

## Exhibit C – Scope of Work

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### I. Introduction

The City of Austin (City) seeks to fund qualified local grassroots non-profit providers (Offerors) with demonstrated experience providing culturally responsive, community-rooted violence prevention and intervention programming in communities most impacted by crime, violence, and divestment. Preference will be given to organizations not currently contracting with Austin Public Health (APH), with an annual operating budget at or below \$750,000, and led by and for people most impacted by violence.

### II. Background and Purpose of Funding

The City of Austin seeks to address and redefine public safety while investing in communities most impacted by systemic racism, violence, and divestment. In August of 2020, the Austin City-Community Reimagining Public Safety Task Force, comprised of community members and City of Austin staff, was established. The purpose of the Task Force was to develop recommendations to create alternatives to policing and investments in communities most impacted by violence leading to healing and community transformation. Funding Community Rooted Safety grants was one of the many recommendations made by the Reimagining Public Safety Task Force.

The Community-Rooted Safety Grant will invest in community-led prevention and intervention initiatives that build community safety. This grant opportunity seeks to elevate, support, and build the capacity of grassroots community-based organizations to create safety, healing harm, and preventing violence.

#### Solicitation Objectives

The objectives of this funding are to:

- Increase culturally responsive, community rooted initiatives to address violence and create safety.
- Build capacity of community-led organizations to develop practices, strategies and interventions that create safety, heal harm, and prevent violence
- Create a greater experience of healing and safety in communities most impacted by violence

### III. Funding and Timeline

**Department:** Austin Public Health Office of Violence Prevention

**Services Solicited:** Community Rooted Safety Grants

**Available Funding:** Estimated \$325,000 total of one-time funding

**Request Limits:** Minimum requested is \$32,500 and maximum request is \$65,000 per proposal

**Anticipated Number of Awarded Agreements:** It is anticipated that APH will award up to 10 Agreements

**Contract Term:** The Agreements will have a 13-month contract term starting September 1, 2022 and ending on September 30, 2023.

Awarded programs will be structured as a deliverables-based agreement, as defined below:

- **Deliverable Agreement**- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided, or activities undertaken, and/or other related documentation.

#### **IV. Services Solicited**

##### **Program Services**

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Offerors to propose solutions to meet community needs effectively.

Services that promote these goals may include, but are not limited to:

- Safety and immediate wellbeing
  - Crisis Intervention
  - De-escalation
  - Conflict mediation
  - Stress management
- Healing and Repair from Harm
  - Transformative justice circles
  - Healing circles
  - Life coaching
  - Counseling/psychotherapy
- Prevention
  - Economic Empowerment
  - Culturally rooted parent/family support
  - Relaxation techniques
  - Community cohesion development

##### **Other Possible Activities**

- Participate in capacity building activities
- Participate in the Community and Office of Violence Prevention Events
- Participate in the Community and Office of Violence Prevention meetings

##### **Successful Awardees**

- Shall demonstrate experience working in culturally rooted grassroots ways with individuals and communities most impacted by racism, poverty, and the violence
- Shall demonstrate capacity to develop promotional strategies that are cultural and linguistically appropriate for the priority populations.
- Shall have the ability to track and report type of events and data on demographics and number of individuals reached.

**Preference will be given to:**

- Organizations not currently contracting with APH and with an annual operating budget at or below \$750,000
- Community-led prevention and intervention efforts that build community safety

**Best Practices**

1. The City of Austin recommends offerors follow Strategic Direction measure EOA.C.3 and pay at least a livable wage to all staff working on the program.<sup>1</sup>

**V. Principles of Service Delivery**

Trauma-Informed Practices: Successful applicants will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.

**VI. Priority Populations**

Primary focus should be on low-income residents of Austin/Travis County living at or below 200% of the Federal Poverty Level. Offerors will be asked to demonstrate how their proposed effort and their organization itself both reflect this population focus. Priority populations within the focus populations should include:

- People of Color (Black, Latino/Hispanic, and Asian American)
- Documented or undocumented immigrant or newly resettled refugee communities
- People who live in high crime areas
- People who have been victims of violence
- Individuals within the LGBTQIA2S+ community
- Youth
- People with disabilities

**City of Austin Client Eligibility Requirements**

Clients must be residents of the City of Austin and/or Travis County.

**VII. Application Evaluation**

A total of 110 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFP and whether each question has been adequately addressed.

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<sup>1</sup> [EOA.C.3 - Dollars-per-hour wage that an individual must earn to support a family in Austin | Open Data | City of Austin Texas](#)

<b>RFP 2022 007 Community Rooted Safety Grants Evaluation Rubric</b>		
<b>Form 1: Offer Sheet</b>	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.
<b>Form 2: RFP Proposal</b>		
<b>Part 1: Fiscal and Administrative Capacity</b>	Agency Information	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
<b>Part 2: Scored Proposal</b>		
Section 1: Experience and Cultural Competence	Agency experience and performance	Points 20
	Cultural competence and racial equity	Points 20
		<b>Points total 40</b>
Section 2: Program Design	Program Work Statement	
	Program Services	Points 20
	Data Collection and Program Evaluation	Points 5
	Coordination and Collaboration	Points 10
	Principles of Service Delivery	Points 5
		<b>Points total 40</b>
Section 3: Data Informed Program Management	Performance Measures	<b>Points total 10</b>
Section 4: Cost Effectiveness	Cost Per Client	<b>Points total 10</b>
Section 5:	Bonus Points	<b>Points total 10</b>
<b>Form 4: COA Certifications and Disclosures</b>	<b>Total: 110 points</b>	
	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.

#### VIII. Applicant Minimum Qualifications

- Agencies, board of directors, or leadership staff submitting a proposal must have successful experience providing services.
- Be a non-profit organization able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).
- Be current in its payment of Federal and State payroll taxes.
- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas, and Federal government, according to SAM.gov, and State and City Debarment information.
- Not owe past due taxes to the City.
- Have the ability to meet Austin Public Health’s standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

#### IX. Application Format and Submission Requirements

See **Exhibit B: Solicitation Provisions, and Instructions** for all requirements.

The Application must be submitted in the [Partnergrants database](#). No late submissions will be accepted. Responses should be included for each question.

**Please note:** Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

##### **Offerors Initial Steps: Registration**

1. Confirm that their organization is a registered vendor with the City of Austin.
  - To find the City of Austin Vendor Number please visit [Austin Finance Online](#) and search for the organization’s legal name.
  - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
2. Be a registered user in the PartnerGrants system. The proposals will be submitted through this web-based system: <https://partnergrants.austintexas.gov/>
  - To register, visit PartnerGrants and click on “Register Here.”
  - Note that the organization’s City of Austin Vendor number is required to complete registration in PartnerGrants.
3. Complete an Annual Agency Threshold Application in the PartnerGrants database.

- This form must be submitted once per 12 months and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff, and the agency will be notified once approved.
  - Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.
4. Complete an **Intent to Apply form** for each proposal the offeror plans to submit by the due date identified in Form 1 – Offer Sheet.
- Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “RFP 2022-006 Community Rooted Safety Grants” and complete an Intent to Apply form including a Threshold Certification verifying completion of Step 3 above.
  - Offerors may submit more than one Intent to Apply form and must submit a unique Intent to Apply form for each proposal per the guidelines of the RFP.