



Travis County Commissioners Court Agenda Request Item 42

Meeting Date: September 25, 2012

Prepared By/Phone Number: Christy Moffett 854-3460

Elected/Appointed Official/Dept. Head:

Sherri E. Fleming, County Executive of Travis County Health and Human Services & Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on the request to continue the administration and planning project and fair housing project of the Community Development Block Grant for the 2012 Program Year with internal HHSVS resources until a fully executed contract is obtained from the U.S. Department of Housing and Urban Development.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Department requests permission to use general fund operating resources to cover CDBG expenses until the grant agreement for Program Year (PY) 2012 can be executed. It is necessary to implement this practice for two reasons – 1) historically the grant contract from the U.S. Department of Housing and Urban Development (HUD) is not ready for execution until the first quarter of the new program year, and 2) expenses will need to occur prior to the end of the first quarter. The general fund expenditures identified as CDBG are reclassified into grant expenses when there is a fully executed grant contract.

STAFF RECOMMENDATIONS:

Staff recommends approval as this delay is normal for the grant and all previous costs have been reclassified successfully in years past.

ISSUES AND OPPORTUNITIES:

The use of general funds allows the administrative and planning staff to continue with general business functions related to CDBG Administration and Planning as well as allows clients to continue to receive services until the grant funds are available.

The use of general funds for the fair housing contract allows us to start services with minimal delay.

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.

FISCAL IMPACT AND SOURCE OF FUNDING:

The Health and Human Services and Veterans Service Department will reallocate funding for costs associated with:

Fair housing activities	\$43,451
Administrative operating expenses:	\$ 6,000
Advertisement, cell phone allowance, and other necessary items to meet deadlines	
Temporary salaries:	\$15,000

for the temporary Planner position needed to help transition the work of a staff person leaving in November.

The operating costs will come from the CDBG General Fund Cost Center 158006001 line item (500050) into the advertising line item (same cost center, 511680) to provide dollars for advertising and into the translation line item (same cost center, 511850) to provide dollars for translation prior to the execution of the grant agreement. The estimated dollar amount is \$5,000, which is based on the advertising costs for the Consolidated Annual Performance Evaluation Report, which occurs in November. Additionally, the Department will also use approximately \$210 from the cell phone allowance line item of (same cost center, 511710) and \$70 from the to pay for CDBG staff cell phone allowance.

Fair housing activities costs will come from the HHS General Fund Cost Center 15854001 line item (511430) into the CDBG General Fund Cost Center 158006001 line item (511440) to provide dollars for the social services contract for Austin Tenant's Council totaling \$43,451.

Temporary salary costs totaling \$15,000 will come from the CDBG Cost Center 158006001 line item (500050) into the temporary salaries line item (500070).

All of the appropriate general fund expenditures will be reclassified as CDBG grant expenditures when the grant budget is established by the County Auditor's office, resulting in a zero impact on the general funds resources. No matching funds are required. The department anticipates a contract, with an allocation of \$869,341 will be available before December 31, 2012.

REQUIRED AUTHORIZATIONS:

PBO

Cc: Leslie Browder, PBO
Diana Ramirez, PBO
Kathleen Haas, HHS/VS, Finance
Caula McMarion, HHS/VS, Finance
Nicki Riley, Auditor's Office
DeDe Bell, Auditor's Office
Janice Cohoon, Auditor's Office
Christy Moffett, HHS/VS, CDBG

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