RFA 2021 - 008 APH College Food Insecurity
Request for Applications (RFA)
Pre-Bid Conference Call

December 3, 2021 at 10:00 am-11:00 am CST

RFA Authorized Contact Person:
Angela Baucom
APHCompetitions@austintexas.gov

Welcome & Introductions

❑ Introductions and Attendance Information

❑ Housekeeping

❑ Everyone is muted for the call until the Q&A.

❑ Materials for meeting located on the website and in PartnerGrants and on the Competition Website.

❑ Questions during the presentation can be typed in the Chat OR sent to APHCompetitions@austintexas.gov. Questions emailed may not be answered during the presentation.

❑ After the presentation: Comments and questions need to be submitted via email to APHCompetitions@austintexas.gov
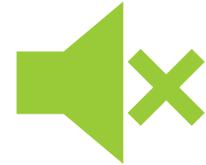
AGENDA

- Overview and Funding Information
- Scope of Work
- Application Submission Instructions
- Application
- Important Dates
- Question and Answer Process

RFA Overview

❑ The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) with demonstrated experience providing food access services to Austin/Travis County . The City will fund programs that respond to the unique food needs of students experiencing food insecurity while enrolled in colleges and universities.

❑ Program Objectives of this funding are to:

➢ Establish and/or support for campus-wide programs, projects, or initiatives that work to eliminate college and university student food insecurity in the City of Austin

➢ Establish and/or support sustainable and effective solutions and access to food resources for students that promote the recovery and protection of college students' basic needs

Important Due Dates

❑ Threshold Review Form due on or before**: Thursday, December 16, 2021, prior to 3:00 PM CST**

❑ RFA Applications due on for before**: Thursday, January 13, 2022, prior to 3:00 PM CST**

❑ Questions regarding the RFA due on or before: **Thursday, January 6, 2022, by 3:00 PM CST**

❑ Technical Assistance questions regarding submission of the RFA in PartnerGrants due on or before: **Thursday, January 12, 2022, by 3PM CST**

❑ Anticipated contract start date: **April 1, 2022**

Funding and Timeline

❑ **Available Funding: $57,500 in total funding is available for FY2022 from April 1, 2022 to March 31, 2023.**

  ➢ Applicants may apply for a total of $57,500 per 12-month contract term

  ➢ Applicants proposing to administer a subaward process must propose to distribute $50,000 to sub-awardees at college campuses and may apply for up to $7,500 in additional administrative support funds to manage the program

❑ **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding one (1) Agreement.

❑ **Contract Term:** Contract Term: It is anticipated that the Agreements will have an effective start date of April 1, 2022, for an initial 12-month period, and one 12-month extension option. All extension options are conditional upon City Council approval of the City Council Budget.

RFA Scope of Work

RFA Scope of Work: Applicant Minimum Qualifications

❑ **Agencies, board of directors or leadership staff submitting an Application must:**

➢ have a minimum of two (2) years established, successful experience providing services.

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

➢ Be a non-profit organization 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 not debarred from contracting, according to SAM.gov and City Debarment information

➢ Be current in payment of Federal and State payroll taxes

➢ Not owe past due taxes to the City

➢ Have the ability to meet Austin Public Health's Social Services Insurance Requirements

➢ Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

RFA Scope of Work: Program Services

❑ The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively.

❑ Applicants must propose either a direct service model or a sub-award service model per the criteria outlined in this Scope of Work. Direct services and sub-award programs should propose to support college and university students in a sustainable way that improves the food security status of higher education institutions and their students, bolstering capacity for students to meet basic needs and accomplish educational goals. Programs should incorporate the input of students across the campuses to be served to promote effective and sustainable solutions.

RFA Scope of Work: Program Services Continued

❑ Services that promote these goals may include, but are not limited to:

  ➤ Activities focused on increasing SNAP enrollment or awareness of SNAP eligibility among students

  ➤ Logistical and event support for emergency food distributions for students

  ➤ Support for on-campus food pantries, which may involve initial set-up, equipment purchase, stocking of items, and general pantry maintenance

  ➤ Activities that expand the impact of campus-based food programs, such as meal voucher and swipe assistance programs, food rescue programs, etc.

  ➤ Activities that provide information or destigmatize food and financial assistance services, such as outreach, education, informational campaigns, training services, special event support

RFA Scope of Work: Direct Service Model

❑ The Applicant will propose to provide social services directly to eligible students attending the five different university/college campuses to connect them with supportive programs that address student food insecurity. The Applicant will propose to partner with campuses and/or student groups to provide the proposed services. The Applicant agency staff and/or volunteers must be properly trained, credentialed, or licensed to provide the services proposed.

❑ In addition to any of the services named in the Program Services section, Direct Services may include, but are not limited to:

➢ SNAP application assistance or referrals to access SNAP application assistance or other public benefits

➢ Providing emergency aid funds, or sharing information on how to access emergency financial aid services

RFA Scope of Work: Subaward Service Model

❑ Applicants proposing to administer a process to provide subawards must plan to award $50,000 of funds equitably to programs serving the college/university campuses outlined in Recommendation No. 202110122-3b. Sub-awardees may include student groups or governance organizations with appropriate financial and administrative structures in place to ensure accountability for monitoring and reporting.

❑ Sub-awarded groups or organizations should propose to provide services aligned with the Goals, Objectives, and Program Services outlined in this Scope of Work. Applicants using this service model may request up to $7,500 in additional administrative funds to support personnel and operations expenses associated with managing the subaward, monitoring, and reporting process.

RFA Scope of Work: Subaward Service Model Continued

❑ Applicants must be able to administer a competition aligning with the criteria outlined in <u>Recommendation No. 202110122-3b</u>, including:

➢ Establishing and implementing a plan for equitably distributing funds across college/university campuses in the Austin/Travis County area that reflects understanding of the different needs of each campus and its student population

➢ Conducting outreach to and screening for eligible applicants, such as students, faculty, staff, and/or administrators representing registered student groups and organizations

➢ Developing and implementing the College Food Insecurity grant program request for proposal (RFP) process, including the creation of proposal criteria, guidelines for approving requests and awarding funds

➢ Including the College Student Commission in collaboration with the Youth Initiatives Office in Austin Public Health throughout the process, which may include reviewing and approving College Food Insecurity RFP applications and grant proposal submissions at commission meetings

➢ Establishing an accountability and reporting process for each subaward to ensure appropriate and effective use of City funding, including a minimum of quarterly performance measurement and reporting

RFA Scope of Work: Population

❑ Priority student populations should be enrolled in Huston-Tillotson University, St. Edward's University, University of Texas at Austin, Austin Community College, or Concordia University. For this solicitation, standard Austin Public Health client eligibility requirements are waived.

❑ Eligible parties to receive sub-awards include registered student groups and organizations at colleges and/or universities in Austin and Travis County proposing to serve the eligible client population.

❑ Client Tracking:

➢ For all programs serving individuals, agencies will track and report the number of unduplicated clients served and document proof of the services provided where applicable. Client tracking should include methods for securely recording identity, zip code, income, and demographics of the people served.

➢ Client tracking for direct services should adhere to any applicable requirements set forth by state or federal program guidelines.

RFA Scope of Work: Program Objectives

❑ The objectives of this funding are to:

➢ Establish and/or support campus-wide programs, projects, or initiatives that work to eliminate college and university student food insecurity in the City of Austin

➢ Establish and/or support sustainable and effective solutions and access to food resources for students that promote the recovery and protection of college students' basic needs

RFA Scope of Work: Best and Emerging Practices

❑ The Feeding America national network of food banks found that a large number of food banks do provide assistance to college student in the <u>Hunger on College Campuses Research by Feeding America</u>. Experience from their network suggest that the following are some of the most common practices that best help to address hunger on college campuses. This list is not exhaustive from the, but provides some suggestions of possible priority areas of support:

➢ Direct food distribution to college students

➢ Assisting students with SNAP applications

➢ Policy and advocacy efforts

➢ Addressing potential barriers to accessing support, such as awareness of resources, accessibility, or limited operations

RFA Scope of Work: Application Evaluation

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

RFA 2021 - 008 College Food Access

Evaluation Rubric

Form 1:	Offer Sheet - Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form
Form 2: RFA Application		
Part I: Fiscal and Administrative Capacity	Agency Information	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below.
Scored Application Part II		
Section 1: Experience and Cultural Competence	Agency Experience & Performance Cultural Competence & Racial Equity	15 points 15 points **30 points total**
Section 2: Program Design	Program Work Statement	**35 points total**
Section 3: Data-Informed Program Management	Data Management Process and Flow	**20 points total**
Section 4: Program Staffing and Cost Effectiveness **Form 3:**	Program Staffing and Time Program Budget and Narrative Cost Effectiveness	5 points 5 points 5 points **15 points total**
		Total: 100 Points
Form 4:	COA Certifications and Disclosures- Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form

Application Submission Instructions

Initial Steps

All Applicants must:

❑ Confirm that their organization is a registered vendor with the City of Austin
- ◦ To confirm, enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
- ◦ To find the City of Austin Vendor Number please visit Austin Finance Online. and search for the organization's legal name.
- ◦ To register to become a potential City of Austin vendor, go to Austin Finance Online to register.

❑ Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system. To register, visit the PartnerGrants site and click on "Register Here."
- ◦ Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

APH Austin Public Health

Application Format and Submission Requirements

❑ See Section B. Standard Solicitation Provisions and Instructions for more information.

❑ The Application must be submitted in the PartnerGrants database. No late submissions will be accepted. Note that where the application materials say "at" or "by or before," this means that the PartnerGrants system will not allow you to submit or us to accept documents submitted at or after that time.

❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.

  ❑ Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Sections of the RFA

o Required RFA Application and attachments

FORM NO.	TITLE OF REQUIRED FORMS Note: Forms 1-4 must be scanned, signed or filled out and uploaded into PartnerGrants by the specified due date.	REQUIRES RESPONSES DUE
1	OFFER SHEET	Due: 1/13/2022 By 3PM CST
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	INFORMATION ONLY
A	THRESHOLD REVIEW FORM	Form completed in PartnerGrants Due: 12/16/2021
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	Information Only
C	RFA SCOPE OF WORK	
D	STANDARD APH AGREEMENT BOILERPLATE	
E	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	

Submission Documents

Required APH Documents:

The following must be completed and/or submitted in Partnergrants.

FORM NUMBER	TITLE	Requires Applicant Response DUE
1	OFFER SHEET	**Thursday, January 13, 2022** by 3 PM CST In Partnergrants
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	**TITLE**	**Form input in Partnergrants DUE**
A	THRESHOLD REVIEW FORM	**Thursday, December 16, 2021** by 3 PM CST In Partnergrants

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

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

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Form 1: Offer Sheet

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

DATE ISSUED:	Wednesday, December 1, 2021
RFA APPLICATION DUE DATE:	**Thursday, January 13, 2022, 3:00 PM CST**
THRESHOLD FORM DUE DATE	**Thursday, December 16, 2021, 3:00 PM CST**
Anticipated Start date of contract:	**April 1, 2022**
Questions regarding the RFA are due on or before	**Thursday, January 6, 2022 3:00 PM CST**
Technical Assistance regarding submission of the RFA in PartnerGrants are due on or before	**Wednesday, January 12, 2022 3:00 PM CST**
Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	**Authorized Contact Person:** Angela Baucom Social Service Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: APH Competition Website
Optional Pre-Bid Meeting- Date and Time:	**Friday, December 3, 2021 10:00 – 11:00 AM CST**
Pre-Bid Meeting Registration:	Registration Required with this link to get the Conference Call details: **December 3rd** EVENTBRITE REGISTRATION LINK

Section A: Offer Sheet

o On the Offer sheet the organization's representative states that they are authorized to submit this application for funding.

o It also states that the representative has received and read the entire RFA document packet and agrees to be bound by the terms therein.

o Signature by an authorized representative is required in order for the City of Austin to accept the application.

APH Austin Public Health

CITY OF AUSTIN, TEXAS
Austin Public Health
REQUEST FOR APPLICATION (RFA) OFFER SHEET

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

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

Signature of Officer or Authorized Representative:

_____

–

Date: _____

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

PartnerGrants Database

o Website:
https://PartnerGrants.austintexas.gov

o PartnerGrants is an online/web-based database APH uses for contract management

o APPLICATIONS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.

o PAPER APPLICATIONS WILL NOT BE ACCEPTED.

RFA Application - Form 2

RFA Application

❑ Application Section Tips:

➢ Make sure to answer every question and every part of each question.

➢ And note that there are drop down boxes with preselected answers.

➢ Make sure to review the links within the RFA – you can find them in the RFA document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.

Form 2: RFA APPLICATION

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

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

The total word count limit is **15,000** for the entire word document (including questions and your answers). The word count is indicated below left on your screen <u>or</u> if you go to the top of the screen to Search "word count".

Required APH Documents:

The following must be completed and/or submitted in Partnergrants.

FORM NUMBER	TITLE	Requires Applicant Response DUE
1	OFFER SHEET	Thursday, January 13, 2022 by 3 PM CST In Partnergrants
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	Form input in Partnergrants DUE
A	THRESHOLD REVIEW FORM	Thursday, December 16, 2021 by 3 PM CST In Partnergrants

PART I. Fiscal and Administrative Capacity

Minimum Threshold Review

The **Form 1: Threshold Review Form** must be completed in Partnergrants by **Thursday, December 16, 2021** by no later than 3:00 PM CST. This threshold will be reviewed by APH staff and then, if the agency's threshold is approved, the agency will move forward to submit this final application.

Application Format and Submission Requirements

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

Step 1: Final Application Instructions

- **Total word count in the <u>Form 2-RFA Application</u> document is 15,000 words which includes the questions. Applications that exceed 15,000 words will not be considered.**

- Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 3,132 words in Form 2-RFA Application, and this is included in the <mark>15,000 word limit</mark>.

- The following documents will <u>not</u> count towards the total word count:

  - Attachments submitted to answer a question like policies and procedures, staff positions, etc.

  - Attachments 1-Offer Sheet, 3-Program Budget and Funding Summary, 4-COA Certifications

Application Format and Submission Requirements

❑ Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.

❑ All questions are boxed and highlighted in green in Part 2: Application Questions. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.

❑ If using this document, Applicants must type answers into the section that says "Click or tap here to enter text" after each question or in the required tables.

❑ If compiling responses in a separate document:
  ➢ Applicants must include all questions and narrative before their answer, so the Application appears the same as the provided template.
  ➢ **Make sure to include the exact wording of the drop-down menus.**

RFA Application: Racial Equity

❑ The City's definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin's values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.

❑ Equity is one of six strategic anchors of the City of Austin's strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the ⬚ drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency's board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu ⬚	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu ⬚	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu ⬚	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu ⬚	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu ⬚	Click or tap here to enter text.

RFA Application: Program Design

❑ Applicants should only propose to provide one of the service models:

❑ If proposing a Direct Service Model, only respond to question 12A and write N/A for 12B

❑ If proposing a Sub-award Model, only respond to question 12 B and write N/A for 12A

> **Question 12:** Will your agency be proposing to administer a Direct Service Model or Direct Sub-award Model (see Scope of Work for definitions)?
>
> If Direct Service Model, respond to 12A
>
> If Direct Sub-award Model, proceed to 12B

RFA Application: Data-Informed Program Management

❑ Applicants should demonstrate the ability to collect, track, and report client demographics and program output(s) and outcome(s) as appropriate. The applicant should demonstrate experience using data to evaluate and improve programming, and increase racial equity and program impact on the community.

❑ Applicants will be expected to collect and report data for either the Direct Service Model or Sub-awardee Model.

RFA Application: Program Staffing and Cost Effectiveness

❑ Upload resumes and/or job position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.

➢ Pages beyond the allowable 5 total will not be considered when evaluating applications.

❑ Complete the Program Staffing form with information about staff positions working on the program

Example:

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

RFA Application: Program Budget and Funding Summary

- Complete Form 3: Program Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.

- There are three tabs in the spreadsheet: Program Budget and Narrative, Funding Summary, and Instructions. Instructions include examples of allowable costs.
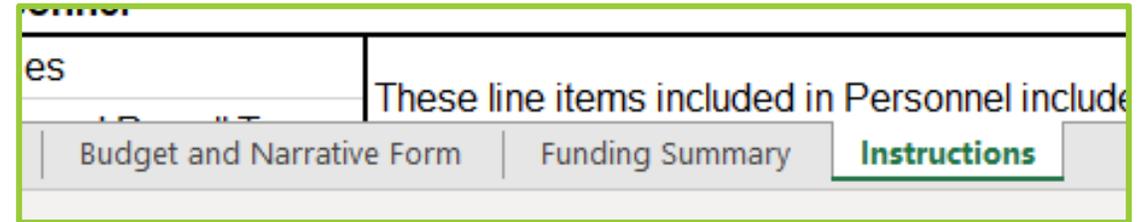
Form 3 - Program Funding Summary

Agency Name: Click or tap here to enter text.
Program Name: Click or tap here to enter text.

Funding Sources	Grant/Contract Name	Funding Period Start Date	Funding Period End	Funding Amount
City of Austin	Social Service Contract (City of Austin prgm. budget)	10/1/2022	9/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0
				0
Federal				0
Federal				0
				0
State				0

➢ **Funding Summary:**

- Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 12-month period October 1, 2022-September 30, 2023.

RFA Application: Program Budget and Funding Summary

Form 3 - Program Budget and Narrative

Agency Name: Click or tap here to enter text.
Program Name: Click or tap here to enter text.

A. PERSONNEL	Requested On-going CITY OF AUSTIN Funds 12-months	Amount Funded by ALL OTHER Sources 12-months	TOTAL Budget (ALL funding sources) 12 months	Budget Narrative Please complete an explanation for each City-funded line item.
Salaries	0	0	0	
Fringe and Payroll Taxes	0	0	0	
A. SUBTOTALS: PERSONNEL	0	0	0	
B. OPERATIONS				
General Operations	0	0	0	
Outsourced Professional Services	0	0	0	
Supplemental Programmatic Services	0	0	0	
Training/Travel Outside Austin and/or Travis County	0	0	0	
B. SUBTOTALS: OPERATIONS	0	0	0	
C. ASSISTANCE TO CLIENTS				
Rental/Mortgage Assistance	0	0	0	
General Housing Assistance	0	0	0	
Direct Client Assistance	0	0	0	
Client Food and Beverage	0	0	0	
C. SUBTOTALS: ASSISTANCE TO CLIENTS	0	0	0	
D. SUB-GRANTEES/SUB-RECIPIENTS				
Personnel-Sub	0	0	0	
Operations-Sub	0	0	0	
Direct Client Assistance-Sub	0	0	0	
Other-Sub	0	0	0	
D. SUB-GRANTEES/SUB-RECIPIENTS	0	0	0	
GRAND TOTAL (A - D)	0	0	$ -	
PERCENT SHARE of 12-month Total for Funding Sources:			100%	

COMPLETE IF PROPOSING DIRECT SERVICES MODEL				
E. COST PER CLIENT CALCULATION	Total Unduplicated Clients 12-months October 1, 2022 - September 30, 2023	City Portion	Other Funded Portion	$ Cost per client

COMPLETE IF PROPOSING SUB-AWARDS MODEL			
F. ESTIMATED AWARDS	Average Amount of Each Award	Number of Anticipated Awards	Total Amount to be Awarded to the Community (Must total $50,000)

❑ **Budget and Narrative Form:**

➢ For every budget line containing a requested amount of City of Austin Funding, enter a short description of list of items included in that budget line in Column E.

➢ If proposing a Sub-award Program, also complete Sections D and F

➢ If proposing a Direct Service Program, complete Section E.

APH Austin Public Health

RFA Application: Performance Metrics

❑ Performance Reporting: The City's fiscal year begins on October 1st and ends on September 30th. The awarded agency will provide quarterly and annual report data to coincide with this cycle.

❑ Direct Service Applicants must provide a 12-month Output goal for the number of unduplicated clients served by the total program. The goal should be based on past performance experience and budgeted program costs. The Output goal is the total program goal, including City and all other funding sources.

❑ Sub-award Program Applicants will propose methods for tracking and reporting sub-awardee progress including, but not limited to unduplicated clients served, when applicable.

Communication with the City

❑ **Question and Answer Process**

➢ All questions submitted via email and through public meetings will be answered in writing and posted to the APH Competitions Page at least once per week with the possible exception of holiday weeks.

➢ Questions regarding the RFA must be directed to the Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov.

➢ Only the information provided by the Authorized Contact Person is valid.

❑ **Anti-lobbying ordinance**

➢ Request for Grant Application process: Anti-lobbying ordinance does not apply.

Important Dates

❑ RFA Threshold Review DUE to APH: **Thursday, December 16, 2021** by no later than 2:59 PM CST

❑ RFA Applications DUE to APH**: Thursday, January 13, 2022, by no later than 2:59 PM CST**

 ➢ The system will <u>not</u> allow submissions starting at 3 PM exactly

❑ Deadline to submit questions regarding the RFA are due to APH on or before: **Thursday, January 6, 2022, by 3 PM CST**

❑ Deadline to submit Technical Assistance regarding submission of the RFA in PartnerGrants to APH on or before: **Wednesday, January 12, 2022 by 3 PM CST**

 <u>***Please make sure to get your application ready *early* so you don't miss the deadlines***</u>

❑ Anticipated Contract Start Date: **April 1, 2022**

❑ Technical assistance in how to submit an application in PG is available on YouTube: <u>APH PartnerGrants - YouTube</u>

❑ Also, you may contact Allan McCracken – <u>Allan.McCracken@Austintexas.gov</u> or John Sanchez - <u>John.Sanchez2@austintexas.gov</u>.

Important Tips

❑ To submit your application you must first MARK AS COMPLETE AND **THEN HIT <u>SUBMIT</u>**

❑ Check that you receive a confirmation email from the Partnergrants system indicating the status of your application is "Submitted"

❑ Mark as Complete is NOT the same thing as Submit.

❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.

❑ Watch for emails from APHCompetitions in the days prior to the deadline in case of reminders or notes about the status of your application.

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

Questions?

Contact: APHCompetitions@austintexas.gov

Thank You
for Your Participation