

**CITY OF AUSTIN  
AUSTIN PUBLIC HEALTH  
IMMIGRATION LEGAL SERVICES RFA  
SOLICITATION NUMBER: ILS2018LW  
QUESTIONS & ANSWERS**

**Question:** In regards to the final approval process for the agreement, can a winning score be overturned by a vote of the Austin City Council?

**Answer:** Austin Public Health will make a recommendation for one agency to enter into an agreement with the City of Austin to provide immigration legal services. This recommendation will be based on whichever organization has the highest score resulting from an internal evaluation process that is designed to be impartial and objective.

Austin Public Health will seek Council approval through an RCA (Recommendation for Council Action) to approve negotiation and execution of an agreement with the recommended organization. City Council has the option to approve the item, select an alternate organization, vote against the item presented to them, or postpone the item indefinitely.

**Question:** Is utilizing a universal representation model a requirement for this agreement? How is universal representation defined?

**Answer:** As stated in page 1 of Section 0500 – Application, Scope of Work and Instructions, “Applicants should aspire to using a “universal representation” model that serves any immigrant in need of legal representation who meets income and geographic eligibility requirements.”

Use of a universal representation model is strongly encouraged, but is not a requirement for this solicitation.

**Question:** If an agency utilizes a universal representation model, should that be stated in their application?

**Answer:** Yes. Applicants may choose to reference their use of “universal representation” in any questions where they believe the information is responsive and relevant. For example, Question 1.4 asks applicants to “Describe how the services are provided, and the activities and content of proposed services, including how they are delivered, by whom, the average client/case load per staff and other relevant information that clearly illustrates service provision processes.”

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**Question:** Could additional city funding for immigration services be available in the four years after the first year to help sustain the caseload developed under this grant?

**Answer:** As stated in Section 0500, Application, Scope of Work, and Instructions, “\$135,000 in total funding is available for an initial program period beginning April 1, 2018 through March 31, 2019, with up to four 12-month extension options not to exceed \$60,000 each, for a total grant period not to exceed 60 months (contingent on Council approval of funding during future budget processes). The \$135,000 for the initial 12 month period includes \$75,000 of one-time funding.”

The City of Austin’s fiscal year runs from October 1 through September 30 annually. City Council approves a balanced budget on an annual basis, and has the ability to reduce, increase, or eliminate funding for any programs during each annual budget adoption process which is typically completed the second week in September.

**Question:** Is there a particular rationale used in determining the first year and subsequent year funding award amounts?

**Answer:** During the Fiscal Year 2017-18 budget process, Council Concept Menu item E-28 proposed a “Deportation Defense and Immigrant Legal Services Contract (recommended by the Hispanic/Latino Quality of Life Resource Advisory Commission)” for Council consideration. The initial proposal was for \$200,000 in ongoing funds. During the formal budget adoption process, Council approved \$75,000 in one-time funding and \$60,000 in ongoing funds that are being applied to up to four 12-month extension options. The initial 12-month period will include \$135,000 in funding. During each annual adoption process, Council has the ability to eliminate, reduce, maintain, or increase this funding.

**Question:** If a person is picked up in Austin and transported for holding out of the Austin City limits, is that person still eligible for services under this program?

**Answer:** Clients receiving services through this solicitation are expected to be residents of the City of Austin and/or Travis County as noted in Section 0620 – Client Eligibility Requirements.

Section 0500 - Application, Scope of Work, and Instructions states that the purpose of this solicitation is to “establish an agreement with a qualified nonprofit or government entity for

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immigration legal services which should include, but not be limited to services for removal defense clients, Deferred Action Against Childhood Arrivals (DACA) clients, asylum seekers, Violence Against Women Act petitions, U-Visa seekers, T-Visa seekers, and/or clients pursuing permanent residency.”

It’s understood that removal defense clients may be held in detention facilities that are outside of Austin and/or Travis County. Austin Public Health will negotiate specific ways to document clients’ place of residence prior to detention during agreement negotiations in ways that both allows residency verification and enables clients that were residing in Austin and/or Travis County prior to detention to access services provided through this agreement.

Question 1.21 in Section 0500 – Application, Scope of Work, and Instructions asks for Applicants to “Describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application.” If Applicants plan to include services for removal defense clients in their proposed program, they may include information in response to this question about how location of residence prior to residing in a detention facility could be accurately documented in ways that won’t create a barrier to services for these clients.

**Question:** On Section 0645, are the staff titles listed only for those working under this program application?

**Answer:** Question 1.19 in Section 0500 – Application, Scope of Work, and Instructions corresponds to the information requested in Section 0645 – Program Staff Positions and Time. This question asks that Applicants “list each applicable staff member by title and the percentage of each position’s time to be spent on the program.”

Additionally, the instructions for 0645 note that the positions listed should include position titles – “programmatic, administrative, and executive level – who will be partially or totally funded by the requested CITY FUNDING portion of the Budget in this application.”

Responses provided for Question 1.19 and for Section 0645 should only include the positions in the program for which the Applicant is applying for City funding, not all programs that are provided within Applicant’s overall organization.

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**Question:** Could additional city funding for immigration services be available in the four years after the first year for services not covered under this grant that would be competed through a solicitation rather than added to an existing agreement?

**Answer:** During the annual budget adoption process, City Council has the ability to allocate funding for a specific program purpose to be solicited through a competitive process or to allocate funding to specific organizations and/or existing agreements. At this time, Austin Public Health has no indication about what decisions Council will make regarding additional funding for immigration legal services in future budget processes.

**Question:** Is it possible to submit the application on Saturday 2/3 or Sunday 2/4 or are Friday and Monday the only options?

**Answer:** Applications may only be submitted during normal business hours, which are 8:00am-5:00pm Monday through Friday. As stated in Section 0500 – Application, Scope of Work, and Instructions, documents should be hand delivered to 7201 Levander Loop, Building H, Austin, TX 78702 no later than 11:00am on February 5, 2018.