

**DOWNTOWN AUSTIN COMMUNITY COURT  
BRIDGE HOUSING RFA (BH2021LW)  
QUESTIONS & ANSWERS**

1. **Question:** Section 0500 mentions DACC will pay for units throughout the program period, even during periods where they may be vacant. Are there any stipulations regarding a specific period of time and/or actions needed related to vacant units?

**Answer:** All referrals will come from DACC ICM staff, who will make sure we're identifying clients that will be enrolled in this new program. The responsibility to fill the units is on DACC and won't be the responsibility of the selected program. There is not a maximum amount of time that a unit can be vacant and any period of vacancy will not impact payments. Units may be vacant for a longer period of time in the beginning of the program as services get up and running, but we don't expect that to last very long. There's a stipulation that DACC clients should have access to units within 72 hours of referral.

2. **Question:** There is no mention of HMIS in Section 0500, are Applicants expected to track data in HMIS?

**Answer:** No, DACC will be responsible for tracking and inputting information into HMIS. Since there is a limited amount of funding, DACC wanted to ensure the maximum amount of funding possible will be used for expenses related to housing costs instead of administrative costs.

3. **Question:** Section 0500 talks about a blend of transitional housing and emergency shelter. Recipients may sign occupancy agreements, are participants expected to explore that or is that something we expect will exist?

**Answer:** DACC structured the solicitation to have as broad a program offering as possible. If an applicant proposes transitional housing then all legal requirements will have to be adhered to by the program.

4. **Question:** The budget worksheet doesn't appear to have a line item for administrative costs (i.e. leadership/administrative support). Please clarify whether a standard 10% admin line item is permissible for this program. If not, can admin costs be included as a fraction of positions in salary/benefits?

**Answer:** The instructions in the first tab of Section 0650 – Program Budget and Narrative includes the following guidance for allowable expenses under General Operating:

**“General Operating Expenses is the amount of funding for all operating expenses which are NOT included in any other Operating Expenses line item. Examples include any Travel/ Training/ Conferences WITHIN Travis County, Insurance/Bonding, Audit expenses, equipment costing < \$5,000, general office supplies, rent, utilities, telecommunications, postage, bookkeeping, lawn maintenance, copier lease, indirect rate, program service fee.”**

The maximum indirect rate allowed is 10%. Additionally, salary and fringe can include both direct program staff and administrative support staff. The percent of salary and fringe should not exceed

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the percent of time administrative support staff spend dedicated to this program. For example, if an individual in organizational leadership, human resources, information technology, or another administrative support role dedicates 15% of their time to the proposed program, the proposed funding for that individual should not exceed 15% of the total cost of their salary and fringe benefits.