



Item 15

Travis County Commissioners Court Agenda Request

Meeting Date: 04/09/2013, 9:00 AM, Voting Session

Prepared By/Phone Number: Alan Miller, Planning and Budget Office, 854-9726

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive
Planning and Budget

Commissioners Court Sponsor: Judge Samuel T. Biscoe

Review and approve requests regarding grant programs, applications, contracts and related special budgets, and permissions to continue:

- A. Application to Capital Metro for the Basic Transportation Needs Fund Program to provide bus passes to eligible clients in Health Human Services and Veterans Services Department;
- B. Contract to continue the Targeted Low Income Weatherization Program in Health and Human and Veterans Services;
- C. Contract amendment to the Department of Energy Weatherization Assistance Program in Health and Human and Veterans Services; and
- D. Memorandum of Understanding with the Austin Community Foundation, a non-profit organization acting as fiscal agent for bus passes provided by Capital Metro for the Basic Transportation Needs Fund Program in Health and Human Services and Veterans Services Department.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Items A and D is the application for an HHS FY 14 bus pas program and approval of the same for FY 13. Item B and C are contracts to continue existing programs in HHS.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the item's grant summary sheet.

FISCAL IMPACT AND SOURCE OF FUNDING:

There are no matching funds required for these grants.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
David Salazar

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE
FY 2013

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

Application	Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	158	Basic Transportation Needs Fund (Bus Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	-	R	MC	
Contracts												
B	158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850		R	MC	
C	158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	R	EC	
D	158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	R	MC	

PBO Notes:

R - PBO recommends approval.

NR - PBO does not recommend approval

D - PBO recommends item be discussed.

County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload

S - Simple

MC - Moderately Complex

C - Complex

EC - Extremely Complex

FY 2013 Grant Summary Report
Grant Applications approved by Commissioners Court

The following is a list of grants for which application has been submitted since October 1, 2012, and the notification of award has not yet been received.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	-	10/30/2012
119	Underage Drinking Prevention Program	10/01/13 - 09/30/14	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/6/2012
124	Formula Grant- Indigent Defense Grants Program	10/01/12 - 09/30/13	\$441,998	\$0	\$0	\$0	\$441,998	-	11/27/2012
145	Juvenile probation Pre-Doctoral Psychology Internship Program	7/1/13- 6/30/14	\$34,306	\$0	\$0	\$0	\$34,306	-	12/4/2012
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	4/1/2013- 3/31/2014	\$100,000	\$0	\$0	\$0	\$100,000	-	1/8/2013
145	Juvenile Treatment Drug Court	9/30/2013- 9/29/2014	\$199,970	\$0	\$0	\$0	\$199,970	-	1/8/2013
145	Juvenile Accountability Block Grant (JABG) Local Assessment Center	09/01/13 - 08/31/14	\$61,334	\$6,814	\$0	\$0	\$68,148	-	1/22/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	1/22/2013
147	Emergency Management Performance Grant	10/01/12 - 09/30/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	2/5/2013
137	TCSO Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	2/5/2013
137	TxDOT Impaired Driving Mobilization	03/1/13 - 09/30/13	\$16,906	\$5,684	\$0	\$0	\$22,590	-	2/5/2013
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$233,124	\$0	\$0	\$0	\$233,124	2.00	2/19/2013
124	Veterans Commission Grant	07/01/13 - 06/30/14	\$49,470	\$0	\$0	\$0	\$49,470	-	2/19/2013
139	Travis County Adult Probation DWI Court	09/01/13 - 08/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	2/19/2013
145	The Eagle Soars: An Educational and Career Development Program	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	2/19/2013
145	Enhancing Services for Victims of Crime	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.00	2/19/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Drug Court & In-Home Family Services	09/01/13 - 08/31/14	\$181,000	\$20,111	\$0	\$0	\$201,111	0.23	2/19/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$155,838	\$0	\$0	\$0	\$155,838	2.00	2/19/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$143,438	\$0	\$0	\$0	\$143,438	1.00	2/26/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,954	\$34,053	\$0	\$17,088	\$136,095	1.77	2/26/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$193,808	\$0	\$0	\$0	\$193,808	0.50	2/26/2013
158	Parenting in Recovery II*	09/30/12 - 09/29/13	\$625,747	\$0	\$268,195	\$0	\$893,942	1.00	2/26/2013
145	IMPACT: Investing in Minds to Prepare for A Career in Technology	10/1/13 - 09/30/14	\$416,327	\$0	\$0	\$0	\$416,327	1.00	3/5/2013
137	K9s4COPs	04/01/13 - 09/30/13	\$12,000	\$0	\$0	\$0	\$12,000	-	3/26/2013
145	Leadership Academy	10/01/13 - 09/30/14	\$143,665	\$47,888	\$0	\$0	\$191,553	1.75	3/26/2013
			\$3,814,698	\$526,246	\$344,785	\$73,588	\$4,759,317	27.05	

*Amended from original agreement.

**FY 2013 Grant Summary Report
Grants Approved by Commissioners Court**

The following is a list of grants that have been received by Travis County since October 1, 2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Travis County Eagle Resource Project	09/01/12 - 08/31/13	\$29,930	\$0	\$0	\$0	\$29,930	-	10/2/2012
145	Trama Informed Assessment and Response Program	09/01/12 - 08/31/13	\$192,666	\$0	\$0	\$0	\$192,666	0.50	10/2/2012
137	Sheriff's Office Command and Support Vessel*	9/1/12- 3/31/13	\$250,000	\$0	\$0	\$0	\$250,000	-	10/16/2012
139	Travis County Adult Probation DWI Court	9/1/2012- 8/31/2013	\$229,112	\$0	\$0	\$0	\$229,112	4.00	10/16/2012
147	Emergency Management Performance Grant	10/01/11 - 03/31/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	10/16/2012
119	Family Violence Protection Team*	10/1/2010 - 03/31/2012	\$699,507	\$168,239	\$0	\$0	\$867,746	4.50	10/23/2012
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/23/2012
145	Drug Court & In-Home Family Services	09/01/12 - 08/31/13	\$66,428	\$7,381	\$0	\$0	\$73,809	0.09	10/23/2012
158	Comprehensive Energy Assistance Grant*	01/01/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	-	10/23/2012
158	Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program	04/01/12 - 03/31/13	\$817,334	\$0	\$0	\$0	\$817,334	-	10/23/2012
124	Travis County Veterans' Court	09/01/12 - 08/31/13	\$186,000	\$0	\$0	\$0	\$186,000	2.00	10/30/2012
142	Drug Diversion Court	09/01/12 - 08/31/12	\$132,585	\$0	\$0	\$0	\$132,585	1.00	10/30/2012
158	Parenting in Recovery II	09/30/12 - 09/29/13	\$500,000	\$0	\$214,286	\$0	\$714,286	2.00	11/6/2012
158	Targeted Low Income Weatherization Program (ILLIWP)	10/01/12 - 12/31/12	\$42,061	\$0	\$0	\$0	\$42,061	-	11/6/2012
158	Seniors and Volunteers for Childhood Immunization (SVCJ)	09/01/12 - 08/31/13	\$8,845	\$0	\$0	\$0	\$8,845	0.14	11/20/2012
158	Coming of age (DADS)	09/01/12 - 08/31/13	\$24,484	\$24,484	\$0	\$0	\$48,968	-	11/20/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
158	DOE Weatherization Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	11/20/2012
158	Atmos Energy Share the Warmth	11/01/12 - 10/31/13	\$13,188	\$0	\$0	\$0	\$13,188	-	11/20/2012
139	Travis County Adult Probation DWI Court	09/30/12 - 09/29/13	\$206,515	\$0	\$0	\$0	\$206,515	2.85	11/27/2012
137	State Criminal Alien Assistance Program- SCAAP 12	07/01/10 - 06/30/11	\$492,999	\$0	\$0	\$0	\$492,999	-	11/27/2012
147	"Remembering When" Scholarship	12/02/12 - 11/01/13	\$4,000	\$0	\$0	\$0	\$4,000	-	11/27/2012
158	Comprehensive Energy Assistance Program (CEAP)*	1/1/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	4.00	12/4/2012
145	National School Lunch/Breakfast Program*	7/1/12 - 6/30/13	\$217,219	\$0	\$0	\$0	\$217,219	-	12/4/2012
158	Title IV-E Child Welfare Services	10/01/12 - 09/30/13	\$36,488	\$81,190	\$0	\$0	\$117,678	-	12/11/2012
137	2012 Byrne Justice Assistance Grant	10/01/12 - 09/30/15	\$86,000	\$0	\$0	\$0	\$86,000	-	12/18/2012
158	2012 Phase 30 Emergency Food and Shelter Program	04/01/12 - 03/31/13	\$25,000	\$0	\$0	\$0	\$25,000	-	12/18/2012
140	Safe Havens: Supervised Visitation and Safe Exchange program*	10/1/10 - 9/30/13	\$400,000	\$0	\$0	\$0	\$400,000	-	12/28/2012
145	Juvenile Front End Therapeutic Services Program*	09/01/11 - 08/31/12	\$17,617	\$0	\$0	\$0	\$17,617	-	1/22/2013
145	Residential Substance Abuse Treatment Program*	10/01/11 - 09/30/12	\$132,063	\$47,512	\$0	\$0	\$179,575	1.00	1/22/2013
145	Eagle Resource Project*	09/01/11 - 08/31/12	\$34,628	\$0	\$0	\$0	\$34,628	-	1/22/2013
137	Sheriff's Office Command & Support Vessel*	09/01/12 - 06/30/13	\$250,000	\$0	\$0	\$0	\$250,000	-	1/29/2013
137	2010 UASI-Tactical Response Vehicle*	08/01/2010 - 07/31/12	\$475,000	\$0	\$0	\$0	\$475,000	-	2/12/2013
147	2010 HSGP _ Travis County Haz. Mat. Detection and Decontamination Equipment and Related Maintenance*	08/01/2010 - 07/31/12	\$39,938	\$0	\$0	\$0	\$39,938	-	2/12/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	2/19/2013
147	2010 UASI Chemical Biological Radiological Nuclear Explosive (CBRNE) Strike Team Coordinator*	08/01/10 - 12/31/12	\$250,000	\$0	\$0	\$0	\$250,000	1.00	2/26/2013
155	Justice Reinvestment Initiative (Arnold Foundation)	03/01/13 - 02/28/15	\$69,012	\$0	\$0	\$0	\$69,012	-	2/26/2013
159	Capital Area Trauma Regional Advisory Council	05/01/12 - 08/31/13	\$10,101	\$0	\$0	\$0	\$10,101	-	2/26/2013
			\$14,971,031	\$400,027	\$214,286	\$0	\$15,585,344	23.08	

*Amended from original agreement.

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	Yes
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	N/A	Yes
122	Family Drug Treatment Court	09/01/12-08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/28/2012	N/A	No
124	Travis County Veterans Court	09/01/12-08/31/13	\$25,630	\$0	\$25,630	2.00	10/31/2012	8/28/2012	N/A	Yes
142	Drug Diversion Court	09/01/12-08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	Yes
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12-08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	Yes
145	Residential Substance Abuse Treatment Program	10/01/12-09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 12	09/30/12-09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	No
158	Parenting in Recovery (PIR) FY 13	09/30/12-09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	No
158	Comprehensive Energy Assistance Program	1/1/2013-12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	1/8/2013	N/A	No
158	Low Income Home Energy Program	04/01/13-03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	4/2/2013	N/A	No
158	Comprehensive Energy Assistance Program**	1/1/2013-12/31/2013	\$29,196	\$300,000	\$329,196	4.00	6/30/2013	4/2/2013	N/A	No
Totals			\$334,807	\$600,000	\$934,807	16.00				



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Health and Human Services/ Family Support Services (FSS)	
Contact Person/Title:	Jim Lehrman/FSS Director	
Phone Number:	512-854-9879	

Grant Title:	Basic Transportation Needs Fund (Bus Pass Program)		
Grant Period:	From: <input type="text" value="Sep 1, 2013"/>	To: <input type="text" value="Aug 31, 2014"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
Grantor:	Basic Transportation Needs Fund of the Austin Community Foundation		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Capital Metro		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating:	\$ 5,790	\$ 0	\$ 0	\$ 0	\$ 5,790
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 5,790	\$ 0	\$ 0	\$ 0	\$ 5,790
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ -	Applicable Departmental Measures				
1.	Not applicable - FSS & BTNF measure progress towards providing basic needs assistance to eligible persons.				
2.					
3.					
+ -	Measures for the Grant				
1.	Total number of daily bus passes distributed			62	688
	Outcome Impact Description	Increased access to basic need services needed on an adhoc or one-time basis			
2.	Total number of weekly bus passes distributed			420	4620
	Outcome Impact Description	Increased access to basic needs services needed on a more frequent basis, e.g. interviews, employment assistance, medical appointments			
3.					
	Outcome Impact Description				

PBO Recommendation:

This is an application for reduced-price bus passes for HHS to distribute to eligible clients. This is the second year HHS has applied for this grant. PBO recommends approval.

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 one?

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BNTF] for distribution to working poor, homeless, and refugee clients served through our Family Support Services [FSS] sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training.

Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BNTF program. TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County. There are seven sites located throughout the county. Key FSS services consist of rental and/or utility assistance for eligible individuals, as well as food from our pantries for those requiring food assistance. For most types of assistance, households at or below 125% of the FPIG are eligible. There are five sites which will utilize bus passes requested in this application: Jonestown, Oak Hill, Post Road, Palm Square and Del Valle. [The remaining two are not participating because they lack bus services through Capital Metro.] In 2010-2011, some FSS sites distributed bus passes to clients under 150% FPIG. Most of these clients used their passes to get to medical appointments and to look for work. Other uses include accessing services at another agency they had been referred to by a TCHHS/VS case manager and traveling to work.

The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

Leveraging opportunities presented by this grant are numerous. TCHHS/VS has been partially funding the Capital Metro route serving Del Valle for a number of years. A grant from the BNTF will enable more working poor, homeless and refugee clients to utilize this route, therefore maximizing our investment in this vital piece of local transportation infrastructure. Most FSS sites are co-located with other services that many clients utilize in addition to FSS services. The FSS Oak Hill site is co-located with a WIC site, a CommunityCare Clinic, services for seniors, a Justice of the Peace Court, and a Travis County tax office. The Del Valle FSS site is co-located with a WIC site, a CommunityCare Clinic, as well as SMART, a substance abuse treatment program for ex-offenders, Travis County Correctional Complex and a senior program. The Post Road FSS site is co-located with an Attorney General Child Support Court, Services for the Deaf and Hard of Hearing, Travis County Drug Diversion Court, and the Offices of both the Juvenile Public Defender and the Mental Health Public Defender. Palm Square FSS is co-located with the Office of Children's Services, Workforce Solutions, Goodwill Industries, Travis County Veterans Service, and Children FIRST. The bus passes distributed to FSS clients will maximize utilization and efficiency of services provided at organizations co-located with FSS sites.

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.

Funding is only provided in the form of reduced-fare bus passes. No actual funds will be awarded. There is no indirect cost allocation.

5. County Commitment to the Program Upon Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), 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.

TCHHS/VS was awarded 2012-2013 BTNF funding and has distributed bus passes to FSS clients in the past. This is not a new programmatic idea.

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.

This program will incur a very minimal increase of administrative, reporting, and tracking tasks on FSS staff. The benefits accrued to TCHHS/VS will be that our investment in FSS services will be maximized by offering transportation to FSS clients so they can access referral services, get to medical appointments and search for employment. FSS and BTNF measure progress toward providing basic needs assistance to eligible persons.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

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

DATE: March 28, 2013
TO: Members of the Commissioners Court
FROM: 
Sherri E. Fleming, County Executive
for Travis County Health and Human Services and Veterans
Service
SUBJECT: Grant Application to the Basic Transportation Needs Fund of the
Austin Community Foundation.

Proposed Motion:

Consider and take appropriate action to approve a 2013-2014 grant application to the Basic Transportation Needs Fund of the Austin Community Foundation requesting \$5,790 in funding to purchase bus passes for distribution to Family Support Services [FSS] clients at FSS sites.

Summary and Staff Recommendations:

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BNTF] for distribution to working poor, homeless, and refugee clients served through our FSS sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training. The BNTF allows grantees to purchase bus passes at much reduced rates - \$1 for day passes and \$4.50 for a 7 day pass. Bus passes will be distributed to sites on or before September 1, 2013 and must be distributed prior to August 31, 2014.

Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BNTF program.

TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County.

TCHHSVS staff recommends approving this grant application.

Budgetary and Fiscal Impact:

The non-cash award equivalent of \$5,790 in bus passes does not require a cash or in-kind match.

Issues and Opportunities:

The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

Background:

A high percentage of clients served by TCHH/VS through FSS programs are transit-dependent. This means that due to age, disability, income or lack of a working car, they are more likely to be reliant on public transportation to meet basic life needs such as obtaining food, accessing health care, or getting to work. Transit-dependent populations face many challenges. For those living in central areas of the city, a trip to work or a doctor's office will often require a number of transfers and several hours from door to door. For those living in outlying areas of the County, public transportation infrastructure is not robust enough to meet the needs of working families and individuals without imposing significant hardship.

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak languages other than English and/or are members of minority communities are transit-dependent at higher rates than their white, English-speaking counterparts.¹ Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

cc: Leslie Browder, County Executive, Planning and Budget Office
Diana Ramirez, Assistant Budget Director, Planning and Budget Office
Mary Etta Gerhardt, Assistant County Attorney
Jessie Mars, Financial Auditor Analyst, County Auditor
Jim Lehrman, Social Services Director, Family Support Services
Kathleen Haas, Financial Services, Director, HHS/VS

¹ KFH Group, Inc. Update to Capital Area Coordinated Public Transit- Health and Human Services Transportation Plan, March 2011, <http://www.caction.org/CAN-Research/Reports/2011/CAMPO%20RTCC%20TM%204%20-%20Needs%20Assessment%203-17-11.pdf>, accessed March 25, 2013.

**Travis County Health and Human Services and Veterans Service
Basic Transportation Needs Fund - Bus Pass Program 2013-2014**

Overview

Organization: Travis County Health and Human Services and Veterans Service [HHS/VS]

Contact Name: Jim Lehrman 512-854-9879; Ross Stephens 512-247-4407 x202

Contact emails: jim.lehrman@co.travis.tx.us; ross.stephens@co.travis.tx.us

Website: http://www.co.travis.tx.us/health_human_services/default.asp

Amount of Funding Requested: \$5,790

Category requested: Bus Passes

Project Description

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BTNF] for distribution to working poor, homeless, and refugee clients served through our Family Support Services [FSS] sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training.

Who will receive the passes: Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BTNF program. TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County. There are seven sites located throughout the county. Key FSS services consist of rental and/or utility assistance for eligible individuals, as well as food from our pantries for those requiring food assistance. For most types of assistance, households at or below 125% of the FPIG are eligible. The five sites which will utilize bus passes requested in this application are: Jonestown, Oak Hill, Post Road, Palm Square and Del Valle. [The remaining two are not participating because they lack bus services through Capital Metro.] In 2010-2011, some FSS sites distributed bus passes to clients under 150% FPIG. Most of these clients used their passes to get to medical appointments and to look for work. Other uses include accessing services at another agency they had been referred to by a TCHHS/VS case manager and traveling to work.

Need: A high percentage of clients served by TCHH/VS through FSS programs are transit-dependent. This means that due to age, disability, income or lack of a working car, they are more likely to be reliant on public transportation to meet basic life needs such as obtaining food, accessing health care, or getting to work. Transit-dependent populations face many challenges. For those living in central areas of the city, a trip to work or a doctor's office will often require a number of transfers and several hours from door to door. For those living in outlying areas of the County, public transportation infrastructure is not robust enough to meet the needs of working families and individuals without imposing significant hardship.

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak languages other than English and/or are members of minority communities are transit-dependent at higher rates than their white, English-speaking

**Travis County Health and Human Services and Veterans Service
Basic Transportation Needs Fund - Bus Pass Program 2013-2014**

counterparts.¹ Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

Purpose: The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

Process to distribute: TCHHS/VS' designated BTNF point of contact will distribute bus passes to participating Centers. Each Center will have a Bus Pass Guardian. The Bus Pass Guardians will ensure that bus passes are distributed in the following manner: Center staff will require clients to complete eligibility forms in order to receive a bus pass. Center staff will review the completed eligibility forms and determine if a client is eligible and then distribute a pass according to the type of needs specified, e.g. weekly or daily. Subsequently, Center staff will then enter information collected from the forms (gender, age, income, refugee or homeless status, type of pass requested (weekly or daily); purpose/use of pass track the number of passes dispersed to clients.) into an online database (Google docs). This same database will be used to generate the monthly reports required by BTNF.

Performance

During 2012, HHSVS was awarded 750 daily passes and 1,120 weekly passes. HHSVS staff are currently prepared to distribute these passes for the 2012-2013 year, contingent upon final County approval of the program's Memorandum of Understanding. We anticipate having no delay in implementing this program according to program and Cap Metro specifications once approval to proceed has been granted internally. HHS/VS has a large target population in need and as such has chosen to apply for additional FY 14 funding to meet this need.

We estimate that for 2013-2014, the bus passes requested will provide for 9,500 rides in the 12-month period. Performance will be tracked using the *monthly tracking form* provided by the BTNF, which will be populated with data from our *internal eligibility form* and the Google docs database described in the previous paragraph.

Leveraging

TCHHS/VS has been partially funding the Capital Metro route serving Del Valle for a number of years. A grant from the BTNF will enable more working poor, homeless and refugee clients to utilize this route, therefore maximizing our investment in this vital piece of local transportation infrastructure. Most FSS sites are co-located with other services that many clients utilize in addition to FSS services. The FSS Oak Hill site is co-located with a WIC site, a Community Care Clinic, services for seniors, a Justice of the Peace Court, and a Travis County tax office. The Del

¹ KFH Group, Inc. Update to Capital Area Coordinated Public Transit- Health and Human Services Transportation Plan, March 2011, <http://www.caction.org/CAN-Research/Reports/2011/CAMPO%20RTCC%20TM%204%20-%20Needs%20Assessment%203-17-11.pdf>, accessed March 25, 2013.

**Travis County Health and Human Services and Veterans Service
Basic Transportation Needs Fund - Bus Pass Program 2013-2014**

Valle FSS site is co-located with a WIC site, a Community Care Clinic, as well as SMART, a substance abuse treatment program for ex-offenders, Travis County Correctional Complex and a senior program. The Post Road FSS site is co-located with an Attorney General Child Support Court, Services for the Deaf and Hard of Hearing, Travis County Drug Diversion Court, and the Offices of both the Juvenile Public Defender and the Mental Health Public Defender. Palm Square FSS is co-located with the Office of Children's Services, Workforce Solutions, Goodwill Industries, Travis County Veterans Service, and Children FIRST. The bus passes distributed to FSS clients will maximize utilization and efficiency of services provided at organizations co-located with FSS sites.

Travis County Health and Human Services and Veterans Service Basic Transportation Needs Fund Bus Pass Grant Budget			
Type of Pass	Unit cost	Units	Total
Local Reduced Day Pass	1	750	\$ 750.00
Local Reduced 7 Day Pass	4.5	1120	\$ 5,040.00
		Total	\$ 5,790.00

Bus Pass Intake Form

Date						
Name						
Age						
Address: (Street, apt #, City, Zip)						
County						
Male or Female						
Monthly income (include all adults in household)						
Race (circle one)	Caucasian	Hispanic	Black/ Afro-American	Asian	Other	Unknown
Do you have refugee status?	Yes No					
What is your living situation? (Circle One)	<ul style="list-style-type: none"> • Own Apt/Condo • Own Mobile Home • Own Single Family Home 		<ul style="list-style-type: none"> • Public Housing Unit • Rent Multi Family Unit • Rent Mobile Home • Rent Single Family Home • Rent Room • Rent Subsidized Home 		<ul style="list-style-type: none"> • Sleeping Outside or in Car • Someone Else's Home • Staying in Shelter • Nursing Home 	
Staff Use Only:	1 Weekly Pass		1 Daily Pass			
Distribution Site:	Travis County Health & Human Services Department, Jonestown Community Center					
Submitted by:						

Declaration of Income:

I have received the amount of income indicated during the last thirty (30) days. I understand that, in the case of any misstatement of income or "no income", I may be liable for the full value of any assistance received and to criminal prosecution.

The undersigned individual(s) certify:

SSN: _____

DOB: _____

Gross Income \$_____ (for all adults in the household for the last 30 days)

Signature

Date

Travis County HHS/WS Bus Pass Tracking Database Form

Travis County Bus Pass Procedure

1. An FSS staff member will ensure that the client is at or below 150% FPG.
2. An FSS staff member completes or has the client complete a Bus Pass Intake Form.
3. An FSS staff member completes the Daily Pass Tracking Form completely.
4. An FSS staff member completes the Bus Tracking Database Form.
5. An FSS staff member distributes the Bus Passes to the named recipient.

Date:

Name:

Age:
 7 to 18 years old
 18 to 61 years old
 61 and older

Address:

Zip Code:

County:

Gender:

Race:

Monthly Income:
Includes all adults in household. Do not include \$

What is your living situation?



**TRAVIS COUNTY
FY 13 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 checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	HHSVS/Community Services - Housing Services	
Contact Person/Title:	Lisa Sindermann/Financial Analyst Lead	
Phone Number:	854-4594	

Grant Title:	Targeted Low Income Weatherization Program (TLIWP)		
Grant Period:	From: <input type="text" value="03/01/2013"/>	To: <input type="text" value="11/30/2013"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>
Grantor:	Texas Association of Community Action Agencies Inc.		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	Pedernales Electric Cooperative		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 10,970	\$ 0	\$ 0	\$ 0	\$ 10,970
Operating:	\$ 38,395	\$ 0	\$ 0	\$ 0	\$ 38,395
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 5,485	\$ 0	\$ 0	\$ 0	\$ 5,485
Totals:	\$ 54,850	\$ 0	\$ 0	\$ 0	\$ 54,850
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Number of referrals required to support Housing Services programs from emergency assistance centers. The programs include DOE, LIHEAP, TLIWP and Home Repair	710	710	710	
2.					
3.					
+ - Measures for the Grant					
1.	# of Households receiving TACAA TLIWP Weatherization assistance	NA	6	14	
Outcome Impact Description		Providing weatherization services for qualified PEC customers with Travis County as prescribed by the grant guidelines will lower the household energy usage and costs.			
2.					
Outcome Impact Description					
3.					
Outcome Impact Description					

PBO Recommendation:

Health and Human Services and Veterans Service is requesting Commissioners Court approval of the annual contract with the Texas Association of Community Action Agencies, Inc. for the Targeted Low Income Weatherization Program. This program enhances and supplements the federally funded Weatherization Assistance Program, providing weatherization assistance measures for eligible Pedernales Electric Cooperative customers.

The total grant award is \$54,850, including indirect costs of \$5,485. No county match is required for this grant.

PBO recommends approval of this request.

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 one?

The Department has received the 2013 Targeted Low Income Weatherization Program contract from the Texas Association of Community Action Agencies Inc. with the contract award amount of \$54,850 for the program. This is a fairly new program designed to provide weatherization measures to reduce the energy consumption and energy costs of the qualified customers of Pedernales Electric Cooperative within Travis County. This funding allows for costs up to \$4,000 for weatherization services to be provided to the residences. The reimbursable costs will be for labor, materials and program support. Also there is an allowed 10% administration cost that will be reimbursed per completed unit.

Pedernales Electric Cooperative (PEC) is providing the funding for this program to the Texas Association of Community Action Agencies Inc (TACAA), and TACAA is administering the program . The department will follow the guidelines for assistance as set out by the federally funded weatherization programs (DOE and LIHEAP).

These funds will be utilized to assist low-income PEC customers within Travis County who are at or below 200% of the current federal poverty income guidelines. The funding will be used to enhance and supplement assistance to households to achieve a level of energy efficiency by providing weatherization assistance. The benefit of weatherizing these households will result in reducing their home energy needs.

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 Association of Community Action Agencies Inc., only allows for indirect costs at the rate of 10% of the total allowable expenditures.

5. County Commitment to the Program Upon Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), 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 of those households deemed eligible for weatherization assistance. The Housing Services' staff performs assessments of these residences and determines the weatherization services that can be addressed with this and other grant funding applicable and available at the time. The weatherization assistance services are provided at the client's residences by either in-house staff or through purchasing vendor contracted services.



**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: March 25, 2013

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 2013 Targeted Low Income Weatherization Program contract from the Texas Association of Community Action Agencies Inc.

Proposed Motion: Consider and take appropriate action to approve the contract for the Targeted Low Income Weatherization Program from Texas Association of Community Action Agencies, Inc. for 2013.

Summary and Staff Recommendation: Staff requests the acceptance of this contract from the Texas Association of Community Action Agencies, Inc. (TACAA). The total grant funding for this contract is in the amount of \$54,850. The goal for this program is to assist low-income Pedernales Electric Cooperative (PEC) customers within Travis County with weatherization measures to reduce the energy consumption and energy costs for the households. The distribution of assistance will be to qualified Travis County residents who are customers of PEC with household income levels at or below 200% of the current Federal Poverty Income Guidelines.

Budgetary and Fiscal Impact: We will be able to use these grant funds for materials, labor, program support, and administration costs. The funds for materials will be budgeted in the GL accounts of building repairs and maintenance and supplies & equipment. Funding for labor will be budgeted in the corresponding salaries and benefit GL accounts. The funding for administration and program support will be budgeted in the corresponding GL accounts. No matching funds are required for this grant. This contract period is 03/01/13 through 11/30/13.

Issues and Opportunities: Utilizing the existing assistance guidelines of the federally funded Weatherization Assistance Programs (LIHEAP), these funds will be used to provide weatherization measures to a minimum of 14 qualified Travis County households. The maximum assistance level of expenditures is limited to \$4,000 per household. These funds may be used in conjunction with the other weatherization programs available to fully address the weatherization needs of a qualified household. In the previous contract period, these funds were used to assist 6 households within Travis County.

cc: Leslie Browder, County Executive, Planning and Budget Office
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office
Nicki Riley, CPA, Travis County Auditor
Patti Smith, Chief Assistant County Auditor
Michelle Gable, Auditor Analyst II, Travis County Auditor
Mary Etta Gerhardt, Assistant County Attorney
Cyd Grimes C.P.M., C.P.P.O., Travis County Purchasing Agent
Deborah Britton, Division Director, Community Services
Lance Pearson, Social Services Program Admin., Housing Services

**Contract for Services
Between**

TEXAS ASSOCIATION OF COMMUNITY ACTION AGENCIES, INC.

And

Travis County, through

TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERAN SERVICES, HOUSING DEPARTMENT

Contract No. 3446-13-006

Section 1. Parties to Contract

This contract (hereinafter "Contract") is made by and between the Texas Association of Community Action Agencies, Inc. (hereinafter "Agency") and Travis County, through Travis County Health and Human Services and Veteran Services, Housing Department (hereinafter the "Contractor"). Agency and Contractor together hereinafter referred to as "Parties."

Section 2. Contract Period

The Contract shall commence on March 1, 2013, and, unless earlier terminated, shall end on November 30, 2013. The Contract may be extended contingent upon availability of funds from Pedernales Electric Cooperative (PEC), satisfactory performance by the Contractor, and mutual agreement between the Parties.

Section 3. Purpose

The Targeted Low Income Weatherization Program (the "Program") is designed to employ weatherization measures to cost-effectively reduce the energy consumption and energy costs of PEC's low income customers using the existing service delivery systems of the federally funded Weatherization Assistance Programs (WAPs). Appropriate weatherization measures and basic on-site energy education will be provided to eligible residential energy consumers. PEC's funding, administered by Agency, for weatherization measures will enhance and supplement the federally funded WAP for low income PEC customers in the PEC service territory, expanding the number of eligible customers served and weatherization measures installed.

Section 4. Scope of Work

Contractor shall provide weatherization services to eligible PEC customers (hereinafter "Participants") residing in Travis County, in the PEC service territory. Weatherization services are limited to caulking; weather-stripping; ceiling, wall and floor insulation; patching holes in the building envelope; duct work; and solar screens. No appliances may be purchased with PEC funds. Repairs are limited to those necessary to insure proper installation and functioning of the associated weatherization measure.

Section 5. Program Requirements and Responsibilities of Contractor

5.1 Contractor shall:

- 5.1.1 Determine client eligibility, including:
 - Customer of PEC at the time of application;
 - Household income at or below 200 percent of the federal poverty guidelines; and
 - Dwelling unit has refrigerated electric air conditioning.
 - 5.1.2 Operate under the standards established and allowed by the U.S. Department of Energy-approved National Energy Audit Tool or Mobile Home Energy Audit (Audit).
 - 5.1.3 Conduct a “pre-blower door test,” a “post blower door test,” and the completion of allowable weatherization measures, including incidental repairs, which attain a Savings to Investment Ratio (SIR) of 1.0 or greater using the Audit and which are feasible and reasonable in light of conditions at the dwelling unit and for which funding is available.
 - 5.1.4 Provide the Participant, or a designated representative, energy education, which may include how to read an electric meter, understanding an electric bill, understanding the impact of energy savings, and/or providing other general energy management information. Energy education will be determined to have been successfully delivered when the Participant signs a document stating the Participant has received and understands the energy education.
 - 5.1.5 Encourage Participants to use products provided through the Program in accordance with manufacturers’ instructions.
 - 5.1.6 Encourage Participants to follow energy efficiency suggestions provided through the on-site energy education.
 - 5.1.7 Complete and maintain all program reports and forms as required by WAPs, both programmatic and financial, such as landlord/tenant ownership agreement forms, and forms to ensure proper accounting of all weatherization measures installed.
 - 5.1.8 Report to Agency per Section 9 of this Contract.
 - 5.1.9 Meet federal and state insurance regulations.
- 5.2 Program funds may be used for incidental repairs made to a Dwelling Unit in conjunction with allowed Weatherization Measures charged to this contract. Agency will only reimburse Contractor for expenditures required to achieve electrical energy savings. Contractor will not be reimbursed for projects that do not result in electrical energy savings. All weatherization measures, including incidental repairs, installed in the home regardless of the source of funding must produce a SIR of 1.0 or greater.
- 5.3 At minimum, Contractor will weatherize fourteen (14) dwelling units as specified in Section 4 of this Contract.

Section 6. Program Requirements and Responsibilities of Agency

- 6.1 Agency shall provide Contractor up to \$54,850.00 to provide cost effective weatherization measures to PEC's eligible customers, contingent upon availability of funds from PEC. If sufficient funds are not available, Agency shall notify Contractor in writing within a reasonable time after such fact is determined. Agency shall then terminate this Contract.
- 6.2 Agency shall:
 - 6.2.1 Conduct quality control inspections;
 - 6.2.2 Conduct financial and programmatic monitoring; and
 - 6.2.3 Report to PEC.

Section 7. Quality Control

- 7.1 Inspections may be done by Agency and/or PEC at any time, but for Agency to withhold or reduce payments for completed weatherization measures at a dwelling unit, the inspection must be completed within 60 days from the date Agency receives a complete monthly report with all supporting documentation for the dwelling unit.
- 7.2 If quality control checks reveal undelivered services (i.e., services for which the Participant is eligible that are feasible and reasonable in light of conditions at the dwelling unit and that meet SIR requirements and for which funding is available), Contractor shall return and provide such services.
- 7.3 If it is determined in the quality control inspections conducted by Agency or PEC that an authorized measure installed at a reported dwelling unit is incapable of performing its intended function and/or it will not provide that function for the length of time prescribed to the savings, then the requested payment for that measure (including the associated administrative fee) will be subtracted from current or future payments. Contractor will have 60 days from the date it is notified by Agency of the deficiency to bring the deficient measure(s) into compliance and resubmit the measures associated with the dwelling unit for consideration.
- 7.4 If Contractor fails to bring the deficient measures into compliance within the 60 day period and the SIR of the dwelling unit falls below 1.0, then the remaining payment for the dwelling unit (including the associated administrative fee) will be subtracted from a current or future payment by that amount.

Section 8. Compensation

- 8.1 Each month, Contractor will report funds expended in order to receive payment from Agency. Advances will be paid separately from reimbursements. The advance will be sent to the agency upon receipt of the report for the month in which the performance is reported.
- 8.2 Contractor will be entitled to compensation for materials, labor and program support used by the federally funded WAP Service Provider to install

weatherization measures for up to \$4,000 per weatherized Dwelling Unit. Agency may reimburse Contractor for program support costs of no more than 15 percent of total performance during the project period and up to 10 percent of the invoiced labor and materials for administration. The amount paid to Contractor for administration shall not be included in the calculation of the \$4,000 per Dwelling Unit cap or the calculation of the Whole House SIR. Contractor's program support costs shall be included in the calculation of the \$4,000 per Dwelling Unit cap, but shall not be included in calculating the Whole House SIR.

- 8.3 If it is determined that a reported dwelling unit is ineligible for participation and there are no options available to make it eligible, then that dwelling unit will be excluded from payment.
- 8.4 All funds must be encumbered during the Contract period in accordance with this Contract.

Section 9. Reporting

- 9.1 Beginning April 15, 2013, and through the end of the Contract, Contractor will ensure monthly reports are received by the Agency by the fifteenth (15th) day of each subsequent month. Agency will provide reporting form to Contractor. Report will include:
 - 9.1.1 Total amounts expended by category (materials, labor, program support, and administrative costs);
 - 9.1.2 Number of dwelling units weatherized;
 - 9.1.3 Demographic information for each weatherized dwelling unit as outlined in the report form; and
 - 9.1.4 A copy of the Audit and Building Weatherization Report (including Labor Time Record) for each weatherized dwelling unit.
- 9.2 Contractor agrees that it will keep accurate records of its expenditure of funds, program performance documentation, and Participant files under this Contract. Files must include a customer release form which allows release of information to Agency and PEC.
- 9.3 All records required for a program monitoring and inspection shall be made available at the offices of the Contractor, at all reasonable times, for inspection, audit, or reproduction, until three (3) years after the date of final payment for any work.
- 9.4 Failure to fulfill reporting requirements may result in withholding of payments.
- 9.5 Reports must be delivered to:

Texas Association of Community Action Agencies, Inc.
2512 I.H. 35 South, Suite 100
Austin, TX 78704-5772

Section 10. Termination of Contract

- 10.1 Either party upon thirty (30) days written notice may terminate the Contract. Upon receiving notice of termination, Contractor will place no further orders, or enter into further subcontracts for services, materials, or equipment related to the work where possible. In addition, Contractor will delay or terminate all existing orders and subcontracts insofar as those orders and subcontracts relate to the performance of the work terminated. However, to the extent possible, Agency will allow continued delivery of eligible services to those customers promised services prior to receipt of notice of termination. In the event of termination, Contractor will identify any such customers and notify Agency to negotiate delivery of services to them.
- 10.2 Agency may terminate the Contract without notice if the Contractor's Community Services Block Grant, Comprehensive Energy Assistance Program and/or Weatherization Assistance Program funds are suspended by the authorizing state agency.

Section 11. Recapture of Funds

- 11.1 As a benchmark for measuring performance goals, as of July 31, 2013, if the amount spent or encumbered is less than 50 percent of the Contract total, Agency may, after review with Contractor, reduce the funding of the remaining allocation by up to 50 percent of the total annual budget.
- 11.2 As a secondary benchmark for measuring performance goals, as of September 30, 2013, if the amount spent or encumbered is less than 75 percent of the Contract total, Agency may, after review with Contractor, reduce the funding of the remaining allocation by the amount not spent or encumbered.

Section 12. Miscellaneous Provisions

- 12.1 **Independent Contractor.** Contractor is not an employee of the Agency. Contractor is an independent contractor. To the fullest extent permitted by law, Contractor will indemnify, defend and hold Agency harmless from any loss, claim, liability, or damage, including but not limited to those relating to bodily injury (including death) and property damage resulting from or related to the work. Notwithstanding these provisions, the Contractor does not waive constitutional or statutory protections afforded to state and local agencies against lawsuit claims. Contractor agrees to comply with all applicable state, federal and local laws.
- 12.2 **Contract Renewal and Modification.** Should questions or disputes develop with respect to matters related to Contract terms, or with respect to Contractor activities, the Parties shall meet promptly to resolve such issues. Should informal resolution not be possible, the Parties stipulate to the selection of a resolution committee to assist in resolving any issues that cannot be readily resolved through informal means. Should judicial resolution of a disputed matter become necessary, the Parties agree that the forum shall be the courts of Travis County, Texas.

12.3 Severability. In the event any provision of the Contract is held to be void, unlawful, or otherwise unenforceable, that provision will be severed from the remainder of the Contract. The Contract, as so modified, will continue to be in full force and effect.

12.4 Publicity. Information relating to this Contract may be released for publication and/or advertising only with the prior written approval of Agency. Contractor is expressly prohibited from using PEC's name in any publication, advertising, or promotion without Agency's written approval.

12.5 Binding On Successors. This Contract will inure to the benefit of and be binding upon the undersigned Parties and entities, and their respective legal representatives, successors and assigns.

Section 13. Entire Contract

This Contract constitutes the entire understanding of the Parties. Any change in the terms of this Contract shall be made by an amendment in writing and signed by both Parties to this Contract.

Stella Rodriguez, Executive Director for Agency
Texas Association of Community Action Agencies, Inc.

Date

Samuel T. Biscoe, Travis County Judge

Date



**TRAVIS COUNTY
FY 13 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:	HHSVS/Community Services/Housing Services	
Contact Person/Title:	Lisa Sindermann/Financial Analyst Lead	
Phone Number:	854-4594	

Grant Title:	DOE (Dept. of Energy) Weatherization Assistance Program		
Grant Period:	From: <input type="text" value="Apr 1, 2012"/>	To: <input type="text" value="Mar 31, 2013"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Department of Housing & Community Affairs		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from 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	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 13,822	\$ 0	\$ 0	\$ 0	\$ 13,822
Operating:	\$ 40,652	\$ 0	\$ 0	\$ 0	\$ 40,652
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 5,997	\$ 0	\$ 0	\$ 0	\$ 5,997
Totals:	\$ 60,471	\$ 0	\$ 0	\$ 0	\$ 60,471
FTEs:	0.00	0.00	0.00	0.00	0.00

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

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

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ -	Applicable Departmental Measures				
1.	Number of referrals required to support Housing programs from emergency assistance centers (includes DOE, LIHEAP, Home Repair and TLWP)	710	710	710	
2.					
3.					
+ -	Measures for the Grant				
1.	# of Households receiving DOE Weatherization Assistance Program	49	132	39	
	Outcome Impact Description	Providing weatherization services and minor home repair for clients as prescribed by the grant guidelines will lower the household energy usage, and lower household energy costs.			
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

Health and Human Services and Veterans Service is requesting Commissioners Court approval of the acceptance of contract amendment #1 with the Texas Department of Housing and Community Affairs for the DOE Weatherization Assistance Program for 2012-2013. The amendment transfers a total of \$4,900 from multiple categories to the Materials, Program Support and Labor category, for final reporting purposes. This budget revision will allow the department to fully expend the award in the appropriate budget categories.

No County match is required.

PBO recommends approval of this request.

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 one?

The department has received this grant for a number of years. 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.

This budget revision amendment was requested to transfer \$4,900 (\$4,000 from the Health & Safety category, \$500 from the Training & Technical Assistance category and \$400 from the Fiscal Audit category) to the Materials, Program Support and Labor category. This enables the department to expend the grant award.

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 (\$5,997) at the rate of 10% of the total allowable expenditures.

5. County Commitment to the Program Upon Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), 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 tasks as assessed.



**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: March 25, 2013

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 2012 – 13 DOE Weatherization Assistance Program
Contract Amendment 1

Proposed Motion: Consider and take appropriate action to approve the contract amendment 1 with Texas Department of Housing and Community Affairs for the DOE Weatherization Assistance Program for 2012 - 13.

Summary and Staff Recommendation: Staff requests the acceptance of this contract amendment 1 from the Texas Department of Housing and Community Affairs (TDHCA). The total grant funding for this contract remains in the amount of \$60,471. This amendment is a request the department submitted to TDHCA to transfer a total of \$4,900 (\$4,000 from the Health and Safety category, \$500 from the Training & Technical Assistance category and \$400 from the Fiscal Audit category) 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 125% 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, and single audits costs. The funds for materials are budgeted in the GL accounts for contracted services and supplies and funding for labor are budgeted in the corresponding salary and benefit GL accounts. The insurance, single audit costs and administrative costs are budgeted in the corresponding insurance, audit, and administrative GL accounts. No matching funds are required for this grant. This contract period is 04/01/12 through 03/31/13.

Issues and Opportunities: We are able to provide weatherization services for a number of dwelling units with use of these grant funds during this allocation period. The department utilizes this program to assist low-income households in achieving 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
Aerin Toussaint, Budget Analyst Sr., Planning and Budget Office
Nicki Riley, CPA, Travis County Auditor
Patti Smith, Chief Assistant County Auditor
Michelle Gable, Auditor Analyst II, County Auditors Office
Mary Etta Gerhardt, Assistant County Attorney
Cyd Grimes C.P.M., C.P.P.O., Travis County Purchasing Agent
Jennifer Francis, Business Analyst II, Travis County Purchasing Office
Deborah Britton, Director, Community Services
Lance Pearson, Social Services Program Admin., Housing Services

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CONTRACT NUMBER 56120001492 FOR THE 2012
DOE WEATHERIZATION ASSISTANCE PROGRAM (CFDA# 81.042)

AMENDMENT NUMBER: 1

SECTION 1.

This Amendment Number 1 to DOE Contract No. 56120001492 is made by and between the Texas Department of Housing and Community Affairs, a public and official agency of the State of Texas (hereinafter the "Department") and Travis County, a political subdivision of the State of Texas (hereinafter the "Subrecipient").

SECTION 2.

Subrecipient and Department executed that certain DOE Contract No. 56120001492 ("Contract") to be effective on 3/7/2013.

SECTION 3.

Under the authority described in Section 11 of the Contract and for valuable consideration, the receipt and sufficiency which are hereby acknowledged, the Parties hereby agree to [further] amend the Contract in the manner provided herein below.

1. Exhibit A, BUDGET, to the Contract is amended by replacing in its entirety with the amended Exhibit A, BUDGET, attached hereto (consisting of two (2) pages).

SECTION 4.

The Parties hereto agree that all other terms of the Contract shall be and remain in full force and effect as therein set forth and shall continue to govern except to the extent that said terms conflict with the terms of this First Amendment. In the event this First Amendment and the terms of the Contract [as amended by the First Amendment] are in conflict, this First Amendment shall govern, unless it would make the Contract void by law.

SECTION 5.

Each capitalized term not expressly defined herein shall have the meaning given to such term in the Contract.

SECTION 6.

This First Amendment may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on Parties, notwithstanding that all the Parties shall not have signed the same counterpart.

SECTION 7.

If any of the Parties returns this copy by facsimile machine or electronic transmission, the signing party intends the copy of its authorized signature printed by the receiving machine or the electronic transmission to be its original signature.

SECTION 8.

By signing this First Amendment, the Parties expressly understand and agree that its terms shall become a part of the Contract as if it were set forth word for word therein.

SECTION 9.

This First Amendment shall be binding upon the Parties hereto and their respective successors and assigns.

SECTION 10.

This First Amendment is executed to be effective on the date of execution by the authorized representative for the Department.

AGREED TO AND EXECUTED BY:

Travis County

a political subdivision of the State of Texas

BY: Samuel T. Biscoe, Travis County Judge on Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

a public and official agency of the State of Texas

By:

Title: Its duly authorized officer or representative

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CONTRACT NUMBER 56120001492 FOR THE 2012
DOE WEATHERIZATION ASSISTANCE PROGRAM (CFDA# 81.042)
EXHIBIT A

BUDGET AND PERFORMANCE DOCUMENT

Travis County
a political subdivision of the State of Texas

DEPARTMENT FINANCIAL OBLIGATIONS

<u>\$ 60,471.00</u>	DOE FUNDS CURRENTLY AVAILABLE
<u>\$ 0.00</u>	TRAINING & TECHNICAL ASSISTANCE FUNDS CURRENTLY AVAILABLE
<u>\$ 60,471.00</u>	TOTAL ANTICIPATED DOE FUNDS
<u>\$ 0.00</u>	TOTAL ANTICIPATED TRAINING & TECHNICAL ASSISTANCE FUNDS

Additional funds may be obligated via Amendment(s). Funds may only be obligated and expended during the current Contract Term. Unexpended fund balances will be recaptured.

BUDGET FOR AVAILABLE ALLOCATIONS

1

CATEGORIES	FUNDS
² Administration	\$ 5,997.00
Liability / Pollution Occurrence Insurance	\$ 5,408.00
Fiscal Audit	\$ 400.00
³ Materials / Program Support / Labor	\$ 43,113.00
⁴ Health and Safety	\$ 5,553.00
SUB-TOTAL	\$ 60,471.00
⁵ Training and Technical Assistance	\$ 0.00
TOTAL	\$ 60,471.00

FOOTNOTES TO BUDGET FOR AVAILABLE ALLOCATIONS:

¹ Denotes that the Subrecipient must request in writing any adjustment needed to a budget category before TDHCA will make any adjustments to the budget categories. The only categories that can be reduced are the Administration, Insurance, Fiscal Audit and/or in the Health and Safety categories. Subrecipients are limited to two (2) requested budget revisions during the current Contract Term. Only those written request(s) from the subrecipients received at least 90 days prior to the end of the Contract Term will be reviewed. TDHCA may decline to review written requests received during the final 90 days of the Contract Term.

² Denotes maximum for administration based on 10.00% of total allowable expenditures.

³ Denotes \$2,000 for liability insurance and the remaining balance for pollution occurrence insurance.

⁴ Denotes the maximum allowed for Health and Safety expenditures.

⁵ Department approved training / travel only.

PERFORMANCE

Subrecipient's service area consists of the following Texas counties:

TRAVIS

Subrecipient shall provide weatherization program services sufficient to expend the Contract funds during the Contract Term. WAP costs per unit, excluding health and safety expenses, shall not exceed \$6,769.00 without prior written approval from the Department.

By signing this Contract the parties expressly understand and agree to the terms set forth word for word therein. This Contract shall be binding upon the parties hereto and their respective successors and assigns.

Effective Date of Budget: 3/7/2013

Travis County

BY: Samuel T. Biscoe, Travis County Judge on _____ Date _____

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

By:

This Contract is not effective unless signed by the Executive Director of the Department or their authorized designee.

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 checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Family Support Services	
Contact Person/Title:	Jim Lehrman - FSS Director / Sandra Valenzuela - Senior Planner	
Phone Number:	854-9879/854-3732	

Grant Title:	Basic Transportation Needs Fund Bus Pass Program				
Grant Period:	From:	9/01/2012	To:	08/31/2013	
Fund Source:	Federal: <input type="checkbox"/>	State: <input type="checkbox"/>	Local: <input checked="" type="checkbox"/>		
Grantor:	Basic Transportation Needs Fund of the Austin Community Foundation				
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:	Capital Metro				

Budget Categories	Grant Funds	County Cost Share	County Contribution	In-Kind	TOTAL
Personnel:		0	0	0	\$0
Operating:	5,790	0	0	0	\$5,790
Capital Equipment:	0	0	0	0	\$0
Indirect Costs:	0	0	0	0	\$0
Total:	\$5,790	\$0	\$0	\$0	\$5,790
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		

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

Performance Measures	Projected FY 12 Measure	Progress To Date:				Projected FY 13 Measure
		12/31/11	3/31/12	6/30/12	9/30/12	
Applicable Depart. Measures						
There is no applicable measure. FSS and BTNF measure progress toward providing basic needs assistance to eligible persons..						
Measures For Grant						
Number of bus passes distributed to eligible persons	62 daily 420 7-day					688 daily 4620 7-day
Outcome Impact Description	This program will offset the transportation costs of the working poor, refugees and homeless persons served by FSS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.					
Outcome Impact Description						
Outcome Impact Description						

PBO Recommendation:

This grant contract provides bus passes to HHS that it can then give to qualified clients. There is no grant match requirement and no indirect costs allowed given that the grantor provides reduced-price bus passes and not funding. PBO recommends approval of this request.

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?

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BNTF] for distribution to working poor, homeless, and refugee clients served through our Family Support Services [FSS] sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training.

Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BNTF program. TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County. There are seven sites located throughout the county. Key FSS services consist of rental and/or utility assistance for eligible individuals, as well as food from our pantries for those requiring food assistance. For most types of assistance, households at or below 125% of the FPIG are eligible. There are five sites which will utilize bus passes requested in this application:

Jonestown, Oak Hill, Post Road, Palm Square and Del Valle. [The remaining two are not participating because they lack bus services through Capital Metro.] In 2010-2011, some FSS sites distributed bus passes to clients under 150% FPIG. Most of these clients used their passes to get to medical appointments and to look for work. Other uses include accessing services at another agency they had been referred to by a TCHHS/VS case manager and traveling to work. The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

Leveraging opportunities presented by this grant are numerous. TCHHS/VS has been partially funding the Capital Metro route serving Del Valle for a number of years. A grant from the BNTF will enable more working poor, homeless and refugee clients to utilize this route, therefore maximizing our investment in this vital piece of local transportation infrastructure. Most FSS sites are co-located with other services that many clients utilize in addition to FSS services. The FSS Oak Hill site is co-located with a WIC site, a CommunityCare Clinic, services for seniors, a Justice of the Peace Court, and a Travis County tax office. The Del Valle FSS site is co-located with a WIC site, a CommunityCare Clinic, as well as SMART, a substance abuse treatment program for ex-offenders, Travis County Correctional Complex and a senior program. The Post Road FSS site is co-located with an Attorney General Child Support Court, Services for the Deaf and Hard of Hearing, Travis County Drug Diversion Court, and the Offices of both the Juvenile Public Defender and the Mental Health Public Defender. Palm Square FSS is co-located with the Office of Children's Services, Workforce Solutions, Goodwill Industries, Travis County Veterans Service, and Children FIRST. The bus passes distributed to FSS clients will maximize utilization and efficiency of services provided at organizations co-located with FSS sites.

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.

Funding is only provided in the form of reduced-fare bus passes. No actual funds will be awarded. There is no indirect cost allocation.

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.

TCHHS/VS has provided bus passes to FSS clients, so in that sense, this program would not be an expansion into a new area. The BNTF is, however, a newly created initiative. A high percentage of clients served by TCHH/VS through FSS programs are transit-dependent. This means that due to age, disability, income or lack of a working car, they are more likely to be reliant on public transportation to meet basic life needs such as obtaining food, accessing health care, or getting to work. Transit-dependent populations face many challenges. For those living in central areas of the city, a trip to work or a doctor's office will often require a number of transfers and several hours from door to door. For those living in outlying areas of the County, public transportation infrastructure is not robust enough to meet the needs of working families and individuals without imposing significant hardship.

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak languages other than English and/or are members of minority communities are transit-dependent at higher rates than their white, English-speaking counterparts. Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

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.

This program will incur a very minimal increase of administrative, reporting, and tracking tasks on FSS staff. The benefits accrued to TCHHS/VS will be that our investment in FSS services will be maximized by offering transportation to FSS clients so they can access referral services, get to medical appointments and search for employment. FSS and BTNF measure progress toward providing basic needs assistance to eligible persons.

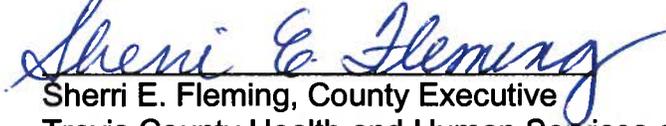


**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

Date: March 27, 2013

TO: MEMBERS OF THE COMMISSIONERS COURT

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

SUBJECT: Acceptance of 2012-2013 Memorandum of Understanding for Basic Transportation Needs Fund from the Austin Community Foundation

Proposed Motion: Consider and take appropriate action to approve the Memorandum of Understanding with Austin Community Foundation to commence the 2012 Basic Transportation Needs Fund program

Summary and Staff Recommendation: Staff requests the acceptance of the attached Memorandum of Understanding. The BTNF award received in 2012 will provide for 750 daily and 1120 weekly bus passes worth \$5,790. Bus passes will be distributed to Family Support Services clients at Health and Human Services and Veterans Service (TCHHS/VS) Community Centers throughout the county. HHS/VS estimates that at least 1800 clients will receive passes at the various centers allowing them to attend medical appointments, travel to job interviews and employment training.

The final agreement, or MOU, however, between Capital Metro and the County is still pending Court approval. Approval by the Commissioners' Court will allow the program to commence.

Staff recommend approving the MOU.

Budgetary and Fiscal Impact: The non-cash award equivalent of \$5,790 in bus passes does not require a cash or in-kind match.

Issues and Opportunities:

The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to FSS clients, Travis County HHS/VS is maximizing its investment in services to the client by ensuring that they will have transportation to get to appointments, job interviews or other service sites.

Background:

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak other than English and/or are members of minority communities are transit-dependent at higher rates than their white, English-speaking counterparts. Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

cc: Leslie Browder, County Executive, Planning and Budget Office
Diana Ramirez, Assistant Budget Director, Planning and Budget Office
Mary Etta Gerhardt, Assistant County Attorney
Jessie Mars, Financial Auditor Analyst, County Auditor
Jim Lehrman, Social Services Director, Family Support Services
Kathleen Haas, Financial Services Director, HHS/VS

Basic Transportation Needs Fund – A Fund of the Austin Community Foundation

2012-2013 Capital Metro Pass Program

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is entered into between Travis County, a political subdivision of the State of Texas (“Agency”), and Austin Community Foundation (“ACF”), a non-profit organization acting as fiscal agents for funds provided by Capital Metro in establishing the Basic Transportation Needs Fund.

The undersigned authorized agents of Travis County agree to meet the criteria for participation with the Basic Transportation Needs Fund (BTNF), described herein:

1. **Eligibility:** The Agency will have a Non-Profit Tax-Exempt Status with the IRS or be a government agency, and have an established Capital Metro Pass distribution program. The Agency is responsible for determining client eligibility. The passes will directly serve “Eligible Low-Income Individuals,” which is defined as an individual whose family income is at or below 150 percent of the federal poverty line.
2. **Discrimination:** The Agency will not exclude recipients on the grounds of race, religion, national origin, gender, veteran’s status, disability, medical condition, age or sexual orientation. The Agency will not require recipients to be a member of any organization or participate in any religious service as a condition for distribution or receipt of Capital Metro Passes.
3. **Distribution:** The Agency will distribute Capital Metro Passes free of charge directly to Agency clients and will not receive money, property or other services or redistribute to another agency, group or organization. Agency may not distribute Capital Metro Passes provided through this program to another agency, group or organization for redistribution. The Agency will not sell or exchange Capital Metro Passes for money, property or other services.
4. **Tracking & Reporting:** The Agency will keep sufficient records (1) to support eligibility determinations, and (2) to track the distribution of Capital Metro Passes (e.g. distribution records, BTNF reports, etc.). Records shall be maintained in an accessible format for at least three years after an Agency’s program end date. **The Agency must submit a monthly report (Exhibit A – Client Distribution Report) that will provide BTNF with requested**

Basic Transportation Needs Fund – A Fund of the Austin Community Foundation

information (e.g. services statistics, client demographics, research data, etc.) and will allow site visits to monitor the program or to review books and records, sometimes without prior notification.

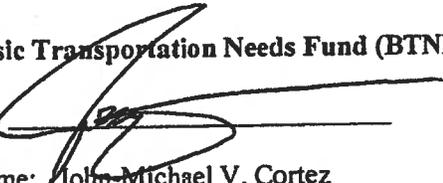
5. **Public Relations:** The Agency agrees that:
 - a. BTNF may publish their name as a participant in BTNF.
 - b. BTNF may use Agency's trademarks on BTNF material.
 - c. BTNF may use testimonials obtained with the Agency's assistance from their clientele concerning BTNF or Agency's programs that benefit from BTNF.
6. **Policies and Procedures:** The Agency will comply with appropriate federal rules and regulations including:
 - a. 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
 - b. 49 CFR Part 19, Uniform Administrative Requirements for Grants And Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
 - c. OMB Circular, A-133, Audits of States, Local Governments and Non-Profit Organizations.
7. **Point of Contact & Communication:** The Agency will assign at least one key person to work with BTNF and provide direct contact information, phone number and email address. This person will be responsible for issues that may arise between the Agency and BTNF. This representative must present identification at the time of purchase, pick-up and transport of Capital Metro Passes from BTNF office. The Agency will notify BTNF of any changes in tax-exempt status, address, contact information, key personnel or the distribution of Capital Metro Passes.
8. Basic Transportation Needs Fund (BTNF) Definitions and Client Distribution Report are attached hereto and incorporated by reference herein
9. **Storage of passes:** The Agency will have adequate storage space to ensure the integrity and security of Capital Metro Passes until they are distributed.
10. **Liability:** The Agency acknowledges that BTNF, Capital Metropolitan Transportation Authority, the Austin Community Foundation and all Sponsors expressly disclaim any implied warranties of merchantability or fitness for a particular use. The Agency releases BTNF, Capital Metropolitan Transportation Authority, the Austin Community Foundation and all Sponsors from any liability resulting from the use of the Capital Metro Passes and further agrees

Basic Transportation Needs Fund – A Fund of the Austin Community Foundation

to indemnify and hold BTNF, Capital Metropolitan Transportation Authority, the Austin Community Foundation and all Sponsors free and harmless against all and any liability, damages, losses, claims, causes of actions and suits of law or inequity or any obligation whatsoever arising out of or attributed to any action of said Agency or any personnel employed by said Agency in connection with the storage, distribution and use of all Capital Metro Passes.

11. **Termination of MOU:** BTNF reserves the right, as its sole discretion, to suspend and/or terminate the Agency's membership per this Memorandum of Understanding. The Agency has the right to appeal and/or reapply. The Agency or BTNF may terminate this agreement at any time by transmitting a written notice to the other at least thirty (30) days before the date upon which the termination is to become effective. Upon termination of this agreement, any undistributed Capital Metro Passes will be returned to BTNF, along with a final report as to the use of any distributed Capital Metro Passes not previously reported.

Basic Transportation Needs Fund (BTNF)

By: 

Name: John Michael V. Cortez

Title: Fund Representative

Date: 03/01/2013

Agency

By: _____

Name: Samuel T. Biscoe

Title: Travis County Judge

Date: _____

**Travis County Health and Human Services and Veterans Service
Basic Transportation Needs Fund - Bus Pass Program 2012-2013**

Overview

Organization: Travis County Health and Human Services and Veterans Service [TCHHS/VS]

Contact Name: Jim Lehrman, Director, Family Support Services, TCHHS/VS

Contact phone and email: 512-854-9879; Jim.Lehrman@co.travis.tx.us

Website: http://www.co.travis.tx.us/health_human_services/default.asp

Amount of Funding Requested: \$5,790

Category requested: Bus Passes

Project Description

Travis County HHS/VS is requesting 750 daily and 1120 weekly passes from the Basic Transportation Needs Fund [BNTF] for distribution to working poor, homeless, and refugee clients served through our Family Support Services [FSS] sites. We estimate that at least 1800 clients will receive passes through this initiative so that they can obtain needed services at other sites, attend medical appointments, and travel to job interviews and employment training.

Who will receive the passes: Persons at or below 150% of the federal poverty income guideline (FPIG) served by TCHHS/VS FSS sites will be eligible to receive bus passes through the BNTF program. TCHHS/VS' FSS sites are the largest providers of emergency assistance for individuals and families in Travis County. There are seven sites located throughout the county. Key FSS services consist of rental and/or utility assistance for eligible individuals, as well as food from our pantries for those requiring food assistance. For most types of assistance, households at or below 125% of the FPIG are eligible. There are five sites which will utilize bus passes requested in this application: Jonestown, Oak Hill, Post Road, Palm Square and Del Valle. [The remaining two are not participating because they lack bus services through Capital Metro.] In 2010-2011, some FSS sites distributed bus passes to clients under 150% FPIG. Most of these clients used their passes to get to medical appointments and to look for work. Other uses include accessing services at another agency they had been referred to by a TCHHS/VS case manager and traveling to work.

Need: A high percentage of clients served by TCHH/VS through FSS programs are transit-dependent. This means that due to age, disability, income or lack of a working car, they are more likely to be reliant on public transportation to meet basic life needs such as obtaining food, accessing health care, or getting to work. Transit-dependent populations face many challenges. For those living in central areas of the city, a trip to work or a doctor's office will often require a number of transfers and several hours from door to door. For those living in outlying areas of the County, public transportation infrastructure is not robust enough to meet the needs of working families and individuals without imposing significant hardship.

A recent analysis performed by KFH Group, Inc. found that, relative to other counties in the region, most of Travis County has a high density of transit-dependent individuals. Those transit-dependent individuals who speak languages other than English and/or are members of minority communities are transit- dependent at higher rates than their white, English-speaking

**Travis County Health and Human Services and Veterans Service
Basic Transportation Needs Fund - Bus Pass Program 2012-2013**

counterparts.¹ Offsetting the cost of transportation makes it possible for these populations to use their scarce resources to meet other basic needs as they move toward self-sufficiency.

Purpose: The purpose of this program is to offset the transportation costs of the working poor, refugees and homeless persons served by TCHHS/VS. By offering passes to our FSS clients, we are maximizing our investment in services to the client by ensuring that they will have transportation to get to medical appointments, job interviews or other service sites and it won't be lack of bus fare that keeps them from continuing to move toward self-sufficiency.

Process to distribute: As mentioned above, we will create an internal eligibility form for the bus pass program which will include all the information grantees are required to collect for the tracking form. FSS clients will fill out this simple eligibility form [sex, age, income, refugee or homeless status, kind of pass requested, purpose/use of pass] and if the client meets requirements, passes will be distributed at that time. Staff will enter information from the eligibility form into an online database. Once entered, this information will be used to populate the monthly reports required by BNTF. Some FSS sites use a similar system for the Family Eldercare fan distribution program so we feel confident that this tracking and reporting system will be sufficient to meet grant requirements.

Performance

We estimate that the requested bus passes will enable the target population to take a minimum of 9,500 rides in the 12-month period. Performance will be tracked using the monthly tracking form provided by the BNTF, which will be populated with data from our internal eligibility form described in the previous paragraph.

Leveraging

TCHHS/VS has been partially funding the Capital Metro route serving Del Valle for a number of years. A grant from the BNTF will enable more working poor, homeless and refugee clients to utilize this route, therefore maximizing our investment in this vital piece of local transportation infrastructure. Most FSS sites are co-located with other services that many clients utilize in addition to FSS services. The FSS Oak Hill site is co-located with a WIC site, a CommunityCare Clinic, services for seniors, a Justice of the Peace Court, and a Travis County tax office. The Del Valle FSS site is co-located with a WIC site, a CommunityCare Clinic, as well as SMART, a substance abuse treatment program for ex-offenders, Travis County Correctional Complex and a senior program. The Post Road FSS site is co-located with an Attorney General Child Support Court, Services for the Deaf and Hard of Hearing, Travis County Drug Diversion Court, and the Offices of both the Juvenile Public Defender and the Mental Health Public Defender. Palm Square FSS is co-located with the Office of Children's Services, Workforce Solutions, Goodwill Industries, Travis County Veterans Service, and Children FIRST. The bus passes distributed to FSS clients will maximize utilization and efficiency of services provided at organizations co-located with FSS sites.

¹ KFH Group, Inc. Update to Capital Area Coordinated Public Transit- Health and Human Services Transportation Plan, March 2011, <http://www.caction.org/CAN-Research/Reports/2011/CAMPO%20RTCC%20TM%204%20-%20Needs%20Assessment%203-17-11.pdf>, accessed June 7, 2012.

Bus Pass Intake Form

Date						
Name						
Age						
Address: (Street, apt #, City, Zip)						
County						
Male or Female						
Monthly income (include all adults in household)						
Race (circle one)	Caucasian	Hispanic	Black/ Afro-American	Asian	Other	Unknown
Do you have refugee status?	Yes No					
What is your living situation? (Circle One)	<ul style="list-style-type: none"> • Own Apt/Condo • Own Mobile Home • Own Single Family Home 		<ul style="list-style-type: none"> • Public Housing Unit • Rent Multi Family Unit • Rent Mobile Home • Rent Single Family Home • Rent Room • Rent Subsidized Home 		<ul style="list-style-type: none"> • Sleeping Outside or in Car • Someone Else's Home • Staying in Shelter • Nursing Home 	
Staff Use Only:	1 Weekly Pass		1 Daily Pass			
Distribution Site:	Travis County Health & Human Services Department, Jonestown Community Center					
Submitted by:						

Declaration of Income:

I have received the amount of income indicated during the last thirty (30) days. I understand that, in the case of any misstatement of income or "no income", I may be liable for the full value of any assistance received and to criminal prosecution.

The undersigned individual(s) certify:

SSN: _____

DOB: _____

Gross Income \$_____ (for all adults in the household for the last 30 days)

Signature

Date

Travis County HHS/VS Bus Pass Tracking Database Form

Travis County Bus Pass Procedure

1. An FSS staff member will ensure that the client is at or below 150% FPG.
2. An FSS staff member completes or has the client complete a Bus Pass Intake Form.
3. An FSS staff member completes the Daily Pass Tracking Form completely.
4. An FSS staff member completes the Bus Tracking Database Form.
5. An FSS staff member distributes the Bus Passes to the named recipient.

Date:

Name:

Age: 7 to 18 years old
 18 to 64 years old
 64 and older

Address:

Zip Code:

County:

Gender:

Race:

Monthly Income:

What is your living situation?

Include all adults in household. Do not include \$