



Travis County Commissioners Court Agenda Request

Meeting Date: 01/24/2012, 9:00 AM, Voting Session

Prepared By/Phone Number: Travis R. Gatlin, Planning and Budget Office, 854-9346

Elected/Appointed Official/Dept. Head: Leroy Nellis, Acting County Executive
Planning and Budget

Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

Review and approve requests regarding grant programs, applications, contracts and permissions to continue:

- A. Annual application to the Texas Department of Public Safety, Texas Division of Emergency Management, to receive federal resources to continue the Emergency Management Performance Grant in the Emergency Services Department; and
- B. Annual application to the Corporation for National and Community Service to continue the Coming of Age Program in the Health and Human Services & Veterans Service Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Items A and B are annual applications to continue existing grant programs. The grant revenue for item A is received by the General Fund and partially reimburses the County for budgeted staff within the Emergency Services Department. The requested amount is approximately \$138,000 but it is likely the amount awarded will be around \$80,000 based on recent awards. Item B provides partial funding for the Coming of Age Program staff.

STAFF RECOMMENDATIONS:

PBO recommends approval of all items

ISSUES AND OPPORTUNITIES:

Additional information is provided on each item's grant summary sheet.

FISCAL IMPACT AND SOURCE OF FUNDING:

The grant match for both items is met through each departments existing budget.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leroy Nellis
Cheryl Aker

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2012

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	49 Emergency Management Performance Grant	10/1/2011-9/30/2012	\$138,465	\$138,464	\$0	\$0	\$276,929	3.00	R	S	9
B	58 Coming of Age (CNCS)	4/1/2012-3/31/2012	\$50,495	\$321,591	\$0	\$0	\$372,086	6.80	R	MC	41

PBO Notes:

- R - PBO recommends approval.
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed.

County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload

- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

**FY 2012 Grant Summary Report
Grant Applications approved by Commissioners Court**

The following is a list of grants for which application has been submitted since October 1, 2011, and the notification of award has not yet been received.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
24	Formula Grant - Indigent Defense Grant Program	10/01/2011-9/30/2012	TBD	\$0	\$0	\$0	TBD	-	10/18/2011
49	Little Webberville Park Boat Ramp Renovation Grant	6/01/2012-05/31/2015	\$77,502	\$0	\$25,834	\$0	\$103,336	-	10/25/2011
49	Webberville Park Boat Renovation Grant	6/01/2012-5/31/2015	\$129,793	\$0	\$43,624	\$0	\$173,417	-	10/25/2011
49	Dink Pearson Park Boat Ramp Grant	6/01/2013-5/31/2016	\$500,000	\$0	\$166,667	\$0	\$666,667	-	10/25/2011
58	AmeriCorps	8/1/2012-7/31/2013	\$298,671	\$0	\$437,941	\$73,677	\$810,289	28.00	11/1/2011
37	Travis County Sheriff's Office Response Equipment (ARRA)	12/1/2011-5/31/2012	\$100,000	\$0	\$0	\$0	\$100,000	-	12/13/2011
17	Ransom and Sarah Williams Farmstead Educational Outreach Project	10/1/2011-9/30/2012	\$7,500	\$0	\$7,500	\$0	\$15,000	-	12/27/2011
47	State Homeland Security Grant program (through CAPCOG)- SCBA equipment	10/01/2012-11/30/2014	\$40,000	\$0	\$0	\$0	\$40,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- equipment licenses	10/01/2012-11/30/2014	\$8,000	\$0	\$0	\$0	\$8,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- maintenance contract	10/01/2012-11/30/2014	\$30,000	\$0	\$0	\$0	\$30,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- replacement equipment	10/01/2012-11/30/2014	\$30,000	\$0	\$0	\$0	\$30,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- chemical protective clothing	10/01/2012-11/30/2014	\$40,000	\$0	\$0	\$0	\$40,000	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- radiological isotope identifier	10/01/2012-11/30/2014	\$33,500	\$0	\$0	\$0	\$33,500	-	1/10/2012
47	State Homeland Security Grant program (through CAPCOG)- dosimeters	10/01/2012-11/30/2014	\$8,000	\$0	\$0	\$0	\$8,000	-	1/10/2012
49	FY 12 Habitat Conservation Plan Land Acquisition Assistance Grant	5/1/2012-8/30/2014	\$4,834,800	\$0	\$3,223,200	\$0	\$8,058,000	-	1/17/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
			\$6,137,766	\$0	\$3,904,766	\$73,677	\$10,116,209	28.00	

*Amended from original agreement.

**FY 2012 Grant Summary Report
Grants Approved by Commissioners Court**

The following is a list of grants that have been received by Travis County since October 1, 2011

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
24	Drug Diversion Court	9/01/2011-8/31/2012	\$132,702	\$0	\$0	\$0	\$132,702	1.00	10/4/2011
24	Travis County Veteran's Court	9/01/2011-8/31/2012	\$155,000	\$0	\$0	\$0	\$155,000	2.00	10/4/2011
22	Family Drug Treatment Court	9/01/2011-8/31/2012	\$119,185	\$0	\$0	\$0	\$119,185	1.00	10/4/2011
39	DWI Court	9/01/2011-8/31/2012	\$231,620	\$0	\$0	\$0	\$231,620	4.00	10/4/2011
49	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP) Local Initiatives Projects*	5/06/2008-8/31/2013	\$1,650,140	\$0	\$0	\$155,101	\$1,805,241	-	10/4/2011
45	Travis County Psychology Internship Program	9/01/2011-8/31/2016	\$464,733	\$99,779	\$0	\$0	\$564,512	-	10/11/2011
58	Comprehensive Energy Assistance Program*	1/01/2011-12/31/2011	\$5,519,883	\$0	\$0	\$0	\$5,519,883	-	10/18/2011
37	Austin/Travis County Human Trafficking LE Task Force*	1/01/2011-9/30/2012	\$15,000	\$0	\$0	\$0	\$15,000	-	10/18/2011
24	Drug Diversion Court*	9/01/2010-8/31/2011	\$188,422	\$0	\$19,132	\$0	\$207,554	1.00	10/18/2011
37	2012 Target & Blue Law Enforcement Grant	10/1/2011-9/30/2012	\$500	\$0	\$0	\$0	\$500	-	10/25/2011
45	Juvenile Services Solicitation for the Front End Therapeutic Services Program	9/1/2011-8/31/2012	\$21,000	\$0	\$0	\$0	\$21,000	-	10/25/2011
45	Travis County Eagle Resource Project	9/1/2011-8/31/2012	\$39,907	\$0	\$0	\$0	\$39,907	-	10/25/2011
58	Travis County Family Drug Treatment Court - Children's Continuum	10/1/2011 - 9/30/2014	\$550,000	\$0	\$28,012	\$155,321	\$733,333	4.00	11/1/2011
47	Emergency Management Performance Grant	10/1/2010-3/31/2012	\$78,753	\$78,753	\$0	\$0	\$157,506	3.00	11/8/2011
37	State Criminal Alien Assistance Program (SCAAP)	7/1/2009-6/30/2010	\$683,501	\$0	\$0	\$0	\$683,501	-	11/22/2011
58	Comprehensive Energy Assistance Program*	1/1/2011-12/31/2011	\$5,519,883	\$0	\$0	\$0	\$5,519,883	-	11/22/2011
47	Urban Area Security Initiative*	8/1/2010-13/31/2012	\$250,000	\$0	\$0	\$0	\$250,000	1.00	11/22/2011

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
45	Leadership Academy Dual Diagnosis Unit- Residential Substance Abuse Treatment Program	10/1/2011-9/30/2012	\$142,535	\$47,512	\$0	\$0	\$190,047	1.82	11/29/2011
58	Seniors and Volunteers for Childhood Immunization (SVCI)	9/1/2011-8/31/2012	\$8,846	\$0	\$0	\$0	\$8,846	0.20	11/29/2011
58	Coming of Age (DADS)	9/1/2011-8/31/2012	\$24,484	\$24,484	\$0	\$0	\$48,968	-	11/29/2011
58	Coming of Age (CNCS)*	10/1/2010-3/31/2012	\$75,743	\$22,723	\$0	\$0	\$98,466	0.59	11/29/2011
58	Emergency Food and Shelter Program, Phase 30	1/1/2012-12/31/2012	\$100,000	\$0	\$0	\$0	\$100,000	-	12/6/2011
34	Bulletproof Vest Partnership - CN4	4/1/2011-9/30/2012	\$493	\$493	\$0	\$0	\$986	-	12/13/2011
42	Drug Diversion Court*	09/01/2011-08/31/2012	\$132,702	\$0	\$4,605	\$2,602	\$139,909	1.00	1/3/2012
58	DOE Weatherization Assistance Program	04/01/2011-03/31/2012	\$212,612	\$0	\$0	\$0	\$212,612	-	1/10/2012
49	Low-Income Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP)	1/24/2012-8/31/2013	\$175,000	\$0	\$0	\$0	\$175,000	-	1/17/2012
			\$16,492,644	\$273,744	\$51,749	\$313,024	\$17,131,161	20.61	

*Amended from original agreement.

FY 2012 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
58	Comprehensive Energy Assistance Program	1/1/2012-12/31/2012	\$29,196	\$29,196	\$58,392	4.00	3/31/2012	12/27/2011	N/A	No
58	Comprehensive Energy Assistance Program*	1/1/2012-12/31/2012	\$0	\$0	\$175,000	0.00	3/31/2012	12/27/2011	N/A	No
58	Casey Family Programs Community and Family Reintegration Project	1/1/2012-12/31/2012	\$15,196	\$15,196	\$30,392	1.00	3/31/2012	12/27/2011	N/A	No
Totals			\$44,392	\$44,392	\$263,784	5.00				

*This portion of the request is not a typical permission to continue and will temporarily use General Fund resources for grant program operating expenses. Expenses will be made in the General Fund and reclassified against the grant once funds are available.

TRAVIS COUNTY FY 09 - FY 14 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT CONTRACTS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program. ARRA Grants are highlighted in bold. Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

Grant Contracts approved by Commissioners Court

Dept	Grant Title	FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
		Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact	Grant Award	Add. County Impact
Criminal Justice Planning	Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.	\$ 375,000	\$ 250,000	\$ 250,000	\$ 375,000	\$ 125,000	\$ 500,000	\$ -	\$ 625,000	\$ -	\$ 625,000	\$ -	\$ 625,000
Criminal Justice Planning	Office of Parental Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 307,743	\$ 100,000	\$ 102,360	\$ 50,000	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360
Criminal Justice Planning	Office of Child Representation. County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and any potential costs/savings to indigent attorneys fees that are centrally budgeted.	\$ 300,000	\$ 301,812	\$ 100,000	\$ 102,358	\$ 50,000	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359
Criminal Justice Planning	Travis County Information Management Strategy for Criminal Justice (ARRA). Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration, County Attorney's Office, District Attorney's Office and Manor Police Department).	\$ -	\$ -	\$ 487,359	\$ -	\$ -	\$ 28,432	\$ -	\$ 28,432	\$ -	\$ 28,432	\$ -	\$ 28,432
Facilities Management	Energy Efficiency and Conservation Block Grant (ARRA). For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a \$1.2 million County contribution in FY 10 to complete project.	\$ -	\$ -	\$ 2,207,900	\$ 1,292,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travis County Sheriff's Office	2009 Byrne Justice Assistance Grant (ARRA). One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12.	\$ -	\$ -	\$ 123,750	\$ -	\$ 165,000	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -
Travis County Sheriff's Office/County Attorney's Office	Recovery Act - STOP Violence Against Women Act. TC Expedited Victims Restoration Grant (ARRA). One-time ARRA funding for laptops for TCSO and one-time funding for a Victim Counselor, laptop computer, and operating expenses for the County Attorney's Office. Grant ends March 2011, but for simplification purposes the award is shown fully in 2010. No County match or commitment after grant ends.	\$ -	\$ -	\$ 64,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Supervision and Corrections	Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) Grant will supplement department's state funding to help keep all current probation officer positions. This two year funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent by FY 11.	\$ -	\$ -	\$ 143,750	\$ -	\$ 143,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

District Attorney	Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pat 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond.	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -
Transportation and Natural Resources	Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated \$13,741 contribution from the Road and Bridge Fund.	\$ -	\$ 687,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	2009 Phase 27 ARRA Emergency Food and Shelter Program. The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination.	\$ 41,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Americorps. Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.	\$ 288,139	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 281,297	\$ -
Health and Human Services	Parenting in Recovery. FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available.	\$ 500,000	\$ 77,726	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ 580,000	\$ -	\$ 580,000	\$ 580,000
Health and Human Services	ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households	\$ -	\$ 2,311,350	\$ 2,311,350	TBD	\$ 4,611,349	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Community Development Block Grant ARRA (CDBG-R). Funds to be used for approx 39 water connections for Plainview Estates.	\$ 90,000	\$ -	\$ 136,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Community Development Block Grant (CDBG). Impact amounts are based on the amounts added for staff added in HHS and County Auditor's Office to support the grant. The Auditor's staff person also supports other large federal grants, but is only listed here for simplification. Actual amounts may vary by year. Assumes grant will continue each year.	\$ 833,133	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,390	\$ 223,908
Health and Human Services	Community Putting Prevention to Work (Tobacco Free Worksite Policy). Interlocal with the City of Austin to receive ARRA funds to develop a tobacco free worksite policy for County facilities. Includes 1.5 FTE to support program. In addition, there are existing resources provided by the State that are available through the employee clinic to help employee to quit tobacco use. Ends Feb 2012.	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ 3,070,731	\$ 1,161,189	\$ 8,619,525	\$ 2,175,626	\$ 7,252,569	\$ 1,135,059	\$ 2,272,470	\$ 1,260,059	\$ 1,507,470	\$ 1,760,059	\$ 1,490,480	\$ 1,760,059

County Impact Includes the grant match amount that is not internally funded or costs that required a budget increase and the amount that may be required by the County upon termination of the grant. This amount does not include all costs related to the administration of the grant that are incurred by the County. Existing grants with approved contracts for the current year with pending applications for the following year are shown only on the contracts sheet to avoid duplication.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Emergency Services	
Contact Person/Title:	Pete Baldwin/Emergency Management Coordinator	
Phone Number:	512-974-0472	

Grant Title:	Emergency Management Performance Grant			
Grant Period:	From:	October 1, 2011	To:	September 30, 2012
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>	
Grantor:	Texas Department of Public Safety, Division of Emergency Management			
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
Originating Grantor:	United States Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)			

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	136,536	136,536	0	0	\$273,072
Operating:	1,929	1,928	0	0	\$3,857
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
Total:	\$138,465	\$138,464	\$0	\$0	\$276,929
FTEs:	1.50	1.50	0.00	0.00	3.00

Permission to Continue Information					
Funding Source (Account number)	Personnel Cost	Operating Transfer	Estimated Total	Filled FTE	PTC Expiration Date
	0	0	\$0	0.00	

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	EH	Simple
County Attorney	<input checked="" type="checkbox"/>	JC	

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/30/12	9/30/12	
Assist Cities/Agencies	30	10	12	13	14	30
EM Training Provided	12	4	3	7	8	12
Drills/Activations	8	1	2	1	3	8
Measures For Grant						
Outcome Impact Description						
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

PBO concurs with proceeding on this grant application.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The Emergency Management Performance Grant (EMPG) has been received by Travis County OEM for the past fourteen years. The purpose of the grant is to help pay for emergency management activities. The Travis County OEM has maintained State and Federal requirements to keep the program in compliance. The work plan that is associated with the EMPG incorporates what is being done at this time. The EMPG enhances the existing Travis County OEM program. In previous years Travis County OEM received the amounts between \$58,000 and \$67,200. The FY12 allocation was based on the federal program funding availability and Travis County received \$78,753.12.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

There are no long term funding requirements.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The EMPG is a 50-50 match that is reimbursed after expenditures. Travis County uses the budgeted salaries of the three OEM FTEs as the match.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

The EMPG states "In order to be allowable, indirect costs must be covered by an approved cost allocation plan. Salaries and administrative expenses of performing audits and eligible costs that cross program lines for programs authorized by the Federal Civil Defense Act of 1950, as amended, but which are not covered by a cost allocation plan, may be charged under the EMPG Program as direct costs."

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If

(2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

The Travis County OEM is funded under normal budget procedures and would not be discontinued with the loss of the EMPG.

6. If this is a new program, please provide information why the County should expand into this area.

The EMPG is an enhancement of an existing program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The EMPG allows Travis County to meet costs associated with a new shared Emergency Operations Center without requesting appropriations from the general fund and to acquire needed equipment and support services. This will assist Travis County OEM in meeting the performance measures for providing emergency management planning activities.

FISCAL YEAR 2012 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

1. APPLICANT NAME (Jurisdiction): Travis County			
2. COUNTY: Travis		3. DISASTER DISTRICT: 6B	
4. EMPG STATUS: <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant			
5. PROGRAM PARTICIPANTS: <i>(List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year)</i> Bee Cave, Briarcliff, Creedmoor, Point Venture, Village of Webberville, Volente, Jonestown, Lago Vista, Manor, Mustang Ridge, Pflugerville, Rollingwood, San Leanna, Sunset Valley, The Hills, West Lake, City of Lakeway.			
6. CHECKLIST OF APPLICATION ATTACHMENTS: <i>(See the FY 2012 Emergency Management Performance Grant (EMPG) Guide for information on completing these forms)</i>			
<input checked="" type="checkbox"/> Designation of Grant Officials (TDEM-17B) <input checked="" type="checkbox"/> Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC <input checked="" type="checkbox"/> Application for Federal Assistance (TDEM-67) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staff Job Description (TDEM-68) - <i>A current job description is required for each staff member listed in the FY 2011 EMPG Staffing Pattern (TDEM-66)</i> <input checked="" type="checkbox"/> FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official Attached: <input checked="" type="checkbox"/> FEMA Form 20-16A, Assurances – Non-Construction Programs <input checked="" type="checkbox"/> FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements <input type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official <i>required only if the applicant performs lobbying to influence federal actions</i> <input checked="" type="checkbox"/> Direct Deposit Authorization (form 74-146) <i>or</i> Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form <input checked="" type="checkbox"/> Travel Policy Certification (TDEM-69) - The Grant Financial Officer shall sign this form			
7. CERTIFICATION: <i>This Application, together with the approved EMPG Statement of Work & Cumulative Progress Report (TDEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Cumulative Progress Report approved by the Texas Division of Emergency Management.</i>			
Authorized Official <i>(Original Signature)</i>	Date	Emergency Management Coordinator <i>(Original Signature)</i>	Date
TDEM USE ONLY			
8. APPROVAL: <i>The attached Fiscal Year 2012 Statement of Work & Cumulative Progress Report is approved</i>			
<input type="checkbox"/> Assistant Director/Chief		Date	
<input type="checkbox"/> State Coordinator for Preparedness and Operations			

TDEM-17
12/11

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Mail completed forms and application materials to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0223

**FISCAL YEAR 2012
DESIGNATION OF EMPG GRANT OFFICIALS**

APPLICANT NAME (Jurisdiction): Travis County	
EMERGENCY MANAGEMENT COORDINATOR*	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. *If newly appointed attach form DEM-147 Pete Baldwin
Official Mailing Address	Travis County Department of Emergency Services P.O. Box 1748 Austin, Texas 78767
Daytime Phone Number	(512) 974-0472
Fax Number	(512) 974-0499
E-mail Address	pete.baldwin@co.travis.tx.us
GRANT FINANCIAL OFFICER (CANNOT BE EMC)	
NAME	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Susan Spataro
Title	County Auditor
Official Mailing Address	Travis County Auditor P.O. Box 1748 Austin, Texas 78767
Daytime Phone Number	(512) 854-9125
Fax Number	(512) 854-9164
E-mail Address	susan.spataro@co.travis.tx.us
AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Samuel T. Biscoe
Title	Travis County Judge
Official Mailing Address	Travis County Judge P.O. Box 1748 Austin, Texas 78767
Daytime Phone Number	(512) 854-9555
Fax Number	(512) 854-9535
E-mail Address	sam.biscoe@co.travis.tx.us

FISCAL YEAR 2012
APPLICATION FOR FEDERAL ASSISTANCE
(Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	1. CFDA NUMBER: <p style="text-align: center;">97.042</p>	2. APPLICANT STATUS: New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>				
3. FEDERAL FISCAL YEAR: <p style="text-align: center;">FY 2012</p>	4. START DATE: <p style="text-align: center;">OCTOBER 1, 2011</p>	5. END DATE: <p style="text-align: center;">SEPTEMBER 30, 2012</p>				
6. APPLICANT INFORMATION						
a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17): Travis County		b. Name & Telephone Number of Emergency Management Coordinator: Pete Baldwin 512-974-0472				
c. Mailing Address: P.O. Box 1748 Austin, Texas 78767 Employer Identification Number/Tax ID# <u>74-6000192</u>		d. Physical Address (if different from Mailing Address): CTECC 5010 Old Manor Road Austin, Texas 78723				
7. EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds):						
a. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties:						
	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	3	100%				
2) Part Time						
b. Total Number of EMPG-Funded Personnel						
8. ESTIMATED EXPENSES:						
a. Salary & Benefits (from line 18, form TDEM-66)					\$273,072.00	
b. Travel Expenses (from line 19 form TDEM-66)					\$3,000.00	
c. Other Expenses (from section 11 on reverse)					\$857.00	
d. Total Expenses (A + B + C)					\$276,929	
e. Federal Share (D x .50)					\$138,464.50	
9. CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.						
a. Typed Name of Authorized Official:			Samuel T. Biscoe			
b. Title of Authorized Official:			Travis County Judge			
c. Original Signature of Authorized Official:						
d. Date Signed:						

FISCAL YEAR 2012 EMPG STAFFING PATTERN

1. APPLICANT NAME (as it appears on EMPG Application): Travis County			2. COUNTY: Travis				
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties)	4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est. EM Travel Costs	
	Name: Pete Baldwin	90,813	28,139	118,952	100%	118,952	
	Position: EMC					1,000	
	Name: Stacy Moore-Guajardo	68,612	21,843	90,455	100%	90,455	
	Position: Asst. EMC					1,000	
	Name: Patrice Reisen	46,200	17,465	63,665	100%	63,665	
	Position: Emergency Planner					1,000	
	Name:						
	Position:						
	Name:						
Position:							
Name:							
Position:							
A. SUBTOTAL							
10. PART-TIME EMPLOYEES	11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits For EM (14x15)	17. Est. EM Travel Costs
	Name:						
	Position:						
	Name:						
	Position:						
	Name:						
	Position:						
	Name:						
	Position:						
	Name:						
Position:							
B. SUBTOTAL							
TOTAL Add Subtotals in A & B above					18. 273,072	19. 3,000	
CERTIFICATION: <i>I certify that no individual listed above holds an elected office.</i>							
Signature of Authorized Official:							
Date Signed:							

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Travis County
Staff Member Name	Pete Baldwin
Position Title	Emergency Management Coordinator
Description Prepared By	Travis County Human Resources
Date Prepared	

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

**Travis County Human Resources Management Department
Job Description DRAFT**

Job Title: 9 Emergency Mgmt Coord

Job Code: 24245

Pay Grade: 24

Effective Date: 09/16/04

SUMMARY OF FUNCTION:

Develops, coordinates, implements, manages and monitors the Travis County Emergency Operations Plan to meet local, state and federal requirements. Works with other departments and agencies to prepare for emergencies. Advises Commissioners Court, Elected Officials, Appointed Officials and department heads on status of response and recovery operations. Represents Travis County on local, regional and state emergency management issues. Coordinates response and recovery activities during disasters.

DISTINGUISHING CHARACTERISTICS:

This is in a Public Safety/Emergency Management series of job classifications. This classification supervises the emergency management program. This classification is distinguished by the incumbent's focus on the emergency management program being coordinated, rather than having responsibility for the entire work unit. This classification requires a flexible work schedule to meet the needs of the department. This classification requires a flexible work schedule during a state of emergency.

EXAMPLES OF WORK PERFORMED:

- | | Essential (E)
or Non-
Essential (N) |
|---|---|
| • Coordinates development and implementation of departmental and countywide emergency option plans. Coordinates initial and ongoing assessments of risks and services necessary to assure that any interruption of county services is minimized. | E |
| • Coordinates development of internal emergency operating procedures and action plans. Manages the test plan elements and disaster exercises. | E |
| • Facilitates involvement of regional and county agencies in coordinating and planning committees for disaster preparedness, response and recovery. | E |
| • Develops and monitors department annual budget, including grants. | E |
| • Responds to Emergency Operations Center when notified of emergency conditions. Directs the response and recovery efforts of Travis County during disasters. Advises Commissioners Court, Elected Officials, Appointed Officials and department heads on status of response and recovery operations. | E |
| • Attends training programs, including required and optional courses. Provides emergency management training to departments and other agencies. Represents county at various meetings with other agencies. | E |
| • Performs other job-related duties as assigned. | N |

QUALIFICATION REQUIREMENTS:

Education and experience equivalent to:

Bachelor's degree in Emergency Management, Public Administration, Business Management, Criminal Justice or a directly related field AND five (5) years of directly related increasingly responsible managerial experience in the public safety field that may include emergency management, fire service, law enforcement, or emergency medical services; industrial safety, business or government continuity planning, or related field, including three (3) years of mid- to senior level supervisory experience or management experience.

Preferred:

Completion of Professional Development Series Course from FEMA.

License:

Possession of a valid Texas Driver's License.

**Travis County Human Resources Management Department
Job Description DRAFT**

Job Title: 9 Emergency Mgmt Coord

Job Code: 24245

Pay Grade: 24

Effective Date: 09/16/04

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Public administration and governmental agencies.
- Legislative process.
- Principles of emergency management administration.
- Policies, practices, procedures and terminology.
- Federal, State, Local, and County applicable laws, rules and regulations, codes, and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Standard management theory, principles, practices, and techniques.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching, and internet.
- Computer equipment to include word processing, windows, spreadsheets and databases.
- Business letter writing, grammar and punctuation and report preparation.

Skill in:

- Researching and analyzing emergency management related issues.
- Supervising others, including team building.
- Meeting emergencies.
- Research, analysis, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Facilitating cooperative group decision making among diverse organizations and individuals.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

Ability to:

- Supervise work of staff members.
- Communicate effectively.
- Function calmly, effectively, and decisively in emergency situations.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with county staff and officials, representatives of outside agencies, other county staff and officials, news media, private business people and the general public.

PHYSICAL/ENVIRONMENTAL FACTORS:

Physical requirements include lifting/carrying 20–50 pounds, occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment. Subject to standing, walking, sitting, repetitive motion, lifting, carrying, crouching/crawling, vision to monitor, pushing, stooping/kneeling to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

WWC: 7720

EEO Function: 01

EEO Category: 02

FLSA Code: E

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Travis County
Staff Member Name	Stacy Moore-Guajardo
Position Title	Assistant Emergency Management Coordinator
Description Prepared By	Travis County Human Resources
Date Prepared	

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

**Travis County Human Resources Management Department
Job Description DRAFT**

**Job Title: 9 Emergency Mgmt
Coord Asst**

Job Code: 22238

Pay Grade: 22

Effective Date: 09/16/04

SUMMARY OF FUNCTION:

Serves as Assistant Emergency Management Coordinator for Travis County.

DISTINGUISHING CHARACTERISTICS:

This is in a Public Safety/Emergency Management series of job classifications. This classification supervises the emergency management program. This classification is distinguished by the incumbent's focus on the emergency management program being coordinated, rather than having responsibility for the entire work unit. This classification requires a flexible work schedule to meet the needs of the department. This classification requires a flexible work schedule during a state of emergency.

EXAMPLES OF WORK PERFORMED:

- | | Essential (E)
or Non-
Essential (N) |
|--|---|
| • Maintains Travis County emergency management operations plan. Manages inventory of homeland security grant equipment. Maintains records. | E |
| • Assists in annual budget preparation. Prepares administrative reports. Oversees grants and grant reporting requirements. Researches and makes recommendations for future grant opportunities. | E |
| • Serves as a liaison; works with other agencies in developing operational plans for emergencies. Attends various meetings with local, state, and federal agencies. | E |
| • Responds to Emergency Operations Center when notified of emergency conditions. | E |
| • Attends training programs, including required and optional courses. Provides emergency management training to departments and other agencies. Represents county at various meetings with other agencies. | E |
| • Performs other job-related duties as assigned. | N |

QUALIFICATION REQUIREMENTS:

Education and experience equivalent to:

Bachelor's degree in Emergency Management, Public Administration, Industrial Safety, Business Management, Planning or a directly related field AND four (4) years of increasingly responsible experience in the emergency management, strategic planning, research, project management, policy research, and program development.

Preferred:

Completion of Professional Development Series Course from FEMA.
Knowledge of Hazardous materials operations.
Knowledge of Homeland Security Equipment Grant Program.

License:

Possession of a valid Texas Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Public administration and governmental agencies.
- Legislative process.
- Principles of emergency management administration.
- Policies, practices, procedures and terminology.
- Federal, State, Local, and County applicable laws, rules and regulations, codes, and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Online computer searching, and internet.
- Computer equipment to include word processing, windows, spreadsheets and databases.
- Business letter writing, grammar and punctuation and report preparation.

**Travis County Human Resources Management Department
Job Description DRAFT**

**Job Title: 9 Emergency Mgmt
Coord Asst**

Job Code: 22238

Pay Grade: 22

Effective Date: 09/16/04

KNOWLEDGE, SKILLS, AND ABILITIES: (Cont.)

Skill in:

- Researching and analyzing emergency management related issues.
- Meeting emergencies.
- Research, analysis, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

Ability to:

- Communicate effectively.
- Function calmly, effectively, and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with county staff and officials, representatives of outside agencies, other county staff and officials, news media, private business people and the general public.

PHYSICAL/ENVIRONMENTAL FACTORS:

Physical requirements include lifting/carrying 20–50 pounds, occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment. Subject to standing, walking, sitting, repetitive motion, lifting, carrying, crouching/crawling, vision to monitor, pushing, stooping/kneeling to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

WWC: 7720

EEO Function: 01

EEO Category: 02

FLSA Code: E

**Travis County Human Resources Management Department
Job Description DRAFT**

**Job Title: Planner/Mgmt/Research
Spec Sr**

Job Code: 18496

Pay Grade: 18

Effective Date: 10/01/09

JOB SUMMARY:

Conducts highly advanced level critical, professional and specialized research projects and policy analysis, such as complex surveys, statistical analyses, and other quantitative and qualitative analyses. Compiles and manages data, uses statistical methods and evaluation tools, systems and procedures, and performs data quality assurance tests. Analyzes business, financial or operating management and/or administrative policies, operations, processes and issues. Modifies and adapts standard procedures to meet the needs of the project. Assists in the analysis, development and integration of new or revised policies and procedures. Prepares complex written reports/presents results of analyses. May serve as project leader.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four planner/management/research-related job classifications within the Planner/Management/Research job family. This classification is distinguished from the Planner/Mgmt/Research Spec in that Sr incumbents typically specialize in research projects at an advanced level, contribute to efficient methods and original ideas, and plan, design and write research proposals.

DUTIES AND RESPONSIBILITIES:

- Conducts highly advanced level of critical, professional and specialized research projects. Plans and designs intermediate level projects and implements approved proposals. Researches and develops cost analysis on new or alternative services. Modifies and adapts standard procedures to meet the needs of the project. Establishes priorities and recommends schedules, timetable and budgetary costs.
- Performs complex statistical analyses which includes selecting appropriate research design methods, techniques and procedures, compiling and cleaning data, and data manipulation and analysis. Develops research strategy, evaluates validity and reliability of data using statistical methods. Utilizes software and/or appropriate Structured Query Language to perform the analyses.
- Develops complex research and evaluation tools. Assists in data collection. Determines benchmark indicators and best procedures, methods, and guidelines for analyses and processes. Conducts advanced complex surveys and performs quantitative and qualitative analyses on responses. Performs on-line data searches using Internet and accesses data from various sources.
- Performs complex database management, and general trend, forecast and statistical analyses. Performs data quality assurance tests. Provides input and maintains research databases and tracking and reporting systems.
- Reviews research progress and reports results. Prepares and produces written summarizes, documents, and statistical and other reports to include conclusions and recommendations. Coordinates the development of and makes complex presentations of analysis results.
- Gathers and organizes information on problems or procedures. Documents existing processes and systems and recommends revised systems. Interviews subjects to analyze policies, work procedures and operational methods. Solves highly advanced complex problems or issues regarding management or administrative issues or systems.
- Makes complex recommendations regarding research, policy, planning issues, operations, related budget issues and efficient methods, plans and designs. Assists in the analysis, development and integration of new or revised policies and procedures.
- Attends meetings, serves on collaborative task forces and working groups, and provides support to collaborative planning efforts, data and statistical information collection efforts, and process development and evaluation. Acts as liaison with various working groups, offices and governmental agencies.
- Performs legislative research. Stays abreast of the effects of legislative changes and the impact.
- Uses and may modify management information systems.
- May serve as project leader.
- Performs other job-related duties as assigned.

**Travis County Human Resources Management Department
Job Description DRAFT**

**Job Title: Planner/Mgmt/Research
Spec Sr**

Job Code: 18496

Pay Grade: 18

Effective Date: 10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND five (5) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative, management, and budgetary analysis or systems analysis;

OR,

Master's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND three (3) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative or management, and budgetary analysis or systems analysis;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

None required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Public Administration and governmental agencies.
- Legislative process.
- Principles and techniques of the project discipline.
- Modern research methods, data collection and analysis.
- Forecasting techniques.
- Administrative and related business principles.
- Principles and techniques used in conducting management studies.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Statistical analysis and policy research.
- Analyzing and evaluating data.
- Setting up systems for conducting analyses and compiling reports.
- Coordinating the development of and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

Ability to:

- Apply knowledge to data, policy, and process analyses.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include lifting/carrying up to 5-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, reaching, occasional indoor/outdoor activities carrying and lifting of moderately heavy equipment, boxes, etc. to perform the essential functions.

WWC: 8810	EEO Function: 01	EEO Category: 02	FLSA Code: E
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This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. Duties and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

U.S. Department of Homeland Security
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 3067-0206
Expires February 28, 2007

FOR
FY 2012

CA FOR (Name of Applicant)
Travis County

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II FEMA Form 20-16B, Assurances-Construction Programs
- Part III FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Samuel T. Biscoe
Typed Name of Authorized Representative

Travis County Judge
Title

Signature of Authorized Representative

Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

U.S. DEPARTMENT OF HOMELAND SECURITY
ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

**U.S. DEPARTMENT OF HOMELAND SECURITY
ASSURANCES-CONSTRUCTION PROGRAMS**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for federally assisted construction subagreements.

14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

21. It will obtain approval by the appropriate Federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout, that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.

23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117. - 1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transfer, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organizations" included in Vol. 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

U.S. DEPARTMENT OF HOMELAND SECURITY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

Standard Form LLL, "Disclosure of Lobbying Activities" attached.
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

8. the grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

CTECC

**5010 Old Manor Road
Austin, Texas 78723**

Check if there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

Vendor Direct Deposit / Advance Payment Notification Authorization

This form may be used by vendors or individual recipients
 - to receive payments from the state of Texas by direct deposit
 - to change or cancel existing direct deposit information

For Comptroller's Use Only		

For State Agency Use	
<input type="checkbox"/>	Advance Payment Notification
<input type="checkbox"/>	International Payments Verification
<input type="checkbox"/>	Interagency Transfer

Transaction Type

SECTION 1	<input checked="" type="checkbox"/> New setup (Sections 2, 3, 4 and 5 - Section 6 is optional)	<input type="checkbox"/> Change account type (Sections 2, 3, 4 and 5 - Section 6 is optional)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4 and 5 - Section 6 is optional)	<input type="checkbox"/> Cancellation (Sections 2 and 4 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4 and 5 - Section 6 is optional)	

Payee Identification

SECTION 2	Social Security Number (SSN) or Employer Identification Number (EIN) 7 4 6 0 0 0 1 9 2		Mail code (if not known, leave blank.)	
	Payee name (Business/Individual) Travis County		Phone number (512) 854-9365 ext.	
	Mailing address P.O. Box 1748	City Austin	State TX	ZIP code 78767

Financial Institution (Completion by financial institution is recommended.)

SECTION 3	Financial institution name JP Morgan Chase Bank		City Austin	State TX
	Routing transit number (9 digits) 1 1 1 0 - 0 0 6 1 - 4		Customer account number (maximum 17 characters) 1 8 2 1 8 8 6 5 9 3	
	Type of account <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings			
	Financial representative name (optional) Valarie Hill		Title (optional) Client Service Officer	
Financial representative signature (optional)		Phone number (optional) (512) 479-2029 ext.	Date (optional)	

Authorization for Setup, Changes or Cancellation (required)

SECTION 4	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.		
	I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	Authorized signature sign here	Printed name Dolores Ortega Carter, Co. Treasurer	Date

International Payments Verification (required)

SEC 5	Will these payments be forwarded to a financial institution outside the United States?..... <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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Authorization for Advance Payment Notification Setup (optional)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to send an email notification one business day prior to the payment posting to my account.	
	Contact name (Please print)	Contact phone number () ext.
	Email address	

Cancellation by Agency (for state agency use)

SEC 7	Reason	Date
-------	--------	------

Authorized Signature (for state agency use)

SECTION 8	Signature sign here	Date
	Phone number () ext.	Agency number 405
	Agency name Texas Department of Public Safety	
	Comments	

Please return your completed form to:
 Texas Department of Public Safety
 Accounts Payable/Direct Deposit Program
 5805 North Lamar Boulevard
 Austin, TX 78752-4431
 Phone: (512) 424-2060

TRAVEL POLICY CERTIFICATION

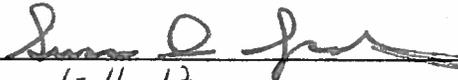
Jurisdiction Name:	Travis County
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Check one of the two blocks below

This jurisdiction has no qualifying travel regulations. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with State of Texas travel regulations and reimbursement rates as published by the Texas Comptroller of Public Accounts. State travel regulations are available at <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

OR

This jurisdiction has its own qualifying travel policy, a copy of which is attached. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with that policy.

Name of Grant Financial Officer (Printed or Typed)	Susan Spataro
Original Signature of Grant Financial Officer	
Date Signed	1-11-12

APPENDIX 3 TRAVEL

Travis County will pay vendors and/or reimburse employees and officials who travel for County business. Travel expenditures for non-County employees or volunteers, for professional development, must be approved by the Commissioners Court prior to the actual travel unless the department has a policy that has been previously approved by Commissioners Court. The policy must be on file with the County Auditor's office. The travel expenditure rules cannot cover every travel variation. Securing travel arrangements at the lowest cost may result in a loss of flexibility should emergencies arise. Booking policies of a specific travel industry vendor may require an exception to standard county travel procedures. The County Auditor will interpret, audit and approve travel expenses and reimbursements to facilitate the timely conduct of county business in the current climate of rapidly changing travel industry requirements. The County Auditor will make travel payment decisions in accordance with the following rules:

Travis County government is exempt from sales taxes in the state of Texas, but not from hotel taxes. A sales tax exemption form may be obtained from the Purchasing Office.

All Travel disbursements will be processed in accordance with the Auditor's disbursement schedule.

Advance payments by employees with personal credit card for business travel, will get reimbursed prior to traveling if all travel rules were followed. Department/Offices will be responsible to track these pre-payments and ensure the County will be reimbursed for the advance payments if the travel does not take place.

If the conference/seminar/training was cancelled and/or the travel did not take place, and if the employee/official failed to timely cancel the registration, lodging, and/or airfare according to vendor's refund policy, the employee/official will be liable for the advanced payment and/or any refund penalties. Employee/official responsibility can be waived if the failure to use the above pre-paid expenses is a result of an unanticipated emergency. Any cancelled business travel must be reported to the County Auditor.

REGISTRATION FEES:

- Registrations may be paid in advance, paid when billed, or check picked up by the traveler. These requests must have a completed registration form and/or invoice that includes a confirmation of registration with employee and the vendor information as support for the expense.
- Registrations to be encumbered only requires supporting documents for the encumbrance.

ACCOMMODATIONS:

- Travel lodging accommodations may be paid in advance check picked up by traveler or reimbursed, only when requests have a lodging confirmation of reservation from the lodging facility, lodging statement, and/or invoice with employee and lodging facility name/address. Disbursement will be based on confirmed rates plus taxes (no Texas sales taxes).
- Encumber lodging only request requires lodging brochure or supporting documentation with vendor name and address to include requested encumbered amount.
- The night before start of conference/meeting (does not include pre-registration times) and the night after end of conference/meeting will be allowed as part of the business travel expense.
- Saturday night stays not relevant to the travel event requested to be paid/reimbursed, must be justified that the airfare would be less expensive. Justification would be all lodging cost plus the airfare is less than the airfare would be if returning after the end of the training/seminar/conference. Meals for the additional time are the responsibility of the traveler.

TRANSPORTATION:

MILEAGE:

- Mileage for business use of a private vehicle is reimbursed at the annual standard rate set by the Internal Revenue Services (currently 50 cents per mile for employees, and 14 cents per mile for volunteers, but subject to change as the IRS adjusts the rates). Mileage shall start from the employee's or volunteer's regular work place on business workdays and from the employee's/volunteer's home on non-work days and holidays.
- Only one employee/volunteer may claim mileage reimbursement when more than one employee/volunteer travels in the same vehicle.
- Routine mileage reimbursement requests must be submitted on the authorized mileage form prescribed by the County Auditor's office within 30 days but no later than 60 days after the end of the mileage month. Per IRS regulations, reimbursements received after 60 days from the last day of travel should be considered income and submitted to payroll to include the reimbursement as income to the traveler.

- When travel out of county is greater than 1,000 miles round-trip, transportation expenses are reimbursed in an amount not to exceed the cost of round-trip coach airfare in effect at the time of the travel encumbrance. Transportation expenses include lodging, meals, and mileage incurred as a result of driving rather than flying. The Commissioners Court must approve exceptions unless the travel involves extradition of prisoners and/or juveniles.
- Grant employees are reimbursed for mileage at the rate specified by the grant.
- The compensation package approved by the Commissioners Court for the following elected and appointed officials makes them ineligible to use a county-owned vehicle on a routine basis and ineligible to assign themselves a County owned vehicle under the Travis County Take Home Vehicle Policy but they can claim reimbursement for local mileage.

County Attorney
 County Commissioners 1-4
 County Judge
 County Treasurer

Justices of the Peace 1-5
 Purchasing Agent
 Tax Assessor-Collector
 Medical Examiner

AIRFARE:

- Air fare must not exceed the rate of a non-refundable coach fare in effect at the time of the travel encumbrance. According to various airline policies, changing non-refundable tickets could result in the County buying an additional ticket or paying an additional fee. If the change was to facilitate County business or was out of the control of the traveling employee/official, such as illness or emergency, the employee/official is not held responsible for the cost of the change. The airline ticket (or comparable electronic document) must be attached to a reimbursement expense report if the trip was not taken. Written notice from Elected/Appointed Official, Executive Manager, or Department Head is required to be submitted with expense report.
- The County Auditor pays for airline tickets when billed by a vendor or as requested by the traveler on the encumbrance report in accordance with the disbursement schedule. The employee or official is liable for the payment if the airline ticket is not used for the intended travel.
- If the airline ticket is paid in advance, the traveler certifies that the airfare ticket was used by their signature on the travel reimbursement form
- The County reimburses the cost of the first bag fee imposed by an airline, for training/conferences that are for one to three days. If the training/conference is four or more days, the County will reimburse the fee imposed for an extra

bag or the cost of luggage weight over 50 pounds. Receipts are required for reimbursement.

OTHER TRANSPORTATION:

- The County Auditor pays for the actual cost of a rental car for the business use when billed by a rental car vendor or as requested by the traveler on the encumbrance form. Optional equipment (excluding GPS) and upgrades will be the responsibility of the traveler. Justification for the rental car is required.
- Rental of luxury vehicles such as Hummers, Cadillacs, Convertibles, etc. must be approved by Commissioners Court prior to traveling.
- The County will reimburse for the actual cost of taxi /shuttle/bus fares and parking fees, if receipts are attached to the reimbursement form and the expenses are for County related business.
- Travelers may choose to obtain a ride to Austin-Bergstrom International Airport instead of parking there. In that case, the County reimburses the mileage costs for two round trips to the airport, if the total mileage does not exceed the cost of parking at the airport. The County also reimburses cab fare to and from the airport.
- Other means of transportation, such as Motorcycles, Bicycles, Recreational Vehicles, etc. must be approved by Commissioners Court.

The County will reimburse the cost of on-street parking paid on a pay-station when the employee is parked for conducting county business (not to be confused as parking to work their daily work day). Reimbursement requires the Auditor's prescribed Pay Station parking log with pay station receipts attached filed within 30 days and no later than 60 days after end of month for parking. with the County Auditor's office. Per IRS regulations, reimbursements requests received after 60 days must be considered income to requester.

MEALS:

- The County reimburses an employee/official for meals in one of the following methods. Only one method of reimbursement is allowed for each trip.
 - Per Diem: \$46.00 per day (includes gratuities) for meals is reimbursed without any receipts required. Partial day per diem is at the discretion of the Department/Office.
 - Actual Pay: Up to \$60.00 per day for meals plus up to 15% gratuities is reimbursed if itemized receipts are submitted with the reimbursement form.

- Banquets, Award Ceremonies, Luncheons, etc. will be reimbursed based on one of the reimbursement per diem methods if the cost is optional and not included in the Registration Fee for a conference/seminar.
- The County does not reimburse employees for alcoholic beverages.
- Consistent with the Internal Revenue Code, meal expenses are reimbursed only when the employee is required to be out of the County overnight, except in the case of Jury Sequestration.
- Department funds may be expended to provide necessary food and beverage expenditures related to emergency or time critical public safety deployments where personnel is prohibited by command staff from leaving the site of the deployment. Deployment must be projected to extend at least two hours beyond a standard meal break with the law enforcement activity being compromised if personnel leave the premises before resolution of the activity. Funds are not to be used for solo assignments or individual meals, but to service the group of operational and support staff restricted to a command/staging location or the associated target location. These rules are strictly enforced, and any disallowed expenditures are a pro rata taxable employee benefit to the assigned employees. The expenditure documentation must include the original receipts, the names of the deployed employees, and certification of incident and restricted assignment by command staff on a certification form designed by the County Auditor's Office. Nothing in this rule prohibits or limits the purchase of water or military style Meals Ready to Eat (MRE's) for employees assigned to outdoor activities if determined by command staff to be necessary for the health and safety of the employees during the assignment.

INCIDENTAL EXPENSES:

- The County does not reimburse for extracurricular activities such as golf, tennis, entertainment, movies, tours, sport events, or non business events along with any related costs for such extracurricular activities.
- The County does not pay for fines for violation of the law such as parking tickets, speeding tickets, etc.
- The County does not pay for food and/or beverages provided at meetings, training for County Staff, retreats or training provided on County property. This restriction does not apply if the grant allows this type of expense.
- Travel expenses paid directly to employees in advance for Registration, Airfare, Lodging, & Meals, are considered travel advances. Advance payments to vendors in behalf of a County traveling employee/volunteer/non-County personnel, for registration, airfare and lodging, are considered in the future, when Auditor develops proper procedures for this type of disbursement.

- If a travel advance is requested, employee/official must sign an agreement that allows the County Auditor to deduct the full advance from the employee's paycheck if the Expense Report is not submitted within 15 days after end of trip.
- The advance form must be signed by both Employee/official and the Department Head/elected official and/or appointed official.
- The County Auditor develops and publishes procedures for employees receiving travel advances, which account for all advances as expenses and/or reimbursements as appropriate.

TRAVEL EXPENSES IN CONTRACTS:

Travel expense reimbursements for contractors, employment recruitment, and other non County staff will be reimbursed at actual expense (receipts required) not to exceed the Travel Budget Rules as approved by Commissioners Court. Any exceptions to the Travel Budget Rules must be presented to Commissioners Court for approval.

ALTERNATE TRAVEL:

Travelers may be reimbursed for alternate travel arrangements (transportation mode, accommodations, or schedule) provided that the cost is not greater than the least expensive alternative. Alternate travel and the associated costs and savings must be approved by the employee's supervisor and fully documented before travel begins. The Commissioners Court must approve all exceptions.

GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Health and Human Services and Veterans Service	
Contact Person/Title:	John C. Bradshaw, Contract Specialist	
Phone Number:	854-4277	

Grant Title:	Coming of Age (CNCS)			
Grant Period:	From:	4/1/12	To:	3/31/13
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>	
Grantor:	Corporation for National and Community Service (CNCS)			
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
Originating Grantor:				

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	38,991	316,766	0	0	355,757
Operating:	11,504	4,825	0	0	16,329
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
Total:	50,495	321,591	0	0	372,086
FTEs:	.45	6.35	.0	0.00	6.8

Permission to Continue Information					
Funding Source (Account number)	Personnel Cost	Operating Transfer	Estimated Total	Filled FTE	PTC Expiration Date
	0	0	\$0	0.00	

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	EH	Moderately complex
County Attorney	<input checked="" type="checkbox"/>	MEG	

Performance Measures Applicable Dept. Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/31/12	9/30/12	

Number of volunteers serving in outcome-based assignments (those that measure progress toward an outcome)	330					330
Number of elderly able to continue living in their own homes because of volunteer help	500					500
Number of agencies using volunteers as part of the effort to maintain services and programs	30					30
Number of academic achievement sessions (tutoring, literacy, and general education) provided by Coming of Age volunteers to 25 adults	250					250
Number of nonprofit organizations provided with training and technical assistance through the nonprofit support component of the Coming of Age program	30					30
Measures For Grant						
Dept. measures and grant measures are the same						
Outcome Impact Description	85% of organizations provided with Coming of Age volunteers report these volunteers helped them better meet client needs					

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Outcome Impact Description	85% of clients served will remain in their homes					
Outcome Impact Description	70% of agencies will report that they maintained services to their clients because of the volunteers recruited and managed by Coming of Age volunteers					
Outcome Impact Description	80% of participating organizations will report that their adult clients increased their education and/or literacy levels as a result of participating in academic achievement sessions					
Outcome Impact Description	90% of nonprofits receiving training and technical assistance through the nonprofit support component of the Coming of Age program will report a better understanding of volunteer management for the 50+ population					

PBO Recommendation:

This grant application is to continue to enhance the Coming of Age Program in Travis County. The county's grant match requirement of 30% is more than covered by the department's General Fund budget for this program. This grant allows Baby Boomers to volunteer in areas such as education, independent living, health and human services, volunteer mobilization and capacity building. PBO recommends approval of this grant application.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

Coming of Age focuses on the skills available in the Baby Boomer population (those born between 1946 and 1964) as well as older retirees to create more value for the community. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers will be able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers will pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). The grant for \$50,495 comes directly from CNCS. Another grant for \$24,484 comes from the Texas Dept. on Aging and Disability Services (DADS) and is passed through CNCS. These grant funds enhance an existing program.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

The \$50,495 grant requires a 30% cash match of \$15,149 from the General Fund. The General Fund budget for Coming of Age more than covers the match requirement. This grant pays for approximately 45% of the Coming of Age Director's salary and benefits as well as operating expenses. The General Fund would most likely have to cover this if the grant is not renewed.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The county is required to provide a 30% (\$15,149) cash match. This is more than covered by the current Coming of Age budget. No additional funds are required. The \$321,591 in the Local line item on the face sheet of the SF424 shows the amount of General Fund money committed to the program. This includes the required 30% match.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

The current indirect cost rate assigned to TCHHSVS by the consultant Maximus is .5542. At this rate, the cost for grant administration would be \$27,984. There is not enough money elsewhere in the Coming of Age budget to cover the shortfall that would result if this amount were requested for grant administration.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

The Coming of Age program would have to seek funding from other sources, including the General Fund, if the Corporation for National and Community Service reduced or discontinued this grant.

6. If this is a new program, please provide information why the County should expand into this area.

NA

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The Corporation for National and Community Service grant provides funding to help Coming of Age achieve the performance measures described on page 1. The grant measures are the same as the department measures.

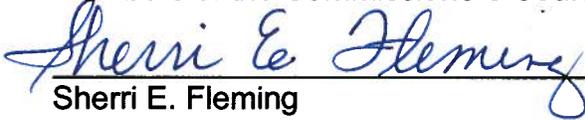


**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

DATE: December 28, 2011

TO: Members of the Commissioners Court

FROM: 
Sherri E. Fleming
County Executive for Travis County Health and Human Services
and Veterans Service

SUBJECT: Coming of Age grant application

Proposed Motion:

Consider and take appropriate action to approve an application to the Corporation for National and Community Service for a \$50,495 grant to help fund the Coming of Age program.

Summary and Staff Recommendation:

Coming of Age Austin Metro (formerly known as Travis County RSVP) broadens the scope of RSVP by focusing on the skills available in the Baby Boomer population (those born between 1946 and 1964) as well as older retirees to create more value for the community. Coming of Age volunteers focus on the following service areas: education, independent living, health and human services, volunteer mobilization and capacity building. Volunteers will be able to explore their future, become community leaders, pursue lifelong learning, and engage in meaningful service. Activities these volunteers will pursue include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating fund-raising events for nonprofits.

TCHHSVS staff recommends approving this application.

Budgetary and Fiscal Impact:

The \$50,495 is for the period 4/1/12 to 3/31/13. Travis County is required to provide a 30% cash match of \$15,149. This is more than covered by the current Coming of Age departmental budget. No additional funds or staff are required.

Coming of Age receives two grants from the Corporation for National and Community Service (CNCS). The grant for \$50,495 comes directly from CNCS. Another grant for \$24,484 comes from the Texas Dept. on Aging and Disability Services (DADS) and is passed through CNCS.

Issues and Opportunities:

Coming of Age provides valuable services to the residents of Travis County in such areas as education, health and human services, volunteer mobilization and capacity building to improve the effectiveness of nonprofits.

Background:

Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities. Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges such as sight or hearing limitations or restricted mobility.

Cc: Deborah Britton, Division Director, Community Services, TCHHSVS
Fred Lugo, Manager, Coming of Age
Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Ellen Heath, Financial Analyst, Travis County Auditor's Office
Mary Etta Gerhardt, Assistant County Attorney
Leroy Nellis, Acting County Executive, Planning and Budget Office
Diana Ramirez, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent

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PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 12SR136256	4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 11SRWTX002
5. APPLICATION INFORMATION <i>Travis County through the</i>		
LEGAL NAME: Travis County Health and Human Services and Veterans Services DUNS NUMBER: 030908842	ADDRESS (give street address, city, state, zip code and county): PO Box 1748 Austin TX 78767 - 1748 County: <i>Travis</i>	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Fred Lugo TELEPHONE NUMBER: (512) 854-4105 FAX NUMBER: (512) 854-4131 INTERNET E-MAIL ADDRESS: fred.lugo@co.travis.tx.us
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 746000192	7. TYPE OF APPLICANT: 7a. <input checked="" type="checkbox"/> Local Government - County 7b. Local Government, Municipal	
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Coming of Age Austin Metro 11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Travis County, Texas	13. PROPOSED PROJECT: START DATE: 01/01/11 END DATE: 03/31/14	
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="TX 021"/> b.Program <input type="text" value="TX 021"/>	
a. FEDERAL \$ 50,495.00 b. APPLICANT \$ 354,920.00 c. STATE \$ 24,484.00 d. LOCAL \$ 321,591.00 e. OTHER \$ 8,845.00 f. PROGRAM INCOME \$ 0.00 g. TOTAL \$ 405,415.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: <i>Department</i> Fred Lugo	b. TITLE: Project Director	c. TELEPHONE NUMBER: (512) 854-4105
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE: <i>Travis County</i> BY:	e. DATE SIGNED:	

Samuel T. Biscoe
Travis County Judge

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Executive Summary

Travis County Health and Human Services & Veterans Services (HHS/VS), the RSVP grantee's local sponsor and local authority in the provision of health and social services for the residents of Travis County, continually examines growth trends to address its mission of working within the community to optimize self-sufficiency for families and individuals and to promote the full development of individuals, families, and neighborhoods. HHS/VS achieves its mission by providing services either directly or through private and not-for-profit agencies.

During the past decade, Travis County, Texas experienced an overall population growth rate of 27% (from 812,280 to 1,030,806). Its greatest growth rate occurred in the baby boomer population (55% or 147,450 to 229,000).

In 2009, Travis County RSVP and HHS/VS, identified the need to evolve RSVP to more effectively appeal to and serve the immediate and long-term demands of the growing population of baby boomers in Travis County, as well as the organizations who utilize the skills and experience of RSVP volunteers.

On October 1, 2010, Travis County RSVP reinvented itself as Coming of Age, an initiative developed by the Temple University Center for Intergenerational Learning, to promote 50+ civic engagement, learning and leadership. The Coming of Age model significantly expanded and enhanced the scope of the existing RSVP model.

While Coming of Age engages people 50 and older, only people 55+ are attributed to the RSVP grant. As an RSVP grantee, Coming of Age Austin Metro systems and infrastructure track and separate the scope for each of the two programs while operating under the Coming of Age name. This is accomplished by separating program services and budget for members age 50--54, and for members who are RSVP age-

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eligible (55+).

In year one, Coming of Age requested funding to support 210 volunteers in impact-based assignments. In year 2 of 3, Coming of Age requests \$50,495 for continuation of this Senior Corps grant. Coming of Age proposes to increase the number of volunteers age 55+ serving in impact-based assignments from 210 to 330, and to develop non-outcome based opportunities for 70 volunteers age 55+ in national performance measurement areas identified by the Corporation for National and Community Service (CNCS), as well as in local need areas.

Three components of the Coming of Age program support and enhance the legislated purpose of RSVP:

1) Explore Your Future, 2) Community Connection and Contribution, and 3) Nonprofit Support.

EXPLORE YOUR FUTURE. In year one, staff and experienced trainers in life training received training from Temple University Center for Intergenerational Learning staff on conducting "Explore Your Future" Life Planning Workshops. In year two, Coming of Age staff and trainers will facilitate these workshops for pre-retirees and retirees. Issues covered will include civic engagement and lifelong learning opportunities. Workshops will be offered to government agencies, corporations, unions, universities, associations, nonprofits, faith-based organizations, and members/volunteers. With a focus on civic engagement, the program is designed to help participants explore and discover the best path to a fulfilling and engaged future.

COMMUNITY CONNECTION AND CONTRIBUTION. This component connects people 50 and older to the many organizations that can benefit from their skills, passions, and experience. This will be accomplished through a variety of channels that will help and lead talented people - the Coming of Age volunteers - to address community needs. The programs within this component are:

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a) Leadership Academy. In year two, Coming of Age will begin the planning process for a workshop series, the Leadership Academy, to build leadership among those 50+ and develop and support teams to address specific critical community needs in nonprofit organizations. With implementation in year three, nonprofit organizations interested in utilizing these teams will submit proposals to Coming of Age. Proposals will be evaluated based on the project's potential to help the organization meet its mission and the degree to which the proposed opportunities allow older volunteers to have an impact on the community, contribute in a meaningful way, provide input into the roles they play, connect and form new and purposeful relationships, and build skills.

b) 50 Forward. In year two, Coming of Age and Travis County Television (TCTV Channel 17) will launch a televised community dialogue series on civic engagement, community resources, and topics of interest to people 50+. Episodes will run 4.5 minutes, will be released approximately 1 per month, and archived on the Coming of Age website, TCTV website, Coming of Age Facebook page, Coming of Age YouTube page, & TCTV's YouTube page for greater accessibility and dissemination of content.

c) JOIN HANDS National Days of Service. These intergenerational days of service on 9/11 and MLK Day are part of a larger strategic community volunteer plan to stimulate and inspire volunteers to go one step further in helping others and solving community problems.

d) Online Access. This component provides a web-based, one-stop, comprehensive information and referral platform; a dynamic, searchable volunteer opportunities portal; regularly updated resources and community events; opportunities for organizations to post and update volunteer positions; and demographically-relevant articles. The website is designed to provide people 50+ with timely resources, help them connect to existing volunteer opportunities, as well as engage in a variety of programs, services, and workshops to live a rewarding, fulfilling life beyond full-time employment. Furthermore,

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the website is designed to help partnering nonprofit organizations market volunteer opportunities, recruit talented volunteers, and post community-wide events. As capabilities expand, social media outlets (specifically, Facebook) will be utilized as a second medium for disseminating timely and relevant information.

e) Get Involved. This community engagement program recruits volunteers ages 50 and older, specifically for high-impact, outcome-based opportunities. In year one of the three year grant, volunteers served in five primary service areas: independent living, adult education and literacy, capacity building/fundraising, capacity building/management, and health education/immunizations. In year two, Coming of Age will plan additional opportunities that address national service measures developed by CNCS in housing and homelessness, hunger/food security, veterans assistance, economic opportunity/tax preparation, and disaster services/response.

Each of these service areas address specific community needs and desired outcomes that have been identified either through local planning groups and agencies or through forums conducted nationally by CNCS as part of its strategic planning process. In Travis County, critical community needs have been identified through a partnership of community service providers, funders, government agencies, business leaders, and community representatives known as the Community Action Network.

Additionally, HHS/VS's Research & Planning Division solicits community input for its 3-5 year plan that describes community needs, resources, priorities, and strategies to address those needs. Coming of Age relies on these sources to determine which needs to address and the methods to address those needs.

Get Involved also serves as a volunteer information and referral resource for partnering nonprofits interested in promoting their volunteer opportunities through Coming of Age and to those 50+ interested in volunteering.

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The community needs identified in year one and continued in year two, methods to address those needs, and their outcomes are:

i) Independent Living

Community Need: 17,000 Travis County residents have disabilities that interfere with daily living. The Texas Health and Human Services Commission states that these disabilities threaten the ability of individuals to maintain their independence. Independent living services for these individuals are needed to help them remain in their homes.

Method to Address Need: Volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointment.

Outcome Indicator: Percent of clients who are able to remain in their homes.

ii) Health Education/Immunizations

Community Need: In Travis County, 10,800 of the children under two have been adequately immunized. The remaining 4,800 are at risk for serious diseases. Parental education on early childhood protection and immunization is needed to improve immunization rates.

Method to Address Need: Following the immunizations model funded by the Center for Disease Control and piloted by the University of the North Texas and Denton County RSVP, volunteers will provide mothers of newborns in partnering hospitals with information on immunizations, discuss the importance of following an immunizations schedule, will maintain contact with the parent by phone,

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will send shot-reminder cards during the child's first two years, and will verify the infant's immunizations.

Outcome Indicator: Percent of newborns enrolled and maintained in the immunizations program who complete all required immunizations within 2 years.

iii) Adult Education and Literacy

Community Need: The National Assessment of Adult Literacy indicates that 83,234 adults age 16+ in Travis County struggle with reading or cannot read. Only 1 in 20 people seeking literacy services have access to them. Adult education and literacy services are needed to improve low literacy among adults and limited access to educational materials.

Method to Address Need: Using service models developed by the Literacy Coalition and Learning Ally, volunteers will assist nonprofit organizations in providing support to clients and staff with adult basic education classes, ESL classes, tutoring, and assisting adults with reading and print disabilities.

Outcome Indicator: Percent of students assisted who have improved academic performance in literacy.

iv) Capacity Building/Fundraising

Community Need: The Greenlights Non-Profit Pulse Survey reported that local nonprofits have experienced an increase in demand for services while seeing a 54% drop in contributions. Competition for funds is increasing among the 6,000+ nonprofits in Austin. More than 40% of those surveyed reported that they intend to dedicate more staff to fundraising. Volunteers who assist with fundraising

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are needed to help local nonprofits maintain or expand existing programs and services.

Method to Address Need: Local nonprofits who have experienced a decline in contributions are relying on their own successful models to raise funds. Nonprofits will utilize Coming of Age volunteers to run and assist in proven annual fundraisers, solicit sponsorships for clients served through human needs organizations, and in ongoing fundraising activities.

Outcome Indicator: Percent of agencies reporting that they maintained or expanded their services and programs.

v) Capacity Building/Management

Community Need: The Greenlights Non-Profit Pulse Survey reported that in 2009, 1,200 of local nonprofits laid off staff due to a 54% drop in contributions. Another 600 intended to do so in subsequent years. 720 planned to reduce or eliminate programs and services. 660 had already done so. Local nonprofits need and are becoming more reliant on volunteers to manage various aspects of organizational operations to maintain their services/programs.

Method to Address Need: Local nonprofits that experienced a decline in contributions rely on proven capacity building volunteer service models, like that developed by Temple University's Intergenerational Center on Learning, to sustain or expand services. Volunteers supervise others, manage programs, recruit volunteers, and provide technical assistance or professional services.

Outcome Indicator: Percent of agencies reporting that they maintained or expanded their services/programs.

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NONPROFIT SUPPORT. The Nonprofit Support component focuses on encouraging and supporting nonprofits who utilize the experience and skills of people 50+ by providing these organizations with a range of training and technical expertise. The programs to be offered are:

a) "Capturing the Energy & Expertise of People 50+" Learning Lab. The Learning Lab, developed by Temple University's Center for Intergenerational Learning, is offered to staff at volunteer stations.

Coming of Age trainers receive training from the Learning Center's staff. The training provides the knowledge and tools necessary to lead workshops focused on the recruitment, training, support, and retention of volunteers 50+, and on creating meaningful volunteer leadership opportunities that build the capacity of nonprofit organizations. The six-session program covers a range of critical topics including:

- Understanding who adults age 50+ are today;
- How to craft compelling opportunities for them;
- How to create and use messages that reach this audience;
- How, when, and where to recruit;
- Placing, training, and managing volunteers age 50+; and
- Planning for maximum success.

b) Get Involved. This community engagement program serves as a volunteer information and referral resource to nonprofit organizations interested in the experience and skills of volunteers 50+. Also, Coming of Age provides support to volunteer stations through the recruitment and placement of Coming of Age volunteers in impact-based assignments.

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Note: With the reinvention of RSVP as Coming of Age, the terminology for an RSVP volunteer and a RSVP volunteer station will be changed to a Coming of Age volunteer and a Coming of Age volunteer station, respectively; this terminology is used throughout the grant application.

Strengthening Communities

KEY ECONOMIC, DEMOGRAPHIC and GEOGRAPHIC FEATURES

Travis County, established in 1938, covers an area of 989 square miles and can be divided into three sections: the hill country to the west, the flatlands to the east, and the highly populated section in between. Travis County is the 5th largest county in Texas with a current population of 1,030,806 residents. The County has grown rapidly over the past decade, by about 27%, and is the 12th fastest growing county with a population over 100,000. About three-quarters of the County's population live in Austin, the state capital, although the share of the population that lives in the smaller municipalities or unincorporated areas has increased in recent years. (2010 American Community Survey/U.S. Census Bureau)

Not only has Travis County grown in size, it is also increasing in diversity. Since 2000, Asians and Hispanics have increased as a proportion of Travis County's population, while the proportion of Non-Hispanic Whites has decreased. Currently, 50% of the population identifies as Non-Hispanic White followed by Hispanic or Latino (34%), Non-Hispanic Black (8%), Non-Hispanic Asian (6%) and other race/two or more races (2%). The County's immigrant population has grown rapidly over the past several decades; 179,286 foreign-born individuals live in Travis County and comprise 17% of the population, compared to only 8% in 1990 and 15% in 2000. In a related trend, the number and share of bi/multilingual residents or those with a primary language other than English has also grown since 2000, from 29% (or 216,164) in 2000 to 31% (or 292,608) in 2010. These immigrant and language-related characteristics tend to be similar to those seen statewide but reflect greater diversity than in the

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U.S. as a whole. (All data, unless otherwise specified, is from the 2010 American Community Survey.)

Overall, Travis County has a relatively young population -- the median age in Travis County is 31.8, compared to 33.6 for Texas and 37.2 for the United States. Since 2000, the total Travis County population has grown at a faster rate than that of the state. This growth is most notable in the 45-64 age group which grew by 55% compared to 45% statewide and 32% nationally. The child and youth population continues to grow at a faster rate than the population as a whole and experienced a 28% increase from 2000-2010, greater than the rate of growth for this group across the state (17%) and nation (3%).

Travis County is a relatively well-educated and economically viable community but a level of disparity does exist. Overall, Travis County's population is characterized by a high level of educational attainment. Compared to state and national figures, proportionately more Travis County residents have a college degree (43% of the adult population) and fewer lack a high school diploma. Still, 14% of adult residents report having less than a high school diploma or equivalent in comparison to 19% of Texans and 14% of Americans).

In terms of economic characteristics, Travis County has a comparatively high median income but also has a relatively high cost of living and a significant portion of its population living in poverty. In 2008, the reported median household income in Travis County was \$55,467. Reported median household income in 2010 fell by 7% to \$51,743 from the 2008 level. The median household income in Travis County exceeds that of the U.S. (\$50,046) and Texas (\$48,615); however, over the past decade the difference in median income between the County and state/nation has shrunk between 3% and 4%.

About 194,156 Travis County residents (19% of the population) live in poverty. Of those, about 62,168

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are children (a 25% child poverty rate). Poverty rates have increased by 3% in the past year. Travis County has a higher poverty rate than the state of Texas (18%) and the U.S. (15%). Children and female adults are disproportionately represented among the poor, with the overrepresentation being especially prominent among children. 37% of Travis County residents (375,147), live at or below 200% of the poverty threshold.

Unemployment rates in Travis County tend to mirror some of the same disparities reflected in other economic trends. Overall, Travis County's unemployment rate was 6.7% in May 2011, lower than both the U.S. (9.1%) and Texas (8.0%) rates. However, as workforce trends generally predict that unemployment decreases as education levels increase, those with the highest educational attainment levels in Travis County also have the lowest unemployment (about 3% unemployment for those with a bachelor's degree or higher), and those with the lowest educational attainment levels have the highest unemployment (6.3% for those with less than a high school degree).

Together, these demographics point to a community with considerable assets but also with growing needs. The Coming of Age model seeks to leverage the skills and experience of community members 50+ to help meet these needs.

LOCAL INPUT INTO PROGRAM DESIGN AND EVALUATION

Coming of Age convenes meetings with its advisory groups, health and human services staff, county elected officials, and the local 20-member Aging Services Council (a diverse and broad-based community planning body of faith-based, nonprofit, and public service providers on aging issues) to seek input into Coming of Age programming. A three-year plan was developed in 2010 that broadened the program's scope, yet maintained the core program elements of RSVP.

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To gather local input into program design, staff will work with our advisory groups and the Research & Planning Division of HHS/VS to survey: 1) nonprofit organization partners on organizational needs and support to enhance their volunteer programs, and 2) the age 50+ Coming of Age volunteer on what defines meaningful service and the programs that are most compelling to them.

In 2010, interviews with leaders in communities of color were conducted to gain an understanding of existing volunteer opportunities and means of engagement within communities of color. Outreach efforts in 2012-2013 will focus more on faith-based organizations for African-American communities, and neighborhood meetings and centers for Mexican-American communities.

Evaluation of the new program will include several methodologies. As described earlier, Coming of Age staff and advisory committee members will conduct surveys to both volunteers and stations in order to evaluate the services provided by each one. Additionally, performance measures will be assessed at the conclusion of each contract period to evaluate program objectives and volunteer impact. All Coming of Age program offerings will be evaluated to determine effectiveness and community value.

Coming of Age staff will conduct site visits, including interviews with site leadership, to evaluate program viability, current and projected volunteer opportunities, and the appropriateness of the site as a continuing volunteer station. Factors that affect the quality of the program include physical space, leadership, infrastructure, partner support, and population served, and these factors will be measured during the site visits.

Coming of Age staff has partnered with the Research and Planning Division of HHS/VS in the development of short- and long-term program evaluation measures. These evaluation measures are

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described in Part III Section C: Processes for Assessment. In addition, an advisory committee made up of staff, Aging Services Council members, partnering nonprofits, and volunteers will contribute to program design and evaluation on an ongoing basis.

SELECTION OF COMMUNITY PARTNERS

Coming of Age will address a broad range of community needs but will focus impact-based community engagement efforts in independent living, adult education and literacy, capacity building/fundraising, capacity building/management, and health education/immunizations. In partnership with volunteer stations and volunteer connector organizations, Coming of Age will leverage its capacity as the County's leader in older adult volunteer service to implement strategies that will have a positive impact in the desired areas of service. Any public agency, secular or faith-based private nonprofit organization, or proprietary health-care organization in Travis County may promote its volunteer opportunities through the Coming of Age program. Those who meet requirements defined in the RSVP Operations Handbook and who address the community needs criteria identified by Coming of Age may also be selected as volunteer stations.

Volunteer stations will be required to participate in the Coming of Age Learning Lab, "Capturing the Energy & Expertise of Volunteers 50+," an intensive 2 day workshop. Volunteer station staff will leave understanding the generational characteristics of boomers and seniors and the key characteristics of creating compelling volunteer opportunities for individuals ages 50+. The goal is for these staff to implement effective volunteer management, interview and screening skills. The Learning Lab will help volunteer stations ensure that each volunteer has a high-quality experience by providing volunteer station staff with a better understanding of how to fully leverage the skills and experience of the 50+ population.

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Volunteer stations will be able to utilize the experience and skills of Coming of Age volunteers to 1) address the identified areas of need, 2) take advantage of training and technical assistance opportunities through Coming of Age, and 3) supplement their volunteer support services with those provided through Coming of Age.

PUBLIC AWARENESS AND COMMUNITY SUPPORT

With a growing number of citizens turning 50 every day, there is a great opportunity for communities to benefit from the skills and talents of this growing human resource. In fiscal year 2010, Coming of Age created a full-time staff position to heighten public awareness about this age group's potential and the services provided through the Coming of Age program.

Coming of Age will partner with Travis County TV (Channel 17) and other local broadcast media outlets to disseminate programmatic information, market volunteer opportunities, air public service announcements/advertisements, and profile adult volunteers in service.

Additionally, a televised community dialogue series entitled, "50 Forward," will be launched in 2012. "50 Forward" will discuss issues relevant to the 50+ population, e.g. caregiver support services, travel & leisure, health & wellness, volunteerism, and active living. Each will explore 3-4 topical issues, for example caregiver support services will include topical issues, e.g. respite care, Alzheimer support, preventing burnout, etc. The series will be televised and broadcast in the Austin metropolitan area through TCTV to a daily viewing audience of over 5,000. Episodes will run 4.5 minutes and will be released once per month, being archived on the Coming of Age website, TCTV website, Coming of Age Facebook page, Coming of Age YouTube page, & TCTV's YouTube page for greater accessibility and

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dissemination of content.

Coming of Age will embark on an annual recruitment campaign designed to significantly increase the number of older adults engaged in public service. This will involve a range of marketing strategies, including direct mail, editorials, radio and television Public Service Announcements (PSAs), and outreach to corporations and community and faith-based organizations. A media Advisory Committee will be formed to assist in the marketing campaign, as well as assist in speaking engagements to civic organizations, retiree and pre-retiree groups, faith-based groups, and corporate employee volunteer programs.

BRINGING TOGETHER PEOPLE OF DIVERSE BACKGROUNDS

Coming of Age is committed to bringing together people of diverse backgrounds by maintaining a broad and inclusive set of organizational members and volunteer opportunities.

In partnership with the Research and Planning Division of HHS/VS, leaders in communities of color were interviewed to better understand cultural differences related to volunteering. Staff also surveyed the 50+ population in diverse communities to explore the characteristics of meaningful volunteer service and issues that are most compelling to them. The results of the survey and interviews are used to refine Coming of Age programming and to strengthen our commitment to diversity.

Coming of Age is also committed to providing volunteer opportunities for those who may have physical challenges, e.g. sight or hearing limitations or restricted mobility. Input from community experts in these areas, including staff from HHS/VS, the Aging Services Council, community partners, and other health and social service provider organizations, will be gathered annually to ensure that, when

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appropriate, physical requirements do not present a barrier to service.

MOBILIZATION OF COMMUNITY RESOURCES

Coming of Age will mobilize community resources in a variety of ways:

- Recruit skilled adults 50+ to volunteer at community organizations;
- Raise funds and in-kind donations from local foundations;
- Engage experts in the field to participate in community dialogue series;
- Train nonprofits in understanding the staff time and resources needed to successfully recruit and retain volunteers;
- Engage the 20-member senior service planning organization, the Aging Services Council of Central Texas, to promote Coming of Age and increase access to information on community engagement;
- Recruit a diverse Coming of Age Advisory Council membership from areas including the corporate, public, and faith-based sectors, as well as communities of color, to advise and support Coming of Age; and
- Engage Travis County Television and other local broadcast and print media outlets to advertise Coming of Age opportunities and events.

VOLUNTEER PARTICIPATION IN COMMUNITY ACTIVITIES

Volunteers will participate in community activities through their volunteer organizations and Coming of Age programs. Volunteer stations' activities will focus on independent living, adult education and literacy, capacity building/fundraising, capacity building/management, and health education/immunizations. Examples of activities include tutoring, mentoring, food distribution, caregiver services, health education, recruiting volunteers for nonprofit organizations, and coordinating

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and participating in fundraising events for nonprofit organizations.

In year two, Coming of Age will work with local nonprofits to plan additional opportunities that address national service measures developed by CNCS in housing and homelessness, hunger/food security, veterans assistance, economic opportunity/tax preparation, and disaster services/response.

Volunteers will participate in Coming of Age programs through "Explore Your Future" workshops, community dialogue series, national days of service events, and the Leadership Academy.

ENHANCING THE CAPACITY OF ORGANIZATIONS

Coming of Age will develop and support programs based on community needs. These programs will simultaneously leverage the talents, skills, and passions of the 50+ community and provide training and support to nonprofits to solve a specific community problem.

In year two, Coming of Age will begin the planning process for a workshop series, the Leadership Academy, to build leadership among those 50+ and develop and support teams to address specific critical community needs in nonprofit organizations. With implementation in year three, nonprofit organizations interested in utilizing these teams will submit proposals to Coming of Age. Proposals will be evaluated based on the project's potential to help the organization meet its mission and the degree to which the proposed opportunities allow older volunteers to have an impact on the community, contribute in a meaningful way, provide input into the roles they play, connect and form new and purposeful relationships, and build skills.

Service opportunities that enhance the capacity of organizations will be a top program priority for

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Coming of Age. Coming of Age volunteers will build the capacity of nonprofit agencies by dedicating significant time to organize and participate in fundraising efforts for those agencies, as well as in management.

The Coming of Age Learning Lab will be provided to all volunteer stations. The intensive program will build organizational capacity by:

- 1) Attracting and retaining more people 50+ to connect and contribute to their organization;
- 2) Engaging skilled people 50+;
- 3) Applying new strategies to strengthen an organization's capacity to achieve its mission; and
- 4) Providing stations with new insights as a result of participating in a learning collaborative.

INTEGRATING SENIOR SERVICE INTO THE ACTIVITIES OF OTHER SERVICE PROGRAMS WITHIN THE COMMUNITY

The Coming of Age program, in addition to providing each station with a volunteer, will also offer a Learning Lab twice a year. This comprehensive training module will help organizations fully leverage the skills and experience of people 50+.

The module's curriculum is based on state-of-the-art research on critical issues about engaging people age 50+ in meaningful service. Session leaders are local subject matter experts. All are highly skilled at helping Coming of Age organizational members mine the talent and expertise of this expanding and evolving resource. Coming of Age will recommend that stations register two representatives (e.g., the executive director, volunteer manager or coordinator, and any other staff member who is involved in managing opportunities) to maximize the opportunity that the Learning Lab offers.

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Community groups in which older adult service is represented and integrated in planning or other initiatives include the 20-member Aging Services Council (ASC) and the Area Agency on Aging-Capital Area (AAA-CA). ASC reports and makes recommendations to address various community needs pertaining to older adults. Coming of Age staff will participate in planning initiatives and collaborate with agencies that work with the Aging Services Council (the City of Austin, Travis County, United Way, foundations, and senior service providers) to integrate older adult volunteer service into their plans for meeting community needs. The AAA-CA is responsible for developing an area-wide plan for addressing specific issues pertaining to aging. Coming of Age will partner with agencies that address issues in the Area Agency on Aging plan to integrate older adult service into their agency plan for meeting community needs.

Coming of Age will also serve in an advisory capacity for councils, organizations, or committees that promote older adult service as a means to more effectively address community needs, e.g. Austin Groups for the Elderly and the Texas Senior Advocacy Coalition. Additionally, Coming of Age will work with and support organizations seeking to integrate senior service into grant applications for aging in place.

Recruitment and Development

ASSURING A HIGH QUALITY EXPERIENCE FOR VOLUNTEERS

The Learning Lab, described in the previous section, and structured programmatic processes will help Coming of Age ensure volunteers a high-quality experience. Processes will include a comprehensive station selection process, ongoing training opportunities, skills development and appropriate station supervision. An organization interested in becoming a station must be able to identify how a volunteer would help its organization accomplish its goals and understand the role a volunteer assumes in its service delivery system(s), if applicable. Additionally, prospective stations should be able to effectively communicate the importance of volunteer service to funders, service recipients, program advocates, and

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the volunteer. In doing so, stations will clearly understand their responsibilities and the value a volunteer brings to their respective organizations. Volunteers, in return, will be able to reflect on the importance their service has made not only to their assigned station, but themselves. Routine check-ins with individual and organizational members will help Coming of Age staff ensure successful matches. The Coming of Age evaluation process will formally measure both volunteer and station experiences.

Coming of Age will build volunteer leaders through its Leadership Academy. Among the goals of the Leadership Academy are helping individual members learn how to use their personal experiences and passion to inspire others to serve, and building leadership skills that will enhance the capacity of organizations where volunteer leaders serve.

RECRUITMENT, RETENTION, AND RECOGNITION

Recruitment strategies for Coming of Age volunteers include: utilizing internet technology, broadcasting PSAs through media advertisements, conducting face to face presentations, providing life planning workshops, offering a community dialogue series on civic engagement, developing a leadership academy, providing an information referral service, posting print media stories, and creating a public awareness campaign.

- Internet Technology: Volunteer opportunities for Coming of Age will be posted monthly, depending on the need of partnering nonprofits, using Volunteer Match, Facebook, Idealist, and Craigslist (as requested). A monthly electronic newsletter, "Inspiring Opportunities," featuring news relevant to people 50+, resources for nonprofits, upcoming community events and workshops, as well as paid and unpaid opportunities will be released on a bi-weekly basis.

- Broadcast: Coming of Age will partner with Travis County Television (TCTV, Channel 17) to produce monthly "50 Forward" segments (see below, "Community Dialogue Series"). Additionally, Coming of

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Age will work with TCTV to produce Public Service Announcements, scheduled to broadcast on a bi-monthly basis. Staff will continue to explore and make connections with local media outlets to increase exposure and impact of PSA campaigns.

- Presentations: Staff will conduct two presentations each month to civic groups, faith-based organizations, social groups, corporations, social services agencies, and other groups of interest.
- Life Planning Workshops: "Explore Your Future" will be offered to pre-retirees and retirees through various agencies and entities.
- Community Dialogue Series: Coming of Age and Travis County Television (TCTV Channel 17) have developed and will launch in year two a televised community dialogue series on civic engagement, community resources, and topics of interest to people 50+.
- Leadership Academy: A workshop series will be offered which will build leadership skills among the 50+ population. "Make a Big Difference Teams" will be formed to address critical community issues and needs.
- Information Referral Service: Coming of Age participants will be provided a wide spectrum of opportunities for individuals and organizations. Individuals can be connected to compelling volunteer opportunities, learning opportunities, encore career opportunities, ways to enjoy free time, ways to explore their future, and information on issues that are important to the 50+ population. Organizations can enjoy learning tools, best practice information, and research engines for a variety of topics.
- Print media stories: Inspirational volunteer stories, partnering nonprofit organization success stories, and community-wide events will be highlighted through various print media outlets.
- Public Awareness Plan: Develop and implement a public awareness plan to increase presence in and target volunteers from communities of color. Continue developing current Public Awareness Plan to highlight encore career opportunities, volunteer positions, and programmatic services directly impacting 50+ population throughout Austin metropolitan area. Expand awareness of nonprofit partners' programs, services, and opportunities, consequently increasing partner's exposure and

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marketing capabilities to 50+ population in Travis County. Overall emphasis of Public Awareness Plan is to increase brand equity, awareness, and logo recognition in service area.

Retention strategies include:

- Ensuring opportunities allow for flexibility in areas such as volunteer activity, length of commitment, location, population served, leadership opportunities offered, new skills that are gained, and the like;
- Providing a well-organized benefits structure that includes service learning;
- Offering intergenerational opportunities for events, including national days of service;
- Conducting follow up with volunteers after they are placed to ensure satisfaction has been achieved;
- Maintaining "Explore Your Future" workshops, the community dialogue series, the Leadership Academy, the Information Referral Service, broadcast and print media outlets, and Internet technology;
- Making personal contact with volunteers who are not active; and
- Developing educational, social, and cultural activities for members.

Recognition will be comprised of traditional and non-traditional activities; these include benefits that directly serve the volunteers.

- Formal recognition will occur at an annual banquet. Volunteers will be honored for their achievements.
- A monthly email newsletter will feature volunteer opportunities, volunteer and station spotlights and relevant volunteer resources.
- Volunteers will have access to "Explore Your Future" workshops to further explore options in their retirement years, focusing on public service and lifelong learning.
- Volunteers can take advantage of an ongoing community dialogue series entitled, "50 Forward." The series will be a demographically-relevant show, discussing topics of import to people 50+ (like, caregiver support services, health & wellness, travel & leisure, etc.). Videos will be made available on the Coming of Age website, Facebook page, and YouTube page, as well as Travis County Television's (TCTV, Channel

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17) website and YouTube page.

- Coming of Age will nominate volunteers for community and national service awards.

TRAINING AND TECHNICAL ASSISTANCE TO PROJECT STAFF, VOLUNTEERS, VOLUNTEER STATION SUPERVISORS, AND COMMUNITY PARTICIPATION GROUPS

Travis County, the local sponsor, offers professional development training and support to project staff.

In addition, staff will continue to receive trainings in workshops provided at local and national professional meetings on volunteerism and community service. Specialized training specific to the Coming of Age program will be provided by staff from Temple University Center for Intergenerational Learning. This training will focus on how to facilitate workshops for pre/post retiree volunteers and organizational members: These workshops will offer best practices in the areas of "Train the Trainer" and the "Learning Lab," mentioned previously. Guidance in survey development to expand the program's community base will be provided by the Research and Planning Division of HHS/VS.

Coming of Age volunteers will examine Productive Aging through "Explore Your Future," a program designed to educate and stimulate them in their pre/post retirement years. This program will offer strategies for successful aging by means of five Life Planning Workshops that focus on civic engagement. The members will explore opportunities where volunteering can meet community needs, discuss lifetime learning, enjoy the development of leaders through the Leadership Academy and attend community engagement forums and lecture series by experts in various fields. The Coming of Age website will also serve as a training and motivational resource for the new volunteer. Additional training will be provided on-site by stations.

Coming of Age stations will be specifically selected to participate in the Coming of Age program based

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on their ability to address prioritized community needs in education, independent living for seniors, and capacity building in financial and volunteer sectors and health and human services. Volunteers will be required to participate in the Coming of Age Learning Labs, called "Capturing the Energy & Expertise of People 50+." The labs comprise a 2-day series of workshops which focus on how to mobilize, energize and utilize the baby boomer volunteer. The organizations involved will explore what motivates these volunteers in a diverse community. They will be asked to sharpen volunteer interviewing and screening skills, as well as design dynamic strategies for effectively engaging and challenging the 50+ volunteer. Their newly recruited volunteers will serve to demonstrate an impact on specific community issues.

Community Participation Groups (CPGs) are those that are found in partnerships throughout the community. Organizations identified as CPGs will be established to address the priority issues mentioned above. The groups involved may include local universities, nonprofit agencies, and entities addressing or championing the needs of the aging community and intergenerational learning. The groups will be diverse and representative of the current Travis County demographic. They will be given the opportunity to participate in the evolving Coming of Age program after discussion of the program's mission and method of operation.

Program Management

STATIONS THAT ADDRESS SPECIFIED COMMUNITY NEEDS AND PROVIDE MEANINGFUL PLACEMENTS

Critical community needs have been identified in Travis County through a partnership of community service providers, funders, government agencies, business leaders, and community representatives known as the Community Action Network or through forums conducted nationally by CNCS as part of its strategic planning process. Additionally, HHS/VS's Research & Planning Division solicits community input for its 3-5 year plan that describes community needs, resources, priorities, and strategies to

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address those needs. Coming of Age relies on these sources to determine which needs to address and the methods to address those needs. In year two, Coming of Age will continue its outcome-based work with volunteer stations in the areas of independent living, adult education and literacy, capacity building/fundraising, capacity building/management, and health education/immunizations. In year two, Coming of Age will work with stations to plan additional opportunities that address national service measures developed by CNCS in housing and homelessness, hunger/food security, veterans assistance, economic opportunity/tax preparation, and disaster services/response.

Agencies that address these community needs will be identified through a social service agency list maintained by the Research and Planning Division of HHS/VS and other community participation groups. Agencies that work in partnership with Coming of Age and who utilize the skills and interests of volunteers to meet these needs will become volunteer stations.

Coming of Age will work with approximately 50 nonprofit or public organizations located throughout Travis County to ensure a wide range of outcome-based volunteer assignments for our members. All volunteers will be placed in outcome-based assignments. Coming of Age seeks to limit the number of additional Coming of Age volunteer stations to 15 in subsequent years. Maintaining this number of volunteer stations allows staff to develop quality relationships and provide technical assistance to members where needed, while focusing on volunteer outcome-based performance goals and providing diverse, flexible service opportunities.

Coming of Age volunteer stations will be carefully considered, and staff will seek tangible collaboration from each agency. Coming of Age will collaborate with eligible service providers to develop outcome-based plans and service opportunities that address identified needs. Volunteer management will be based on the Corporation for National and Community Service's requirements and on agreements

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maintained in a Memorandum of Understanding. The Memorandum of Understanding will describe the relationship between Coming of Age and the volunteer station. Additionally, job descriptions and volunteer assignment plans will be used for project management. Program-specific station requirements, beyond those of federal requirements, may include:

- 1) Providing access to diverse populations;
- 2) Creating flexible service options, e.g. project-based, episodic, weekly commitments, and/or one-time events;
- 3) Understanding how to engage older adult volunteers;
- 4) Utilizing the unique skills of older adult volunteers to make lasting change;
- 5) Bringing diversity of location, service activity, population served, and need served; and
- 6) Accessibility via public transportation and car.

Coming of Age will be a resource for volunteers and volunteer-related knowledge, receiving frequent requests for volunteers and volunteer management resources from the community.

ASSESSMENT OF PROJECT PERFORMANCE

Evaluation will include several methodologies. Coming of Age staff and advisory committee members will conduct an annual station survey and an annual volunteer survey to evaluate services provided by each. Additionally, performance measures will be assessed annually to evaluate program objectives and volunteer impact. All Coming of Age program offerings will be evaluated to determine effectiveness and community value.

Coming of Age staff will conduct regular site visits to stations. These visits may include interviews with site leadership, program viability or evaluation, and discussion of current and projected volunteer

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opportunities. Physical space, leadership, infrastructure, partner support, and population served will also be items assessed during these site visits.

The Research and Planning Division of HHS/VS has assisted the Coming of Age program in the development of short- and long-term program evaluation measures for this grant. R&P provides information, such as demographic data, as well as planning, evaluation, and program development expertise to integrate and mobilize community and department efforts across issue areas, leverage and develop resources, and assure the quality of new and existing programs.

Coming of Age evaluation measures include:

Short-term (years 1-2)

1. Increased knowledge, skills and behavior of staff at organizations that will enable the organizations to successfully engage people 50+ in compelling volunteer opportunities;
2. Expanded awareness and increased motivation of people 50+ to pursue options for contribution and connection in their communities through civic engagement;
3. Successfully implementing two organizational capacity-building workshops/year for local organizations.
4. Increased number of meaningful opportunities for connection and contribution offered within local organizations and communities;
5. Expanded community awareness of the value of people 50+ as a rich and unique community resource;
6. Demonstrated impact of 50+ civic engagement on specific community issues;
7. Evidence that participation in Coming of Age creates more purposeful and connected lives for residents age 50+ in Travis County.

Long-term (years 3+)

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1. More purposeful, connected and contributing lives for the region's 50+ population;
2. Demonstration of effective strategies for promoting 50+ civic engagement in culturally diverse communities;
3. Engaged diverse populations in opportunities to connect and contribute through civic engagement;
4. Healthier and stronger community organizations; and
5. Changed awareness and attitude about people 50+.
6. Increased number of people 50+ in Travis County connecting with and contributing to the local community through volunteer service;

Project performance is reported quarterly to the Travis County Planning and Budget Office.

Performance measures and accomplishments addressed in this report are reviewed by the Planning and Budget Office to ensure compliance with projected performance goals and objectives. Additionally, project staff review performance on a quarterly basis to discuss areas of concern, successes, and strategies for improvement.

MANAGING INFORMATION AND DATA

Coming of Age will maintain a volunteer management database and an internal tracking system for all volunteer service activities to help demonstrate project and volunteer impact.

The database (Volunteer Reporter) and internal tracking system will provide the number of potential volunteers referred to Coming of Age, the number of individual members successfully placed as volunteers, the number of hours served, and the number of individual members retained.

Supporting information for impact programs will be collected from or provided by stations and tracked

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through systems described in the attached workplans. Supporting information will include service activities, outputs, and outcomes. Data will be reported monthly and reviewed on a bi-annual basis by an internal review team from the Coming of Age sponsor, Travis County, as well as an Board/Advisory Council review team.

MANAGING PROJECT RESOURCES

Travis County, the project's sponsor, will provide Coming of Age with the necessary support to ensure accountability and efficient and effective use of available resources. Project resources will be managed by the Coming of Age Director and HHS/VS's Finance Division. HHS/VS's Finance Manager, HHS/VS's Executive Manager, the Travis County Auditor's Office, and the Travis County Planning and Budget Office will review budgets annually, with final review and approval from the Travis County Commissioners Court. Additionally, HHS/VS's Finance Division will provide monthly budget activity statements. Budget forecasts will be conducted at the half year mark to ensure good stewardship of resources. General purpose financial statements are audited annually in accordance with government auditing standards.

SECURING RESOURCES TO SUSTAIN AND EXPAND THE PROGRAM

Travis County Health & Human Services staff, including Coming of Age staff, will secure resources by researching funding opportunities and submitting grant applications to various funders, in addition to soliciting community and corporate sponsors for events.

Travis County has made a commitment to Coming of Age and will provide an annual financial allocation to ensure its long-term success, as well as provide staff to research grant opportunities. Coming of Age

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will benefit from the resources of Travis County for critical support including administrative support, record keeping, financial management, facilities management, equipment, supplies, and personnel management.

Coming of Age will utilize its Board and Advisory Council to seek and document additional cash and in-kind support to enhance and expand the project. The Board and Advisory Council will be responsible for identifying project areas that need support and areas where expansion could enhance the project's ability to address identified community needs.

Organizational Capability

ORGANIZATION'S EXPERIENCE

Travis County has successfully managed federal grants for more than 30 years and has managed the RSVP grant since 1975. In addition to managing grants, Travis County has supported volunteer programs within its departments for approximately 30 years and has been a provider of social services for more than 20 years, some of which include services to the elderly population in areas of basic needs, e.g. housing, weatherization, and emergency assistance. Additionally, the County has funded local nonprofit organizations that provide social services to the elderly population and is a recipient of other Corporation for National and Community Service funding, e.g. AmeriCorps*State grant.

KEY STAFF POSITIONS

Coming of Age staff roles are as follows:

1) The Coming of Age Program Director is responsible for the program budget, resource development, reporting, local and national advocacy, planning, program evaluation and assessment, building commitment among partners of program priorities, supporting the Advisory Council, RSVP grant

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management, personnel and performance management. The Program Director has a BA in Natural Sciences from the University of Texas at Austin and brings over 20 years of experience in volunteer management and human services planning in basic needs and senior issues.

2) Two Community Engagement Coordinators are responsible for identifying, screening and matching volunteer skills with nonprofit/public organizations, supervising the work of Coming of Age's in-house volunteers, volunteer station management, and the development of volunteer projects with measurable impacts. One Coordinator has a Bachelors in Mass Communications/Journalism, 14 years of experience in volunteer management, plus 7 years of experience as an RSVP grantee Volunteer Coordinator. The other position is currently vacant and is being posted.

3) The Training & Education Coordinator is responsible for developing and implementing effective Coming of Age training for volunteers and stations on civic engagement, leadership skills development for the 50 and older population, and capacity building for nonprofit organizations. These include the Learning Lab, "Explore Your Future" workshops, Leadership Academy, and lecture series on productive aging. The Training & Education Coordinator has taught for over four years at the college level, has a MA in Curriculum and Instruction/Adult Education and PhD in Education Administration from the University of Texas.

4) The Communications & Development Coordinator is responsible for developing and implementing strategies in tandem with Board, Advisory Council members, and staff to gain greater public awareness of the program and brand platform; promoting civic engagement; partnering with local media to create awareness of volunteer opportunities and the contributions of older adults in service; moderating and developing copy and content for the Coming of Age website, Facebook and YouTube pages; producing "50 Forward," and funds development/fundraising efforts. The Communications & Development Coordinator has a BA in Behavioral Science and a Masters in Public Administration and brings 5 years of experience in communications, marketing, outreach, and funds development.

5) The Community Resource Coordinator serves as a resource specialist on volunteer opportunities and

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other areas that promote overall well-being among the 50+ population, e.g. health & wellness, leisure, and lifelong learning; cultivates agency relations; serves as a resource/technical consultant to nonprofit agencies on effective volunteer management; develops retention strategies, including recognition; and agency and member survey development and analysis. This Coordinator has 14 years of experience in volunteer management and senior issues and has a Bachelors degree in Gerontology.

6) The Administrative Assistant provides administrative support services for staff and maintains the volunteer management database, purchasing, equipment inventory. The Administrative Assistant has 5 years of experience in providing administrative support to RSVP and 18 years of office administration.

7) The Learning Lab Trainers (2-3), to be hired, will be independent contractors and experienced trainers who help local organizations capture the energy and expertise of adults 50+ and attract more people age 50+ to connect and contribute to local organizations through a two session training class and follow up technical assistance.

8) "Explore Your Future" Trainers (5-6), to be hired, will be independent contractors and experienced trainers who help pre-retirees and retirees explore their future and design a fulfilling next phase of life, filled with opportunities.

FINANCIAL MANAGEMENT SYSTEMS AND EXPERIENCE IN MANAGING FEDERAL GRANTS

Travis County's organizational structure and procedures provide for appropriate and astute fiscal oversight of its monies: general fund, grants, contracts, and otherwise. Within the County, there is a minimum of four departments involved in the review and approval process for grants development and management. These are: the Planning and Budget Office, the County Auditor, the County Attorney and the respective Department seeking grant funding. For purposes of this proposal, HHS/VS is the grantseeking Department.

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Travis County and HHS/VS have successfully managed federal grants for more than 30 years. Currently, HHS/VS manages more than 10 federal grants (including American Recovery and Reinvestment Act funding) totaling more than \$10 million dollars. There are four staff principally involved in general grants development and administration. These include: the Finance Manager and two Contract Compliance Specialists - one primarily focuses on discretionary funding and the other on formula (entitlement) type grants. There is also a Resource Development Senior Planner who stewards the pre-award phase of the departmental grants cycle, leading needs identification, grants research and development. The Finance Manager and Finance staff are involved throughout the various phases of the grant award, working closely with the grant-funded program within HHS/VS to ensure appropriate oversight and compliance with grant regulations. The Finance Manager and Contract Compliance Specialists each have more than 10 years experience administering grants. The Resource Development Senior Planner has more than 13 years of grants experience that includes development, management, and administration (grantor). HHS/VS also has a departmental Grants Management Procedures manual that is aligned to County procedures and protocol.

TRACK RECORD IN MANAGING VOLUNTEER PROGRAMS, INVOLVEMENT WITH SENIORS, AND IMPACT-BASED PROGRAMMING

Travis County has 35 years of experience engaging older adults around the needs of the community through its sponsorship of RSVP. In early 2009, Travis County leadership challenged all programs to examine trends that may affect service delivery or make them outdated, as well as developing programs that are of more community value. In early 2010, RSVP proposed adopting a Coming of Age service model to meet the growing demands of the Boomer population, including those who are pre-retirees, recent retirees and working volunteers. The Coming of Age model was approved in June 2010 by the Coming of Age sponsor, the Travis County Commissioners Court.

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In 2001, Travis County completed a community assessment on the conditions of older adults in Travis County. The report, entitled *The Aging Services Environmental Scan 2001*, recommended that the community create a planning body to develop and implement a plan to meet the growing and changing needs of older adults in the Austin community. In response to the report's recommendation, Travis County convened key stakeholders to form a community planning body, the Aging Services Council, dedicated to the issue of aging services. Travis County maintains a key role in the Aging Services Council membership. Further, Travis County has funded and directly provided for services to elderly within our community since 1936.

Travis County utilizes a performance measurement system to track outcomes related to the provision of the services described above. For social services provided by Travis County, performance is reported on an annual basis to the Travis County Planning and Budget Office. As a social services funder, contracted nonprofit organizations report performance on a quarterly basis to HHS/VS and summary performance data are provided to the Planning and Budget Office on an annual basis. Additionally, RSVP/Coming of Age has been utilizing the Corporation's Programming for Impact model to track service outcomes since 1998.

Coming of Age, like RSVP, encourages seniors to continue as active and contributing members of the community by engaging them in meaningful volunteer service. Too frequently, older adults suffer from isolation, depression, and loneliness. Volunteering alleviates such ills and provides older adults with a recognized role in the community. Dignity and living as fully as possible are the cornerstones of Coming of Age's, and RSVP's, philosophy.

ORGANIZATION'S CAPACITY TO ASSURE PROJECT HAS ADEQUATE FACILITIES, EQUIPMENT,

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SUPPLIES, PURCHASING PROCEDURES, AND PERSONNEL MANAGEMENT SUPPORT, INTERNAL POLICIES

The Coming of Age program, located within the HHS/VS Department, continuously monitors its capacity to assure that it has the appropriate resources needed to carry out its programs and initiatives. Each year, during the department budget process, HHS/VS Directors poll staff to determine needs and request needed resources, e.g. facilities, equipment and supplies, all aligned to the County's internal budgetary guidelines. The Community Services Division Director, in partnership with the Executive Management Team, determines the allocation of resources in support of programs requiring assistance. The Information and Telecommunication Systems (ITS) department, which provides computer and telephone support to other County departments, also has procedures to ensure that staff have equipment updated as necessary. Other support departments, such as the Planning and Budget Office, Purchasing and Human Resource Management, ensure that all purchases and accounting transactions, budgetary issues, and personnel matters are handled through appropriate channels.

PROCEDURES FOR SELF-ASSESSMENT, EVALUATION, AND CONTINUOUS IMPROVEMENT

HHS/VS has a system of self-evaluation and periodic check-ins to ensure continual improvement of its grant-funded programs. Two Contract Compliance Specialists within the Financial Services Division work with programs post-grant award to ensure that programs are complying with grant requirements. One Contract Compliance Specialist's focus is on entitlement grants, while the other's focus is on discretionary grants. They assist program staff by reviewing and submitting reports to each grant's respective grantor and/or the County Auditor for appropriate review, approval and submission to Grantor.

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Coming of Age (RSVP) staff currently conduct an annual review of all initiatives' performance. For next year, staff will conduct semi-annual reviews to gauge overall program performance and progress towards meeting benchmarks.

Other

DISASTER SERVICES

HHS/VS is a member of the Local Command Center, the designated emergency relief hub, and deploys employees and volunteers to support efforts in the event of a disaster. The Coming of Age Director was appointed to serve as a Coming of Age representative for the Local Command Center.

In year two, Coming of Age will work with partner nonprofits to develop volunteer opportunities in disaster services supporting national performance output measures in disaster response and preparedness. Output measures include:

- number of individuals who received CNCS supported services in disaster preparedness
- number of individuals who received CNCS supported services in disaster response
- number of volunteers who received essential training

HEALTHY FUTURES

In year one, Coming of Age partnered with local nonprofits to develop outcome-based workplans in independent living and health education/immunizations. Volunteers provided home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointment.

Efforts in year two will continue to address the following national service measures in independent

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living:

- number of homebound or older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently, and
- percent of clients able to remain in their homes.

Coming of Age will working with the current partnering nonprofits to begin collecting national service data on the number of homebound or older adults and individuals with disabilities who reported having increased social ties or perceived social support.

In health education, we will continue collecting national service data on the number of clients participating in health education programs. The local service outcome for this health education/immunizations program is the percent of newborns who complete all immunizations in two years. Volunteers provide mothers of newborns in partnering hospitals with information on immunizations, discuss the importance of following an immunizations schedule, maintain contact with the parent by phone, send shot-reminder cards during the child's first two years, and verify the infant's immunizations.

In year two, Coming of Age will work with local nonprofits that address food security to develop volunteer opportunities for the following national service measures:

- number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger,
- number reporting increase household food security, and
- number of individuals receiving emergency food from food banks, food pantries or other nonprofits.

ECONOMIC OPPORTUNITY

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In year two, Coming of Age will work with area nonprofits to develop volunteer opportunities that enable people to transition into safe, affordable housing. We plan to report on the following national service measures:

- number of economically disadvantaged individuals, including homeless, who transitioned into safe, healthy, affordable housing, and
- number of individuals receiving housing services.

Volunteer opportunities through local nonprofits that address financial literacy among economically disadvantaged individuals will also be developed. The national service measure for financial literacy is the number of individuals receiving financial literacy services.

EDUCATION

Coming of Age focuses in two primary education areas: 1) K-12, and 2) adult education/literacy.

Ongoing challenges in collecting data that demonstrate increased academic performance among K-12 students receiving tutoring/mentoring services through volunteers placed in the school district resulted in the drop of an education outcome two years ago. Coming of Age will explore redeveloping partnerships with the school district and other education-focused community based organizations to at least collect data on the number of students who completed participation in CNCS supported education programs and on the number of youth/mentor matches made.

In Adult Education, volunteers assist nonprofit organizations in providing support to clients and staff with adult basic education classes, ESL classes, tutoring, and assisting adults with reading and print disabilities. Coming of Age will report on the following national service outcome: percent of students

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Narratives

assisted who have improved academic performance in literacy.

VETERANS AND MILITARY FAMILIES

Our Veterans Department has confirmed the need for getting information to veterans and access to services, as well as utilizing veterans to help deliver these services. While veterans indicated RSVP reporting requirements as a barrier to participation, they also indicated a desire to work with us to better serve veterans and their families. Preliminary discussions are leading toward the development of non-impact based workplans in year two that are led by veterans to address the following national service measures:

- number of veterans receiving CNCS supported assistance, and
- number of veterans engaged in service opportunities.

Assistance may include providing veterans with information on services available, as well as transportation services to medical appointments.

ENVIRONMENTAL STEWARDSHIP

No service efforts will be developed in this area.

PNS Amendment (if applicable)

Not applicable.

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Work Plan/Performance Measures Total Number of Unduplicated Volunteers: 330

Part 1: Need

Community Need

Not applicable

Part 2: Action Plan

Service Activities

In the event of a disaster, volunteers will be mobilized to assist in disaster response efforts as determined by the Local Command Center. Disaster preparedness efforts include distribution of materials and information pertaining to preparation for a disaster. Disaster preparedness training for volunteers will be provided.

Anticipated Input

Not applicable

Anticipated Accomplishments/Outputs	Period of Accomplishment:	Performance Measure:
Summary	Quarter 1 - Quarter 4	
Anticipate measuring:		
- # of individuals receiving disaster preparedness services		
- # of individuals receiving disaster response services		
- # of volunteers receiving disaster services training		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment:	Performance Measure:
Summary	Quarter 1 - Quarter 4	
Not applicable		

Anticipated End Impact/Outcome	Period of Accomplishment:	Performance Measure:
Summary	Quarter 1 - Quarter 4	
Not applicable		

Part 1: Need

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Work Plan/Performance Measures

Community Need

The National Assessment of Adult Literacy indicates that 83,234 adults age 16+ in Travis County struggle with reading or cannot read. The assessment indicates that

- * Adults with lower literacy skills are more likely to be reliant on public assistance.
- * 43% of adults with the lowest level of literacy skills were living in poverty, compared to only 4% of those with the highest level of skill.
- * Adults with lower literacy skills are less likely to read to their children. Children who have not already developed basic literacy practices when they enter school are 3 to 4 times more likely to drop out of school in the long run.
- * A mother's literacy level is one of the most significant predictors of a child's future success in school. 70% of mothers receiving public assistance have literacy skills in the lowest two proficiency levels.
- * Children of adults who participate in literacy programs improve their grades and test scores, improve their reading skills, and are less likely to drop out of school. Low literacy and low educational attainment are highly correlated with higher crime rates.
- * Adults with the lowest level of literacy skills earn a median income of approximately \$240 per week, compared to \$681 for those with the highest level of literacy skills.
- * Limited literacy skills result in costing businesses and taxpayers in the form of lost wages, profits, and productivity.

Additionally, only 1 in 20 people seeking literacy services have access to them. Adult education and literacy services are needed to improve low literacy among adults and limited access to educational materials.

In Austin, volunteers in the Coming of Age Adult Education and Literacy Program will participate in and support local organizations providing adult educational and literacy services.

Part 2: Action Plan

Service Activities

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Work Plan/Performance Measures

ADULT EDUCATION/LITERACY. Using service models developed by the Literacy Coalition and Learning Ally, volunteers will assist nonprofit organizations in providing support to clients and staff with adult basic education classes, ESL classes, tutoring, and assisting adults with reading and print disabilities. Volunteers will work directly with the staff and administration to identify areas where volunteers will serve; staff and administration will assign and supervise volunteers in their designated tasks.

Anticipated Input

20 Coming of Age volunteers will assist five local organizations that support adult education and literacy by providing academic achievement sessions and access improvement to educational materials for 25 adults. Academic achievement sessions last for 30 minutes or more.

Anticipated Accomplishments/Outputs	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary 25 adults will receive 250 academic achievement activities through tutoring, in-class assistance, reading educational publications, literacy and general educational assistance, and access to educational materials. (Measure: # of students who completed participation in program.)		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary Due to the support of Coming of Age volunteers, Coming of Age volunteer stations will report that clients are better able to access educational materials. (Measure: % of volunteer stations reporting that clients are better able to access educational materials due to support from Coming of Age volunteers.)		

Anticipated End Impact/Outcome	Period of Accomplishment: Quarter 4	Performance Measure: <input checked="" type="checkbox"/>
Summary Organizations will report an increase and/or improvement in adult education and literacy skills for clients who have been provided academic achievement sessions by Coming of Age volunteers.		

Indicator:
Percent of students assisted who have improved academic performance in literacy.

Target 80%

How Measured: Pre/Post test

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Work Plan/Performance Measures

Description:

Pre/post test data will be collected by participating nonprofit organizations.



Part 1: Need

Community Need

Not applicable

Part 2: Action Plan

Service Activities

Volunteers serve as tutors for school age children, provide books o assist with childhood literacy, computer classes to improve computer literacy, and after school programs to give children a safe and nurturing environment with positive social interaction and activities.

Anticipated Input

Not applicable

Anticipated Accomplishments/Outputs

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Anticipated measures:

- # of students that completed participation in K-12 education program
- # of mentor matches sustained for the required period of time

Anticipated Intermediate Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Anticipated End Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable



Part 1: Need

Community Need

90

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Work Plan/Performance Measures

According to the 2008 American Community Survey, 7% (or 66,890 individuals) of Travis County residents are 65 years of age and older. The Texas Health and Human Services Commission estimates that 17,000 of these individuals currently have disabilities that interfere with activities of daily living. These disabilities threaten the ability of individuals to maintain their independence and live in their own homes. Survey data from AARP indicates that the vast majority of older adults want to remain independent and live out their lives in their own homes. The alternative to independence is often institutional care, which costs an estimated six times more than the cost of remaining in one's home. Independent living services for these individuals are needed to help them remain in their homes. The goal of the Independent Living Program is to help 500 individuals remain independent at home. Coming of Age will address this need by placing volunteers in caregiver and other human service organizations that support independent living, e.g. home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointments volunteer programs through caregiver or other human service organizations. NOTE: Issue area should be classified as Housing. Service category should be classified as Independent Living. (Unable to edit.)

Part 2: Action Plan

Service Activities

INDEPENDENT LIVING. Coming of Age volunteers will work in collaboration with several organizations: American Cancer Society, Faith In Action Austin Caregivers Association, Family Eldercare services, Meals on Wheels & More programs, and the We Care program. Volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation to shopping or to medical appointments. By providing these services either directly or indirectly (e.g., office scheduling of clients for service) to semi-homebound elderly individuals, 500 clients will be served.

Anticipated Input

95 volunteers will provide home meal delivery, minor home repairs, guardianship assistance, friendly calls/visits, and transportation for shopping or medical appointments. These volunteers will

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Work Plan/Performance Measures

contribute over 5,000 hours of service annually, many of them using their own cars for client transportation.

Anticipated Accomplishments/Outputs	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary		
Annually, 500 clients will receive services through designated programs offering assistance that enables elders to live independently. Output: Number of homebound or older adults and individuals with disabilities receiving food, transportation, or other independent living services.		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary		
Homebound or older adults and individuals with disabilities receiving independent living services will have increased social ties/perceived social support. Measure: % of homebound or older adults and individuals with disabilities who reported having increased social ties/perceived social support.		

Anticipated End Impact/Outcome	Period of Accomplishment: Quarter 4	Performance Measure: <input checked="" type="checkbox"/>
Summary		
Clients served will maintain independence due, in part, to the assistance provided by the Coming of Age volunteers. (In this case, "independence" means that clients have not been moved to an institutional/nursing facility for full-time care. Activities of Coming of Age volunteers support agency efforts to enable the elderly to continue to live in their homes.)		

Indicator:
Percent of clients who are able to remain in their homes.

Target 85%

How Measured: Survey

Description:
Coming of Age log compiled from monthly reporting (of clients served, new clients, and type of service provided), phone verification, caseworker data, and an end-of-year survey completed by participating agencies.



Part 1: Need

Community Need

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Work Plan/Performance Measures

The Greenlights 2009 Non-Profit Pulse Survey reported that in 2009, 1,200 of local nonprofits laid off staff due to a 54% drop in contributions. Another 600 intended to do so in subsequent years. 720 planned to reduce or eliminate programs and services. 660 had already done so. Local nonprofits need and are becoming more reliant on volunteers to manage various aspects of organizational operations to maintain their services/programs.

Part 2: Action Plan

Service Activities

CAPACITY BUILDING/MANAGEMENT. Local nonprofits that experienced a decline in contributions rely on proven capacity building volunteer service models, like that developed by Temple University's Intergenerational Center on Learning, to sustain or expand services. Volunteers will build capacity at nonprofits organizational management activities/services, including supervising others, managing programs, recruiting volunteers, and providing technical assistance or professional services.

Anticipated Input

Thirty-five volunteers will each spend four hours per month in organizational management capacities at nonprofit organizations. Coming of Age staff will train Coming of Age volunteers on how to effectively recruit additional volunteers, develop and utilize leadership skills to effectively manage programs in nonprofits, and manage others.

Anticipated Accomplishments/Outputs	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary Thirty-five Coming of Age volunteers will supervise others, manage programs, recruit volunteers, and provide technical assistance or professional services for nonprofit organizations. (Measure: # of volunteers engaged in organizational management services/activities to build capacity at nonprofit organizations.)		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary Coming of Age volunteers will report an increase in their civic engagement due to their participation in organizational management services/activities at nonprofit organizations. (Measure: % of volunteers		

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Work Plan/Performance Measures

who report an increase in their civic engagement due to their participation in organizational management services/activities at nonprofit organizations.)

Anticipated End Impact/Outcome **Period of Accomplishment:** Quarter 4 **Performance Measure:**

Summary

By engaging in organizational management services/activities, Coming of Age volunteers will help those agencies maintain or expand their services and programs.

Indicator:

Percent of agencies reporting that they maintained or expanded their services and programs.

Target 70%

How Measured: Survey

Description:

An annual web-based and paper survey will be given to all participating agencies.

Part 1: Need

Community Need

The Greenlights 2009 Non-Profit Pulse Survey reported that local non-profit agencies have experienced an increase in demand for services while seeing a 54% drop in contributions. Competition for funds is increasing among the 6000+ nonprofits in Austin. More than 40% of those surveyed reported that they intend to dedicate more staff to fundraising. Coming of Age volunteers will dedicate significant time to organize and participate in the fundraising efforts of local agencies. Through their efforts, Coming of Age volunteers will help agencies maintain or increase current funding to maintain or expand existing programs and services.

Part 2: Action Plan

Service Activities

CAPACITY BUILDING/FUNDRAISING. Local nonprofits who have experienced a decline in contributions are relying on their own successful models to raise funds. Nonprofits will utilize Coming of Age volunteers to run and assist in proven annual fundraisers, solicit sponsorships for clients served through human needs organizations, and in ongoing fundraising activities.

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Work Plan/Performance Measures

Anticipated Input

150 Coming of Age volunteers will work on fundraising events at five different local non-profits and report 2,000 hours of service. Volunteers will receive orientation for all fundraising events by the agency staff. Volunteers working on year-round fundraising will receive training when they have their initial orientation.

Anticipated Accomplishments/Outputs	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary 150 Coming of Age volunteers will run or assist in six fundraising events and activities that benefit nonprofit organizations. (Measure: # of volunteers who run or assist in fundraising events and activities at nonprofit organizations.)		

Anticipated Intermediate Impact/Outcome	Period of Accomplishment: Quarters 1-4	Performance Measure:
Summary Fundraising efforts of Coming of Age volunteers will enable nonprofit organizations to maintain or increase funding levels. (Measure: % of nonprofit organizations maintaining or increasing funding levels.)		

Anticipated End Impact/Outcome	Period of Accomplishment: Quarter 4	Performance Measure:
Summary Agencies and organizations that utilize Coming of Age volunteers in their fundraising efforts will maintain or expand their existing programs and services as a result of the efforts of the volunteers. (Measure: % of nonprofit organizations maintaining or expanding programs and services.)		



Part 1: Need

Community Need

Not applicable

Part 2: Action Plan

Service Activities

Volunteers provide tax counseling, tax preparation, education for financial stability.

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Work Plan/Performance Measures

Anticipated Input

Not applicable

Anticipated Accomplishments/Outputs

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Anticipated measures:

- # of individuals receiving financial literacy services

Anticipated Intermediate Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Anticipated End Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Part 1: Need

Community Need

Not applicable

Part 2: Action Plan

Service Activities

Volunteers sort, clean, collect, deliver, and make ready food to have available for pick up or delivery at food pantry and other public locations; volunteers help prepare and serve meals to serve those in need.

Anticipated Input

Not applicable

Anticipated Accomplishments/Outputs

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Anticipate measuring:

- # of individuals receiving support, services, education and/or referrals to alleviate long-term hunger

- # of individuals receiving emergency food from food banks, food pantries or other nonprofits

Anticipated Intermediate Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

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Work Plan/Performance Measures

Summary

Not applicable

Anticipated End Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Part 1: Need

Community Need

To be properly protected from a number of life-threatening diseases, every child should receive a series of five vaccinations by the age of two. Out of the 15,000 live births a year in Travis County, an estimated 10,800 (72%) of the children under two have been adequately immunized. The remaining 4,800 are at risk for serious diseases. Public awareness of the need for early childhood protection, and more importantly - parental education, must be greatly improved.

The goal of this project is to educate the hospitalized mothers of newborns to the importance of timely immunizations, and to maintain contact with the parent by phone and shot-reminder cards over the next two years. The program is designed to follow the highly successful "Volunteers for Childhood Immunizations" model (VCI program) piloted by the University of North Texas and RSVP - Denton.

Part 2: Action Plan

Service Activities

IMMUNIZATIONS. Volunteers will visit mothers of newborns in St. David's Hospital. The volunteers will provide them with information packets and a discussion of the importance of following an immunization schedule. The information provided includes immunization sites and a request for vital information from the mother for follow-up purposes. The object is to enroll the mother in a tracking system established by immunization reminder cards and telephone calls prior to the infant's age of 2, 4, 6, and 12 months. Calls will verify the infants' immunizations at clinics or doctors' offices, and resulting data will be given to the University of North Texas.

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Work Plan/Performance Measures

Anticipated Input

Thirty volunteers will work as hospital volunteers, substitutes, information packet assemblers, reminder-card mailers, callers and data processors.

Anticipated Accomplishments/Outputs	Period of Accomplishment:	Performance Measure:
Summary OUTPUT: Mothers of newborns in the hospital will receive information about immunizations from RSVP volunteers. INDICATOR: Number of mothers of newborns in the hospital receiving information about immunizations from RSVP volunteers. TARGET: 1000 mothers of newborns in the hospital will receive information about immunizations. HOW MEASURED: Monthly reporting log	1st-4th quarters	

Anticipated Intermediate Impact/Outcome	Period of Accomplishment:	Performance Measure:
Summary ANTICIPATED INTERMEDIATE OUTCOME: Mothers of newborns visited in the hospital receiving information about immunizations will enroll in the SVCI program. INDICATOR: Percentage of mothers visited who enroll in the SVCI program. TARGET: 90% of mothers visited will enroll in the VCI program. HOW MEASURED: Monthly reporting log, SVCI database	1st-4th quarters	

Anticipated End Impact/Outcome	Period of Accomplishment:	Performance Measure:
Summary ANTICIPATED END OUTCOME: Newborns enrolled in the VCI program will complete all required immunizations within 2 years. Indicator: INDICATOR: Percentage of newborns enrolled and maintained in the VCI program who complete all required immunizations within 2 years. Target 80 % How Measured: Survey	1st - 4th quarters	<input checked="" type="checkbox"/>

Description:

Data collection is done via a phone survey to the mother or contact identified on the enrollment card to verify the infants'

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Work Plan/Performance Measures

required immunizations.

Part 1: Need

Community Need

Not applicable

Part 2: Action Plan

Service Activities

Volunteers build homes, repair homes, provide housing acculturation for refugees, and property revitalization.

Anticipated Input

Not applicable

Anticipated Accomplishments/Outputs

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Anticipated measures:

- # of economically disadvantaged individuals, including homeless, receiving housing services

- # of economically disadvantaged individuals, including homeless, who are transitioned into safe, healthy, affordable housing

Anticipated Intermediate Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Anticipated End Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Part 1: Need

Community Need

Not applicable

Part 2: Action Plan

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Work Plan/Performance Measures

Service Activities

Services for veterans will include providing veterans with information on services availability and access, and providing transportation services to medical appointments.

Anticipated Input

Not applicable

Anticipated Accomplishments/Outputs

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Anticipated measures:

- # of veterans receiving assistance

- # of veterans engaged in service opportunities

Anticipated Intermediate Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

Anticipated End Impact/Outcome

Period of Accomplishment: Quarter 1 - Quarter 4

Performance Measure:

Summary

Not applicable

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January 10, 2012 4:23 PM

Coming of Age Austin Metro

Travis County Health and Human Services and Veterans Services

Application ID: 12SR136256

Budget Dates: 10/01/2010 - 03/31/2014

	Total Amt	CNCS Share	Grantee Share	Excess Amount
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	254,725	29,765	224,960	0
B. Personnel Fringe Benefits	7,023	472	6,551	0
FICA	15,793	1,845	13,948	0
Health Insurance	46,777	3,701	43,076	0
Retirement	30,885	3,188	27,697	0
Life Insurance	554	20	534	0
Total	\$101,032	\$9,226	\$91,806	\$0
C. Project Staff Travel				
Local Travel	400	0	400	0
Long Distance Travel	7,840	2,500	5,340	0
Total	\$8,240	\$2,500	\$5,740	\$0
D. Equipment				
E. Supplies	1,278	0	1,278	0
F. Contractual and Consultant Services	11,415	0	11,415	0
I. Other Volunteer Support Costs	2,304	0	2,304	0
Criminal Background Check	0	0	0	0
Total	\$2,304	\$0	\$2,304	\$0
J. Indirect Costs				
Section I. Subtotal	\$378,994	\$41,491	\$337,503	\$0
Section II. Volunteer Expenses				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	2,240	1,516	724	0
Recognition	11,547	6,488	5,059	0
Volunteer Travel	12,634	1,000	11,634	0
Total	\$26,421	\$9,004	\$17,417	\$0
Section II. Subtotal	\$26,421	\$9,004	\$17,417	\$0
Budget Totals	\$405,415	\$50,495	\$354,920	\$0
Funding Percentages		12.5%	87.5%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		

Budget Narrative: Coming of Age Austin Metro for Travis County Health and Human Services and Veterans Services

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Project Director: - 1 person(s) at 66969 each x 80 % usage	29,765	23,810	53,575	0
Administrative Assistant: - 1 person(s) at 36514 each x 80 % usage	0	29,211	29,211	0
Training and Education Coordinator: - 1 person(s) at 46280 each x 80 % usage	0	37,024	37,024	0
Community Resource Coordinator: - 1 person(s) at 43980 each x 80 % usage	0	35,184	35,184	0
Communications and Dev. Coordinator: - 1 person(s) at 41538 each x 80 % usage	0	33,230	33,230	0
Community Engagement Coordinator: - 1 person(s) at 83126 each x 80 % usage	0	66,501	66,501	0
CATEGORY Totals	29,765	224,960	254,725	0

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: base salary X 0.062 x .8	1,845	13,948	15,793	0
Health Insurance: months on payroll x number of staff x \$696.08 x .8	3,701	43,076	46,777	0
Retirement: Contribution to retirement determined as (salary x 0.1169 x 3 mos. + salary x 0.1227 x 9 mos.) x .8	3,188	27,697	30,885	0
Life Insurance: (months on payroll x number of staff x \$8.25) x .8	20	534	554	0
Longevity: Longevity pay based on sponsors formula of \$60/year after the fourth year x .8	0	2,832	2,832	0
Worker's Compensation: base salary x 0.75 x Workers Compensation Insurance Factor of 0.0026 x .8	40	457	497	0
FICA - Medicare: base salary x 0.0145 x .8	432	3,262	3,694	0
CATEGORY Totals	9,226	91,806	101,032	0

C. Project Staff Travel

Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Auto mileage - employees (within Travis County): based on \$0.555/mile x .8	0	400	400	0
CATEGORY Totals	0	400	400	0

Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/ Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
Travel, Meals, Lodging (Long Distance Travel): Staff travel to conferences (Natl Conf on Vol & Svc., Tx Sr Corps Conf., ASA, as well as travel to Washington, D.C. and Lewisville, Tx for Senior Corps. Per diem federal: \$71/day. Lodging ~ \$219/night. Air travel ~ \$450/staff person. (x .8)- Meals/Lodging 5,360 Trans 2,000 Other 0	2,500	4,860	7,360	0
Training & Seminars: Based on estimated registration for work-related seminars/conferences, ASA, Tx Sr Corps Conf. (x .8)- Meals/Lodging 0 Trans 0 Other 480	0	480	480	0
CATEGORY Totals	2,500	5,340	7,840	0

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
CATEGORY Totals	0	0	0	0

E. Supplies

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Office supplies: \$ amount based on historical spending x .8	0	1,118	1,118	0
Educational, communication supplies: \$ amount based on historical spending x .8	0	160	160	0
CATEGORY Totals	0	1,278	1,278	0

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Long Distance Service: Telephone long distance government rate; allocation of \$4/month based on historical spending x .8	0	40	40	0
Software Maintenance Agreement: \$300/year for Volunteer Reporter maintenance agreement (x .8%)	0	240	240	0

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Cellular air time: Based on annual fee for wireless card x .8	0	447	447	0
Cellular allowance: \$30/month x 12 mos. x .8	0	288	288	0
Consultants (independent contractors/trainers for workshops/labs): Based on rate of \$500 per session/person x .8	0	6,400	6,400	0
Training Materials: Licensing fees for Coming of Age training curricula x .8	0	4,000	4,000	0
CATEGORY Totals	0	11,415	11,415	0

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	0	0	0
Development and update of outreach and orientation materials x .8:	0	1,408	1,408	0
Professional Memberships. Includes Natl Sr Corps Assn., Tx Sr Corps Assn. x .8:	0	96	96	0
Advertising/ Public Notices x .8:	0	800	800	0
CATEGORY Totals	0	2,304	2,304	0

J. Indirect Costs

Calculation -Rate Type -Rate -Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
CATEGORY Totals	0	0	0	0
SECTION Totals	41,491	337,503	378,994	0
PERCENTAGE	11%	89%		

Section II. Volunteer Expenses

A. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals:	0	0	0	0
Uniforms:	0	0	0	0
Insurance: Based on CIMA formula for accident, personal liability and excess auto liability. (x .8)	1,516	724	2,240	0
Recognition: Formal and information recognition for volunteers x .8	6,488	5,059	11,547	0

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Volunteer Travel: Mileage reimbursement at \$0.20/mile up to 100 miles/ month x .8	1,000	11,634	12,634	0
CATEGORY Totals	9,004	17,417	26,421	0
SECTION Totals	9,004	17,417	26,421	0
PERCENTAGE	34%	66%		
BUDGET Totals	50,495	354,920	405,415	0
PERCENTAGE	12%	88%		

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	Travis County
Section II. Volunteer Expenses	Travis County

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a and 276a-77), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

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- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

For AmeriCorps State and National Applicants ONLY

*If you are not applying for a grant through AmeriCorps*State and National, you may ignore this section.*

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on the Corporation's website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community

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Service Act of 1990, and in the Corporation's regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

For Learn and Serve America Applicants ONLY

If you are not applying for a grant through Learn and Serve America, you may disregard this section.

- Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
- Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the 45 CFR 2540.200-207 criminal history check requirements for all individuals receiving a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws—regardless of the type of service the individual is performing or the individual's access to vulnerable populations.
- Will comply with the parental involvement requirements 45 CFR 2540.330.
- Will, for school-based grants, make efforts to:
 1. ensure that students of different ages, races, sexes, ethnic groups, disabilities, and economic backgrounds have opportunities to serve together;
 2. include any opportunities for students, enrolled in schools or programs of education providing elementary or secondary education, to participate in service-learning programs and ensure that such service-learning programs include opportunities for such students to serve together;
 3. involve participants in the design and operation of the programs;
 4. promote service-learning in areas of greatest need, including low-income or rural areas; and
 5. otherwise integrate service opportunities into the academic program of the participants.

For Social Innovation Fund Applicants ONLY

If you are not applying for a Social Innovation Fund grant, you may disregard this section.

- Will use the funds received through the award in order to make subgrants to community organizations that will use the funds to replicate or expand proven initiatives, or support new initiatives, in low-income communities.
- Will consult with a diverse cross section of community representatives in making decisions about subgrants for communities (including individuals from the public, nonprofit private, and for-profit private sectors).
- Will make subgrants of a sufficient size and scope to enable the community organizations to build their capacity to manage initiatives, and sustain replication or expansion of the initiatives;
- Will not make any subgrants to--
 - the parent organizations of the applicant,
 - a subsidiary organization of the parent organization of the applicant, or,
 - if the applicant applied for a SIF award as a partnership, any member of the partnership.
- Commits to meeting the matching fund requirements of section 198k(i) of the National and Community Service Act of 1990 (42 U.S.C. §12653k(i)).
- Commits to use data and evaluations to improve the applicant's own model and to improve the initiatives funded by the applicant.
- Commits cooperate with any evaluation activities undertaken by the Corporation.

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CERTIFICATIONS**Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

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- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

For AmeriCorps State and National Applicants ONLY

*If you are not applying for a grant through AmeriCorps*State and National, you may ignore this section.*

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.