



## Travis County Commissioners Court Agenda Request

**Meeting Date:** July 3, 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 to Contract No. 4400000736 (HTE Contract No. PS090110RE), Capital Investing in Development and Employment of Adults (IDEA) for Workforce Development.

- **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 agreement, Capital Investing in Development and Employment of Adults, Inc. (Capital IDEA) provides workforce development services in Travis County.

During the 2011 contract year Capital IDEA left \$113,869 of their Travis County funding unspent. This is a result of a drawdown of their state funding before the expiration of their Jobs and Education for Texans (JET) program.

Modification No. 7 will award Capital IDEA the unspent 2011 contract funding for their Long Term Training Program. The not to exceed contract amount will be \$913,869; an increase of \$113,869 from the original contract amount of \$800,000.

Modification No. 6 renewed the contact for an additional one year period from January 1, 2012 through December 31, 2012. Contact funds for this renewal period are not to exceed \$800,000.

Modification No. 5 provided for a budget adjustment for 2010 funds.

ID# 6607

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.

Modification No. 4 moved funds between categories; no change to total funding amount.

Modification No. 3 renewed the contract for an additional year, from January 1, 2011 to December 31, 2011. Contract funds for the renewal period are not to exceed \$700,213.

Modification No. 2 allocated \$30,000 to services provided between January 1, 2010 and September 30, 2010, and corrected the description of fiscal year limitations on the remaining funds.

Modification No. 1 renewed the contract for an additional year, from January 1, 2010 to December 31, 2010. Contract funds for the renewal period were not to exceed \$700,213.

➤ **Contract Expenditures:** Within the last 12 months \$ 262,664 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$700,213

Contract Type: Professional Services

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

➤ **Contract Modification Information:**

Modification Amount: \$113,869

Modification Type: Bilateral

Modification Period: January 1, 2012 through December 31, 2012

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

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:** N/A

Award has been protested; interested parties have been notified.

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

Comments:

ID# 6607

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➤ **Funding Information:**

Shopping Cart/Funds Reservation in SAP: 1000002279

Funding Account(s): 001-5891-611-6294

Comments:

ID# 6607

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.

**MODIFICATION OF CONTRACT NO. PS090110RE -- Workforce Development**

ISSUED BY:  <b>Travis County Purchasing Office</b> 700 Lavaca, Suite 800, Austin, Texas 78701	PURCHASING AGENT ASST: <b>Shannon Pleasant</b> TELEPHONE: 512-854-1181 FAX: 512-854-9185	DATE PREPARED:  <p style="text-align: center;"><b>June 18, 2012</b></p>
ISSUED TO: <b>Capital Investing in Development and Employment of Adults (IDEA), Inc.</b> 504 Lavaca, Suite 1008 Austin, Texas 78701	MODIFICATION NO.:  <p style="text-align: center;"><b>7</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT:  <p style="text-align: center;"><b>January 1, 2009</b></p>
ORIGINAL CONTRACT TERM DATES: <u>January 1, 2009 – December 31, 2009</u> CURRENT CONTRACT TERM DATES: <u>January 1, 2012 – December 31, 2012</u>		

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$700,213                      Current Modified Amount \$ 913,869

**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. Capital IDEA is requesting the remainder of their unspent FY2011 Travis County award of \$113,869 for their Long Term Training Program.
2. The not to exceed contract amount will be \$913,869. An increase of \$113,869 from the original contract amount of \$800,000.

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:**  
 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: <u>Capital IDEA</u>	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: <u>Eva M. Rios-Lleverino</u> SIGNATURE	DATE:
BY: <u>Eva M. Rios-Lleverino</u> PRINT NAME	
TITLE: <u>Director of Operations</u> ITS DULY AUTHORIZED AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>AB</u> CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT	

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

**AMENDMENT OF CONTRACT BETWEEN  
TRAVIS COUNTY AND  
CAPITAL IDEA FOR  
WORKFORCE DEVELOPMENT**

**PARTIES**

This Amendment ("Amendment") of Contract is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County"), and Capital IDEA, a nonprofit agency ("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.

Pursuant to the terms of the Contract, the Parties have renewed the Contract for an additional term beginning January 1, 2012, and continuing through December 31, 2012 ("2012 Renewal Term").

The Contract provides for changes to the agreement by written agreement signed by both Parties, and the Parties desire to amend the Contract as to the 2012 Renewal Term.

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 amend the Contract as follows:

**1.0 GENERAL TERMS.**

1.1 **2012 Renewal Term.** The Parties acknowledge the renewal of the Contract for an additional one-year term beginning January 1, 2012, and terminating December 31, 2012 ("2012 Renewal Term").

**2.0 ENTIRE AGREEMENT**

2.1 **Attachments.** The Parties agree to amend Section 5.2 of the Contract ("Attachments"), as to the 2012 Renewal Term, by adding the following:

- |       |              |  |
|-------|--------------|--|
| 2.2.1 | Attachment A | Amendment Program Cover Page – Form # 2                |
| 2.2.2 | Attachment B | Amendment Program Work Statement - Form # 3            |
| 2.2.3 | Attachment D | Amendment Program Budget - Form # 4                    |
| 2.2.4 | Attachment E | Amendment Program Budget Narrative – Form # 5          |
| 2.2.4 | Attachment G | Amendment Total Program Funding Summary - Form # 7     |
| 2.2.5 | Attachment I | Amendment Performance Report Definition Tool – Form #9 |

All attachments included in the 2012 Renewal remain in full force and effect; the attachments listed in this Section 2.1 are services to be provided pursuant to this Amendment which are in addition to those services already required under the 2012 Renewal.

### 3.0 FINANCIAL PROVISIONS

3.1 2012 Amended Contract Funds. Contract Funds Amount. The Parties agree to amend Section 3.1, "Contract Funds Amount," by adding the following:

3.1-2012 – Amendment. 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 an additional amount ("Amendment Amount") not to exceed One Hundred Thirteen Thousand, Eight Hundred Sixty-Nine Dollars (\$113,869.00) for a total amount of Contract Funds not to exceed the following amount during the 2012 Renewal Term as amended herein:

\$ 913,869.00

2.2 2012 Amended Maximum Funds. The Parties agree to amend Section 6.1, "Maximum Funds," by adding the following:

6.1-2012 - Amendment. Subject to the requirements of this Contract, as amended, County shall provide Contract Funds not to exceed the following amount during the 2012 Renewal Term:

Original 2012 Renewal Term Amount:	\$800,000.00
<u>Amendment Amount</u>	<u>\$113,869.00</u>
Total 2012 Renewal Term Amount	\$913,869.00

2.3 2012 Amended Fiscal Year Limitations on Funding. The Parties agree to amend Section 6.2.2, "Fiscal Year Division," by deleting the original language and substituting the following:

6.2.2(a) and (b) -2012 During the 2012 Renewal Term, the fiscal year limitations under 6.2.2(a) shall be:

(a)-2012 January 1, 2012 - September 30, 2012 (75% of Original Total of \$800,000.00)

\$ 600,000.00

(b)-2012 October 1, 2012 - December 31, 2012

(i)	<u>\$ 200,000.00</u>	(25% of Original Total of \$200,000.00)
(ii)	<u>\$ 113,869.00</u>	(100% of Amendment Amount)

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

### 3.0 INCORPORATION

3.1 County and Contractor hereby incorporate the Contract into this Amendment. Except for the changes made in this Amendment, County and Contractor hereby ratify all the terms and conditions of the Contract as amended. The Contract 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. All provisions in the Contract not specifically amended herein remain the same and in full force and effect.

### 4.0 EFFECTIVE DATE

4.1 This Amendment is effective the date it is signed by the last Party. 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: 5/15/2012

<b>1. Agency Name as provided in <u>Articles of Incorporation</u>:</b> Capital Investing in Development and Employment of Adults, Inc.		<b>2. Tax ID Number:</b> 74-2893041
<b>3. Program Name: Prerequisite Enrollment</b>		
<b>4. a) Physical Street Address (Street, City, State, Zip):</b> 504 Lavaca, Suite 1008, Austin, TX 78701  <b>4. b) Mailing Address (if different from above):</b> P.O. Box 1784, Austin, TX 78767  <b>4. c) Payee Address (if different from above):</b> P.O. Box 1784, Austin, TX 78767	<b>5. Board President/Chair:</b> <b>Name: Mark Melliar-Smith</b>  <b>Address: 1807-C West Braker Lane, Austin, TX 78758</b>  <b>Email: mark@molecularimprints.com</b>  <b>Phone: (512) 339-7760 ext. 228</b>	
<b>6. Agency Executive Director (name):</b> Steve Jackobs  Phone: (512) 457-8610 ext. 110 Fax: (512) 828-6114 Email: sjackobs@capitalidea.org	<b>7. Name of person authorized to sign contracts for Agency:</b> Steve Jackobs Phone: (512) 457-8610 ext. 110 Fax: (512) 828-6114 Email: sjackobs@capitalidea.org	
<b>8. Program Director (name):</b> Eva Rios-Lleverino  Phone: (512) 457-8610 ext. 106 Fax: (512) 828-6110 Email: erios@capitalidea.org	<b>9. Agency Financial Officer (name):</b> Joan Calman  Phone: (512) 457-8610 ext. 112 Fax: (512) 282-6118 Email: jcalman@capitalidea.org	
<b>10. Contact person for PROGRAM issues (name):</b> Eva Rios-Lleverino Phone: (512) 457-8610 ext. 106 Fax: (512) 828-6110 Email: erios@capitalidea.org	<b>11. Contact person for FINANCIAL issues (name):</b> Joan Calman Phone: (512) 457-8610 ext. 112 Fax: (512) 282-6118 Email: jcalman@capitalidea.org	
<b>12. Primary contact for Quarterly Program Performance Report issues (name):</b> Travis Johnston  Phone: (512) 457-8610 ext. 127 Email: tjohnston@capitalidea.org	<b>13. Person responsible for submitting Quarterly Program Performance Reports (name):</b> Travis Johnston  Phone: (512) 457-8610 ext. 127 Email: tjohnston@capitalidea.org	
<b>14. Program funding amounts by source:</b> Travis County Social Service Contract                                 \$ <u>113,869</u>  All OTHER Sources                                 + \$ <u>2,749,639</u>  TOTAL Program Funding                         = \$ <u>2,863,508</u>	<b>15. Primary contact person for this contract packet (name):</b> Travis Johnston  Position Title: Institutional Relations Officer  Phone: (512) 457-8610 ext. 127 Fax: (512) 287-3061 Email: tjohnston@capitalidea.org	

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

Date prepared: 5/15/2012

**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: Capital IDEA

Program: Prerequisite Enrollment

1. Program goals and objectives:

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

Capital IDEA's goal is to provide long-term educational sponsorship to low-income adults so that they can reach life-long self-sufficiency by entering high-skilled, high-paying careers.

This contract will specifically focus on participants at the prerequisite level of their training and will span a three-month period from October 1, 2012 – December 31, 2012.

Objectives:

- The number of clients ("active participants") at the prerequisite level of their training enrolled in classes during the fall 2012 semester is projected to be 220.
- 80% will successfully complete a prerequisite course during the fall 2012 semester.

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).*

Capital IDEA focuses on traditionally disadvantaged populations through its outreach at schools, churches, homeless resource centers, and low-income communities both in and outside Travis County. Capital IDEA's enrollment is extremely diverse:

- 100% low-income
- 82% minority (Asian, African-American, Hispanic or self-identified as Other or Biracial)
- 66% have family responsibilities

Eligibility requirements include:

- Living at or below 200% of Federal Poverty Income Guidelines
- Resident of Central Texas (10-County region)
- U.S. Citizen or permanent resident
- 18 years or older
- Have a high school diploma or GED
- Must not have completed a college degree
- Commitment to give back to the community upon graduating

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.*



In addition to Capital IDEA’s standard services funded by Travis County of outreach, assessment, counseling, case management, ESOL, specialized education for entry into employer-sponsored training, THEA preparation, high skill education for targeted occupations, wrap-around services, placement, and retention, Capital IDEA will provide the following services focused on active participants at the prerequisite level of their training during the fall 2012 semester:

- Fine-tuning our recruitment efforts and intake process to better educate applicants on the educational requirements of their chosen career;
- Providing more hands-on case management services to help participants navigate the community college system;
- Working with ACC to add additional prerequisite classes that are set aside just for Capital IDEA students – a pilot Anatomy & Physiology course is currently underway;
- Partnering with instructors to identify academic barriers as early as possible, and provide timely and appropriate intervention, to ensure course completion;
- Improving our database so we can better track participants at the prerequisite level and allow us to identify further areas of improvement;
- Considering providing additional or increased wrap-around services (child care, transportation assistance, etc.).

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?*

Capital IDEA and Austin Community College are collaborating closely on improving the performance of students at the prerequisite level, such as the following efforts:

- Working with ACC Department chairs, instructors and staff to get updates on curriculum changes;
- Providing specialized classes for Capital IDEA students in two courses: Algebra and Anatomy & Physiology in the fall 2012 semester;
- Providing supplemental instruction (teaching assistants) for students in the above courses.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 3-month goal amounts):

*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.*

<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 clients enrolled in courses at the prerequisite level during the fall 2012 semester	66	154	220

*(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).

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of clients who completed one or more prerequisite courses during the fall 2012 semester (numerator)	176	To report by March 15
Total number of clients enrolled in courses at the prerequisite level during the fall 2012 semester (denominator)	220	
Percentage of clients who completed one or more prerequisite courses during the fall 2012 semester (outcome rate)	80%	

Total Program Performance – OUTCOME # 2	<u>Total Program Annual Goal</u>	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of clients who completed 8 or more hours of prerequisite courses during the fall 2012 semester (numerator)	75	To report by March 15
Total number of clients enrolled in 8 or more hours of prerequisite courses during the fall 2012 semester (denominator)	100	
Percentage of clients who completed 8 or more hours of prerequisite courses during the fall 2012 semester (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.

Capital IDEA engages in planning with the Community Action Network (CAN), Health Industry Steering Committee (HISC), regional employers, Austin Interfaith, Austin Community College, Education Austin, St. Edward's University, and Huston-Tillotson University.

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).

Capital IDEA tracks its performance weekly, bi-monthly, quarterly, annually, and upon request. The agency reports the information – including enrollment, employment, retention, and school performance – to the Board and to funding agencies. This regular reporting allows constant performance analysis and improvement. Capital IDEA uses a robust client database managed by Community Tech Knowledge (CTK) to collect and report data. The database tracks over 250 data elements on each Capital IDEA applicant and participants. Assessment, counseling, reporting, and administrative staff use the database directly in everyday work. The validity of the information is tested against documentation by

independent auditors during Capital IDEA's annual audit. The Institutional Relations Officer is responsible for reporting performance outputs and outcomes to Travis County.

- **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 current focus on improving the performance at the prerequisite levels originated in long-term studies of Capital IDEA participants. An in-depth analysis by the Aspen Institute of students enrolled between 2003 and 2008 found that those in taking prerequisite healthcare courses dropped from the program at a significantly higher rate (35%) compared with those in either the College Prep Academy (17%) or in the healthcare programs (11%).

Date prepared: 5/15/2012

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

Agency: Capital IDEA

Program: Prerequisite Enrollment

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.

<i>IMPORTANT: All \$ amounts must be whole dollars only (no cents)</i>			
PERSONNEL	Requested COUNTY Amount	Amount Funded by ALL OTHER Sources	* TOTAL Budget (ALL funding sources)
Administrative Salaries - Regular Time	11,221	359,633	370,854
Direct Service Salaries - Regular Time	24,699	543,129	567,828
Administrative Salaries Overtime	963		963
Direct Service Salaries - Overtime	922		922
Benefits	12,753	313,968	326,721
<b>A. SUBTOTALS: PERSONNEL</b>	<b>50,558</b>	<b>1,216,730</b>	<b>1,267,288</b>
OPERATING EXPENSES			
General Operating Expenses	13,459	311,658	325,117
Insurance/Bonding	569	14,431	15,000
Audit Expenses (provide details for this line item in the Subcontracted Expenses form)		13,500	13,500
Consultants/Contractual (provide details for this line item in the Subcontracted Expenses form)			0
Staff Travel - <u>within Travis County</u>	205	11,545	11,750
Conferences/Seminars/Training - <u>within Travis County</u>			0
** Staff Travel - <u>out of County</u>			0
** Conferences/Seminars - <u>out of County</u>			0
<b>B. SUBTOTALS: OPERATING EXPENSES</b>	<b>14,233</b>	<b>351,134</b>	<b>365,367</b>
DIRECT ASSISTANCE			
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)			0
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	2,961	68,429	71,390
Other: Books, Tuition, Classroom Fees, Uniforms, Supplies, Childcare	46,117	1,113,346	1,159,463
			0
<b>C. SUBTOTALS: DIRECT ASSISTANCE</b>	<b>49,078</b>	<b>1,181,775</b>	<b>1,230,853</b>
EQUIPMENT/CAPITAL OUTLAY			
** (specify equipment)	0	0	0
<b>D. SUBTOTALS: EQUIPMENT/CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL (A + B + C + D)</b>	<b>113,869</b>	<b>2,749,639</b>	<b>2,863,508</b>
<b>PERCENT SHARE of Total for Funding Sources:</b>	<b>4.0%</b>	<b>96.0%</b>	<b>100.0%</b>

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

Date prepared: 5/15/2012

Agency: Capital IDEA Program: Prerequisite Enrollment

**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	<i>Unemployment, Workers Comp, FICA &amp; Medicare, Payroll Admin Fee, Insurance, Retirement, Total Benefits</i>
OPERATING EXPENSES	
General Operating Expenses	<i>Office supplies, printing, occupancy, postage, telecommunications, accounting, legal, dues &amp; subscriptions, supplies</i>
Insurance/Bonding	<i>General commercial, liability, employee crime policy, directors &amp; officers</i>
Audit Expenses	<i>Annual audit</i>
Consultants/Contractual	<i>Do not provide detail here- use Subcontracted Expenses form #8</i>
Staff Travel	<i>To provide case management services to participants</i>
Conferences/Seminars/Trng	
** Staff Travel - <b>out of County</b>	
** Conferences/Seminars/Trng. – <b>out of County</b>	
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	<i>Utilities, rent, personal living expenses upon approval by counselor and supervisor</i>
Other (specify)	<i>Books, tuition, classroom fees, uniforms, supplies, childcare</i>
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 # 7: **PROGRAM FUNDING SUMMARY**

Date prepared: 5/15/2012

for 2012 Social Service Contracts funded by Travis County

Agency Name: <u>Capital IDEA</u>	Program Name: <u>Prerequisite Enrollment</u>
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Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	Social Service Contract (Travis County prgm. budget)	1/1/2012 -12/31-2012	\$800,000
Travis County	Social Service Contract (Travis County prgm. budget)	1/1/2012 -12/31-2012	\$113,869
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)	10/01/11 - 9/30/12	\$1,146,377
City of Austin			
City of Austin			
Federal			
Federal			
State			
State			
United Way		10/01/11 - 9/30/12	\$100,000
Contributions		10/01/11 - 9/30/12	\$703,262
Program Income/ Fees			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
<b>TOTAL PROGRAM FUNDING:</b>			<b>\$2,863,508</b>

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

Capital IDEA: Long-Term Training (Rollover Funds)

Date Report was Generated: 5.21.2012

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
<b>OUTPUT MEASURES:</b>					
Output #1	Number of clients enrolled in courses at the prerequisite level during the fall 2012 semester	This data will be derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College.	Austin Community College grade report		Travis Johnston, Institutional Relations Officer
<b>OUTCOME MEASURES:</b>					
Outcome #1a (numerator)	Number of clients who completed one or more prerequisite courses during the fall 2012 semester	This data will be derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. The report will be filtered to show how many students completed a prerequisite course (i.e. did not drop or withdraw).	Austin Community College grade report		Travis Johnston, Institutional Relations Officer
Outcome #1b (denominator)	Total number of clients enrolled in courses at the prerequisite level during the fall 2012 semester	This data will be derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College.	Austin Community College grade report	Equals OP#1	Travis Johnston, Institutional Relations Officer
Outcome Rate #1c	Percentage of clients who completed one or more prerequisite courses during the fall 2012 semester	Divide OC#1a by OC#1b			Travis Johnston, Institutional Relations Officer
Outcome #2a (numerator)	Number of clients who completed 8 or more hours of prerequisite courses during the fall 2012 semester	This data will be derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. The report will be filtered to show how many students completed 8 or more hours prerequisite courses (i.e. did not drop or withdraw).	Austin Community College grade report		Travis Johnston, Institutional Relations Officer
Outcome #2b (denominator)	Total number of clients enrolled in 8 or more hours of prerequisite courses during the fall 2012 semester	This data will be derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. The report will be filtered to show the total number of students who enrolled in 8 or more hours during that semester.	Austin Community College grade report		Travis Johnston, Institutional Relations Officer
Outcome Rate #2c	Percentage of clients who completed 8 or more hours of prerequisite courses during the fall 2012 semester	Divide OC#2a by OC#2b			Travis Johnston, Institutional Relations Officer
<b>DEMOGRAPHIC AND ZIP CODE REPORT</b>					

Gender, Race, and Ethnicity	<b>Number</b> of unduplicated clients by their gender, race, and ethnicity	The data analyzed is first derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. For the purposes of this report, demographic data will then be extracted from the CTK ODM database only on those participants enrolled in prerequisite classes.	CTK ODM database (www.ctkodm.com/capitalidea ) and Austin Community College grade report		Travis Johnston, Institutional Relations Officer
Age	<b>Number</b> of unduplicated clients by their age at start of program and <b>grouped</b> into age categories	The data analyzed is first derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. For the purposes of this report, demographic data will then be extracted from the CTK ODM database only on those participants enrolled in prerequisite classes.	CTK ODM database (www.ctkodm.com/capitalidea ) and Austin Community College grade report		Travis Johnston, Institutional Relations Officer
Income Status	<b>Number</b> of unduplicated clients by their income status at start of program and <b>grouped</b> into income categories	The data analyzed is first derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. For the purposes of this report, demographic data will then be extracted from the CTK ODM database only on those participants enrolled in prerequisite classes.	CTK ODM database (www.ctkodm.com/capitalidea ) and Austin Community College grade report		Travis Johnston, Institutional Relations Officer
Zip Code	<b>Number</b> of unduplicated clients by their zip code at start of program	The data analyzed is first derived from the fall 2012 semester grade report provided to Capital IDEA by Austin Community College. For the purposes of this report, demographic data will then be extracted from the CTK ODM database only on those participants enrolled in prerequisite classes.	CTK ODM database (www.ctkodm.com/capitalidea ) and Austin Community College grade report		Travis Johnston, Institutional Relations Officer



Shannon  
5.25.12  
YLB



**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 22, 2012  
**TO:** Cyd Grimes, C.P.M., Travis County Purchasing Agent  
**FROM:** *Sherri E. Fleming*  
Sherri E. Fleming, County Executive  
Travis County Health and Human Services and Veterans Service  
**SUBJECT:** Acceptance of a 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 funding for Capital Investing in Development and Employment of Adults, Inc. (Capital IDEA).

**Summary and Staff Recommendation:**

During contract year 2011 Capital IDEA worked to drawdown their state funding before their Jobs and Education for Texans (JET) contract expired in November, 2011. Although they were successful in this effort, they left \$113,869.02 of their Travis County contract unspent. The JET funding will not be available to Capital IDEA during 2012.

As a result of the recent City of Austin HHS re-bidding process, Capital IDEA's social service contract has been reduced significantly during the fourth quarter of calendar year 2012.

Capital IDEA is requesting the remainder of their 2011 Travis County award to "fill the gap" from October 1, 2012 through December 31, 2012 for their Long Term Training Program.

They are projecting to serve 220 clients with 80% successfully completing a prerequisite course during the fall 2012 semester.

The department is recommending the Court approve this contract with Capital IDEA, providing needed services for a diverse population of Travis County residents in need of assistance for the amount of \$113,869.00.

**Budgetary and Fiscal Impact:**

Account # 001-5891-611-6294

\$ 113,869.00

**Background:**

Travis County has contracted social services from Capital IDEA 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  
Caula McMarion, Accountant, TCHHS/VS  
Mike Long, Assistant Purchasing Agent, Travis County Purchasing Office  
Shannon Pleasant, Assistant Purchasing Agent, Travis County Purchasing Office  
Kathleen Haas, 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  
LaDonna Brazell, Contract Compliance Specialist, TCHHS/VS

Shopping cart	
Number :	100002279
Name :	NEWS 06/15/2012 15:14
Date :	06/15/2012

**Goods recipient:**

STEPHEN NEW  
 158Fin  
 158HHS Finance  
 700 Lavaca Street  
 AUSTIN TX 78701

**Delivery point:**

Travis County  
 Travis County  
 HUMAN SERVICES ADMIN SVCS  
 100 N IH 35, SUITE 3700  
 AUSTIN TX 78701

Item	Product number	Description	Subm. deadline/ext. bid	Supplier product no.
Delivery date/ Performance period	Order quantity	Unit	Price per unit	Net value
1		Long term training program		
06/23/2012	1.00	EA	113,869.00 USD1 EA	113,869.00 USD
<b>Total value:</b>				<b>113,869.00 USD</b>
<b>Tax amount:</b>				<b>0.00 USD</b>
<b>Total value (gross):</b>				<b>113,869.00 USD</b>

for item 1

**Account assignment**

Percent	Assigned to	G/L account	Business area
100.00	Cost Center 1580540001	511430	1000
<b>Location</b>	<b>Requester:</b>		
Company	STEPHEN NEW		
Central Plant	158Fin		
700 Lavaca Suite 800	158HHS Finance		
AUSTIN TX 78701	700 Lavaca Street		
USA	AUSTIN TX 78701		
	USA		