RFP 2022 – 003 Community Health Workers
Request for Proposals (RFP)
Pre-Bid TEAMS Call

February 17, 2022 at 10:30am - 12:00pm CST

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

Welcome & Introductions

- ❑ Introductions and Attendance Information

- ❑ Everyone is muted with cameras off 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
- Proposal Submission Instructions
- Proposal
- Important Dates
- Question and Answer Process

RFP Overview

The City of Austin (City) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience working with Community Health Workers (CHWs) to provide health access services to residents of Austin/Travis County. The City will fund programs that hire, expand, connect, capacitate, and empower Community Health Workers and Community Health Worker supports.

Solicitation Objectives:

- Expand CHWs in Austin/Travis County to areas and populations that currently are in need
- Increase capacity and support to CHWs providing community-based health access services
- Provide support to CHW programs

Important Dates

Date Issued	**Thursday, February 17, 2022**
Proposal Due Date	Thursday, March 24, 2022, by 3PM CST
Threshold Application Due Date	Thursday, March 3, 2022, by 3PM CST
Questions regarding the RFP are due on or before	Thursday March 17, 2022, by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before	Wednesday March 23, 2022, by 3PM CST
Questions and Answers will be available	In Partnergrants and on the solicitation website: APH Competition Website
Awardee Notifications	April - May 2022
Negotiation Period	May - June 2022
Contracts Begin	July 1, 2022

Funding and Timeline

- **Services Solicited:** Community Health Workers

- **Available Funding:** $450,000 total for a 24-month term

- **Request Limits:** There is a minimum request for $100,000, and a maximum request of $450,000 for a 24-month period

- **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding one or more Agreements for the full amount of funding available.

- **Contract Term:** The Agreements will have an effective start date of July 1, 2022, for a 24-month period. There are no extension options.

RFP Scope of Work

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 services.
- Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- 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.

Services Solicited

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.

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

- Hire new CHWs
- Increase compensation or find innovative methods to make this a sustainable and attractive career for CHWs and CHW Instructors
- Fund CHW Instructor training
- Collaborate with APH's CHW Hub currently in development
- Develop CHW trainings and implement trainings in languages other than English and Spanish
- Develop or improve CHWs' training and access to technology and other resources
- Provide operations and direct client assistance support so that CHWs are best able to serve the community

Data Collection and Reporting

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 without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

1. Number of unduplicated individuals served in a 12-month period
2. Percentage of individuals who achieve social, emotional, or healthy outcomes as a result of receiving services

Best Practices

❑ **CHW Certification:** CHW should either already be certified by Texas Department of State Health Services (DSHS) or certify within 12 months of hire. Certification can take place through taking a 160-hour certification class, or through documentation of 1000 hours of work experience. Additional details on DSHS certification can be found here. If certification takes place through work experience, additional trainings on cultural competency, language access, outreach/facilitation skills, and advocacy are highly encouraged. These trainings can be provided by the contactor, or CHW can take continuing education classes designed for CHWs or trainings through other providers.

❑ **Social Determinants of Health Assessments:** CHWs should conduct social determinants of health assessments. Social determinants of health are the conditions in which people are born, grow, live, work and age that shape health. Social determinants of health (SDH) include race, socioeconomic status, education, physical environment, employment, and social support networks, as well as access to health care.

Best Practices (cont.)

❑ **ConnectATX Platform:** CHWs should using the ConnectATX platform to make referrals to community-based resources. CHWs will conduct at least 1 follow-up encounter (via phone, in-person, email, or text message) and up to 2 follow-up encounters to ensure that referrals were adequate, and that individuals' needs were met.

❑ **Living Wage**: The City of Austin recommends offerors follow Strategic Direction measure EOA.C.3 and pay at least a livable wage to all staff working on the program.
EOA.C.3 - Dollars-per-hour wage that an individual must earn to support a family in Austin | Open Data | City of Austin Texas

Principles of Service Delivery

❑ **Trauma-Informed Practices:** Successful applicants will apply <ins>the principles of trauma-informed practice</ins> to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.

❑ **Popular Education model:** Successful applicants will apply the principles of the <ins>Popular Education model</ins>. Popular education is an active learning process that raises social awareness, stimulates critical and creative thinking, and leads to action for social change.

Principles of Service Delivery (cont.)

❑ **<u>Language Access Plan:</u>** Applicants will be in development of or already have developed a <u>Language Access Plan</u>. A language access plan is a document that guides the implementation of translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.

❑ **<u>Collaboration with Community:</u>** Successful applicants will participate in the local <u>CHA-CHIP</u> working groups, engage with community stakeholders, and work with the APH CHW Hub and coalition.

Priority Populations and Client Eligibility

Primary focus should be on low-income residents of Austin/Travis County living at or below 200% of the Federal Poverty Level.

Priority populations within the focus populations should include:

- People of color
- Documented or undocumented immigrant or newly resettled refugee communities
- People who self-assess as not speaking English "very well" on the US Census or people whose dominant language is not English
- Older adults
- People with high-risk medical conditions
- People with chronic medical and/or mental health conditions
- People with barriers to transportation access
- People experiencing homelessness
- Individuals within the LGBTQIA2S+ community
- Households with children in Title 1 schools

Priority Populations and Client Eligibility (cont.)

City of Austin Client Eligibility Requirements

Clients must be residents of the City of Austin and/or Travis County. For the purposes of this solicitation, **standard APH household income requirements are waived.**

For clients receiving client financial assistance, income is required.

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.

RFP #2022 – 003 Community Health Workers Evaluation Rubric

Part 2: Scored Proposal		
Section 1: Experience and Cultural Competence	Agency experience and performance	10 points
	Cultural competence and racial equity	10 points
		20 points total
Section 2: Program Design	Program Work Statement	
	Program Services	15 points
	Data Collection and Program Evaluation	10 points
	Coordination and Collaboration	10 points
	Principles of Service Delivery	10 points
		45 points total
Section 3: Data Informed Program Management	Performance Measures	10 points
	APH Priorities	5 points
		15 points total
Section 4: Cost Effectiveness	Program Staffing and Time	5 points
Form 3	Program Budget and Funding Summary	5 points
		10 points total
	Number of individuals served/ total budget = Cost Analysis	**10 points total**
		Total: 100 points

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

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.

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," "prior to," or "by or before," this means that the PartnerGrants system will not allow you to submit, or us to accept, documents submitted at or after that time.

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

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

Sections of the RFP

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 24, 2022, by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Exhibit Number	Title	Guidance
A	Threshold Review	Threshold Application in Partnergrants due by March 3, 2022 by 3PM CST
B	Standard Solicitation Provisions and Instructions	Information Only
C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	Applying for APH-Funded Opportunity: Partnergrants Instructions	

Submission Documents

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

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. **Due March 24, 2022 by 3PM CST**
2	Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	**Title**	**Guidance**
A	Threshold Review	Threshold Application in PartnerGrants **due by March 3, 2022 by 3PM CST**

Form A – Threshold Review Form

There is a Threshold Checklist that you can use for your own preparation, but the Threshold Review Form MUST be completed in the Partnergrants System, by clicking the opportunity and clicking Start a New Application

This Pre-Application form includes uploads of supporting documentation

A– RFP Application Threshold Checklist

Instructions: This form is provided as reference only.

This form and required attachments must be submitted in Partnergrants by the deadline of the Request for Proposals. Any required attachments are indicated by 📄 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

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.

Form 1 – Offer Sheet

SOLICITATION NAME: RFP 2022-003 APH Community Health Workers

Date Issued:	Thursday, February 17, 2022
Proposal Due Date:	**Thursday, March 24, 2022, by 3PM CST**
Threshold Application Due Date:	**Thursday, March 3, 2022, by 3PM CST**
Anticipated Start date of contract:	July 1, 2022
Questions regarding the RFP are due on or before:	Thursday March 17, 2022, by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Wednesday March 23, 2022, by 3PM 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(s) and Time(s):	**Tuesday, February 22, 2022, 10:30 AM – 12:00 PM CST**
Pre-Bid Meeting Location:	**Registration Required with this link:** February 22: Registration Link

Form 1: Offer Sheet

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

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

❑ Signature by an authorized representative is required for the City of Austin to accept the proposal.

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City of Austin
Austin Public Health
RFP 2022-003 APH Community Health Workers

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.

PartnerGrants Database

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

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

❑ APPLICATIONS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.

❑ PAPER APPLICATIONS WILL NOT BE ACCEPTED.

Form 2 – RFP Proposal

RFP Proposal

❑ Application Section Tips:

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

➢ Some questions include drop down boxes with preselected answers.

➢ Make sure to review the links within the 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.

Form 2 - RFP PROPOSAL

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one program area per proposal. Offerors may submit multiple proposals for different program types. All questions are highlighted in green. Click on the sections below 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: 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 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 March 24, 2022 by 3PM CST**
2	Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	**Title**	**Guidance**
A	Threshold Review	Threshold Application in PartnerGrants **due by March 3, 2022 by 3PM CST**

PART I. Fiscal and Administrative Capacity - Unscored

Minimum Threshold Review

The **Form 1: Threshold Review Form** must be completed in Partnergrants by March 3, 2022, by 3:00PM 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 proposal.

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.

Proposal Format and Submission Requirements

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

Step 1: Final Application Instructions

❑ This form should be submitted in .doc or .docx format with only letters and numbers in the file title

❑ **Total word count in the <u>Form 2-RFP Proposal</u> document is <mark>15,000 words</mark> which includes the questions. Proposals 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 5,200 words in Form 2-RFP Proposal, and this is included in the 15,000 word limit.

❑ 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 - Budget and Narrative 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.

❑ All questions are boxed and highlighted in green in Part II. Scored Proposal 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, 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.**

Proposal Format and Submission Requirements

❑ Some questions include required or optional attachments indicated by a ymbol.

➤ 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.

➤ Check the box in Form 2 – RFP Application to indicate that the form is attached in PartnerGrants

➤ Try to consolidate to one file for each question

❑ Some questions include drop-down menus indicated by a symbol.

➤ Click the indicated field to select your response

RFP Required Applicant Documents

Attachment
1 - Offer Sheet
2 - RFP Application
3 - Program Budget and Funding Summary
4 - COA Certifications and Disclosures
ASD1 - Additional Supporting Documentation-pdf, if applicable

APH Austin Public Health

RFP 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.

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RFP Application: Program Design

❑ You will briefly describe the program services you are proposing to provide and complete the Program Work Statement Form in PartnerGrants.

❑ Be sure for this and other sections that you complete all necessary parts of each applicable question.

Section 2: Program Design

Offerors must propose to provide at least one or a combination of the following program services:

- Hire new CHWs
- Increase compensation or find innovative methods to make this a sustainable and attractive career for CHWs and CHW Instructors
- Fund CHW Instructor training
- Collaborate with APH's CHW Hub currently in development
- Develop CHW trainings and implement trainings in languages other than English and Spanish
- Develop or improve CHWs' training and access to technology and other resources
- Provide operations and direct client assistance support so that CHWs are best able to serve the community

15. Describe the program services this program will provide, referencing at least one or more of the Program Services listed above.

Click or tap here to enter text.

16. Please complete the following questions using the Program Work Statement Form in Partnergrants. In this section, please keep your answers concise and only describe concrete services and actions. Refer to the questions and guidance below when completing your responses.

Program Services

1. **Program Goals and Objectives:** What are the goals and objectives of the program? Describe how your program defines success.
2. **Program Clients Served:** Who does the program serve? Describe your target client population and how the Client Eligibility Requirements will be documented for the target client population.

RFP Application:
Community Health Workers Program Work Statement

❑ Complete the Program Work Statement Form in PartnerGrants. This section should be concise and only describe concrete services and actions.

> ➢ Each field must be completed.

> ➢ Note the character limit for each field (shown below each text box).

> ➢ If a field does not apply, enter N/A.

> ➢ If copying from another document into PartnerGrants, we recommend using plain text only to avoid formatting errors.

> ➢ Be sure to Save and Mark Complete.

Program Work Statement

*Clearly address the corresponding question d
agency history, past performance, accolades*

What are the goals and objectives of the pro

| Font Family ▾ | Font Size ▾ | **B** *I* <u>U</u> |

Path:
This field is limited to 20000 characters.

RFP Application: Performance Metrics

❑ Required program performance includes:

    ❑ A program total output goal for a 12-month contract term.

    ❑ Outcome (Results) Measure – use an example provided or provide your own

    ❑ Key Performance Metric (Social Services) Outcome 6A – Percent of individuals who achieve healthy outcomes as a result from receiving services.

    ❑ Optional metrics include:

        ➢ Additional Output

    ❑ Complete the tables in the Application for each metric appropriate to your proposal.

    ❑ Metrics may be negotiated if awarded

RFP 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.

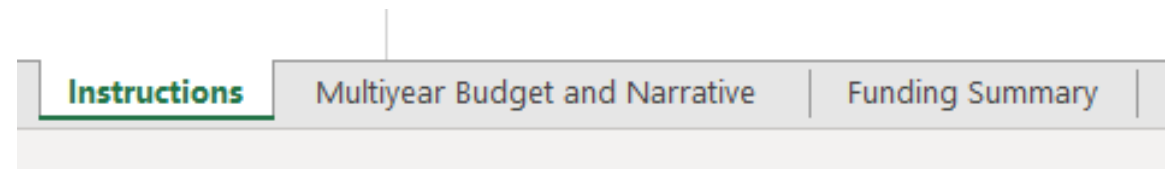❑ Describe the overall staffing plan to accomplish activities in the proposed program and complete the Program Staffing Form

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 Volunteer Peer Educators	8.00
	Total FTEs	10.25

Form 3: Program Budget and Funding Summary

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

❑ There are three tabs in the spreadsheet: Instructions, Multiyear Budget and Narrative, and Funding Summary. Instructions include examples of allowable costs.

| Instructions | Multiyear Budget and Narrative | Funding Summary |

❑ **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.

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)	7/1/2022	6/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0

Austin Public Health

Form 3: Program Budget and Funding Summary

Form 3: Program Budget and Narrative

Agency Name: Click or tap here to enter text.	Period 1 dates	7/1/2022 - 6/30/2023
Program Name: Click or tap here to enter text.	Period 2 dates	7/1/2023 - 6/30/2024

Line Item Category	City of Austin Period 1	City of Austin Period 2	Other Funding (Period 1)	Narrative (City of Austin funding only)
Salaries				
Fringe				
SUBTOTALS: PERSONNEL	$0.00	$0.00	$0.00	
General Operations				
Outsourced Professional Services				
Supplemental Programmatic Services				

❑ **Multiyear Budget and Narrative Form:**

➢ Complete a budget for two 12-month periods for City Funding requested only

  ➢ Period 1: 7/1/2022-6/30/2023

  ➢ Period 2: 7/1/2023-6/30/2024

➢ 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.

APH Austin Public Health

Form 3: Program Budget and Funding Summary

❑ **Multiyear Budget and Narrative Form:**

➤ Complete the Cost Per Client Calculation by entering number of unduplicated clients per 12-month period in Cell B36

COMPLETE FOR OUTPUT: UNDUPLICATED CLIENTS SERVED			
E. COST PER CLIENT CALCULATION	Total Unduplicated Clients for Program Period 1, July 1, 2022 - June 30, 2023	City Portion for Program Period 1	Other Funded Portion for Program Period 1	$ Cost per Client

Form 4: COA Certifications and Disclosures

❑ Be sure to complete all three signature blocks (pages 2, 3, and 6)

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

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Communication with the City

❑ **Question and Answer Process**

➢ Questions regarding the RFP must be directed to the Authorized Contact Person: Angela Baucom at <u>APHCompetitions@austintexas.gov</u>.

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

➢ Official Questions and Answers will be published on the <u>Competition Website</u> weekly

❑ **Anti-lobbying ordinance**

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

Important Dates

❑ RFP Threshold Review DUE to APH: **Thursday, March 3, 2022 by no later than 3PM CST**

❑ RFP Applications DUE to APH**: Thursday, March 24, 2022, by no later than 3PM CST**

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

❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, March 17, 2022, by 3PM CST**

❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Wednesday, March 23, 2022 by 3PM CST**

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

❑ Anticipated Contract Start Date: **July 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 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