



**May 21, 2020**

## Questions and Answers Report



**Mayor Steve Adler**

**Mayor Pro Tem Delia Garza, District 2**

**Council Member Natasha Harper-Madison, District 1**

**Council Member Sabino "Pio" Renteria, District 3**

**Council Member Gregorio Casar, District 4**

**Council Member Ann Kitchen, District 5**

**Council Member Jimmy Flannigan, District 6**

**Council Member Leslie Pool, District 7**

**Council Member Paige Ellis, District 8**

**Council Member Kathie Tovo, District 9**

**Council Member Alison Alter, District 10**

*The City Council Questions and Answers Report was derived from a need to provide City Council Members an opportunity to solicit clarifying information from City Departments as it relates to requests for council action. After a City Council Regular Meeting agenda has been published, Council Members will have the opportunity to ask questions of departments via the City Manager's Agenda Office. This process continues until 5:00 p.m. the Tuesday before the Council meeting. The final report is distributed at noon to City Council the Wednesday before the council meeting.*

## QUESTIONS FROM COUNCIL

**Item #7:** Approve a resolution to nominate Accruent for designation by the Governor's Office of Economic Development and Tourism as a single Texas Enterprise Project in accordance with Chapter 2303 of the Texas Government Code.

### COUNCIL MEMBER TOVO'S OFFICE

1. *Should this company receive a designation as a Texas Enterprise Project, how long must this company commit to retaining its existing 346 employees? Should this company receive a designation as a Texas Enterprise Project, how long must this company commit to retaining its proposed new 10 employees?*

Per Texas Government Code § 2303.401, should the company receive a designation as a Texas Enterprise Project, the company must commit to retaining its existing 346 employees for "the longer of: i) the duration of the project's designation period [June 1, 2020 to June 2, 2025]; or ii) three years after the expiration date of the claim period for receipt of a state benefit authorized by this chapter." Per Texas Government Code § 2303.401, should the company receive a designation as a Texas Enterprise Project, the proposed 10 "new permanent job[s]... will exist or has existed at the qualified business site for the longer of: (i) the duration of the project's designation period [June 1, 2020 to June 2, 2025]; or (ii) three years after the date on which a state benefit is received as authorized by this chapter." Lastly, local jurisdictions are allowed to nominate companies for Enterprise Project Designation, whereas the State of Texas will determine actual Enterprise Project Designation after the statewide competitive round is complete. If Accruent competes successfully, they will likely be awarded designation.

2. *The resolution states that there has been a "high level of cooperation between public, private, and neighborhood entities within the area." Please provide additional details about the cooperation described in this Whereas.*

Accruent is glad to be engaged with community initiatives that promote the betterment for all in its headquarters city of Austin, Texas. The company is proud of and annually commits to charitable involvement within the City of Austin and broader Texas community.

Accruent participates and contributes toward RBI Austin, which is a program developed to engage and develop inner-city Austin youth athletically, academically, and spiritually, empowering them to lead the transformation of their communities. Accruent contributes monetary donations and event sponsorships like Now at Bat, where over \$760,000 was raised in support of mentoring RBI Austin's nearly 1,500 underserved

youth RBI Austin supports Austin's inner-city youth through mentorship, improving individual and team-building skills, making baseball affordable to all, and closing the gap from various income producing homes in team sports.

Accruent strongly encourages employees to volunteer time out of the work week to partner with various non-profit organizations during the annual accruentCARES Community Volunteer Week. Additionally, accruentCARES will match donations for employees who are participating in a charitable event or who are raising money on their own. Accruent also supports other local organizations through fundraising events and monetary donations. Please see below for a list of organizations, programs and charities Accruent is currently involved in:

1. St. Jude's Children Research Hospital - Participates annually in run as top sponsor and participates in Startup Games' Level Up event, competing in games to raise money for the hospital's research
2. Dell Children's Hospital - Contributes monetary donations
3. Make-A-Wish Foundation – Participates as top company sponsor of Austin's Over the Edge event, rappelling 32 floors down 600 Congress Ave. as a team to support wishes for children with critical illness, ultimately raising \$1,500 per team member and additional fundraising
4. Book Spring - Volunteer time during accruentCARES week by labeling and delivering books to schools
5. Central Texas Food Bank - Volunteer time during accruentCARES week by sorting food and providing monetary donations
6. Second Harvest Food Bank - Volunteer time during accruentCARES week by sorting food and providing monetary donations
7. Ronald McDonald House - Volunteer time by helping wherever the need is at the time during accruentCARES Week

When hiring employees, Accruent values diversity, and aims to employ, retain, promote, and otherwise address all employees and job applicants based on merit, qualifications, competence, and talent. All staff undergo training to help develop the skills they need to be successful at Accruent. Additionally, opportunities to grow skill sets are encouraged through a myriad of professional development courses and industry events among others.

3. *The RCA states that should the Council approve this nomination, the "City of Austin would join our corporate partners in battling poverty, and in this case, it would assist in creating primary jobs paying higher than average wages." What are the wages of these primary jobs that would be created if this company was designated as a Texas Enterprise Project?*

These 10 new permanent, full-time jobs will adhere to Texas Government Code § 2303.402, which states "the person is engaged in or has provided substantial commitment to initiate the active conduct of a trade or business in an area of this state that does not qualify as an enterprise zone, and at least 35 percent of the person's new permanent jobs at the qualified business site are held by: (A) residents of any enterprise zone in this state; (B) individuals who are economically disadvantaged; or (C) veterans." These new jobs are expected to be created in the operations function and wages will vary based on experience; however, the anticipated average hourly wage for the new jobs is \$18.75 per hour.

**Item #18:** Approve an ordinance amending the Fiscal Year 2019-2020 Austin Police Department Operating Budget Special Revenue Fund (Ordinance No. 20190910-001) to accept and appropriate \$885,407 in grant funds from the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for the Coronavirus Emergency Supplemental Funding Program.

MAYOR PRO TEM GARZA'S OFFICE

1. *What are the allowable uses of and restrictions on these funds?*

The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116- 136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations) for state and local law enforcement assistance. The City of Austin is allowed to use CESF funds to prevent, prepare for, and respond to the coronavirus pandemic. Cost categories include personnel, fringe, travel, equipment, supplies and contracts.

2. *Has a spending justification or budget already been submitted to the Department of Justice?*

Yes, attached is APD's budget detail outlined in the DOJ's spreadsheet, which was submitted to the DOJ

3. *Can the planned expenditures outlined in the Recommendation for Action and Fiscal Note be changed if these funds are augmented by General Fund or other dollars to pay for equipment or overtime, for example, or if other uses are prioritized by Council or in the City Manager's spending framework pursuant to Resolution No. 20200507-060?*

Following governing body approval and CESF award acceptance, APD will have the ability to officially request grant adjustments.

**Item #21:** Authorize the ratification of an agreement with Survive2Thrive Foundation to provide direct relief and direct financial assistance to Austin/Travis County residents impacted by COVID-19 in an amount not to exceed \$800,000 for the term May 11, 2020 through September 30, 2020.

COUNCIL MEMBER JIMMY FLANNIGAN'S OFFICE

*Please provide a statement of work for this contract.*

Please see attachment.

**Item #22:** Authorize the ratification of an agreement with Workers Defense Project, Inc. to provide direct financial assistance to Austin/Travis County residents impacted by COVID-19 in an amount not to exceed \$400,000 for the term May 11, 2020 through September 30, 2020.

COUNCIL MEMBER JIMMY FLANNIGAN'S OFFICE

*Please provide a statement of work for this contract.*

Please see attachment.

**Item #23:** Authorize ratification of an agreement with Nineveh Ministries dba Jail to Jobs to provide direct relief and direct financial assistance to Austin/Travis County residents impacted by COVID-19 in an amount not to exceed \$278,630 for the term of May 4, 2020 through September 30, 2020.

COUNCIL MEMBER FLANNIGAN'S OFFICE

*Please provide a statement of work for this contract.*

Please see attachment.

**Item #76:** Ratify the contract with MusiCares Foundation, Inc. to administer the Austin Music Disaster Relief Fund grant program to disburse emergency funds to Austin musicians in need of relief as a result of the COVID-19 pandemic and the cancellation of SXSW.

COUNCIL MEMBER TOVO'S OFFICE

1. *Please provide eligibility criteria.*

**Eligibility Requirements and Procedures**

Austin musicians who have already received a grant from the Musicares COVID-19 Relief Fund are not eligible to apply to the Austin Music Disaster Relief Fund.

**Applicants must document their participation as a professional Austin musician in at least one of the following ways:**

- At least 2 years of documentation showing that Applicant has regularly performed as a professional musician—solo or as part of a band—in live performances to public audiences in Austin, Texas; or,
- 6 released recordings (singles); or,
- 6 promotionally released music videos.

**Please upload the following required items with completed application:**

***(Applications will not be processed without proper documentation and you will not be notified)***

1. Detailed music industry background documentation (articles, liner notes, letters from employers, etc);
2. A biography, resume, discography, key songs or film/TV credits; and,
3. Documentation of loss of income (copy of your contract, flyers or links to event sites listing your involvement in the canceled event, letter/email from employer identifying cancellation, etc)

2. *What data reporting will be required of Music Cares and what will be the submission timeline?*

Staff has set a tentative date of Wednesday, May 27<sup>th</sup> for announcing the program in coordination with our Community Champions and the City of Austin's Public Information Office. The application link goes live on Monday, June 8<sup>th</sup> and will close on Friday, June 12<sup>th</sup>.

To ensure the City is collecting the required data for potential CARES reimbursement, the professional services agreement requires that the MusiCares Foundation report application data in the following

- Application Date
- Awarded (Y/N)
- Awarded Date
- First Name
- Last Name
- Professional Name
- Home Address
- City/State
- Zip
- Mailing Address
- City/State
- Zip
- Email Address
- Date of Birth
- City of Austin Council District of Verified Home Address
- Gender
- Ethnicity
- Average Monthly Household Income
- Unemployment Weekly Amount
- Average Monthly Household Expenses
- Do you have more than two months of living expenses available today?
- Annual Income from music activities last year
- Years as professional musician
- Instrument / Performance Process
- Primary Genre
- Are you currently employed outside of the music industry? (Y/N)

3. *Please confirm that Music Cares will not begin reviewing and processing applications until at least 7 days after application submittal has begun.*

Staff has set a tentative date of Wednesday, May 27<sup>th</sup> for announcing the program in coordination with our Community Champions and the City of Austin's Public Information Office.

Information shared on this date will include City of Austin guidelines for the relief fund, as well as a complete list of application questions. Local musicians can prepare their submissions based on this information before the application link goes live on Monday, June 8<sup>th</sup>.

Staff and the Community Champions will be available to answer any questions applicants might have to efficiently submit completed applications on June 8<sup>th</sup>. Staff anticipates daily discussions with the MusiCares Foundation as applications are processed before closing the submission page on Friday, June 12<sup>th</sup>.

4. *If the data suggests gaps in terms of equity and inclusion, does the contract provide flexibility to course correct?*

A progress report of Staff's efforts was presented to the Music Commission on Wednesday, May 9, to gather final feedback, and Commissioners shared concerns that Austin's most vulnerable and disadvantaged musicians might not be prioritized.

Based on this valuable feedback, the following identifying question will determine which applicants will be processed: "Do you have more than two months of living expenses available today?" Applicants that answer "yes" will not be considered for the Austin Music Disaster Relief Fund, but directed to other resources at [ATXrecovers.com](https://www.atxrecovers.com).

Austin Music Disaster Relief Fund program information will be promoted through the City of Austin's [ATXrecovers.com](https://www.atxrecovers.com), which serves as a one-stop resource for helping individuals, businesses, and non-profits recover from the financial hardships caused by the COVID-19 pandemic. The website features up-to-date lists of resources for businesses and individuals; updates on local, state, and federal recovery policies; and, economic indicators for the local economy.



### Council Question and Answer

Related To

Item #7

Meeting Date

May 21, 2020

### Additional Answer Information

Approve a resolution to nominate Accruent for designation by the Governor's Office of Economic Development and Tourism as a single Texas Enterprise Project in accordance with Chapter 2303 of the Texas Government Code.

#### QUESTION/ANSWER: Council Member Tovo's Office

1. *Should this company receive a designation as a Texas Enterprise Project, how long must this company commit to retaining its existing 346 employees? Should this company receive a designation as a Texas Enterprise Project, how long must this company commit to retaining its proposed new 10 employees?*

Per Texas Government Code § 2303.401, should the company receive a designation as a Texas Enterprise Project, the company must commit to retaining its existing 346 employees for "the longer of: i) the duration of the project's designation period [June 1, 2020 to June 2, 2025]; or ii) three years after the expiration date of the claim period for receipt of a state benefit authorized by this chapter." Per Texas Government Code § 2303.401, should the company receive a designation as a Texas Enterprise Project, the proposed 10 "new permanent job[s]... will exist or has existed at the qualified business site for the longer of: (i) the duration of the project's designation period [June 1, 2020 to June 2, 2025]; or (ii) three years after the date on which a state benefit is received as authorized by this chapter." Lastly, local jurisdictions are allowed to nominate companies for Enterprise Project Designation, whereas the State of Texas will determine actual Enterprise Project Designation after the statewide competitive round is complete. If Accruent competes successfully, they will likely be awarded designation.

2. *The resolution states that there has been a "high level of cooperation between public, private, and neighborhood entities within the area." Please provide additional details about the cooperation described in this Whereas.*

Accruent is glad to be engaged with community initiatives that promote the betterment for all in its headquarters city of Austin, Texas. The company is proud of and annually commits to charitable involvement within the City of Austin and broader Texas community.

Accruent participates and contributes toward RBI Austin, which is a program developed to engage and develop inner-city Austin youth athletically, academically, and spiritually, empowering them to lead the transformation of their communities. Accruent contributes monetary donations and event sponsorships like Now at Bat, where over \$760,000 was raised in support of mentoring RBI Austin's nearly 1,500 underserved youth. RBI Austin supports Austin's inner-city youth through mentorship, improving individual and team-building skills, making baseball affordable to all, and closing the gap.



from various income producing homes in team sports.

Accruent strongly encourages employees to volunteer time out of the work week to partner with various non-profit organizations during the annual accruentCARES Community Volunteer Week. Additionally, accruentCARES will match donations for employees who are participating in a charitable event or who are raising money on their own. Accruent also supports other local organizations through fundraising events and monetary donations. Please see below for a list of organizations, programs and charities Accruent is currently involved in:

1. St. Jude's Children Research Hospital - Participates annually in run as top sponsor and participates in Startup Games' Level Up event, competing in games to raise money for the hospital's research
2. Dell Children's Hospital - Contributes monetary donations
3. Make-A-Wish Foundation – Participates as top company sponsor of Austin's Over the Edge event, rappelling 32 floors down 600 Congress Ave. as a team to support wishes for children with critical illness, ultimately raising \$1,500 per team member and additional fundraising
4. Book Spring - Volunteer time during accruentCARES week by labeling and delivering books to schools
5. Central Texas Food Bank - Volunteer time during accruentCARES week by sorting food and providing monetary donations
6. Second Harvest Food Bank - Volunteer time during accruentCARES week by sorting food and providing monetary donations
7. Ronald McDonald House - Volunteer time by helping wherever the need is at the time during accruentCARES Week

When hiring employees, Accruent values diversity, and aims to employ, retain, promote, and otherwise address all employees and job applicants based on merit, qualifications, competence, and talent. All staff undergo training to help develop the skills they need to be successful at Accruent. Additionally, opportunities to grow skill sets are encouraged through a myriad of professional development courses and industry events among others.

3. *3. The RCA states that should the Council approve this nomination, the "City of Austin would join our corporate partners in battling poverty, and in this case, it would assist in creating primary jobs paying higher than average wages." What are the wages of these primary jobs that would be created if this company was designated as a Texas Enterprise Project?*

These 10 new permanent, full-time jobs will adhere to Texas Government Code § 2303.402, which states "the person is engaged in or has provided substantial commitment to initiate the active conduct of a trade or business in an area of this state that does not qualify as an enterprise zone, and at least 35 percent of the person's new permanent jobs at the qualified business site are held by: (A) residents of any enterprise zone in this state; (B) individuals who are economically disadvantaged; or (C) veterans." These new jobs are expected to be created in the operations function and wages will vary based on experience; however, the anticipated average hourly wage for the new jobs is \$18.75 per hour.



### Council Question and Answer

**Related To**

Item #18

**Meeting Date**

May 21, 2020

### Additional Answer Information

Approve an ordinance amending the Fiscal Year 2019-2020 Austin Police Department Operating Budget Special Revenue Fund (Ordinance No. 20190910-001) to accept and appropriate \$885,407 in grant funds from the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for the Coronavirus Emergency Supplemental Funding Program.

#### **QUESTION/ANSWER:** Mayor Pro Tem Garza's Office

**1. What are the allowable uses of and restrictions on these funds?**

The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116- 136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations) for state and local law enforcement assistance. The City of Austin is allowed to use CESF funds to prevent, prepare for, and respond to the coronavirus pandemic. Cost categories include personnel, fringe, travel, equipment, supplies and contracts.

**2. Has a spending justification or budget already been submitted to the Department of Justice?**

Yes, attached is APD's budget detail outlined in the DOJ's spreadsheet, which was submitted to the DOJ.

**3. Can the planned expenditures outlined in the Recommendation for Action and Fiscal Note be changed if these funds are augmented by General Fund or other dollars to pay for equipment or overtime, for example, or if other uses are prioritized by Council or in the City Manager's spending framework pursuant to Resolution No. 20200507-060?**

Following governing body approval and CESF award acceptance, APD will have the ability to officially request grant adjustments.

# Budget Summary

<b>Budget Summary</b>											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$30,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,853
B. Fringe Benefits	\$2,361	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,361
C. Travel	\$0	\$0	\$9,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,216
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$842,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$842,977
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Direct Costs</b>	\$876,191	\$0	\$9,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$885,407
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	\$876,191	\$0	\$9,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$885,407
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

## Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Police Overtime	Civilian (varying positions)	\$40.00	hourly	193	100%	\$7,712		\$7,712
Police Overtime	Sworn (varying ranks)	\$60.00	hourly	386	100%	\$23,141		\$23,141
<b>Total(s)</b>						<b>\$30,853</b>	<b>\$0</b>	<b>\$30,853</b>

### Narrative

The City requests \$7,712 for civilian overtime. Calculation: \$40/hour x 192.8 hours = \$7,712. This overtime will allow for civilian support staff to assist sworn personnel in their COVID-19 response and preparedness efforts. \$40/hour is the average estimated overtime rate for civilian staff of varying rank.

The City requests \$23,141 for sworn overtime. Calculation: \$60/hour x 385.671 hours = \$23,141. This overtime will allow sworn personnel to participate in COVID-19 response and preparedness activities. These activities may include implementing new best practice protocols, enforcing stay-at-home orders and enforcing gathering restrictions. \$60/hour is the estimated average overtime for sworn personnel at varying rank.

### B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request

Purpose Area #4

Police Overtime (Civilian)	\$7,712.00	7.65%	\$590		\$590					
Police Overtime (Sworn)	\$23,141.00	7.65%	\$1,771		\$1,771					
<b>Total(s)</b>			<b>\$2,361</b>	<b>\$0</b>	<b>\$2,361</b>					
<b>Narrative</b>										
<p>The City requests \$590 for FICA/Medicare costs for civilian personnel overtime. Calculation: \$7,712 x 7.65% (FICA/Medicare) = \$590. The</p> <p>City requests \$1,771 for FICA/Medicare costs for sworn personnel overtime. Calculation: \$23,151 x 7.65% (FICA/Medicare) = \$1,771.</p>										
<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			N/A					\$0		\$0
<b>Total(s)</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>										

**D. Equipment**

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

--	--

**E. Supplies**

Supply Items	Computation				
--------------	-------------	--	--	--	--

Purpose Area #4

Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
N95 Masks (Pre-Award)	82000	\$5.49	\$449,800		\$449,800
Hand Sanitizer, 3 oz. (Pre-Award)	24800	\$4.44	\$110,058		\$110,058
Hand Sanitizer, 8 oz. (Pre-Award)	1000	\$19.81	\$19,810		\$19,810
Hand Sanitizer, 12 oz. (Pre-Award)	2400	\$9.11	\$21,864		\$21,864
Spray Bottles for Hand Sanitizer (Pre-Award)	1012	\$1.88	\$1,906		\$1,906
Canisters of Disinfecting Wipes (Pre-Award)	5040	\$5.95	\$30,000		\$30,000
Thermometers (Pre-Award)	2000	\$5.88	\$11,760		\$11,760
Batteries for Thermometers (Pre-Award)	1000	\$0.53	\$530		\$530
Alcohol Prep Pads (Pre-Award)	54000	\$0.01	\$449		\$449
Disposable Vinyl Gloves (Pre-Award)	10000	\$0.12	\$1,200		\$1,200
Disposable Surgical Masks (Pre-Award)	30000	\$1.00	\$30,000		\$30,000
Hooded Coveralls (elastic cuff, chemical laminate material) (Pre-Award)	10000	\$13.36	\$133,600		\$133,600
Safety Goggles (Pre-Award)	4000	\$8.00	\$32,000		\$32,000
<b>Total(s)</b>			<b>\$842,977</b>	<b>\$0</b>	<b>\$842,977</b>
<b>Narrative</b>					

Purpose Area #4

The City of Austin Police Department requests funding to cover the costs of supplies (Pre-Award costs):

N95 Masks: \$449,800 to cover the costs of 82,000 N95 masks

Calculation: 82,000 masks x \$5.48536 per mask

Masks are necessary to keep officers safe from air-born COVID-19 droplets and reduce chance of contagion when interacting with the public.

Hand Sanitizer: \$110,058 to cover the costs of hand sanitizer (3oz)

Calculation: 24,800 units x \$4.4378 per unit

Hand sanitizer will be deployed to civilian and sworn first responders to prevent COVID-19 transfer.

Hand Sanitizer: \$19,810 to cover the costs of hand sanitizer (8oz)

Calculation: 1000 units x \$19.81 units = \$19,810

Hand sanitizer will be deployed to civilian and sworn first responders to prevent COVID-19 transfer.

**F. Construction**

Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

**G. Subawards (Subgrants)**

Description	Purpose	Consultant?	
-------------	---------	-------------	--



Purpose Area #4

<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>			
					\$0			
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			
<b>Consultant Travel (if necessary)</b>								
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0
<b>Narrative</b>								
<b>H. Procurement Contracts</b>								
<b>Description</b>	<b>Purpose</b>		<b>Consultant?</b>					

Purpose Area #4

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
					<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>		
								\$0	
<b>Total(s)</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Consultant Travel (if necessary)</b>									
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<b>Location</b> <i>Indicate the travel destination.</i>		<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>		<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>			
				<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
							\$0		\$0
<b>Total</b>							\$0	\$0	\$0
<b>Narrative</b>									
<b>I. Other Costs</b>									
<b>Description</b>			<b>Computation</b>						

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation						
		<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>								
<b>J. Indirect Costs</b>								
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>						
		<b>Base</b>	<b>Indirect Cost Rate</b>			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>								



## Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Narrative

### B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b>Narrative</b>										
<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Law enforcement response to pandemic training (airfare for 6)	TBD	Transportation	Round-trip	\$350.00	1	6	1	\$2,100		\$2,100
Law enforcement response to pandemic training (lodging for 6)	TBD	Lodging	Night	\$290.00	3	6	1	\$5,220		\$5,220
Law enforcement response to pandemic training (meals for 6)	TBD	Meals	Day	\$69.00	4	6	1	\$1,656		\$1,656
Law enforcement response to pandemic training (airport parking for 6)	TBD	Other	N/A	\$10.00	4	6	1	\$240		\$240
<b>Total(s)</b>								<b>\$9,216</b>	<b>\$0</b>	<b>\$9,216</b>
<b>Narrative</b>										

Purpose Area #4

The City requests \$9,216 to send six law enforcement personnel to pandemic response training. Calculation: \$350 roundtrip airfare x 6 attendees = \$2,100, \$290 per hotel room x 3 rooms = \$5,220, \$69 per diem rate x 4 days x 6 attendees = \$1,656, \$10/day for airport parking x 4 days x 6 attendees = \$240. \$2,100 + \$5,220 + \$1,656 + \$240 = \$9,216. Discussion will serve to inform and train law enforcement personnel on lessons learned during COVID-19 response and nationwide (evolving) best practices/protocol for pandemic response. GSA rates were used for calculations.

**D. Equipment**

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

**E. Supplies**

Supply Items	Computation				
--------------	-------------	--	--	--	--

Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						
<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						



**G. Subawards (Subgrants)**

Description	Purpose	Consultant?			
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
					\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								

Purpose Area #4

<b>H. Procurement Contracts</b>									
<b>Description</b>  <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<b>Purpose</b>  <i>Describe the purpose of the contract</i>		<b>Consultant?</b>  <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
					<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>		
								\$0	
					<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Consultant Travel (if necessary)</b>									
<b>Purpose of Travel</b>  <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b>  <i>Indicate the travel destination.</i>	<b>Type of Expense</b>  <i>Hotel, airfare, per diem</i>	<b>Computation</b>  <i>Compute the cost of each type of expense X the number of people traveling.</i>						
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
						\$0		\$0	
						<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b>Narrative</b>								
<b>I. Other Costs</b>								
<b>Description</b>		<b>Computation</b>						
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		<i>Show the basis for computation</i>						
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
					\$0		\$0	
<b>Total(s)</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Narrative</b>								

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
<i>Total(s)</i>				\$0	\$0	\$0
Narrative						



### Council Question and Answer

**Related To**

Item #21

**Meeting Date**

May 21, 2020

### Additional Answer Information

Authorize the ratification of an agreement with Survive2Thrive Foundation to provide direct relief and direct financial assistance to Austin/Travis County residents impacted by COVID-19 in an amount not to exceed \$800,000 for the term May 11, 2020 through September 30, 202

**QUESTION/ANSWER:** Council Member Flannigan's Office

*Please provide a statement of work for this contract.*

Please see attachment.

## **City of Austin – Austin Public Health**

### **Work Statement for Deliverables Relief in a State of Emergency (RISE)**

#### **1.0 Introduction/Overview and Purpose**

In response to the COVID-19 pandemic, the City of Austin is funding qualified social service providers with demonstrated experience providing direct relief services and financial assistance. Social service providers will provide interventions in a safe manner in accordance with social distancing standards. Funds will provide temporary, immediate and equitably focused direct services and financial assistance to vulnerable residents.

Relief in a State of Emergency (RISE) funding will target relief and services to be provided in April, May, and June of 2020.

Through this agreement, Survive 2 Thrive Foundation will provide direct Relief Services and/or Direct Financial Assistance to City of Austin/Travis County residents impacted by COVID-19 and who ineligible to receive CARES Act assistance.

#### **2.0 Statement of Work**

##### **A. Program Clients Served**

##### **1. Client Eligibility – Directly impacted by COVID-19**

- Priority populations
  - Persons of color
  - LGBTQI+
  - Immigrants,
  - Seniors,
  - Other historically marginalized populations
  - Survivors of domestic violence
  - Individuals with developmental delays
  - Individuals who are recently incarcerated
- Low-Income, at or below 200% of the Federal Poverty Level
- Residents of Austin/ Travis County
- Other forms of assistance are insufficient or not timely

- Ineligible for CARES' Economic Impact Payment (per IRS guidelines)
  - Individuals with adjusted gross income that is greater than
    - \$99,000 if their filing status was single or married filing separately
    - \$136,500 for head of household
    - \$198,000 if their filing status was married filing jointly
  - Individuals that can be claimed as a dependent on someone else's return. For example, a child, student or older dependent who can be claimed on a parent's return.
  - Individuals that do not have a valid Social Security number.
  - Individuals that are nonresident aliens
  - Individuals that filed Form 1040-NR or Form 1040NR-EZ, Form 1040-PR or Form 1040-SS for 2019.

## 2. Client/Household Data

- The following information and documents will be collected and verified during intake and will be retained in the clients electronic file for auditing purposes:
  - i. Demographic: race and ethnicity, ages, gender
  - ii. Income eligibility proof (paystub, Medicaid insurance card, Food Stamp card, etc.) or Self Declaration of Gross Family Income and household size for all household residents aged 18 years or older
  - iii. Resident of the City of Austin and/or Travis County: Government Issued ID, Utility Bill, signed affidavit
  - iv. Documentation of loss of income due to COVID-19 (separation letter, etc.)

## B. Program Services and Delivery

Direct Relief Assistance and Financial Assistance should begin as quickly as possible. Target relief and services to be provided for April, May and June 2020, unless otherwise extended by Council. At least one of the following program services or a combination of more than one must be used:

- Direct Financial Assistance\*
  - Store Gift Cards (HEB, Amazon, Walmart, etc.)
  - Pre-Paid Debit or Credit Cards (VISA, Mastercard)

\*Regardless of denomination, maximum allowable for each type of gift card is \$500 for Store Gift Cards and \$1000 for Pre-Paid Debit or Credit Cards.
- Direct Relief Assistance
  - Food Access
  - Case Management
  - Behavioral Health Services
  - Essential Hygiene
  - Mortgage or Rental Assistance

- Assistance with Utility Bills
- Assistance with Medical Expenses
- Diapers and Baby Formula
- Child Care Services
- Dependent Caregiver Services
- *Checks and ACH Transfer paid on behalf of client*
- Other

Direct Financial Assistance to be provided with the following Household Caps:

- \$1200 per person
- \$2400 couple
- \$500 per dependent
- \$3500 per household of 4
- \$5000 per household of 5 or more

C. System for Collecting and Reporting Program Data

The following client eligibility data is collected:

- Age, gender, ethnicity, race
- Household income, household composition
- Proof of residency
- Need for assistance

The following program data is collected

- Unduplicated clients served
- Unduplicated households served
- Total amount and type of direct relief serves provided per household
- Total amount and type of financial assistance provided per household

D. Performance & Evaluation

- Total Output Goal: Unduplicated individuals
- Outputs: Unduplicated households provided financial assistance
- Outputs: Unduplicated households provided relief services
- Total amount of financial assistance administered
- Total number of relief services provided

Changes may be made to this Work Statement based on need and when mutually agreed upon between Survive 2 Thrive Foundation and Austin Public Health in writing.



### 3.0 Deliverables and Payment Schedule

Payment requests will be due every two weeks.

Deliverable #	Deliverable Description	Supporting Documentation Required	Deliverable Due Date	Payment Amount
#1	Client Eligibility	Policies and procedures for determining which clients are eligible to receive assistance.	Once contract is executed	10% of total contract amount
	Assistance Plan	Procedures to determine what and how much assistance will be provided to a household. If financial assistance will be provided, guidelines on how those determinations will be made.		
	Intake Form	Form used to capture all required client data		
	Financial Policies	Policies and procedures to track awarded RISE funding, internal controls, securing any gift cards and other relevant financial policies.		
	Data Management	Policy and procedures to accurately track, maintain and secure client level data.  Procedures must also ensure that a household does not receive more than the allowable household cap.		
#2	Priority Population Service Plan	Planned practices to ensure priority populations are able to access services offered in a culturally congruent manner. Include experience and efforts to improve outreach and services through an equity lens.	Two weeks after initial allotment	Total Amount of New Disbursements since last submission.
	Insurance	Insurance Certificate with all required coverages		
	Reconciliation of how first allotment of funds were distributed	RISE Demographics and Financial Log for first allotment		
	New Disbursements since last submission	RISE Demographics and Financial Log for new requests		

#3	New Disbursements since submission of Deliverable #2	RISE Demographics and Financial Log for new requests since Deliverable #2 General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #2	Total Amount of New Disbursements since Deliverable #2
#4	New Disbursements since submission of Deliverable #3	RISE Demographics and Financial Log for new requests since Deliverable #3	Two weeks after submitting Deliverable #3	Total Amount of New Disbursements since Deliverable #3
#5	New Disbursements since submission of Deliverable #4	RISE Demographics and Financial Log for new requests since Deliverable #4 General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #4	Total Amount of New Disbursements since Deliverable #4
#6	New Disbursements since submission of Deliverable #5	RISE Demographics and Financial Log for new requests since Deliverable #5	Two weeks after submitting Deliverable #5	Total Amount of New Disbursements since Deliverable #5
#7	New Disbursements since submission of Deliverable #6	RISE Demographics and Financial Log for new requests since Deliverable #6 General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #6	Total Amount of New Disbursements since Deliverable #6
#8	New Disbursements since submission of Deliverable #7	RISE Demographics and Financial Log for new requests since Deliverable #7	Two weeks after submitting Deliverable #7	Total Amount of New Disbursements since Deliverable #7
#9	New Disbursements since submission of Deliverable #8	RISE Demographics and Financial Log for new requests since Deliverable #8 General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #8	Total Amount of New Disbursements since Deliverable #8
#10	New Disbursements since submission of Deliverable #9	RISE Demographics and Financial Log for new requests since Deliverable #9	Two weeks after submitting Deliverable #9	Total Amount of New Disbursements since Deliverable #9
#11	New Disbursements since submission of Deliverable #10	RISE Demographics and Financial Log for new requests since Deliverable #10 General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #10	Total Amount of New Disbursements since Deliverable #10

#12	<p>New Disbursements since submission of Deliverable #11</p> <p>Close Out Report</p> <p>FINAL reconciliation of all funds provided</p>	<p>RISE Demographics and Financial Log for new requests since Deliverable #11</p> <p>Submit a Closeout Report summarizing:</p> <ul style="list-style-type: none"> <li>• Successes</li> <li>• Challenges</li> <li>• Program Impact</li> <li>• Unmet Needs</li> <li>• Trends</li> </ul> <p>General Ledger Detail report from Grantee's financial management system that reconciles all funds.</p>	<p>Two weeks after submitting Deliverable #11</p>	<p>Total Amount of New Disbursements since Deliverable #11</p> <p>Plus \$50,000</p>
-----	--	---	---	---



### Council Question and Answer

**Related To**

Item #22

**Meeting Date**

May 21, 2020

### Additional Answer Information

Authorize the ratification of an agreement with Workers Defense Project, Inc. to provide direct financial assistance to Austin/Travis County residents impacted by COVID-19 in an amount not to exceed \$400,000 for the term May 11, 2020 through September 30, 2020.

**QUESTION/ANSWER:** Council Member Flannigan's Office

*Please provide a statement of work for this contract.*

Please see attachment.

## **City of Austin – Austin Public Health**

### **Work Statement for Deliverables Relief in a State of Emergency (RISE)**

#### **1.0 Introduction/Overview and Purpose**

In response to the COVID-19 pandemic, the City of Austin is funding qualified social service providers with demonstrated experience providing direct relief services and financial assistance. Social service providers will provide interventions in a safe manner in accordance with social distancing standards. Funds will provide temporary, immediate and equitably focused direct services and financial assistance to vulnerable residents.

Relief in a State of Emergency (RISE) funding will target relief and services to be provided in April, May, and June of 2020.

Through this agreement, Workers Defense Project, will provide direct Relief Services and/or Direct Financial Assistance to City of Austin/Travis County residents impacted by COVID-19 and who ineligible to receive CARES Act assistance.

#### **2.0 Statement of Work**

##### **A. Program Clients Served**

##### **1. Client Eligibility – Directly impacted by COVID-19**

- Priority populations
  - Persons of color
  - LGBTQI+
  - Immigrants,
  - Seniors,
  - Other historically marginalized populations
  - Survivors of domestic violence
  - Individuals with developmental delays
  - Individuals who are recently incarcerated
- Low-Income, at or below 200% of the Federal Poverty Level
- Residents of Austin/ Travis County
- Other forms of assistance are insufficient or not timely

- Ineligible for CARES' Economic Impact Payment (per IRS guidelines)
  - Individuals with adjusted gross income that is greater than
    - \$99,000 if their filing status was single or married filing separately
    - \$136,500 for head of household
    - \$198,000 if their filing status was married filing jointly
  - Individuals that can be claimed as a dependent on someone else's return. For example, a child, student or older dependent who can be claimed on a parent's return.
  - Individuals that do not have a valid Social Security number.
  - Individuals that are nonresident aliens
  - Individuals that filed Form 1040-NR or Form 1040NR-EZ, Form 1040-PR or Form 1040-SS for 2019.

## 2. Client/Household Data

- The following information and documents will be collected and verified during intake and will be retained in the clients electronic file for auditing purposes:
  - i. Demographic: race and ethnicity, ages, gender
  - ii. Income eligibility proof (paystub, Medicaid insurance card, Food Stamp card, etc.) or Self Declaration of Gross Family Income and household size for all household residents aged 18 years or older
  - iii. Resident of the City of Austin and/or Travis County: Government Issued ID, Utility Bill, signed affidavit
  - iv. Documentation of loss of income due to COVID-19 (separation letter, etc.)

## B. Program Services and Delivery

Direct Relief Assistance and Financial Assistance should begin as quickly as possible. Target relief and services to be provided for April, May and June 2020, unless otherwise extended by Council. At least one of the following program services or a combination of more than one must be used:

- Direct Financial Assistance\*
  - Store Gift Cards (HEB, Amazon, Walmart, etc.)
  - Pre-Paid Debit or Credit Cards (VISA, Mastercard)

\*Regardless of denomination, maximum allowable for each type of gift card is \$500 for Store Gift Cards and \$1000 for Pre-Paid Debit or Credit Cards.
- Direct Relief Assistance
  - Food Access
  - Case Management
  - Behavioral Health Services
  - Essential Hygiene
  - Mortgage or Rental Assistance

- Assistance with Utility Bills
- Assistance with Medical Expenses
- Diapers and Baby Formula
- Child Care Services
- Dependent Caregiver Services
- *Checks and ACH Transfer paid on behalf of client*
- Other

Direct Financial Assistance to be provided with the following Household Caps:

- \$1200 per person
- \$2400 couple
- \$500 per dependent
- \$3500 per household of 4
- \$5000 per household of 5 or more

C. System for Collecting and Reporting Program Data

The following client eligibility data is collected:

- Age, gender, ethnicity, race
- Household income, household composition
- Proof of residency
- Need for assistance

The following program data is collected

- Unduplicated clients served
- Unduplicated households served
- Total amount and type of direct relief serves provided per household
- Total amount and type of financial assistance provided per household

D. Performance & Evaluation

- Total Output Goal: Unduplicated individuals
- Outputs: Unduplicated households provided financial assistance
- Outputs: Unduplicated households provided relief services
- Total amount of financial assistance administered
- Total number of relief services provided

Changes may be made to this Work Statement based on need and when mutually agreed upon between Workers Defense Project and Austin Public Health in writing.

### 3.0 Deliverables and Payment Schedule

Payment requests will be due every two weeks.

Deliverable #	Deliverable Description	Supporting Documentation Required	Deliverable Due Date	Payment Amount
#1	Client Eligibility	Policies and procedures for determining which clients are eligible to receive assistance.	Once contract is executed	10% of total contract amount
	Assistance Plan	Procedures to determine what and how much assistance will be provided to a household. If financial assistance will be provided, guidelines on how those determinations will be made.		
	Intake Form	Form used to capture all required client data		
	Financial Policies	Policies and procedures to track awarded RISE funding, internal controls, securing any gift cards and other relevant financial policies.		
	Data Management	Policy and procedures to accurately track, maintain and secure client level data.  Procedures must also ensure that a household does not receive more than the allowable household cap.		
#2	Priority Population Service Plan	Planned practices to ensure priority populations are able to access services offered in a culturally congruent manner. Include experience and efforts to improve outreach and services through an equity lens.	Two weeks after initial allotment	Total Amount of New Disbursements since last submission.
	Insurance	Insurance Certificate with all required coverages		
	Reconciliation of how first allotment of funds were distributed	RISE Demographics and Financial Log for first allotment		
	New Disbursements since last submission	RISE Demographics and Financial Log for new requests		



#3	New Disbursements since submission of Deliverable #2	RISE Demographics and Financial Log for new requests since Deliverable #2  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #2	Total Amount of New Disbursements since Deliverable #2
#4	New Disbursements since submission of Deliverable #3	RISE Demographics and Financial Log for new requests since Deliverable #3  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #3	Total Amount of New Disbursements since Deliverable #3
#5	New Disbursements since submission of Deliverable #4	RISE Demographics and Financial Log for new requests since Deliverable #4  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #4	Total Amount of New Disbursements since Deliverable #4
#6	New Disbursements since submission of Deliverable #5	RISE Demographics and Financial Log for new requests since Deliverable #5  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #5	Total Amount of New Disbursements since Deliverable #5
#7	New Disbursements since submission of Deliverable #6	RISE Demographics and Financial Log for new requests since Deliverable #6  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #6	Total Amount of New Disbursements since Deliverable #6
#8	New Disbursements since submission of Deliverable #7	RISE Demographics and Financial Log for new requests since Deliverable #7  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #7	Total Amount of New Disbursements since Deliverable #7
#9	New Disbursements since submission of Deliverable #8	RISE Demographics and Financial Log for new requests since Deliverable #8  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #8	Total Amount of New Disbursements since Deliverable #8
#10	New Disbursements since submission of Deliverable #9	RISE Demographics and Financial Log for new requests since Deliverable #9  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #9	Total Amount of New Disbursements since Deliverable #9
#11	New Disbursements since submission of Deliverable #10	RISE Demographics and Financial Log for new requests since Deliverable #10  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #10	Total Amount of New Disbursements since Deliverable #10

#12	<p>New Disbursements since submission of Deliverable #11</p> <p>Close Out Report</p> <p>FINAL reconciliation of all funds provided</p>	<p>RISE Demographics and Financial Log for new requests since Deliverable #11</p> <p>Submit a Closeout Report summarizing:</p> <ul style="list-style-type: none"> <li>• Successes</li> <li>• Challenges</li> <li>• Program Impact</li> <li>• Unmet Needs</li> <li>• Trends</li> </ul> <p>General Ledger Detail report from Grantee's financial management system that reconciles all funds.</p>	<p>Two weeks after submitting Deliverable #11</p>	<p>Total Amount of New Disbursements since Deliverable #11</p> <p>Plus \$50,000</p>
-----	--	---	---	---



### Council Question and Answer

**Related To**

Item #23

**Meeting Date**

May 21, 2020

### Additional Answer Information

Authorize ratification of an agreement with Nineveh Ministries dba Jail to Jobs to provide direct relief and direct financial assistance to Austin/Travis County residents impacted by COVID-19 in an amount not to exceed \$278,630 for the term of May 4, 2020 through September 30, 2020.

**QUESTION/ANSWER:** Council Member Flannigan's Office

*Please provide a statement of work for this contract.*

Please see attachment.

## **City of Austin – Austin Public Health**

### **Program Work Statement for Deliverables Relief in a State of Emergency (RISE)**

#### **1.0 Introduction/Overview and Purpose**

In response to the COVID-19 pandemic, the City of Austin is funding qualified social service providers with demonstrated experience providing direct relief services and financial assistance. Social service providers will provide interventions in a safe manner in accordance with social distancing standards. Funds will provide temporary, immediate and equitably focused direct services and financial assistance to vulnerable residents.

Relief in a State of Emergency (RISE) funding will target relief and services to be provided in April, May, and June of 2020.

Through this agreement, Nineveh Ministries, will provide direct Relief Services and/or Direct Financial Assistance to City of Austin/Travis County residents impacted by COVID-19 and who ineligible to receive CARES Act assistance.

#### **2.0 Statement of Work**

##### **A. Program Clients Served**

1. Client Eligibility – Directly impacted by COVID-19
  - Priority populations
    - Persons of color
    - LGBTQI+
    - Immigrants,
    - Seniors,
    - Other historically marginalized populations
    - Survivors of domestic violence
    - Individuals with developmental delays
    - Individuals who are recently incarcerated
  - Low-Income, at or below 200% of the Federal Poverty Level
  - Residents of Austin/ Travis County
  - Ineligible for assistance (i.e. unemployment)
  - Other forms of assistance are insufficient or not timely

- Ineligible for CARES' Economic Impact Payment (per IRS guidelines)
  - Individuals with adjusted gross income that is greater than
    - \$99,000 if their filing status was single or married filing separately
    - \$136,500 for head of household
    - \$198,000 if their filing status was married filing jointly
  - Individuals that can be claimed as a dependent on someone else's return. For example, a child, student or older dependent who can be claimed on a parent's return.
  - Individuals that do not have a valid Social Security number.
  - Individuals that are nonresident aliens
  - Individuals that filed Form 1040-NR or Form 1040NR-EZ, Form 1040-PR or Form 1040-SS for 2019.

## 2. Client/Household Data

- The following information and documents will be collected and verified during intake and will be retained in the clients electronic file for auditing purposes:
  - i. Demographic: race and ethnicity, ages, gender
  - ii. Income eligibility proof (paystub, Medicaid insurance card, Food Stamp card, etc.) or Self Declaration of Gross Family Income and household size for all household residents aged 18 years or older
  - iii. Resident of the City of Austin and/or Travis County: Government Issued ID, Utility Bill, signed affidavit
  - iv. Documentation of loss of income due to COVID-19 (separation letter, etc.)

## B. Program Services and Delivery

Direct Relief Assistance and Financial Assistance should begin as quickly as possible. Target relief and services to be provided for April, May and June 2020, unless otherwise extended by Council. At least one of the following program services or a combination of more than one must be used:

- Direct Financial Assistance\*
  - Store Gift Cards (HEB, Amazon, Walmart, etc.)
  - Pre-Paid Debit or Credit Cards (VISA, Mastercard)

\*Regardless of denomination, maximum allowable for each type of gift card is \$500 for Store Gift Cards and \$1000 for Pre-Paid Debit or Credit Cards.
- Direct Relief Assistance
  - Food Access
  - Case Management
  - Behavioral Health Services
  - Essential Hygiene
  - Mortgage or Rental Assistance
  - Assistance with Utility Bills

- Assistance with Medical Expenses
- Diapers and Baby Formula
- Child Care Services
- Dependent Caregiver Services
- *Checks and ACH Transfer paid on behalf of client*
- Other

Direct Financial Assistance to be provided with the following Household Caps:

- \$1200 per person
- \$2400 couple
- \$500 per dependent
- \$3500 per household of 4
- \$5000 per household of 5 or more

C. System for Collecting and Reporting Program Data

The following client eligibility data is collected:

- Age, gender, ethnicity, race
- Household income, household composition
- Proof of residency
- Need for assistance

The following program data is collected

- Unduplicated clients served
- Unduplicated households served
- Total amount and type of direct relief serves provided per household
- Total amount and type of financial assistance provided per household

D. Performance & Evaluation

- Total Output Goal: Unduplicated individuals
- Outputs: Unduplicated households provided financial assistance
- Outputs: Unduplicated households provided relief services
- Total amount of financial assistance administered
- Total number of relief services provided

Changes may be made to this Work Statement based on need and when mutually agreed upon between Nineveh Ministries and Austin Public Health in writing.

### 3.0 Deliverables and Payment Schedule

Payment requests will be due every two weeks.

Deliverable #	Deliverable Description	Supporting Documentation Required	Deliverable Due Date	Payment Amount
#1	Client Eligibility	Policies and procedures for determining which clients are eligible to receive assistance.	Once contract is executed	10% of total contract amount
	Assistance Plan	Procedures to determine what and how much assistance will be provided to a household. If financial assistance will be provided, guidelines on how those determinations will be made.		
	Intake Form	Form used to capture all required client data		
	Financial Policies	Policies and procedures to track awarded RISE funding, internal controls, securing any gift cards and other relevant financial policies.		
	Data Management	Policy and procedures to accurately track, maintain and secure client level data.  Procedures must also ensure that a household does not receive more than the allowable household cap.		
#2	Priority Population Service Plan	Planned practices to ensure priority populations are able to access services offered in a culturally congruent manner. Include experience and efforts to improve outreach and services through an equity lens.	Two weeks after initial allotment	Total Amount of New Disbursements since last submission.
	Insurance	Insurance Certificate with all required coverages		
	Reconciliation of how first allotment of funds were distributed	RISE Demographics and Financial Log for first allotment		
	New Disbursements since last submission	RISE Demographics and Financial Log for new requests		

#3	New Disbursements since submission of Deliverable #2	RISE Demographics and Financial Log for new requests since Deliverable #2  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #2	Total Amount of New Disbursements since Deliverable #2
#4	New Disbursements since submission of Deliverable #3	RISE Demographics and Financial Log for new requests since Deliverable #3  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #3	Total Amount of New Disbursements since Deliverable #3
#5	New Disbursements since submission of Deliverable #4	RISE Demographics and Financial Log for new requests since Deliverable #4  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #4	Total Amount of New Disbursements since Deliverable #4
#6	New Disbursements since submission of Deliverable #5	RISE Demographics and Financial Log for new requests since Deliverable #5  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #5	Total Amount of New Disbursements since Deliverable #5
#7	New Disbursements since submission of Deliverable #6	RISE Demographics and Financial Log for new requests since Deliverable #6  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #6	Total Amount of New Disbursements since Deliverable #6
#8	New Disbursements since submission of Deliverable #7	RISE Demographics and Financial Log for new requests since Deliverable #7  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #7	Total Amount of New Disbursements since Deliverable #7
#9	New Disbursements since submission of Deliverable #8	RISE Demographics and Financial Log for new requests since Deliverable #8  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #8	Total Amount of New Disbursements since Deliverable #8
#10	New Disbursements since submission of Deliverable #9	RISE Demographics and Financial Log for new requests since Deliverable #9  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #9	Total Amount of New Disbursements since Deliverable #9
#11	New Disbursements since submission of Deliverable #10	RISE Demographics and Financial Log for new requests since Deliverable #10  General Ledger Detail report from Grantee's financial management system. - Most recent month's end.	Two weeks after submitting Deliverable #10	Total Amount of New Disbursements since Deliverable #10



#12	<p>New Disbursements since submission of Deliverable #11</p> <p>Close Out Report</p> <p>FINAL reconciliation of all funds provided</p>	<p>RISE Demographics and Financial Log for new requests since Deliverable #11</p> <p>Submit a Closeout Report summarizing:</p> <ul style="list-style-type: none"> <li>• Successes</li> <li>• Challenges</li> <li>• Program Impact</li> <li>• Unmet Needs</li> <li>• Trends</li> </ul> <p>General Ledger Detail report from Grantee's financial management system that reconciles all funds.</p>	<p>Two weeks after submitting Deliverable #11</p>	<p>Total Amount of New Disbursements since Deliverable #11</p> <p>Plus \$50,000</p>
-----	--	---	---	---



### Council Question and Answer

Related To

Item #76

Meeting Date

May 21, 2020

### Additional Answer Information

Ratify the contract with MusiCares Foundation, Inc. to administer the Austin Music Disaster Relief Fund grant program to disburse emergency funds to Austin musicians in need of relief as a result of the COVID-19 pandemic and the cancellation of SXSW.

**QUESTION/ANSWER:** Council Member Tovo's Office

1. *Please provide eligibility criteria.*

#### **Eligibility Requirements and Procedures**

Austin musicians who have already received a grant from the Musicares COVID-19 Relief Fund are not eligible to apply to the Austin Music Disaster Relief Fund.

**Applicants must document their participation as a professional Austin musician in at least one of the following ways:**

- At least 2 years of documentation showing that Applicant has regularly performed as a professional musician—solo or as part of a band—in live performances to public audiences in Austin, Texas; or,
- 6 released recordings (singles); or,
- 6 promotionally released music videos.

**Please upload the following required items with completed application:**

***(Applications will not be processed without proper documentation and you will not be notified)***

1. Detailed music industry background documentation (articles, liner notes, letters from employers, etc);
2. A biography, resume, discography, key songs or film/TV credits; and,
3. Documentation of loss of income (copy of your contract, flyers or links to event sites listing your involvement in the canceled event, letter/email from employer identifying cancellation, etc)

2. *What data reporting will be required of Music Cares and what will be the submission timeline?*

Staff has set a tentative date of Wednesday, May 27<sup>th</sup> for announcing the program in coordination with our Community Champions and the City of Austin's Public Information Office. The application link goes live on Monday, June 8<sup>th</sup> and will close on Friday, June 12<sup>th</sup>

To ensure the City is collecting the required data for potential CARES reimbursement, the

professional services agreement requires that the MusiCares Foundation report application data in the following

- Application Date
- Awarded (Y/N)
- Awarded Date
- First Name
- Last Name
- Professional Name
- Home Address
- City/State
- Zip
- Mailing Address
- City/State
- Zip
- Email Address
- Date of Birth
- City of Austin Council District of Verified Home Address
- Gender
- Ethnicity
- Average Monthly Household Income
- Unemployment Weekly Amount
- Average Monthly Household Expenses
- Do you have more than two months of living expenses available today?
- Annual Income from music activities last year
- Years as professional musician
- Instrument / Performance Process
- Primary Genre
- Are you currently employed outside of the music industry? (Y/N)

3. *Please confirm that Music Cares will not begin reviewing and processing applications until at least 7 days after application submittal has begun.*

Staff has set a tentative date of Wednesday, May 27<sup>th</sup> for announcing the program in coordination with our Community Champions and the City of Austin's Public Information Office.

Information shared on this date will include City of Austin guidelines for the relief fund, as well as a complete list of application questions. Local musicians can prepare their submissions based on this information before the application link goes live on Monday, June 8<sup>th</sup>.

Staff and the Community Champions will be available to answer any questions applicants might have to efficiently submit completed applications on June 8<sup>th</sup>. Staff anticipates daily discussions with the MusiCares Foundation as applications are processed before closing the submission page on Friday, June 12<sup>th</sup>.

4. *If the data suggests gaps in terms of equity and inclusion, does the contract provide flexibility to course correct?*

A progress report of Staff's efforts was presented to the Music Commission on Wednesday, May

9, to gather final feedback, and Commissioners shared concerns that Austin's most vulnerable and disadvantaged musicians might not be prioritized.

Based on this valuable feedback, the following identifying question will determine which applicants will be processed: "Do you have more than two months of living expenses available today?" Applicants that answer "yes" will not be considered for the Austin Music Disaster Relief Fund, but directed to other resources at [ATXrecovers.com](https://www.atxrecovers.com).

Austin Music Disaster Relief Fund program information will be promoted through the City of Austin's [ATXrecovers.com](https://www.atxrecovers.com), which serves as a one-stop resource for helping individuals, businesses, and non-profits recover from the financial hardships caused by the COVID-19 pandemic. The website features up-to-date lists of resources for businesses and individuals; updates on local, state, and federal recovery policies; and, economic indicators for the local economy.