergency by providing priority support to populations facing disproportionate impact as a result of the COVID-19 public health emergency
  - Address at least one of the most common barriers to food access in the Austin area including low proximity to healthy food retail, low household income, few mobility options, and a lack of healthy food availability nearby

# RFA Overview

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- ❑ Applicants may propose to provide General Food Access services and/or to administer a Nutritious Food Incentive (NFIP) program.
  - ❑ General Food Access refers broadly to programs that address explicit barriers to food access within the community
  - ❑ Nutritious Food Incentive (NFIP) program refers to a program that increases the purchasing power of SNAP recipients through partnership with grocery retailers and includes specific existing systems already in place in order to be awarded
  
- ❑ Applicants may apply for either or both within the same application, and must follow directions carefully to complete the correct steps for their selection(s)

# Important Due Dates

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- ❑ Threshold Review Form due on or before: **Wednesday, January 12, 2022, prior to 3:00 PM CST**
- ❑ RFA Applications due on for before: **Wednesday, February 9, 2022, prior to 3:00 PM CST**
- ❑ Questions regarding the RFA due on or before: **Wednesday, February 2, 2022, by 3:00 PM CST**
- ❑ Technical Assistance questions regarding submission of the RFA in PartnerGrants due on or before: **Tuesday, February 8, 2022, by 3PM CST**
- ❑ Anticipated contract start date: **May 1, 2022**

# Funding and Timeline

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## □ ARPA General Food Access

- **Available Funding:** \$375,000 total annually. Applicants may apply for an annual minimum total of \$75,000 annual amount. APH anticipates awarding up to three (3) agreements.
- **Contract Term:** The Agreements will have an effective start date of May 1, 2022, for an initial 12-month period, and up to two 12-month extension options.

## □ Nutritious Food Incentive Program (NFIP)

- **Available Funding:** \$100,000 total annually. Applicants may apply for an annual total of \$100,000 for services. APH anticipates awarding one agreement for NFIP.
- **Contract Term:** The Agreement will have an effective start date of May 1, 2022, for an initial 12-month period, and up to one 12-month extension option.

# Funding Background

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## □ American Rescue Plan Act (ARPA)

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law, establishing the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. SLFRF funds are intended to support ongoing recovery efforts in Austin and Travis County and respond to the COVID-19 public health emergency by meeting urgent community needs. SLFRF award funds will be used for activities that respond to the COVID-19 public health emergency or its negative economic impacts, including those impacts related to food access and the local food system. On March 25, 2021, Austin City Council approved [Resolution No. 20210325-111](#) initiating the development of a spending framework for COVID-19 relief, which included food insecurity as a funding priority.

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# RFA Scope of Work

# RFA Scope of Work: Applicant Minimum Qualifications

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❑ **All agencies applying for funding must:**

- A. Have at least two years of successful experience providing services described in this scope of work.
- B. 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
- C. 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)
- D. Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- E. Be current in its payment of Federal and State payroll taxes
- F. Not owe past due taxes to the City
- G. Have the ability to meet Austin Public Health's Social Services Insurance Requirements
- H. 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: Services Solicited

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- ❑ The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively and successfully. Programs may propose to provide assistance to households, businesses, and individuals within the eligible use categories per the [Interim Final Rule](#), including communities in the U.S Department of Housing and Urban Development (HUD) [Qualified Census Tracts](#). APH will fund services that address community barriers to accessing adequate nutritious and culturally appropriate food resources that have arisen from or been exacerbated by the COVID-19 pandemic.
- ❑ Applicants must propose to provide services that meet Eligible Use Criteria set forth in the Interim Final Rule for use of SLFRF awards including:
  - Responding to the COVID-19 Public Health Emergency
  - Addressing an identified need or negative impact of COVID-19
  - Demonstrating how the program, service, and/or intervention addresses the COVID-19 Public Health Emergency
  - Responding to the disease itself or harmful consequences of the economic disruptions resulting from or exacerbated by COVID-19

# RFA Scope of Work: Program Services – General Food Access Services

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- ❑ Applicants proposing General Food Access Services must propose services including or similar to those listed below. Other programs that will be considered may address explicit barriers to food access within the community.

Proposed services may include, but are not limited to:

- Provision of free emergency food
- SNAP application assistance
- Referrals to other relevant public benefits and service providers (WIC, APH Neighborhood Services Unit, etc.)
- Low- or no-cost groceries for underserved areas or priority population
- Urban agriculture support, resources, and/or education
- Home food delivery for priority populations
- Establishment of local food hubs
- Mobile grocery or emergency food access
- Food system employer support to promote stability of food service and agricultural jobs

# RFA Scope of Work: Program Services – NFIP Services

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- ❑ Applicants may propose alone or in addition to General Food Access services to administer a Nutritious Food Incentive Program (NFIP). The program objective is to increase the purchasing power of SNAP recipients in the markets of their choice through partnership with grocery retailers. The contracted agency will be responsible for administering the program and issuing incentive reimbursement to participating grocery retailers for redemption of SNAP benefits. The contracted agency must already have in place:
  - System for tracking incentives and processing reimbursements;
  - Maintaining records to document operation of retail incentives;
  - Branding strategy that includes justification and is informed by best practice;
  - Solidified matching commitments from funders outside of the City of Austin;
  - Implemented incentive program in at least 1 location with capacity to execute formal agreement or MOU within 30 days of contract execution and ability to implement program services within 45 days of contract execution; and
  - Coordinated outreach and marketing strategies with other efforts, such as Double Up Food Bucks, community partners working with SNAP eligible households, and SNAP marketing efforts

# RFA Scope of Work: Best Practices – General Food Access

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## ❑ Trauma-Informed Practices:

Successful applicants 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 expanded food choice that honors an individual's dietary preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.

## ❑ Equitable Food Access during COVID:

Successful programs integrate racial and social equity into program services, especially in relation to response to needs arising from or exacerbated by COVID-19. Food Policy Networks highlights [in a report published in 2021](#) the need for coordination of efforts and various methods used by Food Policy Councils to advance equity across internal, policy, and programming areas. The Food Research & Action Center (FRAC) further emphasizes the [intersectionality of disparities faced by essential workers](#), who may have faced additional difficulties in addressing needs safely or may have faced even greater household hardship.

# RFA Scope of Work: Best Practices – NFIP Services

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- ❑ For more resources and best practices, please review the [Fair Food Network website](#). Successful NFIP Programs provide an increase to the purchasing power of Supplemental Nutrition Assistance Program (SNAP) recipients by giving a coupon during the point of sale when using SNAP funds for use specifically for fresh fruits and vegetables at the next visit to that retailer.

# RFA Scope of Work: Client Eligibility Requirements

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- ❑ Residents of the City of Austin or Travis County who are either living at or below 200% of the Federal Poverty Level. Client eligibility must be documented, and any proposed alternative requirements explained. See Section D – APH Client Eligibility Requirements.
- ❑ Clients should be experiencing the economic and/or public health impact of COVID-19 related to household food insecurity and food system disruption. As much as possible, food distribution and services should be located in economically disadvantaged communities, and/or serve persons who are at or below the [Federal Poverty Limit](#).

# 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 2021 - 009 ARPA Food Access Evaluation Rubric		
<b>Form 1:</b>	Offer Sheet - Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form
<b>Form 2: RFA Application</b>		
<b>Part I</b>		
Fiscal and Administrative Capacity	Agency Information	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below.
<b>Scored Application Part II</b>		
Section 1: Experience and Cultural Competence	Agency Experience & Performance Cultural Competence & Racial Equity	10 points 10 points <b>20 points total</b>
Section 2: Program Design <b>Form 2a (NFIP Only):</b>	Program Work Statement(s) Supplemental Work Statement for NFIP Applications Principles of Service Delivery Performance Metrics Austin Public Health Priorities	25 points  10 points 5 points 5 points <b>45 points total</b>
Section 3: Data-Informed Program Management	Data-Informed Program Management	<b>10 points total</b>
Section 4: Cost Effectiveness  <b>Form 3:</b>	Program Staffing and Time Program Budget and Funding Summary  Program Budget and Funding Summary Form	10 points 10 points  5 points <b>25 points total</b>
<b>Total: 100 Points</b>		
<b>Form 4:</b>	COA Certifications and Disclosures- Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form

# 5 Minute Collaboration Break

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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.

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# Application Submission Instructions

# Initial Steps

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## 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

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- ❑ 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 “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 RFA

- RFA Application forms and attachments

FORM NO.	TITLE OF REQUIRED FORMS	REQUIRES RESPONSES DUE
	Note: Forms 1-4 must be scanned, signed or filled out and uploaded into Partnergrants.	
1	OFFER SHEET	February 9, 2022 By 3PM CST
2	RFA APPLICATION	
2a	SUPPLEMENTAL WORK STATEMENT FOR NFIP APPLICATIONS	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	INFORMATION ONLY
A	THRESHOLD REVIEW FORM	<i>Form input in Partnergrants Due 1/12/ 2022 by 3PM CST</i>
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	Information Only
C	RFA SCOPE OF WORK	
D	APH CLIENT ELIGIBILITY REQUIREMENTS	
E	STANDARD APH AGREEMENT BOILERPLATE	
F	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	
G	TITLE VI OF CIVIL RIGHTS ACT OF 1964	

# 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	<b>February 9, 2022</b> <b>by 3 PM CST</b> <b>In Partnergrants</b>
2	RFA APPLICATION	
2a	SUPPLEMENTAL WORK STATEMENT FOR NFIP APPLICATIONS	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	Form input in Partnergrants DUE
A	THRESHOLD REVIEW FORM	<b>January 12, 2022</b> <b>by 3 PM CST</b>

# 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.

<b>DATE ISSUED:</b>	Tuesday, December 28, 2021
<b>RFA APPLICATION DUE DATE:</b>	<b>Wednesday, February 9, 2022, 3PM CST</b>
<b>THRESHOLD FORM DUE DATE</b>	<b>Wednesday, January 12, 2022, 3 PM CST</b>
<b>Anticipated Start date of contract:</b>	<b>April 1, 2022</b>
<b>Questions regarding the RFA are due on or before</b>	<b>Wednesday, February 2, 2022 3 PM CST</b>
<b>Technical Assistance regarding submission of the RFA in Partnergrants are due on or before</b>	<b>Tuesday, February 8, 2022 3 PM CST</b>
<b>Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants</b>	<b>Authorized Contact Person:</b> Angela Baucom Social Service Funding Specialist E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>
<b>Questions and Answers will be available:</b>	In Partnergrants and on the solicitation website: APH Competition Website
<b>Optional Pre-Bid Meeting- Date and Time:</b>	<b>Thursday, January 6, 2022 1:30 – 3:00 PM CST</b>
<b>Pre-Bid Meeting Location:</b>	Registration Required with this link to get the Conference Call details: <b>JANUARY 6<sup>th</sup> <a href="#">EVENTBRITE REGISTRATION LINK</a></b>

# 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:

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Date: \_\_\_\_\_

\* This Offer Sheet must be signed and submitted in ~~Partner grants~~ **Partnerships** 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](https://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.

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# RFA Application - Form 2

Form 2: RFA APPLICATION

# RFA Application

## 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 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.

**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	February 9, 2022 by 3 PM CST In Partnergrants
2	RFA APPLICATION	
2a	SUPPLEMENTAL WORK STATEMENT FOR NFIP APPLICATIONS	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	Form input in Partnergrants DUE
A	THRESHOLD REVIEW FORM	January 12, 2022 by 3 PM CST

### PART I. Fiscal and Administrative Capacity

#### Minimum Threshold Review

The **Form 1: Threshold Review Form** must be completed in Partnergrants by January 12, 2022 by 3:00 PM CST. This threshold will be reviewed by APH staff and then, if the agency’s threshold is approved, the agency will move forward to submit this final application.

**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.

# Application Format and Submission Requirements

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**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 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 4,926 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, 2a-Supplemental Work Statement for NFIP Applications, 3-Program Budget and Funding Summary, 4-COA Certifications

# Application Format and Submission Requirements

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- ❑ 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 II. Scored 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.**

# Application Format and Submission Requirements

- ❑ Some questions include required or optional attachments indicated by a  symbol.
  - These should be uploaded 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 – RFA Application to indicate that the form is attached in Partnergrants

RFA Required Applicant Documents	
Attachment	
1 - Offer Sheet	
2 - RFA 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	
ASD4 - Additional Supporting Documentation-pdf, if applicable	

- ❑ Some questions include drop-down menus indicated by a  symbol.
  - Click the indicated field to select your response

# 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: Program Design

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- ❑ Applicants may propose to provide **one or both** of the service models:
- ❑ If proposing General Food Access services, follow guidelines to complete item 15A
  - 15A consists of a Work Statement completed in Partnergrants
- ❑ If proposing NFIP Services, follow guidelines to complete item 15B
  - 15B consists of Form 2a – Supplemental Work Statement for NFIP Applications

# RFA Application: General Food Access Program Work Statement

- ❑ 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 of agency history, past performance, accolades

What are the goals and objectives of the program?

Font Family | Font Size | **B** | *I* | U

Path:

This field is limited to 20000 characters.



# RFA Application: NFIP Work Statement

- Complete the attachment Form 2a – Supplemental Work Statement for NFIP Applications. This section should be concise and only describe concrete services and actions.
- Attach the completed form under one of the Additional Supplemental Document items. Be sure to keep the document clearly titled.

## Form 2a: Supplemental Work Statement for NFIP Applications

**Question 15B:** Only complete this item if proposing to provide NFIP program services as outlined in the Scope of Work.

In this section, please keep your answers concise and only describe concrete services and actions.

Applicants may propose alone or in addition to other services to administer a Nutritious Food Incentive Program (NFIP) program. The program objective is to increase the purchasing power of SNAP recipients in the markets of their choice through partnership with grocery retailers. The contracted agency will be responsible for administering the program and issuing incentive reimbursement to participating grocery retailers for redemption of SNAP benefits. The contracted agency must already have in place:

- System for tracking incentives and processing reimbursements;
- Maintaining records to document operation of retail incentives;
- Branding strategy that includes justification and is informed by best practice;
- Solidified matching commitments from funders outside of the City of Austin;
- Implemented incentive program in at least 1 location with capacity to execute formal agreement or MOU within 30 days of contract execution and ability to implement program services within 45 days of contract execution; and
- Coordinated outreach and marketing strategies with other efforts, such as Double Up Food Bucks, community partners working with SNAP eligible households, and SNAP marketing efforts

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

Click or tap here to enter text.

**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.

Click or tap here to enter text.

**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 have a comprehensive understanding of your services and how they are delivered to clients.

Click or tap here to enter text.

**System for Collecting and Reporting Program Data:** Describe the system that the agency has in place to collect and report program data.

Click or tap here to enter text.

# RFA Application: Performance Metrics

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- ❑ Proposed performance should include program total goals for the 12-month anticipated contract term May 1, 2022 through April 30, 2023. Complete the tables for each metric appropriate to your proposal.
  - Include metrics for General Food Access and NFIP separately in designated fields.
  - Proposed metrics should include:
    - ❑ Unduplicated Client Count Output (required)
    - ❑ Additional Output (optional)
    - ❑ Supplemental Outcome and Key Performance Metric Social Services Outcome (optional - if proposing services other than emergency food access)
  - Metrics may be negotiated if awarded

# RFA Application: Program Staffing and Cost Effectiveness

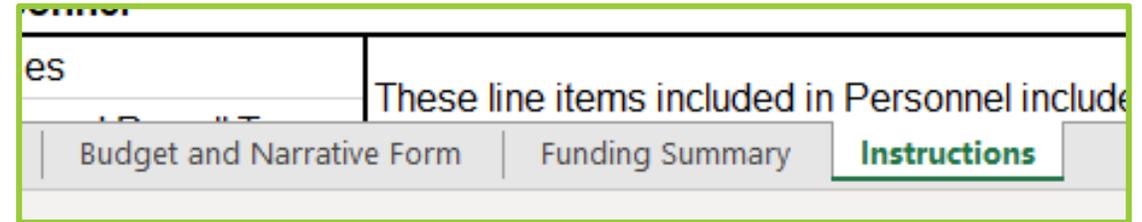
- ❑ Upload resumes and/or job position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.
  - Pages beyond the allowable 5 total will not be considered when evaluating applications.
- ❑ Complete the Program Staffing form with information about staff positions working on the program

Example:

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

# Form 3: Program Budget and Funding Summary

- ❑ Complete Form 3: Program Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are four tabs in the spreadsheet: General Budget and Narrative, NFIP Budget and Narrative Form, Funding Summary, and Instructions. Instructions include examples of allowable costs.



**Form 3 - Program Funding Summary**

Agency Name: [Click or tap here to enter text.](#)

Program Name: [Click or tap here to enter text.](#)

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)	10/1/2022	9/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0
				0
Federal				0
Federal				0
				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 May 1, 2022-April 30, 2023.

Form 3 - Program Budget and Narrative				
Agency Name: Click or tap here to enter text.				
Program Name: Click or tap here to enter text.				
A. PERSONNEL	Requested On-going CITY OF AUSTIN Funds 12-	Amount Funded by ALL OTHER Sources 12-months	TOTAL Budget (ALL funding sources) 12 months	Budget Narrative Please complete an explanation for each City-funded line item.
Salaries	0	0	0	
Fringe and Payroll Taxes	0	0	0	
<b>A. SUBTOTALS: PERSONNEL</b>	0	0	0	
<b>B. OPERATIONS</b>				
General Operations	0	0	0	
Outsourced Professional Services	0	0	0	
Supplemental Programmatic Services	0	0	0	
Training/Travel Outside Austin and/or Travis County	0	0	0	
<b>B. SUBTOTALS: OPERATIONS</b>	0	0	0	
<b>C. ASSISTANCE TO CLIENTS</b>				
Rental/Mortgage Assistance	0	0	0	
General Housing Assistance	0	0	0	
Direct Client Assistance	0	0	0	
Client Food and Beverage	0	0	0	
<b>C. SUBTOTALS: ASSISTANCE TO CLIENTS</b>	0	0	0	
<b>D. SUB-GRANTEES/SUB-RECIPIENTS</b>				
Personnel-Sub	0	0	0	
Operations-Sub	0	0	0	
Direct Client Assistance-Sub	0	0	0	
Other-Sub	0	0	0	
<b>D. SUB-GRANTEES/SUB-RECIPIENTS</b>	0	0	0	
<b>GRAND TOTAL (A - D)</b>	0	0	\$ -	
<b>PERCENT SHARE of 12-month Total for Funding Sources:</b>			100%	
<b>COMPLETE FOR OUTPUT: UNDUPLICATED CLIENTS SERVED</b>				
<b>E. COST PER CLIENT CALCULATION</b>	Total Unduplicated Clients 12-months May 1, 2022 - April 30, 2023	City Portion	Other Funded Portion	\$ Cost per client

# Form 3: Program Budget and Funding Summary

## □ Budget and Narrative Form:

- 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.
- Complete Section E for Output: Unduplicated Clients Served
- Complete separate tabs for General Food Access services and NFIP services as appropriate

# Form 4: COA Certifications and Disclosures

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- ❑ 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

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## ❑ Question and Answer Process

- Questions regarding the RFA must be directed to the Authorized Contact Person: Angela Baucom at [APHCompetitions@austintexas.gov](mailto:APHCompetitions@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 Grant Application process: Anti-lobbying ordinance does not apply.

# Important Dates

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- ❑ RFA Threshold Review DUE to APH: **Wednesday, January 12, 2022** by no later than 2:59 PM CST
- ❑ RFA Applications DUE to APH: **Wednesday, February 9, 2022, by no later than 2:59 PM CST**
  - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFA are due to APH on or before: **Wednesday, January 2, 2022, by 3 PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFA in PartnerGrants to APH on or before: **Tuesday, February 8, 2022 by 3 PM CST**

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

- ❑ Anticipated Contract Start Date: **May 1, 2022**
- ❑ 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](mailto:Allan.McCracken@Austintexas.gov) or John Sanchez - [John.Sanchez2@austintexas.gov](mailto:John.Sanchez2@austintexas.gov).

# Important Tips

- ❑ To submit your application you must first MARK AS COMPLETE AND THEN HIT **SUBMIT**



Application Forms		Application Details		Submit	Withdraw
Form Name	Complete?	Last Edited			
General Information	✓	12/28/2021			
DEA Required Applicant Documents					

- ❑ 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 APHCompetitions in the days prior to the deadline in case of reminders or notes about the status of your application



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

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**Questions?**

Contact: [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)



**Thank You  
for Your Participation**

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