

**RFGA 003-Dove Springs 2020-NPS
Official Questions and Answers**

All questions should be directed to the RFGA Authorized Contact Person:

Natasha.Ponczek@austintexas.gov or in the Partnergrants database by no later than April 24th at 5 p.m.

Technical questions regarding submitting the application in Partnergrants can be asked until the due date May 1, 2020 at 12 pm CST.

Last Update by NPS: April 20, 2020

Questions	Answers
1) Are there specific dates and times that programming should run for?	The Agreement dates will be from June 1, 2020 – September 30, 2021. All program activities must be during this time period. Please review the RFGA Scope of Work for description of options for programming.
2) What ages are the youth who will participate in the program?	The ages stated in the RFGA Scope of Work are 5-18 years old.
3) Is programming intended to be sequential or drop-in (i.e. will we see the same group of youth through the duration of the program?)	Please review the RFGA Scope of Work for description of options for programming.
4) Is STEM/STEAM programming appropriate for this RFP?	Please review the RFGA Scope of Work for description of options for programming.
5) When we will hear back about our threshold review documents we submitted? (sent 3/27/2020)	The Threshold is due on April 7th. We will start assigning staff to review the threshold forms next week, so you may hear from someone before the due date, but the process has not begun.
6) Is a pdf or annual report or audit appropriate to satisfy the requirements for two years of performance reports within the last five years for a similar program?	A pdf copy of a report the Agency has submitted to a funder is acceptable. Also a performance report submitted to the board or a national representative about the program and operations can be used, but make sure to explain in your response if it isn't a traditional performance report submitted to a funder.
7) When does step 1 need to be submitted to be verified for step 2?	The Threshold Review Applications are due to APH no later than April 7, 2020 at 3 pm.
8) What are the criteria to move forward to step 2?	Agencies must pass the threshold review (see slide 7/on threshold checklist.)
9) If we have a finding on a monitoring report but have addressed it, would that disqualify us?	Agencies should submit the monitoring report and explain the finding and the resolution, or status of the finding. This would be evaluated by the Threshold review team on a case-by-case basis, and would not be an automatic disqualifier.

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10) Can we have experience serving Austin/Central Texas with partners in Dove Springs but no direct experience in Dove Springs without raising a red flag?	APH Staff will review and evaluate this in the application process, it is not an automatic disqualifier, but must be clearly explained in the threshold review and application.
11) Given COVID-19, is it realistic to provide summer programming? And if not, what are our options to move forward? Provide two scenarios, or pick one in application materials?	APH is aware of COVID-19 guidance and changes to service. We do encourage applicants to be creative in proposals. This might include virtual programming alternatives to address needs in community. Agencies can decide how to best way to describe programming, and this will be evaluated in the application review process.
12) Are you only considering proposals with a virtual alternative element to them, or are services that must be provided in-person unable to meet the requirements?	It depends on the state of things in June/July. This pandemic is a rapidly evolving situation and we can't know if there will be traditional summer programming allowed in 2020. We must follow the guidance of the State and City leadership.
13) Are you expecting programming to 100% start in June? Or would it be flexible depending on what happens?	We understand programming may need to start later than June 1 st but that will be the contract start date. APH does expect some kind of summer programming to occur and be outlined in the application for 2020.
14) Is there a minimum number of youth served for the \$50,000 minimum request?	No, APH does not set performance goals. We expect the agencies to demonstrate anticipated reach based on service model.
15) If an agency is based in a neighboring zip code, but a large population of students come from 78744 to receive services, would that agency be disqualified if services are being provided on a campus outside of 78744?	Agencies must clearly explain their program design and location in the application response. APH will evaluate each application individually. The population of focus is students who live or attend school in 78744, so we would expect to see programs and documentation that the program serves youth in Dove Springs community.
16) Are high school students included?	Ages 5-18 are included in population of focus, for youth who live or go to school in Dove Springs. Teenagers who live in 78744 or go to a Dove Springs school would be included.
17) Proposal must include both summer and after school programming? And then repeat summer programming in that 16-month period?	Yes, correct. Austin Public Health is looking to provided Summer Programming during the summer of 2020, the 20-21 School Year and the Summer of 2021. An organization can propose to only provide services during the summer for a portion of the available funding.
18) Is there recommended dosage/amount of hours youth should receive programming?	No specific guidance on this. Dosage should be aligned with proposed outcomes.
19) Is there any foreseeable extension to funding?	There are no extension options being offered at this time.
20) Is there a maximum number of agencies that can work together in a partnership?	No, there is no limit to number of agencies in a collaboration but must have one lead applicant who will

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	submit the threshold. Also, there must be written agreements with each subcontractor.
21) Where is the funding coming from?	City of Austin Social Services General Fund.
22) Is it required for agencies to be currently serving in Dove Springs or can they have experience serving a similar population in other areas? What about partnering with an agency in the community?	Refer to Threshold review; demonstrate ability to serve this population and provide documentation. Within the last two years, Agency has experience successfully working with priority population. If partnering, partner with experience should be the lead applicant, or the applicant must explain the relationship and experience of their partners in the threshold review. You can upload a letter or memo or other backup for that question.
23) Would it be appropriate for programming to start with school year 20-21 and summer programming for only 2021?	APH expects Applicants to address programming for summer 2020 with the knowledge that some things are unknown currently.
24) What is an example of “any agency monitoring reports from funders”?	A funder could be a foundation, government entity, or other type of funding. A monitoring report would be a letter or report they send after they came out to your organization to evaluate your program and operations. If an agency doesn’t have a monitoring report, but have performance reports submitted to the board or a national representative about the program and operations, that can be used, but make sure to explain in your response.
25) Can you explain the scope of work statement that says: Applicant must complement the services offered by Parks and Recreation Department (PAR) George Morales Dove Springs Recreation Center. What is meant by “complement the services offered?” Does that mean we need to provide services there? Or that we must include physical activity in our programs?	There are programs offered at the Recreation Center that serve this youth population. APH would like the awarded organization to propose services that do not duplicate or compete with those services, or to partner the Rec Center when appropriate. Applicants do not have to provide services there and they are not required to include physical activity. Services proposed in the application should fill needs gaps or find areas not covered by programs at the George Morales Dove Springs Recreation Center.
What are the guidelines for selecting an “Authorized Representative” for the agency in the General Information section of the application? Secondly, should the individual identified here be the one who signs all required form in the Required Application Documents section?	The Authorized Official is an individual who is authorized to act for the applicant organization and assume the obligations imposed by relevant laws, requirements, and conditions for a loan or loan application. Note that only one individual may be named as the Authorized Official and will be the signer on behalf of the applicant organization. The Authorized Official must be employed by the applicant organization. The Authorized Official may be the same person as the Primary Contact:.

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	<p>If the name of the Authorized Official does not appear in the drop-down list, this means that they have not been registered as a user of the system. It is the responsibility of the Primary Contact: to register them in the system through the "My Profile" module.</p> <p>Direct user to the "Registering Additional Agency Users in PartnerGrants" website link within the opportunity for more details.</p>
<p>For the Bonus Questions section, where the application directs the applicant to attach the approved/signed policies, can you elaborate on what "approved/signed" means? For example, is it a requirement that the polices be signed by the Board of Directors?</p>	<p>The Healthy Environment policies must have some kind of approval from the Board, which usually means the policies are signed by the Board Chair. If there is another way to show that they are approved, such as notation in Board Meeting Minutes that they were approved, then that would be sufficient as well. If the policies have not been approved by the Board, the process for approval and responsible party for implementing the procedures must be explained.</p>