



Travis County Commissioners Court Agenda Request

Meeting Date: April 17, 2012

Prepared By/Phone Number: Shannon Pleasant CTPM / 854-1181;
Marvin Brice CPPB / 854-9765

Elected/Appointed Official/Dept. Head: Cyd Grimes C.P.M, CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 7, Contract Extension and Ratification, of Interlocal No. IL040243RE, Austin Independent School District for After School Care.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- Through this Interlocal Agreement, Austin Independent School District (AISD) will target and recruit approximately 1,125 youth to participate in activities they would not have access to outside this program. Afterschool activities will include afterschool enrichment and academic classes, homework help and tutoring services, and college and readiness classes.
- Modification No. 7 will provide funding for the contract period of October 1, 2011 thru September 30, 2012 (FY 2012), in the amount of \$544,800.
- Additionally, it will ratify the contract for services provided through The Harvest Foundation Program. This is an auto-renewal contract and at the time of the auto-renewal (October 1, 2011) documentation and requirements related to the Harvest Foundation Program were not provided, and as such, services related to this program were not included in the contract. However, AISD began providing these services (effective October 1, 2011), without their inclusion in the contract.

ID# 6233

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

- Funding for the Harvest Foundation Program in the amount of \$25,000 is added to the contract to subsidize the cost of the 2012 Youth Conference.
- Finally, this modification will revise the contract term by extending the contract for an additional three months. The contract term will change from October 1, 2011 thru September 30, 2012 (12 months) to October 1, 2011 thru December 31, 2012 (15 months). This change is made so that the contract performance period will be on a calendar year basis with the next renewal. This three month extension will increase the contract amount by \$136,200 (\$45,400.00 per month).

Modification No. 6 renewed the agreement for an additional twelve-month period, from October 1, 2010 thru September 30, 2011; in addition to adding the Harvest Program. The not to exceed contract amount for this for this renewal period was \$569,800.

Modification No. 5 renewed the agreement for an additional twelve-month period, from October 1, 2009 thru September 30, 2010; in addition to adding the Harvest Program. The not to exceed contract amount for this for this renewal period was \$569,800.

Modification No. 4 renewed the agreement for an additional twelve-month period, from October 1, 2008 thru September 30, 2009; in addition to adding the Harvest Program. The not to exceed contract amount for this for this renewal period was \$569,800.

Modification No. 3 renewed the agreement for an additional twelve-month period, from October 1, 2007 thru September 30, 2008; in addition to increasing the daily rate from \$1,624 to \$2,724. The not to exceed contract amount for this for this renewal period was \$ 544,800.

ID# 6233

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Modification No. 2 renewed the agreement for an additional twelve-month period, from October 1, 2006 thru September 30, 2007; in addition to increasing the number of service days from 190 to 200 and a budget increase. The not to exceed contract amount for this for this renewal period was \$ 324,800.

Modification No. 1 renewed the agreement to the fiscal year from October 1, 2005 thru September 30, 2006; in addition to a budget increase. The not to exceed contract amount for this for this renewal period was \$ 308,560.

➤ **Contract Expenditures:** Within the last 12 months \$ 569,796.00 has been spent against this contract.

➤ **Contract-Related Information:**

Award Amount: \$544,800

Contract Type: Interlocal Agreement

Contract Period: August 15, 2004 - September 30, 2004

➤ **Contract Modification Information:**

Modification Amount: \$161,200

Modification Type: Bilateral

Modification Period: October 1, 2011 thru December 31, 2012

➤ **Solicitation-Related Information:** Not Applicable

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:** Not Applicable

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: 542911

Funding Account(s): 001-5867-611-6290

Comments:

ID# 6233

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Purchase Requisition

Number : 0000542911
 Type : 1 PURCHASE REQUISITION
 Status : DEPARTMENT APPROVAL
 Reason : CONTRACT RENEWAL FY2012
 By : CAULA MCMARION X44119
 Date : 10/09/11
 Vendor : 13240 AUSTIN INDEPENDENT SCHOOL DIST
 Contract nbr :
 Ship to : NS HUMAN SERVICES ADMIN SVCS
 Deliver by date : 10/09/11
 Buyer :
 Fiscal year code : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description
1	544800.00	DOL	CHILD AND YOUTH DEVELOPMENT
2	25000.00	DOL	CHILD AND YOUTH DEVELOPMENT/HARVEST FOUND

COMMENTS EXIST

Total: 569800.00

F3=Exit F7=Alternate view

F9=Print

F10=Approval info F12=Cancel F20=Comments



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
Executive Manager
(512) 854-4100
Fax (512) 854-4115**

DATE: December 7, 2011
TO: Members of the Commissioners Court
FROM: Sherri E. Fleming
Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service
SUBJECT: Amendment to Social Services Contracts for 2012

RECEIVED
TRAVIS COUNTY
2011 DEC -9 PM 3:57
PURCHASING
OFFICE

Proposed Motion:

Consider and take appropriate action regarding Travis County Health and Human Services and Veterans Service request to approve contract modifications to two social service contracts, Austin Independent School District (Austin ISD) and Capital Area rural Transportation System (CARTS).

Summary and Staff Recommendation:

Travis County recently authorized additional funding for two existing social services contracts to expand the services provided to underserved population in the county. The Department is also requesting to extend the contract period of the contracts from twelve to fifteen months to align contract terms with the rest of the social services contracts administered by the department. The department is recommending the Court to approve the two contracts modifications as follows:

Austin Independent School District

Program: Out of School Program Services

Modify contract term from October 1, 2011- September 30, 2012 to October 1, 2011 to December 31, 2012; adding three months of additional funding to make contract a calendar year contract. Also, add attachment forms 1-9 to reflect work statement, budget,

and performance projections. Add a one-time funding pass-through for the Harvest Foundation in the amount of \$25,000 to subsidize the cost of the 2012 youth conference.

Total Funding Amount \$706,000

Contract Term: October 1, 2011 – December 31, 2012.

CARTS

Program: Public Transportation and Job Access and Reverse Commute Program

Modify contract to add additional funding (ongoing) \$75,000 to operate Job Access and Reverse Commute (JARC) program. Also, to modify contract term from October 1, 2011-September 30, 2012 to October 1, 2011 to December 31, 2012 adding three months of additional funding to make contract a calendar year contract. Add attachment forms 1-9 to reflect work statement, budget, and performance projections.

Total Funding Amount \$238,443

Contract Term: October 1, 2011- December 31, 2012

Budgetary and Fiscal Impact:

Nine (9) months of funding (January – September 2012) is available in the FY 2011-2012 budget. Funding for the October- December 2012 portion of the contracts will be included in the proposed budget for FY 2013.

Austin ISD

Account # 001-5867-611-6290 -Total Funding \$706,000

FY '11: October – September 2012: \$ 564,800

FY '12: October –December 2012: \$ 141,200

CARTS

Account # 001-5854-611-6251–Total Funding \$238,443

FY '11: October – September 2012: \$187,005

FY '12: October –December 2012: \$ 51,438

Cc:

Deborah Britton, Division Director, Community Services, TCHHS/VS
 Susan A. Spataro, CPA, CMA, Travis County Auditor
 Jose Palacios, Chief Assistant County Auditor
 Mary Etta Gerhardt, Assistant County Attorney
 Christian Smith, Executive Manager, Planning and Budget Office
 Diana Ramirez, Analyst, Planning and Budget Office
 Cyd Grimes, C.P.M., Travis County Purchasing Agent
 Shannon Pleasant, Assistant Purchasing Agent, Travis County Purchasing Office
 Kathleen Haas, Interim Financial Manager, TCHHS/VS
 Jim Lehrman, Division Director, Family Support Services, TCHHS/VS
 Blanca Leahy, Division Director, Research and Planning, TCHHS/VS

Olie Pope, Division Director, Veterans Services, TCHHS/VS
Andrea Colunga-Bussey, Division Director, Office of Children's Services, TCHHS/VS

ISSUED BY:
Travis County Purchasing Office
 700 Lavaca St., Suite 800
 Austin, TX 78701

PURCHASING AGENT ASST: Shannon Pleasant
TEL. NO: (512) 854-1181
FAX NO: (512) 854-9185

DATE PREPARED:
 December 12, 2011

ISSUED TO:
Austin Independent School District
Department of School, Family and
Community Education
 3908 Avenue B
 Austin, TX 78751

MODIFICATION NO.:
 7

EXECUTED DATE OF ORIGINAL CONTRACT:
 August 17, 2004

ORIGINAL CONTRACT TERM DATES: August 15, 2004 – September 30, 2004 **CURRENT CONTRACT TERM DATES: October 1, 2011 – December 31, 2012**

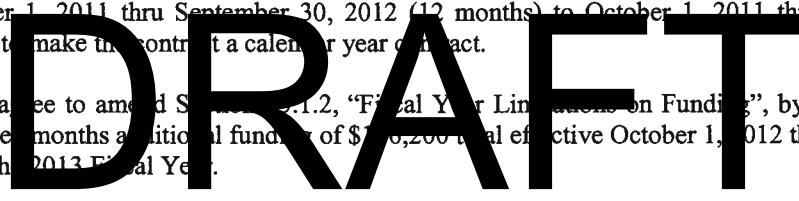
FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: **\$544,800** Current Modified Amount: **\$706,000**

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above referenced contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

1. Ratify services provided for the contract period of October 1, 2011 thru September 30, 2012 and funding for the Fiscal Year 2012 for \$544,800.
2. Additionally this modification will:
 - a. Revise the term dates as referenced in Section 1.0 AGREEMENT TERM. The contract term will change from October 1, 2011 thru September 30, 2012 (12 months) to October 1, 2011 thru December 31, 2012 (15 months) to make the contract a calendar year contract.
 - b. The Parties agree to amend Section 1.2, "Fiscal Year Limitations on Funding", by adding the following: Three months additional funding of \$161,200 total effective October 1, 2012 thru December 31, 2012 of the 2013 Fiscal Year.
 - c. Add the one-time funding for the "Harvest Foundation" Program in the amount of \$25,000 to subsidize the cost of the 2012 Youth Conference.
 - d. The not to exceed contract amount will be \$706,000. An increase of \$161,200 from the original contract amount of \$544,800.




The Contract is amended according to the terms of the attachment to this Modification, all of which is hereby made a part of the Contract and constitutes promised performances by the Contractor in accordance with all terms of the Contract, as amended.

Note to Vendor/City:
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____
 BY: _____
 SIGNATURE
 BY: _____
 PRINT NAME
 TITLE: _____
 ITS DULY AUTHORIZED AGENT

DBA
 CORPORATION
 OTHER

DATE: _____

TRAVIS COUNTY, TEXAS
 BY: 
 CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT

DATE: _____

TRAVIS COUNTY, TEXAS
 BY: _____
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE: _____

RATIFICATION AND AMENDMENT OF INTERLOCAL COOPERATION AGREEMENT
BETWEEN TRAVIS COUNTY AND
AUSTIN INDEPENDENT SCHOOL DISTRICT FOR
OUT-OF-SCHOOL PROGRAM SERVICES
INCLUDING THE HARVEST FOUNDATION CONFERENCES PROGRAM

This Amendment of written instrument ("Amendment") is entered into by the following parties: Travis County, a political subdivision of the state of Texas ("County"), and Austin Independent School District ("AISD"), a state agency.

RECITALS

County entered into a contract with AISD to provide out-of-school program services, the Initial Term of which was effective August 17, 2004, and terminating September 30, 2004 ("Agreement").

AISD agreed to provide services and activities for indigent and other qualified recipients in accordance with the terms of the Agreement, including the attachments thereto, during any approved Agreement period.

Under the terms of the Agreement, the term has previously been renewed through the current Agreement Term beginning October 1, 2011, and ending September 30, 2012 ("2012 Renewal Term").

The Agreement allows the Parties to make changes to the Agreement where such change is in writing and signed by both parties.

Pursuant to the Agreement, the Parties have previously amended the Agreement to County's participation in the Harvest Foundation Program ("Harvest Foundation Amendment") with the most recent services being provided during the 2011 Renewal Term.

The Parties inadvertently renewed the Agreement for the 2012 Renewal Term without including the documentation related to the Harvest Foundation Program.

The Parties desire to ratify the provision of Harvest Foundation Program services under the Agreement which began October 1, 2011, and have continued to this date, as set forth in this Amendment, and to amend the Agreement pursuant to the applicable Agreement terms to include the terms for continued provision of the Harvest Foundation Program.

In consideration of the mutual benefits to be received through the following changes, County and AISD agree to change the Agreement as follows:

1.0 AGREEMENT TERM.

1.1 **2012 Renewal Term.** The Parties agree that the Agreement is currently operating under the terms of the Agreement as set forth for that time period beginning October 1, 2011, and ending September 30, 2012 ("2012 Renewal Term"), said 2012 Renewal Term being the result of the automatic renewal of the Agreement.

1.2 **Extended 2012 Renewal Term.** The Parties agree to amend the Agreement to provide for the "Extended 2012 Renewal Term" beginning October 1, 2011, and terminating December 31, 2012.

1.3 **Amendment Term.** The Parties agree that the terms of this Amendment will apply to the provision of services during the Extended 2012 Renewal Term.

1.4 **Renewal Process.** The Parties agree that Section 2.2.1 of the Agreement ("Renewal Term(s)") is amended by deleting that section and substituting the following:

2.2.1 Renewal Term(s). Unless sooner terminated pursuant to the terms of tis Agreement, and

upon approval of funding by the Commissioners Court during the budget process(es) relating to any Renewal Term or any portion of any Renewal Term, this Agreement may be renewed, as evidenced by written approval of the Parties, on January 1, 2013, for a term of one year, and each successive January 1 for an additional five (5) years, as evidenced by written approval of the Parties prior to each renewal, or for any time period agreed to in writing by the Parties. The exercise of any option to renew under this provision shall be with the understanding that all terms and conditions, including the negotiated rates, remain unchanged and in full force and effect, unless this Agreement is specifically amended pursuant to the Agreement to make any change in those terms. Non-competitive renewal shall be based upon AISD's positive performance and County's continuing need for the services.

2.0 AMENDMENT – HARVEST FOUNDATION PROGRAM

2.1 **Harvest Foundation Program.** The Parties agree to ratify the Agreement as to those Harvest Foundation Program services provided prior to the execution of this Amendment; and amend the Agreement for the Extended 2012 Renewal Term by adding the Harvest Foundation Program as set forth in this Amendment, including the exhibits attached to this Amendment. The Parties agree that the Harvest Foundation Program will be provided under the same terms and conditions as in the 2011 term, unless specifically amended herein.

2.2 **Exhibits.** The exhibits enumerated and denominated below are hereby made a part of this Amendment, and constitute promised performances by AISD in accordance with all terms of the Agreement as amended:

2.2.1 Exhibit 1 Harvest Foundation Program 2011 - 2012 Conference Schedule

Those exhibits not specifically changed in this Amendment remain in full force and effect.

2.3 **Exhibit 1 – Attachment A-12, "2012 Amendment Work Statement Performance Measures and Budget," – Harvest Foundation Program.** The Parties agree to amend Section IX of Attachment A-12, as added by the original Harvest Foundation Amendment, by substituting the schedule set forth in Exhibit 1, Section 2.2.2 of this Amendment, for the Extended 2012 Renewal Term. The Parties understand and agree that this schedule is subject to change as to date, location and topic only prior written notification by Contractor to County through the Executive Manager and written approval by the Executive Manager. Contractor will maintain the obligation to provide no less than the current number of conferences and events during the Extended 2012 Renewal Term as set forth herein, and County maintains the right to review and approve any change in topic of any conference.

3.0 AISD PERFORMANCE

3.1 **Services and Activities.** The Parties acknowledge and agree that AISD shall perform, either directly or indirectly through Subcontracts, in a satisfactory manner as determined by County, through Department, services and activities in accordance with the terms and conditions stated in this Agreement as previously amended and as amended in this Amendment.

3.2 **Insurance.** The Parties agree that the requirements for insurance for the Extended 2012 Renewal will continue as set forth in the original Agreement. AISD agrees to provide current 2012 documentation of such insurance as required under the Agreement.

3.3 **Limitations.** Unless otherwise specifically stated herein, the performances required under this Amendment are performable only during the Extended 2012 Renewal Term, and performances required under any other Agreement Term(s) were performable only during the applicable Term. Performance requirements and payment shall not carry over from one Agreement Term to another.

3.4 **2012 Update.** Within fifteen (15) days of execution of this Amendment, AISD agrees to provide (if not already provided) Department, with a copy to the Purchasing Agent, current updates of all policies, materials, and other information required under the Agreement, including, but not limited to, the following as described under the Agreement:

- 3.4.1 Proof of Insurance
- 3.4.2 Update of any Policies and Procedures
- 3.4.3 Updated W-9 Taxpayer Identification Form
- 3.4.4 Updated IRS 990 Form
- 3.4.5 Change of Identity Information (Name, Address, etc.)

3.5 **Debarment, Suspension and Other Responsibility Matters.** By signing this Amendment, AISD certifies that, to the best of its knowledge and belief, it and its principles continue to meet compliance requirements under 15 CFR Part 26, "Government-wide Debarment and Suspension" requirements as set forth in the Agreement.

3.6 **Certification and Warranty.** By signing this Amendment, AISD certifies and warrants that all certifications and warranties under the Agreement continue to be in full force and effect. AISD also acknowledges and agrees that it has read all terms and provisions of the Agreement and understands and agrees that, to the extent not specifically changed by this Amendment, those terms and conditions remain in full force and effect for the Extended 2012 Renewal Term.

4.0 **ENTIRE AGREEMENT**

4.1 **Attachments.** The Parties agree to amend Section 4.2, "Attachments," by adding the attachments enumerated and denominated below and attached to this Amendment as Exhibit 1; which attachments are hereby made a part of this Amendment, and constitute promised performances by AISD in accordance with all terms of the Agreement as amended:

- 2012 Form #2 Program Cover Page
- 2012 Form #3 Program Work Statement
- 2012 Form #4 Program Budget
- 2012 Form #5 Program Budget Narrative
- 2012 Form #6 Total Program Staff Positions and Time
- 2012 Form #7 Program Funding Summary
- 2012 Form #8 Subcontract Expense Form
- 2012 Form #9 Performance Report Definition Tool
- Exhibit 1 Harvest Foundation Program 2010 - 2011 Conference Schedule
- Exhibit 2 Ethics Affidavit
- Exhibit 3 List of Key Contracting Persons

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The Parties acknowledge and agree that, where an Attachment listed above and included in this Amendment contains specific agreement as to terms which conflict with the general provisions of the Agreement, to the extent that there is such conflict, the terms of the attachment will prevail. At all times, every effort will be made to comply with the terms of both sections.

5.0 **FINANCIAL PROVISIONS**

5.1 **Maximum Funds.** The Parties agree to amend Section 13.1.1, "Maximum Amount," by adding the following:

13.1.1 – **Extended 2012 Renewal Maximum Amount.** Subject to the requirements in Sections 13.1.2 and 13.2 and other applicable provisions of this Agreement, in consideration of full and satisfactory performance of the services and activities provided under the terms of this Agreement during the Extended 2012 Renewal Term, as determined by County, County shall provide funds not to exceed the following amount during the **Extended 2012 Renewal Term**:

After-School Services	<u>\$ 681,000.00</u>
Harvest Foundation	<u>\$ 25,000.00</u>
<hr/>	
TOTAL	<u>\$ 706,000.00</u>

5.2 **Fiscal Year Limitation.** The Parties agree that the terms of Section 13.1.2, "Fiscal Year Limitations," is amended as of the effective date of this Amendment to read as follows

13.1.2(a)**Fiscal Year Division.** AISD expressly agrees that County funding obligations can ONLY be incurred for the portion of any Agreement Term corresponding to a time period included in the approved budget for any one Fiscal Year. As a result, of the total set forth in Section 3.1.1, as amended, AISD cannot invoice, and will not be paid for expenditures during the following designated periods which are greater than the following amounts:

- | | | |
|-----|--------------------------------------|----------------|
| (a) | October 1, 2011 - September 30, 2012 | (80% of Total) |
| | <u>\$ 569,800.00</u> | |
| (b) | October 1, 2012 - December 31, 2012 | (20% of Total) |
| | <u>\$ 136,200.00</u> | |

13.1.2(b) **Subsequent Fiscal Year Funding.** AISD agrees that AISD cannot invoice and will not be paid for services provided during the time period set forth in , and Section 13.2.1(a) from funds provided under Section 13.2.1(b). AISD agrees that funds set out in Section 13.2.1(b) are contingent upon approval of such funding for the Agreement by the Commissioners Court in the budget process related to the Fiscal Year beginning October 1, 2012; and that the amount set forth under Section 13.2.1(b) may be decreased or eliminated by the Commissioners Court during that budget process without liability of County to AISD. This section will apply to any future Agreement Term(s) within the Fiscal Year dates applicable to that Agreement Term(s).

13.1.2(c) **Budgeted Limits.** No event shall prohibit the County from performing its Agreement or any agreement subject to this Agreement be interpreted to obligate the County beyond the funds approved by the Commissioners Court for any Fiscal Year/budget period. Payments by County during the Initial Term or any Agreement Term shall be subject to the Fiscal Year limitations applicable to this Agreement.

6.0 **INCORPORATION**

6.1 County and AISD hereby incorporate the Agreement into this Amendment. Except for the changes made in this Amendment, County and AISD hereby ratify all the terms and conditions of the Agreement as amended. The Agreement with the changes made in this Amendment constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

6.2 The Parties agree that all requirements and obligations of the Agreement which have not been specifically changed by this Amendment remain in full force and effect and apply to performance by the Parties during the Extended 2012 Renewal Term(s) of the Agreement as amended.

7.0 **EFFECTIVE DATE**

7.1 This Amendment is effective October 1, 2011, when it is approved and signed by both Parties. This Agreement, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

EXHIBIT 1
Harvest Foundation Program 2010 - 2011 Conference Schedule

2011 – 2012 Youth Conference Schedule:

Saturday, October 15, 2011	LBJ High School	10:00 a.m. – 2:00 p.m.
Friday, November 18, 2011	Covington Middle School	
Saturday, January 28, 2012	Reagan High School	10:00 a.m. – 2:00 p.m.

2011 – 2012 Events Schedule:

Adopt –A-Big-Mama Service Learning Project	November 18, 2011
Youth Conference	January 28, 2012
Black Heritage Assemblies	February, 2012
	Garcia Middle School and Eastside Memorial High School
Conference – Alternative Learning Center	March 20, 2012

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Form # 2:

PROGRAM COVER PAGE
 for 2012 Social Service Contracts funded by Travis County

Date prepared: **08/05/2011**

1. Agency Name as provided in <u>Articles of Incorporation</u>: Austin Independent School District Department of School, Family, and Community Education		2. Tax ID Number: 74-6000064
3. Program Name: Travis County Collaborative Afterschool Program		
4. a) Physical Street Address (Street, City, State, Zip): 3908 Avenue B Austin, TX 78751 4. b) Mailing Address (if different from above):		5. Payee Address (only needed if different from #4, and if so, include explanation):
6. Agency Executive Director (name): Meria Carstarphen Ed. D. Phone: 512-414-2482 Fax: Email: meria.carstarphen@austinisd.org		7. Name of person authorized to sign contracts for Agency: Mark Williams Phone: 512-414-1704 Fax: 512-414-1486 Email: trustees@austinisd.org
8. Program Director (name): Shirlene Justice Phone: 512-414-0452 Fax: 512-414-0107 Email: sjjustice@austinisd.org		9. Agency Financial Officer (name): Nicole Conley-Abram Phone: 512-414-2323 Fax: 512-414-9923 Email: nicole.conley-abram@austinisd.org
10. Contact person for PROGRAM issues (name): John Shanks/Shirlene Justice Phone: 512-414-0290 / 512-414-0452 Fax: 512-414-0107 Email: jshanks@austinisd.org / sjjustice@austinisd.org		11. Contact person for FINANCIAL issues (name): Linda Blansitt Phone: 512-414-0222 Fax: 512-414-0393 Email: Linda.blansitt@austinisd.org
12. Primary contact for Quarterly Program Performance Report issues (name): John Shanks/Shirlene Justice Phone: 512-414-0290 / 512-414-0452 Email: jshanks@austinisd.org / sjjustice@austinisd.org		13. Person responsible for submitting Quarterly Program Performance Reports (name): John Shanks/Shirlene Justice Phone: 512-414-0290 / 512-414-0452 Email: jshanks@austinisd.org / sjjustice@austinisd.org
14. Program funding amounts by source: Travis County Social Service Contract \$ 706,000 _____ All OTHER Sources + \$ 435,775 _____ TOTAL Program Funding = \$ 1,141,775 _____		15. Primary contact person for this contract packet (name): Shirlene Justice Position Title: Afterschool Administrator Phone: 512-414-0452 Fax: 512-414-0107 Email: sjjustice@austinisd.org

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Form #3: PROGRAM WORK STATEMENT
for 2012 Social Service Contracts funded by Travis County

Date prepared: 08/05/2011

Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.

Agency: AISD Program: Travis County Collaborative Afterschool Program

1. Program goals and objectives:

Briefly describe the goals and objectives of the services purchased by Travis County in this contract.

The program goal is to develop a community of learners by involving teachers and community organizations in providing a well-rounded, comprehensive afterschool program and social services to Ann Richards, Gus Garcia, Pearce, Paredes, and Webb Middle Schools. The activities and social services reinforce student academic skill, increase student motivation for learning, and improve student behavior.

2. Program clients served:

Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).

Students that attend the following schools will be eligible to participate in the afterschool program: Ann Richards; Gus Garcia; Pearce; Paredes; and Webb Middle Schools.

3. Program services and delivery:

Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.

The Travis County After-School Program will target and recruit approximately 1,225 youth to participate in this collaborative effort. These predominantly low-income students are specifically targeted to enable them to participate in activities that they would not have access to outside this program. Afterschool activities will include afterschool enrichment and academic classes, homework help and tutoring services, and college and workforce readiness classes. AISD and Boys & Girls Clubs of the Capital Area will be the primary provider of these activities. Prevention services will be provided by Communities in Schools (CIS) and the Council on At Risk Youth (CARY). Students participating in CIS and CARY activities are specifically targeted for participation based on behavior referrals, suspensions, and school staff recommendations. Prevention programs include case management, mentoring, small group counseling, anger management, and leadership development. CIS staff will participate actively on the Campus Child Study Teams and serve as a representative of the Program on that Team. CIS staff will refer appropriate students whom the Child Study Team members feel would benefit from after-school activities to the Program. In addition, CIS staff will help to implement the Positive Behavioral Supports (PBS) initiative currently utilized on these campuses. The Council on At-Risk Youth (CARY) will deliver its Aggression Replacement Training (ART) curriculum in a group counseling setting. ART is an evidenced-based program that focuses on training adolescents to cope with their aggressive and violent behaviors. It is a multimodal program that has four components; *Social skills, Anger Control Training, Moral Reasoning and Character Education*. Students involved in the ART training also participate in service learning projects. CARY staff members assist students individually and provide counseling to establish behavioral goals and to help students learn from their experiences. Counseling includes role modeling, homework help, and self-management training.

The US Department of Education has established 30 days as the minimum amount of participation required for youth to receive the benefits of afterschool programming. This figure is based upon a body of research indicating youth outcomes improved with increased duration, intensity and breadth of participation in afterschool programming. Students who attend TCCAP funded afterschool programs for 30 days or more will be identified as core participants. Students who participate in afterschool programs for less than 30 days will be identified as participants. Students who attend Ann Richards, Gus Garcia, Pearce, Paredes, and

Webb; but do not participate in TCCAP funded afterschool programs will be identified as non-participants and will serve as the comparison group. Core participants will be distinguished from participating students in reports submitted to Travis County.

Program Expansion

It has always been the intent of this collaborative to leverage multiple funding sources to provide high quality services to as many at risk middle school youth as possible. AISD and its partners have worked diligently to seek additional funds to supplement Travis County funding. This past year we were successful in obtaining a grant for afterschool services at Webb Middle School. As a result of this additional funding, and completion of a CTAN market study, we are electing to reallocate some of the Travis County funding and expand services to Paredes Middle School. Travis County funds will continue to support the CIS program and the Learning Lab at Webb while also supporting a CIS Case Manager and afterschool program at Paredes Middle School.

4. Service coordination and collaboration strategies:

Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?

Each partner in this collaboration has been involved in the planning and designing of the program. Representatives from each organization have met with the school principals to identify needs, determine roles and responsibilities and develop the Program plan. AISD Department of Schools, Family and Community Education will serve as the managing partner for this collaborative Program. AISD will subcontract with the other partners that include Communities in Schools, the Council on At-Risk Youth, and Boys & Girls Clubs of the Capital Area.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amount):

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

DRAFT

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL</u> (Travis County + All Other) Annual Goal
Number of unduplicated students served	1075	250	1,325

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL</u> (Travis County + All Other) Annual Goal
Cost per day per student	< \$5.00	< \$5.00	< \$5.00

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

*Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).***

OUTCOME # 1: Total Program Performance – Academics	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Percentage change between mean grade point average of core students participating in academic programs at time of program entry and at time of program completion	5% increase	Q4

OUTCOME # 2: Total Program Performance – Academics	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of participating students who are promoted to the next grade level. A) participants and B) core participants. (numerator)	1,125	Q4
Number of participating students served. A) participants and B) core participants. (denominator)	1,125	
Percentage of participating students who are promoted to the next grade level. A) participants and B) core participants. (outcome rate)	100%	

OUTCOME # 3: Total Program Performance – Academics	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of participating students who report positive attitudes about school (numerator)	0.8N*	Q4
Number of participating students surveyed (denominator)	N*	
Percentage of participating students who report positive attitudes about school (outcome rate)	80%	

DRAFT

OUTCOME # 4: Total Program Performance – School Attendance	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Percentage point difference between school day attendance of participating students compared to school day attendance of non-participating students	2%	Q4

OUTCOME # 5: Total Program Performance – School Attendance	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Percentage change in attendance of core participants from before program participation until program completion	2% increase	Q4

OUTCOME # 6: Total Program Performance – Behavior and Safety	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of core students participating in prevention programs who have a decrease in discipline referrals (numerator)	0.3N*	Q4
Number of core students participating in prevention programs (denominator)	N*	
Percentage of core students participating in prevention programs who have a decrease in discipline referrals due to aggressive behavior. (outcome rate)	30%	

* N = the sample size. Only a sample of participating students is surveyed. The program does not survey all participants, and even of those, not all respond. Therefore, the denominator value (and subsequently, the numerator value) cannot be projected at this time.

OUTCOME # 7: Total Program Performance – Behavior and Safety	Total Program Annual Goal	If not reported every Quarter, in which Quarter(s)?
Number of students who report that they feel safe in their after school program and that the after school program helps them avoid risky behaviors. (numerator)	0.75N*	Q4
Number of students surveyed (denominator)	N*	
Percentage of students who report that they feel safe in their after school program and that the after school program helps them avoid risky behaviors. (outcome rate)	75%	

OUTCOME # 8: Total Program Performance – Student Efficacy	Total Program Annual Goal	If not reported every Quarter, in which Quarter(s)?
Number of students who report positively about self-esteem and ability (numerator)	0.75N*	Q4
Number of students surveyed (denominator)	N*	
Percentage of students who report positively about self-esteem and ability (outcome rate)	75%	

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:

Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

The AISD afterschool office is involved with the Central Texas Afterschool Network and the Ready by 21 Coalition. The Central Texas Afterschool Network (CTAN) was established as a collaborative effort between private and non-profit organizations in the Travis County area that are committed to supporting providers that serve school-age children and their families during out-of-school time. CTAN promotes effective educational practices through resource sharing, networking, advocacy, research, assessment and evaluation, and collaboration among providers, families, and educational institutions.

Ready by 21 (RB 21) is a national initiative to ensure that young people are ready for college work and life by the age of 21. The Austin Travis County RB 21 Initiative is supported by a group of youth service providers who work together to agree on outcomes for youth and establish indicators that measure positive youth outcomes. Outcomes are measured across an age continuum from birth to 21 in the following developmental areas: Learning, Working, Thriving, Connecting, and Leading/Contributing.

8. Program Evaluation Plan

• Performance evaluation:

Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).

Evaluation, done well, will help staff to understand successes and challenges presented in program implementation and to make modifications to improve the program. Program staff will work with AISD's Department of Research and Evaluation (DRE) and Management Information Systems (MIS) to provide ongoing monitoring by tracking program performance indicators. Quantitative indicators will include grades, promotion rates, behavior, and school attendance. Qualitative indicators as measured by student surveys will include information about student attitudes toward schoolwork, risky behaviors, and peers. An AISD evaluator will produce the final report required for this grant. CIS and other partners serve numerous schools in the district and will be able to provide comparative analysis of their programs.

* N = the sample size. Only a sample of participating students is surveyed. The program does not survey all participants, and even of those, not all respond. Therefore, the denominator value (and subsequently, the numerator value) cannot be projected at this time.

- Quality improvement:

Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.

The Austin area is the only community in Texas to adopt the Weikert Center for Youth Program Quality’s innovative YPQ model, which is designed to help youth program staff continuously assess, plan, and improve the out-of-school-time services they provide. The YPQ model is based on the Youth Program Quality Assessment (PQA) tool, a validated instrument designed to evaluate the quality of youth programs and identify staff training needs. Once assessed, the youth leader and Site Coordinator attend a Planning with Data session where assessment scores are shared and discussed. Improvement plans are developed at that time. The improvement helps staff identify the training that help the youth leader improve instruction. Ten training modules covering different subjects are offered periodically throughout the year. The modules are aligned with the assessment. A follow up assessment is recommended. All Austin area project staff will receive training in this model. In addition, all program instructors will complete an Activity Planning Guide before the start of the school year, identifying the TEKS addressed in each activity and outlining how each lesson will be delivered. The Project Director, Quality Coordinator, Site Coordinators, and school Academic Liaisons will monitor classes to ensure that the activity plans are implemented with fidelity. These staff members will also periodically review academic indicators as well as other quantitative and qualitative measures to determine the program’s effectiveness and to make changes to program offerings as needed.

To ensure that afterschool activities are of the highest quality, AISD Afterschool programs are aligned with the Ready by 21 framework – a set of community-wide standards for students in grades PK-12 that are designed to ensure that young people are fully prepared for college, work, and life. Ready by 21 has identified key priority outcomes in five developmental areas critical to school and life success for young people: **Learning** (academics and college readiness); **Working** (work/career awareness and preparation); **Thriving** (physical and mental health and safety); **Connecting** (interpersonal relationships and well-being); and **Leading/Contributing** (civic and community engagement). To align with the indicators identified by the Austin Travis County Ready by 21 Coalition, ACE Austin’s current evaluation plan will measure success toward each of these critical indicators, with the following expected performance measures for each developmental area:

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Outcome	Performance Measures – Students will:
Learning	Increase scores on standardized tests and promotion rates, increase positive attitudes toward school, and teachers report positively about homework completion.
Working	Increase positive attitudes high school graduation , jobs, and careers
Thriving	Decrease in discipline referrals, report positively about avoidance of risky behaviors, and report an increased sense of safety.
Connecting	Report positively about getting along with teachers, family and friends.
Leading	Report positively about helping others and leadership skills.

Date prepared: 8/5/2011

FORM #4: PROGRAM BUDGET

for 2012 Social Service Contracts funded by Travis County

Agency: Austin ISD

Program: TCCAP

Instructions: Provide whole dollar amounts for each applicable line item. IMPORTANT: DO NOT INCLUDE ANY PROGRAM INCOME.

ON THIS PAGE. Note that the line items with asterisks ** will require prior approval - Refer to your Contract Language.

IMPORTANT: All \$ amounts must be whole dollars only (no cents)			
PERSONNEL	Requested COUNTY Amount	Amount Funded by ALL OTHER Sources	* TOTAL Budget (ALL funding sources)
Administrative Salaries - Regular Time	4,619	15,019	19,638
Direct Service Salaries - Regular Time	184,426	322,537	506,963
Administrative Salaries Overtime			0
Direct Service Salaries - Overtime	29,785		29,785
Benefits	33,923	25,899	59,822
A. SUBTOTALS: PERSONNEL	252,753	363,455	616,208
OPERATING EXPENSES			
General Operating Expenses	1,250	14,362	15,612
Insurance/Bonding			0
Audit Expenses <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Consultants/Contractual <i>(provide details for this line item in the Subcontracted Expenses form)</i>	448,246	54,937	503,183
Staff Travel - within Travis County	626		626
Conferences/Seminars/Training - within Travis County			0
** Staff Travel - out of County	1,563		1,563
** Conferences/Seminars - out of County	1,562	3,021	4,583
B. SUBTOTALS: OPERATING EXPENSES	453,247	72,320	525,567
DIRECT ASSISTANCE			
Food/Beverage for Clients <i>(NOTE: Alcoholic beverage expenditures are not eligible or allowable)</i>	0	0	0
Financial Assistance for Clients (e.g. rent, mortgage, utilities)			0
Other (specify)			0
			0
C. SUBTOTALS: DIRECT ASSISTANCE	0	0	0
EQUIPMENT/CAPITAL OUTLAY			
** (specify equipment)	0	0	0
D. SUBTOTALS: EQUIPMENT/CAPITAL OUTLAY	0	0	0
GRAND TOTAL (A + B + C + D)	706,000	435,775	1,141,775
PERCENT SHARE of Total for Funding Sources:	61.8%	38.2%	100.0%

DRAFT

FORM # 5: Program Budget NARRATIVE
 for 2012 Social Service Contracts funded by Travis County

Date prepared: 08/05/2011

Agency: Austin ISD

Program: TCCAP

Instructions: Add details below (not to exceed 20 words per line item) to justify proposed expenses from your Program Budget form. DO NOT INCLUDE ANY DOLLAR AMOUNTS OR PERCENTAGES ON THIS PAGE. Delete the examples below and replace them with your narrative.

PERSONNEL	NARRATIVE
Salaries - Regular time	1.66 FTE, 10 instructors@ 2-4 hrs/day 4 days/wk
Salaries – Overtime	10 instructors@ 2-3 hrs/day 4 days/wk
Benefits	FICA, TRS, Workers Comp, Health Insurance
OPERATING EXPENSES	
General Operating Expenses	General instruction supplies and office supplies
Insurance/Bonding	NA
Audit Expenses	NA
Consultants/Contractual	<i>Do not include details here- use Subcontracted Expenses form #8</i>
Staff Travel	Local travel for coordinators as they serve their schools
Conferences/Seminars/Trng	Afterschool Professional Development
** Staff Travel - <u>out of County</u>	Travel for BOOST Conference, San Diego (PD in Afterschool)
** Conferences/Seminars/Trng. – <u>out of County</u>	BOOST Conference, San Diego (PD in Afterschool)
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	NA
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	NA
Other (specify)	NA
EQUIPMENT/CAPITAL OUTLAY	
** (Specify)	Please refer to contract for capital outlay/equipment guidelines.

DRAFT

** These line items require prior approval – Refer to your Contract Language.

Form # 6: Total Program STAFF POSITIONS & TIME
for 2012 Social Service Contracts funded by Travis County

Date prepared: 08/05/ 2011

Agency: Austin ISD

Program: TCCAP

TOTAL PROGRAM STAFF: INDIVIDUAL POSITIONS & TIME ASSIGNED

AGENCY: List below all program staff individually by their position titles only (do not include their names), indicate whether each is direct service staff or administrative staff and indicate the percentage of their total time which is assigned to this specific program. **IMPORTANT: If two or more staff members with the same position title work on this program, be sure to list each position separately, with their individual percentages of total time for this program.**

List ALL Program Positions Individually by Titles	Percent of Time for this Program
Bookkeeper - Administrative	1%
Site Coordinator – Direct Service	100%
Grant Director - Direct Service	5%
Grant Administrator - Direct Service	%
Evaluation Specialist - Administrative	%
Data Entry Clerk - Direct Service	%
Instructors - Direct Service	100%
Custodial – Direct Service	100%

FORM # 7: PROGRAM FUNDING SUMMARY

Date prepared: 8/5/2011

for 2012 Social Service Contracts funded by Travis County

Agency Name: Austin ISD	Program Name: TCCAP
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Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	AISD TCCAP/Shirlene Justice	10/1/2011 - 12/31/2012	\$706,000
Travis County			
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)		
City of Austin			
City of Austin			
Federal	21st Community Learning Centers/Ella Taft	08/01/2011 - 07/31/12	\$367,187
Federal			
State			
State			
United Way	Middle School Matters - Afterschool Program/Laura LaFuente	08/01/11 - 06/30/12	\$68,588
Contributions			
Program Income/ Fees			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
TOTAL PROGRAM FUNDING:			\$1,141,775

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Form #8: SUBCONTRACTED EXPENSES FORM
 for 2012 Social Service Contracts funded by Travis County

Date prepared: 08/05/2011

Agency: Austin ISD Program: TCCAP

Please provide TOTAL PROGRAM information for all of this program's subcontractors whose professional services will be charged to this program. Include all subcontracts regardless of funding source.

SUBCONTRACT #1		
Name of Subcontractor	Communities In School	
Term of Subcontract	10/01/2011 – 09/30/12	
Services to be Subcontracted	CIS staff will provide social service support to students and families based on individualized, assessed need(s). Will conduct two afterschool classes per week at Garcia, Paredes, and Pearce.	
Number of Clients to be Served (if applicable)	300	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 345,115	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$ 345,115

SUBCONTRACT #2		
Name of Subcontractor	Council On Juvenile Youth	
Term of Subcontract	10/01/2011 – 09/30/12	
Services to be Subcontracted	Case management of students involved in assault, bullying and insubordination at Pearce Middle School	
Number of Clients to be Served (if applicable)	40	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 35,631	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$ 35,631

SUBCONTRACT #3		
Name of Subcontractor	Boys and Girls Club of the Capital Area	
Term of Subcontract	10/01/2011 – 09/30/12	
Services to be Subcontracted	Enrichment Activities including College and Career Readiness, Academic Assistance, Health and Life Skills At Garcia	
Number of Clients to be Served (if applicable)	125	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 31,250	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$ 31,250

SUBCONTRACT #4		
Name of Subcontractor	African American Men and Boys Harvest Foundation, Inc	
Term of Subcontract	10/01/2011 – 09/30/12	
Services to be Subcontracted	Harvest Foundation (HF) will conduct 6 Men and Boys conferences and 2 youth events in collaboration with the Office of Educational Support Services at selected AISD middle and high schools.	
Number of Clients to be Served (<i>if applicable</i>)	NA	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 25,000	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$ 25,000

SUBCONTRACT #5		
Name of Subcontractor	Vendors TBD	
Term of Subcontract	10/01/2011 – 05/30/12	
Services to be Subcontracted	Enrichment Activities including College and Career Readiness, Academic Assistance, Health and Life Skills at Medes and Garcia	
Number of Clients to be Served (<i>if applicable</i>)	1 per vendor	
Dollar Amounts by Funding Source:		
<u>TRAVIS COUNTY amount</u> \$ 11,250	<u>ALL OTHER Sources amount</u> \$ 54,937	<u>TOTAL</u> \$ 66,187

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(If needed for additional subcontracts, copy blocks above to a new page and re-number them accordingly)

**Form #9: Travis County Health and Human Services & Veterans Service Department
2012 Performance Report Definition Tool**

Austin ISD TCCAP

Date Report was Generated: 08/05/2011

To assist you in completing this form, the red triangles located in the upper right-hand side of some cells provide additional instructions related to the information requested.

Type	Performance Measure	Calculation Method	What is the Data Source for this Measure?	Notes	Who Produces this Measure
OUTPUT MEASURES:					
Output #1	Number of unduplicated students served	Data collected from daily attendance sheets	Attendance data input into Excel spreadsheet		Program Coordinator for each campus
Output #2	Cost per day per student	The cost of the program per day divided by total number of students that have been served by the program.	The cost per day is calculated at \$2,849 (\$569,800/200 program days)		Grant Director or Program Evaluator
OUTCOME MEASURES:					
Outcome #1	Percentage change between mean grade point average of core students participating in academic programs at time of program entry and time of program completion	Calculate percent change of GPA of core students from program entry to program completion	AISD Student Database (TEAMS_Grade)		Program Evaluator
Outcome #2a (numerator)	Number of participating students who are promoted to the next grade level: A) participants and B) core participants	AISD will provide the data on students who are promoted to the next grade level	AISD Database (ASTU)		Program Evaluator
Outcome #2b (denominator)	Number of participating students served: A) participants and B) core participants	Same as Output #1	AISD Database (ASTU)		Program Evaluator
Outcome Rate #2c	Percentage of participating students who are promoted to the next grade level: A) participants and B) core participants	Divide OC#2a by OC#2b			Program Evaluator
Outcome #3a (numerator)	Number of participating students who report positive attitudes about school	Survey will be distributed to all participating students. It is a 5-point assessment, with 2 negative, 1 neutral, and 2 positive selections for each question. Survey responses are summarized to indicate the number of students reporting positive attitudes about school.	Scantron Form		Program Evaluator
Outcome #3b (denominator)	Number of participating students surveyed	Count of the number of completed surveys from participating students	Scantron Form		Program Evaluator
Outcome Rate #3c	Percentage of participating students who report positive attitudes about school	Divide OC#3a by OC#3b			Program Evaluator
Outcome #4	Percentage point difference between school day attendance of participating students compared to school day attendance of non-participating students	Attendance data on participating students will be compared to that of non-participating students.	AISD Database (TEAMS_Attendance)		Program Evaluator

Outcome #5	Percentage change in attendance of core participants from before program participation until program completion	Calculate percent change in school day attendance of core students from program entry to program completion	AISD Database (TEAMS_Attendance)		Program Evaluator
Outcome #6a (numerator)	Number of core students participating in prevention programs who have a decrease in discipline referrals	Criminal and Non-criminal discipline referral data for participating student will be compared to that of non-participating students.	AISD Database (ADIS)		Program Evaluator
Outcome #6b (denominator)	Number of core students participating in prevention programs	Count of all core students participating in prevention programs	AISD Database (ADIS)		Program Evaluator
Outcome Rate #6c	Percentage of core students participating in prevention programs who have a decrease in discipline referrals due to aggressive behavior	Divide OC#6a by OC#6b			Program Evaluator
Outcome #7a (numerator)	Number of students who report that they feel safe in their after school program and that the after school program helps them avoid risky behaviors	Survey will be distributed to all participating students. It is a 5-point assessment, with 2 negative, 1 neutral, and 2 positive selections for each question. Survey responses are summarized to indicate number of students reporting positive attitudes about risky behaviors and safety.	Scantron Form		Program Evaluator
Outcome #7b (denominator)	Number of students surveyed	Count of the number of completed surveys			Program Evaluator
Outcome Rate #7c	Percentage of students who report that they feel safe in the after school program and that the after school program helps them avoid risky behaviors	Divide OC#7a by OC#7b			Program Evaluator
Outcome #8a (numerator)	Number of students who report positively about self-esteem and ability	Survey will be distributed to all participating students. It is a 5-point assessment, with 2 negative, 1 neutral, and 2 positive selections for each question. Survey responses are summarized to indicate number of students reporting positive attitudes about self-esteem and ability.	Scantron Form		Program Evaluator
Outcome #8b (denominator)	Number of students surveyed	Count of the number of completed surveys			Program Evaluator
Outcome Rate #8c	Percentage of students who report positively about self-esteem and ability	Divide OC#8a by OC#8b			Program Evaluator
DEMOGRAPHIC AND ZIP CODE REPORT					
Gender, Race, and Ethnicity	Number of unduplicated clients by their gender, race, and ethnicity	Gender and ethnicity data will be obtained from AISD student databases.	AISD Database (ASTU)		Program Evaluator
Age	Number of unduplicated clients by their age at end of program and grouped into age categories	Age will be obtained from AISD student databases.	AISD Data base (ASTU)		Program Evaluator
Income Status	Number of unduplicated clients by their income status at end of program and grouped into income categories	Socio Economic Status will be obtained from AISD student databases	AISD Data base (ASTU)		Program Evaluator
Zip Code	Number of unduplicated clients by their zip code at end of program	Zip Code of participating students will be obtained from AISD student databases.	AISD Data base (ASTU)		Program Evaluator

EXHIBIT 2
ETHICS AFFIDAVIT

STATE OF TEXAS
COUNTY OF TRAVIS

ETHICS AFFIDAVIT

Date: _____
Name of Affiant: _____
Title of Affiant: _____
Business Name of Proponent: _____
County of Proponent: _____

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Proponent to make this affidavit for Proponent.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Proponent has received the list of key contracting persons associated with this solicitation which is attached to this affidavit as Exhibit "1".
5. Affiant has personally read Exhibit "3" to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "2" with whom Proponent is doing business or has done business during the 36 month period immediately before the date of this affidavit which was not disclosed in the solicitation.

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Signature of Affiant _____

Address _____

SUBSCRIBED AND SWORN TO before me by _____ on _____, 20__.

Notary Public, State of _____

Typed or printed name of notary

My commission expires: _____

EXHIBIT 3
LIST OF KEY CONTRACTING PERSONS
March 14, 2012

CURRENT

Position Held	Name of Individual Holding Office/Position	Name of Business Individual is Associated
County Judge	Samuel T. Biscoe	
County Judge (Spouse)	Donalyn Thompson-Biscoe	
Executive Assistant	Cheryl Brown	
Executive Assistant	Melissa Velasquez	
Executive Assistant	Josie Z. Zavala	
Executive Assistant	Cheryl Aker	
Commissioner, Precinct 1	Ron Davis	
Commissioner, Precinct 1 (Spouse)	Annie Davis	Seton Hospital
Executive Assistant	Deone Wilhite	
Executive Assistant	Felicitas Chavez	
Commissioner, Precinct 2	Sarah Eckhardt	
Commissioner, Precinct 2 (Spouse)	Kurt Sauer	Daffer McDaniel, LLP
Executive Assistant	Loretta Farb	
Executive Assistant	Joe Hon	
Executive Assistant	Peter Einhorn	
Commissioner, Precinct 3	Karen Huber	
Commissioner, Precinct 3 (Spouse)	Leonard Huber	Retired
Executive Assistant	Garry Brown	
Executive Assistant	Lori Duarte	
Executive Assistant	Jacob Cottingham	
Commissioner, Precinct 4	Margaret Gomez	
Executive Assistant	Edith Moreira	
Executive Assistant	Anna Guerra	
County Treasurer	Douglas Ortega	
County Auditor	Susan Spicaro, CPA	
County Executive, Administrative	Vacant	
County Executive, Planning & Budget	Leroy Nellis, Interim	
County Executive, Emergency Services	Danny Hobby	
County Executive, Health/Human Services	Sherri E. Fleming	
County Executive, TNR	Steven M. Manilla, P.E.*	
County Executive, Justice & Public Safety	Roger Jefferies	
Director, Facilities Management	Roger El Khoury, M.S., P.E.	
Chief Information Officer	Joe Harlow	
Director, Records Mgmt & Communications	Steven Broberg	
Travis County Attorney	David Escamilla	
First Assistant County Attorney	Steve Capelle	
Executive Assistant, County Attorney	James Collins	
Director, Land Use Division	Tom Nuckols	
Attorney, Land Use Division	Julie Joe	
Attorney, Land Use Division	Christopher Gilmore	
Director, Transactions Division	John Hille	
Attorney, Transactions Division	Tamara Armstrong	
Attorney, Transactions Division	Daniel Bradford	
Attorney, Transactions Division	Mary Etta Gerhardt	
Attorney, Transactions Division	Barbara Wilson	
Attorney, Transactions Division	Jim Connolly	
Attorney, Transactions Division	Tenley Aldredge	
Director, Health Services Division	Vacant	
Attorney, Health Services Division	Prema Gregerson	
Purchasing Agent	Cyd Grimes, C.P.M., CPPO	
Assistant Purchasing Agent	Marvin Brice, CPPB	
Assistant Purchasing Agent	Bonnie Floyd, CPPO, CPPB, CTPM	
Purchasing Agent Assistant IV	Vacant	

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Purchasing Agent Assistant IVLee Perry
 Purchasing Agent Assistant IVJason Walker
 Purchasing Agent Assistant IVRichard Villareal
 Purchasing Agent Assistant IVPatrick Strittmatter*
 Purchasing Agent Assistant IVLori Clyde, CPPO, CPPB
 Purchasing Agent Assistant IVScott Wilson, CPPB
 Purchasing Agent Assistant IVJorge Talavera, CPPO, CPPB
 Purchasing Agent Assistant IVGeorge R. Monnat, C.P.M., A.P.P.
 Purchasing Agent Assistant IVJohn E. Pena, CTPM
 Purchasing Agent Assistant IIIShannon Pleasant, CTPM*
 Purchasing Agent Assistant IIIDavid Walch
 Purchasing Agent Assistant IIIMichael Long, CPPB
 Purchasing Agent Assistant IIIElizabeth Corey, C.P.M.
 Purchasing Agent Assistant IIIRosalinda Garcia
 Purchasing Agent Assistant IIILoren Breland, CPPB
 Purchasing Agent Assistant IIINancy Barchus, CPPB
 Purchasing Agent Assistant IIIJesse Herrera, CTP, CTPM, CTCM*
 Purchasing Agent Assistant II.....C.W. Bruner, CTP
 HUB Coordinator.....Sylvia Lopez
 HUB SpecialistBetty Chapa
 HUB SpecialistJerome Guerrero
 Purchasing Business AnalystScott Worthington
 Purchasing Business AnalystJennifer Francis

FORMER EMPLOYEES

Position Held	Name of Individual	Holding Office Position	Date of Expiration
Purchasing Agent Assistant IV	Oran Jones	CPB	07/31/12
County Executive, Planning & Budget	Rodney Rhodes		08/19/12
Purchasing Agent Assistant IV	Yolanda Gonzalez		12/16/12
Director, Health Services Division	Ben Dever		03/09/13

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* - Identifies employees who have been in that position less than a year.