

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Angela Baucom at [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov) or in the Partnergrants database by no later than Wednesday, March 9<sup>th</sup>, 2022 by 3PM CST.

Last Update by AB March 4, 2022:

Question No.	Questions	Answers
1	Are homelessness prevention services/programs not eligible? RRH and PSH only?	Homelessness Prevention services/programs are not eligible during this solicitation. Austin Public Health (APH) seeks proposals for the provision of Housing Stabilization programs, including Permanent Supportive Housing, Rapid Rehousing, Landlord Outreach and Incentives, Housing Navigation, and Move-In Assistance for individuals and households experiencing homelessness.
2	If we are applying on behalf of a collaborative, of which we are the lead and fiscal agent, will threshold documentation only be required from our agency (that is applying) or for all partner agencies, as well?	Only the Lead agency is required to apply to the Threshold Application, however all subgrantees must comply with the terms and conditions of the contract with APH. The boilerplate can be found as Exhibit E. Not all elements of Threshold apply to subgrantees, though subgrantees must be registered with SAM.gov.
3	What is Texas Department of State letter required in the Threshold Review Form? If we have an IRS Determination Letter, is that sufficient?	When registering as a non-profit in the state of Texas, a letter is provided by the Department of State confirming your organization's application as a non-profit organization in Texas. This letter is often used for newer organizations that have not yet received 501c(3) status. The IRS letter is sufficient for this requirement.
4	If we're providing RRH in conjunction with Shelter, will we need to apply for separate those activities?	Yes, you will need to apply with separate proposals. Shelter is not an eligible activity for this solicitation.
5	How do you handle the Coordinated Entry requirement for an immigrant service agency as CE applicants are not asked whether or not they are immigrants? The Coordinated Assessment system is not accessible for new immigrants with no or limited English. They will not be able to read or understand ad the initial material to find out there is a language line. "The CE material is written in English and we serve people with dozens of languages"	The Coordinated Entry System, administered by the Ending Community Homelessness Organization, works with recipients to receive referrals for prioritized and presumed eligible populations. Per 24 CFR 576.407(b) The Coordinated Entry System is required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons. Offerors may

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		outline further preference populations to serve if awarded.
6	Our current model is to enroll a family into our program where they are initially placed in a temporary shelter for an average of 45-90 days while our case manager identifies and assists in the removal of barriers. The family is then placed into an apartment/home of their own. Will the costs of the temporary shelter be a permissible expense for this RRH grant?	No. Temporary shelter for households experiencing homelessness is not an eligible expense under the SOW. This funding is focused on moving unsheltered and sheltered into individuals into housing rapidly and with a Housing First approach. Other funding would be needed to address shelter costs.
7	Are there limitations for serving immigrants of varying immigration statuses under the federal funding: ARPA or ESG?	In August of 2016, HUD, HHS, and DOJ released a <a href="#">joint letter regarding immigrant access to Housing and Services</a> . The letter states, “immigration status is not a bar to providing certain services necessary to protect life or safety, such as emergency shelter, short-term housing assistance including transitional housing, crisis counseling, and intervention programs.” An accompanying <a href="#">SNAPs Fact Sheet</a> stipulated, “HUD has determined that the following forms of assistance meet this three-part test and, therefore, are not subject to the Act’s immigration-based restrictions: ... Rapid Re-Housing”. Recipients should carefully review these resources to determine if their proposed populations, if any, would be eligible.
8	Is a Living Wage required under the contract?	A Living Wage as defined in SD23 EAO.C.3. is not a requirement of this solicitation, though Question 40 of the application does ask how applicants have considered the Dollar-per-hour wage when determining the staff necessary for a proposal.  We expect applicants to utilize their best judgement in determining staffing costs, which are part of determining project quality and suitability for funding.
9	In the Sample Contract, the link to the Employee Certification form did not link to the form. Will you please upload a copy of the form to the APH Homeless Housing Stabilization Services Solicitation?	Per the response to Question 8, the Employee Certification Form is only applicable to contracts where a Living Wage Policy applies. As this will not be a requirement, but rather a consideration of this proposal, this form will also not be required.

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

10	I am in the process of filing for a non-profit, therefore I am not currently a non-profit nor do I fall under the "quasi-governmental" definition of a business. Do I qualify for any of the services listed in the RFP funding, or are there any other services or contracts that I could potentially apply for?	An Offeror who does not meet the Minimum Qualifications as outlined in Exhibit C, Section III. Offeror Minimum Qualification is ineligible for funding consideration.
11	AIDS Services of Austin provide housing services to HIV positive clients referred through the Coordinated Entry Point. But would our focus on providing housing services exclusively to a subpopulation of homeless individuals living with HIV preclude us from receiving an award through this opportunity?	Exhibit C, Section IV. Principles of Service Delivery states, "C. The City of Austin may award additional points to proposed programs that accept referrals from the Coordinated Entry System without establishing any additional subpopulation requirements or priorities." Offerors may submit proposals proposing to prioritize a sub-population for services. All projects, and the local Coordinated Entry System, must comply with Fair Housing regulations, the City of Austin’s Anti-Discrimination Ordinance, and the Coordinated Entry Written Standards.
12	AIDS Services of Austin currently provide PSH and RRH services to people living with HIV through HOPWA and BSS+ funding. Can Homeless Housing Stabilization funding be used to support the clients of our existing PSH and/or RRH programs? Can we use this funding opportunity to provide landlord outreach/incentives, move-in costs, and housing navigation for our current HOPWA and/or BSS+ clients?	An agency may propose any type of program and sub-population, however there are specific statements throughout the Scope of Work and RFP Application documents that address this. Exhibit C, Section I. Introduction states, "Offerors may apply for more than one program area (e.g., permanent supportive housing, rapid rehousing and/or supportive services only). Offerors must submit unique proposals for each program you are applying for." Section V. Services Solicited states that, for Landlord Outreach and Incentives, Housing Navigation, and Move-In Assistance Stand Alone projects, Households enrolled in Housing Stabilization Programs (PSH, RRH, or Joint TH-RRH) regardless of funding Source are eligible. Question 33 of the application asks, "If your agency is applying for funding to provide Supportive Services Only, please describe how you will identify and prioritize program participants from different projects in an equitable way to support the entire Homelessness Response System." Additionally, Section IV. States, "Offerors must make every effort to ensure

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		participants do not receive duplication of services or assistance from different funding sources, though participants can receive assistance from various sources if duplication of services is avoided. For example, a Continuum of Care (CoC)-funded RRH project participant may receive ARPA-funded Housing Navigation services from a third-party so long as they do not receive Housing Navigation services or activities from the CoC project as well. Participants must record all service delivery and service delivery costs in the Homeless Management Information System (HMIS).”
13	Is payment of mental health services an eligible expense for RRH?	Yes, proposals may include any of the mental health services as listed in Item 7) Mental Health Services of Section V. Services Solicited of Exhibit C – RFP Scope of Work.
14	Are separate budgets required if you plan to apply for both the Permanent Supportive Housing and the Rapid Rehousing?	You must submit two separate proposals if you are proposing PSH project and a RRH project. Offerors must submit unique proposals for each program you are applying for.
15	Would our focus be on providing housing services exclusively to a subpopulation of homeless individuals living with HIV preclude us from receiving an award through this opportunity?	No. Awarded programs must comply with Fair Housing Regulations and City of Austin Antidiscrimination Ordinances. All recipients are required to only screen referrals from the Coordinated Entry system for enrollment. Agencies can identify a subpopulation of those experiencing homelessness to prioritize for services, though, per Item C of Section IV of Exhibit C – RFP Scope of Work, “The City of Austin may award additional points to proposed programs that accept referrals from the Coordinated Entry System without establishing any additional subpopulation requirements or priorities.” Programs will work with APH during negotiation if awarded.
16	If we would like to offer all program types: RRH, LLO, Housing Navigation, etc. Do we have to submit separate proposals and budgets?	Offers proposing to offer RRH or PSH may request funds for Landlord Outreach, Housing Navigation, or Move-in Assistance within the primary proposal. Proposals to offer Landlord Outreach, Housing Navigation, or Move-in Assistance as stand-

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		alone projects must be submitted as separate proposals.
17	Can you use this funding for mortgage payments?	No. This funding is not focused on homelessness prevention, but is focused on services for clients/households who enter the program as homeless. Please carefully review Section V. Services Solicited of Exhibit C – Scope of Work for a list of eligible activities.
18	Can you recommend ratios for supportive services?	No, you may provide explanations as needed in your proposal to justify ratios you choose to include.
19	If we are submitting a proposal as a part of a collaborative, can we also submit a separate proposal as an offeror?	Yes. An agency may be a part of a collaborative in one proposal and also independently submit a proposal as an Offerors.
20	Would there be an option for us to provide unrestricted financial assistance to individuals? Would we have to do other services or work within the existing systems to receive the grant?	<p>Funds awarded with this agreement may not be used for unrestricted financial assistance. The Eligible Activities identified in Section V. Services Solicited of Exhibit C – Scope of Work outline the eligible uses of awarded funds. Agencies may not utilize funds beyond those uses outlined in the SOW except in rare instances where prior written approval has been sought and approved by COA Contract Management Staff.</p> <p>An agency may choose to provide services not identified in the Scope of Work using other funding for this project. All funds intending to be obligated to the project should be identified within the Budget Narrative.</p>
21	What does it mean to "Have the ability to meet Austin Public Health’s Social Services Insurance Requirements" as it was listed as one of the requirements of the organizations to apply?	Please refer to the guidelines on page 20 of Exhibit B – Standard Solicitation Provisions and Instructions, as well as Section 6 of Form E – Standard APH Agreement Boilerplate for insurance requirements.
22	There were two dates listed for "anticipated start date of contract." Could you explain what this means?	The start date may depend on the source of funding awarded. Awards involving ARPA funds have an anticipated start date of July 1, 2022. Awards from City General Fund (GF) or Emergency Solutions Grant (ESG) funds have an anticipated start date of October 1, 2022. Per slide 7 of the Pre-Bid PowerPoint presentation, Austin Public

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		Health will determine the appropriate funding source for each award. Please review details in Section III. Funding and Timeline of Exhibit C – RFP Scope of Work for details about each funding source.
23	What does "technical assistance regarding submission of the RFP in Partnergrants" mean?	Technical assistance regarding Partnergrants refers to technical questions or support for use of the Partnergrants system, and not questions about the content of the RFP. Technical assistance may include trouble accessing a Partnergrants account, requesting assistance with user profiles, trouble uploading documents to an application, or similar procedural questions.
24	What will the administrative process be for awards? Will it vary between funding sources? In particular, how often and what kind of reporting will be required for the City of Austin, ARPA, and ESG awards?	All awarded contracts will be subject to the Terms and Conditions of the contract in Exhibit E. Standard APH Agreement Boilerplate. City of Austin general funds, Emergency Solutions Grant Funds, and ARPA funding recipients will be required to submit financial expenditures invoices monthly, as well as maintain internal accounting controls to provide documentation of invoice amounts when requested. ARPA and ESG recipients must submit participant demographics and outcomes reports quarterly and as necessary to meet federal requirements. All awardees are required to track participant services in HMIS as well as service delivery costs.
25	What are limitations and maximum amounts allowed for Landlord Outreach and Incentives? It says amounts to be determined by APH, but we need to know to complete our budget.	Offerors are expected to propose reasonable amounts of assistance households may receive within the submitted proposal. To ensure equitable access to resources, if the community established limitations or maximums for Landlord Outreach and Incentive amounts, APH will work with recipients to ensure the project is able to align with community practices and meet contractual obligations.
26	The Summit to Address Unsheltered Homelessness in Austin specifies a goal for the number of new Permanent Supportive Housing units to be developed (1,000). Is there a specific numeric goal related to	Yes. The goals identified at the Summit is to create 1,300 more units of deeply affordable housing: 1,000 units for PSH and 300 for RRH, and to serve 1,500 people with RRH services.



**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

	Rapid Rehousing services (such as number of households served or another metric)?	
27	<p>Do we get extra points for applying as a collaborative?</p> <p>Are there preferences for how collaborations are organized? For example, does the city prefer for collaborations to form around subpopulations?</p>	<p>There are no additional points available for collaboratives. Please see the scoring rubric included in Exhibit C – Scope of Work for the full listing of points available by section.</p> <p>There are no preferences for how collaborations are organized.</p>
28	Is there a threshold for administrative costs, especially if we apply as a collaborative (is there a threshold that goes higher for collaboratives)?	No there is no threshold for administrative costs.
29	Does this budget allow for training costs? In particular, does the budget allow costs for trainings around evidence-based practices (trauma-informed care, housing first, motivational interviewing, etc.)?	Training costs are an allowable expense under this funding. Please see Exhibit B.3 - Compensation terms Section 10, included in Exhibit E – Standard APH Boilerplate for more information.
31	<p>Do the different sources of funding have different, specific requirements for client eligibility?</p> <p>If we were awarded funds from any of the specific sources of funding, would we be able to transfer our current clients to the new source of funding? Or would we need to enroll all new clients?</p>	<p>Please see Exhibit C – Scope of Work Section V. Services Solicited where each service category description also includes a description of any unique eligibility criteria that might apply.</p> <p>All projects awarded would need to comply with Coordinated Entry Written Standards, including project transfer policies and procedures. Household considered for project transfer may not exceed the limitation on the total duration of assistance cumulative of the initial enrollment. Participants enrolled in a program funded through this solicitation may be served by the project up to the duration of service limit defined by the funding source.</p> <p>NOTE: There are many scenarios that this could include, and we are not able to address every scenario. Each proposal will be evaluated individually and if awarded the agency will negotiate with APH Staff.</p>
32	Is there a cap on how much can be spent on the rent rates?	Yes. As stated in the SOW, Rental Assistance, “Rental assistance including rental arrears and ongoing rental assistance to units leased to the participants so long at the unit meets rent reasonability as outlined in 24 CFR 982.507 and meet Habitability Standards as outlined in

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		24 CFR 576.403(c)“ Additionally, for ESG-funded projects, Rental Assistance cannot be provided for a unit above Fair Market Rent and cannot exceed 24 months. The policy for determining the amount of assistance a recipient receives must be equally applied, and the recipient must receive the minimum amount and duration of rental assistance to ensure maximum housing stability.
33	In the application, Question 18, it asks for the “current demographic composition of the agency and subrecipient staff by race and ethnicity,” does this mean that if we are applying as a collaborative, we need to provide that information for all partners?	Yes, demographic must be submitted from all partners to demonstrate experience and cultural competence.
34	I have a property owner who is interested in providing many low cost and low barrier units for the CoC, but needs funds for a specific modification to make the units meet habitability standards/HQS. I think I know the answer, but could the landlord apply for those funds through this RFP directly and link up with ECHO to connect tenants to the units in compliance with the scope of work? Or would they have to link up with a non-profit funding recipient and create the partnership through them?	An offeror meeting the threshold eligibility requirements may submit a proposal to operate an eligible project. An eligible entity who owns property would need to comply with conflict of interest requirements if awarded and any limitations defined by the funding source and negotiated with APH. This RFP is primarily soliciting for social services and direct housing costs.
35	What would APH expect to see in budget proposals for legacy contracts that would overlap with this solicitation?  Would APH consider flexibility in expenditure benchmarks?	Offerors are free to submit proposals to operate projects independent of other or previous contracts and awards. Opportunities for merging proposals and existing contracted activities may be discussed with APH Contract Managers prior to contract execution, if awarded.
36	I am not seeing the "start a new application" button on my screen. Could you please direct me to that?	Once your Threshold Application has been approved, the Final Application can be started by visiting the Opportunity page from the main menu, select RFP 2022-001 Homeless Housing Stabilization, and then clicking the Apply Final hyperlink near the upper right of the page. You can view a video tutorial of this process on the APH YouTube page. This video is also linked on the Competition Website and Partnergrants Opportunity Website Links section.



**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

37	Can agencies use rental assistance as an ongoing rental subsidy or do PSH programs have to have vouchers attached?	<p><b>UPDATED 3-3-22</b></p> <p>Yes. <u>Temporary</u> rental assistance is an eligible cost to provide participants <u>short term</u> rental support, so long as the <u>agency's</u> policy determine the amount of assistance the participant will receive is consistent across project participants. <u>Rental assistance in this solicitation is not intended to sustain a client's long-term stability.</u></p> <p>PSH proposals may be submitted to offer services either in a scattered site or a centralize site, with Rental Assistance either in the project budget or leveraged from ongoing sources. Vouchers do not have to be attached.</p>
38	What kind of exemptions can be made for clients not coming through Coordinated Entry when this requirement could be a barrier to service? Can agencies propose RRH services for clients without referral from Coordinated Entry?	<p>As stated in the SOW Section IV. Principals of Service Delivery: "Awarded agencies must comply with the Austin/Travis County Continuum of Care (CoC) Written Standards, including the Written Standards for Coordinated Entry, as approved by the Homeless Response System Leadership Council. Where the finalized Scope of Work conflicts with the Written Standards for Program Delivery, the APH Contract Work Statement Document, finalized between APH staff and the Offeror if awarded, will take priority and all other parts of the Written Standards for Program Delivery apply."</p> <p>And in Section V. Services Solicited, B. Rapid Rehousing: "Program participants must be obtained from referrals from Coordinated Entry."</p> <p>If an offeror wishes to propose a project that does not utilize a referral from Coordinated Entry, the referral process will be evaluated using the evaluation factors outlined in the Scope of Work, and if awarded the agency will negotiate with APH Staff.</p> <p>Recipient staff may administer the Coordinated Entry assessment, including staff</p>

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		<p>funded in part or completely with Outreach and Engagement eligible costs.</p> <p>Concerns with the Coordinated Entry system being unable to fulfill the federal expectations outlined in 24 CFR 576, 578, and CPD Notice 17-01 should be addressed to the Austin / Travis County Continuum of Care Leadership Council. <a href="#">More information can be found here.</a></p>
39	<p>The instructions say: “Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants”</p> <ol style="list-style-type: none"> <li>1. OFFER SHEET</li> <li>2. RFP APPLICATION (Uploaded in Word)</li> <li>3. PROGRAM BUDGET AND FUNDING SUMMARY</li> <li>4. COA CERTIFICATIONS AND DISCLOSURES</li> </ol> <p>The Application and Budget forms do not have signature lines. How do you want us to handle this?</p>	<p>Offerors must fill out and/or sign as required by each form. Forms 1 – Offer Sheet and 4 – COA Certifications and Disclosures must be filled out and signed in the appropriate signature boxes. Forms 2 – RFP Application and 3 – Program Budget and Funding Summary must be filled out, but include no signature blocks and do not have to be signed.</p>
40	<p>Can you tell me what the word count is for the Program Work Statement please? Is it 20,000 total? When I download the form it says 20k under each question.</p>	<p>The Work Statement is completed directly in Partnergrants. Each section has an individual 20,000 character limit just for the corresponding field. Note that character count is different from word count.</p> <p>The character limit in Partnergrants is entirely separate from the word count limit of Form 2 – RFP Application.</p>
41	<p>Are we able to attach documents that go beyond what is listed in the portal? For example, the VAWA policy that the RFP asks for. Additionally, I think we might like to add another separate document, the Strategic Plan, that speaks directly to some of the equity and inclusion questions.</p>	<p>Questions with attachments are indicated by a paperclip symbol in Form 2 – RFP Application. Partnergrants allows for up to 9 Additional Supplemental Documents to be attached to the application for documents that are responsive to the proposal.</p> <p>Attachments not referenced in Form 2- RFP Application will not be reviewed by evaluators. Policies or requirements outlined in Exhibit C – Scope of Work or other official exhibits, may be required in the contracting process, but may not need to be included for evaluation in the proposal.</p>

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

42	<p>I would like clarification regarding admin personnel costs (ex: Office Manager, Executive Director.) Does this application cover those costs? Where in the Budget Spreadsheet should we add the administrative personnel cost?</p> <p>The detailed Budget tab does not show Administrative Personnel cost to itemize all personnel expenses. Should we add them to the General Operating Expenses?</p>	<p>Yes, agencies may propose administrative personnel costs in the budget as these activities directly contribute to the activities of the project. Per the Instructions tab of Form 3 – Budget and Narrative Funding Summary, personnel costs may be included in the Personnel budget line item, which includes salaries, fringe, and payroll taxes. For administrative costs which cannot be directly contributing to the activities of the project, but are necessary for the disbursement of funds and agency administration, applicants may enter these costs in the “Other” category of row 30 of Form 3 - Budget Narrative Funding Summary.</p>
43	<p>In the Homeless Housing Stabilization Services RFP Application question 35, section B, it requests us to propose an outcome. The way it is phrased in the application makes it seem like this proposed outcome is required. However, in the Pre-Bid meeting, it states that the only required program performances are the total output goal and the required outcome as indicated by program type. Is the proposed outcome indicated in question 35 section B required or optional?</p>	<p>In the Homeless Housing Stabilization Services RFP Application question 35, section B, applicants may suggest a Proposed Outcome to measure success of the program beyond the Key Performance Metric and Output metric. The proposed outcome metric in question 35 Section B is optional.</p>
44	<p>Is there indirect cost allowed, if so, what is the percentage?</p> <p>Is there a 10 % de minimis rate?</p>	<p>Indirect costs are not allowed and there is no de minimis rate. Administrative costs are allowed and applicants may enter these costs in the “Other” category of row 30 of Form 3 - Budget Narrative Funding Summary and should be outlined in questions about staffing and cost effectiveness as appropriate in Form 2 – RFP Application and in Form 3 – Budget and Narrative Funding Summary as directly related to the program. Administrative Costs which are not directly related to the program may be classified as “Other” in the Budget and Narrative Funding Summary Form 3.</p>
45	<p>Do we need authorization to purchase office furniture?</p>	<p>In Exhibit E Standard APH Agreement Boilerplate includes Exhibit B.3 - Social Services Compensation Terms, which states, “The Grantee shall expend City funds according to the approved budget categories described in Exhibit B.1, Program Budget and Narrative, or Exhibit A.1, Program Work Statement (Deliverables), as applicable.”</p>

**RFP 2022– 001 Homeless Housing  
Official Questions and Answers**

		<p>Furthermore, the City of Austin retains the right of Final approval of any supporting documentation submitted before payment request is approved for processing. In general, items below \$5,000 do not require prior approval of APH staff. Items more than \$5,000 require Prior Approval of Staff.</p>
<p>46</p>	<p>The budget has errors in the instructions and in the Detailed Budget tab, cell C28. How should we respond?</p>	<p>We have <b>updated Form 3 – Budget and Narrative Funding Summary to Version 2</b>, which has corrected the errors. Please use the Form 3 – Budget and Narrative Funding Summary Version 2 to complete your proposal and upload into the Partnergrants system with your Final Proposal.</p>