Section 0610
Application Threshold Checklist

AGENCY NAME: ____

I. Board of Directors

☐ Yes ☐ No 1. The Board meets regularly (at least three times per year)

☐ Yes ☐ No 2. Board members have specific terms with beginning and ending dates

II. Financial Stability

☐ Yes ☐ No 1. Agency has submitted all due 990 tax returns to the IRS

☐ Yes ☐ No 2. Agency has received an unqualified and/or unmodified audit opinion for the two most recent consecutive audit years

☐ Yes ☐ No 3. Audit does not reflect "going concern uncertainty" for the two most recent consecutive audit years

☐ Yes ☐ No 4. No material financial management issues were cited in the most recent audit. If issues were noted, agency has implemented necessary changes.

III. Agency Administration

☐ Yes ☐ No 1. Agency is eligible to contract and not debarred from contracting, according to SAM.gov (www.sam.gov) and City Debarment information (City of Austin Suspended & Debarred Vendors)

IV. Agency Certification

☐ Yes ☐ No 1. Agency is current in its payment of Federal and State payroll taxes

☐ Yes ☐ No 2. Agency does not owe past due taxes to the City

☐ Yes ☐ No 3. Within the last 5 years, Agency has a minimum of 2 years experience working with target populations and providing proposed services to clients

☐ Yes ☐ No 4. Board minutes reflect that the Board regularly reviews program performance

☐ Yes ☐ No 5. The Board annually approves the budget and reviews financial performance

***Please attach a written explanation for any item above marked as "No"**

By signing below, the Agency understands the information published at http://austintexas.gov/article/social-services-solicitation is fully incorporated into this solicitation.

Certified by: Agency Executive Director: ______________________________ ____________

Signature Date

Agency Board Chair: ______________________________ ____________

Signature Date

Verified by: City Staff: ______________________________ ____________

Signature Date

Approved: ☐ Yes ☐ No

Section 0615
Connection to Self-Sufficiency Goals and Life Continuum Categories

Select the primary Self-Sufficiency Goal and Life Continuum Category that your Application narrative will describe. If applicable, select any secondary Self-Sufficiency Goals and Life Continuum Categories included in your Application narrative.

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction.

Select **only one (1)** of the following as the primary Self Sufficiency Goal your Application will address:	Select **only one (1)** of the following Life Continuum Categories your application will address based on the primary goal selected:
☐ Safety Net Infrastructure ☐ Transition Out of Poverty ☐ Problem Prevention ☐ Universal Support Services ☐ Enrichment	☐ Early Childhood ☐ Youth ☐ Adults and Families ☐ Seniors & Persons with Disabilities

If additional Self-Sufficiency Goals and Life Continuum Categories are addressed by this Application, please identify each goal in the table provided below:

Self-Sufficiency Goals:	Life Continuum Categories:
☐ Safety Net Infrastructure ☐ Transition Out of Poverty ☐ Problem Prevention ☐ Universal Support Services ☐ Enrichment	☐ Early Childhood ☐ Youth ☐ Adults and Families ☐ Seniors & Persons with Disabilities

Section 0620
Client Eligibility Requirements

Unless otherwise stated in the contract work statement, these requirements apply to all clients served with City Social Services funding.

General

- Eligibility requirements for clients served under grant contracts will be determined by the grantor.
- Agency must maintain a record of client eligibility (e.g. client file or electronic record) that includes documentation of:
  - Annual certification of client eligibility
  - Services provided to client
- Agency must recertify client when notified of a change in family circumstances (e.g. family income, residence, and/or family composition)
- Unless specified by Grant/Funding Source, re-certification of clients is required not less than once every 12 months (unless required earlier by a change in family circumstances)
- Homeless clients:
  - If the program eligibility requires homeless status, the residency requirements and income requirements do not apply
  - Homeless status must be documented by a signed (1) Homeless Eligibility Form or Homeless Self-Declaration Form and (2) entry into Homeless Management Information System (HMIS) database. These forms must be developed by the agency and be approved by the City contract manager.
- Other Client populations:
  - Clients in programs specifically designed for and targeted to victims of violence are not subject to identity, residency or income requirements
  - Eligibility exceptions for any other type of clients and/or documentation requirements must be described in the Contract Work Statement
- Date client eligibility was established by agency must be indicated in client file

Identity

- Client must provide proof of identity in order to receive City-funded services, documented by:
  - A government –issued identification; or
  - A signed Self-Declaration of Identity supported by client residency documentation

Section 0620
Client Eligibility Requirements

Residency

- City-funded clients must be a resident of the City of Austin (Full Purpose Jurisdiction) and/or Travis County
  - Residence must be documented by proof of address that includes client name (e.g. City utility bill, lease, letter from landlord, etc.)
  - Residency eligibility must be verified by one or more of the following sources:
    - Austin GIS Jurisdictions Web Map (http://www.austintexas.gov/gis/JurisdictionsWebMap/)
    - Travis County Appraisal District website (http://www.traviscad.org)
    - U.S. Postal Service website (verification of County only) (www.usps.com)

Family Size

- Client intake form must reflect wages/income of all family members 18 years old or older living in the household
- Determination of Family Size:
  - For the purposes of determining eligibility for City-funded services, a family unit consists of:
    - A person living alone:
      - An adult living alone
      - A minor child living alone or with others who are not responsible for the child's support
    - Two or more persons living together who are wholly or partially responsible for the support of the other person/people:
      - Two persons in a domestic partnership, or legal or common-law marriage
      - One or both legal parents and minor children
- One or both adult caretakers of minors and the caretaker(s)'s minor children. Note: a caretaker is one or both adults(s) who performs parental functions (provision of food, clothing, shelter, and supervision) for a minor.

Income

- Family income must be 200% or less of current Federal Poverty Income Guidelines (FPIG) to be eligible for City-funded services; agency must update its FPIG categories when Federal figures change.
- Client must provide supporting documentation of income for the period of at least 30 days prior to certification of all family members 18 years old or older living in the household.
- Income inclusions and exclusions are based on Texas Administrative Code §5.19 and are as follows:

Section 0620
Client Eligibility Requirements

(1) Included Income:

(A) Temporary Assistance for Needy Families (TANF);
(B) Money, wages and salaries before any deductions;
(C) Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
(D) Regular payments from social security, including Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI);
(E) Railroad retirement;
(F) Unemployment compensation;
(G) Strike benefits from union funds;
(H) Worker's compensation;
(I) Training stipends;
(J) Alimony;
(K) Military family allotments;
(L) Private pensions;
(M) Government employee pensions (including military retirement pay);
(N) Regular insurance or annuity payments; and
(O) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts; and net gambling or lottery winnings.

(2) Excluded Income:

(A) Capital gains; any assets drawn down as withdrawals from a bank;
(B) The sale of property, a house, or a car;
(C) One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
(D) Tax refunds, gifts, loans, and lump-sum inheritances;
(E) One-time insurance payments or compensation for injury;
(F) Non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits;
(G) Food or housing received in lieu of wages;
(H) The value of food and fuel produced and consumed on farms;
(I) The imputed value of rent from owner-occupied non-farm or farm housing;
(J) Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, and school lunches;
(K) Housing assistance and combat zone pay to the military;
(L) Veterans (VA) Disability Payments;
(M) College scholarships, Pell and other grant sources, assistantships, fellowships and work study, VA Education Benefits (GI Bill); and
(N) Child support payments.

- Client and family member income amounts must reflect *Gross Income*, before any deductions

➢ If any adult family member has no income, client can sign declaration of no income for family member.

Section 0620
Client Eligibility Requirements

- Client file must include primary eligibility sources; declaration of eligibility for another program (e.g., TANF, Free/Reduced/School Lunch Program) is not adequate documentation of eligibility

Recertification

- Agency must recertify a client within 45 days of being notified of a change in family circumstances (e.g. family income, residence, and/or family composition to ensure client is still eligible to receive City of Austin funded services.
- Unless specified by Grant/Funding Source, recertification of clients is required not less than once every 12 months (unless required earlier by a change in family circumstances) by the 13th month.
- Date client recertification was conducted by agency must be indicated in client file**.**
- If client exits the program, recertification is not required.

Section 0625
Homeless Housing Habitability Standards

Except for such variations as are proposed by the Applicant and approved by the City of Austin, homeless housing (including shelter, transitional, and permanent supportive housing) must meet the following requirements:

1. ☐ *Structure and materials*. The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.

2. ☐ *Access*. The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.

3. ☐ *Space and security*. Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

4. ☐ *Interior air quality*. Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.

5. ☐ *Water supply*. The water supply must be free from contamination.

6. ☐ *Sanitary facilities*. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.

7. ☐ *Thermal environment*. The housing must have adequate heating and/or cooling facilities in proper operating condition.

8. ☐ *Illumination and electricity*. The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.

9. ☐ *Food preparation and refuse disposal*. All commercial kitchens providing group meals by staff or volunteers must be approved by the City of Austin Health and Human Services Department Environmental Health Services Division. The City of Austin requires operators of Food Enterprises to submit a list of all employees with their date of birth, job titles, and their Food Handler or Food Manager City of Austin registration number at the time of their annual permit renewal. Food Handler Registration with the City of Austin is required for employees working in a Food Enterprise. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.

10. ☐ *Sanitary condition*. The housing and any equipment must be maintained in sanitary condition.

11. *Fire safety*.

    (a) ☐ Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

    (b) ☐ The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

Section 0630
Homeless Management Information System
(HMIS) Reporting Requirements

Organizations receiving funding from the City of Austin for homelessness prevention and homeless intervention services are required to utilize the local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless. A high level of data quality is required. The Ending Community Homelessness Coalition (ECHO) currently serves as the local HMIS administrator.

Requirements Include:

- All settings for client records will be in accordance with HMIS policy in order to reduce duplication of records and improve service coordination
- HMIS user licenses must be purchased for staff entering data into City-funded programs (may use City funds for licenses)
- Organizations must have an ECHO HMIS Memorandum of Understanding
- Data quality report(s) submitted monthly with a rating of "Excellent" or "Acceptable"
- Participation in Annual Point-in-Time Count, Annual Homeless Assessment Report (AHAR), and other required HUD reporting
- Participation in the required annual training for each licensed user as well as attendance at required City-sponsored training(s) regarding HMIS and CTK ODM System

Periodic reporting to the City will include levels of compliance with all requirements listed above as well as any feedback regarding the HMIS system.

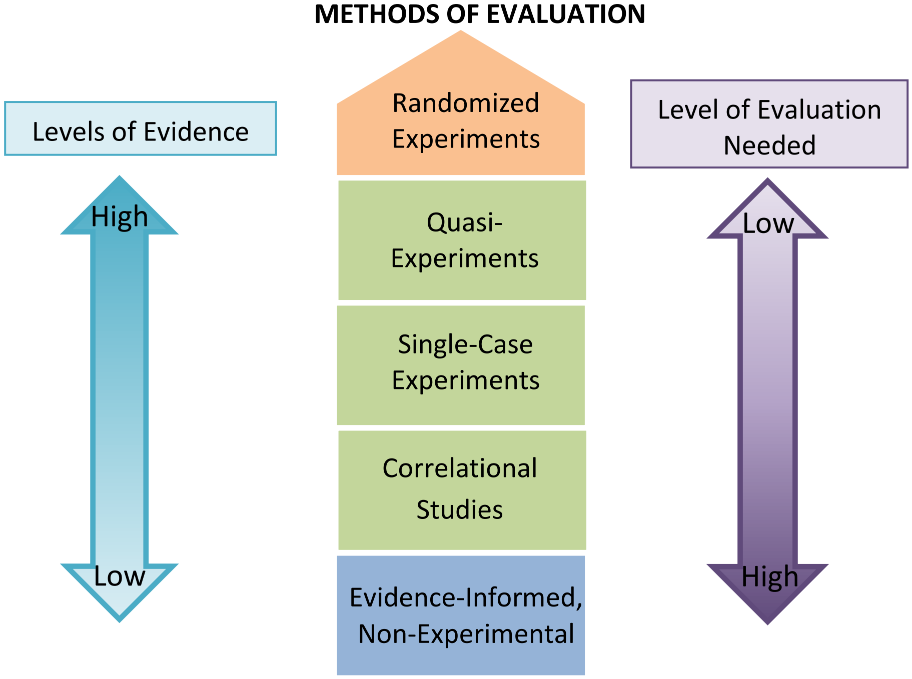
If data quality reports fall below minimum standards, payments may be withheld until reports improve to "Excellent" or "Acceptable" ratings.

These requirements also pertain to all Subcontractors serving people who are homeless under this agreement.

Section 0635
Defining Evidence Guideline

EVIDENCE TERM	DESCRIPTION	PROS	CONS	LEVEL OF EVALUATION NEEDED*
Evidence-Based	A randomized control group that may or may not be replicated	Strong indication that the program caused the change	Cannot always be applicable or comparable to desired population	Low
Research-Based	Compares outcomes for a group that had access to a practice with those who did not but are similar on observable characteristics	More flexible than evidence-based	May have causal influences but can't be confident results are not due to other contributing factors	Medium
Promising	Practices that are consistent with theory and knowledge about early childhood practices but there is little evidence-based research to determine whether they work	In a domain that lacks a lot of evidence-based research, these allow responses to community needs, and include innovative ideas in doing so	Little to no evidence of the efficacy of the practice	High
Mixed Results	Practices which have been shown not to work in some cases but have been shown to work in another case	Opportunity not to exclude something that could work in a particular situation	There is evidence that it doesn't work	Extremely High
Ineffective	Practices which have been proven not to work	Can exclude these practices from receiving resources		Not advised for funding
*If a known model is being used with the intended population and maintaining fidelity to the model, then the level of evaluation needed is lower. The more a practice moves away from that, the higher the level of evaluation is needed.				

METHODS OF EVALUATION



Graphic adapted from "Research Hierarchies," by Allen Rubin (2008) and "Becoming Evidence-Based: What Does it Take" by Child Trends (2010)

Researched and written by Lori Axler Miranda of Travis County Health and Human Services & Veteran Services, Research & Planning. (Spring 2013)