



Amendment No. 2  
to  
Agreement No. 4700 NG200000067  
for  
Social Services  
between  
**FRONT STEPS, INC.**  
and the  
**CITY OF AUSTIN**

(COVID-19 ProLodges Staffing)

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **One Hundred Fifty One Thousand dollars (\$151,000)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (July 1, 2020 – Dec. 31, 2020)	n/a	\$ 904,606
Amendment No. 1: Extend Agreement to June 30, 2021 (July 1, 2020 – June 30, 2021)	\$ 0	\$ 904,606
Amendment No. 2: Add One-time Funds and Extend Agreement to September 30, 2021 (July 1, 2020 – Sept. 30, 2021)	\$ 151,000	\$ 1,055,606

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

**Exhibit A.1 -- Program Work Statement** is deleted in its entirety and replaced with a new  
**Exhibit A.1 -- Program Work Statement.** [Revised 7/1/2021]

**Exhibit B.1 -- Program Budget and Narrative** is deleted in its entirety and replaced with a new  
**Exhibit B.1 -- Program Budget and Narrative.** [Revised 7/1/2021]

- 4.0 MBE/WBE goals were not established for this Agreement.
- 5.0 Based on the criteria in the City's Living Wage Resolution No. 20160324-020, the Living Wage requirement does not apply to this Agreement.

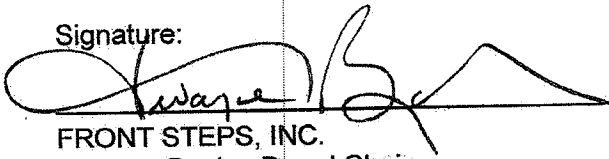
6.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

7.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

**GRANTEE**

Signature:

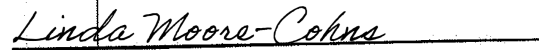


FRONT STEPS, INC.  
Dwayne Banks, Board Chair  
501 E. 7<sup>th</sup> Street  
Austin, TX 78701

Date: 7-9-2021

**CITY OF AUSTIN**

Signature:



City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 7/20/2021

## Program Work Statement

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### **Program Goals and Objectives**

Protective Lodging, or ProLodges, have been activated through the Austin/Travis County Emergency Operations Center (EOC) as an emergency response to COVID-19 and are an important component of the infection control strategy to prevent and mitigate spread of the disease. The Protective Lodges are temporary, non-congregate shelters designed to promote health and safety through social distancing as a precautionary measure for high risk individuals, including persons experiencing homelessness, during the COVID-19 public health emergency.

According to the Centers for Disease Control and Prevention (CDC), "Health departments and healthcare facilities should be aware that people who are homeless are a particularly vulnerable group. If possible, identifying non-congregate settings where those at highest risk can stay may help protect them from COVID-19." Additionally, "community coalitions should identify resources to support people sleeping outside as well as additional temporary housing, including sites with individual rooms that are able to provide appropriate services, supplies, and staffing."

Per the CDC, "Depending on resources and staff availability, housing options that have individual rooms (such as hotels/motels) and separate bathrooms should be considered for the overflow, quarantine, and protective housing sites."

#### ProLodge Sites:

- ProLodge 1: LaQuinta Inn  
4200 IH-35 South, Austin, 78745  
Guest Capacity 110
- ProLodge 2: Motel 6  
8010 North IH 35, Austin, 78752  
Guest Capacity 60
- ProLodge 3: Days Inn  
3105 North IH-35, Austin, 78722  
Guest Capacity 55
- ProLodge 5: Rodeway Inn  
2711 South IH-35, Austin, 78741  
Guest Capacity 50

Front Steps will provide the staff needed to support ongoing day-to-day operations of the ProLodges to ensure the locations activated through the EOC are able to continue as the COVID-19 emergency response continues. This does not include case management services which are provided through other agreements. Front Steps is implementing a phased plan for hiring staff that will consist of fully taking over operations of one ProLodge before taking on the next. Intake staff will be onsite 7 days a week 24 hours a day. Site Managers will be hired for each ProLodge along with an Assistant Director level position to help provide program oversight. Temporary staff, provided through a contract the City of Austin has with a vendor, will be used to help fill staffing gaps.

## Program Work Statement

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### **Program Clients Served**

The priority population for this project is persons receiving temporary emergency shelter in a ProLodge operated by the City of Austin during the emergency response to COVID-19. Persons receiving temporary emergency shelter in a ProLodge are those meeting criteria designated by the CDC as high risk for COVID-19 infection and severe disease outcomes, including individuals experiencing homelessness. The guests of the ProLodges are referred via the Isolation Facility operated by the Emergency Operations Center and/or through the Bed Management Team related to the COVID-19 response. ProLodges are not designated as isolation or quarantine facilities, but rather protective facilities for asymptomatic high risk individuals; therefore, at the time of referral to a ProLodge, clients will be COVID-19 negative.

### **Program Services and Delivery**

The Protective Lodges are temporary non-congregate shelters designed to promote health and safety through social distancing as a precautionary measure during the COVID-19 pandemic. They serve as an important part of Austin/Travis County's emergency response and are an important component of the infection control strategy to prevent and mitigate spread of the disease.

The ProLodges provide guests with an individual room, with a separate bathroom, to help them safely isolate during the pandemic.

Through this contract, Front Steps staff will provide general oversight and supervision of ProLodge site operations in conjunction with City/County staff including the Emergency Operations Center as follows:

1. Front Steps staff will follow safety precautions and abide by all written City /County orders communicated to Front Steps to protect everyone's safety. This includes wearing face coverings, regular sanitizing and disinfecting, handwashing and any other required measures. Any staff member who is experiencing any symptoms related to COVID-19 will notify their supervisor and will not report to work at the ProLodges.
2. Provide check-in of new guests - which includes explaining the participant agreement and obtaining guest consent to the agreement
3. Monitor guest compliance with the participant agreement and notify appropriate parties of any issues
4. Conduct daily symptom checks with guests via phone and refer for follow-up as needed through the City of Austin COVID-19 nursing screening line.
5. Monitor and report unresolved concerns regarding meal service provided through City- contracted vendors
6. Conduct weekly room inspections and notify the Bed Management Team and Front Steps City contact of any issues for follow-up
7. Help coordinate maintenance, laundry and cleaning services with preexisting contracted vendors that the City of Austin has established and maintained
8. Work with APD and/or contracted security to address any safety issues. APD and/or contracted security will be onsite 24/7
9. Coordinate with onsite service providers and related community partners, including CommUnity Care, Integral Care or others.
10. Field guest grievances and report any unresolved concerns to the primary City contact, currently Robert Kingham at the time of signing.
11. Provide daily census updates and other reports as required by the City

## **Program Work Statement**

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### ***System for Collecting and Reporting Program Data***

Front Steps will work with Austin Public Health and any other entities associated with the Austin /Travis County Emergency Operations Center to provide reports using required databases or reporting mechanisms. Front Steps utilizes the local Homeless Management Information System (HMIS) as administered by Ending Community Homelessness Coalition (ECHO), to track and report basic client information. Front Steps' staff work to ensure a high standard of data quality in the HMIS system.. Front Steps works to maintain file data through regular internal file monitoring and inventory. All HMIS users receive annual training and periodic updates, and the Front Steps HMIS Agency Coordinator takes an innovative approach to improving data collection, including performing regular user evaluations to ensure data quality both for the files and within the electronic system.

### ***Performance Evaluation***

No program performance evaluation is included in this staffing contract.

### ***Quality Improvement***

No quality improvement activities are required as part of this contract.

### ***Service Coordination with Other Agencies***

Front Steps will coordinate services with City/County staff and appropriate community service providers for mental health, medical care and other key community services necessary for ProLodge guests.

### ***Service Collaboration with Subgrantees***

No subgrantees or formal collaborations are funded through this contract.

### ***Community Planning Activities***

Front Steps works closely with City of Austin, ECHO, and multiple community partners in Continuum of Care and community-wide planning activities, including the emergency response to COVID-19.

**Program Budget and Narrative**

	City Funds	Other Funds	Total
Personnel			
Salaries	\$785,927.00	\$0.00	\$785,927.00
Fringe and Payroll Taxes	\$166,712.00	\$0.00	\$166,712.00
	<b>\$952,639.00</b>	<b>\$0.00</b>	<b>\$952,639.00</b>
Operations			
General Operations	\$7,000.00	\$0.00	\$7,000.00
Outsourced Professional Services	\$0.00	\$0.00	\$0.00
Supplemental Programmatic Services	\$0.00	\$0.00	\$0.00
Training/Travel Outside Austin and/or Travis County	\$0.00	\$0.00	\$0.00
	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>
Assistance to Clients			
Rental/Mortgage Assistance	\$0.00	\$0.00	\$0.00
General Housing Assistance	\$0.00	\$0.00	\$0.00
Direct Client Assistance	\$0.00	\$0.00	\$0.00
Client Food and Beverage	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Capital Outlay			
Capital Outlay - \$5,000.00	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Deliverables Amount			
Deliverables Amount	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Subgrantees/Subrecipients			
Personnel-Sub	\$0.00	\$0.00	\$0.00
Operations-Sub	\$0.00	\$0.00	\$0.00
Direct Client Assistance-Sub	\$0.00	\$0.00	\$0.00
Other-Sub	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Program Income			
Program Income (Zero dollars budgeted for monthly credit)	\$0.00	\$0.00	\$0.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other			
Other	\$95,967.00	\$0.00	\$95,967.00
	<b>\$95,967.00</b>	<b>\$0.00</b>	<b>\$95,967.00</b>
<b>Total</b>	<b>\$1,055,606.00</b>	<b>\$0.00</b>	<b>\$1,055,606.00</b>

## Program Budget and Narrative

Personnel

Personnel wages

Personnel benefits and payroll taxes

Operations

Personal protective equipment and IT support

Assistance to Clients

Capital Outlay

Deliverables Amount

Program Subgrantees

Program Income

Other

Indirect 10%