



## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 22, 2012

**Prepared By/Phone Number:** David A. Salazar 854-4107

**Elected/Appointed Official/Dept. Head:** Sherri E. Fleming,  
County Executive for Health and Human Services and Veterans Service

**Commissioners Court Sponsor:** County Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action to approve the contract budget amendment 1 with Texas Department of Housing and Community Affairs for the DOE Weatherization Assistance Program for 2011 - 12.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Staff requests the acceptance of this contract budget amendment 1 from the Texas Department of Housing and Community Affairs (TDHCA). The total grant funding for this contract remains in the amount of \$212,612. This amendment transfers \$20,000 from the Health and Safety category of the budget to the Materials, Program Support and Labor category. This transfer of funds is needed for final reporting purposes.

The DOE grant funds awarded to Travis County are used to provide weatherization services and minor home repair assistance for low-income households. The distribution of assistance is to qualified Travis County residents with household income levels at or below 200% of the current Federal Poverty Income Guidelines with household weatherization needs.

### **STAFF RECOMMENDATIONS:**

Staff recommends approval of this proposed contract amendment.

### **ISSUES AND OPPORTUNITIES:**

Travis County was able to provide weatherization services for 132 dwelling units with use of these grant funds during this allocation period. The department utilizes this program to obtain a goal of assisting low-income

**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](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

households in achieving a level of energy efficiency, giving priority to households with one or more persons age 60 or above and/or an individual with a disability. Priority also is given to those households with young children age six and under and to those with the lowest incomes that pay the highest portion of their incomes for home energy.

It should be noted that this contract amendment is made available electronically to Travis County from the Texas Department of Housing and Community Affairs. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract amendment, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract amendment.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

This item will not increase the County Budget.

**REQUIRED AUTHORIZATIONS:**

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**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE**

100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767

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

**DATE:** May 17, 2012

**TO:** MEMBERS OF THE COMMISSIONERS COURT

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

**SUBJECT:** Acceptance of 2011 – 12 DOE Weatherization Assistance Program  
Contract Budget Amendment 1

**Proposed Motion:** Consider and take appropriate action to approve the contract budget amendment 1 with Texas Department of Housing and Community Affairs for the DOE Weatherization Assistance Program for 2011 - 12.

**Summary and Staff Recommendation:** Staff requests the acceptance of this contract budget amendment 1 from the Texas Department of Housing and Community Affairs (TDHCA). The total grant funding for this contract remains in the amount of \$212,612. This amendment transfers \$20,000 from the Health and Safety category of the budget to the Materials, Program Support and Labor category. This transfer of funds is needed for final reporting purposes.

The DOE grant funds awarded to Travis County are used to provide weatherization services and minor home repair assistance for low-income households. The distribution of assistance is to qualified Travis County residents with household income levels at or below 200% of the current Federal Poverty Income Guidelines with household weatherization needs.

**Budgetary and Fiscal Impact:** These DOE funds are used for administration, materials, labor, program support, insurance, single audits costs and training. The funds for materials are budgeted in the line items for contracted services and supplies

and funding for labor is budgeted in the corresponding salary and benefit line items. The program support, insurance, training, single audit costs and administrative costs are budgeted in the corresponding program support, insurance, travel, training, audit, and administrative line items. No matching funds are required for this grant. This contract period is 04/01/11 through 03/31/12.

**Issues and Opportunities:** We were able to provide weatherization services for 132 dwelling units with use of these grant funds during this allocation period. The department utilizes this program to obtain a goal of assisting low-income households in achieving a level of energy efficiency, giving priority to households with one or more persons age 60 or above and/or an individual with a disability. Priority also is given to those households with young children age six and under and to those with the lowest incomes that pay the highest portion of their incomes for home energy.

It should be noted that this contract amendment is made available electronically to Travis County from the Texas Department of Housing and Community Affairs. Therefore, in addition to the Commissioners Court authorizing Judge Biscoe to sign the hard copy of the contract amendment, it is also necessary for the Judge to authorize the County Purchasing Agent to sign off on the electronically transmitted contract amendment.

cc: Leslie Browder, County Executive, Planning and Budget Office  
Diana Ramirez, Budget Analyst Sr., Planning and Budget Office  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Michelle Gable, Auditor Analyst VI, County Auditors Office  
Mary Etta Gerhardt, Assistant County Attorney  
Cyd Grimes C.P.M., Travis County Purchasing Agent  
Scott Worthington, Business Analyst II, Travis County Purchasing Office  
Deborah Britton, Director, Community Services  
Lance Pearson, Social Services Program Admin., Housing Services

### GRANT SUMMARY SHEET

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input type="checkbox"/>	Amendment: <input checked="" type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	58/57	
Contact Person/Title:	Lisa Sindermann / Financial Analyst Lead	
Phone Number:	854-4594	

Grant Title:	DOE Weatherization Assistance Program		
Grant Period:	From: 4/01/2011	To: 03/31/2012	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Housing & Community Affairs (TDHCA)		
Will County provide grants funds to a subrecipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through another agency? If yes list originating agency below	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U. S. Department of Energy		

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:	20,380	0	0	0	\$20,380
Operating:	171,076	0	0	0	\$171,076
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	21,156	0	0	0	\$21,156
<b>Total:</b>	<b>\$212,612</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$212,612</b>
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures Applicable Depart. Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/30/12	9/30/12	
Number of referrals required to support Housing programs from emergency assistance centers (includes DOE, LIHEAP, CEAP, Home Repair and ARRA)	510					510
Measures For Grant						
# of Households receiving DOE Weatherization Assistance Program	132					132
Outcome Impact Description	Providing weatherization services and minor home repair for clients as prescribed by the grant guidelines will lower the household energy usage, lower household energy costs, and enable the household to become energy self-sufficient.					
Outcome Impact Description						
Outcome Impact Description						

**PBO Recommendation:**

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

The department has received this grant for a number of years. The department requested a budget revision in this grant period for final reporting purposes. This budget revision requests \$20,000 be transferred from the Health and Safety category budget to the Materials, Program Support and Labor category.

These funds will be utilized to assist low-income households to achieve a level of energy efficiency by providing weatherization assistance to the residences. The benefit of weatherizing these households and reducing their home energy needs will further improve the ability to become energy self-sufficient.

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

No additional funds are required.

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

There is no County match required and no commitment by the Court to fund services if funds are discontinued.

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

This grant's funding source (Texas Department of Housing and Community Affairs) only allows for indirect costs (\$21,156) at the rate of 10% of the total allowable expenditures excluding funds for travel and training (\$1,050).

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

Yes

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

N/A

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

Travis County Health and Human Services & Veterans Service Family Support Services division staff will perform the client eligibility interviews for assistance provided by this program and other programs available through the department. The Family Support Services staff will make referrals to the Housing Services division staff for those households deemed eligible for weatherization assistance. The Housing Services staff performs assessments of the residences and determines the weatherization services and minor home repairs that can be addressed with this grant funding. Services are provided by either in-house staff or by purchasing contracted services.

This grant assistance is another program the department uses to meet the requests of low-income clients who are seeking minor home repair, weatherization services and basic needs services. A residence may be assisted with this DOE program in conjunction with the LIHEAP weatherization grant program funding when needed to complete the weatherization tasks.

## DOE WAP Budget Amendment

Date Submitted:

5/17/2012

Subrecipient:

Contract #: 56110001224

Travis County Health and Human Services & Veterans Service

Categories	Original Budget	Change (+ or -)	New Budget
Administration	21,156.00	0.00	21,156.00
Liability / Pollution Occurrence Insurance	5,457.00	0.00	5,457.00
Fiscal Audit	800.00	0.00	800.00
Materials / Program Support / Labor	147,319.00	20,000.00	167,319.00
Health & Safety	36,830.00	(20,000.00)	16,830.00
Training and Technical Assistance	1,050.00	0.00	1,050.00
<b>TOTAL</b>	<b>212,612.00</b>	<b>0.00</b>	<b>212,612.00</b>

Prepared by:

Lisa Sindermann

Signature

*Lisa Sindermann*

Date:

*5/17/12*

Approved by:

Sherri E. Fleming

Signature

*Sherri E. Fleming*

Date:

*5/17/12*