

RFA #002 HOPWA 2021 Questions and Answers

Question 1: I am working on a proposal for the City's HOPWA RFA for Vivent Health and am trying to access the Program Work Statement Form in PartnerGrants. While I am able to fill out the first four sections, it appears the bottom section "Program Work Statement for HIV Service Category" does not have any space for inserting answers. This includes the categories of Service Category Name through Part A Responsibilities, if Applicable. I'm unsure if this is a formatting problem, or if there is a different way to unlock this part of the form.

Answer 1: You should see an "Add" button to the right of the section title "Program Work Statement for HIV Service Category". Clicking that button will take you to another page where you can enter the required information. Please refer to the slides from the Pre-Bid Conference Meeting that can be found on the RFA webpage. <https://www.austintexas.gov/article/rfa-002-hopwa-2021>

Question 2: Does the City intend to continue the Project Sponsor structure through the City of Austin HOPWA grant funds?

Answer 2: Per 24 CFR Part 574.3, "Project sponsor means any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to carry out eligible activities under this part." This information can also be found in Form B – Standard Purchase & Social Services Definitions.

Question 3: In the application it states that the threshold review may take up to a week to process, however there does not appear to be a clear way to submit this review before submitting the entire application.

Should we plan to submit the threshold review before submitting the rest of our application, or is the expectation that all materials will be submitted at the same time? If we are to submit the threshold review separately, could you please inform us as to how to do this?

Answer 3: You do not need to submit the threshold review separately. It is recommended that you complete the Threshold Review first, as any application that does not meet the threshold will not be scored, but all materials can be submitted at the same time. Please ensure that you are referencing the HOPWA RFA materials that can be found at <https://www.austintexas.gov/article/rfa-002-hopwa-2021>.

Question 4: On the RFA Application form for the City of Austin HOPWA grant, there is a section for performance metrics that includes a table for part B) Outcome (Results) Measure. This table

seems to only allow one outcome, and it does not seem like we can add a new table or new rows to add additional outcome measures.

We would like to provide an outcome measure for each of the service categories the agency will provide. Is there a way we can expand the table, or should we use the current format and break each row into multiple parts (for example, adding the outcome measure we hope to achieve, then creating a subsection of A, B, and C for each service category in that row).

Please let us know if there is a way to add more table space, if we are able to add multiple service categories to one outcome measure (with different outcome goals depending on each service category), or if we can only focus on one outcome measure that must be applied to all service categories as a combined total of clients served by any HOPWA funding.

Answer 4: Applicants should provide one outcome measure for the entire proposed program as part of their response to question 21, part B. This outcome measure should apply to all households served under the proposed program. If an agency wishes to propose more than one outcome measure, they can do so by uploading a separate attachment with that information into PartnerGrants.

Question 5: We started building the application several days ago, have added info/data/uploads several times using the link for current applications. This link has disappeared. What happened? What do I do?

Answer 5: Only the user listed as the "Applicant" will be able to see the application. Please ensure that the user assigned as such is the main person working on the application.

Question 6: We have collected any monitoring report for the last 5 years, as requested by the threshold review, however the file size is extremely large and currently encompasses three documents each over 150 pages long. Outside of the one document we are able to upload to Partnergrants, where should we submit the additional pdf documents for the threshold review question?

Answer 6: Three additional upload spaces were added in the HRAU RFA Required Applicant Documents form. Please utilize these spaces for any extra pages you may have.