



Travis County Commissioners Court Agenda Request

Meeting Date: May 15, 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. 5 to Contract No. PS090092RE, Caritas of Austin, for Best Single Source Housing Services.

- **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 Professional Services Agreement, Caritas of Austin will provide services to establish housing stability and prevent homelessness with The Best Single Source (BSS) program. The BSS program provides assistance with rent, mortgage and utility assistance to eligible residents in the Austin area.

Modification No. 5 will extend the 2012 Initial Renewal Term to April 1, 2012 thru December 31, 2012; in addition to providing funding in the amount of \$196,875.

The postponement of the 2012 9-month contract extension was due to a delayed budget submission between Caritas of Austin and Travis County Health & Human Services and Veterans Services department.

Modification No. 4 renewed the agreement for an additional three month period from January 1, 2012 thru March 31, 2012. The not to exceed amount for this renewal period was \$65,625.

Modification No. 3 renewed the agreement for an additional twelve month period from January 1, 2011 thru December 31, 2011. The not to exceed amount for this renewal period was \$262,500.

ID# 6392

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.

Modification No. 2 renewed the agreement for an additional twelve month period from January 1, 2010 thru December 31, 2010. The not to exceed amount for this renewal period was \$262,500.

Modification No. 1 Increased the contract funds from \$262,500 to \$342,500, an increase of \$80,000; in addition to amending the "Work Statement and Performance Measures".

➤ **Contract Expenditures:** Within the last 12 months \$65,625 has been spent against this contract.

➤ **Contract-Related Information:**

Award Amount: \$262,500

Contract Type: Professional Services

Contract Period: January 1, 2009 thru December 31, 2009

➤ **Contract Modification Information:**

Modification Amount: 196,875

Modification Type: Bilateral

Modification Period: April 1, 2012 thru December 31, 2012

➤ **Solicitation-Related Information:** N/A

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:**

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.: 556598

Funding Account(s): 001-5891-611-6290

Comments:

ID# 6392

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.

Purchase Requisition

Number : 0000556598
 Type : 1 PURCHASE REQUISITION
 Status : AUDITOR APPROVAL
 Reason : FUNDING REMAINING CONTRACT FY2012
 By : CAULA MCMARION 85444119
 Date : 4/06/12
 Vendor : 7335 CARITAS OF AUSTIN INC
 Contract nbr :
 Ship to : NS HUMAN SERVICES ADMIN SVCS
 Deliver by date : 4/06/12
 Buyer :
 Fiscal year code : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

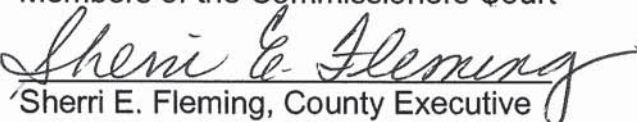
Opt Line#	Quantity	UOM	Description	
1	131250.00	DOL	HOUSING CONTINUUM	
			FUNDING REMAINING OF CONTRACT FOR CONTRACT	
			PERIOD APRIL 1, 2012 SEPTEMBER 30, 2012 FOR	
			Total:	131250.00 +

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: March 22, 2012
TO: Members of the Commissioners Court
FROM: 
Sherri E. Fleming, County Executive
Travis County Health and Human Services and Veterans Service
SUBJECT: Acceptance of a Three - Quarter Social Services Contract for 2012

Proposed Motion:

Consider and take appropriate action regarding Travis County Health and Human Services and Veterans Service request to approve a three-quarter contract with Caritas of Austin, Best Single Source Plus.

Summary and Staff Recommendation:

Caritas of Austin contracts with Travis County to provide basic needs services, to establish housing stability and prevent homelessness in collaboration with numerous other area providers. For several years, Travis County has funded the Caritas Best Single Source contract at \$262,500, annually. Caritas requested Travis County allow them to revamp their Best Single Source service model. Initially, the Court approved one quarter of funding for Caritas' Best Single Source contract, in the amount of \$65,625. During the first quarter of calendar year 2012, Caritas of Austin worked with HHS/VS staff to re-vamp their Best Single Source program to align with the new service model approved by the City of Austin.

The department is recommending the Court approve this Three-Quarter only contract with Caritas of Austin, Best Single Source Plus providing needed services for a diverse population of Travis County residents in need of assistance for the amount of \$196,875.

Budgetary and Fiscal Impact:

Account # 001-5891-611-6290	\$	196,875.00
FY '12: April - September 2012:	\$	131,250.00
FY '13: October – December 2012:	\$	65,625.00

Background:

Travis County has contracted social services from Caritas of Austin for many years. HHS/VS staff will continue to work extensively with these agencies to ensure funded services address the needs of the community.

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
 Leroy Nellis Interim County Executive for Planning and Budget Office
 Diana Ramirez, Analyst, Planning and Budget Office
 Cyd Grimes, C.P.M., Travis County Purchasing Agent
 Mike Long, 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, Veteran Services Officer, Veteran Services, TCHHS/VS
 Andrea Colunga-Bussey, Division Director, Office of Children's Services, TCHHS/VS

MODIFICATION OF CONTRACT NO. PS090092RE – Housing /Best Single Source

ISSUED BY: Travis County Purchasing Office 314 West 11th Street, Room 400 Austin, Texas 78701	PURCHASING AGENT ASST: Shannon Pleasant TELEPHONE: 512-854-1181 FAX: 512-854-9185	DATE PREPARED: <p style="text-align: center;">April 27, 2012</p>
ISSUED TO: Caritas of Austin 611 Neches Austin, Texas 78701	MODIFICATION NO.: <p style="text-align: center;">5</p>	EXECUTED DATE OF ORIGINAL CONTRACT: <p style="text-align: center;">January 1, 2009</p>
ORIGINAL CONTRACT TERM DATES: <u>January 1, 2009 - December 31, 2009</u> CURRENT CONTRACT TERM DATES: <u>April 1, 2012 thru December 31, 2012</u>		

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$262,500 Current Modified Amount \$196,875

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) The 2012 Initial Renewal Term will be extended an additional nine (9) months, beginning April 1, 2012 and continuing thru December 31, 2012.
- 2) Contract funds for this renewal period are not to exceed \$196,875.

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.

Contractor: Complete your portion of the signature block below on all originals and return all signed originals to Travis County. A fully-executed original will be returned to you for your records.

LEGAL BUSINESS NAME: <u>Caritas of Austin</u> BY: <u>Susan Hartenstein</u> SIGNATURE <u>Susan Hartenstein</u> PRINT NAME TITLE: <u>Interim Executive Director</u> ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: <p style="text-align: center;">5/1/12</p>
TRAVIS COUNTY, TEXAS BY: <u>[Signature]</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE:
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:

**2012 EXTENSION AND AMENDMENT OF CONTRACT BETWEEN
TRAVIS COUNTY AND
CARITAS OF AUSTIN**

PARTIES

This 2012 Extension and Amendment ("2012 Extension") of Contract is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County"), and Caritas of Austin ("Contractor").

RECITALS

County and Contractor entered into an agreement to provide services for the care of indigents, for public health education and information and/or for other authorized services ("Contract") the Initial Term of which began January 1, 2009, and terminated December 31, 2009 ("Initial Contract Term").

Under the Contract, Contractor agreed to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information, in accordance with the terms of the Contract, thus providing services which further a public purpose.

The Contract provides for renewal of the agreement and changes to the agreement by the written agreement signed by both Parties.

The Contract has been previously renewed for additional terms with the latest term beginning January 1, 2011, and ending December 31, 2011 ("2011 Term").

The Parties agreed to renew the Contract for an additional term, beginning January 1, 2012, and ending March 31, 2012 ("2012 Initial Renewal Term").

The Parties desire to extend the 2012 Initial Renewal Term an additional nine (9) months, beginning April 1, 2012, and continuing through December 31, 2012; and to make certain changes to the Contract.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to renew the Contract as follows:

1.0 GENERAL TERMS.

1.1 **2012 Initial Renewal Term.** The Parties acknowledge and agree that the Contract was renewed for the Initial 2012 Renewal Term beginning January 1, 2012, and terminating March 31, 2012 ("2012 Initial Renewal Term").

1.2 **Extended 2012 Renewal Term.** The Parties agree to extend the Contract for an additional nine (9) months, beginning April 1, 2012, and continuing through December 31, 2012 ("Extended 2012 Renewal Term") unless sooner terminated pursuant to the terms of the Contract, as amended.

2.0 CONTRACTOR PERFORMANCE

2.1 **Contractor Services.** During the Extended 2012 Initial Renewal Term, Contractor shall perform, in a satisfactory manner as determined by County, through County Department, services and activities in accordance with the terms and conditions stated in this Contract as extended and amended herein.

3.0 FINANCIAL PROVISIONS

3.1 Contract Funds. Contract Funds Amount. The Parties agree to amend Section 3.1, "Contract Funds Amount," by adding the following:

3.1-2012(a) – Extended 2012 Initial Renewal Term. Subject to the requirements of the Contract, as amended, in consideration of the full and satisfactory performance of the services and activities provided by Contractor under the terms of the Contract, as determined by County, County shall provide Contract Funds not to exceed the following amount during the 2012 Extended Renewal Term:

\$ 196,875.00

3.2 Maximum Funds. The Parties agree to amend Section 6.1, "Maximum Funds," by adding the following:

6.1-2012(a) – 2012 Extended Initial Renewal Term. Subject to the requirements of this Contract, as amended, County shall provide Contract Funds not to exceed the following amount during the Extended 2012 Initial Renewal Term:

(i) **\$196,875**

for a total amount for the Full Contract Term (January 1, 2012 – December 31, 2012) of:

(ii) **\$262,500.00**

3.3 Fiscal Year Limitations on Funding. The Parties agree to amend Section 6.2.2, "Fiscal Year Division," by adding the following:

6.2.2(a) and (b) -2012 – 2012 Extended Renewal Term. During the Full 2012 Renewal Term, an amount of the funds set forth in Sections 3.1 and 3.2 are eligible for reimbursement under the terms of the Contract as amended herein as set follows:

January 1, 2012 – September 30, 2012:	\$196,875.00	(75% of total in 3.2(ii))
October 1, 2012 – December 31, 2012	\$ 65,625.00	(25% of total in 3.2(ii))

All other provisions of Section 6.2.2 not specifically changed herein shall remain in full force and effect.

4.0 ENTIRE AGREEMENT

4.1 Attachments. The Parties agree to amend the Contract, as to the 2012 Extended Renewal Term, by adding the following:

- 4.1.1 2012 Program Cover Page – Form #2
- 4.1.2 2012 Extended Renewal Term Program Work Statement - Form # 3
- 4.1.3 2012 Extended Renewal Term Program Budget - Form # 4
- 4.1.4 2012 Extended Renewal Term Program Budget Narrative - Form # 5
- 4.1.5 2012 Extended Renewal Term Total Program Staff Positions and Time - Form # 6
- 4.1.6 2012 Extended Renewal Term Total Program Funding Summary - Form # 7
- 4.1.7 2012 Extended Renewal Term Performance Report Definition Tool – Form # 9
- 4.1.8 Travis County Insurance Requirements
- 4.1.9 Ethics Affidavit and Key Contracting Persons

The attachments listed in Section 4.1 above are included in this 2012 Extension as Exhibit 1, and are hereby made a part of the Contract, as amended, and constitute promised performance by Contractor in accordance with all terms of the Contract, as amended.

5.0 OTHER PROVISIONS.

5.1 **Insurance.** The Parties agree that the requirements for insurance for the 2012 Initial Renewal Term will continue as set forth in the Contract throughout the Extended 2012 Renewal Term.

5.2 **Limitations.** Unless otherwise specifically stated herein, the performance required under this 2012 Extension is performable during the Full 2012 Renewal Term, and performance requirements and payment shall not carry over from one contract term to another.

5.3 **Debarment, Suspension and Other Responsibility Matters.** By signing this 2012 Extension, Contractor 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 Contract. In addition, Contractor agrees to include the provisions in Section 15.6 of the Contract, "Debarment, Suspension and Other Responsibility Matters," in any subcontract to this Contract that exceeds \$100,000.00.

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

5.6 **Forfeiture of Contract.** For the Full 2012 Renewal Term, the provisions of the Contract relating to Forfeiture of Contract and the Key Contracting Person list will reference the 2012 Ethics Affidavit and Key Contracting Persons list set forth in the 2012 Initial Renewal.

5.7 **Conflict of Interest Questionnaire.** For the Full 2012 Initial Renewal Term, the provisions of the Contract relating to the Conflict of Interest Questionnaire will reference the 2012 Conflict of Interest Questionnaire set forth in the 2012 Initial Renewal.

6.0 INCORPORATION

6.1 County and Contractor hereby incorporate the Contract into this 2012 Extension. Except for the changes made in this 2012 Extension, County and Contractor hereby ratify all the terms and conditions of the Contract as amended. The Contract with the changes made in this 2012 Extension constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties. All provisions in the Contract not specifically amended herein remain the same and in full force and effect.

7.0 EFFECTIVE DATE

7.1 This 2012 Extension is effective April 1, 2012, when it is approved and signed by both Parties. This Contract, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

Form # 2:

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

Date prepared: 03/01/2012

1. Agency Name as provided in <u>Articles of Incorporation</u>: Caritas of Austin		2. Tax ID Number: 17419096700	
3. Program Name: Best Single Source Plus (BSS+)			
4. a) Physical Street Address (Street, City, State, Zip): 611 Neches Street, Austin, Texas 78701 4. b) Mailing Address (if different from above): Post Office Box 1947, Austin, Texas 78767 4. c) Payee Address (if different from above):		5. Board President/Chair: Name: David Sheldon Address: 1135 W 6 th St, Suite 120, Austin, TX 78703 Email: dsheldon@zydecodevelopment.com Phone: 439-4313	
6. Agency Executive Director (name): Susan Hartenstein Phone: 646-1269 Fax: 472-4164 Email: shartenstein@caritasofaustin.org		7. Name of person authorized to sign contracts for Agency: Susan Hartenstein Phone: 646-1269 Fax: 472-4164 Email: shartenstein@caritasofaustin.org	
8. Program Director (name): Jo Kathryn Quinn Phone: 646-1252 Fax: 472-4164 Email: jkquinn@caritasofaustin.org		9. Agency Financial Officer (name): Susan Hartenstein Phone: 646-1269 Fax: 472-4164 Email: shartenstein@caritasofaustin.org	
10. Contact person for PROGRAM issues (name): Christina Hamilton Phone: 646-1251 Fax: 472-4164 Email: chamilton@caritasofaustin.org		11. Contact person for FINANCIAL issues (name): Susan Hartenstein Phone: 646-1269 Fax: 472-4164 Email: shartenstein@caritasofaustin.org	
12. Primary contact for Quarterly Program Performance Report issues (name): David Nobles Phone: 646-1276 Email: dnobles@caritasofaustin.org		13. Person responsible for submitting Quarterly Program Performance Reports (name): David Nobles Phone: 646-1276 Email: dnobles@caritasofaustin.org	
14. Program funding amounts by source: Travis County Social Service Contract \$196,875 All OTHER Sources + \$2,291,527 TOTAL Program Funding = \$2,488,402		15. Primary contact person for this contract packet (name): Position Title: David Nobles Phone: 646-1276 Email: dnobles@caritasofaustin.org	

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

Date prepared: 3/01/2012

Agency: Caritas of Austin Program: Best Single Source Plus (BSS Plus)

1. Program goals and objectives:

The Best Single Source (BSS) program provides basic needs services (rent, mortgage, and utility assistance) to eligible constituents in the Austin area. Establishing housing stability and preventing homelessness is its primary purpose.

BSS is a collaboration among thirteen members of the Basic Needs Coalition and the area's leading nonprofit service providers, trading competition for collaboration to benefit those most in need. Agencies participating in BSS are:

1. AIDS Services of Austin;
2. Any Baby Can;
3. Arc of the Capital Area;
4. Caritas of Austin;
5. Catholic Charities of Central Texas;
6. Family Eldercare;
7. Foundation for the Homeless;
8. Front Steps;
9. Goodwill Industries of Central Texas;
10. Meals on Wheels and More;
11. SafePlace;
12. U.S. Department of Veterans Affairs; and
13. Wright House Wellness Center

2. Program clients served:

BSS eligibility criteria includes:

- Clients must be living at or below 200% of the federal poverty level. Confirmation of violence victimization exempts clients from this eligibility criterion.
- Clients must be experiencing a financial crisis that puts their housing at-risk, e.g. job loss, reduced work hours, medical crisis, etc.
- Clients must be at a point where up to 12 months of case management and financial assistance up to \$2,500 and will be sufficient to stabilize their housing and to help them build self-sufficiency skills. Limited exceptions to this criterion may be made on a case-by-case basis.
- Clients must be a Travis County resident.

3. Program services and delivery:

Clients served by BSS will:

- Receive assistance from only one organization.
- Receive the amount of financial assistance they need to stabilize their housing and resolve their financial crisis, including:

- One-time Rent Payment: One-time rent payment assistance will be stand-alone rental assistance provided to an individual or family. This assistance will be provided to a client with the anticipation that no additional rental assistance will be needed in the next 12 months. Case management dollars are not associated with this assistance, though one-time case management resource and referral will be provided.
- One-time Utility Payment: One-time utility payment assistance will be stand-alone utility assistance provided to an individual or family. This assistance will be provided to a client with the anticipation that no additional utility assistance will be needed in the next 12 months. Case management dollars are not associated with this assistance, though one-time case management resource and referral will be provided.
- One-time or Short-Term Mortgage Payment: One-time mortgage payment or partially subsidized mortgage payments keep an individual or family in the home that they own and in which they reside. Case management dollars are associated with this assistance for those requiring more than one month of assistance. Case managers will work with clients to create a housing stability plan and connect clients to the services and education they need to remain stable in housing and become self-sufficient.
- Rent /Move-In Deposits: This category of assistance includes security deposits for lease of a new unit, application fees, and other reasonable first-month/move-in expenses required for a household to become stable in a new unit. Case management dollars are associated with this assistance. Case managers will work with clients to create a housing stability plan and connect clients to the services and education they need to remain stable in housing and become self-sufficient.
- Utility/Move-In Deposits: This category of assistance includes utility deposits for lease of a new unit, utility application fees, and payment of past due utility debt so new services can be started. Case management dollars are associated with this assistance. Case managers work with clients to create a housing stability plan and connect clients to the services and education they need to remain stable in housing and become self-sufficient.
- Rent Subsidy at less than 100%: This category of assistance is for households that require several months of rental assistance to stabilize in housing. Case management dollars are associated with this assistance. Case managers will work with clients to create a housing stability plan and connect clients to the services and education they need to remain stable in housing and become self-sufficient. Clients are required to:
 - meet regularly with their case manager;
 - design and implement steps indicating progress toward self-sufficiency; and
 - work on designated goals including financial management, life skills, debt reduction, credit repair, employment, and income benefits.
- Utility Subsidy at less than 100%: This category of assistance is for households that require several months of utility assistance to stabilize in housing. Case management dollars are associated with this assistance. Case managers work with clients to create a housing stability plan and connect clients to the services and education they need to remain stable in housing and become self-sufficient. Clients are required to:
 - meet regularly with their case manager;
 - design and implement steps indicating progress toward self-sufficiency; and
 - work on designated goals including financial management, life skills, debt reduction, credit repair, employment, and income benefits.
- Case Management: Includes the coordination of a variety of housing stability/self-sufficiency services and development/monitoring of a stability plan for clients based on their need. Amount and intensity of case management service will be determined on a case-by-

case basis.

- Housing Location: Under this category, a Housing Locator will identify properties suitable for clients, maintain a housing directory of available units, serve as a liaison between the landlord and client, and provide basic housing counseling as a client moves into stable permanent housing. Housing Location, including rapid re-housing services, will be provided through Housing Locators employed by and located at Caritas of Austin.
- Mediation and Legal Services: This category will include referral to and support services from agencies, primarily Austin Tenants Council and Texas Rio Grande Legal Aid, for protection of tenant rights, provision of landlord and tenant education, and assessment of fair housing and housing discrimination issues.
- Housing Supports: Housing supports such as food, furniture, basic household necessities and transportation may be provided as needed. Small home repair services may also be provided to keep individuals and families housed.

A client will be eligible for up to \$1,500 of direct assistance during their tenure in the program, which can be used for rent, mortgage, utility and housing support expenses. Exceptions may be made for assistance up to \$2,500, based on household need and approval by a client's case manager and the BSS Coordinator.

Case managers at each of the partner agencies will receive periodic comprehensive training on all aspects of service provision and administration of the BSS program. Clients will be assessed using a common tool that identifies client's homeless or housing status, housing barriers, levels of need, and priority for service. Items that are examined will include a client's income-to-housing cost ratio, clients' ability to garner the necessary income to support and stabilize in housing within a set time frame, and the identification of assets and barriers as they relate to housing stability.

All BSS agencies have signed a Memorandum of Understanding (MOU) with Caritas of Austin outlining the responsibilities and commitment of each organization as a partner in the Best Single Source program. The MOU establishes guidelines and procedures for each partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Regular meetings at all levels of program implementation will be conducted to monitor and manage effectiveness, program evaluation results, emerging trends, trouble-shooting and comprehensive case manager training.

While specific outputs and outcomes for BSS program proposed in this application will be discussed further in the Performance Measures section, BSS anticipates achieving the following results:

- Participants who have experienced short-term homelessness decrease their time in shelter, other temporary housing, or overcrowded and/or unsafe conditions;
- Participants who have experienced short-term homelessness exit to safe and stable permanent housing;
- Participants at-risk of homelessness or who have experienced short-term homelessness achieve housing stability;
- An increase in the availability of permanent housing units for people who are homeless or near homeless through the development of innovative and strategic partnerships and relationships with housing organizations and property managers/landlords; and
- Outreach is conducted to individuals and families at risk of homelessness, who are unaware of services or do not have an existing relationship with a BSS provider.

4. Coordination of services with other organizations:

Caritas of Austin is the fiscal and administrative agent for BSS and houses a dedicated coordinator for the project. The coordinator has been instrumental in helping each of the participating agencies implement and become proficient with the database, ensures a common standard of practice, ensures consistency across agencies, and will be responsible for evaluation of the project. Direct client assistance funds will also be at Caritas—one “pot” of money that all participating agencies can access if the client meets the eligibility criteria set forth by the collaboration.

Leaders from each agency serve on the Funded Partners Committee of the Coalition, meeting regularly to design and implement the project, to raise funds and monitor project progress and results. There is also a Program Managers Committee that has representation from direct service and case managers at each participating agency. This work group is responsible for developing and revising intake, confidentiality and information sharing processes as well as the common format for data input and reporting. This workgroup is the “nuts and bolts” of the collaboration – staffing cases, identifying problems, learning each other so that best options can be developed for clients.

5. Service collaboration strategies and methods:

BSS is an example of a project that meets the truest standards of model collaboration – a common vision, shared decision making at multiple levels, agreed upon and coordinated service delivery, and shared resources (including each agency allocating many of its own resources away from other services and into this model.)

Service collaboration among the BSS participating agencies takes place through regularly scheduled meetings of the BSS Committee – committee made up of the Executive Directors of Executive Managers of each agency; through the implementation work group – a committee of the program managers and case managers of each participating agency; and through use of a shared database for intake and tracking. Additional collaboration takes place through the broader 38-member Basic Needs Coalition. The Basic Needs Coalition serves as both the planning entity for basic needs issues in the area and as an incubator and program developer to implement strategic improvements to the delivery of basic needs services.

6. OUTPUT Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 9-month goal amounts: April – December 2012):

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated clients served.	457	3230	3687

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households receiving one-time financial assistance.	37	259	296

<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households receiving comprehensive case management.	183	1293	1476

<u>OUTPUT # 4</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households receiving homeless prevention services.	146	1034	1180

<u>OUTPUT # 5</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households receiving rapid rehousing services.	37	259	296

<u>OUTPUT # 6</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households who complete 1-3 months of comprehensive case management.	46	323	369

<u>OUTPUT # 7</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households who complete 4-6 months of comprehensive case management.	92	647	739

<u>OUTPUT # 8</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL (Travis County + All Other) Annual Goal</u>
Number of unduplicated households who complete 7 months or more of comprehensive case management.	46	323	369

Supplemental Reporting: A supplemental report will also be submitted on a quarterly basis that reports the number of unduplicated clients served, (1) by service type, and (2) by partner agency. No annual goals will be set for these outputs.

7. **OUTCOME** Performance Measures (program results/impacts) **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. **USE ONLY IF AUTHORIZED BY HHSD REVIEW TEAM: 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).**

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If Not reported Every Quarter, in which Quarter(s)?
Number of unduplicated households served that exited that and achieved housing stability.	944	
Number of unduplicated households served that exited	1181	
Percentage of unduplicated households that achieved housing stability.	80%	

Total Program Performance – OUTCOME # 2	Total Program Annual Goal	If Not reported Every Quarter, in which Quarter(s)?
Number of unduplicated households served that achieved housing stability and remained in stable housing for six-months after exit.	755	
Number of unduplicated households served that achieved housing stability six months prior.	944	
Percentage of unduplicated households served that achieved housing stability and remain in stable housing for six-months after exit.	80%	

8. System for collecting and reporting program data:

The web-based Service Point data collection and management system will be used by participating agencies for the following purposes: 1) intake; 2) client demographics; 3) evaluation results; and 4) data reporting. Each of the participating Best Single Source Plus agencies will enter information on their respective clients into Service Point. Caritas' Best Single Source Coordinator will have access to information from each agency. Service Point client files are reviewed by the Program Coordinator whenever a new client is approved for the program and/or financial assistance is being requested. These reviews identify inconsistencies in reporting or missed data, ensuring high quality of consistency in data entry and reporting. Monthly summary reports will be sent to participating agencies providing information on the clients seen and the financial assistance distributed. The partners committee, consisting of the Executive Directors of each agency will review compiled data monthly.

9. Community planning activities:

Community planning activities will take place through the funded partners and through the broader activities of the Basic Needs Coalition of Central Texas.

10. Program Evaluation Plan

The following plan identifies the steps that will be taken to identify problems in strategy, service delivery and expenditures, and to ensure corrective actions.

Data Integrity – Initial client data will be entered into the Service Point system by the initiating Best Single Source partner. When a direct client assistance check request is received the participating agency's Program Manager and the Best Single Source Program Coordinator will ensure that the following data has been entered into the system:

- Client demographics and zip code;
- Case manager information;
- A required Release of Information and Entry/Exit Date;
- Client goals; and
- A review to ensure that the client has not utilized Best Single Source services during the prior 12 months and/or the client has not exceeded the approved amount of services

Monthly Reports – The Best Single Source Coordinator will produce monthly reports that will be sent to the Program Managers at each participating agency.

1) Individual Client Performance Monitoring – These reports verify that critical data has been entered on each client. Individual program managers will be sent a report for their agency for any items that need correcting.

- **Client Served Report** – This is a report that lists clients served for the month specific to agency. Report will include client name, entry/exit date, program entry status, demographic & zip code information, total number in household, and one-time financial assistance or case managed status. This report is based on the program assessment tool that have already been entered into Service Point.

- Exit Worksheets Past Due and Coming Due – This is a report that lists Exit Worksheet data that has not been entered on a timely basis and client data that will be due for the coming month. This report is based on the individual client goals and timelines for service that have already been entered into Service Point. Clients who have completed services must be exited from the system.
- Follow up 6 Month Post Exit Past Due and Coming Due - This is a report that lists client follow up 6 months post program exit data that has not been entered on a timely basis and client data that will be due for the coming month. Based on the specific services assigned and received, clients' housing stability will be tracked for up to 6 months post program exit. Additionally, the provision of service provided by each agency is compiled over this time period for review and assessment.

2) Program Performance Reporting

Expense & Clients by Agency – This report provides Program and Client data:

- Financial assistance by agency by month
- Financial assistance in total and compared to the financial plan or proposed expenditures
- Client data by agency by month
- Monthly collaborative summary report of the above is provided to agency Program Managers and Executive Directors
- Monthly report of client data and financial assistance is produced by agency Program Managers and submitted to Program Coordinator

3) Agency Performance Reporting for Quarterly Reports

This report shows each agency's performance on required contract outcomes. As the lead agency, Caritas completes the overall quarterly output and outcome reporting in CTK, based on client data input into Service Point by partners. However, partners are also provided individual reports on their own agency's progress toward achieving targeted output and outcome benchmarks.

Training – One-on-one training on the use of the Service Point system will be provided for new case managers by the Best Single Source Coordinator. Training for program operations will be provided by individual agency personnel at the respective partner agency. Austin Travis County Integral Care (ATCIC) provides HMIS ethics training whenever a new Service Point user license is requested.

Backup - In order to provide a level of backup to the Best Single Source Coordinator(s), detailed step-by-step procedures have been established for producing all required Service Point reports. This allows for continued monitoring of data integrity and ensures that case manager input is current, should the Coordinator be unavailable to complete the reports.

Management Review – The Best Single Source Coordinator will provide a monthly report to Caritas' Associate Director of Best Single Source Plus & Evaluations and the Director of Housing Services outlining all reports generated for the month, and will meet regularly to discuss program issues.

Management Feedback – Regular Program Manager meetings provide an opportunity for managers at each of the participating agencies to share results of the program, as well as obtain guidance and make decisions regarding the program processes and procedures. Program Managers can also discuss emerging trends, explore effective strategies and engage in problem-solving.

Timeline for Quarterly Report quality assurance - On the fifth day of the month following the end of a quarter, data is extracted from the Service Point system.

- Data will be checked by the Best Single Source Coordinator for each output and outcome to ensure data quality.
- A draft report is submitted to the Associate Director of Best Single Source Plus & Evaluations and the Director of Housing Services no later than the 10th of the month.
- Necessary changes are made to the report; and it is finalized and submitted to the funders no later than the 15th of the month.

Date prepared: 3/1/2012

FORM #4: PROGRAM BUDGET
 for 2012 Social Service Contracts funded by Travis County

Agency: Caritas of Austin

Program: **Best Single Source Plus (BSS+)**

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		72,200	72,200
Direct Service Salaries - Regular Time		258,250	258,250
Administrative Salaries Overtime			
Direct Service Salaries - Overtime			
Benefits			
A. SUBTOTALS: PERSONNEL	0	330,450	330,450
OPERATING EXPENSES			
General Operating Expenses		33,750	33,750
Insurance/Bonding			
Audit Expenses (provide details for this line item in the Subcontracted Expenses form)			
Consultants/Contractual (provide details for this line item in the Subcontracted Expenses form)		374,625	374,625
Staff Travel - <u>within Travis County</u>			
Conferences/Seminars/Training - <u>within Travis County</u>			
** Staff Travel - <u>out of County</u>			
** Conferences/Seminars - <u>out of County</u>			
B. SUBTOTALS: OPERATING EXPENSES	0	408,375	408,375
DIRECT ASSISTANCE			
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)			
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	177,187	1,397,432	1,574,619
Other (specify)	19,688	155,270	174,958
C. SUBTOTALS: DIRECT ASSISTANCE	196,875	1,552,702	1,749,577
EQUIPMENT/CAPITAL OUTLAY			
** (specify equipment)			
D. SUBTOTALS: EQUIPMENT/CAPITAL OUTLAY	0	0	0
GRAND TOTAL (A + B + C + D)	196,875	2,291,527	2,488,402
PERCENT SHARE of Total for Funding Sources:	7.9%	92.1%	100.0%

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

Date prepared: 03/01/2012

Agency: Caritas of Austin

Program: Best Single Source Plus (BSS+)

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	<i>Do not provide staff detail here- use Total Program Staff Positions and Time form #5 instead</i>
Salaries – Overtime	
Benefits	
OPERATING EXPENSES	
General Operating Expenses	
Insurance/Bonding	
Audit Expenses	
Consultants/Contractual	<i>Do not provide detail here- use Subcontracted Expenses form #8</i>
Staff Travel	
Conferences/Seminars/Trng	
** Staff Travel - <u>out of County</u>	
** Conferences/Seminars/Trng. – <u>out of County</u>	
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	Rent/utility assistance, deposits, rent/utility debt, etc. on behalf of clients.
Other (specify)	Household furniture, ID, medical, transportation, employment, repairs, moving costs, and other types of assistance.
EQUIPMENT/CAPITAL OUTLAY	
** (Specify)	<i>Please refer to contract for capital outlay/equipment guidelines.</i>

** 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: 03/15/2012

Agency: Caritas of Austin

Program: Best Single Source Plus (BSS+)

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
Chief Financial Officer	15%
Grants Manager	15%
Senior Accountant	15%
Staff Accountant	25%
Senior Finance Associate	30%
Finance Associate	30%
Case Manager #1	100%
Case Manager #2	100%
Case Manager #3	100%
Case Manager #4	100%
Case Manager #5	100%
Case Manager #6	100%
Program Coordinator	100%
Screening and Assessment Specialist	100%
Housing Locator	100%
No BSS+ staff positions are funded through TCHHSD.	

FORM # 7: **PROGRAM FUNDING SUMMARY**

Date prepared: 3/1/2012

for 2012 Social Service Contracts funded by Travis County

Agency Name: <u>Caritas of Austin</u>	Program Name: <u>Best Single Source Plus (BSS+)</u>
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Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	Social Service Contract (Travis County prgm. budget)	4/1/2012 -12/31-2012	\$196,875
Travis County			
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)	04/01/2012 - 12/31/2012	\$2,291,527
City of Austin			
City of Austin			
Federal			
Federal			
State			
State			
United Way			
Contributions			
Program Income/ Fees			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
TOTAL PROGRAM FUNDING:			\$2,488,402

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

Modification No. 5
PS09092RE
Page 17 of 23

* EXAMPLE * The Hot Tomato: Food Pantry and Much Much More * EXAMPLE *

Date Report was Generated: 7/31/06

Type	Performance Measure	Calculation Method	What is the Data Source for this Measure?	Notes	Who Produces this Measure
OUTPUT MEASURES:					
Output #1	Total number of unduplicated clients served	The data reviewed include Service Date and Customer Name - with the following conditions: (1) Service Date must fall in time period of interest AND (2) A client cannot be counted more than once in the calendar year.	Hand-written List of Clients (Name: Service Log)	Because the data source is a hand-written log of clients served, duplicate clients are removed from the final list of clients served through a manual review. More specifically, when a client name appears more than once, then the clients' case files are reviewed to determine whether the name represents (1) multiple persons with the same name OR (2) one person who received service on multiple dates. Duplicated clients are then manually removed from the list. The count of unduplicated clients served does not include referrals unless referred clients have received either food or hygiene products.	Jane Ramsey, Admin. Assist.
Output #2	Total number of unduplicated clients receiving food	The data reviewed include Service Date, Client Identifier (unduplicated number assigned to each client), and Service Item - with the following conditions: (1) Service Date must fall in time period of interest, (2) Service Item must equal "Food" AND (3) A client cannot be counted more than once in the calendar year.	Access Database (Name: Client.mdb)	Because the data source is an electronic database, a pre-set query is used to extract this information. The query used to produce this count is named "UnduplicatedClientFoodCount." This query automatically ensures that any duplicates are removed. A visual scan of the final list is performed to verify that the query worked properly.	Rachelle Smith, Sales Clerk
Output #3	Total number of unduplicated clients receiving hygiene products	The data reviewed include Service Date, Client Identifier (unduplicated number assigned to each client), and Service Item - with the following conditions: (1) Service Date must fall in time period of interest, (2) Service Item must equal "Hygiene" AND (3) A client cannot be counted more than once in the calendar year.	Access Database (Name: Client.mdb)	Because the data source is an electronic database, a pre-set query is used to extract this information. The query used to produce this count is named "UnduplicatedClientHygieneCount." This query automatically ensures that any duplicates are removed. A visual scan of the final list is performed to verify that the query worked properly.	Rachelle Smith, Sales Clerk
OUTCOME MEASURES:					
Outcome #1a (Numerator)	Total number of clients satisfied with food received	The data reviewed include responses from clients via a quarterly survey distributed to all active clients receiving food. It is a 5-point assessment, with 2 negative, 1 neutral, and 2 positive selections for each question. The number of positive selections is compiled to yield the number of clients reporting satisfaction with food received.	Excel Spreadsheet (Name: Survey Results.xls)	The survey results are recorded in the Excel spreadsheet.	Rachelle Smith, Sales Clerk
Outcome #1b (Denominator)	Total number of returned surveys	Sum the total number of surveys completed by clients during the quarter of interest.	Excel Spreadsheet (Name: Survey Results.xls)	Paper copies of the survey are distributed to all active clients receiving food (Name: Quarterly Food Survey.doc). As surveys are returned, surveys are numbered. The survey results are recorded in the Excel spreadsheet.	Rachelle Smith, Sales Clerk
Outcome #1c (Rate)	Percentage of clients satisfied with food received	Divide Outcome #1a with Outcome #1b	Excel Spreadsheet (Name: Survey Results.xls)		Rachelle Smith, Sales Clerk

INSURANCE REQUIREMENTS

Contractor shall have, and shall require all subcontractors providing services under this Contract to have, Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or alternate insurance options shall be imposed as follows:

I. General Requirements Applicable to All Contractors' Insurance.

The following requirements apply to the Contractor and to Subcontractor(s) performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VIII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to County immediately upon execution of this Contract.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Travis County Purchasing Agent within ten (10) working days of execution of the contract by both parties or the effective date of the Contract, whichever comes first. The Certificate(s) shall show the Travis County contract number and all endorsements by number.
- E. Insurance required under this Contract which names Travis County as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as Combined Single Limits or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. County shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. County reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverage specified in this Contract is not intended and will not be interpreted to limit the responsibility or liability of the Contractor or subcontractor(s).

II. Specific Requirements

The following requirements (II.A - II.E, inclusive) apply to the Contractor and Subcontractor(s) performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and subcontractor(s):

A. Workers' Compensation and Employers' Liability Insurance

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Employers' Liability limits are:
 - \$500,000 bodily injury each accident
 - \$500,000 bodily injury by disease
 - \$500,000 policy limit
3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Travis County and City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)

B. Commercial General Liability Insurance

1. Minimum limit:
 - \$500,000* per occurrence for coverage A and B with a
 - \$1,000,000 policy aggregate
2. The Policy shall contain or be endorsed as follows:
 - a. Blanket contractual liability for this Contract
 - b. Independent Contractor Coverage
3. The Policy shall also include the following endorsements in favor of Travis County
4.
 - a. Waiver of Subrogation (Form CG 2404)
 - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
 - c. Travis County named as additional insured (Form CG 2010)

*** Supplement Insurance Requirement** If child care, or housing arrangements for clients is provided,
the required limits shall be:

\$ 1,000,000 per occurrence with a
\$ 2,000,000 policy aggregate

C. Business Automobile Liability Insurance†

1. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$300,000* per occurrence
2. Policy shall also include the following endorsements in favor of Travis County
 - a. Waiver of Subrogation (Form TE 2046A)
 - b. Thirty (30) day Notice of Cancellation (Form TE 0202A)
 - c. Travis County named as additional insured (Form TE 9901B)

† **Alternative Insurance Requirement**

If NO transportation services of any type is provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits of

\$ 100,000/\$300,000/\$50,000

may be provided in lieu of Business Automobile Liability Insurance

D. Professional Liability/E & O Insurance

1. Coverage shall be provided with a minimum limit of \$1,000,000 per claim /\$3,000,000 aggregate to cover injury to a child while the child is in the care of Contractor or Subcontractor and to cover negligent acts, sexual harassment, errors, or omissions arising out of Professional Services under this Contract.
2. If coverage is written on a claims made policy, the retroactive date shall be prior to the date this Contract is signed and/or effective, whichever comes first. Coverage shall include a three (3) year extended reporting period from the date this Contract expires or is terminated. Certificate of Insurance shall clarify coverage is claims made and shall contain both the retroactive date of coverage and the extended reporting dates.
3. Subcontractor(s) who are not covered under Contractor's professional liability insurance shall provide Contractor with current certificates of insurance annually on the renewal date of their insurance policy.

E. Blanket Crime Policy Insurance

1. If an advance against Contract Funds is requested or received in an amount greater than \$5,000, a Blanket Crime Policy shall be required with limits of the Contract Funds allocated in the Contract or the amount of scheduled advances.
2. If coverage is written on a claims made policy, the retroactive date shall be prior to the date services begin under this Contract or the effective date of this Contract, whichever comes first. Coverage shall include a three- (3) year extended reporting period from the date this Contract expires or is terminated. Certificate of Insurance shall clarify coverage is claims made and shall contain both the retroactive date of coverage and the extended reporting period date.

ETHICS AFFIDAVIT

STATE OF TEXAS
COUNTY OF TRAVIS

ETHICS AFFIDAVIT

Date: 5/1/12
Name of Affiant: Susan Hartenstein
Title of Affiant: Interim Executive Director
Business Name of Proponent: Caritas of Austin
County of Proponent: Travis

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 "1" to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "1" with whom Proponent is doing business or has done business during the 365 day period immediately before the date of this affidavit whose name is not disclosed in the solicitation.

Susan Hartenstein
Signature of Affiant
611 Neches St. Austin, TX 78701
Address

SUBSCRIBED AND SWORN TO before me by Susan Hartenstein on May 1, 2012.

Kelly McNutt
Notary Public, State of Texas
Typed or printed name of notary Kelly McNutt
My commission expires: March 16, 2016



EXHIBIT 1
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 Moreida	
Executive Assistant	Norma Guerra	
County Treasurer	Dolores Ortega-Carter	
County Auditor	Susan Spataro, 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	

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

<u>Position Held</u>	<u>Name of Individual Holding Office/Position</u>	<u>Date of Expiration</u>
Purchasing Agent Assistant IV	Oralia Jones, CPPB	07/31/12
County Executive, Planning & Budget.....	Rodney Rhoades.	08/19/12
Purchasing Agent Assistant IV	Diana Gonzalez	12/16/12
Director, Health Services Division	Beth Devery	03/09/13

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