



RFP 2023 – 010 COA Bridge Shelters

Request for Proposals (RFP)

Pre-Bid TEAMS Meeting

October 19, 2023, at 2:00 PM CST

RFP Authorized Contact Person:
Natasha Ponczek Shoemake
APHCompetitions@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information
- ❑ Everyone is muted with cameras off for the call until the Q&A.
- ❑ Materials for the meeting are located on the website, in PartnerGrants, and on the [solicitation 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

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Proposal

Important Dates and Information

Questions and Answers

Background

- ❑ On February 4, 2021, Council passed [Resolution No. 20210204-049](#) that instructed the City Manager to implement a Housing-Focused Homeless Encampment Assistance Link (HEAL) initiative to engage persons residing in encampments and work to find housing for them. The bridge shelters were created to shelter those individuals engaged by HEAL and to connect them to permanent housing.
- ❑ On July 18, 2023, the City of Austin's Homeless Strategy Division (HSD) staff presented [recommended strategies](#) for improving the City's approach to providing emergency shelter. This solicitation, and the resulting awards, will further those strategies, in alignment with Council [Resolution No. 20230608-083](#), to increase the effectiveness and efficiency of the local emergency shelter system, supporting the City's goal of ensuring episodes of homelessness are rare, brief, and non-recurring.

RFP Overview

The City of Austin (COA) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience in providing low-barrier, housing-focused emergency shelter services to individuals and households experiencing homelessness located at the following City of Austin-owned facilities: Northbridge Shelter and Southbridge Shelter.

Solicitation Objectives:

1. Identify a qualified offeror to provide housing-focused, low-barrier emergency shelter services and operations to manage 125 semi-congregate shelter beds located at the **Northbridge** Emergency Shelter; and
2. Identify a qualified offeror to provide housing-focused, low-barrier emergency shelter services and operations to manage 145 semi-congregate shelter beds located at the **Southbridge** Emergency Shelter.

Important Dates

Date Issued:	Monday, October 16, 2023
Intent to Apply and Annual Agency Threshold Due Date:	Tuesday, October 31, at 3 PM CST
Proposal Due Date:	Thursday, November 16, 2023, at 3 PM CST
Anticipated Start date of contract:	March 1, 2024
Questions regarding the RFP are due on or before:	Thursday, November 9, 2023, at 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, November 16, 2023, at 2 PM CST
Questions must be submitted in writing to the <u>Authorized Contact Person</u> or through Partnergrants	Authorized Contact Person: Natasha Ponczek Shoemake Business Process Consultant Homeless Strategy Division <u>E-Mail: APHCompetitions@austintexas.gov</u>
Questions and Answers will be available:	In Partnergrants and on the solicitation website: <u>RFP 2023-010 City Emergency Shelters</u>
Optional Pre-Bid Meeting Date(s) and Time(s):	October 19, 2023 at 2 PM Registration Required with this link: <u>10/19 Eventbrite Registration</u>
Optional Office Hours with RFP SPOC and staff	October 26, 2023 at 11 AM (Focus on Threshold and Intent to Apply) <u>10/26 Eventbrite Registration</u> November 14, 2023 at 2 PM (Focus on Final Application and Submission) Registration Required with this link: <u>11/14 Eventbrite Registration</u>

Funding and Timeline

Department: Austin Public Health (APH)

Services Solicited: Emergency Shelter

Total Shelter Funding Available: \$7,457,400 in City of Austin General Fund

Southbridge Shelter Available Funding: \$4,004,900

Northbridge Shelter Available Funding: \$3,452,500

Number of Agreements and Contract Term: APH anticipates awarding 1 agreement for each shelter, beginning approximately March 1, 2024. Proposals must be submitted using the 12-month budget allocation. Collaborative applications will be considered; however, a lead agency must be identified. **There will be a one month transition/ramp-up period starting March 1, 2024, and awarded agencies will begin serving clients April 1, 2024.**

Proposal Submittal: If an agency wishes to apply for more than one of the shelters, they must submit a separate Intent to Apply and Proposal for each shelter location. Agencies must specify which shelter they are applying for – Northbridge or Southbridge in 2-RFP Proposal.

Minimum Amount: Offerors may submit a proposal for less than the full amount available if RFP objectives are met.

Leveraging Resources

- ❑ As the first point of support for many households experiencing homelessness, it is critical to ensure that Emergency Shelters utilize funds efficiently and flexibly to respond to participants' unique situations and housing needs.
- ❑ To this end, competitive proposals will leverage case and/or in-kind resources, such as volunteer hours, partnerships with healthcare or mental health providers, or other funding sources to expand services to participants.
- ❑ In-kind match is the value of any real property, equipment, goods, or services contributed to a program that would have been eligible costs under the program if the recipient/subrecipient was required to pay for such costs with City funds. In-kind and cash match should be categorized in the budget as "Other Funding".
- ❑ Proposals for this solicitation which identify leveraged resources, cash or in-kind, up to 20% or greater of the proposed budget will score more favorably as outlined in Question 22 of Exhibit H – RFP Evaluation Scoring Rubric Summary.

RFP Scope of Work

Eligible Populations

Northbridge and Southbridge: Eligibility is restricted to referrals identified through the Homeless Encampment Assistance Linkage (HEAL) initiative.

Additional Expectations

- Any presenting unaccompanied youth under the age of 18 must be referred to an appropriate youth shelter.
- Any presenting family with children must be referred to an appropriate family-based shelter. Those referral mechanisms must be established by the awarded agency in advance.
- In accordance with Equal Access and City Ordinance 5-2, operators may not deny persons services based on their gender identity.

Referral: Recipients are required to maintain policies and procedures to determine who gains access to an open shelter bed. These policies must be compliant with HSD requirements and guidance. If the City of Austin adopts a community bed management tool, recipients' policies and procurements must comply with the tool.

City of Austin Client Eligibility Requirements

Standard City of Austin Social Service Client Eligibility requirements are amended for those experiencing homelessness.

The City of Austin retains the right to amend the eligibility criteria for projects after award through a substantial grant amendment to ensure available resources meet the needs of those experiencing homelessness.

Services Solicited

- Emergency Shelter programs are designed to provide emergency lodging for households who are experiencing homelessness, enroll households in the Coordinated Entry System, and help households access mainstream benefits, housing opportunities, and community resources to end their homelessness.
- Offerors should propose to provide comprehensive, 24-hour, Emergency Shelter services to include adequate staffing to support basic needs of the clients; the provision of meals, hygiene resources, laundry, and other needed supplies to shelter clients; the provision or coordination of necessary supportive services; the provision or coordination of security and safety resources; and the coordination of communication, outreach, and transportation with relevant partners.

Services Solicited - Northbridge



Northbridge Emergency Shelter: Northbridge is a former hotel, acquired by the City as a COVID-19 Protective Lodge, converted to an emergency shelter facility dedicated to the HEAL initiative in June 2021.

- a. Northbridge has 65 rooms set up to support two people per room, with a minimum capacity of 125 people. Five rooms may be reserved for single occupancy.
- b. This facility is equipped with hygiene facilities in each room but does NOT have a commercial kitchen facilities or sufficient on-site laundry to support all participants.
- c. Referrals to shelter will be conducted through communicating regularly with staff of the Homeless Strategy Division to report current bed utilization, identify open beds and coordinate referrals.
- d. Address: 7400 N. IH-35 Frontage Rd., Austin, TX 78752

Services Solicited

Southbridge



Southbridge is a former hotel, acquired by the city as a COVID-19 Protective Lodge, converted to an emergency shelter facility dedicated to the HEAL initiative in November 2021.

- a. Southbridge has 75 rooms set up to support two people per room, with a minimum capacity of 140 people. Five rooms may be reserved for single occupancy.
- b. This facility is equipped with hygiene facilities in each room and sufficient laundry facilities to support participants, but it does NOT have a commercial kitchen on-site.
- c. Referrals to shelter will be conducted through communicating regularly with staff of the Homeless Strategy Division to report current bed utilization, identify open beds and coordinate referrals.
- d. Address: 2711 S. I-35 Frontage Rd., Austin, TX 78741

Services Solicited – Additional Requirements

- a. Offerors should demonstrate the ability to offer separate space and amenities for people of different gender identities not comfortable in a co-ed congregate setting.
- b. Shelter facilities must be accessible by all individuals, including those with limited mobility, according to Americans with Disabilities Act (ADA) Accessibility Standards. Offerors must have plans in place to address needs of persons with disabilities.
- c. Shelter should operate 24 hours-a-day, 7 days-a-week, 365 days per year.
- d. The recipient(s) which will operate Northbridge and/or Southbridge will coordinate intakes with the City's HEAL initiative, which is managed by the Homeless Strategy Division (HSD).

Eligible Costs and Program Requirements

1) Operations: Managing and operating facilities to meet the needs of the population.

Recipients must be able to demonstrate adequate infrastructure to support operations. Shelter facilities must be safe and habitable with appropriate access, space, security, air quality, water, sanitary facilities, sanitary conditions, and fire safety. The awarded agency will be responsible for working with the City of Austin to determine roles and responsibility regarding facility oversight, minor repairs, and safety standards; major repairs will be provided by the City of Austin. Other roles and responsibilities for shelter facility maintenance are defined below.

2) Housing-Focused Supportive Services: Shelter operators must include activities, such as case management and/or housing navigation services, which will assist participants navigating the shelter and shelter services, connecting to mainstream benefits, and with identifying and progressing on service plans to leave shelter to permanent housing destinations. The intensity of support and services should be directly proportional to the complexity of the participants' unique situations and length of time in shelter.

Eligible Costs and Program Requirements

- 3) **Coordination of Access to Medical Care:** Connecting participants to necessary behavioral and physical health opportunities, either offered in-house or through connection to community-based providers, is critical to supporting participants' stability and health. Provider strategies should balance immediate access to health care with continuation of service once the participant exits the shelter.

- 4) **General Housing Assistance:** Shelter Operators should assist participants with connecting to safe, permanent housing opportunities as quickly as possible. While some shelter participants may need permanent housing program support to exit homelessness to permanent destinations, others may be able to resolve their homelessness after only residing in shelter for a few days, or with brief supports and general housing assistance. Recipients of General Housing Assistance must not be receiving housing financial assistance from other sources. General Housing Assistance may not be provided to participants not participating in shelter services or utilizing the shelter facility.

Participants of Northbridge and Southbridge shelters are prioritized for dedicated Rapid Rehousing resources. While most participants will need assistance from these resources to exit shelter successfully, General Housing Assistance may be appropriate for some participants to exit their experience of homelessness without Rapid Rehousing Assistance.

Eligible Costs and Program Requirements

- 5) **Administrative Activities:** The recipient may use up to 15% of its project budget for the payment of administrative costs related to the planning and execution of the project. This does not include staff and overhead costs directly related to carrying out activities eligible under the above identified eligible costs, because those costs are eligible as part of those activities.
- a. Requirements
 - a. Program administrators must prepare program budget and schedules, and amendments to those budgets and schedules as needed
 - b. Develop system for assuring compliance with the program requirements
 - c. Monitor program activities for progress and compliance with program requirements
 - d. Prepare reports and other documents directly related to the program for submission to the City of Austin
 - e. Managing or supervising persons whose primary responsibility with regards to the program include such assignment as those described in Section IV. 1) Operations through 4) General Housing Assistance

Please note: Administrative costs will not be considered an indirect cost in the budget. All contract expenses will be reimbursable and must be listed in the budget narrative. Awarded agencies will have to document expenses separately for every claim in the form of a general ledger. For more information about eligible costs see Exhibit E. Standard APH Agreement Boilerplate and Exhibits.

Data Collection and Reporting

- 1) Utilize the local Homeless Management Information System (HMIS) to track and report client information and program services for individuals who are experiencing homelessness.
- 2) Adhere to all requirements of Exhibit F HMIS Requirements including Coordinated Entry (CE), 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](#).
- 3) Assist individuals with the collection of documentation to determine eligibility for housing program participation, including appeals of rejection of eligibility, if applicable.
- 4) Data Security and Management: The awarded agency must ensure that all technology and data systems utilized in operation of this program follow data security and management standards, ensuring the personally identifiable information is only accessible to appropriate program staff.

Performance Outputs and Outcomes

Required Output: Total Number of Unduplicated Clients Served per 12-month period

Supplemental Output Measure: Percentage of nightly beds utilized

Required Business Plan Outcome Measure 1D

Percentage of Homeless Households residing in shelter programs receiving APH funding who receive case management services

Numerator: Number of Homeless Households residing in shelter programs receiving APH-funding who receive case management services

Denominator: Number of Homeless Households residing in shelter programs receiving APH-funding

Supplemental Outcome Measures

#1. Percent of individuals entering the shelter without a current Coordinated Assessment (CA) who receive a CA

Numerator: Number of individuals without a current Coordinated Assessment who receive a CA

Denominator: Number of individuals entering the shelter without a current Coordinated Assessment

#2. Percent of shelter participants exiting to permanent housing destinations

Numerator: Total number of participants exiting shelter to permanent housing destinations

Denominator: Total number of participants exiting shelter

Principles of Service Delivery

The following foundational strategies are required to be applied at an operational level:

- 1) Trauma-Informed Care: A program, organization, or system that is trauma-informed realizes that widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved in the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices, and seeks to actively resist re-traumatization.
- 2) Language Access: Offerors must offer language assistance, in writing and verbally, to all individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
- 3) Civil Rights Regulations: Offerors must ensure service delivery and enrollment is conducted in accordance with the City of Austin's Anti-discrimination Ordinance, Chapter 5-1 Housing Discrimination, and federal Fair Housing regulations, specifically Equal Access found in [24 CFR part 5, subpart A](#), and core statutory protections of VAWA under [24 CFR part 5, subpart L](#).
- 4) Reduce Duplication of Services: Offerors must make every effort to ensure participants do not receive duplication of services or assistance from different funding sources.
- 5) Low-Barrier Shelter: Offerors must demonstrate that the shelter actively reduces or eliminates barriers to accessing and maintaining shelter services, such as requirements around income, criminal background, sobriety, pets, household members, storing belongings, or stringent behavioral expectations. Rules regarding access and safety of participants and staff are designed collaboratively with participants, and participants are able to access shelter resources at times most convenient to their situation.
- 6) Housing-Focused Shelter: Offerors must demonstrate that the shelter programs provide a path to housing, uniquely tailored to each participant's situation. Services delivery and available resources are primarily oriented towards assisting participants with exiting the shelter quickly to permanent housing destinations, independently, or supported by a formal housing program.

Principles of Service Delivery - Continued

- 7) Safety and Security: Offerors must support the safety and security of the shelter facility and surrounding areas and ensure the shelter environment is free from violence and incitement. Program participants must be offered opportunities to access private space and resources to secure their personal effects.
- 8) Assertive Engagement: Offerors must assertively engage with unsheltered persons experiencing homelessness around the facility to maintain facility and community safety and connect participants to the project and resources to resolve their homelessness.
- 9) Termination of Services: Offerors must maintain a Termination Policy, available upon request and approved by Austin Public Health prior to contract execution and shared with program participants upon program entry. The Offerors must exercise judgment and examine extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. An appeals process and multi-level staff review should be included in the Termination Policy. Incident reports will be submitted to Austin Public Health on a regular basis.
- 10) Grievance Policy: Offerors must maintain a Grievance Policy, available upon request and approved by Austin Public Health prior to contract execution and shared with program participants upon program entry.
- 11) Livable Wage: The City of Austin requires that agencies providing services on City property must provide a Living Wage for all staff working on the program. The City of Austin's living wage is \$20.80 per hour, effective October 2023.

Best Practices

All supportive services programs are encouraged to incorporate the following best practices including, but not limited to:

- 1) Culturally Competent Service Delivery: Offerors must demonstrate a strong understanding of the needs of individuals and households experiencing homelessness and demonstrate a history of client-centered care and culturally competent service delivery.
- 2) Incorporating Perspectives from People with Lived Experience: All recipients of APH funding are expected to design programs with input from individuals with lived expertise and ensure equitable access and outcomes in program performance.
- 3) Competencies for Working with People Experiencing Homeless: The Substance Abuse and Mental Health Services Administration (SAMHSA) has published needed competencies in the areas of knowledge, skills, and attitudes which are necessary to provide effective services for individuals at-risk of, or experiencing, homelessness. A full description of competencies, theoretical frameworks, and corresponding practices can be found on the [Substance Abuse and Mental Health Services Administration \(SAMHSA\) website](#).
- 4) Collaboration with the Community – Supportive of a community response to connect participants to culturally appropriate services, mainstream resources, services not provided by the awardee, and a supportive social network to support sufficiency, the awardee will work collaboratively with other non-profits, community groups, community programs, and governmental partners to address participants' needs and unique vulnerabilities.

Application Evaluation

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

An evaluation rubric will be distributed to agencies when the Intent to Apply form is approved.

RFP # 2023-010 COA Bridge Shelters		
Evaluation Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan and upload signed forms.	No points, but Offerors must submit signed form.
Form 2: RFP Proposal		
Part I: Fiscal and Administrative Capacity	Agency Information and Minimum Requirements	No points awarded, but Offerors must pass threshold defined in Offerors Minimum Qualifications in C - Scope of Work.
Section	Category	Maximum Points Eligible
Part II: Scored Proposal	Program Goals and Objectives	65 points
Section 1: Experience and Cultural Competence and	Services Solicited	
	Program Requirements	
Section 2: Program Design	Program Design	
	Agency/Subcontractor Experience & Performance	
	Service Delivery	
	Project Timeline	
	Cultural Competence & Racial Equity	
Best Practices		
Section 3: Data Informed Program Management	Data Security & Systems Management	15 points
	Quality Improvement & Feedback	
	Performance Measures	
Section 4: Cost Effectiveness	Program Staffing & Time	15 points
Form 3: Program Budget and Narrative	Program Budget & Funding Summary	
	Cost Effectiveness & Number of Individuals Served/Total Budget = Cost Analysis	5 points
		Total: 100 points
Form 4: COA Certifications and Disclosures	Offerors must print, sign, scan and upload signed forms.	No points, but Offerors must submit signed form.

5 Minute Collaboration Break



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

Write “Interested in Collaboration:” in your comment and we will include this in the Attendance Document published after the meeting.

Application Submission Instructions

PartnerGrants Database

- ❑ Website:
<https://PartnerGrants.austintexas.gov>
- ❑ PartnerGrants is an online/web-based database APH uses for contract management
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

Login

Enter your user id and password

User ID
Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

Single Sign On Users

[Click Here to Access Single Sign On Tool](#)

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

Announcements

PartnerGrants recently underwent a system-wide upgrade. Various improvements include:

- A modern, fresh new look to this platform
- The Main Menu page displayed immediately after login becomes a dynamic, left side menu
- The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here.
- Enhanced sorting, selecting, and navigation options added
- To view, [click here](#)

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), Office of Telecommunications and Regulatory Affairs (TARA), and Downtown Austin Community Court (DACC), that promote health, digital, and/or judicial equity.

For non-profit organizations applying for available funding, and HAVE NEVER registered as a potential vendor with the City of Austin, [Click HERE](#) to REGISTER with Austin Finance Online FIRST.

Don't know if your non-profit organization is a City of Austin registered vendor? Need to locate your organization's City of Austin vendor code? [Click HERE](#) to SEARCH by Organization's Legal Name.

If your non-profit organization is already registered as a potential City of Austin vendor, please continue above all announcements by logging in or registering to this site.

Reduce Potential Delays When Applying for Available Funding

If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page.

REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM.

Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding.

Vendor and PartnerGrants Registration

All Applicants must:

- 1) Confirm your organization is a registered vendor with the City of Austin. • 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.

- 2) Be a registered user in the [Partnergrants](#) system. The proposals will be submitted through this web-based system.
 - To register, visit Partnergrants and click on “Register Here.”
 - Note that the organization's City of Austin Vendor number is required to complete registration in Partnergrants.

Applicant Minimum Qualifications to be considered

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

Annual Threshold Process

- ❑ Please see Exhibit G. Applying for an APH-Funding Opportunity for instructions.
- ❑ Offerors must have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
- ❑ This form must be submitted once per 12 months per agency (from date of the release of the RFP- October 16, 2022) and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff and the agency will be notified once approved, usually within five to seven business days.
- ❑ Retain approval emails and note the submission date for future use when submitting your intent to apply forms.
- ❑ If you aren't sure if you have completed this step, please email APHCompetitions@austintexas.gov


Exhibit A – Threshold Review Form for Annual Agency Threshold Application

There is a Threshold Checklist FOR REFERENCE ONLY, but the Annual Agency Threshold Application MUST be completed in the PartnerGrants System.

If you have not already completed this step, you can use this form for reference while assembling your materials.

A– RFP Application Threshold Checklist



Instructions: This form is provided as reference only.

This information must be uploaded in Partnergrants as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. Any required attachments are indicated by a  symbol.

I. BOARD OF DIRECTORS

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

Documentation Required for this section:

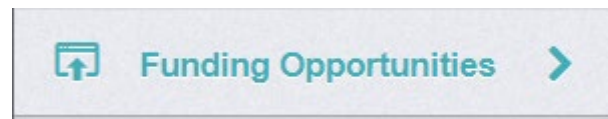
-  Upload Current Board of Directors Bylaws
-  Upload list of Board Members with their positions and terms

II. AGENCY ADMINISTRATION

- Yes No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- Yes No 2. Agency is eligible to contract with the City of Austin and not debarred from doing business with the City of Austin, State of Texas or Federal government

Completing the Annual Agency Threshold Application

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



13161	Posted	City of Austin - Austin Public Health	Agency Information	Annual Agency Threshold Application Applicants for Funding Start Here	Apr 19, 2022 3:56 PM
-------	--------	---------------------------------------	--------------------	-----------------------------------------------------------------------	----------------------

- Click “Start New Application”
- Title your application “[Your Organization’s Name] – Agency Threshold Checklist – [Primary Contact’s Initials]”
- Complete General Information - click Save Form Information between each entry to complete all required fields
- Provide explanations as needed, and include all required attachments to minimize delays
- Make sure you click SUBMIT and receive a confirmation email

Intent to Apply Form

- ❑ Offerors must complete an Intent to Apply form for each Proposal you wish to submit
- ❑ Offerors may submit multiple proposals for distinct programs. Indicate how many Proposals you wish to submit by submitting one Intent to Apply form for each by the due date indicated on the Offer Sheet: **Tuesday, October 31, 2023 by 3PM CST**
- ❑ Mark all items complete AND click Submit to ensure your Intent to Apply is Submitted.
 - ❑ You will receive an automated confirmation from the PartnerGrants system verifying the form has changed status from Editing to Submitted once complete

Intent to Apply Form (Continued)

- ❑ To complete an Intent to Apply form:
 - Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “RFP 2023-010 COA Bridge Shelters”
 - Click “Start New Application” (you may have multiple active Applications)
- ❑ Part 1: General Information
 - Complete each field, clicking Save Form Information after completing each step to open the next section of the form
 - Save and click the title of the next section, “Intent to Apply”
- ❑ Part 2: Ongoing Threshold Certification
 - Certify that you have completed the Annual Agency Threshold Application
 - Enter the date (month and year are sufficient) of Annual Agency Threshold Application SUBMISSION
- ❑ Part 3: **Proposal Description**
 - **Enter a brief, but descriptive title that is not the title of the RFP and program description**
 - **Enter a Program Type if applicable**
 - **Enter a Program Description to provide an overview of proposed services**
- ❑ Mark Complete and click Submit

Sections of the RFP

Forms and Exhibits

Forms must be completed by the Offeror according to the instructions for this RFP.

Exhibits are for reference and should be reviewed in full by all Offerors prior to completing a Proposal.

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due by October 31, 2023 at 3 PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants due by November 16, 2023 at 3 PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Annual Agency Threshold Criteria	Information Only
B	Standard Solicitation Provisions and Instructions	
C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	HMIS Requirements	
G	Applying for an APH-Funded Opportunity: PartnerGrants Instructions	
H	RFP Evaluation Scoring Rubric Summary	

Exhibit B – Solicitation Provisions and Instructions

- ❑ See Exhibit B - Standard Solicitation Provisions and Instructions for information about Proposal Format and Submission Requirements.
- ❑ 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.

Form 1: Offer Sheet

- ❑ The Offer Sheet with a signature is **required** for your proposal to be valid and must be submitted in the second part of the process.
- ❑ On the Offer sheet the organization’s representative states that they are authorized to submit this proposal for funding.
- ❑ It also states that the representative has received and read the entire RFP document packet and agrees to be bound by the terms therein.
- ❑ Signature by an authorized representative is required in order for the City of Austin to accept the proposal.

The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Offeror, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative: _____


Date: _____



* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award. Electronic Signature is acceptable.

Form 2 – RFP Proposal

RFP Proposal

□ Proposal Section Tips:

- Make sure to answer every question and every part of each question.
- Some questions include drop down boxes with preselected answers indicated by .
- Make sure to review any links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one distinct program per proposal. Offerors may submit multiple proposals for different programs, which may include programs in different service categories. All questions are in green text boxes. Click on the text boxes beneath the questions to type in your answers. Any required attachments are indicated by a  symbol, and drop-down menus are indicated by a  symbol.

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.

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

Table 1: Required APH Documents. The following must be completed and/or submitted in PartnerGrants:

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due May 25, 2023, by 3 PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

PART I. Fiscal and Administrative Capacity - Unscored

Pre-Application

Annual Agency Threshold Application: The Annual Agency Threshold Application must be completed in PartnerGrants by or before the Intent to Apply deadline stated in the Offer Sheet. This form must be submitted once per 12 months and remains valid for all competitions closing within that time. This threshold will be reviewed by APH staff, and the agency will be notified once approved. If you have completed this application on or after April 27, 2022, and received approval, you can advance to the next step.

RFP Intent to Apply: After submitting the Annual Agency Threshold Application, the agency will be able to submit an Intent to Apply through this RFP Opportunity. Intent to Apply forms will only be accepted

Proposal Format and Submission Requirements

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


Step 1: Final Proposal 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-RFP Proposal document is **15,000** words which includes the questions. Proposals that exceed 15,000 words will not be considered.**
- ❑ MS 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 4,100 words in Form 2-RFP Proposal, and this is included in the 15,000 words 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 - Budget Narrative and Funding Summary, 4-COA Certifications

Proposal Format and Submission Requirements

- ❑ Offerors must use this template for the proposal and cannot submit a proposal that does not include the questions and narrative.
- ❑ Agency Information is boxed and highlighted in blue, and all questions are boxed and highlighted in green. **Editing is restricted in the document except in the answer boxes.** For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- ❑ If using this document, Offerors must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- ❑ If compiling responses in a separate document:
 - Offerors must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**

Attachment Submission Requirements

- ❑ All Proposal files must be uploaded in PartnerGrants
- ❑ Some questions include required or optional attachments indicated by a  symbol.
 - Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments.
 - Remember to clearly title each file using only letters and numbers.
 - Try to consolidate to one file for each question

📎 - Named Attachments	
Named Attachment	Required
1 - Offer Sheet	✓
2 - RFP Application	✓
3 - Program Budget and Funding Summary	✓
4 - COA Certifications and Disclosures	✓
ASD1 - Additional Supporting Documentation-pdf, if applicable	
ASD2 - Additional Supporting Documentation-pdf, if applicable	
ASD3 - Additional Supporting Documentation-pdf, if applicable	

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary

- ❑ Complete Form 3: Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are seven tabs in the spreadsheet: Instructions, Budget Summary, Budget Narrative, All Other Sources, SubGrantee Budget, Cost Per Bed, and Budget Roll-Up. The Instructions include examples of allowable costs.
 - ❑ **Budget and Narrative Form:**
 - Complete a budget for 12-month period for City Funding requested only
 - Period: 4/01/2024-03/31/2025
 - 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.
 - Examples are provided in the Instructions tab

Form 3 - Program Budget and Funding Summary

The purpose of each of the included tabs is as follows:

- Budget Summary** – To display a holistic overview of the proposed project’s budget, inclusive of the project’s requested funds, All Other Sources (leveraged funds), funds requested for subgrantees, the calculated cost per bed, and how this proposed budget will display in ParterGrants if selected for award.
- Budget Narrative** – Allows applicants the opportunity to identify the requested funds for the proposed projects, inclusive of detailed cost methodology within each eligible cost category.
- All Other Sources** – Allows applicants to identify the amount, sources, and duration of leveraged funding, if any, for the proposed project
- Subgrantee Budget** – Structured after the “Budget Narrative” tab, this tab enables applicants to identify the costs and methodology for requesting project funds for subgrantees
- Cost Per Bed** – Identifies the cost per bed based on the total budget and the number of bed stated to support
- Budget Roll-Up** – This tab will display how the proposed budget will appear in ParterGrants if awarded.

Budget Summary Tab

□ **Budget Summary:**

- Enter the Agency Name, Program Name, and number of unduplicated clients per 12-month period in Cell B5 under the Budget and Narrative worksheet
- The Cost Per Bed worksheet will use this to automatically determine the Cost Per Bed based on the overall program budget and the overall number of beds to be provided.

	A	B
1	Form 3 - Program Budget and Narrative	
2	Agency Name:	
3	Program Name:	
4	Total Proposed Clients Served:	

Budget Narrative

- Instruction: Fill in the orange-shaded fields in the budget and narrative form below. Offerors must identify all funding requested in the budget below. The completed Detailed Budget will be reviewed by evaluators. Funds requested should correspond to the activities and services proposed in the application narrative and eligible as determined in the Scope of Work. If awarded, funds may be transferred between line items. Offerors should ensure sufficient explanation for each cost for evaluators to easily understand the methodology.

Example: Budget Line-Item	Scope of Work Eligible Cost Reference	Requested COA Funding 12 months	Amounts Funded by ALL OTHER Sources for the SAME program 12 months	Total Budget (All Funding Sources) 12 Months	Complete an explanation for each City-funded line item.
Personnel					
Operations Personnel	Section VI. 1	\$378,744.00	\$217,752.00	\$596,496.00	5 Housing Navigators @ \$20.80 per hour, \$42,931.20 annually, \$214,656 total; 3 Housing Case Managers at \$26.50 per hour, \$54,696 annually, \$164,088 total;

All Other Sources

- ❑ Instruction: Fill in the orange-shaded fields in the budget and narrative form below. Offerors must identify all **funding dedicated** to the project from other sources in the budget below. These resources are **accessible to all clients**. Other City of Austin funds are only eligible for inclusion as Other Sources of Funding if all clients in the program will receive the identified funded activity and the requested project budget (Budget Narrative Tab) does not include request for the activity, thereby avoiding duplication of services.

Example: Budget Line-Item	Scope of Work Eligible Cost Reference	Amounts Funded by ALL OTHER Sources for the SAME program 12 months	Complete an explanation for each ALL OTHER Sources line item.	ALL OTHER Sources Funding Grant & Duration	ALL OTHER Sources Funding Source
Personnel					
Example: Operations Personnel Salary, Fringe and Payroll Taxes	Section VI. 1	\$217,752.00	3 Shelter Janitorial Staff @ \$24.50 per hour, \$50,568 annually, \$151,704 total; 1 Maintenance Lead @ \$32.00 per hour, \$66,048 annually	Homeless Housing and Services Program @ \$151,704, 10/1/2023 - 9/30/2024; Agency Development @ \$66,048	TDHCA; Agency Development

SubGrantee Budget Tab

□ Sub-Grantees:

- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of their work, a brief description of services, number of clients served by each Sub-Grantee, specific line items included, and the ANNUAL amount of City of Austin and funding from other sources in the table
- These totals will automatically fill in the Sub-Grantee section of the Budget and Narrative Tab

Subgrantee Name:	Start Date:	End Date:	Unduplicated Clients Served
Budget Line-Item	Scope of Work Eligible Cost Reference	Requested COA Funding 12 months	Complete an explanation for each City-funded line item.
Personnel			
Operations Personnel Salaries	Section VI. 1		
Operations Personnel Fringe and Payroll Taxes	Section VI. 1		
Housing-Focused Support Services Personnel Salaries	Section VI. 2		

Form 4: COA Certifications and Disclosures

- ❑ Be sure to complete the signature block on page 5

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	

Important Information

Communication with the City

❑ Question and Answer Process

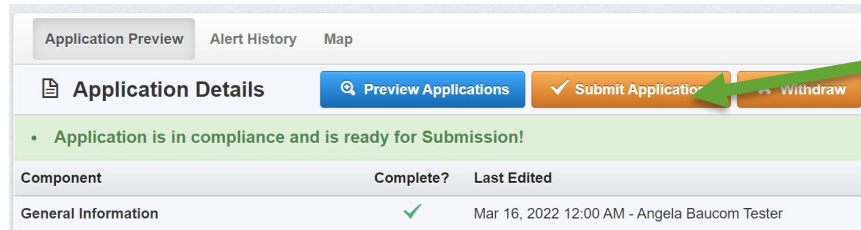
- Questions regarding the RFP must be directed to the Authorized Contact Person: Natasha Ponczek Shoemake at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.
- Official Questions and Answers will be published on the Competition Website weekly
- For technical Partnergrants questions, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov

❑ Anti-lobbying ordinance

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

Important Tips

- ❑ To submit Intent to Apply and Final Proposals in PartnerGrants, you must first MARK AS COMPLETE AND THEN HIT **SUBMIT**



The screenshot shows the 'Application Details' page in the PartnerGrants system. At the top, there are tabs for 'Application Preview', 'Alert History', and 'Map'. Below the tabs, there are three buttons: 'Preview Applications' (blue), 'Submit Application' (orange), and 'Withdraw' (orange). A green arrow points to the 'Submit Application' button. Below the buttons, there is a green notification bar that says 'Application is in compliance and is ready for Submission!'. Below the notification bar, there is a table with columns 'Component', 'Complete?', and 'Last Edited'. The table has one row with the following data: 'General Information', '✓', and 'Mar 16, 2022 12:00 AM - Angela Baucom Tester'.

Component	Complete?	Last Edited
General Information	✓	Mar 16, 2022 12:00 AM - Angela Baucom Tester

- ❑ 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.
- ❑ You must have BOTH an Annual Agency Threshold on file for the Agency AND an Intent to Apply form submitted for EACH Proposal you intend to submit
- ❑ Please make sure to get your application ready **early** so you don't miss the deadlines 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@austintexas.gov in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share PartnerGrants accounts



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

Questions?

Contact: APHCompetitions@austintexas.gov



**Thank You
for Your Participation**
