

**RFP 2022– 004 Homeless Crisis Response
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Kiara Price at APHCompetitions@austintexas.gov or in the Partnergrants database by no later than Thursday, May 5th, 2022 by 3PM CST.

Last Update by TPS: 4/8/2022

Question No.	Questions	Answers
#	Question from Agencies	Answers from APH
1	<p>A. Required Coordinated Assessment Outcome Measure – Can you please provide clarification on the wording of the required measure: “Of the total unduplicated clients served, the percentage of participants provided first time or updated Coordinated Assessments by the program.”</p> <p>B. Must each program supported under this opportunity conduct Coordinated Assessments? This does not align with the Austin/Travis County Continuum of Care’s current design of our community’s Coordinated Assessment, and would create a significant training, staffing, and time burden if each program needed to have dedicated staff trained to perform Coordinated Assessments.</p> <p>C. Could this required performance measure be reworded to mirror the existing Coordinated Assessment metric used on the Austin/Travis County CoC’s HMIS Scorecards: “What is the percentage of unduplicated participants in the project that completed a Coordinated Assessment”. This would align with the existing operation of the Coordinated Assessment process and would reflect the reality that many programs help participants connect to assessors throughout the CoC, but don’t currently perform the Coordinated Assessment themselves.</p>	<p>Regarding the Coordinated Assessment Measure: APH requests each program to report the total number of unduplicated clients served and, of those clients served, how many will be provided or assisted with Coordinated Assessment enrollments or updated assessments by the program. This measure was determined appropriate for the purposes of this RFP.</p> <p>The timeliness of providing an assessment and/or updating one is of value to the Austin/Travis County Continuum of Care and APH. APH understands that some clients will be enrolled in the proposed program having already completed a Coordinated Assessment, needing to complete one, or needing an existing Assessment updated.</p> <p>APH recommends proposals consider the guidance provided in Form 2 – RFP Proposal, Question 26, B., <i>Note</i> and propose a reasonable measure of success.</p> <p>Regarding providing Coordinated Assessments: This is an eligible activity of the program types within this solicitation. The CA measure provides a mechanism for that activity to be tracked. Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.</p>
2	<p>The CoC’s Coordinated Entry Written Standards state that CAs should only be updated every sixth months if the individual is still unhoused. Is that also</p>	<p>The RFP Scope of Work states that APH recommends Offerors comply with the Austin/Travis County Continuum of Care Written Standards for Program Delivery. In their proposal Offerors should state what is best for their program and address why it may differ</p>

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	the City’s expectation under this opportunity?	from the Austin/Travis County Continuum of Care Written Standards.
3	Would we be allowed to use funds from this opportunity to hire a dedicated Coordinated Assessor position? If so, would this position need to be assigned to one of the programs directly supported by this opportunity, or could they be located in another program and have their time allocated to contract(s) from this opportunity based on number of clients served per program?	Offerors may request funds for activities as described within Exhibit C Scope of Work. Both “Engagement” and “Housing Focused Case Management” are activities which identify the facilitation of the Coordinated Entry System as eligible. Form 3: Funding Summary allows for portions of positions to be funded by and allocated to the program.
4	Given the minimum request amount for the HHSP Youth Set-Aside (\$100,000) and the total amount of funding available (\$146,592), would we only be able to propose a single type of project for the Youth Set-Aside funds (Transitional Housing, Emergency Shelter, or Street Outreach)?	Offerors are directed to apply for an amount of funding that is necessary to operate the program type described in their proposal. APH will determine the appropriate funding source for each awarded proposal. Youth-oriented funding may be approved for other funding sources, not just HHSP.
5	If we wanted to request support for the same project (e.g., Emergency Shelter) from the HSSP Youth Set-Aside and the other funding sources (City General Funds, ARPA, regular HHSP), would we need to submit two separate applications for the same project? Or could we submit a combined application for the project, and indicate in Question 8 in the RFP proposal that we want to be considered for both the general Emergency Shelter and TDHCA Youth Programs - Emergency Shelter for Youth funding areas?	Agencies may propose a project for an amount regardless of funding source or amount of funding provided through each source. Funding sources and amounts will be determined after the awarded proposals are scored and may braid different sources together. An Offeror may propose a youth-serving program for more than the amount available from TDHCA for the youth set-aside, however, that proposal will be evaluated against other proposals not dedicated to a subpopulation. Offerors intending to serve youth exclusively with HHSP should submit a proposal not exceeding the HHSP Youth Set Aside amount.
6	Our agency is a current HHSP Youth Set-Aside recipient, and we are familiar with the additional monthly reporting. Are those monthly reporting requirements expected to remain the same under the new Youth Set-Aside contract(s) awarded through this opportunity, or are any significant changes anticipated?	APH cannot anticipate if TDHCA will keep the same reporting requirements from year to year, however APH does not have any indication that it will change.

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7	Do we need to submit a separate Threshold Review application for each full proposal we intend to submit?	Please see the Threshold Instructions. One Threshold review will be required by agency by the deadline, but there will need to be separate pre-certification forms submitted for each proposal in the RFP2022-004 opportunity in PartnerGrants.
8	Are the minimum request amounts listed for each funding source per proposal (e.g., a \$500,000 request for Street Outreach to meet the ARPA threshold), or per applicant (e.g., a \$250,000 request for Street Outreach and a \$250,000 request for Emergency Shelter to meet the ARPA threshold)?	The minimum request amounts are not calculated per applicant/offeror, but by each funding source. APH will determine the appropriate funding source or combination thereof for each awarded proposal.
9	Required attachment for RFP Proposal Question 15 (Diversity, Equity, Inclusion) – Can you provide specific examples of the kinds of materials that should be attached for this question?	If the Offeror indicated that the documents identified within the table such as, “Agency has anti-racist policies and procedures” or “Our Board has developed and implemented a plan to address racial disparities in our program and in our organization” are “Fully Integrated”, then the Offeror is required to attach the “appropriate Final Board-Approved Policies”.
10	Required attachment for RFP Proposal Question 16 (Evidence-Based Practices) – Can you provide specific examples of the kinds of materials that should be attached for this question?	Offerors are expected to attach their CLAS-aligned Language Access Plan, if finalized, which align with the Language Access CLAS standards which follow the National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care, specifically meeting CLAS Language Access Standards 5 – 8.
11	We have several programs that would apply to this RFP and we want to make sure we ask for the proper funding and it would be helpful to know what the total RFP Dollars granted for this RFP.	Exhibit C Scope of Work states, “Available Funding: \$9,999,808 total available through the following funding sources: City of Austin General Funds, Federal Funds through the American Rescue Plan Act (ARPA), or State of Texas Funds through the Texas Department of Housing and Community Affairs, Homeless Housing and Services Program (HHSP). Austin Public Health will determine the appropriate funding source or combination thereof for each awardee.
12	For the cited “extensions,” does this mean the funding we apply for – for example we apply for \$250K for 12 months, does this mean when we are successful in our goals we can budget	The initial contract term regardless of funding source is 12 months. In Form 3: Budget and Funding Summary, you are requested to provide a 12-month budget for the proposal.

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	for an additional \$250K each year for four more years?	This solicitation proposes a specific number of extension options which correspond with each funding source. Once awarded, the initial 12-month term agreement and possible future extension option(s) will be requested for City Council approval. Once approved APH may exercise each extension based on contract compliance and agreement performance.
13	RFP question #3 : Does the organization’s annual budget have to be FY23 or FY22? If FY23, can it be a draft?	Please include the most recent annual budget for your agency, which may differ based on when your organization’s fiscal year begins and ends.
14	Is food eligible?	Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.
15	Can only apply one program per grant?	Austin Public Health will determine the appropriate funding source or combination thereof for each awardee. An agency can submit multiple proposals to this RFP, but can only apply for one of the following program types per proposal: Emergency Shelter, Street Outreach, Day Resource Program, Medical Respite Care, Emergency Shelter for Youth, Street Outreach for Youth, Transitional Housing for Youth.
16	RFP question #15: Define anti-racist policies? Please explain how the City views this as different/similar from non-discrimination or DEI	Please refer to the City’s definition of equity which is in the Scope of Work. Policies that promote equity are considered anti-racist policies.
17	RFP question #18: Define Supportive Services	Supportive Services are the services provided to program participants by an agency or in coordination with an outside agency to support the primary activities of the proposed program.
18	Should the staffing plan include ALL staff for project or simply the staff/positions connected to the request	The staffing plan should identify all staff necessary for completion of the proposed program. That includes all staff proposed to be fully or partially funded through this solicitation and staff which will support the proposed program but will be funded through other means.
19	Should resumes or job descriptions submitted be connected to the request itself?	All resumes or job descriptions should be directly connected to the City of Austin funding you are requesting in Form 3: Budget and Funding Summary.
20	Since there is a multi-year extension option, how should we budget?	Please see the instructions in the Proposal and in Form 3 for completing the Budget and Funding Summary spreadsheet. Include a budget for 12 months.

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21	Can the budget include field services (% given to our headquarters)	Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.
22	What role (if any) do our current our grant contract contacts at the City play in this RFP process? Should all questions be directed to Kiara exclusively?	Please continue to work with your current assigned City of Austin contract manager regarding any questions you may have regarding your current agreements with APH.
23	We currently have HHSP contract that supports emergency shelter operations across multiple facilities, should that be a separate “project” that each shelter facilities (thus application)?	<p>The RFP requires that separate proposals must be submitted for different program types, but beyond that it is up to the Offeror to determine the best way to apply for funding for their programs.</p> <p>Note for Youth: Proposals for youth programs that include budgets beyond the HHSP Youth Set Aside maximum amount will be evaluated against other program types. Therefore, such proposals should apply for one of the other program types listed in the scope of work.</p> <p>Applicants should submit proposals to meet the goals and activities of the program type the offeror intends to provide if awarded. APH will identify the source of proposal funding if awarded.</p>
24	Is the \$10 mil budget for this program \$10 mil for 1 year or \$10 mil for 5 years?	Please see the instructions tab on Form 3: Budget and Funding Summary. Please complete the budget for the period October 1, 2022 – September 30, 2023.
25	Can childcare be included?	Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.
26	If we have on-site therapy and counseling services, should that be included in this RFP?	Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.
27	Can salaries be included?	Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.
28	Are salaries included?	Please see the Instructions tab on Form 3: Budget and Funding Summary for a list of allowable expenses per line item.
29	Since there is a multi-year extension option, how should we budget? For example, if it’s a 3-year option from FY23-FY25 – Should we submit FY24 estimated budget?	Please see the instructions tab on Form 3: Budget and Funding Summary. Please complete the budget for the period October 1, 2022 – September 30, 2023.
30	Other Homeless RFPs require that clients are referred to agencies by the coordinated entry. Is that a requirement for this RFP?	Please see page 12 of Exhibit C: Scope of Work. In Section 8: Principles of Service Delivery, point 1: Awardees are strongly recommended to comply with the Austin/Travis County Continuum of Care (CoC) Written Standards for Program Delivery, including the Written Standards for Coordinated Entry, as approved by the

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		<p>Homelessness Response System Leadership Council, but it is not a requirement for this funding.</p> <p>If awarded, the agency will work with APH to finalize the Program Work Statement. Where the finalized Program Work Statement conflicts with the Written Standards for Program Delivery, the Program Work Statement, finalized between APH staff and the awarded agency, will take priority and all other parts of the Written Standards for Program Delivery apply.</p>
31	Can we serve people who are not referred to us through CE?	See previous answer.
32	Are spaces considered special characters in file names?	Spaces are not considered special characters in PartnerGrants. Documents containing spaces in the document name may be uploaded without issue.